

Ohio Sanitarian Registration Board
July 24, 2013
10:30 a.m.
77 South High Street, 19th Floor, Room 1918
Columbus, Ohio 43215

1. Call to Order
2. Approval of the Minutes
Action Required
3. Committee Reports
 - 3.1. Executive: James Adams, Tracy Buchanan, Gene Phillips
 - 3.2. Professional: James Adams, Tracy Buchanan, Richard Setty
 - 3.3. Continuing Education: James Adams, Tracy Buchanan, Richard Setty
 - 3.4. Examination: Linda Aller, Chuck Hart, Gene Phillips
 - 3.5. Finance: Chuck Hart, Gene Phillips
 - 3.6. Rules: Gene Phillips, Richard Setty
4. Executive Secretary Report
 - 4.1. Revenue and Expenditure Report
 - 4.2. Audit Management Letter and Response
5. Assistant Attorney General Report
6. Adjudication
7. Old Business
8. New Business
9. Continuing Education
 - 9.1. Request for Approval of Hours – Individuals (CE-2)
Action Required
 - 9.2. Request for Approval of Training Agency Status (CE-3)
Action Required
 - 9.3. Request for Approval of Hours – Training Agencies (CE-4)
Action Required
10. Applications
 - 10.1. Sanitarian-in-Training Applications
Action Required
 - 10.2. Registered Sanitarian Applications
Action Required
 - 10.3. Applications for Advancement to Registered Sanitarian
Action Required
 - 10.4. Reinstatements
Action Required
 - 10.5. Extension/Waiver/Accommodation Requests
Action Required
11. Guest Participation

12. Correspondence

12.1 - Tonya McGuire: Ms. McGuire would like to ask the Board to clarify what type of experience is counted when an individual applies for advancement to registered sanitarian.

12.2 - Lana Cherrington: Ms. Cherrington would like to ask the Board if a registered sanitarian can supervise still supervise a sanitarian in training at a health department where the registered sanitarian is no longer employed.

13. Announcements

14. Future Meeting Dates

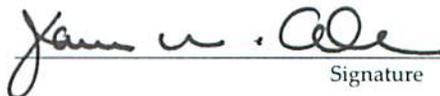
September 18, 2013

November 20, 2013

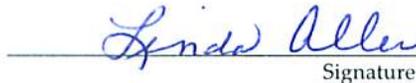
15. Adjournment

Sanitarian Registration Board
Board Meeting Roster
July 24, 2013

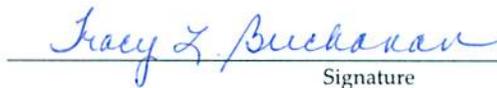
James Adams, **Chairperson**


Signature

Linda Aller


Signature

Tracy Buchanan, **Vice Chairperson**


Signature

F. Charles Hart

Signature

W. Gene Phillips, **Secretary**


Signature

Richard Setty


Signature

Vacancy

Signature

Board Staff

W. Scott Myers, *Assistant Attorney General*

Signature

Stephanie Youst, *Executive Secretary*


Signature



Sanitarian Registration Board

July 24, 2013

Room 1918

10:35 a.m.

Members Present

James Adams, R.S.
Linda Aller, R.S.
Tracy Buchanan, R.S.
Gene Phillips, R.S.
Richard Setty, R.S.

Staff

Stephanie Youst, Executive Secretary

Legal Council

W. Scott Myers, Assistant Attorney General

Absent

F. Charles Hart, R.S.

Call to Order

James Adams, Chairperson, called the meeting to order at 10:35 a.m.

Approval of Minutes

Richard Setty moved to approve the May 29, 2013 meeting minutes as submitted. Tracy Buchanan seconded the motion. The motion carried.

Committee Reports

- There were no committee reports.

Executive Secretary Report

- Stephanie Youst informed the Board that she had attended several meetings regarding the implementation of the new e-Licensing 2.0 system. This system currently has a projected start date for the Board of March 2014.
- Ms. Youst informed the Board that she was scheduled to proctor the NEHA REHA/RS Examination on July 30, 2013.
- Ms. Youst informed the Board that expiration notices were scheduled to be mailed on August 1, 2013.
- Ms. Youst informed the Board that she met with Governor Kasich's office regarding the agency's workforce development plan on July 18, 2013 and the plan was then approved.
- A copy of the Board's FY2012 and 2013 Audit is attached to the minutes for reference.
- Ms. Youst informed the Board that MaryAnn Macioce's last day was July 31, 2013. In the event that she must claim compensatory time Ms. Youst was instructed to submit her request to the Board chairperson or Board secretary for approval.
- The formal written reports are attached to the minutes for reference.

Assistant Attorney General Report

- Scott Myers had no formal report for the Board.

Action: Linda Aller moved to issue a notice of opportunity of hearing for the conviction of a felony in case 2013-C-04. Richard Setty seconded the motion. The motion carried.

New Business

Work Experience

- The Board members discussed what is considered to be "work experience" for the purposes of advancing to register as a sanitarian or when applying for registration as a sanitarian.
 - The Board determined that the best approach to this topic was for a committee composed of Gene Phillips, Richard Setty and Tracy Buchanan to discuss the issue and submit their recommendations to the Board.
 - Linda Aller objected to this matter being assigned to a committee and stated that she is of the opinion that it should be investigated by the Examination Committee.

- James Adams would like a report on the committees progress at the September 18, 2013 Board meeting.

Supervised Practice

- After receiving several question regarding the supervision of sanitarians in training the Board determined that they need to address the issue in various ways. Tracy Buchanan is going to prepare an article for the OEHA Journal and speak to conference organizers about having a session at the OEHA Annual Conference. Gene Phillips is going to speak to LeeAnn Todd-Hoon about having a session at the Midwest Workshop as well. These sessions would address issues other than supervision, but that would be a key point of the presentation.
- The Board also asked Ms. Youst to draft a form for supervisors to sign to verify that they have fulfilled their supervision requirement.

Continuing Education

Individual Continuing Education Requests for Approval

Action: Tracy Buchanan moved to approve all individual applications for continuing education approval with the following exceptions listed below. Richard Setty seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

34: Pending Additional Info

Requests for Approval as a Training Agency

Action: Tracy Buchanan moved to the National Ground Water Association as an approved training agency. Richard Setty seconded the motion. The motion carried.

Approved Training Agency Requests for Course Approval

Action: Tracy Buchanan moved to approve all training agency applications for continuing education approval with the following exceptions listed below. Richard Setty seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

14-010: Approved for courses occurring after 8/11/13

14-021: Denied **Not Submitted 30 Days Prior to Course Date**

14-022: Denied **Not Submitted 30 Days Prior to Course Date**

Applications

Sanitarian in Training Applications

Action: Gene Phillips moved to approve the following applicants for sanitarian in training registration. Linda Aller seconded the motion. The motion carried.

Hans R. Baltzly

Adebayo Bello

Corin E. Bonnett

Daniel M. Caudill

Jeffrey A. Cotrill

Mary K. Daniels

Kimberly A. Deakins

Jennifer A. Forbes

Toni E. Hawkins

Lynle R. Hayes

Sarah E. Jensen

Jessica D. Kenworthy

Jennifer D. Lowry

Brendan W. Roberts

Shelley M. Rossiter

Aung Si Thu

Stephanie M. Wacenske

Aaron M. Wolfe

Action: Gene Phillips moved to defer the sanitarian in training application for Judi Cooper pending the receipt of additional information. Linda Aller seconded the motion. The motion carried.

Action: Gene Phillips moved to defer the sanitarian in training application for Richard D. Ryan pending the receipt of additional information. Linda Aller seconded the motion. The motion carried.

Action: Gene Phillips moved to defer the sanitarian in training application for Ryan C. Tristano pending the receipt of additional information. Linda Aller seconded the motion. The motion carried.

Registered Sanitarian Applications

Action: Gene Phillips moved to approve the following applicants for registration as sanitarians. Linda Aller seconded the motion. The motion carried.

Deirdra S. Anderson

Douglas K. Gromen

Action: Gene Phillips moved to issue a notice of opportunity for hearing for Garen B. Rhome for failure to meet the minimum educational requirements contained in Section 4736.08 of the Ohio Revised Code and rule 4736-8-01 of the Ohio Administrative Code. Linda Aller seconded the motion. The motion carried.

Action: Gene Phillips moved to approve the application for Michael Debs to sit for the NEHA REHS/RS Examination based on his education and work experience. Linda Aller Seconded the motion. The motion carried.

Extension Requests

Action: Gene Phillips moved to approve the sanitarian in training extension request for Derek Dunson until 7/31/2014. Linda Aller seconded the motion. The motion carried.

Correspondence

12.1: Tonya McGuire: Ms. McGuire would like to ask the Board to clarify what type of experience is counted when an individual applies for advancement to registered sanitarian. **Action:** The Board informed Ms. McGuire that her sanitarian in training registration was initially issued on January 23, 2013. She has five years from that date to earn two years full time work experience and take and pass the NEHA examination. If she does not practice environmental health while registered as a sanitarian in training your status may be extended beyond the five year period. Keep in mind that the Board has determined that if you practice environmental health for as few as one day during a year it does count toward the five year limit and you will be required to report it as such on your renewal application. With regard to the practice of environmental health, Ms. McGuire will find Board policies 4736-29 and 4736-30 attached to her letter for reference. These policies, along with the Ohio Revised and Administrative Codes, should help her determine which duties performed fall under the practice of environmental health. Unfortunately, any time that individual is not paid for or that is on a volunteer basis does not count toward the minimum work experience requirement. In order for the experience to be applicable it has to be part of the employment duties. Continuing education activities, regardless of whether they are completed as part of one's employment or on one's own time, are not applicable toward the minimum work experience requirement.

12.2 Lana Cherrington: Ms. Cherrington would like to ask the Board if a registered sanitarian can still supervise a sanitarian in training at a health department where the registered sanitarian is no longer employed. **Action:** In accordance with rule 4736-15-02 of the Ohio Administrative Code and Board policy 4736-32 a sanitarian in training must be supervised by a registered sanitarian. The supervising sanitarian need not be within the confines of the same organization as the sanitarian in training as long as the supervising sanitarian can meet the supervision requirements set forth in the rule. The Board would like to remind all supervising sanitarians that they are responsible for the requirements specified in rule 4736-15-02 of the Ohio Administrative Code and that they will be required to complete a supervision notification form for each individual supervised. Copies of the rule and supervision policy were attached for Ms. Cherrington's reference.

Future Meeting Dates

The following meeting dates were confirmed by the Board:

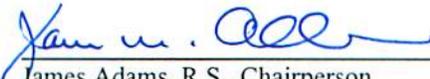
September 18, 2013

November 20, 2013

Adjournment

The meeting adjourned at 12:30 p.m.

Respectfully submitted
Stephanie K. Youst


James Adams, R.S., Chairperson


Witness

JA:sky



Ohio State Board of Sanitarian Registration

77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

To: Sanitarian Registration Board Members
From: Stephanie Youst, Executive Secretary *[Signature]*
Date: July 19, 2013
Re: Executive Secretary Report for July 24, 2012

Overview of Activities since the May 29 Meeting

- Reviewed applications for registration and continuing education credit.
- Attended several meetings regarding the new e-Licensing 2.0 system.
- Attended a Boards & Commissions Management Group meeting on May 26, 2013.
- Attended an ethics webinar on July 11, 2013.
- Met with Governor Kasich's office on July 18, 2013 regarding the Board's workforce development plan.

Registration Census

The following table lists the number of individuals with active registrations as of July 19, 2013.

Registration Type	3/14/13	5/24/13	7/19/13
Registered Sanitarian	1,217	1,227	1,218
Sanitarian in Training	137	145	149
TOTAL	1,354	1,372	1,367

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
DHL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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



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

July 19, 2013

Dave Yost, Auditor of State
and
Debbie Liddil, Chief Auditor
88 East Broad Street, 10th Floor
Columbus, Ohio 43215

Auditor of State Yost and Chief Auditor Liddil:

This letter is in response to the findings presented in the management letter for fiscal years ended June 30, 2012-2013.

After review of your findings and discussion with the Board and the Central Service Agency, the Board offers the following response:

With regard to Finding 1 – Segregation of Duties: This was a finding in the previous Board audit and the Board is aware that a lack of segregation exists; however, it is impossible for the Board to further segregate the duties of the Executive Secretary. The Board employs one full time employee and an intermittent employee who works, on average, one day per week. At this time, the Board does not have a budget that would allow for the hiring of an additional full time or part time employee, which would allow for additional separation.

With regard to Finding 2 – Revenue – Timely Deposit: The Board acknowledges that there were three deposits that were not made timely in accordance with OAC Section 113-1-02(A). The Board will take measures to ensure that future revenue is deposited in a timely manner and all corresponding documents are date stamped accordingly.

The Board would like to thank Assistant Auditor Tim Gordon for his thorough audit and for the timeliness with which the FY 2012-2013 audit was conducted.

Should you have any questions please feel free to contact me at stephanie.youst@exchange.state.oh.us or (614) 466-1772

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie K. Youst", is written over a horizontal line.

Stephanie K. Youst
Executive Secretary
State Board of Sanitarian Registration



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

July 18, 2013

Dave Yost
Auditor of State
and
Deborah Liddil, Chief Auditor-State Region
88 East Broad Street, 10th Floor
Columbus, Ohio 43215

In connection with your audit of the Ohio State Board of Sanitarian Registration (Board), for the two years ended June 30, 2013, we confirm, to the best of our knowledge and belief, the following representations made to you during your audit:

1. We have made available to you all financial and accounting records and related data and all audit or relevant monitoring reports, if any, received from funding sources.
2. We are aware of no:
 - a. Allegations of fraud or suspected fraud affecting the Board received in communications from employees, former employees, analysts, regulators, or others.
 - b. Fraudulent financial reporting or misappropriation of assets involving management or those employees who have significant roles in internal control.
 - c. Communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
3. There are no known material transactions that have not been recorded in the accounting records.
4. All cash and bank accounts and all other cash assets of the Board have been disclosed to you.
5. The Treasurer of State is aware of and has approved any of the Board's bank accounts that the Treasurer of State does not administer.
6. The Board has satisfactory title to all owned assets. There are no liens or



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

encumbrances on these assets nor has any asset been pledged, except as disclosed to the Office of Budget and Management.

7. All known material commitments for construction or acquisition of property, plant, and equipment were accounted for or disclosed to the Office of Budget and Management.
8. We are responsible for the Board's compliance with laws and regulations applicable to it. We have complied with all aspects of laws, regulations, and contractual agreements that would have a material effect on the accounting records.
9. Management is responsible for establishing and maintaining effective internal control over financial reporting. Management also acknowledges responsibility for designing and implementing programs and controls to prevent and detect fraud.
10. To the best of our knowledge and belief, none of the Board's employees have any material direct or indirect financial interest in any transaction consummated with the Board, other than compensation and expenses budgeted for such persons.

Sincerely,

A handwritten signature in black ink, appearing to be "Stephanie Youst", written over a horizontal line.

Stephanie Youst, Executive Secretary



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

July 18, 2013

Dave Yost
Auditor of State
and
Deborah Liddil, Chief Auditor-State Region
88 East Broad Street, 10th Floor
Columbus, Ohio 43215

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OHIO STATE BOARD OF SANITARIAN REGISTRATION

MANAGEMENT LETTER

FOR THE YEARS ENDED JUNE 30, 2012 – 2013

This draft is restricted to official use. It is being provided to obtain advance review and comment from those with responsibility for the subjects it discusses. Further revision could occur prior to issuance. Recipients of this draft must not, under any circumstances, show or release its contents for purposes other than official review or comment. It must be safeguarded to prevent publication or other improper disclosure of the information it contains. This draft and all copies of it remain the property of, and must be returned on demand to, the Auditor of State.



Dave Yost • Auditor of State



Dave Yost • Auditor of State

MANAGEMENT LETTER

Ohio State Board of Sanitarian Registration
77 South 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, 2013, 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, 2013.

The Ohio State Board of Sanitarian Registration (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 Board. 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 comments on the Board's noncompliance with applicable state and federal laws and regulations and on its internal controls. These comments reflect matters that do not require inclusion in the report *Government Auditing Standards* requires. However, we believe these comments represent 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 state revenues, non-payroll disbursements, payroll disbursements, inventory certification, prior audit comment follow-up, and legal compliance for the period July 1, 2011, through June 30, 2013.

Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing the recommendations suggested below. However, these comments reflect our continuing desire to assist your Board. If you have questions or concerns regarding these comments, please do not hesitate to contact us. Comments marked with an asterisk (*) were also reported in the prior Management Letter.

1. SEGREGATION OF DUTIES *

It is management's responsibility to ensure control procedures are established and adequate segregation of duties is included within the control structure to ensure financial objectives will be achieved. Segregation of duties is the first line of defense against the prevention, detection, and correction of errors and irregularities. The objective of an effective segregation of duties is to ensure no one person has complete control over a transaction throughout its initiation, authorization, recording, processing, and reporting.

1. SEGREGATION OF DUTIES * (Continued)

During fiscal years (FY) 2012 and 2013, the Board received \$121,562 and \$128,519 in revenue, respectively. The revenue consisted almost entirely of licensing and exam fees and was all collected at the Board office, either via mail or walk-in. A segregation of duties concern existed at the Board regarding revenue collection and processing because the Executive Secretary performed most, if not all, of the revenue functions at the Board as the only full time employee. The Executive Secretary was responsible for receiving the payments, recording the information in the State's eLicense system, and preparing the receipts for deposit with the Treasurer of State (TOS). In order to provide for some segregation, the Board reviewed summary revenue data prepared by the Executive Secretary on a quarterly basis. In addition, the Central Service Agency (CSA) reviewed and signed off on all deposits for the Board, but CSA did not perform any type of reconciliation. The Executive Secretary did perform reconciliations of all revenue transactions between eLicense, her deposit records and the State's Ohio Administrative Knowledge System (OAKS), but there was no evidence that these reconciliations were reviewed by anyone else.

In the absence of a proper separation of duties, the Board is provided with only minimal assurance that all revenues were properly collected or accounted for. Furthermore, the Board increases the risk that transactions may be processed inconsistently and inaccurately and that any inconsistencies and inaccuracies may not be detected by the Board in a timely manner.

We recommend the Board develop internal control procedures that promote an adequate segregation of duties for the processing of revenue transactions. Potential controls could include increased use of the Board's part-time Clerk in the revenue collection process, a review of the reconciliations performed by the Executive Secretary by either Board members or CSA, and consideration of having revenues submitted electronically or sent to a lockbox.

2. REVENUE – TIMELY DEPOSIT

Ohio Administrative Code (OAC) Section 113-1-02 (A) states:

Within three business days [two business days prior to September 20, 2012] of receipt by a state entity or deposit into a state entity's banking account established by the treasurer, every state entity shall pay to the treasurer all moneys, checks and drafts, wires and revenue from financial transaction devices received for the state, or for the use of any such state entity, from taxes, assessments, licenses, premiums, fees, penalties, fines, costs, sales, rentals, or otherwise. A separate revenue pay-in document supporting the deposit will be submitted concurrently with every deposit. In order to provide efficient processing of deposits, the procedures shall be followed as provided in this rule.

It is management's responsibility to implement internal control procedures to reasonably ensure all revenues are appropriately collected, safeguarded, deposited timely, and accurately recorded in the accounting records. Also, it is management's responsibility to periodically monitor procedures for receipts/deposits to ensure they are performed consistently and meet specific objectives.

During FY 2012 and 2013, the Board received \$121,562 and \$128,519 in revenue, respectively, for licensing and training application and renewal fees. Typically, the Board stamped the applications with the date when received. After the Board staff prepared the deposit form, they forwarded the related documents to CSA to physically deposit the revenue at the TOS. However, three of the 25 (12%) checks tested were not deposited in a timely manner as required by OAC §113-1-02(A). Two checks were deposited one business day late, while the third check did not have a date stamp on the application showing when the check was received; therefore, we were unable to determine whether the deposit was made with the TOS in a timely manner.



Dave Yost • Auditor of State

MANAGEMENT LETTER

Ohio State Board of Sanitarian Registration
77 South 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, 2013, 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, 2013.

The Ohio State Board of Sanitarian Registration (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 Board. 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 comments on the Board's noncompliance with applicable state and federal laws and regulations and on its internal controls. These comments reflect matters that do not require inclusion in the report *Government Auditing Standards* requires. However, we believe these comments represent 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 state revenues, non-payroll disbursements, payroll disbursements, inventory certification, prior audit comment follow-up, and legal compliance for the period July 1, 2011, through June 30, 2013.

Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing the recommendations suggested below. However, these comments reflect our continuing desire to assist your Board. If you have questions or concerns regarding these comments, please do not hesitate to contact us. Comments marked with an asterisk (*) were also reported in the prior Management Letter.

1. SEGREGATION OF DUTIES *

It is management's responsibility to ensure control procedures are established and adequate segregation of duties is included within the control structure to ensure financial objectives will be achieved. Segregation of duties is the first line of defense against the prevention, detection, and correction of errors and irregularities. The objective of an effective segregation of duties is to ensure no one person has complete control over a transaction throughout its initiation, authorization, recording, processing, and reporting.

2. REVENUE – TIMELY DEPOSIT (Continued)

Under these circumstances, management has minimal assurance they are adhering to the requirements of OAC §113-1-02(A). Untimely deposits increase the risk that funds could be lost, stolen, or misappropriated. Additionally, the Board could lose potential interest income on the revenue for each day the revenue is not deposited with the TOS. Without timely posting of revenue transactions into the Board's records, management would be making decisions using financial information that is not current or entirely accurate.

We recommend the Board consistently date stamp all applications and other source documents when received. Also, we recommend the Board emphasize the importance of complying with the cited code section and, if considered necessary, change their revenue deposit procedures and related internal controls to reasonably ensure all receipts are deposited in a timely manner. Part of this evaluation process should include determining whether sufficient resources are available to comply with the timely deposit requirement and communicating with CSA about timely deposits. In addition, we recommend management periodically monitor these internal controls to help ensure they are in place and operating as intended.

On [exit conference date], we held an exit conference with Board's management and discussed the contents of this letter. The Board has responded to the issues discussed in this Management Letter. A copy of their response may be obtained from Stephanie Youst, Executive Secretary, at (614) 466-1772. 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.

Dave Yost
Auditor of State

Columbus, Ohio

[DATE]

CE 2 For Board Review

July 24, 2013

Course Number	Contact	Course Title	Date	Hours
774 **Re-Review**	Joseph Smith	Class A Wastewater Training	3/20/2013	5
776 F**Re-Review**	Paul Bauman	Violence in the Workplace	3/13/2013	1.5
776 W**Re-Review**	Cheryl Murphy	Violence in the Workplace	3/13/2013	1.5
776 Y**Re-Review**	Eric Zgodzinski	Violence in the Workplace	3/13/2013	1.5
786 A **Re-Review**	Abdul Abdi	A Coordinated Response to Food Emergencies: Practice & Execution Performance Level	2/27/2013	14
1	Stephen Bopple	Revised Total Coliform Rule	4/10/2013	2
2	Renee Cutright	R & D Competency Week 2013	5/10/2013	18
3	Sarah Humphrey	Epidemiology	5/2/2013	18
4	Terry Palmer	Foodborne Outbreak Investigation for Public Health Departments & Interested Public	4/9/2013	3.25
5	Gary Silverman	Summit on Global Health	5/27/2013	2
6 A	Tim Smith	Performing Risk Based Inspections	4/29/2013	2
6 B	Kim Casady	Performing Risk Based Inspections	4/29/2013	2
7 A	Tim Smith	Risk Control Plans	4/29/2013	1.5
7 B	Kim Casady	Risk Control Plans	4/29/2013	1.5
8	Ryan Gierhart	OWEA Spring Section Meeting & Small Systems Training	5/15/2013	4
9	Matthew Brewster	Leadership Essentials for Health District Success	4/10/2013	12.5
10	Christopher Balster	Ohio Public Health Communication System Alert, Collaborator, & Administrative Level Training	5/23/2013	4.5
11	Steve Lowry	2013 Safety Congress	4/11/2013	5
12	Steve Lowry	OSHA Safety Training	4/10/2013	1
13	John Gedeon	Bed Bug Forum	4/9/2013	6
14	John Gedeon	Beating Back Bed Bugs	4/10/2013	6.25
15	Susan Bell	Harmful Alge Blooms	5/20/2013	2
16	Eric Zgodzinski	Integrated Methods Seminar	5/15/2013	18
17	Eric Zgodzinski	Leadership in Public Health Policy Development	5/15/2013	18
18	Barry Grisez	Health In All Policy	4/19/2013	2
19 A	Kirby Moore	EHDSI PAC & Train the Trainer	5/24/2013	18
19 B	Laura Kuhn	EHDSI PAC & Train the Trainer	5/24/2013	18
19 C	Jon Lindsay	EHDSI PAC & Train the Trainer	5/24/2013	18
19 D	Brandi Schrader	EHDSI PAC & Train the Trainer	5/24/2013	18

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July 24, 2013

19 E	Katy Serr	EHDSI PAC & Train the Trainer	5/24/2013	18
19 F	Ronald Clinger	EHDSI PAC & Train the Trainer	5/24/2013	18
19 G	David Oakes	EHDSI PAC & Train the Trainer	5/24/2013	18
19 H	Jeff Webb	EHDSI PAC & Train the Trainer	5/24/2013	18
19 I	Jeremy Hessel	EHDSI PAC & Train the Trainer	5/24/2013	18
19 J	Karie Sanders	EHDSI PAC & Train the Trainer	5/23/2013	5
19 K	Edward Shaffer	EHDSI PAC & Train the Trainer	5/23/2013	18
19 L	Mary Dennis	EHDSI PAC & Train the Trainer	5/10/2013	18
19 M	Christopher LeFevre	EHDSI PAC & Train the Trainer	5/10/2013	18
20 A	Myra Pancher	Sub-grantee/Coalition Member Meeting	6/10/2013	5.5
20 B	Shannon Sellards	Sub-grantee/Coalition Member Meeting	6/10/2013	5.75
20 C	James Colleli	Sub-grantee/Coalition Member Meeting	6/10/2013	5.75
21	Merilee Taylor	Understanding the PHAB Standards & Documentation Requirements	4/17/2013	.25
22	Merilee Taylor	An Introduction to the PHAB Process	4/12/2013	.5
23	Merilee Taylor	The Nuts & Bolts of the PHAB Accreditation Process	4/17/2013	.5
24	Merilee Taylor	A General Overview of Public Health Accreditation	4/1/2013	.5
25	Merilee Taylor	What is Epidemiology in Public Health	4/10/2013	.75
26	Susan Baughman	Advances in PAC Adsorption for DBP Precursor & Micropollutant Removal	5/16/2013	1
27	Annette DeHavilland	GeoRG Meeting	6/6/2013	1
28	William Holden	Lead Risk Assessor/Inspector Refresher	5/13/2013	7
29	Daniel Warren	Team Approach to Foodborne Outbreak Response	4/4/2013	15
30	Dorothy Kloos	Ohio Uniform Food Safety Code Updates Effective 1/1/2013	10/24/2012	2.5
31	Lizzette Robertson	Bloodborne Pathogens	3/14/2013	1.5
32	Melissa Storch	DMWM Engineering Group Meeting	4/24/2013	1.5
33 A	Paul Schwartz	Public Health Information System Training	5/14/2013	18
33 B	David Duncan	Public Health Information System Training	5/14/2013	18
34	Peter Hoffmire	Sustainability Initiatives at RIT	5/16/2013	PENDING
35	Susan Hardy	Autoclave Training	6/12/2013	2
36	David Oakes	Basic PIO Series	6/13/2013	16.25

**CE 2 For Board Review
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37	Robert Kramer	2013 Food Safety Summit & Expo	5/2/2013	17
38	Derek Hassinger	Ohio EPA Radiation Assessment Team	6/7/2013	13.25
39	Walter Brown	34th National Conference on Interstate Milk Shippers	4/24/2013	6.5
40	Gayle Livecchia	Hazardous Materials	5/15/2013	18
41	Gayle Livecchia	Introduction to Photography	5/15/2013	18
42	W. Gene Phillips	ASHTO 2012 Environmental Health Directors Meeting	9/26/2013	13.25
43	James Colleli	Specialized Radioactive Materials in Transportation	6/14/2013	18
44	Valencia White	Shale Gas: Promises & Challenges	6/19/2013	8.5
45 A	Nathan McConoughey	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 B	Brian Athey	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 C	Laura Travers	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 D	Megan Dunleavy	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 E	Thomas Barsa	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 F	Colin Johnson	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 G	Rick Novickis	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 H	Greg Putka	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 I	Tara Hanchar	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 J	Jeff Hanchar	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 K	Scott Zele	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 L	Stephanie McConoughey	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
45 M	Domenica McClintock	Clandestine Laboratory Safety & Awareness	5/6/2013	3.75
46	Joseph Smith	Wastewater Lagoon Systems Course	4/3/2013	8.75
47 A	Janet Gammell	What You May Not Know About Rabies: Improving Prevention & Management	6/25/2013	2.5
47 B	Donald Stewart	What You May Not Know About Rabies: Improving Prevention & Management	6/25/2013	2.5

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47 C	Lane Kessler	What You May Not Know About Rabies: Improving Prevention & Management	6/25/2013	2.5
47 D	John Schoeni	What You May Not Know About Rabies: Improving Prevention & Management	6/25/2013	2.5
48	Eric Adams	Ohio Groundwater Forum: Protecting & Managing Groundwater for the Future	6/19/2013	5.5
49	Scott Zele	Healthy Homes Rating System Practitioner's Course	6/14/2013	8.75
50 A	Doug Mehls	Harmful Alge Blooms	6/11/2013	1.5
50 B	Terry Kent	Harmful Alge Blooms	6/11/2013	1.5
50 C	Dylan Davis	Harmful Alge Blooms	6/11/2013	1.5
50 D	Nancy Niehus	Harmful Alge Blooms	6/11/2013	1.5
50 E	Cady Hutchinson	Harmful Alge Blooms	6/11/2013	1.5
50 F	Elizabeth Rinnder	Harmful Alge Blooms	6/11/2013	1.5
50 G	Amanda Miller	Harmful Alge Blooms	6/11/2013	1.5
51	Sandra Good	Performance Standards Workshop	6/18/2013	4
52	Thomas Barsa	Healthy Homes Rating System Practitioner's Course	6/14/2013	8.75
53	Jeffrey Gati	OSHA 40 Hour Hazard Recognition	5/3/2013	18
54	Jodi Gibson	Cohort Study Analysis & Interpretation	6/5/2013	1
55	Jodi Gibson	Electronic Information Systems in North Carolina Public Health Practice: Public Health Informatics Basics Module 3	6/3/2013	.75
56	Jodi Gibson	Data Analysis Basics for Analytic Epidemiology	6/5/2013	.75
57	Jodi Gibson	Epidemiology: A Basic Public Health Science	6/5/2013	.75
58	Jodi Gibson	Epidemiology Applications: Disaster & Environmental Epidemiology	6/6/2013	.75
59	Jodi Gibson	Epidemiology Applications: Forensic Epidemiology & Maternal & Child Health Epidemiology	6/6/2013	.75
60	Jodi Gibson	Introduction to Forensic Epidemiology	6/6/2013	1
61	Jodi Gibson	HIPPA: An Overview	6/6/2013	.75
62	Jodi Gibson	ICS In Action: Using the Incident Command System in Public Health Outbreak Investigations	6/7/2013	2.75

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July 24, 2013**

63	Jodi Gibson	Introduction to Communicable Disease Law Part 1	6/6/2013	.75
64	Jodi Gibson	Introduction to Communicable Disease Law Part 2	6/6/2013	1
65	Jodi Gibson	Self Care for Disaster Responders	6/10/2013	.75
66	Jodi Gibson	Types & Phases of Disasters	6/10/2013	.5
67	Jodi Gibson	Federal Public Health Surveillance	6/11/2013	1
68	William VanCuran	Shale Gas: Promises & Challenges	6/1/2013	8.25
69	Merrilee Taylor	Morbidity & Mortality Weekly Report May 17, 2013	6/13/2013	1
70	Merrilee Taylor	Morbidity & Mortality Weekly Report May 24, 2013	6/13/2013	1
71	Merrilee Taylor	Diagnosis & Management of Q Fever United States 2012: Recommendations from the CDC & the Q Fever Working Group	6/13/2013	2
72	James Armstrong	Healthy Homes Rating System Practitioner's Course	6/14/2013	8.75
73	Ryan Gierhart	2013 OWEA Technical Conference & Expo	6/20/2013	11.25
74	Randy Barnes	G290/291 Basic Public Information Officer Series	6/13/2013	17.5
75	Dorothy Eischen	Dietary Supplement	6/21/2013	18
76	Eric Adams	Capturing Mercury: The Human Body Experience	6/25/2013	1
77	Mark Adams	2013 City of Canton Mass Casualty Drill	5/10/2013	3.75
78	Mark Adams	2013 Annual Teacher Workshop	6/25/2013	6
79	William Palte	Human Trafficking	6/20/2013	3
80	Kathy Murphy	Essentials for Healthy Homes Practitioners	8/3/2012	12
81	Rebecca Hysing	G290/291 Basic Public Information Officer Series	6/13/2013	18
82	Greg Kesterman	Organizational Behavior & Theory	5/8/2013	18
83	Kristopher Welch	Milk Plant Sanitation & Inspections	4/12/2013	18
84	Ellen Hodges	Curriculum Design & Application	7/3/2013	18
85	Gary Silverman	AUPHA Annual Meeting	6/22/2013	5.75
86	Gary Silverman	Incorporating Environmental Public Health Tracking Into Health Impact Assessments	6/27/2013	1
87	Kevin Conger	Human Trafficking	6/12/2013	3

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88	Charles Noble	Effective Communication for Environmental Health	7/3/2013	1.5
89	Melissa Henry	Stealthy Situation Tabletop Exercise	6/19/2013	10
90	Randall Dues	AFCO Southeast Regional Meeting	4/23/2013	6.75
91	Christopher Eddy	14th Annual APHA Annual Meeting & Expo	10/31/2012	9
92	Charles Noble	A Coordinated Response to Food Emergencies: Practice & Execution Performance Level	4/18/2013	14
93	Peter Thompson	Society for Freshwater Science Annual Meeting	5/23/2013	18
94	Annette DeHavilland	Pathways to Excellence	6/28/2013	5
95	Colin Johnson	Best Management Practices for Addressing Water Quality & Habitat Issues Associated With Dams in Ohio's Lake Erie Watershed	6/25/2013	6
96	Joseph Smith	Groundwater Systems Training	6/19/2013	10
97	Brian Ng	ICS 300: Intermediate ICS for Expanding Resources	3/28/2013	18
98	Kathryn Lanza	Community Summit with Mark Fenton	6/26/2013	5.75
99	Kurt Princic	Shale Gas: Promises & Challenges	6/20/2013	6.25
100	Christopher Eddy	Emergency & Risk Communication: 10 Things You Should Never Say On Television	7/11/2013	.75
101	Christopher Eddy	One Health & All Hazards: The New Environmental Health	7/11/2013	3 **Presenter Credit**
102	Christopher Eddy	Human Rights & The Environmental Health Practice: The Lessons Learned from the Fukushima Nuclear Disaster	7/11/2013	3 **Presenter Credit**
103	Jeremy Hessel	Clandestine Laboratory Safety & Awareness	6/14/2013	3.75
104	Gregory Tedrow	STS Education Seminar	11/16/2013	6
105	Chuck Hart	2013 NEHA Annual Educational Conference & Expo	7/11/2013	15.5
106	Kimberly Burnham	Ohio Section AWWA Summer Meeting 2013	7/18/2013	4
107 A	Todd Paulus	Dog Safety Program	6/6/2013	1.5
107 B	Paul Depasquale	Dog Safety Program	6/6/2013	1.5

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July 24, 2013**

107 C	Ivan Langovsky	Dog Safety Program	6/6/2013	1.5
107 D	Chris Lefevre	Dog Safety Program	6/6/2013	1.5
107 E	Deborah Moore	Dog Safety Program	6/6/2013	1.5
107 F	Nancy Petrovski	Dog Safety Program	6/6/2013	1.5
107 G	Mike Boronka	Dog Safety Program	6/6/2013	1.5
107 H	Todd Ascani	Dog Safety Program	6/6/2013	1.5
107 I	Jason Smith	Dog Safety Program	6/6/2013	1.5
108	Frances Veverka	Integrating Climate Change & Public Health Preparedness	7/9/2013	1.25
109	Jane Kay	Team Approach to Foodborne Outbreak Response	4/4/2013	16
110 A	Annette DeHavilland	Engineering Group Meeting: Site Visit Carbon Limestone Landfill	7/16/2013	2.5
110 B	John Hujar	Engineering Group Meeting: Site Visit Carbon Limestone Landfill	7/16/2013	2.5
111	Stephen Bopple	Understanding & Managing Coliforms: Science vs. Math	7/10/2013	1.5
112	John McLeod	Heat Emergency Tabletop Exercise	6/25/2013	3.5
113	Gene Nixon	2013 NACCHO AEC	7/12/2013	7.5
114	John McLeod	2013 NACCHO AEC	7/12/2013	9.75
115	Brad Price	Ohio Evidence Based Public Health Training Course: A Pathway to Accreditation	7/20/2013	18
116	Joseph Comello	2013 Public Health Preparedness Summit	3/15/2013	18
117	Sharon Gbur	2013 Safety Congress	4/11/2013	4
118	Jane Kay	Crisis Management for School Based Incidents: Partnering Law Enforcement & the Local School System	5/23/2013	6.5

CE 3 For Board Review

July 24, 2013

Reviewer	TA Number	Agency Name	Contact	Address	City	State	Zip Code
Rick	680	National Ground Water Association	Barbette Howell	601 Dempsey Road	Columbus	Ohio	43081

CE 4 For Board Review

July 24, 2013

Course Number	Agency	Contact	Course Title	Date	Hours
13-187 **Re-Review**	Warren County Combined Health District	Dennis Murray	Warren County Combined Health District Summer Educational Conference	6/14/2013	6
14-001	Cuyahoga County Board of Health	Suzanne Krippel	Emergency Preparedness & SNS Training	Various	1
14-002 A	OSU Center for Public Health Practice	Shirley Funt	Structural Equation Modeling for Public Health Practitioners	7/12/2013	17.5
14-002 B	OSU Center for Public Health Practice	Shirley Funt	Leveraging Public Health Policy to Improve Lives	7/12/2013	17.5
14-002 C	OSU Center for Public Health Practice	Shirley Funt	Basic Biostatistics	7/12/2013	17.5
14-002 D	OSU Center for Public Health Practice	Shirley Funt	Public Health Data Collection & Analysis	7/12/2013	17.5
14-002 E	OSU Center for Public Health Practice	Shirley Funt	Environmental Epidemiology	7/12/2013	17.5
14-002 F	OSU Center for Public Health Practice	Shirley Funt	Overview of Analytic Tools: Introductory	7/12/2013	7
14-002 G	OSU Center for Public Health Practice	Shirley Funt	Overview of Analytic Tools: Advanced	7/14/2013	7
14-002 H	OSU Center for Public Health Practice	Shirley Funt	Methods in Comparative Effectiveness Research	7/12/2013	17.5
14-002 I	OSU Center for Public Health Practice	Shirley Funt	Methods in Applied Qualitative Research	7/12/2013	17.5
14-002 J	OSU Center for Public Health Practice	Shirley Funt	Field Epidemiology	7/12/2013	17.5
14-002 K	OSU Center for Public Health Practice	Shirley Funt	Introduction to Epi Info	7/14/2013	7
14-002 L	OSU Center for Public Health Practice	Shirley Funt	Social Epidemiology	7/12/2013	17.5
14-002 M	OSU Center for Public Health Practice	Shirley Funt	Strategic Planning & Implementation	7/12/2013	17.5
14-003	Southeast Ohio Sanitarian Association	c/o Minchen Vickers	July 2013 SEOSA Meeting	7/11/2013	2
14-004	Summit County Public Health	Dawn Meyers	Restoring the Cuyahoga River's Historic Falls	7/10/2013	1
14-005	Ohio Association for Food Protection	c/o Sarah Badenhop	OAFP Summer Meeting 2013	7/18/2013	4.25
14-006	Canton City Health Department	Christina Henning	HAZMAT 8 Hour Educational Seminar	7/29/2013	7.5
14-007	Summit County Public Health	Dawn Meyers	Foodborne Illness & Communicable Diseases	8/1/2013	1.5
14-008	Columbus Public Health	Beth Ransopher	Mass Shelters Training	8/7/2013	1.5
14-009	Cuyahoga County Board of Health	Suzanne Krippel	Surveillance & Control of General Pests	8/27/2013	2
14-010	Cincinnati Health Department	Dale Grigsby	ServSafe	Various	Courses Occurring After 8/11/13 Approved for 15 Hours
14-011	Cincinnati Health Department	Dale Grigsby	Person in Charge	Various	3
14-012	BWC Division of Safety & Hygiene	Connie Snyder	Advanced Safety for Public Employees	Various	30

**CE 4 For Board Review
July 24, 2013**

14-013	National Swimming Pool Foundation	Susan Wichmann	World Aquatic Health Conference	10/16/2013	12
14-014	National Swimming Pool Foundation	Susan Wichmann	National Swimming Pool Environmental Health Leader Symposium	10/16/2013	3.75
14-015	Ohio Department of Health	Pam Blais	Ohio Public Health Lead Investigator Meeting	8/28/2013	5
14-016	Ohio Environmental Health Association	c/o Jerry Bingham	Northwest OEHA Fall Educational Conference	10/17/2013	12
14-017	BWC Division of Safety & Hygiene	Connie Snyder	Confined Space Assessment & Work	Various	6
14-018	Cuyahoga County Board of Health	Suzanne Krippel	Ground Water Quality & Land Use	9/13/2013	1
14-019	Association of Ohio Health Commissioners	Penny Hill	AOHC 2013 Annual Fall Conference	9/11/2013	12.25
14-020	Wood County Combined General Health District	Bradley Espen	Ohio Department of Agriculture Process Review & Inspection Report Writing Training	9/5/2013	5
14-021	OSU Center for Public Health Practice	Shirley Funt	Shaping Policy for Health Implementing Enacted Policies	Various	DENIED
14-022	OSU Center for Public Health Practice	Shirley Funt	Evaluating Data for Public Health Decision Making	8/16/2013	DENIED
14-023	OSU Center for Public Health Practice	Shirley Funt	Systems Leadership in Public Health	10/21/2013	15



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

July 25, 2013

Tonya Estep McGuire
3649 Teens Run
Crown City, Ohio 45623

Dear Ms. McGuire:

This letter is in response to your correspondence regarding earning full time work experience in the practice of environmental health.

Your sanitarian in training registration was initially issued on January 23, 2013. You will have five years from that date to earn two years full time work experience and take and pass the NEHA examination. If you do not practice environmental health while you are registered as a sanitarian in training your status may be extended beyond the five year period. Keep in mind that the Board has determined that if you practice environmental health for as few as one day during a year it does count toward the five year limit and you will be required to report it as such on your renewal application.

With regard to the practice of environmental health, you will find Board policies 4736-29 and 4736-30 attached for reference. These policies, along with the Ohio Revised and Administrative Codes, should help you determine which duties you perform fall under the practice of environmental health.

Unfortunately, any time that you are not paid for or that is on a volunteer basis does not count toward the minimum work experience requirement. In order for the experience to be applicable it has to be part of your employment duties. Continuing education activities, regardless of whether they are completed as part of your employment or on your own time, are not applicable toward the minimum work experience requirement.

The Board thanks you for your correspondence. Should you have any additional questions, please feel free to contact me directly at stephanie.youst@exchange.state.oh.us or (614) 466-1772.

Sincerely,

Stephanie K. Youst
Executive Secretary

Policy 4736-29: Sanitarian in Training Experience/Practice Timeline

Section 4736.15 of the Revised Code provides that a sanitarian-in-training may engage in the practice of environmental health for a period not to exceed five years, provided he/she is supervised by a registered sanitarian.

While employed as an SIT engaging in the practice of environmental health, all time will be counted as practice toward the five-year maximum of practice. The Board may, for due cause and upon receipt of appropriate documentation, take into consideration part-time practice in determining practice toward the five-year maximum.

Section 4736.10 of the Revised Code requires sanitarians in training who do not apply for advancement within three years of registration as an SIT to apply to the Board for an extension within that three-year period. Section 4736.10 also requires an SIT seeking an extension to furnish in writing, sufficient cause for not applying for registration as a sanitarian. It is within the purview of the Board to determine if sufficient cause exists. Examples of sufficient cause may be inability to secure two years of experience, or inability to pass the examination after repeated attempts. The Board may allow an SIT to hold SIT status indefinitely as long as the SIT does not engage in the practice of environmental health for more than five years and is approved for an extension(s) by the Board.

The Ohio Revised Code authorizes the Board to grant SIT status, establish renewals, and renewal criteria. Section 4736.15 limits the length of time an SIT may practice, but does not limit the length of time a person may be registered as an SIT if he/she is not engaging in the practice of environmental health. Therefore, it is feasible for an SIT to be gaining experience in the field of environmental health, but not practicing environmental health.

In order to engage in the practice of environmental health as an SIT, the SIT must be supervised by a registered sanitarian. An SIT gaining experience, but not practicing, does not need to be supervised by a registered sanitarian. Further, an SIT gaining experience, but not practicing, does not need to satisfy the requirements set forth in Section 4736-15-02 of the Administrative Code regarding submission of monthly evaluation forms.

The Board is without authority to renew, extend, or approve an application or reapplication for an SIT who has engaged in the practice of environmental health for five years.

Policy 4736-30: Environmental Health Experience

The following interpretation is provided as a guideline. Section 4736.01(B) provides that a sanitarian is a person who performs for compensation educational, investigational, technical, or administrative duties requiring specialized knowledge and skills in the field of environmental health science.

(A) Timing of Experience

Only experience earned after the attainment of the college degree is permitted.

If an applicant for advancement to registered sanitarian claims duties that are defined in the *practice of environmental health* (reference Section 4736.01 of the Ohio Revised Code), and he/she was not registered as a sanitarian-in-training while performing these duties, this experience will not be awarded, because engaging in the *practice of environmental health* without the proper registration is a violation of Section 4736.15 of the Ohio Revised Code.

(B) Types of Experience

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| 1. | Laboratory | Collection of samples and/or laboratory analysis of samples is not acceptable as experience unless the following are also included in the duties: Judgment is utilized how and when; interpretation formed of field condition; individual has authority to address the media. |
| 2. | Health Care and Institutional Facility Employment | Unacceptable experience unless primary purpose is infection control related to environmental health factors. |
| 3. | Health Facility Standard Representative | Acceptable. Employed to conduct environmental health evaluation as part of the survey of nursing homes. |
| 4. | Litter Control | Acceptable only if the application of specialized knowledge and skills in the field of environmental health. |
| 5. | University Professor | Acceptable if full-time, and if as part of environmental health science. |
| 6. | High School Science Teacher | Unacceptable experience. |
| 7. | Formalized Education Presentations | Acceptable if in the field of environmental health science. |
| 8 | Development of Educational Aids/Publications | Unacceptable experience. |

9. Community Educator Acceptable, provided individual has specialized knowledge in the field of environmental health science.
10. Semi-Public Sewage Operator Acceptable if primary purpose is environmental health science.
11. Preparation of Surveys Unacceptable if individual gathers facts (makes observations.) Acceptable if surveyor performs analysis of data and can cause corrective action.
12. Pest Control Sales and application of pesticides is unacceptable. Acceptable if individual conducts analysis or evaluation of data and designs a control measure and/or plan for corrective action.
13. Monitoring Equipment Operators Acceptable if as part of an environmental health program and the individual makes an analysis, and can cause corrective action.
14. Administrative Acceptable if applicant demonstrates that more than 50% of duties include supervision direction, enforcement, planning, monitoring or evaluation in a program(s) defined under environmental health science.
15. Consultant Acceptable if individual conducts analysis or evaluation of data and designs a control measure and/or plan for corrective action.
16. Bioterrorism Coordinator Acceptable if the application of specialized knowledge and skills in the field of environmental health is utilized.

Youst, Stephanie

From: McGuire, Tonya
Sent: Monday, July 08, 2013 12:48 PM
To: Youst, Stephanie
Subject: Questions about advancement to R.S.

Hi Stephanie! I am SIT # 132946. I have finally gotten around to reviewing what I need to do to work towards becoming a RS and have some questions due to my unique circumstances. To refresh your memory, I work as a public health epidemiologist. I am aware that I need a total of 4160 hours and to pass the RS Exam in order to apply to be an RS. As far as getting those 4160 hours, if my renewals are approved due to the circumstances of my job being as an epidemiologist and not all of what I do counting towards the practice of Environmental Health, may I have the entire 5 years to get the 4160 hours? I often am involved in rabies control and specific nuisance complaints that involve bedbugs or cockroaches for example and think those hours meet the requirements of practicing environmental health. Additionally, when outbreaks occur that have environmental health factors, I think that time would count. Am I on the right track?

Additionally, my employer, Gallia County Health Department is willing to allow me to conduct inspections. I may have to use vacation time or conduct them as part of an "unpaid" internship situation. Will this work or do you actually have to be paid for the hours you do inspections for the monthly progress report since I am employed by the health department, just paid out of the PHEP grant (Emergency Preparedness) which does not allow payment for public health activities other than preparedness and epidemiology.

How about the time I spend in training that is approved to count towards continuing education...if it's done "on the clock" can it count towards the 4160 hours? How about if it is done off the clock?

My apologies for these rather specific questions. I really want to become a RS someday and hope I can figure out a way to make this work. I know other health departments have done it with their preparedness coordinators and epis...I'm just not sure how.

Thanks lots!

Tonya Estep McGuire
Public Health Epidemiologist
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Ohio State Board of Sanitarian Registration
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

July 25, 2013

Lana Cherrington
Ironton City Health Department
2120 South 8th Street
Ironton, OH 45638

Dear Ms. Cherrington:

This letter is in response to your correspondence regarding the supervision of a sanitarian in training.

In accordance with rule 4736-15-02 of the Ohio Administrative Code and Board policy 4736-32 a sanitarian in training must be supervised by a registered sanitarian. The supervising sanitarian need not be within the confines of the same organization as the sanitarian in training as long as the supervising sanitarian can meet the supervision requirements set forth in the rule.

The Board would like to remind you that you are responsible for the requirements specified in rule 4736-15-02 of the Ohio Administrative Code and that you will be required to complete a supervision notification form for each individual you supervise. A copy of the rule and supervision policy are attached for your use.

The Board thanks you for your correspondence. Should you have any additional questions, please feel free to contact me directly at stephanie.youst@exchange.state.oh.us or (614) 466-1772.

Sincerely,

Stephanie K. Youst
Executive Secretary

Policy 4736-32: Supervision of a Sanitarian in Training

The purpose of this policy statement is to provide guidelines for those registered sanitarians-in-training who wish to engage in the practice of environmental health, and for those employers who wish to employ sanitarians-in-training. Pursuant to Section 4736.15 of the Ohio Revised Code, a sanitarian-in-training may engage in the practice of environmental health for a period not to exceed 5 years, provided he/she is supervised by a registered sanitarian.

Before a sanitarian-in-training begins to engage in the practice of environmental health he/she must advise the State Board of Sanitarian Registration (Board) of the name of his/her supervisory registered sanitarian. If this designation changes, the Board must be notified. No more than one registered sanitarian shall be designated as the supervisory registered sanitarian at a time

In the context of this rule, supervision of a sanitarian-in-training is not limited to the administrative supervisory structure of the sanitarian-in-training's employer.

Supervisory arrangements of a sanitarian-in-training by a registered sanitarian need not be within the same organization.

The supervisory registered sanitarian is a mentor and shall fulfill the minimum supervisory activities (reference §4736-15-02 O.A.C.), which include, but are not limited to:

1. Being available for consultation on a daily basis (can be via phone);
2. Provide training and technical advice;
3. Review and advise on enforcement proceedings;
4. Evaluate the practice of environmental health performed by the sanitarian in training at least once a month.

The registered sanitarian who accepts the responsibility of supervising a sanitarian-in-training accepts the responsibility of assuring that the sanitarian-in-training is properly engaging in the practice of environmental health. The supervisory registered sanitarian also has the responsibility of evaluating the work of the sanitarian-in-training and documenting such evaluation on a monthly basis. Along with the documentation, a verification statement from the supervising sanitarian must accompany the annual renewal application of the sanitarian-in-training.

4736-15-02

Supervision and practice of a sanitarian-in-training.

- (A) A sanitarian-in-training may engage in the practice of environmental health provided the sanitarian-in-training is supervised by a registered sanitarian. Each sanitarian-in-training shall submit an application for renewal annually as required by rule 4736-12-01 of the Administrative Code on forms prescribed by the board. Verification from the supervising registered sanitarian that the sanitarian-in-training performed functions under the supervision of the registered sanitarian shall be submitted to the board as part of the annual renewal of the sanitarian-in-training. The board may also request a copy of the sanitarian-in-training's monthly evaluation(s) required in paragraph (D) of this rule.
- (B) The board shall establish minimum supervisory activities for a registered sanitarian to use in the evaluation of a sanitarian-in-training.
- (C) The minimum supervisory activities shall include but not be limited to:
 - (1) Being available for consultation on a daily basis;
 - (2) Provide training and technical advice;
 - (3) Review and advise on enforcement proceedings in programs specified by division (E) of section 4736.01 of the Revised Code;
 - (4) Evaluate the practice of environmental health performed by the sanitarian-in-training at least once a month.
- (D) The supervising registered sanitarian shall document each monthly evaluation of the sanitarian-in-training's practice of environmental health. Documentation of each monthly evaluation shall include five samples of inspections performed by the sanitarian-in-training during the month attached to a written evaluation which shall include the following:
 - (1) Month and year of evaluation.
 - (2) Sanitarian-in-training's name, registration number and address.
 - (3) Supervising registered sanitarian's name, registration number and address.
 - (4) Supervising registered sanitarian's written verification of fulfillment of the requirements provided in paragraph (C) of this rule.
 - (5) The supervising registered sanitarian's written comments.
 - (6) Dates and locations of five attached samples of inspections conducted during the month by the sanitarian-in-training.
 - (7) Dated signatures of the sanitarian-in-training and supervising registered sanitarian.
- (E) Monthly evaluations shall be retained by the sanitarian-in-training for one year after registration as a registered sanitarian, or for six years from the last date of employment as a sanitarian-in-training.

Effective: 05/01/09, 07/01/01, 10/01/99, 02/01/92, 09/15/89

119.032 Review Date: 04/02/14

Youst, Stephanie

From: Cherrington, Lana
Sent: Wednesday, June 05, 2013 9:10 AM
To: Youst, Stephanie
Subject: RS supervision question

Stephanie,

Can a Registered Sanitarian supervise a SIT if the RS is no longer working in the field of environmental health? Our board of health is considering hiring a SIT with about 6 months of work experience. I may be retiring in August of 2014. My question is, could I still oversee the SIT and be retired? I am the only RS here.

Lana Cherrington, R.S.
Director of Environmental Health
740-532-2172