



State of Nevada  
**Board of Environmental Health Specialists**

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**MINUTES OF PUBLIC MEETING**  
**July 18, 2022**

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Members Present: Brian Northam, Drew Skeen, James Barnes  
Members Absent: Amber English, Teresa Hayes  
Staff Present: Loretta Ponton, Executive Director  
Henna Rasul, Sr. Deputy Attorney General  
Public Present: Paul Cohen, Herbert Sequera, Derek Entz, Jason Banales

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Chair Northam called the meeting to order at 10:00 a.m. A voice roll call confirmed a quorum was present.

**Public Comment:** There were no comments.

**Approval of the Minutes:** Chair Northam asked if there were any corrections or revisions to the meeting minutes of February 28, 2022. Hearing none, called for a motion.

Drew Skeen made the motion, seconded by Jim Barnes to approve the minutes of February 28, 2022. The motion passed.

**Request for Waiver / Extension of CE Requirements:** Chair Northam recused himself due to potential conflict and turned the meeting over to Drew Skeen to preside.

Mr. Skeen requested Ms. Ponton summarize the request by Herbert Sequera, REHS.

Ms. Ponton stated Mr. Sequera, REHS registration #262, was selected for random audit of continuing education for the period January 1, 2020, through December 31, 2021. Mr. Sequera documented 19.5 hours and has submitted a request for waiver or consideration of approval of alternative continuing education completed outside the audit period for the remaining 4.5 hours.

Pursuant to NAC 625A, LCB File No. R075-19 Section 11, the Board may waive all or part of the CE requirements or extend the deadline for completion of CE's.

Ms. Ponton stated Mr. Sequera has been registered since 2006 with no issues.

After discussion of the request and background information and explanation provided by Mr. Sequera, Drew Skeen called for a motion.

Jim Barnes made the motion to approve the request and accept the alternative CE of 4.5 hours in HAZWOPPER training to meet the 2021 CE requirements; the course may not be used for CE

credit for the next renewal period. Drew Skeen seconded the motion. The motion passed with Brian Northam abstaining.

Drew Skeen turned the meeting back to Chair Northam

**Request for Approval of Prior Work History:** Chair Northam stated he has reviewed the request by Mr. Derek Entz and asked Mr. Entz to summarize his qualifications and work history.

Mr. Entz stated he is currently employed by the Cannabis Compliance Board and was previously employed with the Nevada Department of Agriculture. Mr. Entz summarized his qualifications and work in environmental health both currently and in his position with the Department of Agriculture.

Mr. Jason Banales, REHS and Mr. Entz direct supervisor commended Mr. Entz and supported the request for credit for prior experience.

Members were in concurrence that Mr. Entz prior training and experience qualifies for credit toward the two-year training requirement. Chair Northam called for a motion.

Drew Skeen made the motion to approve credit for prior training and experience toward the two-year training requirement. The motion was seconded by Brian Northam. The motion passed.

**Registrations:** Chair Northam asked if there were any comments or questions on the registrations issued by staff. Hearing none called for a motion.

Brian Northam made the motion, seconded by Jim Barnes to ratify the registrations issued by staff as listed. The motion passed.

**Executive Director's Report:** Chair Northam called upon Ms. Ponton. Ms. Ponton directed the members to the written report and provided a summary of registration statistics. Ms. Ponton stated there are 266 current registrants an increase of thirteen (13) new registrants from the previous year.

CE Audit - Ms. Ponton reported two individuals have not responded to the audit of continuing education. Letters have been sent and formal complaints will be issued upon receipt of verification of delivery.

Ms. Ponton reported on the status of codification of regulation R075-19 and Board office activities which included the conversion of historical registration applications and information to electronic format and updating manual records.

FY 2022 4<sup>th</sup> Quarter Financial Statements, Ending June 30, 2022 - Ms. Ponton reported revenue from registration fees totals \$34,912.50; expenses total \$29,080.56 for a net gain of \$5,835.94 due primarily to increased applicants, the fee increase that went into effect in May and expenses lower than budget. Cash available is \$44,101.63.

Ms. Ponton stated she will submit the State Balance Sheet Report to the Legislative Counsel Bureau and State Budget Division reflecting the provided financial statements and information.

Chair Northam called for a motion.

Jim Barnes made the motion, seconded by Drew Skeen to approve the Executive Director's Report and Financial Statements as presented. The motion passed.

**Proposal for Data System and Website:** Chair Northam called upon Ms. Ponton.

Ms. Ponton stated a Request for Quotes was issued for a regulatory data system and website development/hosting; explaining the software as a service (SaS) is the industry standard for regulatory systems eliminating hard copy and manual handling of regulatory licensing/registration processes. Three vendors were solicited, only one proposal was received from Albertson Consulting, Big Picture Software who also has contracts with other Nevada regulatory boards.

Ms. Ponton explained the current system of manual spreadsheets, on-line renewal process and hard copy processing of applications.

Ms. Ponton stated that moving to an on-line database is more secure and allows retention of individual registrant files with upload of documentation; enhanced reporting for required regulatory reports, off-site access from any location, and registrant access to update information and printing of their registrations.

Albertson Consulting proposed a database with three options ranging from on-line renewals only, on-line renewals and website, and full automation of on-line applications, renewals and website development and hosting.

After discussion, there was consensus there is a need for a regulatory data system; however, Chair Northam felt the full Board should be present to make a decision.

Chair Northam tabled the proposal for consideration at the October 17, 2022 meeting.

**Fiscal Year 2023 Budget** – Chair Northam asked Ms. Ponton to present.

Ms. Ponton reviewed the proposed FY 2023 Budget with a recommendation the Board consider approving the budget with no data system options. The Budget can be revised after a decision on the data system options to incorporate any costs associated with that item.

Chair Northam called for a motion.

Jim Barnes made the motion, seconded by Drew Skeen to approve the FY 2023 budget as presented with no data system options. The motion passed.

**Report by Deputy Attorney General:** Henna Rasul stated she had no report.

**Report by Board Chair and Members** – Chair Northam asked members if they had any comments or future agenda items.

Ms. Ponton presented proposed meeting dates for calendar year 2023.

**Public Comment:** Chair Northam asked if there were any public comments. There were no public comments.

**Adjournment:** Chair Northam adjourned the meeting at 10:55 a.m.