

**Ohio Sanitarian Registration Board
Annual Meeting
September 18, 2013
77 South High Street, 19th Floor, Room 1918
Columbus, Ohio 43215**

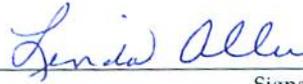
1. Call to Order: Immediately following the regular meeting in Room 1918
2. Approval of the Minutes
3. Election of Officers
 - 3.1 Nominations and Election of Board Chairperson
 - 3.2 Nominations and Election of Board Vice Chairperson
 - 3.3 Nominations and Election of Board Secretary
4. Old Business
5. New Business
 - 2014 Meeting Dates
 - Annual Report Review
 - Annual Review of the Board Policies and Procedures Manual
 - Annual Review of the Board Records Retention Schedules
6. Committee Assignments
 - 6.1 Formation of New Committees
 - 6.1.1 Executive (Current: James Adams, Tracy Buchanan, Gene Phillips)
 - 6.1.2 Professional (Current: James Adams, Tracy Buchanan, Richard Setty)
 - Educate the sanitarian community through presentations, staffing booths at conferences, etc.
 - 6.1.3 Continuing Education (Current: James Adams, Tracy Buchanan, Richard Setty)
 - Review continuing education courses for credit for registrants and training agencies.
 - 6.1.4 Examination (Current: Linda Aller, Chuck Hart, Gene Phillips)
 - Review applications of individuals applying to become registrants.
 - 6.1.5 Finance (Current: Chuck Hart, Gene Phillips)
 - Review Board finances.
 - 6.1.6 Rules (Current: Gene Phillips, Richard Setty)
 - Review Board rules and make recommendations for change.
7. 2014 Goals and Objectives
 - 2013 Goals and Objectives**
 - The Board will strive to provide excellent customer service to all individuals who utilize the services of the Board.
 - The Board will continue to explore ways to use technology to streamline operations.
 - The Board will continue to ensure that the website is current and the information provided is accurate and timely.
 - The Board will strive to keep registrants apprised of changes with the Board.
 - The Board will continue to reach out to registrants via mail and journal articles in an effort to assist registrants with their professional development.
 - The Board will continue to review the rules and Board policies and procedures.
 - The Board will strive to meet and work collaboratively with other public health organizations and strive to stay abreast of current events, changes, and issues in the public health arena.
8. Announcements
9. Adjourn

Sanitarian Registration Board
Annual Board Meeting Roster
September 18, 2013

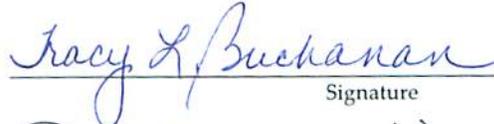
James Adams, Chairperson


Signature

Linda Aller


Signature

Tracy Buchanan, Vice Chairperson


Signature

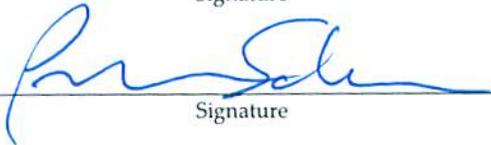
F. Charles Hart


Signature

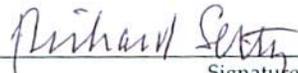
W. Gene Phillips, Secretary

Signature

Peter Schade


Signature

Richard Setty


Signature

Board Staff

W. Scott Myers, *Assistant Attorney General*

Signature

Stephanie Youst, *Executive Secretary*


Signature

**State Board of Sanitarian Registration Annual Meeting
September 18, 2013
Room 1918
12:10 p.m.**

Members Present

James Adams, R.S.
Linda Aller, R.S.
Tracy Buchanan, R.S.
F. Charles Hart, R.S.
Peter Schade, R.S.

Staff

Stephanie Youst, Executive Secretary

Legal Council

W. Scott Myers, Assistant Attorney General

Members Absent

Gene Phillips, R.S.

Call to Order

James Adams, Chairperson, called the meeting to order at 12:10 p.m.

Approval of Minutes

Action: Richard Setty moved to approve the September 12, 2012 meeting minutes as submitted. Tracy Buchanan seconded the motion. The motion carried.

Election of Officers

James Adams opened the floor for nominations for Chairperson.

- Richard Setty nominated James Adams to serve as the Chairperson for the Board. Tracy Buchanan seconded the motion. No other nominations were presented and James Adams was elected by acclamation.

James Adams opened the floor for nominations for Vice Chairperson.

- Linda Aller nominated Tracy Buchanan as Vice Chairperson. Richard Setty seconded the motion. No other nominations were presented and Tracy Buchanan was elected by acclamation.

James Adams opened the floor for nominations for Secretary.

- Linda Aller nominated Gene Phillips for Secretary. Peter Schade seconded the motion. No other nominations were presented and Gene Phillips was elected by acclamation.

New Business

2014 Meeting and Exam Dates

The Board reviewed and approved the following meeting dates for 2014:

- January 29
- March 26
- May 28
- July 30
- September 10
- November 19

The exam dates for 2014 have not yet been set due to scheduling restrictions at the examination test site. The Executive Secretary will inform the Board once dates for 2014 have been finalized.

Annual Report

Action: Peter Schade moved to accept the Fiscal Year 2013 Annual Report as submitted. Richard Setty seconded the motion. The motion carried.

Board Policies and Procedures Manual Review

Action: Linda Aller moved to approve the policies and procedures manual with no changes at this time. Tracy Buchanan seconded the motion. The motion carried.

Board Records Retention Schedules

Action: Charles Hart moved to continue to accept the Board's records retention policies. Peter Schade seconded the motion. The motion carried.

Committee Assignments

The following are the committee assignments for November 2013 through September 2014:

Executive Committee

James Adams
Tracy Buchanan
Gene Phillips

Examination Committee

Linda Aller
F. Charles Hart

Professional Relations

James Adams
Tracy Buchanan
Peter Schade

Continuing Education

Tracy Buchanan
Gene Phillips
Peter Schade

Rules

Gene Phillips
Peter Schade

2014 Goals & Objectives

The Board discussed the goals and objectives for the upcoming year and decided on the following:

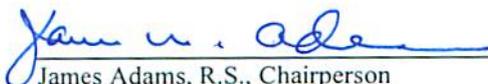
- The Board will strive to provide excellent customer service to all individuals who utilize the services of the Board.
- The Board will continue to explore ways to use technology to streamline operations.
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- The Board will strive to keep registrants apprised of changes with the Board.
- The Board will continue to reach out to registrants in an effort to assist registrants with their professional development.
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Announcement

- The Board would like to thank Richard Setty for his service on the Board.

Adjournment

The meeting adjourned at 12:55 p.m.


James Adams, R.S., Chairperson

JA:sky


Witness



2014 Sanitarian Registration Board Meeting Dates

January 29, 2014

March 26, 2014

May 28, 2014

July 30, 2014

September 24, 2014

November 19, 2014



**State Board of Sanitarian Registration
Annual Report
Fiscal Year 2013**



**77 South High Street, 16th Floor
Columbus, Ohio 43215-6108
(614) 466-1772
<http://sanitarian.ohio.gov>
stephanie.youst@exchange.state.oh.us**

This report of the State Board of Sanitarian Registration covers the activities of the Board for Fiscal Year 2013, which runs from July 1, 2012 through June 30, 2013.

Mission Statement

The mission of the State Board of Sanitarian Registration is to protect the public health by ensuring that 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 and Meetings

The State Board of Sanitarian Registration is composed of seven members, including the Director of Health or his designated representative, the Director of the Environmental Protection Agency or his designated representative, and five members appointed by the Governor with the advice and consent of the Senate. Terms of office are for three years and members are only compensated for mileage and parking expenses. They are not paid a per diem.

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.

The following is a list of the current Board members, their cities of residence, and their current term expiration.

<i>Name</i>	<i>City</i>	<i>Term Expiration Date</i>
James Adams	Canton	August 14, 2015
Linda Aller	Lewis Center	August 14, 2014
Tracy Buchanan	Dayton	Director's Representative from the Ohio Environmental Protection Agency
F. Charles Hart	North Royalton	August 14, 2015
Gene Phillips	Worthington	Director's representative for the Ohio Department of Health
Richard Setty	Youngstown	August 14, 2013
Vacancy		August 14, 2015

The State Board of Sanitarian Registration conducted six board meetings, 5 administrative hearings regarding application denial, and one disciplinary hearing. Board meetings and hearings, which are open to the public, were held at the Vern Riffe Center for Government & the Arts in Columbus.

Application Review

The examination committee reviewed 87 applications for sanitarian in training registration and 78 registrations were issued. Thirty four applications for registered sanitarian were reviewed and 32 registrations were granted and three individuals were granted status to take the examination based on their education and work experience.

Administrative hearings are conducted for all applicants denied registration, regardless of whether the applicant responds to the opportunity for hearing notice. The Board conducted 5 hearings on proposed denials. The Board affirmed the 5 denials.

The Board reviewed and granted 20 sanitarian-in-training extension requests. 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 following lists the active registrant count for the past five fiscal years.

<i>Active Registrants</i>	<i>FY 2009</i>	<i>FY 2010</i>	<i>FY2011</i>	<i>FY2012</i>	<i>FY2013</i>
Registered Sanitarians	1,315	1,300	1,259	1,263	1,227
Sanitarians in Training	175	137	147	136	145
Total	1,490	1,437	1,406	1,409	1,372

Examination

The Board administered the Professional Examination Service (PES) Environmental Health Proficiency Examination twice and administered the National Environmental Health Association REHS/RS Examination once during Fiscal Year 2013. This was the first time the Board has administered the NEHA REHS/RS Examination.

<i>Exam Date</i>	<i>Number of Candidates</i>	<i>Exam Scores</i>	<i>Percent Passage</i>
7/31/2012	16	Scaled 70% (175/250)	53%
11/31/2012	32	Scaled 70% (174/250)	31%
3/27/2013	21	Scaled 70%	19%

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, following an adjudication hearing held pursuant to 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 can also enter into consent agreements in lieu of adjudication hearings.

A total of five complaints were received during the fiscal year. The Board accepted one consent agreement from a complaint that originated during Fiscal Year 2012. The Board held one disciplinary hearing that resulted in the revocation of a registration, issued one cease and desist notice, two complaints are still open, and one complaint was dismissed as it was unsubstantiated.

Continuing Education

Ninety six training agency renewal notices were issued in October 2012. Eighty seven training agencies renewed their status.

Seven agencies were granted approved training agency status in fiscal year 2013:

- Farsight Management, Inc.
- Keep Ohio Beautiful, Inc.
- Kent State University College of Public Health
- Lorain County General Health District
- Ohio Code Enforcement Officials Association
- The Environmental Council of Ohio
- Walters Environmental Consulting, Inc.

The members of the continuing education committee and the executive secretary reviewed 2,325 continuing education requests submitted by the registrants and training agencies, which is a 1% increase over the previous fiscal year.

Finances

The Board is funded by license and application fees deposited into the Occupational Licensing and Regulatory Fund (Fund 4K90). This fund consists of application and renewal fees from the professional licensing boards. Each board in the fund is required to generate sufficient revenue to meet its own budgeted expenses, and to pay for collective project costs.

The following information represents the Board's costs and expenditures for fiscal year 2012.

Sanitarian Registration Board Revenue/Expenditure Report FY 13

as of 6/30/13

Revenue	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
	\$34,860.00	\$22,815.00	\$48,264.00	\$22,553.00	\$128,492.00

Staff Payroll (500)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Basic Wages	\$15,469.26	\$12,583.35	\$16,013.98	\$13,430.74	\$57,497.33
Salaries - OT Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid Leave & Othr Compensation	\$3,915.58	\$3,895.17	\$3,231.06	\$2,985.84	\$14,027.65
Leave Balances Pd. @ Term.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employer-Paid Benefits	\$7,734.08	\$6,672.56	\$7,202.12	\$6,097.61	\$27,706.37
DAS Payroll Charges	\$450.25	\$384.55	\$442.44	\$372.68	\$1,649.92
Total Staff Payroll	\$27,569.17	\$23,535.63	\$26,889.60	\$22,886.87	\$100,881.27

Personal Services (510)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Board Member Travel	\$480.00	\$418.40	\$417.59	\$727.40	\$2,043.39
Court Reporters	\$0.00	\$60.00	\$60.00	\$60.00	\$180.00
Exams	\$0.00	\$0.00	\$2,800.00	\$2,625.00	\$5,425.00
Conference Registration Fees	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
Other (insurance, member dues, subscriptions)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personal Services	\$480.00	\$603.40	\$3,277.59	\$3,412.40	\$7,773.39

Maintenance (520)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Office Supplies	\$0.00	\$11.64	\$0.00	\$522.01	\$533.65
Staff Travel - Mileage (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Meals (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Lodging (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Mileage (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Meals (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Lodging (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Misc (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regulated Wired T-Com	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hines & Associates	\$91.25	\$112.50	\$89.75	\$111.00	\$404.50
Duplicating Paper and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing/Copying	\$2.05	\$0.00	\$5.48	\$3.09	\$10.62
Legal Notices in Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (+space repairs, improve)	\$0.00	\$0.00	\$2,643.96	\$881.32	\$3,525.28
Central Service Agency	\$0.00	\$846.38	\$901.28	\$848.70	\$2,596.36

Telephone (DAS)	\$86.76	\$127.65	\$123.33	\$123.56	\$461.30
DAS Motor Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Purchasing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DAS Centralized Mail Service	\$237.44	\$662.61	\$434.03	\$627.64	\$1,961.72
Computer Services (State)	\$913.32	\$1,313.81	\$1,703.43	\$1,175.42	\$5,105.98
Other	\$0.00	\$60.00	\$540.00	\$0.00	\$600.00
Total Maintenance Cost	\$1,330.82	\$3,134.59	\$6,441.26	\$4,292.74	\$15,199.41

Equipment (530)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Computer / IT Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
All other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Equipment Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Board Travel & Maintenance (520)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Mileage (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Travel Expenses (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Travel Exp (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Expenses (non-travel)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference Registrations (510)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Board Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Refunds (595)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Total Operational Costs	\$29,379.99	\$27,273.62	\$36,608.45	\$30,592.01	\$123,854.07
Total Encumbered Funds Spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remaining FY13 Budget					\$2,995.93

Summary

The Ohio State Board of Sanitarian Registration continues to ensure the safe and educated practice of environmental health for the consumers of environmental health services by monitoring and regulating the training agencies approved by the Board to determine that they are providing quality continuing education programs, by increasing the public and registrants' awareness of the ability to use on-line technology to allow for increased and more effective communication from the Board, and continuing to effectively work in cooperation with other state agencies, board, and commissions on common problems regarding the regulation of the practice of environmental health.