



## Sanitarian Registration Board

October 25, 2006

Board Room

10:15 a.m.

### Members Present

Linda Aller, R.S.  
Angela Townsend, R.S.  
Richard Setty, R.S.  
Gary Silverman, R.S.  
Duane Snyder, R.S.  
Roger Suppes, R.S.  
Dave Winfough, R.S.

### Staff

Stephanie Youst, Executive Secretary

### Legal Council

W. Scott Myers, Assistant Attorney General

### Guests

Ann Boyd  
Doug Bragg  
Rebecca Keller  
David O'Toole

### Call to Order

Angela Townsend, Chairperson, called the meeting to order at 10:15 a.m.

### Agenda Review

Gary Silverman moved to approve the agenda for the October 25, 2006 meeting as submitted. Linda Aller seconded the motion. The motion carried.

### Approval of Minutes

Dave Winfough moved to approve the September 6, 2006 meeting minutes as corrected. Richard Setty seconded the motion. The motion carried.

### Committee Reports

- There were no committee reports for the October 25, 2006 meeting

### Executive Secretary Report

- Ms. Youst informed the Board that she had submitted the Board's budget request for fiscal years 2008 and 2009 and submitted a transition report for the incoming Governor.
- Ms. Youst informed the Board that there were 53 candidates who took the examination on October 19, 2006. Results from the examination are expected approximately four weeks from that date.
- Per the Board's request, Ms. Youst reviewed the records retention schedule and made recommendations, which are attached to the minutes for reference.

**Action:** Dave Winfough moved to retain the current retention schedule for SRF-1, which is the minority business expenditure file retention schedule. Duane Snyder seconded the motion. The motion carried.

**Action:** Linda Aller moved to retain the current records retention schedule for SRF-3, which is the schedule for RS and SIT file retention, but to allow files to be retained electronically within three years. Dave Winfough seconded the motion. Gary Silverman opposed the motion. The motion carried 6:1.

**Action:** Dave Winfough moved to retain the current retention schedule for SRF-5, which is the approved training agency request retention schedule. Linda Aller seconded the motion. The motion carried.

**Action:** Roger Suppes moved to retain the current retention schedule for SRF-6, which is the schedule for individual continuing education approval requests. Linda Aller seconded the motion. The motion carried.

**Action:** Gary Silverman moved to submit a revised schedule for approval for SRF-7, which is the schedule for examination by date retention. The proposed schedule will be to hold the information for 20 years, then destroy. Dave Winfough seconded the motion. The motion carried.

**Action:** Roger Suppes moved to retain the current retention schedule for SRF-7, which is the schedule for voided certificate destruction. Linda Aller seconded the motion. The motion carried.

- Ms. Youst made several revisions and suggestions to forms currently utilized by the Board. The recommendations are attached to the minutes for reference.

*Continuing Education Forms*

**Action:** Roger Suppes moved to have the continuing education committee members review the forms and provide feedback at the December 6, 2006 meeting. Linda Aller seconded the motion. The motion carried.

*Application Forms*

- The Board members reviewed the application forms and made comments and suggestions for changes.
  - The Board would like to keep the same forms for the advancement application and waiver application.
  - The Board asked Ms. Youst to revise the renewal applications and SIT application for review at the December 6, 2006 meeting.
- As a part of this review, the Board discussed the necessity of collecting information, such as e-mail addresses on applications and using e-mail as a primary means of communication with the licensees. The Board requested that this topic be further explored at the December 6, 2006 or January 10, 2007 meeting.
- The formal written and budgetary reports are attached to the minutes for reference.

**Adjudication**

- The Board held a hearing regarding Ann Boyd's application for advancement to registered sanitarian at 10:45 a.m.
- The Board held a hearing regarding David O'Toole's application for registered sanitarian reinstatement at 11:35 a.m. Duane Snyder recused himself from this hearing.
- The Board held a hearing regarding Rebecca Keller's application for registered sanitarian reinstatement at 12:05 p.m.

**Action:** Dave Winfough moved that the Board go into executive session to deliberate matters required to be kept confidential by state statute. Linda Aller seconded the motion. Scott Myers was asked to leave. Stephanie Youst was asked to stay. Duane Snyder was asked to leave during the deliberations on Mr. O'Toole's hearing.

**Roll Call Vote:**

Linda Aller	Yes
Angela Townsend	Yes
Richard Setty	Yes
Gary Silverman	Yes
Duane Snyder	Yes
Roger Suppes	Yes
Dave Winfough	Yes

The Board went into executive session at 2:05 p.m. The Board came out of executive session at 3:35 p.m. and made the following actions.

**Action:** Roger Suppes moved that Rebecca Keller's application for registered sanitarian be approved. Duane Snyder seconded the motion. The motion carried.

**Action:** Dave Winfough moved that the record of David O'Toole be held open for an additional 30 days to allow him to submit additional evidence as set forth below:

- 2002 and 2005 OSHA's Hazardous Waste & Emergency Operations Standard courses.
  - The current certificates of completion provided did not have the amount of continuing education credit awarded for attendance and completion of the course during 2002 and 2005.
- 2002 Computer Workshop Training on Power Point 2000 1 and XP Level 1.
  - Timecards are not sufficient to demonstrate attendance and completion of courses. The Board requests a letter from a supervisor or verification from the provider that Mr. O'Toole did attend and complete the course. The documentation must also demonstrate the amount of time spent at the courses.

Any evidence submitted by Mr. O'Toole must be received by the Board no later than December 4, 2006. The Board further orders that this matter will come on for final adjudication at the Board's regularly scheduled meeting of December 6, 2006. Roger Suppes seconded the motion.

*Discussion:*

- The Board discussed Mr. O'Toole's reinstatement application submittal date.
- After reviewing the evidence submitted by Mr. O'Toole, the Board determined that there were only 54 ½ hours that were applicable for continuing education credit and Mr. O'Toole was required to provide proof of completion of 72 hours of continuing education.
- Therefore, the Board requested that Mr. O'Toole submit additional information on his evidence for review at the December 6, 2006 meeting.

The motion carried.

**Action:** Gary Silverman moved that the record of Ann Boyd be held open for an additional 30 days to allow her to submit additional evidence as set forth below:

- The State of Ohio Board of Sanitarian Registration agreed to hold Ms. Boyd's application open until December 4, 2006 to research the process the National Environmental Health Association (NEHA) used to establish a passing score of 68% for/on NEHA examination.
- The Board recognizes that NEHA uses the Angoff method, but have requested additional information regarding things the professional characteristics of the reviewers and the methodology used to prepare the latest version of the examination. The Board also requested information on the objective of the test (e.g. what is it trying to measure – professional competency for a new graduate or for an experienced professional?)

Any evidence submitted by Ms. Boyd must be received by the Board no later than December 4, 2006. The Board further orders that this matter will come on for final adjudication at the Board's regularly scheduled meeting of December 6, 2006.

Dave Winfough seconded the motion. Linda Aller opposed the motion. The motion carried 6:1.

**New Business**

*Approved Training Agency Requests for Course Approval*

**Action:** Richard Setty moved to approve all of the training agency requests for continuing education credit with the following exceptions. Dave Winfough seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

07-035: 5.5 Hours	07-068: 18 Hours
07-043: 2.5 Hours	07-073: 0 Hours
07-055: 5.5 Hours	07-075: 4.5 Hours
07-056: 7.5 Hours	07-077: 0 Hours
07-067: Additional Information Requested	07-081: 10 Hours

*Individual Continuing Education Requests for Approval*

**Action:** Richard Setty moved to approve all of the individual applications for continuing education approval with the following exceptions. Dave Winfough seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

07-159: 5 Hours	07-183: 5.5 Hours
07-161: 5 Hours	07-184: 5.5 Hours

07-185: 5.5 Hours  
07-187: 5.5 Hours  
07-192: 8.75 Hours  
07-193: 6.5 Hours  
07-198: 4 Hours  
07-205: Additional Information Requested  
07-212: 5.5 Hours  
07-224 A: 4.25 Hours  
07-224 B: 4.25 Hours

07-225 A: 12.5 Hours  
07-225 B: 12.5 Hours  
07-226: 5.5 Hours  
07-230: 5.75 Hours  
07-231: 5.5 Hours  
07-232: 5.5 Hours  
07-238: 5.5 Hours  
07-239: 5.5 Hours  
07-240: 5.5 Hours

#### Incident Command System Courses

- Due to a large number of inquiries, the Ohio Sanitarian Registration Board has made the following determination regarding the Incident Command System courses, which are offered at no cost, by the Federal Emergency Management Agency (FEMA).
  - ICS 100 and ICS 200 have been granted blanket approval for up to 3 hours of continuing education credit. In order to receive credit for completion of the courses at the time of renewal, simply submit the certificate or letter of completion with the renewal packet.
  - IS 300 and IS 400 have been granted blanket approval for up to 14 hours of continuing education credit. In order to receive credit for completion of the courses at the time of renewal, simply submit the certificate or letter of completion with the renewal packet.
  - IS 700 and IS 800 have been granted blanket approval for up to 3 hours of continuing education credit. In order to receive credit for completion of the courses at the time of renewal, simply submit the certificate or letter of completion with the renewal packet.
- If a sanitarian is in need of continuing education credits these courses, along with many other types of training, are offered by FEMA free of charge. The courses can be found on the FEMA website at [www.fema.gov](http://www.fema.gov).

#### Sanitarian in Training Applications

**Action:** Linda Aller moved to approve the following applicants for sanitarian in training registration. Gary Silverman seconded the motion. The motion carried.

Babai, Sassan  
Bartel, Mandy  
Chiu, Yu-Nung  
Hull, J. David  
Kessler, Lane  
Krugel, Mia

Martino, Lisa  
Sanders, Karie  
Strait, Brad  
Wilmath, Jamie  
Young, Leslie

**Action:** Linda Aller moved to propose to deny the application for Alan Mancuso for failure to meet the educational requirements. Gary Silverman seconded the motion. The motion carried.

#### Registered Sanitarian Applications

**Action:** Linda Aller moved to defer Branden Pelok's application pending clarification of the coursework listed on his transcript. Gary Silverman seconded the motion. The motion carried.

#### Registered Sanitarian Advancement Applications

**Action:** Gary Silverman moved to approve the following individuals for advancement to registered sanitarian. Dave Winfough seconded the motion. Roger Suppes abstained from voting. The motion carried.

Kluesener, Jeffrey

Meininger, Stephen

#### Sanitarian in Training Reinstatement Applications

**Action:** Duane Snyder moved to approve the reinstatement application for M. Theresa Campbell. Dave Winfough seconded the motion. The motion carried.

#### Registered Sanitarian Reinstatement Applications

**Action:** Linda Aller moved to approve the following registered sanitarian reinstatement applications. Gary Silverman seconded the motion. The motion carried.

Ferguson, James  
Hubert, Sean  
Kuck, Karen

Moore, Steven  
Moran, Eileen  
Ofoe, Nathaniel

**Action:** Gary Silverman moved to reconsider the registered sanitarian reinstatement application for Janice Johnson. Dave Winfough seconded the motion. The motion carried.

**Action:** Duane Snyder moved to approve the registered sanitarian reinstatement application for Janice Johnson. Linda Aller seconded the motion. The motion carried.

Sanitarian in Training Extension Requests

**Action:** Gary Silverman moved to grant an extension of one year for the sanitarian in training registration for Debbie Wallen. Duane Snyder seconded the motion. The motion carried.

**Action:** Roger Suppes moved to grant an extension of one year for the sanitarian in training registration for John McKean. Gary Silverman seconded the motion. The motion carried.

Future Meeting Dates

- The following meeting dates were confirmed by the Board:
  - December 6, 2006
  - January 10, 2007
  - February 14, 2007
  - April 4, 2007
  - May 23, 2007

Adjournment

**Action:** Gary Silverman moved that the meeting adjourn at 5:05 p.m. Linda Aller seconded the motion. The motion carried.

Respectfully submitted  
*Stephanie K. Youst*

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Angela Townsend, R.S., Chairperson

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Witness

AT:sky