



State of Nevada
Board of Registered Environmental Health Specialists

6160 Mae Anne Ave., Suite 3, Reno, NV 89523
(775) 746-9423 / Fax (775) 746-4105
www.nvrehs.org Email board@nvrehs.org

MINUTES OF PUBLIC MEETING
November 17, 2015

Members Present: Tony Macaluso, Larry Law, Bob Stulac, Anna Thornley,
Members Absent: Drew Skeen
Staff Present: Loretta Ponton, Executive Director
Sara Bradley, Deputy Attorney General
Public Present: None

The meeting was called to order at 10:05 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 present in Las Vegas.

Public Comment: No public was in attendance.

Approval of the Minutes: A motion was made by Anna Thornley, seconded by Bob Stulac to approve the minutes of the meeting of August 19, 2015. The motion passed.

Applications for Registration: Loretta Ponton stated she had reviewed the following applications EHS trainee registration and recommends approval. All applicants have submitted the required documentation.

Joseph Franceschini; Jason A. Banales; Allison Hernandez; Adam Eddins; Brandon Vickrey

A motion was made by Larry Law, seconded by Anna Thornley to approve the applications for environmental health specialist trainee registration for Joseph Franceschini, Jason A. Banales, Allison Hernandez, Adam Eddins and Brandon Vickrey. The motion passed unanimously.

CEU Exemption Requests: Loretta Ponton reported that a waiver was not received from Mr. John Callen and that Mr. Callen did not pay the renewal fee with his application for renewal for 2015 and therefore his registration expired December 31, 2014.

A motion was made by Bob Stulac, seconded by Anna Thornley to approve the CEU Exemption for Mr. Dennis Campbell, retired REHS. The motion passed.

NEHA Examination Process: Loretta Ponton stated that the Board currently collects exam fees from applicants and is then billed by NEHA when a registrant takes an examination. NEHA has an option for the individual to pay the examination fee directly when they schedule their exam. It is recommended the Board approve a change to the Applicant pay option which will eliminate

the collection and tracking of examination fees by the Board and reduce the fees paid by individuals at time of application.

This change will enable the Board to more accurately determine their actual revenue and eliminate the administrative time and expense of pass-through funding to NEHA for examinations.

Larry Law made the motion, seconded by Bob Stulac to approve changing to the applicant pay option for examination fees. The motion passed.

Standardized Forms and Fee Schedule: Loretta Ponton stated the application and renewal application have been revised to incorporate all required data elements and capture updated information upon renewal. The renewal application is a new form as previous procedure required submittal of fees and CE documents and had separate documents for the required data only. There was no formal process to update individual's information nor was it required to certify that the information was correct by signature.

The application forms, documents and fee schedule were review with minor revisions made to clarify specific items.

A motion was made by Anna Thornley, seconded by Bob Stulac to approve the revised application forms, documents and fee schedule. The motion passed unanimously.

Executive Director's Report: Loretta Ponton provided an update on the move of the Administrative Office stating the office is up and running with no remaining logistical issues. The website has been transferred to a new web hose and initial information has been updated; the registrant files have been received and new signatories have been executed for the Bank checking account with all outstanding bills paid. Loretta reported the bank checking balance as of October 31, 2015 was \$32,405.

Loretta stated the registration renewals would be sent out in November or early December.

Loretta provided a brief orientation to the Board members regarding the board's structure and administrative requirements for board operations.

Action to Recoup Cost of Computer Equipment: Tony Macaluso stated the Board purchased a laptop computer for board operations which has not been returned by Ms. Kris Schaumann. Ms. Schaumann alleged the computer was stolen, that a police report and insurance claim had been filed and that she received approximately \$399 in reimbursement. Ms. Schauman was requested on numerous occasions to provide documentation or return the computer with no response.

Loretta Ponton stated a review of the administrative files indicates Ms. Schaumann was reimbursed \$950 by check #1658 on March 2, 2014 for "computer-software". Loretta stated that a demand letter had been hand-delivered by Larry Law with no response.

Loretta stated the Board has several options; they may decide to not pursue further collection attempts, file a civil small claims action, utilize a debt collection agency or state controller's debt collection process.

Loretta added that in reviewing the records, it was found that compensation paid to Ms. Schaumann was never reported to the IRS through issuance of Form 1099 Miscellaneous for any of the years she worked for the Board. Loretta stated another option could be to consider the \$950 reimbursement to be “compensation for services”; issue 1099 Misc forms for the past 3 years, 2015, 2014 and 2013 and add the \$950 paid to compensation reported for 2014.

Discussion was heard regarding all options.

Tony Macaluso made the motion, seconded by Anna Thornley to issue a final demand letter; if there was no response add the \$950 to compensation for 2014 and issue appropriate 1099 forms for the years 2013, 2014 and 2015 as required by law. The motion passed unanimously.

Report from Board Chair: The next meeting of the Board was set for March 14 by teleconference from 10:00 a.m. to 12:00 p.m. The meeting will be based at the Board administrative office.

Report from Legal Counsel: Sara Bradley had nothing to report.

Public Comment: There was no public comment.

The meeting adjourned at 11:45 p.m.