



State of Nevada

## Board of Registered Environmental Health Specialists

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### MINUTES OF PUBLIC MEETING August 19, 2015

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Members Present: Tony Macaluso, Larry Law, Bob Stulac, Anna Thornley, Drew Skeen  
Members Absent: None  
Staff Present: Kris Schamaun, Henna Rasul, Senior Deputy Attorney General  
Public Present: Loretta Ponton

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The meeting was called to order at 9:02 a.m. by Tony Macaluso, Chair. A roll call confirmed a quorum was present with Tony Macaluso, Bob Stulac and Anna Thornley present in Reno and Larry Law and Drew Skeen present in Las Vegas. Larry Law confirmed the meeting was being recorded.

**Public Comment:** No public comment was heard at this time.

**Approval of the Minutes:** A motion was made and seconded to approve the minutes of the meeting of July 15, 2015. The motion passed.

**Application for Registration:** Larry Law stated he had reviewed the application submitted by Brandon Gibb for a EHS trainee registration and recommended approval. A motion was made and seconded to approve the application of Brandon Gibb for an environmental health specialist trainee registration. The motion passed unanimously.

**CEU Exemption Requests:** Tony Macaluso stated this item would be tabled until the next meeting.

**Environmental Health Professional Career Award:** Tony Macaluso stated that after consultation with legal counsel, it was not within the legal authority of the Board to approve and issue an award to a professional who is regulated by the Board. Discussion was heard regarding the history and intent of the Career Award with agreement that the individual nominated well deserved recognition by the profession for her outstanding contributions. Tony Macaluso stated references to the Career Award would be removed from the website.

**Executive Director Services:** Tony Macaluso stated the Board has received a proposal from Lorylynn Ltd. to provide Executive Director Services for the Board and confirmed that a formal Solicitation was issued in accordance with state requirements. Tony Macaluso introduced Loretta Ponton representing Lorylynn Ltd. Loretta Ponton summarized her proposal and qualifications as an Executive Director, stating the services are proposed at a fixed cost of \$1,650

per month for an annual cost of \$19,800. The proposal includes providing a physical location co-located with the Board of Occupational Therapy in Reno, Nevada at a cost of \$50.00 per month for shared expenses such as public access, miscellaneous supplies, internet access, fax, copier, office furniture and access to conference room with teleconference capabilities.

Loretta Ponton stated that as part of the research for the proposal, she identified that the current fees charged by the Board are not at the maximum levels authorized by law and provided a proposed fee schedule to increase the Board's fees which would generate additional funds to support the Board's administrative functions.

Discussion was heard regarding the proposed fee schedule and estimated annual budget included in the proposal, with Ms. Ponton responding to questions raised by the members.

A motion was made and seconded to award a contract for Executive Director Services to Lorylynn Ltd. as proposed. The motion passed unanimously.

**Attorney General:** Tony Macaluso stated that the Board should have legal representation at their Board meetings to ensure the Board is compliance with the open meeting law and other state requirements. A motion was made and seconded to have legal counsel from the Attorney General's office attend Board meetings. The motion passed.

**REHS Fees:** Tony Macaluso asked for a motion to raise fees as discussed. A motion was made and seconded to raise the application fee to \$250 and the annual renewal fee to \$100. The motion passed unanimously.

**Office Move:** Tony Macaluso stated this item was previously approved in the Proposal for Executive Director services.

**Office Equipment and Supplies:** Tony Macaluso stated this item is not necessary based upon the approval of the Proposal. Discussion was heard regarding the need for a dedicated telephone or cell phone for the office. A motion was made and seconded to authorize the purchase of a cell phone and service if necessary. The motion passed.

**Webmaster:** Tony Macaluso stated this item is included in the proposal and therefore is not necessary.

**Secretary's Report:** Larry Law stated he does not have a current financial report and asked Kris Schamaun to report the status of the Board bank account. Ms. Schamaun stated there is approximately \$33,000 in the Bank of America checking account but she did not have an exact accounting.

**Next Meeting:** The next meeting of the Board was set for November 17, 2015 by teleconference from 10:00 a.m. to 12:00 p.m., with public access at the Board's new administrative office in Reno.

**Public Comment:** There was no further public comment.

The meeting adjourned at 12:05 p.m.