

**Howard County Bureau of Utilities Bldg
8270 Old Montgomery Road, Columbia, Md. 21045**

APRIL 5, 2017
OPEN SESSION MINUTES

Present:

Bert Nixon, Board Chair
Linda Rudie, Vice Chair
Veronica Moore, Board Secretary (Absent)
Karen Brandt, Consumer Member (Absent)
Robert Sheesley, Board Member
Yvonne DeLoatch, Board Member
Amy Parrish, Private Industry
Naomi Howell, Board Member
Mike Pugh, Board Member

James T. Merrow, Acting Executive Director
Ari Elbaum, AAG, Board Counsel (Absent)
Donna Zickefoose, Staff

CALL TO ORDER

The meeting was called to order at 10:00 A.M. by Bert Nixon, Board Chair. At 10:02 A.M. a motion was made to adjust the Agenda and begin with Item 5(a) on the Agenda. Motion was accepted. Vote - 7 in favor with 1 abstention.

ITEM 5(a). Lauren Lear – Applicant requested the Board to review her application and transcript(s) along with course syllabus for CIS 155 and to accept CIS 115 as a second lab requirement. The Board reviewed the transcript and course syllabus and concluded that the course was acceptable with relation to the Geographical Information Systems lab requirement.

Pursuant to State Government article 10-508 (12) of the Annotated Code at 10:26 A.M. the members present voted to meet in Administrative Session to discuss confidential disciplinary matters. The Administrative Session ended at 10:36 A.M.

ITEM 1 Approval of Minutes

The minutes for the March 1, 2017 Open Session meeting were approved and adopted. Motion was made to accept the minutes. Motion passed. Vote - 8.

ITEM 2 Board Chair Report:

None.

Bert Nixon

ITEM 3 Executive Director Report:

James Merrow

3a). 318 licensees have currently met the required education credits for the 2017 license renewal.

3b). A Blast e-mail went out to the Licensees informing them that the License Renewal Application has been posted on the Board's webpage. The licensees who have met their continuing education requirement can begin to renew.

3e). As requested by the Office of Appointments and Executive Nominations, the Board members were reminded to complete their Financial Disclosures by April 30, 2017.

**Minutes for the Open Session
APRIL 5, 2017 Board Meeting**

3(f). The Board received an e-mail from a co-worker of a licensee. The Board was informed that the licensee has had serious medical issues and wanted information on how the licensee could receive an extension to the upcoming license renewal period since the licensee may not have completed the required continuing education units needed for renewal. Following discussion and review of Board options, the only option under its Statute is to inform the licensee to submit an in-active status application. The Board members advised that the licensee will need to have direct communication with the Board.

ITEM 4 Credentialing:

4(a). Lauren Lear - This was Item 5(a) on the Agenda which was moved to begin the Open Session.

4(b). Rita Trice – Ms. Trice has been a Seasonal Employee for the past 14 Summers and may be applying for an Environmental Health Specialists full time position. The Board will re-visit and determine the length of her in-training period when she has obtained a full time position. Ms. Trice will be contacted informing her of the Board's decision.

**ITEM 5 Legislative/Regulations Committee: Yvonne Deloatch, Bert Nixon,
Ari Elbaum, Linda Rudie
and Amy Parrish**

Executive Director, James Merrow, informed the Board that there was an oversight with the regulations that went into effect March 13, 2017. He will prepare a draft of the regulations that were not revised (omitted) and present them at the next Board Meeting.

**ITEM 6 Work Force Group: Bert Nixon, Linda Rudie,
Naomi Howell and Yvonne Deloatch**

Bert Nixon informed the Board that Cliff Mitchell has submitted draft subject expert level job descriptions (Well & Septic, Food and Pools and Spas) to the Department of Budget Management for comment and review. Cliff is also trying to coordinate this review process with the required inclusion of the Environmental Sanitarian Series into the Environmental Health Specialist Series with an ultimate objective of an ASR for the entire series. He expects to get feed-back within the next few months and hopes to have additional meetings with all vested parties (including MDE and DHMH Personnel Reps).

**ITEM 7 Continuing Education Committee: Karen Brandt, Linda Rudie
and Yvonne Deloatch**

Currently, no training pending review. There was a request to inform the members of the final approved continuing education credits approved for the Traceback Investigations – Train The Trainer.

**Minutes for the Open Session
APRIL 5, 2017 Board Meeting**

ITEM 8 Work Processed

Initial License Issued: (1)

1. Brittany Grace (Tested with NEHA direct)

License Reactivations (0)

In-Training Certificates Issued: (5)

1. Sileshi Baye
2. Alyssa Deares
3. Michael Slattery
4. Neneh Wurie
5. Courtney Klein

Extended In-Training Certificates Issued: (0)

Certificates of Eligibility Issued: (2)

1. Meghan Johnson
2. Myron Missouri

Extended Certificates of Eligibility Issued: (2)

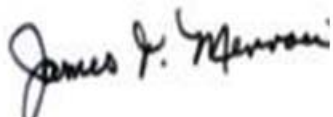
1. Wesyna Davis
2. Melody Leinbach

Seasonal/Summer/Youth Camp In-Training Certificates Issued: (0)

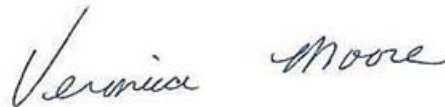
Letters of Denial Issued for the Certificate of Eligibility: (1)

1. Taiwo Adegbesan (Did not possess a Bachelor's Degree)

Adjourn: 11:26 A.M.



James T. Merrow
Acting Executive Director



Veronica Moore
Board Secretary/Treasurer

Date: May 3, 2017

Date: May 3, 2017