

Ohio Sanitarian Registration Board
Annual Meeting
September 16, 2015
77 South High Street, 19th Floor, Room 1918
Columbus, Ohio 43215
10:30 a.m.

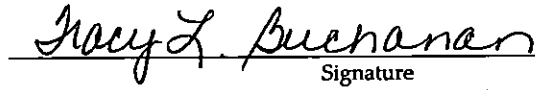
1. Call to Order
2. Welcome to New Members
3. Approval of the Minutes
3. Election of Officers
 - 3.1 Nominations and Election of Board Chairperson
 - 3.2 Nominations and Election of Board Vice Chairperson
 - 3.3 Nominations and Election of Board Secretary
4. Old Business
5. New Business
 - 2016 Meeting 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: Tracy Buchanan, Gene Phillips)
 - 6.1.2 Professional (Current: James Adams, Tracy Buchanan)
 - Educate the sanitarian community through presentations, staffing booths at conferences, etc.
 - 6.1.3 Continuing Education (Current: Nancy Niehus, Gene Phillips)
 - Review continuing education courses for credit for registrants and training agencies.
 - 6.1.4 Examination (Current: James Adams, Chuck Hart)
 - 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: Nancy Niehus, Gene Phillips)
 - Review Board rules and make recommendations for change.
7. 2016 Goals and Objectives
8. Announcements
9. Adjourn

Sanitarian Registration Board
Annual Board Meeting Roster
September 16, 2015

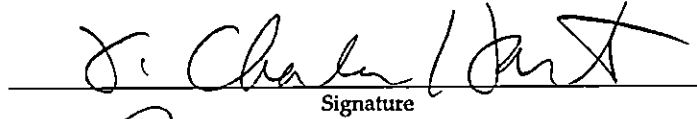
James Adams


Signature

Tracy Buchanan, Chairperson


Signature

F. Charles Hart


Signature

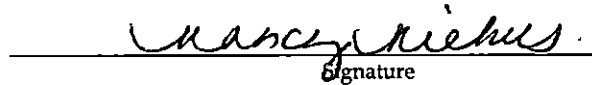
Brian Hirsch


Signature

Keith Krinn


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Nancy Niehus


Signature

W. Gene Phillips, Vice Chairperson

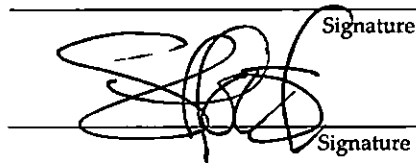

Signature

Board Staff

W. Scott Myers, Assistant Attorney General


Signature

Stephanie Youst, Executive Secretary


Signature

State Board of Sanitarian Registration Annual Meeting
September 16, 2015
Room 1918
10:40 a.m.

Members Present

James Adams, R.S.
Tracy Buchanan, R.S.
F. Charles Hart, R.S.
Brian Hirsch, R.S.
Keith Krinn, R.S.
Nancy Niehus, R.S.
Gene Phillips, R.S.

Staff

Stephanie Youst, Executive Secretary

Legal Council

W. Scott Myers, Assistant Attorney General (Absent)

Call to Order

Tracy Buchanan, Chairperson, called the meeting to order at 10:40 a.m.

Approval of Minutes

Action: Gene Phillips moved to approve the September 10, 2014 meeting minutes as submitted. James Adams seconded the motion. The motion carried.

Election of Officers

Tracy Buchanan opened the floor for nominations for Chairperson.

- Chuck Hart nominated Tracy Buchanan to serve as the Chairperson for the Board. Gene Phillips seconded the motion. No other nominations were presented and Tracy Buchanan was elected by acclamation.

Tracy Buchanan opened the floor for nominations for Vice Chairperson.

- James Adams nominated Gene Phillips as Vice Chairperson. Chuck Hart seconded the motion. No other nominations were presented and Gene Phillips was elected by acclamation.

Tracy Buchanan opened the floor for nominations for Secretary.

- Nancy Niehus nominated James Adams for Secretary. Chuck Hart seconded the motion. No other nominations were presented and James Adams was elected by acclamation.

New Business

2015 Meeting and Exam Dates

The meeting dates for 2016 are as follows:

- January 27
- March 16
- May 11
- July 27
- September 14
- November 16

The examination dates for 2016 are as follows:

- March 25
- June 24
- October 28

Annual Report

Action: James Adams moved to accept the Fiscal Year 2015 Annual Report as submitted. Chuck Hart seconded the motion. The motion carried.

Board Policies and Procedures Manual Review

Action: Gene Phillips moved to approve the policies and procedures manual with no changes at this time. James Adams seconded the motion. This motion is contingent upon the fact that the Board is

currently in the process of changing licensure systems which will require a complete update of the entire policy and procedures manual. The motion carried.

Board Records Retention Schedules

Action: James Adams moved to continue to accept the Board’s records retention policies. Nancy Niehus seconded the motion. The motion carried.

Committee Assignments

The following are the committee assignments for October 2015 through September 2016:

Executive Committee

James Adams
Tracy Buchanan
Gene Phillips

Examination Committee

James Adams
Chuck Hart
Keith Krinn

Professional Relations

James Adams
Tracy Buchanan

Finance

Charles Hart
Gene Phillips

Continuing Education

Tracy Buchanan
Brian Hirsch
Gene Phillips

Rules

Tracy Buchanan
Keith Krinn

2016 Goals & Objectives

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

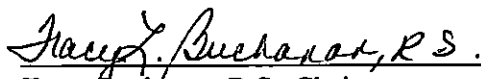
- The Board will continue to implement and improve the new licensure system in an effort to serve licensees and the public as effectively and efficiently.
- The Board will strive to provide excellent customer service to all individuals who utilize any of services provided by the Board.
- The Board will strive to keep registrants apprised of changes with the Board via the Board website and email communications.
- The Board will continue to support assisting registrants with their own 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.

Announcement

- The Board would like to thank Peter Schade for his service to the Board.
- The Board would like to welcome both Brian Hirsch and Keith Krinn.

Adjournment

The meeting adjourned at 11:45 a.m.


Tracy Buchanan, R.S., Chairperson

TB:sky


Witness

2016 Meeting Dates

January 27

March 16

May 11

July 27

September 14

November 16

Exam Dates for 2016:

March 25

June 24

October 28

**State Board of Sanitarian Registration
Annual Report
Fiscal Year 2015**



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stephanie.youst@exchange.state.oh.us**

This report of the State Board of Sanitarian Registration covers the activities of the Board for Fiscal Year 2015, which runs from July 1, 2014 through June 30, 2015.

Mission Statement

The State Board of Sanitarian Registration's mission is to protect public health by ensuring that registered sanitarians, who are professionals engaged in the practice, possess and maintain specialized knowledge and skills in the field of environmental health. The Board meets its mission by the examination of registrants, ensuring that continuing education requirements are met, and the investigation of complaints.

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
Tracy Buchanan	Dayton	Director's Representative from the Ohio Environmental Protection Agency
F. Charles Hart	North Royalton	August 14, 2017
Brian Hirsch	Ravenna	August 14, 2017
Nancy Niehus	Thompson	August 14, 2016
W. Gene Phillips	Worthington	Director's representative for the Ohio Department of Health
Peter Schade	Huron	August 14, 2015

The State Board of Sanitarian Registration conducted six board meetings during the fiscal year. Board meetings, 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 141 applications for sanitarian in training registration and 115 registrations were issued. Thirty applications for registered sanitarian were reviewed and 29 registrations were granted.

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. Thirteen of the notices issued by the Board were dismissed without prejudice.

The Board reviewed and granted 13 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>FY2011</i>	<i>FY2012</i>	<i>FY2013</i>	<i>FY2014</i>	<i>FY2015</i>
Registered Sanitarians	1,259	1,263	1,227	1,189	1,183
Sanitarians in Training	147	136	145	209	227
Total	1,406	1,409	1,372	1,398	1,410

Examination

The Board administered the National Environmental Health Association (NEHA) REHS/RS Examination, pencil/paper version, four times during Fiscal Year 2015.

Exam	Date	Number of Exam Candidates	Percent of Applicants Who Passed
REHS/RS	8/21/14	18	56%
REHS/RS	12/4/14	10	50%
REHS/RS	2/27/15	9	70%
REHS/RS	5/7/15	12	33%

The Board also approved 23 applicants to take the examination at NEHA approved testing centers.

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.

No complaints were received during the fiscal year. The Board dismissed one complaint that originated in FY2013 as it was unsubstantiated.

Continuing Education

Eleven agencies were granted approved training agency status in fiscal year 2015:

- Clarke Mosquito Control, Inc.
- Fairfield County General Health District
- Geauga County General Health District
- Greater Cincinnati Hazardous Materials Unit, Inc.
- Ohio Code Enforcement Officials Association
- Public Health Dayton & Montgomery County
- The National Center for Biomedical Research & Training
- Tinkers Creek Watershed Partners
- Toledo Lucas County Health Department
- Training Services International, Inc.
- Wright State University MPH Program

The members of the continuing education committee and the executive secretary reviewed 1,811 continuing education requests submitted by the registrants and training agencies.

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 2015.

Sanitarian Registration Board Revenue/Expenditure Report FY 15

as of 6/30/2015

Revenue	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
	\$36,216.00	\$21,020.00	\$52,983.00	\$17,254.00	\$127,473.00

Staff Payroll (500)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Basic Wages	\$17,808.39	\$13,051.29	\$14,502.37	\$14,215.85	\$59,577.90
Salaries - OT Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid Leave & Othr Compensation	\$1,581.52	\$3,180.41	\$3,210.45	\$1,947.03	\$9,919.41
Leave Balances Pd. @ Term.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employer-Paid Benefits	\$7,966.99	\$6,828.23	\$7,703.59	\$6,725.64	\$29,224.45
DAS Payroll Charges	\$488.00	\$397.61	\$358.19	\$313.74	\$1,557.54
Total Staff Payroll	\$27,844.90	\$23,457.54	\$25,774.60	\$23,202.26	\$100,279.30

Personal Services (510)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Board Member Travel	\$1,021.28	\$568.88	\$1,139.84	\$679.92	\$3,409.92
Court Reporters	\$80.00	\$0.00	\$47.00	\$0.00	\$127.00
Exams	\$2,500.00	\$2,655.00	\$1,895.00	\$2,885.00	\$9,935.00
Conference Registration Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (insurance, member dues, subscriptions)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personal Services	\$3,601.28	\$3,223.88	\$3,081.84	\$3,564.92	\$13,471.92

Maintenance (520)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Office Supplies	\$0.00	\$0.00	\$0.00	\$273.36	\$273.36
Hines & Associates	\$152.00	\$77.25	\$158.25	\$78.75	\$466.25
Duplicating Paper / Shredding	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Printing/Copying	\$8.57	\$0.00	\$0.00	\$0.00	\$8.57
Legal Notices in Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (+space repairs, improve)	\$0.00	\$3,152.88	\$1,576.44	\$1,576.44	\$6,305.76
Central Service Agency	\$1,007.47	\$699.92	\$691.82	\$616.69	\$3,015.90
Telephone (DAS)	\$270.48	\$80.46	\$80.30	\$53.68	\$484.92
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	\$542.57	\$595.19	\$567.85	\$430.36	\$2,135.97
Computer Services (State)	\$525.53	\$432.36	\$1,699.31	\$443.26	\$3,100.46
Other	\$0.00	\$1,000.17	\$820.00	\$4,957.15	\$6,777.32
Total Maintenance Cost	\$2,566.62	\$6,038.23	\$5,593.97	\$8,429.69	\$22,628.51

Equipment (520)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Computer / IT Purchases	\$0.00	\$0.00	\$929.34	\$0.00	\$929.34
All other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Equipment Cost	\$0.00	\$0.00	\$929.34	\$0.00	\$929.34

Refunds (595)	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
	\$8.00	\$0.00	\$0.00	\$0.00	\$8.00

	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
Total Operational Costs	\$34,020.80	\$32,719.65	\$35,379.75	\$35,196.87	\$137,317.07
Total Encumbered Funds Spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remaining FY15 Budget	Total FY15 Budget \$145,650				\$8,332.93

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.