

**STATE BOARD OF SANITARIAN REGISTRATION
77 SOUTH HIGH STREET, 16TH FLOOR
COLUMBUS, OHIO 43215-6108
ANNUAL BOARD MEETING MINUTES
SEPTEMBER 7, 2005**

PRESENT:

Board Members: Duane Snyder, Angela Henderson, Janet Rickabaugh, Gary Silverman,
David Winfough, and Roger Suppes

Executive Secretary: Lynn Jones

ABSENT: Linda Aller

The Annual Meeting of the State Board of Sanitarian Registration was held at 77 South High Street in the Main Boardroom on the 31st Floor in Columbus Ohio. Chairperson, Janet Rickabaugh, called the Annual Meeting to order at 2 p.m.

AGENDA

The agenda was sent to board members in advance of the meeting. No changes were noted.

D. Snyder moved to approve the agenda. D. Winfough seconded the motion. Motion carried 5-0.

APPROVAL OF MINUTES

D. Winfough moved to approve the minutes of the September 8, 2004 Annual Meeting. R. Suppes seconded the motion. The motion carried 5-0.

ANNUAL REPORT

The Twenty-Eighth Annual Report was presented and reviewed.

R. Suppes moved to approve the Twenty-Eighth Annual Report. D. Snyder seconded. The motion carried 5-0.

ELECTION OF OFFICERS

J. Rickabaugh called for nominations for Chair.

D. Winfough moved to nominate Linda Aller as Chairperson. A. Henderson seconded the motion.

No further nominations were presented, and Linda Aller was elected by acclamation

J. Rickabaugh called for nominations for Vice-Chair.

D. Winfough moved to nominate Angela Henderson as Vice Chairperson. D. Snyder seconded the motion.

No further nominations were presented and Ms. Henderson was elected by acclamation.

J. Rickabaugh called for nominations for Secretary

D. Winfough moved to nominate Roger Suppes as Secretary. A. Henderson seconded the motion.

No further nominations were presented and Mr. Suppes was elected by acclamation.

VERSION OF EXAMINATION

R. Suppes moved to continue administering the PES Examination and to accept 70% or higher on the current version of the NEHA examination. G. Silverman seconded the motion. The vote was 4-0. (Duane Snyder was temporarily excused from the meeting). The motion carried.

EXAMINATION DATES

The following proposed examination dates were reviewed and approved by consensus.

March 23, 2006
July 20, 2006
October 19, 2006

EXAMINATION FEE

L. Jones reported that the current examination fee charged to candidates is \$110. PES charges the Board \$90 per examination.

D. Winfough questioned whether a continued decrease in examination candidates could affect the cost to the board of administering the examination.

L. Jones reported that there are currently no facility charges, however, payroll costs for herself and the clerk are factored as administrative costs for three days per examination.

EXAMINATION REQUIREMENT FOR SANITARIAN-IN-TRAINING REGISTRATION

R. Suppes moved that the Board not require a separate examination for sanitarians-in-training. A. Henderson seconded the motion. The vote was unanimous and the motion carried.

COMMITTEE ASSIGNMENTS

Members agreed to wait until the next meeting to discuss committee assignments.

GOALS AND OBJECTIVES

L. Jones discussed her objectives for the upcoming year:

- Advocate for the Board during consolidation planning
- Continue to enhance website
- Address records reduction through imaging

A short discussion ensued regarding concern for the short time-frame for consolidation plan development, and the significance of the professional associations taking an active role in monitoring and commenting on the issue.

ANNOUNCEMENTS

A. Henderson discussed the affects of Hurricane Katrina on her alma mater, Xavier University, and inquired about the Board's emergency preparedness plan.

L. Jones reported that after 9/11/01 she was required to develop a Disaster Recovery Plan, adding that the plan includes:

- Licensure data is backed-up through the SOCC (State of Ohio Computer Center)
- *Word and Excel* documents are backed-up with a set stored off-site at her residence.
- Her home residence is the temporary location for continuation through Internet with a requirement for one telephone and one fax line.

ADJOURN

The meeting adjourned at 2:40 pm

Respectfully submitted
Lynn M. Jones
Executive Secretary

Chairman

Witness