

**Ohio Sanitarian Registration Board**  
**October 21, 2009**  
**10 a.m.**  
**77 South High Street, 19<sup>th</sup> Floor, Room 1918**  
**Columbus, Ohio 43215**

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1. Call to Order
2. Approval of the Minutes  
**Action Required**
3. Committee Reports
  - 3.1. Executive: Linda Aller, Richard Setty, Roger Suppes
  - 3.2. Professional: Richard Setty
  - 3.3. Continuing Education: Richard Setty, Duane Snyder, Roger Suppes
  - 3.4. Examination: Linda Aller, Gary Silverman
  - 3.5. Finance: Gary Silverman, Roger Suppes
  - 3.6. Rules: Richard Setty, Roger Suppes
4. Executive Secretary Report
  - 4.1. Revenue and Expenditure Report
5. Assistant Attorney General Report
6. Adjudication
  - 6.1 A. Hairston-Forts: 11 a.m.
  - 6.2 D. Tan: 11:05 a.m.
  - 6.3 S. Seger: 11:10 a.m.
7. Old Business
  - 7.1 Annual Report Review
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. Applications for Advancement to Registered Sanitarian  
**Action Required**
  - 10.3. Registered Sanitarian Applications  
**Action Required**
  - 10.4. Reinstatements  
**Action Required**

10.5. Extension/Waiver Requests

**Action Required**

11. Guest Participation

12. Correspondence

**12.1: Michele Morrone:** Dr. Morrone would like to express her frustration with the process of being required to submit the NEHA Annual Education Conference for continuing education credit.

**12.2: David Plummer:** Mr. Plummer would like to ask the Board if he can volunteer his time, while still being fully supervised, to meet the minimum two year work experience requirement.

13. Announcements

14. Future Meeting Dates

- December 2, 2009
- January 27, 2010
- March 17, 2010
- May 19, 2010
- July 21, 2010
- September 15, 2010
- November 17, 2010

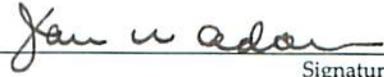
15. Adjournment

Sanitarian Registration Board  
Board Meeting Roster  
October 21, 2009

Vacant Position

Signature

James Adams



Signature

Linda Aller, Vice Chairperson



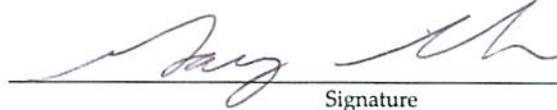
Signature

Richard Setty, Chairperson



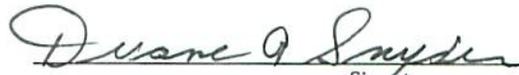
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Gary Silverman



Signature

Duane Snyder



Signature

Roger Suppes, Secretary



Signature

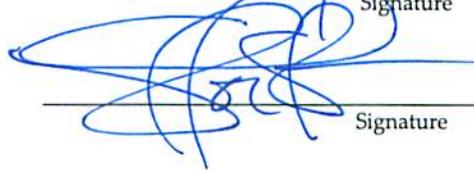
Board Staff

W. Scott Myers, *Assistant Attorney General*



Signature

Stephanie Youst, *Executive Secretary*



Signature

Guests

James Boyden

Print Name

James Boyden

Sign Name

Print Name

Sign Name



## Sanitarian Registration Board

October 21, 2009

Room 1918

10:59 a.m.

### Members Present

James Adams, R.S.  
Richard Setty, R.S.  
Gary Silverman, R.S.  
Duane Snyder, R.S.

### Members Absent

Linda Aller, R.S.  
Roger Suppes, R.S.

### Staff

Stephanie Youst, Executive Secretary

### Legal Council

W. Scott Myers, Assistant Attorney General

### Guests

James Boyden

### Call to Order

Richard Setty, Chairperson, called the meeting to order at 10:59 a.m.

### New Member Introduction

- James Adams, Health Commissioner for the Canton City Health Department, was appointed to the Board for a term beginning October 6, 2009 and ending August 14, 2012. Mr. Adams replaces David Winfough whose term expired August 15, 2009.

### Approval of Minutes

Gary Silverman moved to approve the September 16, 2009 meeting minutes as submitted. Duane Snyder seconded the motion. The motion carried.

### Executive Secretary Report

- The Executive Secretary informed the Board that the agency pandemic flu plan had been submitted.
- The Executive Secretary informed the Board that things had been busy in the Board office in preparation for the registration renewal and training agency renewals.
- The Executive Secretary shared the letter she received from Mary Taylor, Auditor of State, informing the agency that audits would be conducted annually and each agency would be responsible for paying for their own audit.
- The formal written and budgetary reports are attached to the minutes for reference.

### Adjudication

#### Akeya Hairston-Forts

- The Board held a hearing in the matter of the suitability of Akeya M. Hairston-Forts to be registered as a sanitarian in training in Ohio.

**Action:** Gary Silverman moved to affirm the Board's denial of Akeya M. Hairston-Forts' application for registration as a sanitarian in training for failure to meet the minimum educational requirements specified in Section 4736.08 of the Ohio Revised Code and rule 4736-8-01(C) of the Ohio Administrative Code. Duane Snyder seconded the motion. The motion carried.

#### Dennyson E. Tan

- The Board continued the hearing in the matter of the suitability of Dennyson E. Tan to advance from sanitarian in training to registered sanitarian. The hearing was continued until the December 2, 2009 Board meeting.

#### Stacy L. Seger

- The Board held a hearing in the matter of the suitability of Stacy L. Seger to be registered as a sanitarian in Ohio.

**Action:** Gary Silverman moved to affirm the Boards denial of Stacy L. Seger's application for registration as a sanitarian for failure to provide proof of completion of at least two years full time employment as a sanitarian in training as specified in Section 4736.08 of the Ohio Revised Code and rule 4736-8-01 of the Ohio Administrative Code. Duane Snyder seconded the motion. The motion carried.

**Assistant Attorney General's Report**

- Scott Myers had no formal report for the Board.

**Old Business**

**Annual Report Review**

- The Board members reviewed the changes that were made to the Fiscal Year 2009 Annual Report following the September 16, 2009 Board meeting. All changes were approved and the report will be published following the Board meeting.

**Draft Representative and Senator Letter**

- The Executive Secretary presented a draft letter that will be sent to State Representatives and Senators following individuals being granted status as a registered sanitarian.

**2010 Meeting Dates**

- The Executive Secretary presented a list of revised meeting dates for 2010.

**Continuing Education**

**Approved Training Agency Requests for Course Approval**

**Action:** Duane Snyder moved to approve all training agency requests for continuing education credit with the following exceptions listed below. James Adams seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

10-070: 9.5 Hours  
10-076: 3 Hours

10-078: 4.75 Hours

**Individual Continuing Education Requests for Approval**

**Action:** Duane Snyder moved to approve all individual applications for continuing education approval with the following exceptions listed below. Gary Silverman seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

190: 4.25 Hours  
196: 3.5 Hours  
197: Pending Agenda

199: 12.25 Hours  
203 A: 3 Hours  
203 B: 3 Hours

**Applications**

**Sanitarian in Training Applications**

**Action:** Gary Silverman moved to approve the following applicants for sanitarian in training registration. Duane Snyder seconded the motion. The motion carried.

Jeniece N. Lyons

Beth A. McFadden

**Action:** Gary Silverman moved that the Board request additional information on the application for Kevin D. Craig. James Adams seconded the motion. The motion carried.

**Registered Sanitarian Applications- Examination Status Only**

**Action:** Gary Silverman moved to approve Mone S. Whately's application for status to sit for the PES examination based on her education and work experience. Duane Snyder seconded the motion. The motion carried.

**Registered Sanitarian Advancement Applications**

**Action:** Gary Silverman moved to approve the following individuals for advancement to registered sanitarian. Duane Snyder seconded the motion. The motion carried.

M. Theresa Campbell

Richard P. Dezzi

Extension Requests

**Action:** Gary Silverman moved to approve an extension request for Mia Kruggel's sanitarian in training registration renewal until 1/31/2011. Duane Snyder seconded the motion. The motion carried.

**Action:** Gary Silverman moved to approve an extension request for Abdulkadir Abdi's sanitarian in training registration renewal until 3/15/2010. Duane Snyder seconded the motion. The motion carried.

**Action:** Gary Silverman moved to approve an extension request for Katy Serr's sanitarian in training registration renewal until 1/31/2011. Duane Snyder seconded the motion. The motion carried.

Correspondence

**Michele Morrone:** Dr. Morrone would like to express her frustration with the process of being required to submit the NEHA Annual Education Conference for continuing education credit. **Action:** The NEHA conference was not submitted to the Board for review in a timely manner by the National Environmental Health Association; therefore any registered sanitarians or sanitarians in training in Ohio who wished to receive credit for their attendance at the conference were required to apply on an individual basis. It is up to each individual or each agency to apply for continuing education credit in accordance with the laws and rules governing the practice of environmental health. Rule 4736-11-06(A) Ohio Administrative Code states, "A course of study or program of instruction offered for continuing education purposes by an approved training agency shall be submitted to the board at least thirty days prior to the date of the course or program on forms prescribed and furnished by the board. A course of study or program submitted after course or program completion shall not be considered for approval except as provided in paragraph (A) of rule 4736-11-07 of the Administrative Code." NEHA failed to submit the course within the specified timeframe; therefore Dr. Morrone was required to apply for credit for her attendance at the conference if she wished to have those continuing education hours earned applied to her annual total.

**David Plummer:** Mr. Plummer would like to ask the Board if he can volunteer his time, while still being fully supervised, to meet the minimum two year work experience requirement. **Action:** Section 4736.01(A) of the Ohio Revised Code states: "Sanitarian" means a person who performs for compensation educational, investigational, technical, or administrative duties requiring specialized knowledge and skills in the field of environmental health science." It would appear that the plain language of Section 736.01(A) that that if duties are not performed for compensation they will not count towards the experience requirement specified in the Ohio Revised Code necessary for advancement from a sanitarian in training to registered sanitarian.

Future Meeting Dates

The following meeting dates were confirmed by the Board:

December 2, 2009  
January 27, 2010  
March 10, 2010

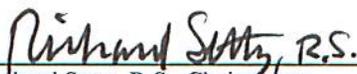
May 12, 2010  
July 14, 2010  
September 8, 2010

November 10, 2010

Adjournment

The meeting adjourned at 12:45 p.m.

Respectfully submitted  
Stephanie K. Youst

  
Richard Setty, R.S., Chairperson

RS:sky

  
Witness



**Ohio State Board of Sanitarian Registration**

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*Ted Strickland*  
Executive Secretary  
*Stephanie Youst*

**To:** Sanitarian Registration Board Members

**From:** Stephanie Youst, Executive Secretary

**Date:** October 16, 2009 *SY*

**Re:** Executive Secretary Report for October 21, 2009

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**Overview of Activities since the September 16, 2009 Meeting**

- Prepared training agency renewal applications, which will be mailed during the first week of November.
- Submitted the Board's Pandemic Flu Plan.
- Reviewed applications for registration and continuing education credit.
- Reviewed and processed renewal applications.

**Registration Census**

The following table lists the number of individuals with active registrations as of September 16, 2009.

Registration Type	Total 7/7/09	Total 9/14/09	Total 10/16/09
Registered Sanitarian	1,315	1,296	1,314
Sanitarian in Training	175	153	157
<b>TOTAL</b>	<b>1,490</b>	<b>1,449</b>	<b>1,471</b>



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**Ohio State Board of Sanitarian Registration**

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*Ted Strickland*  
Executive Secretary  
*Stephanie Youst*

**Budget Update FY 10**

The attached report reflects the monies used and received by the Board through June 30, 2010. The report is updated quarterly. The following is a listing of major expenditures, excluding payroll costs for the Board, that appear on the expenditure report:

*Exams*

*1<sup>st</sup> Quarter: \$3,300 cost for examinations given August 18, 2009.*

*Central Service Agency*

*1<sup>st</sup> Quarter: \$1,020.62 cost for Q1 payroll assessment and Q4 FY09 copier charges*

*Computer Services*

*1<sup>st</sup> Quarter: \$898.35 cost for six months of OAKS service fees and general computer connections/usage for the office*

# Sanitarian Registration Board Revenue/Expenditure Report FY 10

as of 9/30/09

<b>Revenue</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
	\$37,277.00	\$0.00	\$0.00	\$0.00	\$37,277.00

<b>Staff Payroll (500)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Basic Wages	\$18,811.41	\$0.00	\$0.00	\$0.00	\$18,811.41
Salaries - OT Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid Leave & Othr Compensation	\$2,817.25	\$0.00	\$0.00	\$0.00	\$2,817.25
Leave Balances Pd. @ Term.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employer-Paid Benefits	\$5,028.41	\$0.00	\$0.00	\$0.00	\$5,028.41
DAS Payroll Charges	\$522.92				\$522.92
<b>Total Staff Payroll</b>	<b>\$27,179.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,179.99</b>

<b>Personal Services (510)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Board Member Travel	\$910.90	\$0.00	\$0.00	\$0.00	\$910.90
Court Reporters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exams	\$3,330.00	\$0.00	\$0.00	\$0.00	\$3,330.00
Conference Registration Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (insurance, member dues, subscriptions)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Personal Services</b>	<b>\$4,240.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,240.90</b>

<b>Maintenance (520)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$167.70	\$0.00	\$0.00	\$0.00	\$167.70
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Notices in Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (+space repairs, improve)	\$811.41	\$0.00	\$0.00	\$0.00	\$811.41
Central Service Agency	\$1,020.62	\$0.00	\$0.00	\$0.00	\$1,020.62
Telephone (DAS)	\$141.63	\$0.00	\$0.00	\$0.00	\$141.63
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	\$577.71	\$0.00	\$0.00	\$0.00	\$577.71
Computer Services (State)	\$898.35	\$0.00	\$0.00	\$0.00	\$898.35
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Maintenance Cost</b>	<b>\$3,617.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,617.42</b>

<b>Equipment (530)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
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
<b>Total Equipment Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Board Travel & Maintenance**

<b>(520)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
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
<b>Total Board Maintenance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
<b>Total Operational Costs</b>	\$35,038.31	\$0.00	\$0.00	\$0.00	\$35,038.31
<b>Total Encumbered Funds Spent</b>	\$5,938.31				\$5,938.31
<b>Remaining FY10 Budget</b>					\$100,900.00

As of September 30, 2009 92 of 365 days in FY10 have lapsed.  
As of September 30, 2009 25% of FY10 has lapsed.

**Mary Taylor, CPA**  
Auditor of State



September 16, 2009

RECEIVED

SEP 18 2009

Sanitarian  
Registration Board

Ms. Stephanie Youst  
Executive Secretary  
State Board of Sanitarian Registration  
77 S. High St., 16th Floor  
Columbus, Ohio 43215

Dear Ms. Youst:

As you know, your agency has historically been subject to biennial financial audits from my office, and pursuant to Ohio Revised Code (ORC) section 117.13, the costs of those audits were paid from funds appropriated to the Department of Administrative Services (DAS). Unfortunately, due to decisions made as part of House Bill 1, the state's biennial operating budget bill, the Auditor of State's Office will be forced to conduct annual audits of your agency, and to bill your agency directly for the costs. This letter has two purposes – to inform you of this change, and to provide some explanation and context for the change.

ORC 117.11 requires the Auditor of State to audit each public office in the state at least once every two years. ORC 117.13 details the manner in which the costs of these audits are to be recovered. With regard to state agencies, the law provides two different scenarios. For state agencies that are audited biennially, the costs are to be paid from the funds described above, which are appropriated to DAS. Historically, within the state budget bills, the General Assembly has appropriated funds into DAS line item 100-405, Agency Audit Expenses, for this purpose. For state agencies that are audited annually, the costs are to be charged directly to the agency.

In recent years, legislative appropriations and executive order cuts have reduced the funds available through DAS to levels that compromise the ability of my office to conduct an independent audit of the 67 biennially audited state agencies. As a result, my office sought an amendment to HB 1 that, in part, authorized the Auditor of State to certify to the Office of Budget and Management (OBM) the costs of state agency biennial audits if the DAS appropriation is not sufficient. In Governor Strickland's proposal to address the budget shortfall in conference committee, and in the subsequently enacted version of HB 1, the appropriation in line item 100-405 was completely eliminated. Then, after the budget bill was ultimately passed by the legislature, Governor Strickland vetoed the amendment which would have allowed us to certify our state agency biennial audit costs to OBM.

As a result, there is no longer an appropriation for state agency biennial audits, and there is no mechanism for my office to certify the costs of these audits to OBM. Of course, we are still required by law to audit all public offices in the State of Ohio at least once every two years. As such, we are compelled to change your agency from a biennial to an annual audit, and to bill your agency directly for the costs of these audits. The OBM has recognized this fact in a letter explaining the Governor's rationale for vetoing our audit cost certification proposal.

I recognize that there will be budget ramifications to your agency as a result of this change, and I recognize that this is already an extremely difficult budget to manage. I want to assure you that we will be as efficient as we can in our work to minimize the impact of the change.

At the appropriate time, you will be contacted by my staff to schedule audit work for your agency, but I wanted to notify you of this change as soon as possible to give you the opportunity to budget appropriately. I sincerely regret that the move from biennial to annual audits is necessary, but I appreciate your continued cooperation with my audit staff.

Sincerely,

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA  
Auditor of State

MT/mrh

# **State of Ohio Sanitarian Registration Board**

## **Pandemic Flu Plan**

**Established October 2009**

# Planning for a Pandemic

## Step 1: Determine Critical Services and Functions

### 1A. ANTICIPATED CUSTOMER REQUIREMENTS DURING A PANDEMIC

Included in the Board's mission is the ability to license qualified persons in a timely manner, renew expiring licenses, review continuing education, and investigate complaints file with the Board. The functions of the State Board of Sanitarian Registration are by definition, vital; however, not all functions are essential.

Licensing and renewal activities in most cases can be deferred for a period of time. Further, the Governor may issue Executive Orders waiving professional regulation during the crisis. Many functions of this agency could be discontinued for a short period of time. The business of the Board office should be revived as soon as possible after a pandemic flu outbreak.

It is not anticipated that the demand of the Board would increase in the event of a declaration of pandemic flu.

### 1B. CHANGES IN DEMANDS ON STATE AGENCY SERVICE LEVELS

Should a pandemic occur, the essential functions of the Board would fluctuate based on the number of staff available to perform the duties of the office. Continuous assessment will occur.

### 1C. PRIORITIZATION OF SERVICES

The following listing of essential functions is based on performing these duties in the current office environment with or without reduced staff.

Priority	Description of Service
1	Investigation of any complaint involving a violation of ORC Chapter 4736.
2	Reviewing registration applications and the issuance of initial registrations or renewal of current registrations.
3	Processing all administrative paperwork and related functions (i.e.: revenue deposits, payment processing, etc.); maintaining security of office records and documents.
4	Required mailings to registrants (i.e.: renewal materials).
5	Completion of Board meetings.
6	Updates to the Board website and e-licensing system (i.e.: uploading mailing addresses).

**1D. CRITICAL SERVICES AND FUNCTIONS**

<b>Critical Services and Functions</b>					
<b>Priority</b>	<b>Description of Service</b>	<b>Change in Service Level</b>	<b>Status (Critical, Essential or Non-Essential)</b>	<b>Authority (list statute, rule, other)</b>	<b>Point of Contact (manager)</b>
1	Investigation of any complaint involving alleged violation of ORC Chapter 4736.	Decrease	Critical	ORC 4736.	Executive Secretary
2	Reviewing of registration applications and issuance of initial/renewed registrations	Decrease	Essential	ORC 4736.	Executive Secretary
3	Processing all administrative paperwork and related functions (i.e.: revenue deposits, payment processing, etc.); maintaining security of office records and documents.	Decrease	Essential	ORC 4736.	Executive Secretary
4	Required mailings to registrants (i.e.: renewal materials).	Decrease (Renewal Applications); Suspended (All Other Mailings)	Essential (Only for Renewal Applications)	ORC 4736.	Executive Secretary
5	Completion of Board meetings.	Suspended	Non-Essential	ORC 4736.	Executive Secretary
6	Updates to the Board website and e-licensing system (i.e.: uploading mailing addresses).	Suspended	Non-Essential	ORC 4736.	Executive Secretary

**Key:**

**Priority:** list services in priority order

**Description of Services:** provide brief description of service

**Change in Service Level:** list whether the agency will: 1) increase, 2) decrease, 3) maintain or 4) suspend the service

**Status:** list whether the service is critical, essential or non-essential

**Authority:** list the authority under which this service is provided, if available

**Point of Contact:** provide the manager responsible for this service

## **Step 2.0: Maintain Staffing for Essential Services**

### **2A. ALTERNATE WORK SCHEDULES**

The Board consists of 1 full time employee and one part time employee. The Board will permit flexible time based on the needs of the agency as determined by the Executive Secretary, and if necessary, the Board Chairperson.

### **2B. CROSS-TRAINING**

Due to the small size of the Board, cross training is not applicable.

### **2C. REASSIGNMENT OF EMPLOYEES**

As noted in 2B, reassignment is not applicable.

### **2D. TELEWORK PLANS**

In the event that both employees would be too ill to come to work, there are not plans for teleworking.

### **2E. TEMPORARY EMPLOYEES**

No external assistance will be sought.

### **2F. CURRENT CONTRACTS**

Not applicable to this agency.

### **2G. MAINTAIN STAFFING FOR CRITICAL SERVICES**

See Appendix H.

## **Step 3: Command and Control**

### **3A. TABLES OF ORGANIZATION**

See attachment

### **3B. SUCCESSION PLANS**

The Sanitarian Registration Board consists of 1 full time employee and 1 part time employee. Under the Board's pandemic plan, the only essential employee for all functions is the Executive Secretary. If a situation arises that involves an immediate threat to the public, the Board members would become essential employees solely due to being in the order of succession for one of the essential positions.

### **3C. DELEGATIONS OF AUTHORITY**

In the event the Executive Secretary is unable to perform the required duties, the authority will be transferred to the Board Chairperson, Board Vice-Chairperson, and then the Board Secretary

### **3D. PANDEMIC PLANNING ROLES**

The Executive Secretary assumes the responsibility for all planning, coordination, and implementation of the pandemic plan.

Stephanie K. Youst, Executive Secretary  
Sanitarian Registration Board  
77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215-6108  
[stephanie.youst@exchange.state.oh.us](mailto:stephanie.youst@exchange.state.oh.us)  
(614) 466-1772 (Phone)  
(614) 644-8112 (Fax)

## **Step 4: Workplace Safety**

### **4A. OFFICE AND WORKSTATION CLEANING**

Employees are encouraged to wash their hands and keep their work stations clean. Recommendations are provided in accordance with the Ohio Department of Health guidelines.

### **4B. PANDEMIC SAFETY SUPPLIES**

Employees are encouraged to bring in hand sanitizers, disinfectant wipes, and disinfectant sprays for use in the office.

#### **4C. BUILDING SAFETY PRACTICES**

The Board is located in the Riffe Center, which is a state-owned building. The Board will follow the guidelines established by OBA.

### **Step 5: Employee Safety**

#### **5A. COMPLETE A RISK ASSESSMENT FOR ALL JOBS**

The duties of this office place the staff at a medium risk exposure.

#### **5B. REDUCE BUSINESS TRAVEL**

An assessment of the travel needs will be gauged on a day-to-day basis by the Executive Secretary. Under normal circumstances, business travel is rare. Should the flu reach pandemic proportions, all travel will be suspended and Board meetings will be cancelled and rescheduled at a later date.

#### **5C. PURCHASE PERSONAL PROTECTIVE EQUIPMENT**

Employees will be permitted to bring with them to work any additional protective gear or sanitation products not provided by the Board.

#### **5D. ACQUIRE ANTIVIRAL DRUGS AND VACCINES**

Employees will be encouraged to obtain seasonal flu vaccines and seek medical advice from their own personal physician concerning any additional vaccines that may be available and appropriate.

#### **5E. EDUCATE EMPLOYEES ON MEASURES TO REDUCE SPREAD OF INFLUENZA**

Employees will be instructed on the availability of information and recommendation from the Ohio Department of Health. The Ohio Department of Health provides several resources at: [http://www.odh.ohio.gov/landing/phs\\_emergency/pandflu/pfresources.aspx](http://www.odh.ohio.gov/landing/phs_emergency/pandflu/pfresources.aspx).

Office staff has also been advised to remain at home if experiencing flu-like symptoms and/or experiencing a temperature over 100 degrees. Staff has been advised to not return to work for 24 hours after the elevated temperature abates without the use of fever lowering medications.

### **Step 6: Communicating with Employees, Customers and Media**

#### **6A. COMMUNICATE EARLY AND OFTEN WITH EMPLOYEES**

All employees will read and sign an acknowledgement that they have read this pandemic plan. Other directives from appropriate state agencies concerning the pandemic will be provided to the employees of the Board.

#### **6B. SHARE YOUR AGENCY'S PANDEMIC PLANS WITH EMPLOYEES**

The contents of this plan will be revised with the part time employee on here next scheduled working day. A copy of the plan will be provided to the Board members.

#### **6C. AFTER-HOUR COMMUNICATIONS WITH EMPLOYEES**

The Executive Secretary will notify all employees at their home/cell phone number of changes to the office schedule. In the absence of the Executive Secretary, the Board Chairperson will assume that responsibility.

#### **6D. COMMUNICATING WITH CUSTOMERS**

The Board's voicemail system and webpage will be updated, as necessary, indicating any changes in staffing levels, office hours, or Board meeting date changes that may impact the customers served by the Board. The Board will also send an email to the listserv and will contact Ohio Environmental Health Association for their assistance in communicating the information to the registrants.

#### **6E. COORDINATING MEDIA CONTACTS AND INTERVIEWS**

Since it is unlikely that the media will be concerned about this agency, any media contact will be directed to the Executive Secretary or Board Chairperson, should the need arise.

# **Managing During a Pandemic**

## **Step 7: Activation of Partial or Full Pandemic Plans**

### **7A. METHODOLOGY**

Due to the size of the staff, implementation of a partial or full plan will be based on the needs of the agency, which would be no different than occurs when staff call off sick or are on vacation. Most necessary forms for the operation of the Board functions are accessible on the Board's website, including the ORC and OAC.

### **7B. SERVICE LEVELS**

This plan assumes that the workforce levels of other agencies will be impacted as well. Therefore, it will cause a temporary delay in some functions necessary for registration (i.e.: official school transcripts). The Board will assess the situation on a daily basis. Based on the size and scope of Board operations, it is unlikely that one service will have to be suspended in order to provide another essential service.

## **Step 8: Manage and Monitor the Health of the Workforce**

### **8A. MONITOR AGENCY WORKFORCE LEVELS (SICK, RECOVERED)**

Due to the small size of the Board, monitoring the illness and/or recovery of the staff should be easily accomplished.

### **8B. EMPLOYEES' DAILY SELF-ASSESSMENTS OF HEALTH**

Staff will be encouraged and provided access to any guidelines issued on health maintenance and/or illness prevention that come from reputable sources such as the Ohio Department of Health and the Centers for Disease Control and Prevention.

### **8C. CONTACT MANAGEMENT**

This office would recommend that any employee who may have been exposed to an individual who is suspected to have the influenza virus to monitor their own condition and to contact their personal physician or other licensed healthcare provider for instructions for the use of anti-viral medications, etc.

### **8D. RECOVERED EMPLOYEES' RETURN TO WORK**

Employees will be instructed not to return to work for 24 hours after the elevated temperature (over 100 degrees) abates without the use of fever lowering medications.

# **Restoring Operations After a Pandemic**

## **Step 9: Operational Recovery**

Upon notification by the Department of Administrative Services or other authorized agency that the pandemic influenza alert has concluded, the agency will reconstitute services and critical functions.

## **Step 10: Staffing Recovery**

The Board staff is not qualified to assess the mental health of other individuals. EAP services will be encouraged.

# **Maintaining the Effectiveness of Your Agency Pandemic Plans**

## **Step 11: Update Employee Information**

The Sanitarian Registration Board consists of 1 full time staff person and one part time staff person.

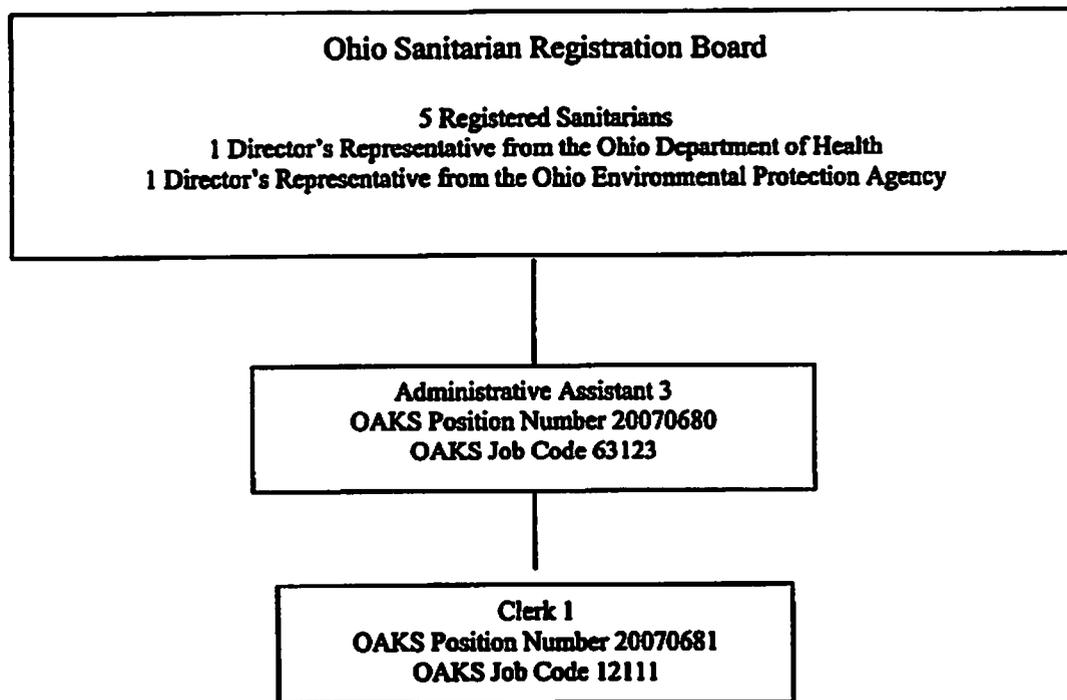
## **Step 12: Train Managers on Pandemic Plan and Procedures**

The Sanitarian Registration Board consists of 1 full time staff person and one part time staff person. Both will be trained in the same manner.

## **Step 13: Annual Review and Update of Plans**

The Executive Secretary will review the pandemic plan annually, as needed.

**Table of Organization for the  
Ohio Sanitarian Registration Board**



**Employee Assignments During A Pandemic**  
**Prepared 10/8/09**  
**Agency: Sanitarian Registration Board**

EMPLOYEE																
Last Name	First Name	Employee ID	Position	Qualifying Unit file number) or exemption	Shift	Location	Available/Assigned/Reserve/Available for reassignment	Safety	Physical	OAS FIN	OAS	Other	Office	Candidate	Work Phone	Home/Cell Phone
Yost	Stephanie	10029271	Admin. Asst. 3	Exempt	7:30 am - 4:30 pm	77 South 16th Floor	Assigned			AR, AP, Budget	Payroll	e-license		School-age children	614-466-1772	614-209-2653
Medece	Marylan	10074932	Clerk 1	Exempt	7:30 am - 4:30 pm	77 South 16th Floor	Available					e-license		Elderly	614-466-1772	614-837-9846

NOTE: DO NOT alter column headings unless necessary

## CE 2's for Board Review / Approval October 21, 2009

Course Number	Name	Course Title	Course Date	Hours
Appeal / 113	Keith Thompson	10th Annual Northeast Ohio Regional Dairy Conference	2/25/2009	3.25
187	Roberta Mangen	Mass Fatality Planning 101: Is Your County Prepared for Mass Fatalities?	9/1/2009	5
188	Jacque Varty	Healthy Water, Healthy People	6/16/2009	6
189	John Jackson	Bed Bugs: Rapidly Emerging Public Health Threat	8/18/2009	5
190	Jaclyn Kistler	Human Health & Animal Disease: An Epidemiologic Collision	9/14/2009	4.25 <del>4.5</del>
191	Jon Johns	Special Problems in Milk Production	8/28/2009	18
192	Colum McKenna	Class A Wastewater Treatment Training	8/8/2009	6
193 A	Pete Thompson	Searching Land Records	8/26/2009	1
193 B	Dan Bergert	Searching Land Records	8/26/2009	1
193 C	Dale Warner	Searching Land Records	8/26/2009	1
193 D	Trevor Irwin	Searching Land Records	8/26/2009	1
193 E	Rich Fox	Searching Land Records	8/26/2009	1
193 F	Steve Rine	Searching Land Records	8/26/2009	1
194	Deborah Cox	Agriculture & Food Vulnerability Assessment Training	8/6/09	16
195 A	Colum McKenna	August 2009 Inspector Group Meeting	8/26/2009	1
195 B	Dave Dysle	August 2009 Inspector Group Meeting	8/26/2009	1
195 C	Jarnal Singh	August 2009 Inspector Group Meeting	8/26/2009	1

## CE 2's for Board Review / Approval October 21, 2009

195 D	Clarissa Gerby	August 2009 Inspector Group Meeting	8/26/2009	1
195 E	Joshua Adams	August 2009 Inspector Group Meeting	8/26/2009	1
195 F	Judith Bowman	August 2009 Inspector Group Meeting	8/26/2009	1
195 G	Jennifer Kurko	August 2009 Inspector Group Meeting	8/26/2009	1
196	Jane Tomcisin	Dayton Neighborhood Conference	9/21/09	<del>4</del> 3.5
197	Jane Tomcisin	Fostering Sustainable Behavior	9/3/09	<del>6</del> Pending Needs Agenda
198	Erv Ball	Cuyahoga County Health & Land Use Summit	9/18/09	2.5
199	Christina Gallion	ServSafe	9/15/09	<del>12.75</del> 12.25
200 A	Tracy Buchanan	Infectious Waste Basics	9/29/09	1
200 B	Jill Olberding	Infectious Waste Basics	9/29/09	1
200 C	Michael Harris	Infectious Waste Basics	9/29/09	1
200 D	Joleen Cook	Infectious Waste Basics	9/29/09	1
200 E	Holly Hillyer	Infectious Waste Basics	9/29/09	1
201	Nicole McCormick	2009 H1N1 Influenza Pandemic	9/15/09	1
202	Timothy Wright	Terrorism, Preparedness, and Public Health	9/30/09	6
203 A	Melissa Storch	Division of Hazardous Waste Management Remediation Get Together Training	10/6/09	<del>3</del> 2.75
203 B	Steven Rath	Division of Hazardous Waste Management Remediation Get Together Training	10/6/09	<del>3</del> 2.75
204	Sandra Good	Environmental Health Training in Emergency Response	9/4/09	18

## CE 2's for Board Review / Approval October 21, 2009

205	Charles Schroeder	Pennsylvania Department of Agriculture PMO Required Annual Training	9/9/09	4
206	Gary Silverman	Greening of the Campus VIII: Embracing Change	9/23/09	7.5
207	Erv Ball	To Sustainability & Beyond	9/25/09	11.25
208	Christine Fienga	Private Water Systems Program Conference Call	9/25/09	1
209	Joseph Matasy	ThermoFisher Scientific Training	8/19/09	7
210	Shawn Dempsey	ServSafe	9/22/09	14
211	Jackie Napolitano	Packaging & Shipping Division 6.2 Materials	9/23/09	5
212	Gloria Swick-Brown	IAFP 96th Annual Meeting	7/15/09	12.25
213	Brad Prince	Environmental Health Training in Emergency Response	9/4/09	18
214	Ella Jergens	Biology & Control of Insects & Rodents	4/8/09	13.5
215	William Holden	Lead Risk Assessor Refresher	3/19/09	6
216	Jessica Shelly	Be Prepared Ohio	9/22/09	4
217	Dennis Apple	Confined Space Entry Assessment & Workshop	9/10/09	9
218	Michele Morrone	NEHA Annual Education Conference	6/24/09	18
219	Charles Conn	NSF International Retail Food Services	9/27/09	18
220	Marie Lammers	Infectious Waste Basics	9/29/09	1
221 A	Kimberly Burnham	Advances in the Water Well Industry Over the Past 20 Years	10/7/09	1
221 B	Michael Beal	Advances in the Water Well Industry Over the Past 20 Years	10/7/09	1

## CE 2's for Board Review / Approval October 21, 2009

222	Kathy Shull	Crisis & Emergency Risk Communication	9/30/09	2
223	Kathy Shull	Asbestos Toxicity	10/5/09	2
224	Kathy Shull	Nitrates/Nitrites Toxicity	10/5/09	1
225	Kathy Shull	Beryllium Toxicity	10/5/09	1.5
226	Kathy Shull	Environmental Triggers of Asthma	10/5/09	1.5
227	Kathy Shull	Lead Medical Grand Rounds	9/30/09	1
228	Kathy Shull	Carbon Monoxide Poisoning Prevention Clinical Education	9/30/09	1
229	Kathy Shull	Cholinesterase Inhibitors	10/5/09	3
230	William Holden	2009 Pandemic A Influenza	9/4/09	1
231	Sindy Thrapp	Childhood Lead Poisoning Prevention	9/17/09	1
232	Pete Kowal	Collaboration, Education, & Community	5/1/09	18
233	Timothy Wright	Zoonosis, Preparedness, & Public Health	10/9/09	3
234	Rick Miller	Pandemic Influenza Planning & Preparedness	9/12/09	18
235	Rick Miller	Annual Asbestos Program Meeting	9/18/09	1
236	Rick Miller	Public Health Grand Rounds 2009	9/4/09	1
237	Andrew Hollinger	Lead Hazard Abatement Inspector Initial Training	3/18/09	18
238	Andrew Hollinger	Lead Hazard Abatement Risk Assessor Initial Training	3/20/09	14
239	Michael Beal	Remediation Get Together	10/6/09	3
240	Daniel Marn	Smoke School: Visible Emissions Observation Training	9/30/09	5.5

## CE 4 for Board Review / Approval October 21, 2009

Course Number	Course Sponsor	Contact	Course Name	Course Date	Hours
10-060	Cleveland Department of Public Health	Christopher Sparks	Bed Bug Training	9/18/2009	2
10-061	Ohio Environmental Protection Agency	Keith Riley	Wingfoot Lake Watershed Protection Project	9/2/2009	1
10-062	Ohio Environmental Protection Agency	Jim Long	Summit on Sustainability & the Environment	10/6/2009	5.5
10-063	Ohio Environmental Protection Agency	Jim Long	Ohio Digital Government Summit	11/2/2009	7.5
10-064	Ohio Environmental Protection Agency	Jim Long	Latino Cultural Awareness Competence Training	9/23/2009	2
10-065	University of Cincinnati	Judy Jarrell	2009 BECO Conference	10/22/2009	5.75
10-066	Summit County Health Department	Jennifer Smith	Manufactured Home Parks	10/28/09	1
10-067	Warren County Combined Health District	Daniel Collins	2009 Warren County Combined Health District Educational Conference	11/12/09	6
10-068	Ohio Environmental Protection Agency	Keith Riley	Wayne County & Ohio EPA Meet and Greet	9/22/09	1.5
10-069	Ohio Emergency Management Agency	Phillip Johnson	Basic Public Information Officer Training	9/18/09	14
10-070	Ohio Mosquito Control Association	Robert Restifo	44th Annual Ohio Mosquito Control Meeting	10/26/09	9.5 <del>9.25</del>
10-071	Tri-State Environmental Health Association	Mike Bolen	October 2009 Tri-State Environmental Health Association Meeting	10/14/09	3.5
10-072	Ohio Department of Agriculture	Fairfield Department of Health Attn: Deb Kilbarger	Sanitarian Training	12/8/09	6
10-073	Ohio Environmental Protection Agency	James Long	Pump Selection	10/15/09	2
10-074	Ohio Environmental Protection Agency	Keith Riley	Challenges in Dealing With Explosively Contaminated Buildings at the Ravenna Army Ammunition Plant	11/4/09	0.75
10-075	Ohio Environmental Protection Agency	James Long	DSIWM Inspector Group Meeting	9/30/09	2

CE 4 for Board Review / Approval October 21, 2009

10-076	Ohio Environmental Protection Agency	James Long	Division of Hazardous Waste Management's Remediation "Get Together"	11/6/09	<del>3</del> 3.5
10-077	OSU Food, Agriculture, & Biological Engineering	Karen Mancil	Ohio Water Quality & Waste Management Conference	2/4/10	8
10-078	Organics Recycling Association of Ohio	Linda Robertson	2009 ODNR/ORAO Annual Conference	11/6/09	<del>4.2</del> 4.75
10-079	Operator Training Committee of Ohio	Erin Moore	Elyria Wastewater Short School	10/15/09	6
10-080	Stark County Health Department	Heather Maher	Stark County Health Department Fall Educational Meeting	10/23/09	6
10-081	Columbus Public Health	Robert Kramer	Food Safety Advisory Council	10/8/09	2.5
10-082	Summit County Health Department	Jennifer Smith	Barriers to Hand Contact	5/26/10	0.5
10-083	Ohio Water Well Association	Rachel Pinkus	Ohio Department of Health Private Water Systems Rulemaking Review	11/12/09	2
10-084	Ohio Water Well Association	Rachel Pinkus	Well Disinfection & Cleaning Product Developments	11/12/09	2
10-085	Ohio Department of Health Division of Prevention	Larry Holbert	Investigation of Foodborne Disease Outbreaks	Various	5.75
10-086	Cuyahoga County Board of Health	Jill Lis	Environmental Conditions in Ethiopia	10/16/09	1
10-087	Warren County Combined Health District	Daniel Collins	2009 Warren County Combined Health District Sewage Treatment Systems Symposium	12/16/09	6
10-088	Columbus Public Health	Kathryn Madden	STS Program Introduction & Overview	10/14/09	3
10-089	Operator Training Committee of Ohio	Erin Moore	Ashtabula Workshop	10/21/09	6/Day
10-090	OP Aquatics	Jessica Rockhill	Commercial Pool Operators Seminar	11/3/09	6
10-091	Ross County Health District	Lana Cherrington	Standards for Disposal of Household Septage & Safety for Septage Haulers	11/5/09	2.75
10-092	Zanesville Muskingum County Health Department	Mike Kirsch	Mercury Spill Investigations	11/4/09	2

**Youst, Stephanie**

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12.1

**From:** Michele Morrone [morrone@ohio.edu]  
**Sent:** Monday, September 21, 2009 3:22 PM  
**To:** Youst, Stephanie  
**Subject:** My CEUs

Stephanie,

I am putting the documentation in the mail today. This has been a frustrating experience this year. My understanding is that NEHA was too late to be considered an 'automatic' for the Ohio CEUs, there were also problems with me receiving documentation from them about my CEUs. I am left wondering, however, why the NEHA conference is even suspect as not offering suitable CEUs for the Ohio registration.

Michele Morrone, Ph.D., R.S.  
Director, Environmental Studies  
Associate Professor, Environmental Health Science <http://oak.cats.ohiou.edu/~morrone>



**Ohio State Board of Sanitarian Registration**  
77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*Ted Strickland*  
Executive Secretary  
*Stephanie Youst*

October 22, 2009

Michele Morrone  
6141 Lancaster Kirkersville Road  
Baltimore, OH 43105

Dear Dr. Morrone:

This letter is in response to your comments regarding receiving Board approval for the continuing education credit you earned at the National Environmental Health Association (NEHA) Annual Education Conference.

The NEHA conference was not submitted to the Board for review in a timely manner by the National Environmental Health Association; therefore any registered sanitarians or sanitarians in training in Ohio who wished to receive credit for their attendance at the conference were required to apply on an individual basis.

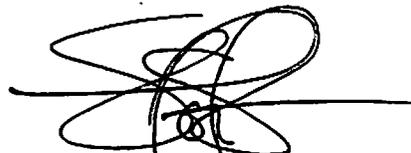
It is up to each individual or each agency to apply for continuing education credit in accordance with the laws and rules governing the practice of environmental health. Rule 4736-11-06(A) Ohio Administrative Code states,

A course of study or program of instruction offered for continuing education purposes by an approved training agency shall be submitted to the board at least thirty days prior to the date of the course or program on forms prescribed and furnished by the board. A course of study or program submitted after course or program completion shall not be considered for approval except as provided in paragraph (A) of rule 4736-11-07 of the Administrative Code.

NEHA failed to submit the course within the specified timeframe; therefore you were required to apply for credit for your attendance at the conference if you wished to have those continuing education hours earned applied to your annual total.

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

Sincerely,



**Stephanie K. Youst**  
Executive Secretary

12.2

Youst, Stephanie

**From:** Youst, Stephanie  
**Sent:** Thursday, September 24, 2009 7:54 AM  
**To:** 'David Plummer'  
**Subject:** RE: SIT question

David -

I will have to present your question to the Board for review at the meeting scheduled for October 21, 2009. At this time, the only thing I can tell you is that Section 4736.08(A) of the Ohio Revised Code states:

#### **4736.08 Application for registration.**

An application for registration as a sanitarian shall be made to the state board of sanitarian registration on a form prescribed by the board and accompanied by the application fee prescribed in section 4736.12 of the Revised Code. The board shall register an applicant if the applicant meets the requirements of section 4736.16 of the Revised Code, or is of good moral character, passes an examination conducted by the board in accordance with section 4736.09 of the Revised Code, and meets the education and experience requirements of division (A), (B) or (C) of this section:

- (A) Graduated from an accredited college or university with at least a baccalaureate degree, including at least forty-five quarter units or thirty semester units of science courses approved by the board; and completed at least two years of full-time employment as a sanitarian;
- (B) Graduated from an accredited college or university with at least a baccalaureate degree, completed a major in environmental health science which included an internship program approved by the board; and completed at least one year of full-time employment as a sanitarian;
- (C) Graduated from an accredited college or university with a degree higher than a baccalaureate degree, including at least forty-five quarter units or thirty semester units of science courses approved by the board; and completed at least one year of full-time employment as a sanitarian.

Rule 4736-15-02 of the Ohio Administrative Code states:

#### **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:

9/24/2009

- (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.

You will receive a letter from the Board following the October 21 meeting with their response to your question. I am sorry that I am unable to offer you a formal answer at this time. Please feel free to contact me if you have any additional questions.

Stephanie

*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>

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**From:** David Plummer [mailto:dplummer@co.fairfield.oh.us]  
**Sent:** Wednesday, September 23, 2009 4:46 PM  
**To:** Youst, Stephanie  
**Subject:** SIT question  
**Importance:** High

Stephanie, I have worked for the Fairfield Department of Health since I established my SIT registration and passed the RS test in the first year. I understand that I may be loosing my job along with several other people here in Fairfield County. I understand that I need to work 24 months to qualify for RS approval. If I am laid off can I volunteer my time (several more months) to work here at the same job unpaid but fully supervised and still qualifying for my RS training like I have been doing these past months? What is the policy on this as no one here has ever had to do this before. I'm not sure if you can answer this question but please consider it carefully.

David Plummer  
(740) 653-4489 Ext. 124  
dplummer@co.fairfield.oh.us

"Pursuant to the Ohio Public Records Act, virtually all written communications to or from local officials or employees are public records available to the public and media upon request. Email sent and received via the County system could be disclosed unless specifically exempted from the Ohio Public Records."

9/24/2009



**Ohio State Board of Sanitarian Registration**

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*Ted Strickland*  
Executive Secretary  
*Stephanie Youst*

October 30, 2009

David E. Plummer  
6285 Plummer Road  
Carroll, OH 43112

Dear Mr. Plummer:

This letter is in response to your correspondence regarding your employment status and how it may effect your advancement from sanitarian in training to registered sanitarian.

Section 4736.01(A) of the Ohio Revised Code states:

“Sanitarian” means a person who performs for compensation educational, investigational, technical, or administrative duties requiring specialized knowledge and skills in the field of environmental health science.

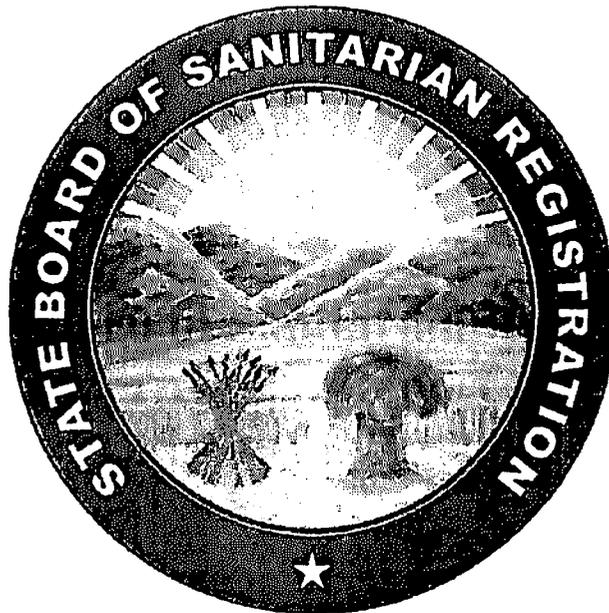
It would appear that the plain language of Section 736.01(A) that that if duties are not preformed for compensation they will not count towards the experience requirement specified in the Ohio Revised Code necessary for advancement from a sanitarian in training to registered sanitarian.

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

Sincerely,

**Stephanie K. Youst**  
Executive Secretary

**State Board of Sanitarian Registration  
Annual Report  
Fiscal Year 2009**



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This report of the State Board of Sanitarian Registration covers the activities of the Board for Fiscal Year 2009, which runs from July 1, 2008 through June 30, 2009.

### **Mission Statement**

The mission of the State Board of Sanitarian Registration is to protect the public health by ensuring that registered sanitarians possess and maintain specialized knowledge and skills in the field of environmental health. This is accomplished by minimum education standards, examination, continuing education requirements, and the investigation of complaints filed with the Board.

### **Board Organization and Meetings**

The State Board of Sanitarian Registration is composed of seven members, including the Director of Health or his designated representative, the Director of the Environmental Protection Agency or his designated representative, and five members appointed by the Governor with the advice and consent of the Senate. Terms of office are for three years and members are compensated for board meeting expenses.

Of the five members appointed by the Governor, at least one and not more than two must be employees of a general health district; at least one and not more than two must be employees of a city health district; and at least one and not more than two must be employed in private industry. Not more than one member may be employed by a university and not more than one member may be employed by an agency or department of state.

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

<i>Board Member</i>	<i>City</i>	<i>Term Expiration</i>
Linda Aller, R.S.	Lewis Center	August 15, 2011
Angela Townsend, R.S.	Macedonia	August 15, 2009
Roger Suppes, R.S.	Worthington	Director's representative for the Ohio Department of Health
Richard Setty, R.S.	Youngstown	August 15, 2010
Gary Silverman, R.S.	Bowling Green	August 15, 2011
Duane Snyder, R.S.	Worthington	Director's representative for the Ohio Environmental Protection Agency
David Winfough, R.S.	Hamilton	August 15, 2009

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

The Board presented a special Honorary Registered Sanitarian in Perpetuity certificate to W. Erv Ball and his family in memory of their son James. James was pursuing a career in environmental health when he unexpectedly passed away. This presentation was made during the Spring 2009 Ohio Environmental Health Association Conference.

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### Application Review

The examination committee reviewed 77 applications for sanitarian in training registration and 68 registrations were issued. Sixty-nine applications for registered sanitarian were reviewed and 63 registrations were granted.

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

The Board reviewed and granted 20 sanitarian-in-training extension requests. Extension requests did not increase from last year. Although the Board has the authority to grant extensions to sanitarians-in-training who furnish sufficient cause for not applying for registered sanitarian registration within three years, section 4736.15 of the Revised Code limits a sanitarian-in-training from engaging in the practice of environmental health beyond five-years.

The following lists the active registrant count for the past five fiscal years.

<i>Active Registrants</i>	<i>FY 2005</i>	<i>FY 2006</i>	<i>FY 2007</i>	<i>FY 2008</i>	<i>FY 2009</i>
Registered Sanitarians	1,298	1,298	1,294	1,300	1,315
Sanitarians in Training	227	227	228	215	175
<b>Total</b>	<b>1,525</b>	<b>1,525</b>	<b>1,522</b>	<b>1,515</b>	<b>1,490</b>

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## Examination

The Board administered the Professional Examination Service (PES) Environmental Health Proficiency Examination four times during FY2009.

<i>Exam Date</i>	<i>Number of Candidates</i>	<i>Exam Scores</i>	<i>Percent Passage</i>
7/24/2008 (Special)	1	Scaled 70% (174/250)	0%
10/23/2008	43	Scaled 70% (172/250)	47%
2/17/2009	26	Scaled 70% (175/250)	35%
5/20/2009	37	Scaled 70% (174/250)	46%

The examination-passing rate remained static at 42% for fiscal years 2008 and 2009.

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## Compliance, Investigation, and Enforcement

Pursuant to section 4736.13 of the Revised Code, the Board may deny, refuse to renew, revoke, or suspend a certificate of registration, following an adjudication hearing held pursuant to Chapter 119 of the Revised Code, for unprofessional conduct, the practice of fraud or deceit in obtaining a certificate of registration, dereliction of duty, incompetence in the practice of environmental health science, or for other good and sufficient cause. The Board can also enter into consent agreements in lieu of adjudication hearings.

The supervising investigative committee member referred one complaint to the Board and the complaint was still under investigation at the close of the fiscal year.

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## Continuing Education

Ninety eight training agency renewal notices were issued in October 2008. Eighty one training agencies renewed their status.

Six agencies were granted approved training agency status in fiscal year 2009:

- City of Cleveland
- Clarke Mosquito Control
- General Pest Control
- Holmes County General Health District
- Smith Comeskey Ground Water Science
- Stark Consultants, Inc.

The members of the continuing education committee and the executive secretary reviewed 1,703 continuing education requests submitted by the registrants and training agencies, which is a 1% increase over the previous fiscal year.

## Finances

The Board is funded by license and application fees deposited into the Occupational Licensing and Regulatory Fund (Fund 4K90). This fund consists of application and renewal fees from 27 professional licensing boards. Each board in the fund is required to generate sufficient revenue to meet its own budgeted expenses, and to pay for collective project costs.

The following information represents the Board's costs and expenditures for fiscal year 2009.

<i>Revenue</i>	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
	\$40,049.00	\$13,366.00	\$55,460.00	\$20,112.00	\$128,985.00

<i>Staff Payroll (500)</i>	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
Basic Wages	\$15,878.63	\$15,133.77	\$12,663.61	\$14,304.96	\$57,980.97
Salaries - OT Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid Leave & Othr Compensation	\$2,155.86	\$2,953.89	\$3,266.31	\$1,443.06	\$9,819.12
Leave Balances Pd. @ Term.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employer-Paid Benefits	\$4,391.03	\$4,554.60	\$3,683.73	\$3,980.16	\$16,609.52
DAS Payroll Charges	\$423.73	\$484.88	\$328.84	\$283.04	\$1,520.49
<b>Total Staff Payroll</b>	<b>\$22,849.25</b>	<b>\$23,127.14</b>	<b>\$19,942.49</b>	<b>\$20,011.22</b>	<b>\$85,930.10</b>

<i>Personal Services (510)</i>	<i>1st Qtr.</i>	<i>2nd Qtr.</i>	<i>3rd Qtr.</i>	<i>4th Qtr.</i>	<i>Grand Total</i>
Board Member Travel	\$1,831.46	\$459.18	\$1,479.89	\$1,190.93	\$4,961.46
Court Reporters	\$0.00	\$60.00	\$75.00	\$120.00	255.00
Exams	\$90.00	\$0.00	\$0.00	\$2,340.00	\$2430.0
Conference Registration Fees	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
Other (insurance, member dues, subscriptions)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Personal Services</b>	<b>\$1,921.46</b>	<b>\$519.18</b>	<b>\$1,704.89</b>	<b>\$3,650.93</b>	<b>\$7,796.46</b>

<b>Maintenance (520)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Office Supplies	\$46.50	\$0.00	\$10.02	\$1,168.66	\$1,225.18
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	\$152.70	\$111.30	\$271.30	\$100.65	\$635.95
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	\$113.75	\$2.62	\$2.52	\$755.02	\$873.91
Legal Notices in Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (+space repairs, improve)	\$957.29	\$957.29	\$957.29	\$957.29	\$3,829.16
Central Service Agency	\$754.88	\$825.20	\$804.38	\$767.01	\$3,151.47
Telephone (DAS)	\$151.48	\$145.00	\$142.72	\$140.07	\$579.27
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	\$560.58	\$556.77	\$659.02	\$593.90	\$2370.27
Computer Services (State)	\$214.50	\$566.39	\$731.40	\$807.06	\$2,319.35
Other	\$0.00	\$30.00	280.00	\$102.00	\$412.00
<b>Total Maintenance Cost</b>	<b>\$2,951.68</b>	<b>\$3,194.57</b>	<b>\$3,858.65</b>	<b>\$5,391.66</b>	<b>\$15,396.56</b>

<b>Equipment (530)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
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
<b>Total Equipment Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Board Travel &amp; Maintenance (520)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
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
<b>Total Board Maintenance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
<b>Total Operational Costs</b>	\$27,722.39	\$26,840.89	\$25,506.03	\$29,053.81	\$109,123.12
<b>Funds Encumbered for FY10</b>					\$9,272.00
<b>Remaining FY09 Budget</b>					\$20,155.88

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### Summary

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

**Proposed Meeting Dates 2010**

**January 27, 2010**

**March 10, 2010**

**May 12, 2010**

**July 14, 2010**

**September 8, 2010**

**November 10**