



State Board of Sanitarian Registration Twenty-Sixth Annual Report

This report of the State Board of Sanitarian Registration covers the activities of the Board from September 4, 2002 through August 31, 2003. The financial report covers Fiscal Year 2003.

Mission Statement

The mission of the Board is to protect public health by ensuring registered sanitarians possess and maintain specialized knowledge and skills in the field of environmental health. This is accomplished by minimum education standards, examination, continuing education requirements, and the investigation of complaints filed with the Board.

Board Organization

The State Board of Sanitarian Registration consists of seven (7) members, including the Director of Health or his designated representative, the Director of the Environmental Protection Agency or his designated representative, and five (5) members appointed by the Governor with the advice and consent of the Senate. Terms of office are for three years and members are compensated for board meeting expenses.

Of the five members appointed by the Governor, at least one and not more than two must be employees of a general health district; at least one and not more than two must be employees of a city health district; and at least one and not more than two must be employed in private industry. Not more than one member may be employed by a university and not more than one member may be employed by an agency or department of state.

Board Meetings

The State Board of Sanitarian Registration conducted eight (8) Board meetings, seven (7) administrative hearings, and one (1) public rules hearing between September 4, 2002 and August 31, 2003. These meetings and hearings were open to the public and held in Columbus at the Vern Riffe Center for Government.

Board Members and Term Expiration:

David Winfough, R.S.	Hamilton	August 15, 2003
Janet Rickabaugh, R.S.	New Richmond	August 15, 2004
Roger Suppes, R.S.	Worthington	Director's representative for the Ohio Department of Health
Gary Silverman, R.S.	Bowling Green	August 15, 2005
Duane Snyder, R.S.	Worthington	Director's representative for the Ohio Environmental Protection Agency
Linda Aller, R.S.	Lewis Center	August 15, 2005
Angela Henderson, R.S.	South Euclid	August 15, 2003

Board Staff

The Board's support staff includes Lynn Jones, executive secretary and Maryanne Macioce, intermittent clerk.

Registration Renewal

Between the periods of September 4, 2002 and August 31, 2003, 1,179 registered sanitarians renewed their certificates. Seventy-four (74) applicants were granted registered sanitarian status, bringing the total of registered sanitarians to 1,253. One hundred and three (103) certificates of sanitarian-in-training were issued by the Board, bringing the total number of sanitarians-in-training to 204.

<i>Registration Activity</i>	<i>9/98-8/99</i>	<i>9/99-8/00</i>	<i>9/00-8/01</i>	<i>9/01-8/02</i>	<i>9/02-8/31/03</i>
Registered Sanitarian Renewals	1179	1187	1203	1178	1179
Registered Sanitarian certificates granted	72	60	51	62	74
Sanitarian-in-Training Renewals	88	74	98	116	101
Sanitarian-in-Training certificates granted	131	139	144	94	103
Totals	1470	1460	1496	1450	1457

The Board is the second of twenty-three regulatory licensing boards to convert to an upgraded centralized licensing software system. During July 2003 renewal notices and new licenses were issued from the new system. Internet license verification is now available at www.state.oh.us/san/ including license number, issue date, expiration date, and current status. The Internet verification can also be used to confirm the receipt of pending applications for registration. Future enhancements include a continuing education course search module.

Examination

The Board administered the Professional Examination Service (PES) registration examination on December 12, 2002, April 10, 2003, and August 14, 2003 at the Occupational Safety and Health facility in Pickerington Ohio.

<i>Exam</i>	<i>Date</i>	<i># of Candidates</i>	<i>Pass Point</i>	<i>% of Passing</i>
PES	12/12/02	52	175/250	21%
PES	4/10/03	54	175/250	31%
PES	8/14/03	49	175/250	24.5%

Although the Board no longer administers the National Environmental Health Association's REHS/RS Examination, a candidate who takes the examination in a format acceptable to the Board and obtains a score of 70.0% or higher will be approved as meeting the examination requirement.

The examination-passing rate decreased from 47% last year to 26%. The high failure rate continues to be a major concern for the State Board of Sanitarian Registration. A primary focus of the Board is to encourage sanitarians-in-training to develop a plan of study and preparation for the examination that includes mentoring, shadowing, and the review of strengths and weaknesses in environmental health programs. The Board continues to survey examination candidates to determine how education, experience, and preparation impact results. Past survey results point toward the need for better exam preparation.

The Board adopted an Examination Policy on June 4, 2003 delineating special testing accommodations for candidates with disabilities. The policy also addresses the issue of sanitarians-in-training who lose the ability to practice environmental health after five years and wish to continue taking the registration examination. The policy provides that applicants for examination must be in an active status either by registration as a sanitarian-in-training or approved to take the examination by the Board through the submission and approval of an application for registered sanitarian.

The Examination Committee reviewed 112 applications for sanitarian-in-training registration. 103 sanitarian-in-training certificates were granted. Seventy-five (75) applications for registered sanitarian registration were reviewed. Seventy-four (74) registered sanitarian certificates were granted.

Administrative hearings are conducted for all applicants denied registration, regardless of whether the applicant responds to the opportunity for hearing notice. Seven (7) hearings were conducted between September 4, 2002 and August 31, 2003. The Board affirmed denial on all applications subsequent to hearing.

The Board reviewed and granted eighteen (18) sanitarian-in-training extension requests. Extension requests increased 50% over last year. Although the Board has the authority to grant extensions to sanitarians-in-training who furnish sufficient cause for not applying for registered sanitarian registration within three years, Section 4736.15 of the Revised Code limits a sanitarian-in-training from engaging in the practice of environmental health beyond five-years.

The Board received a legislative inquiry regarding a possible shortage of sanitarians in Ohio. The Board addressed this concern by surveying Ohio's health commissioners regarding the difficulty they experience in filling registered sanitarian and sanitarian-in-training positions, and the length of time it takes to fill these positions. The Board received a response rate of approximately 40%. In addition, information from the Board files was examined to determine if the registration requirements were placing an unreasonable barrier on applicants.

Based upon the data, the Board concluded that there is not a shortage of sanitarians in Ohio. There is a professional workforce in Ohio well prepared to meet the challenges of providing environmental health services. The statistical data was summarized into a report entitled *Environmental Health Workforce Available to Local Health Districts*, which can be found on the Board's website at www.state.oh.us/san/. The report was also published in the March/April issue of the Ohio Environmental Health Journal.

Public Relations

- The Board's Website, www.state.oh.us/san/ averaged 60 visits per day. Accessible information includes, approved continuing education, laws and rules, policies, applications, forms, Board meeting minutes, examination overview and dates. In October 2002 the Board updated the website to include annual reports for the last five years and a historical review of the first twenty years of the Board.

**Internet
license
verification
is now
available
on the
Board's
website**

- Board members and executive secretary attended meetings with the Ohio Environmental Health Association, Sanitarian Registration Promotion Committee.
 - Board members and executive secretary staffed an exhibit booth at the Ohio Environmental Health Association meeting on April 15-16, 2003 to disseminate material and answer questions.
 - Angela Henderson and Lynn Jones gave a presentation at the October 3, 2002 Fall Southwest Ohio Environmental Health Association conference.
- The executive secretary participates in an ad-hoc group of Ohio Regulatory Boards. The purpose of the group is to share common concerns and improve services through a collective effort, including the implementation of the new licensing system, technical support, and the review of legislation that affects all regulatory boards.

Compliance, Investigation and Enforcement

Pursuant to Section 4736.13 of the Revised Code, the Board may deny, refuse to renew, revoke, or suspend a certificate of registration in accordance with Chapter 119 of the Revised Code for unprofessional conduct, the practice of fraud or deceit in obtaining a certificate of registration, dereliction of duty, incompetence in the practice of environmental health science, or for other good and sufficient cause.

The Board received five (5) complaints this past year. Two complaints are under investigation. Two complaints resulted in the Board proposing disciplinary action. One complaint resulted in the Board issuing a cease and desist of the practice of environmental health.

Rules

During April 2003 the Board adopted an Ethics Policy to ensure integrity in the processes of the Board. The policy was modeled by the Governor's Office and demonstrates the Board's commitment to abiding by the ethics laws as found in Chapters 102 and 2921 of the Revised Code.

Pursuant to Revised Code 119.032 state agencies are required to review each of their rules every five years and determine whether or not to continue without change, amend, or rescind their rules. This past year the Board accomplished the review of the first 22 rules amplifying the sanitarian registration laws. Notification of review was sent to all registered sanitarians, sanitarians-in-training, and health commissioners on October 2, 2002. Thirteen (13) rules were deemed accurate and remained unchanged. A public hearing was conducted on June 4, 2003 to receive testimony and comments regarding amendments to the remaining (9) nine rules. Highlights include:

Rule Number	Title of Rule & Summary of Amendments
4736-2-04 Amendment	Vacancies: Members of the Board Further defines Board member responsibilities regarding vacancies on the Board.
4736-3-03 Amendment	Notice of Regular and Special Meetings of the State Board of Sanitarian Registration Updates the rule to reflect the current mailing address of the Board; to provide that special meetings of the Board may be called, and to provide that notices of board meetings shall be published on the board's website.
4736-3-04 4736-3-05 Amendments	Public Notice Rule Partial Invalidity Updates technical references in the rules.
4736-5-01 Amendment	Meetings of the Board Provides further clarification of when Board meetings will be conducted.
4736-6-02	Duties Updates technical references in the rule and provides further clarification of the executive secretary's duties.
4736-9-01	Procedures and Information: Examination Expands the examination location to central Ohio, and provides further clarification of the requirements for applying to take the examination.
4736-9-03	Passing Score Deletes language that is no longer applicable to the rule, and provides a concise definition of the passing score on the registration examination as 70.0%
4736-9-04	Procedures for re-examination Clarifies the application requirement for retaking the registration examination.

There was no opposition to the proposed rule changes, and amendments became effective on August 15, 2003. A complete set of the updated laws and rules is available by contacting the board office, or accessing the board's website at www.state.oh.us/san/.

The Board will review the remaining eighteen (18) rules this upcoming year. A full text of the rules can be found on the Board's website.

Continuing Education

Training agency renewal notices were issued in November 2002. Eighty-nine (89) out of 95 approved training agencies renewed their status.

The Board approved seven (7) new training agencies:

- Food Service Associates
- Ohio Code Enforcement Officials Association
- Ohio State University - School of Public Health
- Case Western Reserve University
- Miami County Health Department
- Marion County Health Department
- Farsight Management, Inc.

The Continuing Education Committee and executive secretary reviewed 1,259 continuing education requests submitted by registered sanitarians, sanitarians-in-training, and training agencies. This was a 6.5% increase in the number of submission over 2002.

Finance

The Board's budget is funded by license and application fees deposited into the Occupational Licensing and Regulatory Fund. In order to maintain the integrity of the fund, the Board must be self-supporting.

The Board's 2004-2005 biennium budget was approved by the Governor and the General Assembly on July 1, 2003 at current service level. As a result of the fiscal challenges facing the state government in Ohio, the Board is incurring an increase in expenses passed along by other government entities. This increase in expenses combined with limited growth in the sanitarian registration program resulted in an increase in application and renewal fees.

An audit of the Board's revenue, licensing, and payroll records for Fiscal Years 2001 and 2002 was conducted in March and April of 2003. Although the audit did not result in the identification of any material noncompliance or reportable conditions, there were recommendations for the improvement in internal control, which resulted in a modification of reporting practices in the annual financial report. The report now includes an additional summary of expenditures, which were incurred and paid with prior fiscal year (FY 2002) appropriation, but posted as a payments during the subsequent fiscal year (FY 2003). As in the past, the financial report also includes expenditures for the budget fiscal year (FY 2003), and encumbered fund totals for expenses incurred during the budget fiscal year (FY 2003) that will be posted as payments during the subsequent fiscal year (FY 2004).

Receipts for Fiscal Year 2003 totaled \$114,650.39. The Board was appropriated (received spending authority) for \$115,074. Budget Fiscal Year 2003 expenditures for the same period totaled \$114,889.47. Posted Fiscal Year 2003 expenditures, which included prior year encumbrances totaled \$117,535.17. There was appropriation authority in FY 2002 for the expenditures that were encumbered in FY 2002 but paid in FY 2003.

This method of reporting expenditures provides an accurate accounting of expenditures and when they actually were paid. This method is consistent with generally accepted accounting standards for governmental agencies.

INCOME AND EXPENSE STATEMENT FISCAL YEAR 2003.**INCOME**

1,212 Registered Sanitarian Renewal Fees @ \$61	\$73,932.00
4 Registered Sanitarian Renewal Fees @ \$58	232.00
122 Sanitarian-in-Training Renewal Fees @ \$61	7,442.00
9 Registered Sanitarian Application Fees @ \$114	1,026.00
102 Sanitarian-in-Training Application Fees @ \$57	5,814.00
74 Advancement to Registered Sanitarian Application fees @ \$57	4,218.00
36 Examination Fees @ \$95	3,420.00
128 Examination Fees @ \$110	14,080.00
89 Training Agency Renewal Fees @ \$25.00	2,225.00
14 Training Agency Application Fees @ \$50.00	700.00
Labels Rosters Public Records Fees	286.39
51 Late Fees @ \$25	1,275.00
Total Income	\$114,650.39

EXPENSES**PAYROLL 100 ACCOUNT**

10 Payroll and Fringe Benefits	83,863.76
146 Board Member Travel Expenses	1,970.06
155 Hearing Costs	134.99
Total	85,968.81

MAINTENANCE 200 ACCOUNT

21 Supplies and Materials	961.42
23 Travel	98.40
27 Office Rent	2,559.88
27 Other Rental	125.00
28 Printing & Copying	2,819.30
29 Central Service Reimbursement	2,200.22
29 Telephone lines and usage	572.93
29 Central Mail Service	4,118.01
29 Technical Support	1,925.24
29 Computer Usage	1,032.11
29 Examinations	11,072.00
29 Ethics Commission	200.00
29 Board Meeting Costs	792.50
29 Risk Insurance (Fidelity Bond)	101.45
Total	\$28,578.46

PRIOR YEAR (FY 2002) ENCUMBERED EXPENDITURES

29 Examinations	2,590.00
29 Board Meeting Costs	50.00
146 Board Member Travel Expense	347.90
Total	\$2,987.90

TOTAL EXPENSES - POSTED FISCAL YEAR 2003**\$117,535.17**

FISCAL YEAR 2003 APPROPRIATION

\$115,074.00

EXPENSES FOR BUDGET FISCAL YEAR 2003

114,547.27

FISCAL YEAR 2003 ENCUMBERED FUNDS

146 Board Member Travel Expense

187.52

28 Printing

154.68

TOTAL EXPENSES FOR BUDGET FISCAL YEAR 2003

\$114,889.47

TOTAL APPROPRIATION LAPSED

\$184.53

