

Ohio Sanitarian Registration Board
March 22, 2017
77 South High Street, 19th Floor, Room 1918
Columbus, Ohio 43215
10:30 am

1. Committee Meetings - 9:30 am Room 1918
2. Call to Order
3. Approval of the Minutes
Action Required
4. Committee Reports
 - 4.1. Executive: James Adams, Tracy Buchanan, Gene Phillips
 - 4.2. Professional: James Adams, Tracy Buchanan,
 - 4.3. Continuing Education: Chuck Hart, Charles Patterson
 - 4.4. Examination: James Adams, Keith Krinn, Gene Phillips
 - 4.5. Finance: Chuck Hart, Charles Patterson
 - 4.6. Rules: Tracy Buchanan, Keith Krinn
5. Executive Secretary Report
 - 5.1. Budget Update
 - 5.2. Revenue and Expenditure Report
6. Assistant Attorney General Report
 - 6.1 Board Investigative Process
7. Adjudication (10:30 a.m.)
 - 2016-S-14: Hannah Stump Affidavit Hearing (10:30 am)
 - 2016-S-15: Laura Bryer Affidavit Hearing (10:30 am)
 - 2017-S-03: Michael Spies Hearing (11:30 am)
8. Old Business
 - 8.1 ODH/ODA Pool Inspection Information
 - 8.2 OEHA Presentation Topics
9. New Business
 - 9.1 Rule Review 2017
10. Continuing Education
 - 10.1. 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
11. Applications
 - 10.1 Sanitarian-in-Training Applications
Action Required
 - 10.2 Sanitarian-in-Training Application Ratification

Action Required

10.3 Registered Sanitarian Applications

Action Required

10.4 Applications for Advancement to Registered Sanitarian

Action Required

10.5 Reinstatements

Action Required

10.6 Extension/Waiver/Accommodation Requests

Action Required

12. Guest Participation

13. Correspondence

13.1: Mindy Shears: Ms. Shears would like to ask the Board if her job is listed as environmental experience, per the Board policy and procedures, does she still need to complete monthly inspections supervised by an RS to qualify for advancement from SIT to RS.

13. Announcements

14. Future Meeting Dates

- May 17, 2017
- July 12, 2017
- September 6, 2017
- November 8, 2017

15. Adjournment

Sanitarian Registration Board

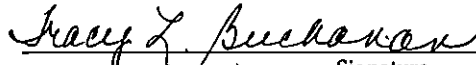
Meeting Roster

March 22, 2017

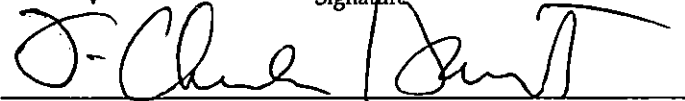
James Adams


Signature

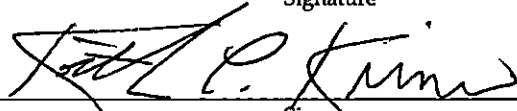
Tracy Buchanan, Chairperson


Signature

F. Charles Hart


Signature

Keith Krinn


Signature

Charles Patterson


Signature

W. Gene Phillips, Vice Chairperson


Signature

Vacancy

Signature

Board Staff

Yvonne Tertel, Assistant Attorney General


Signature

Stephanie Youst, Executive Secretary


Signature

Guests

Heidi L Funderburk

Print Name

Heidi Funderburk

Sign Name

Michael Spies

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Michael Spies

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Sanitarian Registration Board

March 22, 2017

Room 1918

10:30 a.m.

Members Present

James Adams, R.S.
Tracy Buchanan, R.S.
F. Charles Hart, R.S.
Keith Krinn, R.S. (Left at 12 pm)
Charles Patterson, R.S.
Gene Phillips, R.S.

Staff

Stephanie Youst, Executive Secretary

Legal Council

Yvonne Tertel, Assistant Attorney General

Guests

Heidi Funderburk
Michael Spies
Mike Spies

Call to Order

- Tracy Buchanan, Chairperson, called the meeting to order at 10:30 a.m.

Approval of Minutes

- Keith Krinn moved to approve the January 25, 2017 meeting minutes as submitted. Charles Hart seconded the motion. The motion carried.
- Gene Phillips moved to approve the February 9, 2017 meeting minutes as corrected. Charles Patterson seconded the motion. James Adams and Charles Hart abstained. The motion carried.

Executive Secretary Report

- Ms. Youst informed the Board that she presented budget testimony in the House of Representatives on February 15, 2017.
- Ms. Youst informed the Board that she met with the Auditor of State's office and the biennial audit of the Board is set to begin sometime in April or May 2017. This audit will cover fiscal years 2016 and 2017.
- Ms. Youst informed the Board that she is expected to participate in system testing again prior to the next wave of Board's entering the new licensure system. This testing is in the hopes that nothing will be disrupted when the "go live" occurs in June 2017.
- The formal written reports are attached to the minutes for reference.

Assistant Attorney General Report

- Yvonne Tertel provided the Board members with material on due process.
- Ms. Tertel discussed the case review process as it pertains to the Board.
 - It is her opinion that the most important component is that the committee member assigned to review the case, which is traditionally the Board chairperson, does not involve themselves in the process of the review and voting at the time of a hearing.
 - She informed the Board that it is within their prerogative to hear cases as a Board and opt to not hire a hearing officer; however, she did caution the Board members about engaging in any sort of conversations regarding hearings or Board happenings outside of the Board process in order to protect themselves and the Board.
- Ms. Tertel discussed the option of having a Board retreat to more thoroughly delve into the investigative review process or other topics that sometime do not get enough time. The retreat would allow the Board to focus on a particular issue/set of issues and look at them from various angles.
- For the May 17, 2017 Board meeting, Ms. Tertel stated that she would attempt to consider putting a list of sanctions together for the Board to reference and use as a standard when reviewing disciplinary matters.

Adjudication

Hannah Stump

Action: James Adams moved to deny the sanitarian in training application for Hannah Stump based upon the evidence submitted in the affidavit packet and for failure to fulfill the requirements specified in section 4736.08 of the Revised Code and rule 4736-8-01 of the Administrative Code. Gene Phillips seconded the motion. The motion carried.

Laura Bryer

Action: James Adams moved to deny the sanitarian in training application for Laura Bryer based upon the evidence submitted in the affidavit packet and for failure to fulfill the requirements specified in section 4736.08 of the Revised Code and rule 4736-8-01 of the Administrative Code. Gene Phillips seconded the motion. The motion carried.

Michael Spies

- The Board held a hearing in the matter of Michael Spies.

Action: James Adams moved to approve the application for sanitarian in training registration for Michael Spies. Charles Patterson seconded the motion. Keith Krinn was absent for the vote.

- After reviewing and discussing the evidence presented, the Board accepted the three courses presented by Mr. Spies, which gave him enough credit hours to qualify for licensure.

The motion carried.

Old Business

ODH/ODA Pool Inspections

- Ms. Youst informed the Board members that information was received in the Board office stating that Ohio Department of Agriculture employees were potentially conducting pool inspections as part of their job duties. These individuals are not licensed with the Board and were not named in the materials received.
- After discussion among the Board members, it was decided that the Board can only act against individuals, not an agency and/or an entity.
- The Board instructed Ms. Youst to place this on the agenda for review at the May Board meeting.

OEHA Annual Education Conference

- The Board members discussed potential topics for the upcoming OEHA meeting.
 - Ms. Youst will develop a PowerPoint presentation and focus on the areas of how the complaint process works, the continuing education process and changes in the fee structure.

New Business

Rule Review 2017

- Ms. Youst informed the Board members that there will be rules for review and discussion at the May Board meeting.

Continuing Education

Individual Continuing Education Requests for Approval

Action: Charles Patterson moved to approve the individual applications for continuing education as submitted with the following exceptions. Charles Hart seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

9:	Additional Information	78A:	Denied
24:	Additional Information	78B:	Denied
59:	Denied	83:	4 Hours
70:	Additional Information	85:	16 Hours
75A:	Additional Information	110:	Denied
75B:	Additional Information		

Training Agency Approval

Action: Tracy Buchanan moved to approve the following as an approved training agencies. Charles Patterson seconded the motion. The motion carried.

Springdale Health Department

Marion Public Health

Training Agency Requests for Course Approval

Action: Charles Patterson moved to approve the applications for continuing education courses for approval as submitted. Tracy Buchanan seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

Applications

Sanitarian in Training

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

Alison Barbro	Alyssia Nicole Grimmett	Michelle M. Martin
Lauryn Kaitlin Bone	Kailea Jean Holbrook	Kandi Poynter
Jennifer Wagner Campos	Paul Karanja Ithenya	Jonathan Edward Schmidt
Ryan Carlo	Nicole Lillian Johnston	Michael D. Spies
Roosevelt C. Carter	Dylan Patrick Kager	Megan Leann Sutherland
Tyson D. Cramer	Sarah Kathryn Maj	Derek Ryan Webb
Nathan Alan Creech	Katelyn E. Maluchnik	

Action: James Adams requested additional information for the application submitted by Mackinzie Dickman. Gene Phillips seconded the motion. The motion carried.

Action: James Adams requested additional information for the application submitted by Brian Fioritto. Gene Phillips seconded the motion. The motion carried.

Action: James Adams proposed to deny the application for Dawn Baughman for failure to meet the minimum educational requirements. Gene Phillips seconded the motion. The motion carried.

Action: James Adams proposed to deny the application for Nathaniel Dresp for failure to meet the minimum educational requirements. Gene Phillips seconded the motion. The motion carried.

Action: James Adams proposed to deny the application for Heidi Sano for failure to meet the minimum educational requirements. Gene Phillips seconded the motion. The motion carried.

Action: James Adams proposed to deny the application for Camilla Roth Szirotnyak for failure to meet the minimum educational requirements. Gene Phillips seconded the motion. The motion carried.

Registered Sanitarian

Action: James Adams moved to approve the following applicants for registration as sanitarians. Gene Phillips seconded the motion. Keith Krinn abstained from voting. The motion carried.

Brandon Wesley Atwood	Brian N. Heil	Carolyn J. Oyster
Jillan D. Bodey	Jacob A. Litmer	
Jessica L. Faughner	William Lane Maier	

Action: James Adams moved to approve the application for Andrew J. Robertson upon the submission of the completed paperwork pending on March 23, 2017. Gene Phillip seconded the motion. The motion carried.

Action: James Adams moved to approve the application for Felicia N. Brugger upon the submission of the completed paperwork pending on March 23, 2017. Gene Phillip seconded the motion. The motion carried.

Action: James Adams proposed to deny the application for Michael Prigge for failure to meet the minimum experience requirement. Gene Phillips seconded the motion. The motion carried.

Reinstatement Requests

Action: James Adams moved to approve the sanitarian in training reinstatement for Lori Bryant. Keith Krinn seconded the motion. The motion carried.

Action: James Adams moved to approve the registered sanitarian reinstatement for Richard Lucas. Keith Krinn seconded the motion. The motion carried.

Action: James Adams moved to approve the registered sanitarian reinstatement for Denise Williams. Keith Krinn seconded the motion. The motion carried.

Action: James Adams moved to approve the sanitarian in training reinstatement for Amanda Chardon. Keith Krinn seconded the motion. The motion carried.

Extension Requests

Action: James Adams moved to approve the sanitarian in training extension request for Eric Hoover until 7/31/2018. Keith Krinn seconded the motion. The motion carried.

Action: James Adams moved to approve the sanitarian in training extension request for Carol Cowan until 7/31/2018. Keith Krinn seconded the motion. The motion carried.

Correspondence

L. Mindy Shears: Ms. Shears asked the Board if her job is listed as environmental experience, per the Board policy and procedures, does she need to complete monthly inspections supervised by a registered sanitarian to qualify for advancement. **Action:** Based on the information provided for the Board, Ms. Shears' work experience would apply and meet the criteria defined as the practice of environmental health science pursuant to Chapter 4736.01(E) of the Ohio Revised Code. The Board advised her that she is required to have a registered sanitarian supervise her work experience and complete monthly evaluations in accordance with rule 4736-15-02(A) of the Ohio Administrative Code.

Announcements

- Chuck Hart announced that he would be retiring from Kent State and his last Board meeting will be the July 12, 2017 meeting.

Future Meeting Dates

The following meeting date was confirmed by the Board:

May 17, 2017

July 12, 2017

September 6, 2017

November 8, 2017

Adjournment

The meeting adjourned at 1:20 p.m.

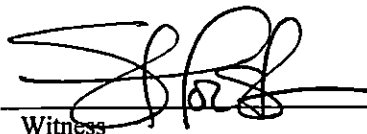
Respectfully submitted

Stephanie K. Youst

Tracy L. Buchanan

Tracy Buchanan, R.S., Chairperson

TB:sky


Witness



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
Date: March 17, 2017
Re: Executive Secretary Report for March 22, 2017

Overview of Activities since the January 25, 2017 Board Meeting

- Reviewed applications for registration and continuing education credit.
- Held a special Board meeting on February 9, 2017.
- Attended a meeting on February 14, 2017 with the Board who are in production on the new licensing system.
- Gave budget testimony in the House of Representatives on February 15, 2017.
- Attended meetings regarding the licensure system on February 17 and February 22, 2017.
- Conducted system testing in the licensing system March 20-21, 2017.
- Attended the Board's FY16-17 audit entrance conference on March 7, 2017.
- The formal budget report is attached.

Registration Census

The following table lists the number of individuals with active registrations as of March 17, 2017.

Registration Type	11/16/2016	1/23/2017	3/17/17
Registered Sanitarian	1,126	1,131	1,120
Sanitarian in Training	280	292	270
TOTAL	1,406	1,423	1,390

Business Unit STATE

Ledger Group CC_ALLOT CC Allotment

Type of Calendar Detail Budget Period

Amounts in Base Currency USD

Revenue Associated:

[Return to Criteria](#)

Max Rows

Display Options

Ledger Totals (6 Rows)

Budget	165,120.00	Net Transfers	0.00
Expense	104,207.17		
Encumbrance	2,735.00		
Budget Balance	58,177.83		
Associate Revenue	0.00		
Available Budget	58,177.83		

Budget Overview Results

Personalize | Find | View All | First 1-6 of 6 Last

	Ledger Group	Fund	Account	ALI	Dept	Budget Period	Budget	Expense	Encumbrance	Available Budget*	Percent Avail
1	CC_ALLOT	4K90	500	893609	SAN	2017Q1	30,719.87	30,719.87	0.00	0.00	
2	CC_ALLOT	4K90	500	893609	SAN	2017Q2	30,141.89	30,141.89	0.00	0.00	
3	CC_ALLOT	4K90	500	893609	SAN	2017Q3	26,686.00	21,449.78	0.00	5,236.22	
4	CC_ALLOT	4K90	500	893609	SAN	2017Q4	26,686.00	0.00	0.00	26,686.00	
5	CC_ALLOT	4K90	510	893609	SAN	2017	11,366.95	8,410.40	2,735.00	221.55	
6	CC_ALLOT	4K90	520	893609	SAN	2017	39,519.29	13,485.23	0.00	26,034.06	

FY2017 Board Revenue By Month

Fund Code	Account	Account Descr	YTD Revenue	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
4K90	423035	SANITARIAN REGISTRATION LIC	7,501.00	7,501.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4K90	423035	SANITARIAN REGISTRATION LIC	113,005.00	21,634.83	9,179.37	3,924.00	3,965.00	3,524.00	16,261.00	42,835.00	8,808.00	2,874.00	0.00	0.00	0.00
4K90	452527	REFUND EXPD - CUR BIENN - REF	41.95	0.00	0.00	0.00	41.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rev Total FY17

120,547.95

Board Expenditures Through 2/2017

Acct	Vendor	Amount	Acct Date
510	NATIONAL ENVIRONMENTAL HEALTH	\$135.00	07-06-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$80.00	07-06-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	07-06-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$725.00	07-11-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$310.00	07-11-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$645.00	07-19-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	07-25-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	08-29-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	09-12-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	10-11-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$645.00	10-14-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$860.00	10-31-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$1,150.00	11-02-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$645.00	11-04-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	11-15-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	11-18-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	12-06-2016
510	NATIONAL ENVIRONMENTAL HEALTH	\$430.00	02-23-2017
510	NATIONAL ENVIRONMENTAL HEALTH	\$430.00	09-19-2016
510	KEITH L KRINN	\$19.76	08-16-2016
510	JAMES M ADAMS	\$131.04	08-16-2016
510	FRANCIS CHARLES HART	\$133.12	08-16-2016
510	BRIAN WILLIAM HIRSCH	\$172.04	10-03-2016
510	JAMES M ADAMS	\$131.04	10-03-2016
510	KEITH L KRINN	\$19.76	10-03-2016
510	BRIAN WILLIAM HIRSCH	\$166.04	11-30-2016
510	JAMES M ADAMS	\$131.04	11-30-2016
510	FRANCIS CHARLES HART	\$133.12	11-30-2016
510	KEITH L KRINN	\$19.76	11-30-2016
510	KEITH L KRINN	\$19.76	01-24-2017
510	JAMES M ADAMS	\$131.04	01-24-2017
510	KEITH L KRINN	\$19.76	02-14-2017
510	KEITH L KRINN	\$19.76	02-14-2017
510	FRANCIS CHARLES HART	\$133.12	01-24-2017
510	JAMES M ADAMS	\$131.04	02-14-2017
510	FRANCIS CHARLES HART	\$133.12	02-14-2017

Total Spent in 510

\$9,419.32

Acct Cat	Supplier/ Merchant / T&E / AR Deposit / PPE / JE De	Monetary Amount	Acct Date / JE Date
520	KEYBANK NATIONAL ASSOCIATION	\$50.00	07-06-2016
520	KEYBANK NATIONAL ASSOCIATION	\$4.86	07-06-2016
520	HINES & ASSOCIATES	\$118.50	07-06-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	07-06-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$26.80	07-01-2016
520	DAS/Computer	\$145.69	07-05-2016
520	DAS/Mail	\$165.55	07-13-2016
520	DAS/Mail	\$5.60	07-13-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$26.63	07-12-2016
520	KEYBANK NATIONAL ASSOCIATION	\$41.95	07-19-2016
520	VANTIV LLC	\$27.15	07-20-2016

Board Expenditures Through 2/2017

520	VANTIV LLC	\$295.22	07-20-2016
520	DAS/Rent	\$1,908.53	07-20-2016
520	DAS/CSA Assessment	\$1,222.80	07-21-2016
520	DAS/Check Printing	\$12.32	08-02-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	08-05-2016
520	DAS/eLicense Fee	\$868.15	08-12-2016
520	DAS/Printing	\$43.35	08-16-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$26.53	08-16-2016
520	DAS/Computer	\$372.00	08-31-2016
520	VANTIV LLC	\$458.47	09-07-2016
520	GREENE INC	\$30.00	09-07-2016
520	DAS/Computer	\$141.03	09-02-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	09-07-2016
520	HINES & ASSOCIATES	\$140.50	09-19-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$26.52	09-14-2016
520	VANTIV LLC	\$63.33	09-26-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	10-07-2016
520	DAS/Computer	\$125.31	10-07-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$27.36	10-13-2016
520	VANTIV LLC	\$64.19	10-25-2016
520	HINES & ASSOCIATES	\$107.00	10-31-2016
520	DAS/Mail	\$271.78	10-20-2016
520	DAS/Mail	\$3.08	10-20-2016
520	DAS/Computer	\$15.72	10-24-2016
520	DAS/Rent	\$1,932.16	10-24-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	11-05-2016
520	DAS/CSA Assessment	\$878.29	11-03-2016
520	DAS/Computer	\$523.25	11-15-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$26.74	11-21-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	12-07-2016
520	HINES & ASSOCIATES	\$107.50	12-12-2016
520	NATIONAL ENVIRONMENTAL HEALTH	\$215.00	12-12-2016
520	PAYCARD - GREENE INC	\$30.00	12-15-2016
520	VANTIV LLC	\$55.39	12-23-2016
520	VANTIV LLC	\$60.85	12-23-2016
520	PAYCARD - BOLINDS SOLUTIONS SERV	\$78.07	12-23-2016
520	HINES & ASSOCIATES	(\$140.50)	01-04-2017
520	HINES & ASSOCIATES	\$140.50	01-04-2017
520	PAYCARD - USPS PO 3866150647	\$8.85	12-25-2016
520	CINCINNATI BELL ANY DISTANCE INC	\$26.72	12-20-2016
520	PAYCARD - LAZ PARKING 690411P	\$100.00	01-07-2017
520	DAS/Mail	\$263.70	01-05-2017
520	DAS/Mail	\$15.01	01-05-2017
520	VANTIV LLC	\$272.33	01-18-2017
520	OHIO ENVIRONMENTAL HEALTH ASSOCIATION	\$125.00	01-18-2017
520	DAS/Rent	\$1,932.16	01-12-2017
520	PAYCARD - USPS PO 3839620531	\$3.75	01-18-2017
520	CINCINNATI BELL ANY DISTANCE INC	\$26.48	01-17-2017
520	DAS/Computer	\$141.03	01-20-2017
520	DAS/Printing	\$14.35	01-26-2017
520	OFFICE OF BUDGET & MANAGEMENT	\$5.00	01-26-2017
520	PAYCARD - LAZ PARKING 690411P	\$100.00	02-05-2017

Board Expenditures Through 2/2017

520	VANTIV LLC	\$649.48	02-14-2017
520	DAS/Computer	\$484.75	02-09-2017
520	CINCINNATI BELL ANY DISTANCE INC	\$27.24	02-16-2017
520	DAS/CSA Assessment	\$839.50	02-17-2017
520	HINES & ASSOCIATES	\$149.50	03-01-2017
520	T & E / YOST-GIANNINI,STEPHANIE K	\$79.04	09-29-2016
520	AR / 57 / 20361262	(\$41.95)	08-29-2016
520	AR / 57-M / 10072016	\$41.95	10-07-2016
Total Spent in 520		\$16,607.06	

BOARD OVERVIEW MATERIALS

03/22/2017

ADJUDICATORY PROCESS
A SHORT OUTLINE

I. INTRODUCTION

Any action the Board takes on a license, application or discipline, must comply with general notions of due process and must follow the procedural requirements of R.C. Chapter 119 as modified by Chapter 4736. Due process has been defined as notice and a meaningful opportunity to be heard. R.C. Chapter 119, Ohio's Administrative Procedure Act, sets out the specific procedures that must be followed to ensure that ones due process rights have been protected.

II. NOTICE OF OPPORTUNITY

The board may initiate action against a license in one of two ways

1. With the denial of an application to be licensed; OR
2. Through disciplinary action against a current licensee.

Either action requires that the applicant/licensee be informed of the reasons for the board's actions and the procedures he or she is entitled to invoke to assert his or her right to be heard. This is accomplished through the service of a Notice of Opportunity Letter. Service must be accomplished under exacting procedures and the Board is limited to going forward only on those charges contained in the letter. When reviewing a proposed adjudication, this is the first document that should be reviewed because it will provide an overview of the allegations against the applicant/licensee.

III. PRE-HEARING PROCEDURES

Every hearing begins with the preparation of a Notice of Opportunity for Hearing. The Board Secretary prepares the letter and submits it to the assigned Assistant Attorney General. The AAG reviews the allegations to determine if they constitute a violation of the practice act, if the evidence is of sufficient character to sustain the burden of proof, and to ensure that the bringing of the action is substantially justified. If the Board does not prevail and a reviewing court determines that the action was not substantially justified the court may order an award of attorney fees for the respondent.

After the notice is prepared it is sent by certified mail to the licensee. If certified mail service fails, an employee of the Board must personally serve the letter. Service must be accomplished before the Board is vested with jurisdiction to proceed to further pretrial matters or ultimately to hearing.

IV. HEARINGS

Hearings may be conducted either by the Board itself or through an appointed hearing officer. This Board's choice to hear all matters itself is appropriate and does create some administrative efficiency.

Under either approach the party bearing the ultimate burden of persuasion goes first. The State always bears the burden to prove the allegations set forth in the Notice of Opportunity. The burden in an administrative action is preponderance meaning more likely than not.

The Board chairperson presides over the hearing. He or she will be provided with a script to help with the process. While a script will be provided, there are no magic words that are required to be said. Running a hearing is like running a meeting. The presiding officer's job is to keep to the agenda. In the case of a hearing, the agenda is the hearing process.

A. Hearing Process

- 1.) The chairperson calls the hearing to order by asking the court reporter to "go on the record" and reading the caption of the case
- 2.) The chairperson asks for a roll call of Board members and then the identification of the parties and their representatives, commonly called appearances.
- 3.) If the Respondent (what we call the defendant in an administrative proceeding) is not represented by an attorney, the Chair gives a brief overview of the hearing process. If the party is represented by an attorney the chair may just ask if the attorney is familiar with the process of an administrative hearing. He or she should answer yes and if so, no explanation is necessary. If the answer is no, then an explanation is in order. The language of the explanation will be included in the hearing script.
- 4.) Next in the process is opening argument. Parties may waive the opening or in rare cases the Respondent may defer until his side of the case begins.
- 5.) After opening the state presents its case. It may consist of witnesses and/or documentary evidence. When the state is done it will move for admission of any documentary exhibits it has presented.

- 6.) It is then the Respondent's turn to present its case which proceeds just like the state's case.
- 7.) Finally, the Chair asks if the parties wish to make closing arguments. The State goes first.
- 8.) After closing arguments the case is concluded and the Board may begin its deliberations or wait until later in the meetings.
- 9.) When deliberating the Board may only consider the charges in the notice letter and the evidence presented and admitted at the hearing. Each Board member may apply his or her own experience or expertise but you may not consider information you are aware of that was not introduced at the hearing.

The Board will be presented with some reoccurring issues during a hearing that are worth mentioning.

- 1.) **Stipulations**
The parties may agree before the hearing to the admission of certain documents or evidence. If a document or evidence is stipulated it becomes established by agreement. Admission of the notice letter by stipulation is one common example. Evidence admitted by stipulation can be considered by the Board.
- 2.) **Objections**
The basic standard for admission of evidence is relevancy. Relevant evidence is evidence having a tendency to make the existence of any fact that is of consequence more probable or less probable than it would be. Errors in the admission of evidence can form the basis for an appeal to the courts. It is therefore good practice to overrule all objections and let the evidence in. Then during deliberations, each Board member can determine in his or her own mind what evidence should be considered and what evidence is important. All objections are ruled upon by the Chairperson who presides over the hearing.
- 3.) **The hearing must be confined to the Notice Letter**
Many times during the course of a hearing, Board members become aware of violations that are not set forth in the notice letter. However, fundamental notions of due process prohibit issues outside the notice letter from being presented at the hearing or forming a basis for the Board's conclusion. As such, the Board should remember to stay focused on the notice letter at all times.

- 4.) Even in an administrative hearing, all licensees are innocent until proven guilty. Both the reality and appearance of this notion is critical in an administrative setting where the judge is also the party that issues the charging document.

V. Adjudication

Only the Board has the power to enter a final determination, referred to as an "adjudication." This must be made after an independent review of the evidence presented at the hearing. Each Board member should arrive at his or her own decision. It is imperative that each member conducts an INDEPENDENT review of the evidence. The matter may be deliberated either in open or executive session.

The standard governing your decision is whether the Relator (the entity bringing the action i.e. the Board as represented by the AAG) has proven its case by Reliable, Probative and Substantial evidence. These terms have been defined as follows:

Reliable evidence is dependable; that is, it can be confidentially trusted.

Probative evidence is evidence that tends to prove the issue in question; it must be relevant in determining the issue.

Substantial evidence is evidence with some weight; it must have importance and value.

Once you have reviewed all the evidence, and only the evidence, you should come to a conclusion that the state has or has not met its burden of proving the allegations of the notice letter. In the case of an appeal it is critical, that the Board discuss their reasoning in sufficient detail for a reviewing court to ascertain why the Board did what it did. The discussions should be made a part of the minutes. This is true even if deliberations were conducted in executive session. Once a decision of guilt is made the deliberations should turn to sanction. The only sanctions available to this Board are revocation and suspension.

Following deliberations a role call vote should be taken concerning the Boards findings on guilt and sanction. This can be done by a single motion. The Secretary should then be instructed to prepare a Journal Entry. The entry sets forth the Boards factual and legal findings. It is this entry that is the Boards formal adjudication and it sets the timeline in motion for any subsequent action. An action should not be considered final until this entry is prepared, signed and served.

1) Settlement

A settlement or consent agreement is a contract between the parties. Consequently, the Board is not constrained by the limitations of the practice act. There is no need to meet an evidentiary standard because there is no adjudication and Chapter 4736 does not limit the Board's sanctions.

VI. Appeal

A. Common Pleas

If the Respondent is not satisfied with the result at the Board level, he or she has the right under R.C. 119.12 to appeal to the Court of Common Pleas of the respondent's county of residence. This is accomplished by the filing of a notice of appeal with both the court and the Board within 15 days of the mailing of the Board's final order. Within 30 days after the filing of the notice of appeal the Board must file a complete copy of the record with the court.

Appeals are decided on the record, briefs of the parties, oral argument if allowed by the court and such additional evidence as the court may allow. Additional evidence should only be admitted if it is newly discovered and could not have been discovered prior to hearing in the exercise of reasonable diligence.

On appeal the Respondent/Appellant has the opportunity to request a stay of the Board's action if the imposition of the sanction would create an unusual hardship.

As to both newly discovered evidence and stays most common pleas courts tend to be fairly lenient in providing the respondent every opportunity. The Attorney General's office has had varying degrees of success in arguing that the loss of one's livelihood is not an unusual consequence of committing a practice act violation. Consequently, stays are rather routinely granted.

The court makes an independent review of the record to determine if the Board's decision is supported by reliable, probative and substantial evidence.

B. Court of Appeals

A party not satisfied with the decision of the Court of Common Pleas has a right to appeal the decision to the court of appeals for the district of residency. The court of appeals is also limited to a review of the record and briefs but oral argument is the norm not the exception. The court of appeals conducts a more limited review of the matter, confining its determination to whether the court of common pleas abused its discretion in deciding the way it did. Abuse of discretion is a rather high standard with great deference being given to the court of common pleas. Abuse of discretion means totally unsupported, unconscionable or clearly wrong. Common pleas courts are rarely reversed on factual grounds. If they are reversed at all it is usually because the lower court made a mistake in interpreting or applying the law.

C. Supreme Court

In Ohio there is no right as a matter of law to appeal an administrative matter to the Supreme Court. This type of appeal is considered discretionary and the Supreme Court can decide if it wants to take the case or not. A party wishing to evoke the jurisdiction of the Supreme Court does so by petition and must show that the matter involves a constitutional question or is of great general or public importance. The Ohio Supreme Court accepts jurisdiction over approximately 6-10% of all cases in which it is asked to do so.

CE 2 For Board Review

March 22, 2017

Reviewer	Course Number	Contact	Course Title	Date	Hours
Chuck	1 A	Kelly Spindler	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 B	David Plummer	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 C	Jennifer Valentine	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 D	Minchen Vickers	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 E	Brandon Atwood	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 F	Kevin Smith	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 G	Chad Cook	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 H	Paul Montgomery	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 I	Cary Bowers	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 J	Larry Hanna	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 K	Andrew Thomas	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	1 L	Wendy Hanna	2017 Annual Contractors Workshop & Tradeshow	2/2/2017	6
Chuck	2 A	Marie Lammers	DMWM Engineering Group Meeting	1/26/2017	1
Chuck	2 B	Mike Joseph	DMWM Engineering Group Meeting	1/26/2017	1
Chuck	2 C	Michael Harris	DMWM Engineering Group Meeting	1/26/2017	1
Chuck	3	Taylor Carpenter	Ohio EPA Division of Drinking & Groundwaters All Staff Training	12/7/2016	9
Chuck	4	Taylor Carpenter	Ohio EPA Division of Drinking & Groundwaters All Staff Training	6/1/2016	4.25
Chuck	5	Christopher Cook	Performance Management Systems for Public Health Agencies	12/9/2016	13.5
Chuck	6	Adam Howard	Evidence Based Management	12/16/2016	18
Chuck	7	Denny Tan	Bioterrorism: The Public Health Threat	1/24/2017	6
Chuck	8	Denny Tan	CT Healthy Homes: Connecticut's Approach to Public Drinking Water & Public Health Protection	1/23/2017	1.25
Chuck	9	Denny Tan	HazMat/WMD Characteristics of Hazardous Materials	1/17/2017	Add. Info
Chuck	10	Denny Tan	General Environmental Health	1/23/2017	3

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Chuck	11	Denny Tan	Zoonoses, Vectors, Pests & Weeds	1/22/2017	4
Chuck	12	Denny Tan	Housing Sanitation & Safety	1/22/2017	3
Chuck	13	Kelly Bechstein	G191 ICS/EOC Interface	1/25/2017	7
Chuck	14 A	Michael Fielding	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	14 B	Robert Hall	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	14 C	Jamie Higley	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	14 D	Scott Whittaker	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	14 E	Elizabeth Kirby	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	14 F	Evan Kupper	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	14 G	Sasinee Sanka	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	15	Ronald Clinger	Foodborne Disease Outbreak Investigation	11/30/2016	6
Chuck	16	Kelly Miller	October 2016 Tri-State Environmental Health Association Meeting	10/19/2016	2.5
Chuck	17	Nick Singer	Pests of Public Health Importance	1/14/2017	2.5
Chuck	18	Lorraine Simon	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Chuck	19	Karen Naples	DMWM Engineering Group Meeting	1/26/2017	1
Chuck	20	Jordan Phillips	General Environmental Health	2/1/2017	3
Chuck	21	Jeffrey Lyons	NEHA EH20 Recreational Water Virtual Conference	1/19/2017	6.5
Chuck	22	Mike Lopinsky	Pests of Public Health Importance	1/24/2017	1.5
Chuck	23	Charles Hammer	Performance Management Systems for Public Health Agencies	12/9/2016	13
Chuck	24	Brian Hahn	Situational Awareness	1/20/2017	1.25 <i>Add. Info</i>
Chuck	25	Brian Hahn	Ohio Commercial Pesticide Applicator 2017 Recertification Conference	1/19/2017	4

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Chuck	26	John McLeod	Bioterrorism	1/13/2017	3
Chuck	27	John McLeod	Legal Aspects of Public Health Food Safety	1/18/2017	1
Chuck	28	John McLeod	Conflict Management: Lessons from the Field	1/13/2017	2
Chuck	29	John McLeod	Mass Gatherings: Are You Prepared	1/18/2017	1.5
Chuck	30	John McLeod	Business Planning for Public Health Programs	1/18/2017	.75
Chuck	31	John McLeod	Emergency Preparedness Leadership Series	1/6/2017	3.5
Chuck	32	John McLeod	Housing Sanitation & Safety	1/19/2017	3
Chuck	33	John McLeod	Vectors of Disease in Disasters	1/20/2017	4
Chuck	34	Chad Masters	Barrier Precautions & Controls for Highly Infectious Disease	1/20/2017	18
Chuck	35	Robert Little	SEOWEA Section Meeting	2/9/2017	4
Tracy	36	Michael Stepic	Storm Sewer Sedimentation: Control & Management	1/4/2017	2
Tracy	37	Michael Stepic	Use of Flyash in Concrete Mix Design	1/14/2017	2
Tracy	38	Joshua Koch	Asbestos Abatement Project Supervisor Training	2/2/2017	6
Tracy	39	Jerry Parker	Wave (or Wrinkle) Management of Geomembranes	2/8/2017	1.5
Tracy	40	Thomas Stratford	ICS 300: Intermediate ICS for Expanding Events	1/25/2017	16.5
Tracy	41	Jeffrey Grose	Pests of Public Health Importance	1/24/2017	1.5
Tracy	42	Laura Fauss	Mental Health First Aid	1/20/2017	8
Tracy	43	Richard Huddle	Building Inspector/Management Planner	2/1/2017	5
Tracy	44	Kevin Halligan	Hazwoper 8 Hour Refresher	2/13/2017	8
Tracy	45	Matthew Bolenbaugh	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Tracy	46	Sara Morrow	Produce Safety Train the Trainer	12/20/2016	10
Tracy	47	Chantez Williams	Hazardous Waste Operations & Emergency Response	2/8/2017	18
Tracy	48	Robert Sproul	Inventory Management & Tracking System	2/9/2017	2.5
Tracy	49	Robert Sproul	Radiation Awareness	2/9/2017	2.5
Tracy	50	Jacob Wukie	ICS 300: Intermediate ICS for Expanding Events	12/16/2016	15.75
Tracy	51	Jacob Wukie	ICS 400: Advanced ICS	1/13/2017	12.5
Tracy	52	Mark Adams	2017 Pesticide Recertification	2/15/2017	5
Tracy	53	David Fetchko	2017 Pesticide Recertification	2/15/2017	5

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Tracy	54	David Zeller	UNC Institute for Public Health Gillings School of Global Public Health Courses	2/10/2017	17.25
Tracy	55	Kelli Dodd	ICS 300: Intermediate ICS for Expanding Events	2/9/2017	16
Tracy	56	Frank Kellogg	2017 Pesticide Recertification	2/15/2017	5
Tracy	57	Therese Tyson	OCEOA Quarterly Education Meeting	2/16/2017	4
Tracy	58	Susan Haboustak	2017 Pesticide Recertification	2/15/2017	5
Tracy	59	Megan Shortridge	Kent State University RS Exam Prep Course	2/6/2017	4 Deny
Tracy	60	Anthony Skerski	Asbestos Abatement Project Supervisor Training	2/16/2017	6
Tracy	61	Anthony Skerski	Inspector & Management Planner Asbestos Refresher Training	2/9/2017	5
Tracy	62	Melissa McArthur	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Tracy	63	John Hallas	2017 Pesticide Recertification	2/15/2017	5
Tracy	64	Clyde Collins	Hazwoper 8 Hour Refresher	2/10/2017	7
Tracy	65	Mark Adams	Certified Microbial Assessment Training Course	12/17/2016	6.5
Tracy	66	Brian Griffin	February 2017 Tri-State Environmental Health Association Meeting	2/22/2017	4
Tracy	67	Dennis DeLong	Produce Safety Train the Trainer	12/20/2016	11.25
Tracy	68	Jordan Phillips	Disaster Sanitation	2/22/2017	5
Tracy	69	Joshua Koch	Lead Risk Assessor Refresher	2/17/2017	6.5
Tracy	70	Ryan Deeds	2017 Pesticide Recertification	2/10/2017	5 Add Info
Tracy	71	Erik Jennings	AOHC New Employee Training	3/2/2017	5.5
Charles	72 A	Mark Mansfield	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1
Charles	72 B	Marie Lammers	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1
Charles	72 C	Mike Joseph	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1
Charles	72 D	Michael Harris	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1
Charles	72 E	Craig Walkensapw	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1

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Charles	72 F	John Hujar	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1
Charles	72 G	Jerry Parker	DMWM Engineering Group Meeting: Settlement Analysis Part II	2/23/2017	1
Charles	73	Ashley Shreve	Food Safety Preventative Controls Alliance	2/1/2017	18
Charles	74 A	Maria Arcibar	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 B	Odilia Ndefru-Tumanjong	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 C	Andrew Evans	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 D	Clyde Collins	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 E	Matthew Tyler	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 F	Kenton Domer-Shank	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 G	Thomas Hut	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 H	Jason Turner	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 I	Amy Grottla	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	74 J	Chloe Vesoulis	Open Burning & Asbestos Workshop	2/16/2017	1.5
Charles	75 A	Michael Butcher	Situational Awareness	1/20/2017	1.25 Add Info
Charles	75 B	Nathan Fries	Situational Awareness	1/20/2017	1.25 Info
Charles	76 A	Sara Becker	Phosphorus & Lake Erie	2/9/2017	1.5
Charles	76 B	Amy Brown	Phosphorus & Lake Erie	2/9/2017	1.5
Charles	77 A	Sara Becker	Alternative Organic Farming	2/7/2017	2.5
Charles	77 B	Amy Brown	Alternative Organic Farming	2/7/2017	2.5
Charles	78 A	Sara Becker	Introduction to Beekeeping	2/28/2017	3 Deny
Charles	78 B	Amy Brown	Introduction to Beekeeping	2/28/2017	3 Deny
Charles	79 A	Sara Becker	Wood County Stormwater Management Program	2/21/2017	1.5
Charles	79 B	Amy Brown	Wood County Stormwater Management Program	2/21/2017	1.5
Charles	80	John Markan	Food Transport & Catering Requirements	2/22/2017	1..5
Charles	81	Paul Bauman	83rd Annual Meeting of the American Mosquito Control Association	2/17/2017	18
Charles	82	Tim Gourley	ALICE/Active Shooter Response Training	5/23/2016	5

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Charles	83	Tim Gourley	RCRA Refresher	1/4/1900	4
Charles	84	Sheila Nash	RCAP Outreach & Well Assessment Workshop	11/30/2016	4
Charles	85	Carol Gunner	ICS 300: Intermediate ICS for Expanding Events	12/16/2016	14/75 16
Charles	86	DeVonna Hendrix	Validation & Verification of HACCP	7/21/2016	11
Charles	87	Michael Stepic	SWANA Manager of Landfill Operations Training Course	3/1/2017	6 **Presenter Credit**
Charles	88	Steven Schmidt	Administrative Procedure for Processing Applications, Permits & Private Water Systems	2/24/2017	6 **Presenter Credit**
Charles	89	Nathan Overholt	Managing Food Emergencies; Strategies for a Community Response	1/25/2017	16
Charles	90	Melissa Spears	Administrative Procedure for Processing Applications, Permits & Private Water Systems	2/24/2017	3
Charles	91	Daniel Breitbart	Foodborne Disease Outbreak Investigation	11/30/2016	6
Charles	92	Elizabeth Rinnder	2017 Pesticide Recertification	2/15/2017	5
Charles	93	Amanda Miller	2017 Pesticide Recertification	2/15/2017	5
Charles	94	Stephanie Stewart	Air Quality & Environmental Noise	2/1/2017	2
Charles	95	Stephanie Stewart	Disaster Sanitation	1/19/2017	5
Charles	96	Stephanie Stewart	Institutions & Licensed Establishments	1/17/2017	3
Charles	97	Stephanie Stewart	Occupational Safety & Health	2/2/2017	1
Charles	98 A	Michael Butcher	2017 Pesticide Recertification	1/19/2017	4
Charles	98 B	Nathan Fries	2017 Pesticide Recertification	1/19/2017	4
Charles	98 C	Lauren Glovinsky	2017 Pesticide Recertification	1/19/2017	4
Charles	99	Faith Terreri	Asbestos Building Inspector Refresher	3/8/2017	5
Charles	100	Justin Bechtel	NIMS All Hazards Logistics Section Chief	2/17/2017	18
Charles	101 A	Annie Snyder	Zika Virus Local Transmission Tabletop Exercise	2/14/2017	2.25
Charles	101 B	John Shreve	Zika Virus Local Transmission Tabletop Exercise	3/9/2017	3.75
Charles	102	Richard Huddle	Asbestos Contractor/Supervisor Refresher Training	3/1/2017	5.75
Charles	103	James Adams	Nurses Building Bridges: Supporting Our Refugee Population	3/11/2017	4
Charles	104 A	Heather Grisez	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25

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Charles	104 B	Laura Travers	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 C	Megan Conklin	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 D	Megan Symanski	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 E	Domenica McClintock	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 F	Michael Moore	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 G	Ed Wood	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 H	Allison Cycyk	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 I	John Schmidt	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 J	Robert Hempel	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 K	Jack Madved	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	104 L	Keith Riley	NE Section OWEA Industrial Wastes Seminar	2/16/2017	6.25
Charles	105 A	Kelly Dennis	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 B	Douglas Sams	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 C	Mike Sekerak	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 D	Michelle Mountjoy	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 E	Matt Boyer	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 F	Nathan Overholt	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 G	Barry Grisez	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 H	Dane Tussel	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 I	Jeff Grose	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 J	Nathan Johnson	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 K	Jenifer Hassinger	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 L	Holly Hillyer	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 M	Emily Dietrich	DMWM Solid Waste Transfer Facility Rules Training	Various	2

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Charles	105 N	Mohammad Khan	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 O	Bruce McCoy	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 P	Brian King	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 Q	Dan Daneshmand	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 R	Jeff Lyons	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 S	Kelli Dodd	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 T	Meredith Lawler	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 U	Elizabeth Ousky	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 V	David Fetchko	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 W	Melinda Berry	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 X	Madison Shuret	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 Y	Lane Kessler	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 Z	Michael Chek	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 AA	Amy Holinbaugh	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 BB	Mark Mansfield	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 CC	Jerry Parker	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 DD	Patricia McConnell	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 EE	Thomas Blackford	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 FF	Annie Snyder	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	105 GG	Clarissa Gereby	DMWM Solid Waste Transfer Facility Rules Training	Various	2
Charles	106 A	Susan Hardy	DMWM Transfer Rule Facility Training	3/14/2017	2
Charles	106 B	Patricia Wiemken	DMWM Transfer Rule Facility Training	3/14/2017	2
Charles	106 C	Jodi Vaughan	DMWM Transfer Rule Facility Training	3/14/2017	2
Charles	106 D	Corrie Holthaus	DMWM Transfer Rule Facility Training	3/14/2017	2

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Charles	106 E	Andy Drumm	DMWM Transfer Rule Facility Training	3/14/2017	2
Charles	107	Paul Rosile	47th Annual Kentucky Environmental Health Association Annual Education Conference	2/17/2017	10.25
Charles	108	Mark Needham	Asbestos Abatement Project Designer Refresher	3/9/2017	5.5
Charles	109	Mark Needham	Asbestos Contractor/Supervisor Refresher Training	3/1/2017	5
Chuck	110	Jordan Phillips	Project DAWN Training	3/15/2017	2 <i>Deny</i>
Chuck	111	Richard Huddle	Asbestos Abatement Project Designer Refresher	3/14/2017	6
Chuck	112	Amy Ascani	Ohio WebEOC 8.2 Training	3/7/2017	2
Chuck	113	Dan Gierse	PHAB Accreditation Coursework	Various	4
Chuck	114 A	Roberta Mangan	ServSafe Manager	2/13/2017	15
Chuck	114 B	Laura Schwieterman	ServSafe Manager	2/13/2017	15
Tracy	115	Scott Brewer	Zika Virus Local Transmission Tabletop Exercise	3/15/2017	3.75
Tracy	116	Patricia McConnell	Harm Reduction Training	3/15/2017	12
Tracy	117	Patricia McConnell	Ohio WebEOC 8.2 Training	3/7/2017	2
Tracy	118	Ann Hollingsworth	Risk Assessor Training	3/17/2017	6.5
	119	Kathryn Lanza-Slogar	Lake Erie Starts Here! Don't "Waste" It: Septic & Pet Waste Workshop	3/21/2017	2

CE 3 For Board Review

March 22, 2017

Reviewer	Agency Name	Contact	Address	City	State	Zip Code
Tracy	Springdale Health Department	Matthew Clayton	11700 Sprindfield Pike	Springdale	Ohio	45246
Tracy	Marion Public Health	Tyler Pigman	181 South Main Street	Marion	Ohio	43302

**CE 4 For Board Review
March 22, 2017**

Reviewer	Course Number	Agency	Contact	Course Title	Date	Hours
Tracy	17-291	National Swimming Pool Foundation	Susan Wichmann	Recreational Water Illnesses Classroom	Various	5
Tracy	17-292	National Swimming Pool Foundation	Susan Wichmann	Pool Operator Primer Online	Various	8.5
Tracy	17-293	National Swimming Pool Foundation	Susan Wichmann	Certified Pool/Spa Operator Classroom	Various	16
Tracy	17-294	National Swimming Pool Foundation	Susan Wichmann	Recreational Water Illnesses Online	Various	3
Tracy	17-295	BWC Division of Safety & Hygiene	Connie Snider	Advanced Safety for Employers Part Two	Various	15
Tracy	17-296	Ohio Environmental Protection Agency	Michelle Flanagan	Municipal Separate Storm Water Sewer Systems Program	3/10/2017	3
Tracy	17-297	BWC Division of Safety & Hygiene	Connie Snider	Electrical Hazards Recognition & Abatement	Various	21
Tracy	17-298	Richland Public Health	Frank Brykalski	Backflow Devices & Their Proper Installments	4/19/2017	3
Tracy	17-299	Richland Public Health	Frank Brykalski	Grease Interceptors: Why We Need Them	5/17/2017	3
Tracy	17-300	Richland Public Health	Frank Brykalski	Types of Plumbing Fixtures & Their Uses	6/21/2017	3
Tracy	17-301	Summit County Public Health	Dawn Myers	LEAN for Government	2/1/2017	1.5
Tracy	17-302	National Center for Biomedical Training & Research	Latasha Smith	Emergency Response to Domestic Biological Incidents v 3.1	2/10/2017	16
Tracy	17-303	Aquatic Council, LLC	Tim Auerhahn	Certified Pool/Spa Operator Classroom	Various	14
Tracy	17-304	Stark County Health Department	Amy Ascani	NECO 2017 Regional Functional Exercise	4/27/2017	4.5
Tracy	17-305	National Swimming Pool Foundation	Susan Wichmann	Certified Pool/Spa Inspector Online	Various	3
Tracy	17-306	National Swimming Pool Foundation	Susan Wichmann	Certified Pool/Spa Inspector Classroom	Various	6
Chuck	17-307	Ohio Environmental Protection Agency	Tracy Buchanan	Inspector Training Academy Module 3: Preparing for an Inspection	Various	5.5
Chuck	17-308	Ohio Environmental Protection Agency	Tracy Buchanan	Inspector Training Academy Module 4: Handling Unusual Inspections Situations	Various	5.5
Chuck	17-309	BWC Division of Safety & Hygiene	Connie Snider	Accident Analysis	Various	5
Chuck	17-310	Clarke Mosquito Control Products, Inc.	Brian Deenihan	2017 Public Health Mosquito Control Workshop	Various	3.75
Chuck	17-311	BWC Division of Safety & Hygiene	Connie Snider	Basic Industry Safety (OSHA 30)	Various	30
Chuck	17-312	BWC Division of Safety & Hygiene	Connie Snider	Advanced Lockout/Tagout	Various	6
Chuck	17-313	BWC Division of Safety & Hygiene	Connie Snider	Accident Analysis Half Day	Various	3
Chuck	17-314	Ohio Department of Health	Barb Garrison	Mosquito Surveillance & Control	Various	5.25
Chuck	17-315	Ohio Department of Health	LeeAnn Wilson	2017 Midwest Workshop	3/23/2017	24
Chuck	17-316	Cuyahoga County Board of Health	Jeff Hanchar	Hope for Animal Hoarders	4/28/2017	6.25

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Chuck	17-317	National Center for Biomedical Training & Research	Latasha Smith	Managing Food Emergencies: Strategies for a Community Response v 1.2	Various	16
Chuck	17-318	National Center for Biomedical Training & Research	Latasha Smith	Team Approach to Foodborne Outbreak Response v 2.1	Various	16
Chuck	17-319	Cuyahoga County Board of Health	Gerry Scott	Certified Pool Operator Class	5/5/2017	13.25
Chuck	17-320	Cuyahoga County Board of Health	Gerry Scott	Basic Pool Operator Class	5/16/2017	2.75
Chuck	17-321	Ohio Environmental Protection Agency	Tracy Buchanan	Inspector Training Academy Module 5: Following the Inspection	Various	5.5
Chuck	17-322	BWC Division of Safety & Hygiene	Connie Snider	Safety Series Workshop Module 2	Various	3
Chuck	17-323	Trumbull County Combined Health District	Richard Curl	Sewage System Operation & Troubleshooting Workshop	4/26/2017	8
Chuck	17-324	BWC Division of Safety & Hygiene	Connie Snider	Hazard Communication Half Day	Various	3
Chuck	17-325	Public Health Dayton & Montgomery County	Jennifer Wentzel	Providing Health & Social Services to the Transgender Community	4/7/2017	2
Chuck	17-326	The Environmental Education Council of Ohio	Brenda Metcalf	2017 EECO 5th Anniversary Conference	4/9/2017	22.5
Charles	17-327	Union County Health Department	Holly Rast	Union County Extended Aeration Workshop	3/30/2017	8
Charles	17-328	Ohio Environmental Health Association	Vicki Johnson	2017 Ohio Environmental Health Association Annual Educational Conference	4/7/2017	12
Charles	17-329	BWC Division of Safety & Hygiene	Connie Snider	Noise & Hearing Conservation Half Day	Various	3
Charles	17-330	BWC Division of Safety & Hygiene	Connie Snider	Job Safety Analysis	Various	3
Charles	17-331	BWC Division of Safety & Hygiene	Connie Snider	Industrial Hygiene Calibration & Sampling	Various	6
Charles	17-332	BWC Division of Safety & Hygiene	Connie Snider	Hazard Communication	Various	6
Charles	17-333	Tinkers Creek Watershed Partners	Harry Stark	2017 Ohio Stormwater Conference	5/12/2017	18
Charles	17-334	Ohio Environmental Protection Agency	Tracy Buchanan	Inspector Training Academy Module 6: Complaint Investigations	Various	5.75
Charles	17-335	Canton City Health Department	Mark Adams	2017 Landlord Conference	4/8/2017	4.5
Charles	17-336	Warren County Combined Health District	Chris Balster	2017 Warren County Combined Health District Spring Educational Conference	4/26/2017	6
Charles	17-337	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	Survey of Transportation Accidents Involving Food & Drugs	Various	2
Charles	17-338	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	Reduced Oxygen Packaging Without A Variance	Various	3
Charles	17-339	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	Questions to Ask in a Retail Food Establishment	Various	2

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Charles	17-340	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	Ohio Bakeries	Various	1.5
Charles	17-341	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	Food Establishment Inspection Report Writing Workshop	Various	4
Charles	17-342	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	Custom Processing	Various	2
Charles	17-343	Ohio Department of Agriculture Division of Food Safety	Jason Ahrens	2016 Ohio Uniform Food Safety Code Updates	Various	2.5
Charles	17-344	Columbus Public Health	Stephen Meininger	Kosher Foods/Kitchens	3/23/2017	1.5
Charles	17-345	City of Springdale Health Department	Matt Clayton	City of Springdale Public Health Training	4/21/2017	11.25
Charles	17-346	Toledo Lucas County Health Department	Jennifer Gottschalk	Toledo Lucas County Health Department Spring Forum on Environmental Health	3/10/2017	5.75
Tracy	17-347	Cincinnati Health Department	Robert Smith	Traffic Control Training for Sewer Baiting	3/24/2017	2
Tracy	17-348	Summit County Public Health	Dawn Myers	2017 Landlord Conference: Common Infestations/Basic Health Issues	4/8/2017	1
Charles	17-349	Columbus Public Health	Carrie Kamm	ServSafe Managers Course	Various	13.5
Charles	17-350	Columbus Public Health	Carrie Kamm	Level 1 Food Safety	Various	3.5
Chuck	17-351	Wood County Health Department	Lana Gore	Basic Swimming Pool Operation	4/20/2017	2



Ohio State Board of Sanitarian Registration

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

April 12, 2017

Mindy Shears
85 E Royal Forest Blvd
Columbus, OH 43214-2123

Dear Ms. Shears:

This letter is in response to your correspondence pertaining to your eligibility for advancement from sanitarian in training to registered sanitarian.

This letter is in response to your correspondence pertaining to your eligibility for advancement from sanitarian in training to registered sanitarian.

Based on the information you provided for the Board, your work experience would apply and meet the criteria defined as the practice of environmental health science pursuant to Chapter 4736.01(E) of the Ohio Revised Code.

Also, please be advised that until you are required to have a registered sanitarian supervise your work experience and complete monthly evaluations in accordance with rule 4736-15-02(A) of the Ohio Administrative Code.

Should you have any additional questions, please feel free to contact the Board at (614) 466-1772 or stephanie.youst@san.ohio.gov.

Sincerely,

Stephanie K. Youst
Executive Secretary

Youst-Giannini, Stephanie

From: Youst-Giannini, Stephanie
Sent: Monday, March 06, 2017 3:24 PM
To: 'Mindy Shears'
Subject: RE: SIT advancement question

Mindy –

I will submit your question to the Board for further clarification at the March 22 meeting.

Regarding your degree, once you complete your Master's degree, you will be required to complete one year full time work experience to be eligible to advance from SIT to RS. I will need an official copy of your college/university transcripts with the degree you earned listed for your file.

If you have any questions or need additional assistance, do not hesitate to contact me. Have a great day!

Steph

Stephanie Youst
Executive Secretary
Sanitarian Registration Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108
(614) 466-1772 (Phone)
(614) 644-8112 (Fax)
<http://sanitarian.ohio.gov>

Please complete the Board's customer satisfaction survey at: <http://www.surveymonkey.com/s/SQYRRN9>

From: Mindy Shears [mailto:mshears@pchd.org]
Sent: Friday, March 03, 2017 3:11 PM
To: Youst-Giannini, Stephanie <Stephanie.Youst@san.ohio.gov>
Subject: RE: SIT advancement question

Hi Stephanie,

Thank you! I read through this information but I'm still a little unsure. I have the following question:

- My job is listed as environmental experience, but do I still need to complete monthly inspections supervised by a RS in order to advance from SIT to RS?

It is my understanding that if I work in this job, full-time, for 2 years and complete the required continuing education that I will be eligible for advancement from SIT to RS. Is this correct?

Additionally, I will be completing my Master's degree this summer. With a Master's, does the 2 year work requirement go down to 1 year?

Thank you!!

Mindy Shears

Emergency Preparedness Coordinator/Public Information Officer
Pickaway County General Health District
Office: 740-477-9667 ext. 236
Cell: 740-350-9121
Fax: 740-420-6102

From: Stephanie.Youst@san.ohio.gov [<mailto:Stephanie.Youst@san.ohio.gov>]
Sent: Friday, March 3, 2017 2:25 PM
To: Mindy Shears <mshears@pchd.org>
Subject: RE: SIT advancement question

Mindy --

I have attached the Board's SIT policies and hopefully that will help answer your question. If you have any other questions, please feel free to contact me. Have a good weekend!

Steph

Stephanie Youst
Executive Secretary
Sanitarian Registration Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108
(614) 466-1772 (Phone)
(614) 644-8112 (Fax)
<http://sanitarian.ohio.gov>

Please complete the Board's customer satisfaction survey at: <http://www.surveymonkey.com/s/SQYRRN9>

From: Mindy Shears [<mailto:mshears@pchd.org>]
Sent: Wednesday, March 01, 2017 4:29 PM
To: Youst-Giannini, Stephanie <Stephanie.Youst@san.ohio.gov>
Subject: SIT advancement question

Hi Stephanie,

I hold my S.I.T. and recently accepted a position as the Emergency Preparedness Coordinator for Pickaway County HD. My question is, will this position count as work in environmental health in order for me to advance and will I still need to do 5 inspections a month? I appreciate your help!

Thank you!

Mindy Shears

Emergency Preparedness Coordinator/Public Information Officer
Pickaway County General Health District
Office: 740-477-9667 ext. 236
Cell: 740-350-9121
Fax: 740-420-6102