



State of Nevada
Board of Environmental Health Specialists

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MINUTES OF PUBLIC MEETING
October 26, 2022

Members Present: Brian Northam, Drew Skeen, James Barnes, Amber English, Teresa Hayes
Members Absent: None
Staff Present: Loretta Ponton, Executive Director
Harry Ward, Deputy Attorney General
Public Present: Wes Rubio, Jessica Gearhart

Chair Northam called the meeting to order at 11:01 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 July 18, 2022. Hearing none, called for a motion.

Jim Barnes made the motion, seconded by Brian Northam to approve the minutes of July 16, 2022. The motion passed.

Consideration of Practice Without Appropriate Registration, Application for Registration: Amber English recused herself from this item.

Chair Northam asked if members had reviewed the documentation provided and asked if there were any comments from the Board. Hearing none, called upon Ms. Gearhart and Mr. Rubio to provide any additional information on the circumstances leading up to the incident.

After discussion of the request and background information and explanation provided by Mr. Rubio and Ms. Gearhart, Chair Northam stated he felt this was an isolated incident and that there was no intent to violate the requirements for registration. Chair Northam called for a motion. Chair Northam made the motion, seconded by Teresa Hayes to approve Ms. Gearhart's application for registration, retro-active to February 3, 2022. The motion passed.

Proposal for Regulatory Data System & Website: Chair Northam stated this item was tabled from the last meeting so that the full Board could consider the proposal.

Chair Northam stated that there was consensus during the previous meeting on the need for a regulatory database and asked if there were any questions. Ms. Ponton summarized the proposal and made a recommendation for Option 2, on-line renewals and website as that is where most

registration activities occur; new applications could be added later if needed. Teresa Hayes asked for clarification of costs with the 3 options. Ms. Ponton explained the budget comparison table reflects full year costs for comparison purposes; a contract would be executed and the actual expenses for this fiscal year would begin upon implementation of the program which would most likely be 3-6 months.

Hearing no further questions or discussion, Chair Northam called for a motion.

Brian Northam made the motion, seconded by Amber English to approve a contract with Albertson Consulting Inc. for a regulatory database and new website under Option 2. The motion passed.

Revised Budget: Chair Northam requested Ms. Ponton to explain. Ms. Ponton stated the current approved budget does not include authority for the regulatory data system; based upon the approval of the system, it is requested the FY 23 Budget be augmented by \$1,500 for implementation costs of the system.

Chair Northam called for a motion. Amber English made the motion, seconded by Jim Barnes to approve an amount of \$1,500 for the database and website line item for the FY 2023 Budget. 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 Teresa Hayes 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 noting the increase in new registrations.

Ms. Ponton reported all individuals have responded to the audit of continuing education and the audit has been closed.

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 2023 1st Quarter Financial Statements, Ending September 30, 2022 - Ms. Ponton reported new registration are at 51.3% of budget and all expenses are within budget at 24.7%. Cash available is \$42,230.

Most of the renewal revenue will be received in the second quarter with 157 registrants due to renew.

Chair Northam called for a motion.

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

Report by Deputy Attorney General: Harry Ward, DAG stated he had nothing 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, which would move the meetings to Thursday at 11:00 a.m. The next meeting will be held on January 29, 2023.

There was consensus on the proposed meeting date changes.

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

Adjournment: Chair Northam adjourned the meeting at 11:31 a.m.