

**Ohio Sanitarian Registration Board
Annual Meeting
September 5, 2007
77 South High Street, 31st Floor, Board Room
Columbus, Ohio 43215**

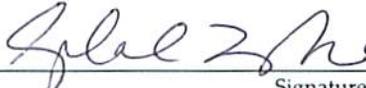
1. Call to Order: Immediately following the regular meeting in the Board Room
2. Approval of the Minutes
3. Election of Officers
 - 3.1 Nominations and Election of Board Chairperson
 - 3.2 Nominations and Election of Board Vice Chairperson
 - 3.3 Nominations and Election of Board Secretary
4. Old Business
5. New Business
 - 5.1 Review of the Annual Report
 - 5.2 Review of the Fiscal Year 2005-2007 Management Letter
 - 5.3 Discussion of the PES Examination
 - 5.4 Establish examination and meeting dates for 2008
6. Committee Assignments
 - 6.1 Formation of New Committees
 - 6.1.1 Executive (2007: Linda Aller, Roger Suppes, Angela Townsend)
 - 6.1.2 Professional (2007: Richard Setty, Angela Townsend, Dave Winfough)
 - Educate the sanitarian community through presentations, staffing booths at conferences, etc.
 - 6.1.3 Continuing Education (2007: Richard Setty, Duane Snyder, Dave Winfough)
 - Review continuing education courses for credit for registrants and training agencies.
 - 6.1.4 Examination (2007: Linda Aller, Gary Silverman)
 - Review applications of individuals applying to become registrants.
 - 6.1.5 Finance (2007: Gary Silverman, Roger Suppes)
 - Review Board finances.
 - 6.1.6 Rules (2007: Richard Setty, Roger Suppes)
 - Review Board rules and make recommendations for change.
7. 2008 Goals and Objectives
8. Announcements
9. Adjourn

Sanitarian Registration Board
Annual Meeting Roster
September 5, 2007

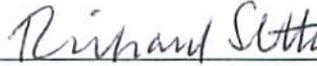
Linda Aller, Vice Chairperson


Signature

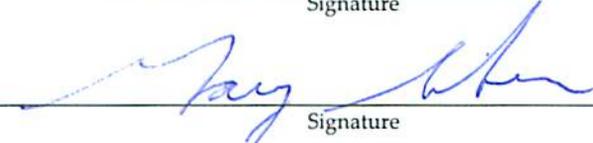
Angela Townsend, Chairperson


Signature

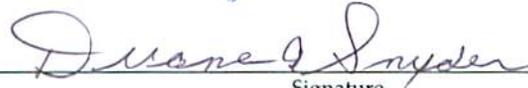
Richard Setty


Signature

Gary Silverman


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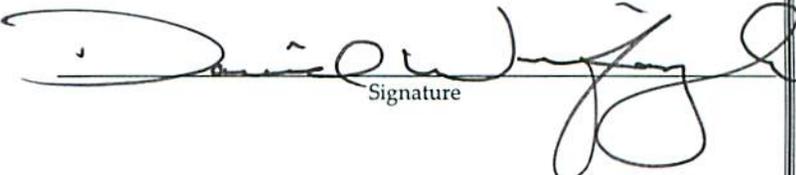
Duane Snyder


Signature

Roger Suppes, Secretary

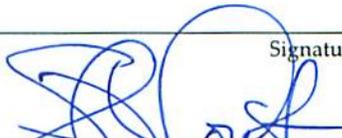

Signature

Dave Winfough


Signature

Board Staff

W. Scott Myers, Assistant Attorney General


Signature

Stephanie Youst, Executive Secretary


Signature



State Board of Sanitarian Registration
Annual Meeting
September 5, 2007
Board Room
11:45 am

Members Present

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

Staff

Stephanie Youst, Executive Secretary

Call to Order

Linda Aller, Vice Chairperson, called the meeting to order at 11:45 a.m.

Approval of Minutes

Roger Suppes moved to approve the September 6, 2006 meeting minutes as submitted. Dave Winfough seconded the motion. The motion carried.

Election of Officers

Linda Aller opened the floor for nominations for chairperson.

- Gary Silverman nominated Richard Setty as chairperson. Duane Snyder seconded the motion. No other nominations were presented and Richard Setty was elected by acclamation.

Linda Aller opened the floor for nominations for vice chairperson.

- Dave Winfough nominated Linda Aller as vice chairperson. Duane Snyder seconded the motion. No other nominations were presented and Linda Aller was elected by acclamation.

Linda Aller opened the floor for nominations for secretary.

- Dave Winfough nominated Roger Suppes as secretary. Gary Silverman seconded the motion. No other nominations were presented and Roger Suppes was elected by acclamation.

Annual Report

The Board received and reviewed the Fiscal Year 2007 Annual Report.

Action: Roger Suppes moved to accept the annual report for fiscal year 2007 as submitted. David Winfough seconded the motion. The motion carried.

Fiscal Years 2005 through 2007 Audit

The Board reviewed the audit management from the Auditor of State's office regarding the recent audit and the auditor's findings.

- One recommendation was made in the audit management letter regarding updating the policies and procedures to be in compliance with current state terms and systems.
- Ms. Youst informed the Board that she began revising the policies and procedures prior to the audit being conducted and will present a final draft for Board review and approval in December of this year.

Action: Roger Suppes moved to accept the recommendations presented in the audit management letter. Angela Townsend seconded the motion. The motion carried.

Examination

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

- March 27, 2008
- May 22, 2008
- October 23, 2008

Action: Roger Suppes moved that the Board continue administering the Environmental Health Proficiency Examination from Professional Examination Services. David Winfough seconded the motion. The motion carried.

- Gary Silverman will maintain contact with the National Environmental Health Association regarding their examination.

2008 Meeting Dates

The following proposed meeting dates were reviewed and approved by consensus. All meeting dates are subject to change.

January 16, 2008
 March 12, 2008
 May 14, 2008
 July 9, 2008

September 3, 2008
 October 29, 2008
 December 10, 2008

Committee Assignments

The following are the committee assignments for September 2007 through September 2008:

Executive Committee

Linda Aller
 Richard Setty
 Roger Suppes

Examination Committee

Linda Aller
 Gary Silverman

Professional Relations Committee

Angela Townsend
 Richard Setty
 Dave Winfough

Finance Committee

Gary Silverman
 Roger Suppes

Continuing Education Committee

Duane Snyder
 Angela Townsend
 Dave Winfough

Rules Committee

Richard Setty
 Roger Suppes
 Angela Townsend

2008 Goals and Objectives

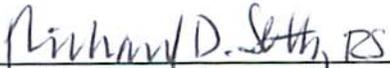
The Board discussed the goals and objectives for the upcoming year.

- The Board will continue to ensure that the website is current and the information provided is accurate and timely.
- The Board will continue to investigate the possibility of placing the continuing education records of the registrants online so each person can have access to determine how many hours of continuing education the Board has on file.
- The Board will continue to look into the possibility of administering the National Environmental Health Association examination in Ohio.
- The Board will continue to review the rules and Board policies and procedures.
- The Board will meet with other public health organizations on an annual basis.
- The Board will strive to work collaboratively with other public health organizations and strive to stay abreast of current events, changes, and issues in the public health arena.
- The Board will investigate the possibility of establishing educational relationships with colleges and universities to discuss the field of environmental health and they coursework required to become registered as a sanitarian in Ohio.

Adjournment

The meeting adjourned at 12:55 p.m.

Respectfully submitted
Stephanie K. Youst



Linda Aller, Vice Chairperson, RS



Witness

LA:sky

**State Board of Sanitarian Registration
Annual Report
Fiscal Year 2007**

DRAFT



DRAFT

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stephanie.youst@exchange.state.oh.us

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This report of the State Board of Sanitarian Registration covers the activities of the Board for Fiscal Year 2007, which runs from July 1, 2006 through June 30, 2007.

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 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.

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

<i>Board Member</i>	<i>City</i>	<i>Term Expiration</i>
Linda Aller, R.S., Vice Chair	Lewis Center	August 15, 2008
Angela Townsend, R.S., Chair	South Euclid	August 15, 2009
Roger Suppes, R.S., Secretary	Worthington	Director's representative for the Ohio Department of Health
Richard Setty, R.S.	Youngstown	August 15, 2007
Gary Silverman, R.S.	Bowling Green	August 15, 2008
Duane Snyder, R.S.	Worthington	Director's representative for the Ohio Environmental Protection Agency
David Winfough, R.S.	Hamilton	August 15, 2009

The State Board of Sanitarian Registration conducted eight board meetings and nine administrative hearings regarding application denial. Board meetings and administrative 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 99 applications for sanitarian in training registration and 91 registrations were issued. Fifty-six applications for registered sanitarian were reviewed and 56 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 eight hearings on proposed denials, and affirmed denial on all applications subsequent to hearing.

The Board reviewed and granted 23 sanitarian-in-training extension requests. Extension requests increased 10% from 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 following lists the active registrant count for the past five fiscal years.

<i>Active Registrants</i>	<i>FY 2003</i>	<i>FY 2004</i>	<i>FY 2005</i>	<i>FY 2006</i>	<i>FY 2007</i>
Registered Sanitarians	1295	1294	1298	1298	1294
Sanitarians in Training	230	230	227	227	228
Total	1,525	1,524	1,525	1,525	1,522

Examination

The Board administered the Professional Examination Service (PES) Environmental Health Proficiency Examination October 19, 2006, March 22, 2007, and July 19, 2007.

<i>Exam Date</i>	<i>Number of Candidates</i>	<i>Exam Scores</i>	<i>Percent Passage</i>
10/19/06	53	Scaled 70% (172/250)	53%
3/22/07	49	Scaled 70% (175/250)	61%
7/19/07	29	Scaled 70% (172/250)	31%

The examination-passing rate increased from 38% in fiscal year 2006 to 48% for fiscal year 2007.

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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.

The Board received two complaints in fiscal year 2007; however, the allegations were unsubstantiated and no action was taken.

Three cease and desists were issued to sanitarians-in-training who engaged in the practice of environmental health for five years and were unable to advance to registered sanitarian based upon the fact that they could not pass the registration examination.

Continuing Education

One hundred six training agency renewal notices were issued in October 2006. Ninety four training agencies renewed their status.

Eleven agencies were granted approved training agency status in fiscal year 2007:

- Erie County Board of Health
- Preble County General Health District
- Alchemy Seminars, LLC
- Ohio Association of Plumbing Inspectors
- Style Crest, Inc.
- 360 Training
- The Computer Workshop
- Environmental Systems Research Institute, Inc.
- Ohio State University Extension
- Hanson Pipe & Precast
- City of Cleveland Health Department

The members of the continuing education committee and the executive secretary reviewed 1,444 continuing education requests submitted by the registrants and training agencies, which is a 9% 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 27 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. Due to a change in Board staff during fiscal year 2007, the Board lapsed approximately \$30,000, which will be credited to its account in the 4K90 fund.

The following information represents the Board's costs and expenditures for fiscal year 2007.

Staff Payroll Account (6091)	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
Basic Wages	\$16,037.36	\$11,837.64	\$14,231.12	\$12,378.03	\$54,484.15
Paid Leave & Other Compensation	\$1,356.88	\$1,717.29	\$0.00	\$1,358.64	\$4,432.81
Leave Balances Pd. @ Termination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employer-Paid Benefits	\$2,330.28	\$2,673.61	\$4,033.47	\$3,424.10	\$12,461.46
DAS Payroll Charges	\$287.92	\$239.65	\$279.67	\$230.01	\$1,037.25
Court Reporting/Expert Witness	\$0.00	\$128.20	\$75.00	\$75.00	\$278.20
Hearing Officers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference Registration Fees	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Staff Payroll Cost	\$20,012.44	\$16,746.39	\$18,619.26	\$17,465.78	\$72,843.87

Maintenance Account (6092)	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
Office Supplies	\$50.64	\$199.75	\$59.44	\$1,203.21	\$1,513.04
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
Telephone (Qwest)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DHL	\$12.75	\$0.00	\$0.00	\$0.00	\$12.75
Housekeeping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Copier Maintenance & Repairs	\$0.00	\$99.20	\$0.00	\$20.00	\$119.20
Printing (via DAS)	\$175.55	\$220.70	\$306.10	\$346.70	\$1,049.05
Legal Notices in Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (+space repairs, improve)	\$893.63	\$893.63	\$893.63	\$893.63	\$3,574.52
Central Service Agency	\$2,133.16	\$678.41	\$690.40	\$444.38	\$3,946.35
Telephone (DAS)	\$45.57	\$207.78	\$219.12	\$55.01	\$527.48
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	\$599.61	\$1,075.25	\$0.00	\$680.32	\$2,355.18
Computer Services (State)	\$2,052.74	\$159.00	\$889.77	\$90.15	\$3,191.66
Bank Lock Box	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exam Purchase	\$3,150.00	\$4,770.00	\$4,410.00	\$0.00	\$12,330.00
Subpoenas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (Postage, Mbrshp \$, Etc.)	\$161.25	\$204.89	\$461.29	\$449.53	\$1,276.96
Total Maintenance Cost	\$9,274.90	\$8,508.61	\$7,929.75	\$4,182.93	\$29,896.19

Equipment Account (6093)	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
Computer / IT Purchases	\$0.00	\$0.00	\$0.00	\$890.53	\$890.53
All other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Equipment	\$0.00	\$0.00	\$0.00	\$890.53	\$890.53

Board Member Expenses (6001)	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
Board Member Expense	\$1,350.45	\$1,011.32	\$754.09	\$858.93	\$3,974.79
Total Board Maintenance	\$1,350.45	\$1,011.32	\$754.09	\$858.93	\$3,974.79

<i>FY2007 Operational Cost</i>	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
	\$30,637.79	\$26,266.32	\$27,303.10	\$23,398.17	\$107,605.38

<i>FY07 Revenue Totals</i>	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Grand Total
	\$52,694.59	\$6,706.00	\$67,119.00	\$17,062.00	\$143,581.59

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.



Mary Taylor, CPA Auditor of State

MANAGEMENT LETTER

Ohio State Board of Sanitarian Registration
77 S. High Street, 16th Floor
Columbus, OH 43215-6108

We are auditing the basic financial statements of the State of Ohio in accordance with *Government Auditing Standards* as of and for the year ended June 30, 2007 and will issue our opinion thereon.

Government Auditing Standards require us to report significant internal control deficiencies, fraud, and illegal acts (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could directly and materially affect the determination of the State of Ohio's financial statement amounts. We will issue the required report on these matters as of and for the year ended June 30, 2007.

The Ohio State Board of Sanitarian Registration (or "the Board") is part of the primary government of the State of Ohio. While we have applied audit procedures to the Board, our procedures are designed to detect matters the preceding paragraph describes that could be material to the State's financial statements. Accordingly, these procedures may not detect misstatements, significant control deficiencies, or noncompliance that might be significant to the Ohio State Board of Sanitarian Registration. However, the procedures we performed at the Board did not identify matters we must report in the statewide report *Government Auditing Standards* requires.

We are also submitting for your consideration the following comment on the Board's noncompliance with applicable state and federal laws and regulations and on its internal controls. This comment reflects matters that do not require inclusion in the report *Government Auditing Standards* requires. However, we believe this comment represents matters for which improvements in compliance or internal controls or operational efficiencies might be achieved.

The scope of our audit included testing procedures related to revenues and licensing, non-payroll disbursements, and Board minutes.

Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing the recommendations suggested below. However, this comment reflects our continuing desire to assist your Board. If you have questions or concerns regarding this comment, please do not hesitate to contact us.

1. REVENUE RECEIPTS – POLICIES AND PROCEDURES

An entity's internal controls consist of the policies and procedures established by management to provide reasonable assurance that specific financial and non-financial objectives will be achieved. These policies establish the authorization level for transactions to be executed and set the tone for management's commitment to the accomplishment of their goals and professional and statutory requirements. Additionally, the documentation of policies represents the initiation point for the development and implementation of control procedures which provide specific direction for consistent and timely processing of financial and non-financial transactions. It is management's responsibility to periodically monitor internal control procedures to ensure the prescribed controls are operating as intended.

As of the date of our audit, the Board has not regularly updated its revenue and licensing policies and procedures. Without updated policies and procedures, the Board subjects itself to increased risk that transactions may be processed incorrectly or in an untimely manner. The lack of updated procedures could potentially result in employees not accurately performing assigned tasks, especially in the event of employee turnover.

We recommend the Board update written policies and procedures relating to the processing and tracking of revenue and licensing which could include, but not be limited to:

- Updating references to licensing systems (CAVU and SRS) no longer used by the Board;
- A staff title for the part-time assistant is not consistent throughout the Board's policies and procedure manual; and
- The Board update their internal control procedures to include evidence of approval once updates to the revenue and licensing policies are complete.

Once finalized, these procedures should be formally communicated to all employees and updated on a regular basis to address any significant changes. We recommend management periodically monitor a selection of transactions to obtain reasonable assurance that employees are adhering to the Board's policies and to determine whether the established control procedures are operating as intended.

On June 21, 2007, we held an exit conference with Board's management and discussed the contents of this letter. The Board has elected not respond to the one issue discussed in this Management Letter.

This letter is intended for the information and use of State of Ohio management and the Ohio General Assembly and is not intended to be and should not be used by anyone other than these specified parties.



Mary Taylor, CPA
Auditor of State

June 12, 2007



State of Ohio

State Board of Sanitarian Registration
77 South High Street
16th Floor
Columbus, Ohio 43215-6108
E-mail: stephanie.youst@exchange.state.oh.us
Web Address: <http://sanitarian.ohio.gov>

To: Board Members
From: Stephanie Youst, Executive Secretary *SY*
Re: PES Examination Results from July 19, 2007
Date: July 30, 2007

29 candidates took the examination on 7/19/07. 31% passed (9).

14 candidates took the exam for the 1st time. Of the 14, 36% passed (5).

5 candidates took the exam for the 2nd time. Of the 5, 40% passed (2).

10 candidates took the exam for the 3rd or more time. Of the 10, 20% passed (2)

Exam	Date	Number of Candidates	Pass Point	% of Passing
PES	4/18/02	61	175/250	56%
PES	8/15/02	49	175/250	43%
PES	12/02/02	52	175/250	21%
PES	4/10/03	54	175/250	31%
PES	8/15/03	49	175/250	24.5%
PES	12/11/03	62	175/250	39%
PES	3/11/04	54	175/250	28%
PES	7/15/04	58	175/250	29%
PES	10/28-29/04	60	175/250	38%
PES	3/24/05	64	175/250	48%
PES	7/21/05	35	175/250	20%
PES	10/20/05	46	175/250	48%
PES	3/23/06	43	175/250	37%
PES	7/20/06	35	Scaled 70% (174/250)	26%
PES	10/19/06	53	Scaled 70% (172/250)	53%
PES	3/22/07	49	Scaled 70% (175/250)	61%
PES	7/19/07	29	Scaled 70% (172/250)	31%

cc: Scott Bradley, R.S.
Gerald Scott, R.S.