

Ohio Sanitarian Registration Board  
March 12, 2008  
10 a.m.  
77 South High Street, 31<sup>st</sup> Floor, East B  
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: Angela Townsend, Dave Winfough
  - 3.3. Continuing Education: Duane Snyder, Angela Townsend, Dave Winfough
  - 3.4. Examination: Linda Aller, Gary Silverman
  - 3.5. Finance: Gary Silverman, Roger Suppes
  - 3.6. Rules: Angela Townsend, Richard Setty, Roger Suppes
4. Executive Secretary Report
  - 4.1. Revenue and Expenditure Report
  - 4.2. Update on C-2007-02
5. Assistant Attorney General Report
6. Adjudication
  - 6.1 Adam R. Gilbert (10:15 a.m.)  
**Action Required**
  - 6.2 Joseph D. Bielecki (10:30 a.m.)  
**Action Required**
  - 6.3 Jessica K. Denholm (10:45 a.m.)  
**Action Required**
7. Old Business
8. New Business
9. Continuing Education
  - 9.1. Request for Approval of Hours – Individuals (CE-2)  
**Action Required**
  - 9.2 Request for Approval of Training Agency Status (CE-3)  
**Action Required**
  - 9.3 Request for Approval of Hours – Training Agencies (CE-4)  
**Action Required**
10. Applications
  - 10.1. Sanitarian-in-Training Applications  
**Action Required**
  - 10.2. 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: Gayle Livecchia: Ms. Livecchia asked the Board to review some courses she is interested in taking at her community college. She would like the Board's opinion on whether or not the courses are applicable continuing education activities.

12.2 Pamela Allen: Ms. Allen asked the Board to review a position description from the Ohio EPA to determine if the person who fills the position must be a registered sanitarian.

13. Announcements

14. Future Meeting Dates

- May 21, 2008
- July 9, 2008
- September 3, 2008
- October 29, 2008
- December 10, 2008

15. Adjournment

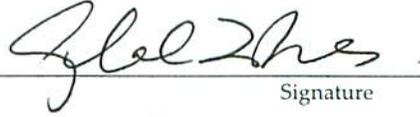
Sanitarian Registration Board  
Board Meeting Roster  
March 12, 2008

Linda Aller, Vice Chairperson



Signature

Angela Townsend



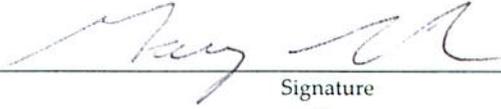
Signature

Richard Setty, Chairperson



Signature

Gary Silverman



Signature

Duane Snyder



Signature

Roger Suppes, Secretary



Signature

Dave Winfough



Signature

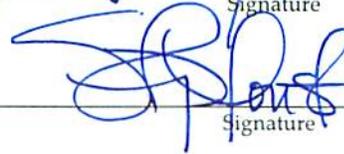
Board Staff

W. Scott Myers, *Assistant Attorney General*



Signature

Stephanie Youst, *Executive Secretary*



Signature

Guests

Megane E. Niemaker

Print Name

Adam Gilbert

Print Name

Dan Sahli

Print Name

Joseph D. Bielecki

Print Name

Meyer E. Suck

Sign Name

Adam Gilbert

Sign Name

Dan Sahli

Sign Name

Joseph D. Bielecki

Sign Name

Print Name

Sign Name



## Sanitarian Registration Board

March 12, 2008

Board Room

10:21 a.m.

### Members Present

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

### Members Absent

Richard Setty, R.S.

### Staff

Stephanie Youst, Executive Secretary

### Legal Council

W. Scott Myers, Assistant Attorney General

### Guests

Joseph Bielecki  
Adam Gilbert  
Dan Sahli  
Megan Shuemaker

### Call to Order

Linda Aller, Vice Chairperson, called the meeting to order at 10:21 a.m.

### Approval of Minutes

David Winfough moved to approve the January 16, 2008 meeting minutes as submitted. Roger Suppes seconded the motion. The motion carried.

### Committee Reports

- There were no committee reports.

### Executive Secretary Report

- Ms. Youst informed the Board that things have been busy in the office since the January 16, 2008 meeting.
- The Executive Secretary informed the Board that expiration notices were mailed to 26 sanitarians in training and 79 sanitarians on March 3, 2008.
- Ms. Youst attended two JCARR hearings on the Board's behalf regarding the proposed changes to the rules for 2008. The first meeting was on February 19, 2008 and the second meeting was March 10, 2008. The rules that were changed will become effective May 1, 2008.
- Ms. Youst informed the Board that plans to renovate the 16<sup>th</sup> floor were underway and the Board office will be moving to a new location, however the location and cost have not been determined at this time.
- Ms. Youst informed the Board that she attended an OAKS training on February 28, 2008 regarding the completion of inventory in the new system.
- The formal written and budgetary reports are attached to the minutes for reference.

### Complaint C-2007-02

- Linda Aller read a memo, prepared by Chairperson Richard Setty, regarding his recommendation on complaint C-2007-02. The memorandum is attached to the minutes for reference.
- Scott Myers informed the Board that since the subject of the complaint, Laura Studevart, had waived her rights at the January 16, 2008 meeting the Board members could discuss the complaint.
- Mr. Myers gave the Board a brief overview of the facts surrounding the complaint consistent with Ms. Studevart's presentation to the Board at the January 16, 2008 meeting. Mr. Myers noted that Mr. Setty has recommended the notice of opportunity for hearing in regard to the complaint.
- Roger Suppes asked Mr. Myers if the Board had the option to move forward with informal action, such as a letter of reprimand, as opposed to issuing a formal notice of opportunity for hearing.
- Gary Silverman asked Mr. Myers if the Board had the option of sending Ms. Studevart a letter informing her she violated certain provisions of the Ohio Revised and Administrative Codes without having that become a disciplinary action.

- Mr. Myers recommended that the Board vote on the recommendation made by Mr. Setty prior to any further discussion of informal action by the Board.

**Action:** Roger Suppes moved that the Board not issue a notice of opportunity for hearing regarding complaint C-2007-02. Dave Winfough seconded the motion. The motion carried.

#### **Assistant Attorney General's Report**

Scott Myers, AAG, had no formal report for the Board.

#### **Old Business**

There was no old business for the Board to consider.

#### **Adjudication**

The Board held hearings on the matters of Adam Gilbert and Jessica Denholm being registered as sanitarians in training in Ohio. The Board held a hearing on the matter of Joseph Bielecki being registered as a sanitarian in Ohio.

**Action:** Gary Silverman moved to affirm the Board's decision to deny Adam Gilbert's application to become registered as a sanitarian in training in Ohio for or failure to meet the minimum education requirements specified in Section 4736.08 of the Ohio Revised Code and rule 4736-8-01(C) of the Ohio Administrative Code. David Winfough seconded the motion. Gary Silverman, Roger Suppes, and Duane Snyder opposed the motion. Angela Townsend and David Winfough voted in favor of the motion. The motion failed in a 3:2 vote.

**Action:** Roger Suppes moved to hold the record of the hearing open for 30 days thereby allowing Mr. Gilbert to provide information on Humn Ntr 314: Fundamentals of Food, Humn Ntr 470: Food Quality Anal, and any additional coursework completed at Ohio State University and Kent State University. Duane Snyder seconded the motion. The motion carried.

**Action:** Roger Suppes moved to affirm the Board's decision to deny Jessica Denholm's application to become registered as a sanitarian in training in Ohio for failure to meet the minimum education requirements specified in Section 4736.08 of the Ohio Revised Code and rule 4736-8-01(C) of the Ohio Administrative Code. David Winfough seconded the motion. The motion carried.

**Action:** David Winfough moved to approve the advancement from sanitarian in training to registered sanitarian for Joseph Bielecki. Gary Silverman seconded the motion. The motion carried.

#### **New Business**

##### **Reinstatement Process Discussion**

- The Board discussed the current reinstatement process required by the Board.
  - Currently applicants for reinstatement are required to complete a brief application, provide proof of completion of 18 hours of continuing education for each year their registration has lapsed, and pay the reinstatement fee.
  - The Board discussed changing the process to require applicants for reinstatement to submit a notarized statement and a detailed work history.
  - Ms. Youst will draft language for a standard notarized statement for review at the May 21, 2008 meeting.

**Action:** Roger Suppes moved that each application for reinstatement must be accompanied by a notarized statement that the registrant has not been engaged in the practice of environmental health. Angela Townsend seconded the motion. Duane Snyder opposed the motion. The motion carried in a 4:1 vote.

##### **Continuing Education Waiver Discussion**

- The Board discussed the current waiver process utilized by the Board when granting waivers of the continuing education requirements.
- The intent of the waiver process is to ensure compliance with the Environmental Health Practice Act.
- The Rule Review Committee will review rule 4736-11-03 of the Administrative Code to see if there are ways the Board can strengthen the waiver requirements and possibly place a limit on the number of times a registrant can request a waiver of the continuing education requirements.

##### **Approved Training Agency Requests for Course Approval**

**Action:** Duane Snyder moved to approve all training agency requests for continuing education credit as submitted. David Winfough seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

08-188: Up to 24 Hours  
08-195: Denied

08-209: 6.5 Hours  
08-215: Up to 10.75 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. David Winfough seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

492: 10 Hours  
493 A-M: 1.75 Hours  
497: 24 Hours  
555: Pending

556: 6.5 Hours  
570: 6 Hours  
574: 4 Hours

Request for Training Agency Approval

**Action:** Duane Snyder moved to approve the following as a Board approved continuing education providers. Dave Winfough seconded the motion. The motion carried.

- Cleveland Department of Public Health
- Eastman & Smith, Ltd.
- Elemental Services & Consulting, Inc.
- Medina County Health Department
- OSU Food, Agriculture, & Biological Engineering

Sanitarian in Training Applications

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

Christopher E. Alexander  
Misty D. Brown  
Mark I. Calhoun  
Dawn M. Coleman  
Erin L. Day  
Brent M. Goetz  
Jere A. Marks

Kerry A. McGuire  
Charles D. Noble  
Brent G. Rollins  
Andrew D. Snyder  
Brooke A. Thompson  
Patricia M. Zaboura

**Action:** Gary Silverman moved to defer Michael Campbell's application pending clarification of coursework listed on his transcripts. Roger Suppes seconded the motion. The motion carried.

Registered Sanitarian Advancement Applications

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

Joseph D. Bielecki  
Richard T. Miller II  
Zachary A. Schweikart

Tara D. Thornton  
Gillian A. Wilke

Registered Sanitarian Reinstatement Applications

**Action:** Gary Silverman moved to approve the following registered sanitarian reinstatement applications. David Winfough seconded the motion. The motion carried.

Keith Eames  
James Hicks

Steven Lowry  
Walter Telford

Registered Sanitarian Request for Continuing Education Waiver

**Action:** Angela Townsend moved to accept Karla Siegle's request for a waiver of 18 hours of continuing education for the period of February 1, 2007 through January 31, 2008 due to illness. David Winfough seconded the motion. The motion carried.

Sanitarian in Training Extension Requests

**Action:** Gary Silverman moved to grant an extension to Teresa Ferguson until January 31, 2009. Roger Suppes seconded the motion. The motion carried.

**Action:** Gary Silverman moved to grant an extension to Mone Whatley until January 31, 2009. Roger Suppes seconded the motion. The motion carried.

**Correspondence**

1. Gayle Livecchia: Ms. Livecchia asked the Board to review some courses she is interested in taking at her community college. She would like the Board's opinion on whether or not the courses are applicable continuing education activities. **Action:** The Board reviewed the information presented at their March 12, 2008 and instructed Ms. Livecchia that, in order to use any of the courses she inquired about for continuing education credit, she must apply once the course is complete via the CE 2 process.

2. Pamela Allen: Ms. Allen asked the Board to review a position description from the Ohio EPA to determine if the person who fills the position must be a registered sanitarian. **Action:** The Board informed Ms. Allen that rule 4736-1-01(B) of the Ohio Administrative Code states, "Administration means conducting activities such as, but not limited to, supervision, direction, enforcement, planning, monitoring and evaluation of environmental health programs, specified in division (E) of section 4736.01 of the Revised Code, when those duties comprise more than fifty percent of the designated duties of a position." From the position description provided, it appears that the person filling the vacancy would be engaging in the practice of environmental health 50% or less which does not require registration.

**Future Meeting Dates**

The following meeting dates were confirmed by the Board:

May 21, 2008

September 3, 2008

December 10, 2008

July 9, 2008

October 29, 2008

**Adjournment**

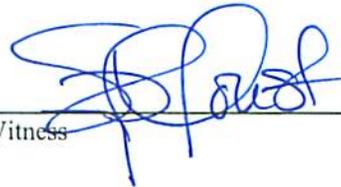
The meeting adjourned at 3:10 p.m.

Respectfully submitted  
*Stephanie K. Youst*

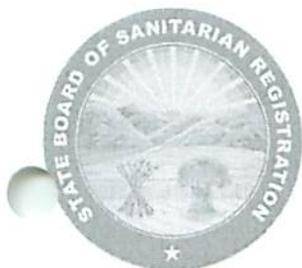


Linda Aller, R.S., Vice Chairperson

LA: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 *SY*  
**Date:** March 6, 2008  
**Re:** Executive Secretary Report for March 12, 2008

**Overview of Activities since the January 16, 2008 Meeting**

- Reviewed applications for registration and continuing education credit.
- Continued reviewing and revising the Board's policies and procedures.
- Mailed expiration notices on March 3, 2008. On that date 26/82 sanitarians in training and 79/747 sanitarians expired.
- Attended a budget meeting on January 23, 2008 regarding the budget cuts planned by Governor Strickland and the impact those cuts will have throughout state government.
- Attended JCARR on the Board's behalf on February 19, 2008 for the proposed rule changes and on March 10, 2008 for the no change rules.
- Met with DAS Division of Real Estate regarding changes being made to all office spaces on the 16<sup>th</sup> floor of the Riffe Center.
- Attended a Boards & Commissions Management Group meeting on February 27, 2008.
- Attended OAKS asset module training on February 28, 2008.

**Registration Census**

The following table lists the number of individuals with active registrations as of March 6, 2008.

|                        |             |
|------------------------|-------------|
| Registered Sanitarian  | 1271        |
| Sanitarian in Training | 206         |
| <b>TOTAL</b>           | <b>1477</b> |

**Budget Update**

The attached report reflects the monies used and received by the Board for the first three quarters of FY08. The following is a listing of major expenditures, excluding payroll costs for the Board:

- Quarterly Rent: \$959.66
- PES Examination: \$2,610.00 (Q1), \$3,690 (Q3)
- CSA Payroll Assessment: \$613.54 (Q1), \$519.02 (Q2)
- FY 2008 Technical Support: \$2,040.96
- CSA Copier Charges: \$1,485.79 (Q4 FY 2007)  
*This cost is higher than normal due to the purchase of a new copier.*
- FY 2008 e-Licensing System Cost: \$1,346.00
- Mail Metering: \$552.65 (Q4 FY 2007), \$1,274.2 (Q1 FY 2008), \$701.22 (Q2)

# Sanitarian Registration Board Revenue/Expenditure Report FY08

as of 1/31/08

| <b>Revenue</b> | <b>1st Qtr.</b> | <b>2nd Qtr.</b> | <b>3rd Qtr.</b> | <b>4th Qtr.</b> | <b>Grand Total</b> |
|----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
|                | \$44,014.00     | \$22,447.00     | \$21,962.00     | \$0.00          | \$88,423.00        |

| <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                    | \$19,307.88        | \$14,059.64        | \$3,565.61        | \$0.00          | \$36,933.13        |
| Salaries - OT Compensation     | \$0.00             | \$0.00             | \$0.00            | \$0.00          | \$0.00             |
| Paid Leave & Othr Compensation | \$1,926.95         | \$2,636.63         | \$1,246.15        | \$0.00          | \$5,809.73         |
| Leave Balances Pd. @ Term.     | \$0.00             | \$0.00             | \$0.00            | \$0.00          | \$0.00             |
| Other Employer-Paid Benefits   | \$5,188.76         | \$3,600.23         | \$1,215.02        | \$0.00          | \$10,004.01        |
| DAS Payroll Charges            | \$536.92           | \$356.52           | \$102.08          | \$0.00          | \$995.52           |
| <b>Total Staff Payroll</b>     | <b>\$26,960.51</b> | <b>\$20,653.02</b> | <b>\$6,128.86</b> | <b>\$0.00</b>   | <b>\$53,742.39</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                           | \$1,092.26        | \$1,080.13        | \$0.00            | \$0.00          | \$2,172.39         |
| Court Reporters                               | \$140.00          | \$65.00           | \$0.00            | \$0.00          | \$205.00           |
| Exams   | \$2,610.00        | \$0.00            | \$3,690.00        | \$0.00          | \$6,300.00         |
| Conference Registration Fees                  | \$0.00            | \$0.00            | \$175.00          | \$0.00          | \$175.00           |
| Other (insurance, member dues, subscriptions) | \$0.00            | \$9.07            | \$0.00            | \$0.00          | \$9.07             |
| <b>Total Personal Services</b>                | <b>\$3,842.26</b> | <b>\$1,154.20</b> | <b>\$3,865.00</b> | <b>\$0.00</b>   | <b>\$8,861.46</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                     | \$1,362.46        | \$2,516.55        | \$7.63            | \$0.00          | \$3,886.64         |
| 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               | \$422.00          | \$0.00            | \$0.00            | \$0.00          | \$422.00           |
| Hines & Associates                  | \$224.10          | \$538.55          | \$0.00            | \$0.00          | \$762.65           |
| DHL                                 | \$5.48            | \$0.00            | \$0.00            | \$0.00          | \$5.48             |
| Duplicating Paper and Supplies      | \$130.22          | \$0.00            | \$0.00            | \$0.00          | \$130.22           |
| Printing/Copying                    | \$530.50          | \$0.00            | \$0.00            | \$0.00          | \$530.50           |
| Legal Notices in Newspapers         | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00             |
| Rent (+space repairs, improve)      | \$0.00            | \$959.66          | \$959.66          | \$0.00          | \$1,919.32         |
| Central Service Agency              | \$2,099.33        | \$28.58           | \$0.00            | \$0.00          | \$2,127.91         |
| Telephone (DAS)                     | \$200.56          | \$156.54          | \$99.25           | \$0.00          | \$456.35           |
| 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        | \$567.43          | \$1,290.52        | \$0.00            | \$0.00          | \$1,857.95         |
| Computer Services (State)           | \$4,140.60        | \$162.00          | \$73.00           | \$0.00          | \$4,375.60         |
| Other                               | \$0.00            | \$0.00            | \$100.00          | \$0.00          | \$100.00           |
| <b>Total Maintenance Cost</b>       | <b>\$9,682.68</b> | <b>\$5,652.40</b> | <b>\$1,239.54</b> | <b>\$0.00</b>   | <b>\$16,574.62</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                   | \$145.00        | \$0.00          | \$0.00          | \$0.00          | \$145.00           |
| <b>Total Equipment Cost</b> | <b>\$145.00</b> | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$145.00</b>    |

**Board Travel & Maintenance  
(520)**

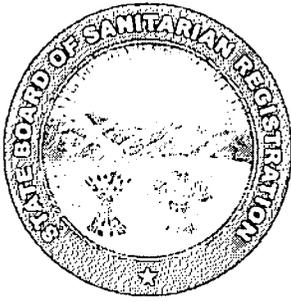
|                                  | <i>1st Qtr.</i> | <i>2nd Qtr.</i> | <i>3rd Qtr.</i> | <i>4th Qtr.</i> | <i>Grand Total</i> |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Mileage (in state)               | \$0.00          | \$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>      |

**Refunds (595)**

|  | <i>1st Qtr.</i> | <i>2nd Qtr.</i> | <i>3rd Qtr.</i> | <i>4th Qtr.</i> | <i>Grand Total</i> |
|--|-----------------|-----------------|-----------------|-----------------|--------------------|
|  | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00             |

|                                     | <i>1st Qtr.</i> | <i>2nd Qtr.</i> | <i>3rd Qtr.</i> | <i>4th Qtr.</i> | <i>Grand Total</i> |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| <b>Total Operational Costs</b>      | \$40,630.45     | \$27,459.62     | \$11,233.40     | \$0.00          | \$79,323.47        |
| <b>Total Encumbered Funds Spent</b> | \$9,859.42      | \$2,940.90      | \$0.00          | \$0.00          | \$12,800.32        |
| <b>Remaining FY08 Budget</b>        |                 |                 |                 |                 | \$59,227.53        |

As of January 31, 2008 215 of 365 days in FY08 have lapsed.  
As of January 31, 2008 59% of FY08 has lapsed.



## State of Ohio

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

Date: March 12, 2008  
To: Sanitarian Registration Board Members  
From: Rick Setty, Chairperson  
Re: Complaint 2007-C-02

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### Complaint Summary:

The Board received a complaint from a public health department alleging that a supervising sanitarian practiced environmental health without a required sanitarian registration. The sanitarian in question allowed her registration to lapse for a period of three months while she continued in a supervisory capacity. Her registration was reinstated.

### Recommendation/Violation:

It is my recommendation that the Board issue a notice of opportunity for hearing for violation of the following provisions of the laws and rules governing the practice of environmental health:

#### Violation 1:

ORC 4736.15, which state in part, "No person except a registered sanitarian shall use the title "registered sanitarian" or the abbreviation "R.S" after his name or represent himself as a registered sanitarian."

Said registrant violated Section 4736.15 of the ORC by utilizing the abbreviation "R.S." and title of "registered sanitarian" when she was not registered with this Board.

#### Violation 2:

ORC 4736.15, which state in part, "No person except a registered sanitarian shall use the title "registered sanitarian" or the abbreviation "R.S" after his name or represent himself as a registered sanitarian."

ORC 4736.01(E) which 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."

OAC 4736-1-01(B), which states, "'Administration` means conducting activities such as, but not limited to, supervision, direction, enforcement, planning, monitoring and evaluation of environmental health programs, specified in division (E) of section 4736.01 of the Revised Code, when those duties comprise more than fifty percent of the designated duties of a position."

Said registrant violated Section 4736.15 of the ORC by holding herself out as a registered sanitarian.

Said registrant violated Section 4736.01(E) of the ORC and rule 4736-1-01(B) of the OAC by supervising a staff of environmental health professionals and functioning as supervising sanitarian for more than 50% of her daily job duties.



**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*

March 17, 2008

Gail Livecchia  
29 Brookside Lane  
Mount Arlington, NJ 07856

Dear Ms. Livecchia:

This letter is in response to your correspondence regarding applicable continuing education activities.

The Board reviewed the information presented at their March 12, 2008. If you wish to use any of these courses for continuing education credit, you must apply once the course is complete via the CE 2 process.

You can access a CE 2 form on the Board website at <http://sanitarian.ohio.gov>. As part of the application process, you must submit an agenda/itinerary/syllabus for the course, certificate of completion or grade slip demonstrating successful completion, and any other relevant information along with a completed CE 2 form.

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,

A handwritten signature in black ink, appearing to read "Stephanie K. Youst".

**Stephanie K. Youst**  
Executive Secretary

To Whom It May Concern:

Below are some courses offered by my local community college. I wondered if any of them, particularly the hospitality courses, would be acceptable for my continuing education credits.

I went through the catalog at our local community college, and selected the courses below because they were things that I encountered as a sanitarian. I am particularly interested in the food service courses. While I am familiar with the procedures as taught to me from the point of view of enforcement, I think it would be VERY beneficial to take the courses as presented to operators. I am also interested in the equipment portion of these courses. I don't know how to take apart a beverage machine, or operate the equipment, and I've never worked in a commercial kitchen. Hence, I think this experience is invaluable. I am also interested in the tourism course. Tourism is important in Ohio. Fewer than 22% of the Amish farm in Holmes County. The economy has become tourist dependent, and most of the businesses are women, many of whom operate without the Health Department license. Providing tourist meals is big business. I went to Lancaster, PA this fall with a group, and I have no doubt that the home in which we ate was not licensed. Tourism also causes strains on the infrastructure in terms of services, and creates new businesses which may or may not become a health department interest. My MS is in Community Development, so I tend to look at many of the health department issues from this perspective. Few communities remain static as the job market changes, and community changes ultimately affect the health departments. Tourism brings food services. Industry can bring environmental concerns, and it is important to have the skills necessary to work effectively in a community.

Last year, I took a hazardous materials course offered in the fire science program, and found it very interesting. Hence, I wondered if some of their other courses would be acceptable. I've never worked with any of the equipment, including breathing apparatus. And, I'd like to know more about building codes, and how to read blueprints.

I included some computer courses because I always designed my own databases. I created databases in Access to track nuisances, including issuing notices. I was able to keep track of both properties and owners. I also designed one for food service license management. But, I taught myself how to use Access, so I lack formal training. But, the databases meant that information could be easily retrieved. Most health departments do not have the budget to hire professionals to design databases, and pre-packaged software is not always compatible or available. It has also been my experience that smaller departments do not have the budget to hire someone to maintain their webpage, even if they did hire someone to set it up. In the borough in which I currently reside, someone was hired several years ago, and the page has not been updated since. The engineering reports stop at 2004 because no one knows how to change the information.

Thank-you.

Gayle Ann Livecchia, MBA MPA MS RS

29 Brookside Ln

Mount Arlington, NJ 07856

[gayle.ann.livecchia@us.army.mil](mailto:gayle.ann.livecchia@us.army.mil)

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JAN 17 2008

Sanitarian  
Registration Board

Course Code: HOS 110

Course Name: Dining Room Service

Credits: 4

Lecture Hours: 3

Lab Hours: 2

Fee: \$60

**Description:** Introductory training in restaurant service. Students will learn the techniques needed to work and succeed in a professional dining environment. The tableside preparation of shrimp scampi, steak au poivre, cherries jubilee, crepes suzette, and flaming coffees will be covered. The proper method and techniques to open and serve wines and liqueurs will also be discussed. Students will serve at CCM catered events as the Dining Room and Maitre d' Hotel staff. National Restaurant Association Professional Management Certificate Course

**Course Code: HOS 115**

**Course Name: Food Production and Management I**

**Credits: 4**

**Lecture Hours: 3**

**Lab Hours: 3**

**Fee: \$60**

**Description:** A uniform is required for laboratory classes. Approx. cost \$50. Introductory Culinary Arts class. Sanitation, safety, equipment, nutrition, diet, and kitchen management will be discussed.. Participation in three catered events for CCM will give students practical as well as exciting kitchen experience.

**Course Code: HOS 118**

**Course Name: Introduction to the Hospitality Industry**

**Credits: 3**

**Lecture Hours: 3**

**Lab Hours: 0**

**Fee:**

**Description:** A survey course of the hospitality industry which provides students with an overview of the role of management within the profession. Fundamentals of lodging management including luxury, convention, all-suite, gaming, and resort hotels, and food service management including restaurants, catering, and institutional and business food service are studied. In addition, travel and tourism, recreation and leisure management (theme parks, clubs, and public parks), meeting and event sales, planning, and management, senior living services, and support infrastructure, as the balance of the seven areas which comprise the main business segments of the hospitality industry are studied. Basic concepts of ownership, franchising, management, human resources, marketing, cost control, facilities management, service, and career opportunities are examined.

**Course Code: HOS 120**

**Course Name: Hotel/Hospitality Management**

**Credits: 3**

**Lecture Hours: 3**

**Lab Hours: 0**

**Fee:**

**Description:** This course provides the hospitality management students with strong conceptual management underpinnings while addressing the unique requirements of hospitality majors. The course combines discussions of management theory and practice with information directly relevant to the hospitality profession. Students are acquainted with the hospitality manager's responsibility for productivity, labor relations, financial management, legal aspects, and business ethics. National Restaurant Association Professional Management Certificate Course  
**Course Code: HOS 124**

**Course Name: Food and Beverage Purchasing and Receiving**

**Credits: 4**

**Lecture Hours: 3**

**Lab Hours: 2**

**Fee: \$60**

**Description:** Using Internet technology and practical laboratory experience, students will gain a basic introduction to the concepts of selection and procurement in the hospitality industry. Special emphasis will be given to food cost, ingredients, preparation, and the serving of foods in a hospitality operation. In addition, the processes of inventory, requisition, ordering, receiving, and issuing will be studied in detail as students perform the functions in the purchasing lab and teaching kitchen areas. Students will also design their own theoretical restaurant over the course of the semester in order to understand the importance of food cost in daily operations. Every aspect from menu selection, to china, crystal, and dining room décor will be investigated and determined by the student. National Restaurant Association Professional Management Certificate Course

**Course Code: HOS 209**

**Course Name: Food Service Sanitation, Safety and Regulatory Issues**

**Credits: 3**

**Lecture Hours: 3**

**Lab Hours: 0**

**Fee:**

**Description:** This course provides students with an in-depth study of food microbiology, significant food-borne diseases, environmental health, sanitary codes enforced by regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. This course includes the National Restaurant Association Educational Foundation Certification, and the New Jersey State Department of Health Food Service Managers Sanitation Course Exam. National Restaurant Association Professional Management Certificate Course

**Course Code: HOS 215**

**Course Name: Food and Beverage Service Management**

**Credits: 3**

**Lecture Hours: 3**

**Lab Hours: 0**

**Fee:**

**Description:** A comprehensive study of food and beverage managerial principles, with an emphasis on alcoholic beverages. The manufacture, distribution, control procedures, legal aspects, integrity issues, and the responsible service of alcoholic beverages are studied. An integral part of the course is the Training Intervention Procedures for Servers of Alcohol Certification Seminar in which each student participates. Students gain product knowledge of distilled spirits, wines, and beers, including an examination of contemporary non-alcoholic beverage alternatives. Students will participate in CCM catered events by providing beverage service as a practical application of their studies.

**Course Code: HOS 232**

**Course Name: Principles of Travel and Tourism**

**Credits: 3**

**Lecture Hours: 3**

**Lab Hours: 0**

**Fee:**

**Description:** Principles of travel and tourism offer hospitality management majors, other students, and aspiring travel and tourism professionals a comprehensive overview of the principles, practices, and philosophies of this interdisciplinary segment of the hospitality industry. Major concepts, including the economics, history, career opportunities, global perspective, worldwide organizations, modes of travel and related services, providers, and destination pursuits are studied.

**Course Code: CMP 120**

**Course Name: Foundations of Information Security**

**Credits: 3**

**Lecture Hours: 3**

**Lab Hours: 0**

**Fee: \$40**

**Description:** This course provides a principled introduction to the field of information security. History, characteristics, and models of information and computer security will be explored. Topics such as risk management, logical and physical security, continuity, cryptography, and architecture will be discussed. The CISSP knowledge domains are incorporated into the course content affording the student reinforcement and mastery of information security terminology and concepts.

**Course Code: CMP 205****Course Name: Computer Database Programming (MS Access)****Credits: 3****Lecture Hours: 3****Lab Hours: 1****Fee: \$40**

**Description:** This course is designed to develop skill in the use of a leading DBMS (database management system). Topics include the design and maintenance of relational databases and their objects (tables, queries, forms, and reports). Also covered is the use of macros to implement procedures. The last third of the course is devoted to teaching the basic skills of the VBA (Visual Basic for Applications) programming language and the application of this code to a "user-friendly" interface.

**Course Code: CMP 239****Course Name: The Internet and Web Page Design****Credits: 3****Lecture Hours: 3****Lab Hours: 1****Fee: \$40**

**Description:** This course is an in-depth study of the Internet and its various services that allows students to gain an understanding of the necessity of the Internet in today's society. Students will create their own World Wide Web home page using strict Hypertext Markup Language. XHTML and other current specifications will also be included and discussed.

**Course Code: CMP 244****Course Name: Web Design II****Credits: 3****Lecture Hours: 3****Lab Hours: 1****Fee: \$40**

**Description:** This course is a continuation of The Internet and Web Design with an emphasis on more advanced concepts and techniques. Topics include Cascading Style Sheets, forms, CGI, the DOM, JavaScript, and other DHTML methodologies. For their final project, students will build a website using these techniques.

**Course Code: FST 101****Course Name: Introduction to Fire Science****Credits: 3****Lecture Hours: 3****Lab Hours: 0****Fee:**

**Description:** This class is considered to be the foundation course for all students of fire science technology. Students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility including emergency incident management, public education, training, resource management, and customer service. Students who have completed their Fire Fighter 1 will receive credit for this course.

**Course Code: FST 107****Course Name: Fire Apparatus, Specifications, Inspections and Maintenance****Credits: 3****Lecture Hours: 3****Lab Hours: 0****Fee:**

**Description:** This course covers the principles of care, maintenance, and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Also includes driving, troubleshooting, and producing effective fire streams.

**Course Code: FST 204****Course Name: Fire Protection, Building Construction****Credits: 3****Lecture Hours: 3****Lab Hours: 0****Fee:**

**Description:** This course introduces basic construction principles and the special characteristics of wood and ordinary construction as they concern the fire service. Primary emphasis is on improving the fire officer's ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards relating to building construction. Course material enables the fire officer to better predict the overall reaction of a building to fire conditions.

**Course Code: FST 102****Course Name: Fire Prevention and Related Codes****Credits: 3****Lecture Hours: 3****Lab Hours: 0****Fee:**

**Description:** This course provides students with basic knowledge of federal, state, and local codes related to building construction, fire and life safety requirements, and other codes. Includes New Jersey state fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire protection and life safety are examined. Students who have completed their Fire Fighter 1 will receive credit for this course.

**Course Code: FST 106****Course Name: Fire Protection Systems****Credits: 3****Lecture Hours: 3****Lab Hours: 0****Fee:**

**Description:** A study of the nature of public and private fire protection with an emphasis on analysis of systems of fire detection, fire alarm, fire communications, water distribution networks, fire service, hydraulics, and fire suppression.



**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*

March 17, 2008

Pamela Allen, Chief  
Ohio Environmental Protection Agency  
Division of Solid and Infectious Waste Management  
50 West Town Street, Suite 700  
Columbus, Ohio 43215

Dear Ms. Allen:

This letter is in response to your correspondence regarding the environmental manager vacancy within the Ohio EPA.

Rule 4736-1-01(B) of the Ohio Administrative Code states, "Administration means conducting activities such as, but not limited to, supervision, direction, enforcement, planning, monitoring and evaluation of environmental health programs, specified in division (E) of section 4736.01 of the Revised Code, when those duties comprise more than fifty percent of the designated duties of a position." From the position description provided, it appears that the person filling the vacancy would be engaging in the practice of environmental health 50% or less which does not require registration.

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,

A handwritten signature in black ink, appearing to read "Stephanie K. Youst".

**Stephanie K. Youst**  
Executive Secretary



State of Ohio Environmental Protection Agency

STREET ADDRESS:

azarus Government Center  
50 W. Town St., Suite 700  
Columbus, Ohio 43215

TELE: (614) 644-3020 FAX: (614) 644-3184  
www.epa.state.oh.us

MAILING ADDRESS:

P.O. Box 1049  
Columbus, OH 43216-1049

January 18, 2008

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

Attn: Stephanie Youst, Executive Secretary

Dear Board Members:

Ohio EPA is in the process of filling an Environmental Manager vacancy in our Southwest District Office. Some of the responsibilities of this position would include administering or enforcing R.C. Chapter 3734. as it pertains to solid waste. Based on Ohio EPA's understanding of the sanitarian registration requirements and guidance the Board has given the Agency in the past, Ohio EPA does not believe this position would be subject to the sanitarian registration requirements. However, I wanted to get your concurrence. While I believe the position description is self-explanatory, I think it's important to point out that this employee would be shared equally between the Divisions of Solid and Infectious Waste Management and Hazardous Waste Management. Because the Agency is interested in posting this position quickly, your timely response would be appreciated.

I would be happy to discuss this matter further at your convenience.

Sincerely,

Pamela S. Allen, Chief  
Division of Solid and Infectious Waste Management

Attachments

cc: Mike Savage, DHWM  
Tom Wintson/Jeff Hines, SWDO

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JAN 23 2008  
Sanitarian  
Registration Board

Ted Strickland, Governor  
Lee Fisher, Lieutenant Governor  
Chris Korleski, Director



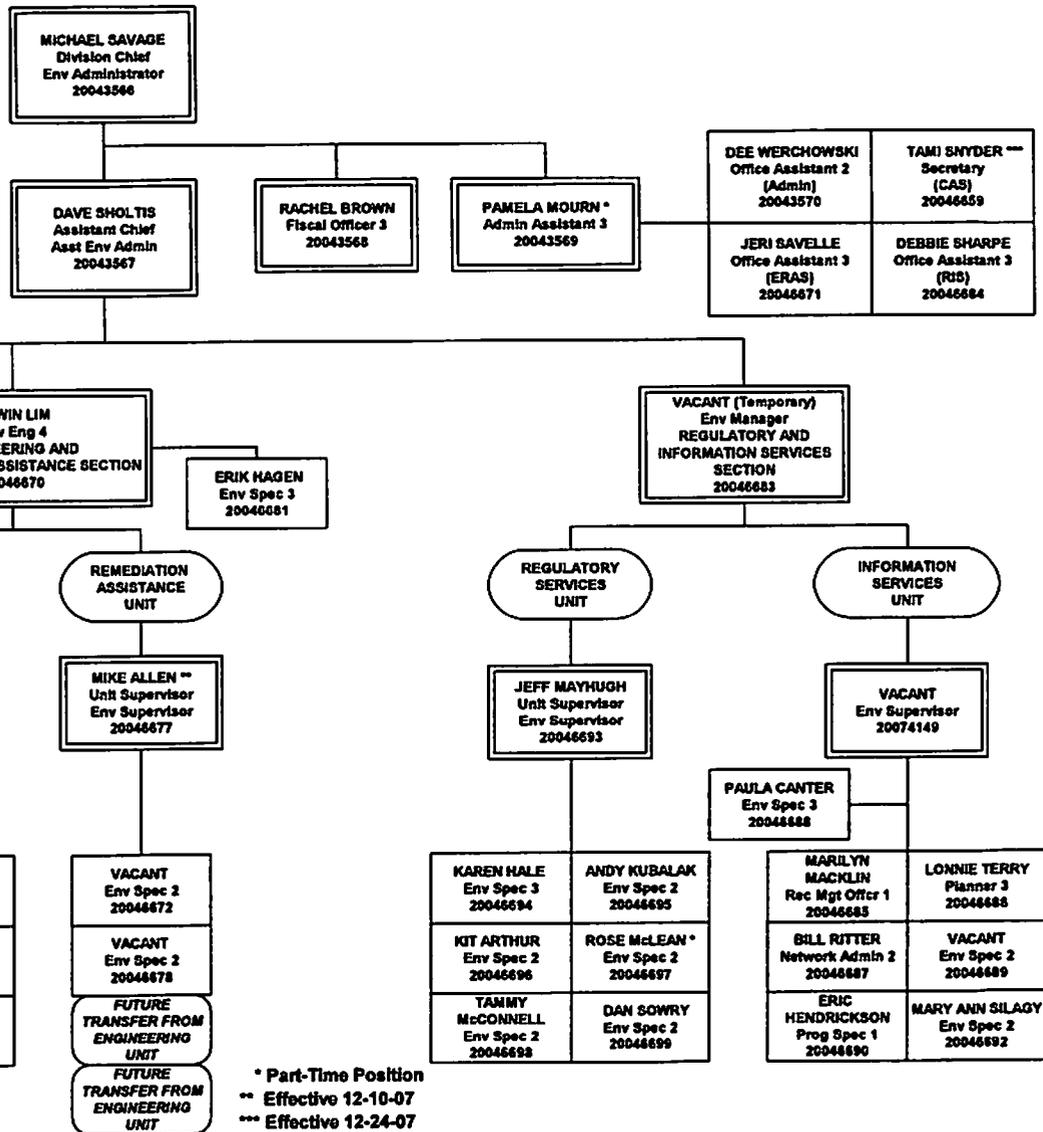
|                                 |                                   |                    |
|---------------------------------|-----------------------------------|--------------------|
| POSITION CONTROL NUMBER 80400.0 | CLASS TITLE Environmental Manager | CLASS NUMBER 85866 |
|---------------------------------|-----------------------------------|--------------------|

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

|    | Job Duties In Order of Importance   | Minimum Acceptable Characteristics |
|----|---|------------------------------------|
| 10 | Provides technical assistance to consultants, government officials, industry, and citizens on state and Federal hazardous waste regulations, treatment and disposal options, and pollution prevention concepts, benefits, opportunities, and resources, and state solid waste regulations. Represents the Agency in state and regional conferences, seminars, hearings and public meetings dealing with hazardous, solid or infectious waste issues. Prepares and makes speeches and/or presentations before local, state, or regional groups. Maintains positive and productive working relationship with local health departments in the District on behalf of the solid waste program. | Same as above.                     |
| 5  | Performs other duties as required.  |                                    |

|  |  |                              |
|--|--|------------------------------|
| List Position Numbers and Class Titles of Positions directly supervised. |  | DATE<br><br>January 18, 2008 |
|--|--|------------------------------|

**Table of Organization  
Division of Hazardous Waste Management  
December 7, 2007**



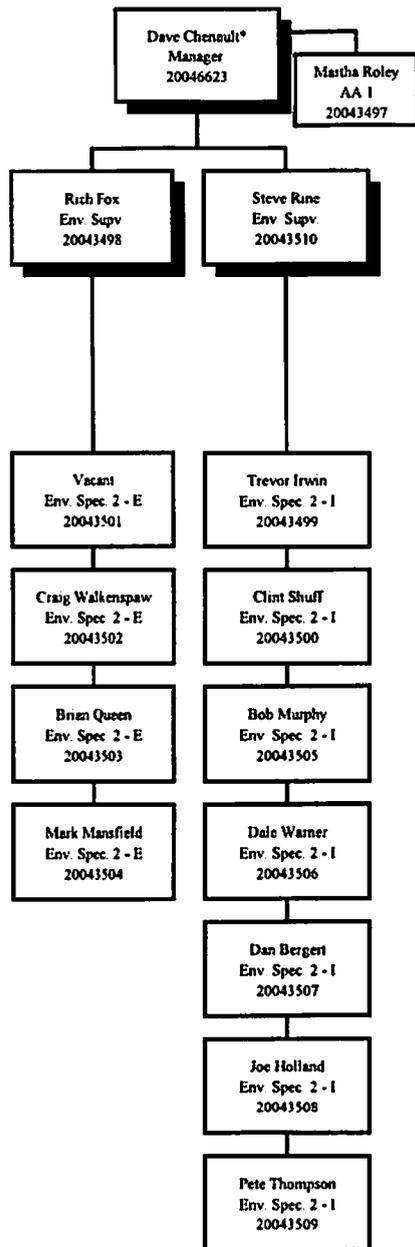
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\*\* Effective 12-10-07  
\*\*\* Effective 12-24-07



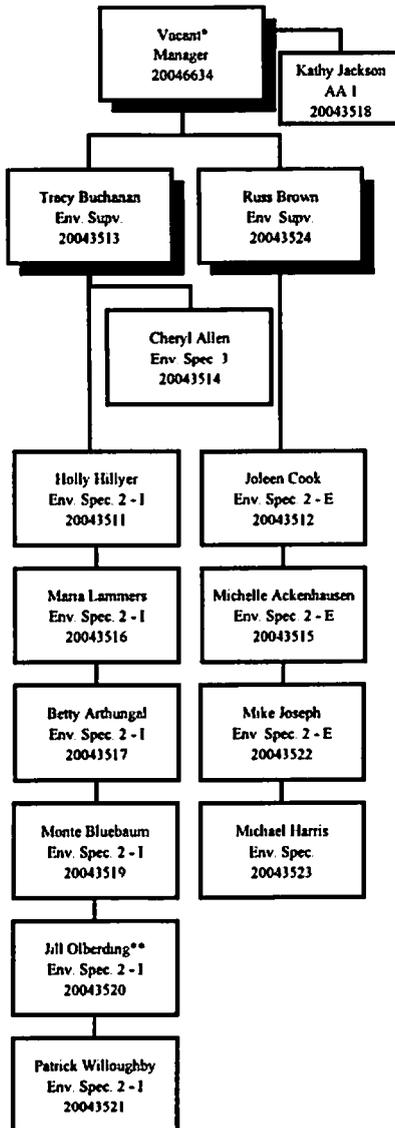
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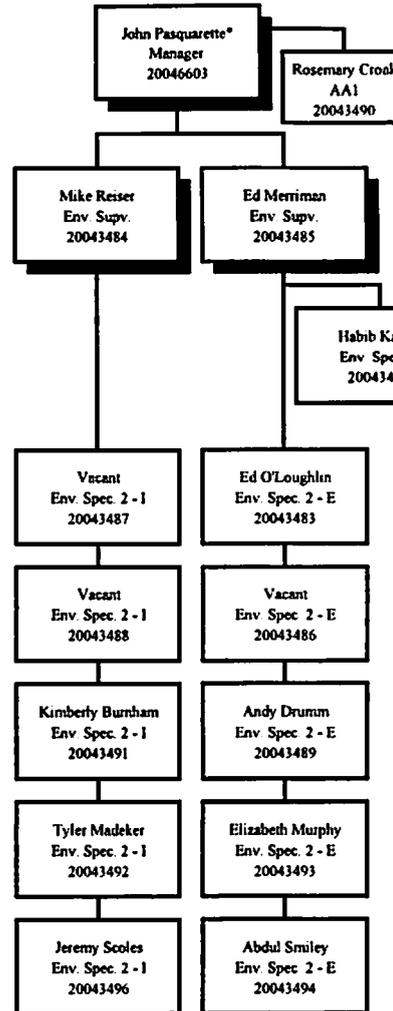
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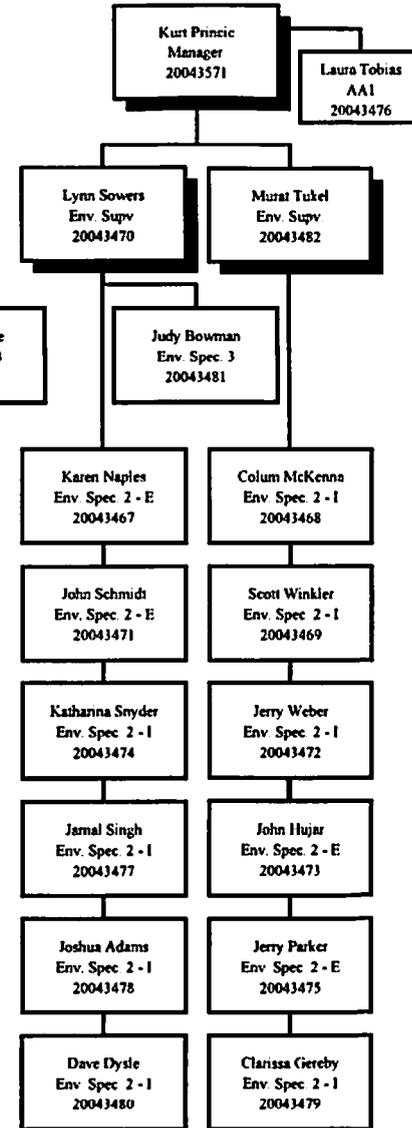
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**Northwest District**

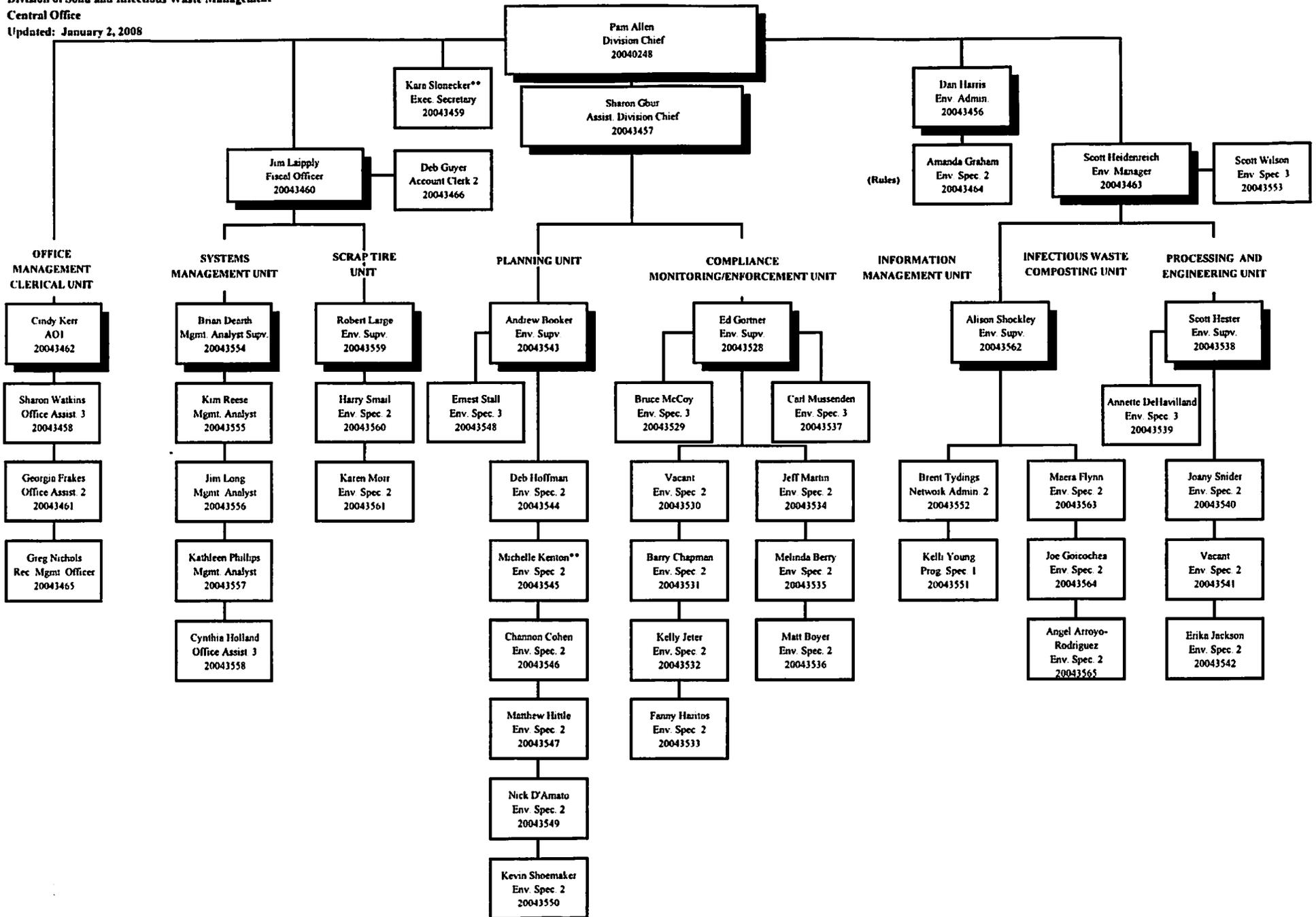


**Northeast District**



\*Shared with DIHWM  
 \*\* part-time permanent

Division of Solid and Infectious Waste Management  
 Central Office  
 Updated: January 2, 2008



\*\* Part-time Permanent  
 Note: 2 extra FTEs funded but not shown