

# **BOARD OF ENVIRONMENTAL HEALTH SPECIALISTS**

## **ANNUAL REPORT**

**July 2017 – June 2018**

The State Board of Environmental Health Specialists (the “Board”) operates under the provisions of Title 21 of the Health Occupations Article of the Annotated Code of Maryland. The Board is the licensing authority of Environmental health specialists in the State of Maryland. The Board is mandated to protect the public by regulating the practice of environmental health work in Maryland, by licensing qualified environmental health specialists, establishing fees, maintaining a current roster of all licensees, administering licensing examinations, enforcing current statutes and regulations, adopting new regulations to carry out provisions of the Title, suggesting new changes to the Title to keep abreast of trends and practice issues, adopting standards of practice for environmental health work, verifying credentials, issuing licenses, establishing requirements for and verifying completion of continuing education, investigating complaints based on alleged violations of regulations and statutes, formal and informal disciplining of licensees, creating committees as deemed appropriate to advise the Board. The program is 100 percent special funded. The fund is supported exclusively by revenues generated by licensing fees. The Board consist of 9 members appointed by the Governor with the advice of the Secretary and the advice and consent of Senate. Seven members of the Board are licensed environmental health specialists and two members represent the public.

### **BOARD MEMBERS:**

Bert Nixon, EHS, Board Chair  
Linda Rudie, EHS, Board Vice Chair  
Veronica Moore, EHS, Board Secretary  
Naomi Howell, EHS  
Amy Parrish, EHS  
Ann Rose, EHS  
Erin Kelly, EHS  
Jasen Lau, Public Member  
Bruce Bowman, Public Member

### **STAFF:**

James T. Merrow, Acting Executive Director  
Donna Zickefoose, Administrative Officer  
Katherine Giblin, Board Counsel

The Board’s staff is responsible for the day-to-day activities of the Board and the coordination of administrative activities with other government agencies. In addition to the above staff, the Board shares its financial, information technology and investigative staff with other Health Occupation Boards under the Maryland Department of Health.

**BOARD MEETINGS:**

The Board conducts bi-monthly public meetings on the first Wednesday every other month throughout the year. The dates, times, and place of the meetings are posted on the Board’s website.

**MISSION:**

The Mission of the Board of Environmental Health Specialists is to protect the citizens of Maryland and to promote quality public health care by licensing environmental health specialists, setting standards through their practice regulations, legislation, and receiving and resolving complaints from the public.

**REVENUE REPORT: - Special Fund (F.Y. 2018)**

<u>Category of Fees</u>	<u>Fee</u>	<u>Revenue</u>
Application Processing Fee	\$ 100.00	\$ 13,700.00
Certificate of Eligibility Extension Fee	50.00	750.00
Initial License Fee	75.00	2,775.00
License Renewal Fee	200.00	2,200.00
License Replacement Fee	25.00	25.00
License Reactivation Fee	500.00	1,000.00
(from Non-Renewed Status)		
License Reactivation Fee	300.00	300.00
(from Inactive Status)		
Examination Fee (Fee set by Vendor)	125.00	6,750.00
Inactive Status Fee	25.00	50.00
Seasonal Certificate Extension Fee	25.00	0.00
Returned Check Fee	25.00	50.00
License Reinstatement Fee	100.00	500.00 *
Total Revenue		\$ 28,100.00
Beginning Fund Balance		<u>23,929.00</u>
Total Revenue Available		52,029.00

\*Collected prior to changes in fee amount.

**EXPENDITURE REPORT:**

Appropriation	\$	<u>84,133.00</u>
Expenditures	\$	93,200.00
Total Revenue Available		52,029.00
Departmental Expenditure Transfer		<u>41,171.00</u>
Fund Balance		0

**STATISTICS:** Count by Status Codes (June 30, 2018)

Licensed Environmental Health Specialists	567
Individuals In-Training	80
Individuals eligible for in-training employment	148
Seasonal In-Training Certificates	26

**LEGISLATION:**

Senate Bill 0711 was signed into law requiring a health occupation board to send by first-class mail a renewal application at the request of the licensee, permit holder, certificate holder or registrant if the health occupations board chooses to send renewal notices or renewed licenses, permits, certificates, or registrations exclusively by e-mail under certain provisions of law.

**REGULATIONS:**

During the reporting period of July 1, 2017 through June 30, 2018 the Board promulgated regulations to:

1. Clarify procedures related to continuing education (CE);
2. Clarify how credit hours will be determined for approved CE;
3. Establish a process by which the Board may grant an extension of time for a licensee to complete required CE if certain requirements are met;
4. Provide that failure to obtain the required CE after being granted an extension of time means that the licensee cannot practice in the State; and
5. Provide that the licensee who fails to complete the required CE after being granted an extension of time and fails to apply for inactive status shall be considered to have a non-renewed license.

**PLAN FOR SPECIAL FUND REVUNES**

Background:

In F.Y. 2013, based on recommendations from the Department of Legislative Services (DLS) 2011 sunset review report, the legislature transferred the Board of Environmental Sanitarians from the Maryland Department of the Environment (MDE) to the Maryland Department of Health (MDH) and renamed the Board as the Board of Environmental Health Specialists. At that time the Board's fund source went from General Fund to Special Fund. The funding change was made in spite of the recommendation of DLS to maintain the Board's General Fund status.

Direct Staffing:

Prior to the Board's transfer, MDE staffing consisted of 4 hours per week for administrative support and 20 hours per week for an administrative specialist's time. Under MDH, there is a loaned Executive Director and a 40 hour per week Administrative Officer.

Fund Balances are as follows:

FY 2018	\$	0
FY 2019	\$	23,929
FY 2020	\$(39,653)	

Fees, Revenues and Funding Sources:

The Board's revenue structure is that all licensees are renewed every two years. This leads to a revenue imbalance between the odd fiscal years and the even fiscal years. The Board generates more revenue in the odd fiscal years.

Currently all health occupations boards are prohibited from increasing fees or instituting additional fees. Even if the Board could increase the fees it would not be practical for this licensing base. The typical licensees are highly trained public-sector employees who earn modest salaries. Unlike other health care providers that typically work in a private practice and can adjust the revenues to make up for increased licensing fees, these licensees have little or no discretion on setting their salaries. The Board believes that a significant fee increase could result in fewer individuals entering the profession.

In F.Y. 2018, the Board requested to be moved back to general funds. It is currently under consideration.