

Meeting Minutes
Registered Sanitarian Advisory Committee
October 3, 2002
10 a.m.
Texas Department of Health
Exchange Building, Room S-402
8407 Wall Street
Austin Texas 78754

Members Present: Ahmad Adloo, Patrick Buzbee, Terrance Gratton, Sandra Long, Charles McGuffey, Ginger Shaffer

Members Absent: None

TDH Staff: Johna Stowe, Yvonne Feinleib, Kathy Craft, Jim Zukowski, Dan Meador

Guests: John Shaffer

1. Call to Order

Yvonne Feinleib called the meeting to order at 10:10 a.m.

2. Introduction of New Members and Staff

Members, TDH staff and guests introduced themselves.

3. Election of Presiding Officer and Assistant Presiding Officer

Sandra Long was elected Presiding Officer and Ginger Shaffer was elected Assistant Presiding Officer by acclamation. Ms. Long presided over the remainder of the meeting.

4. Discussion and Recommendations regarding proposed repeal of §265.147 (Continuing Education), proposed amendment to §265.143 (Fees), and proposed new §265.147 (Continuing Education)

The committee discussed the public comments received on the proposed rules as published in the Texas Register and the draft final rules, including changes recommended by program staff. The committee recommended that the phrase "and is directly related to consumer health, environmental health or sanitation" be added to §265.147(e). Terrance Gratton made a motion to accept the draft rules with the recommended change. Charles McGuffey seconded. Motion carried.

The committee also discussed whether the National Environmental Health Association (NEHA) continuing education summary could be accepted as proof of continuing education for renewal. Staff will research the issue and report back to the committee at the next meeting.

The committee requested that statistics on the number of registered sanitarians and costs associated with the operation of the program be included in the minutes. The statistics which were presented to the committee are:

Statistics prepared at the time the proposed rules were developed:
Projected cost of operating the program for FY02 \$111,748

Projected Revenue	\$48,344
Number of registrants	1575
<u>Statistics for FY02 total workload (counted by hand)</u>	
Number of renewals	1258
Number of initial or upgraded registrations	115
<u>Statistics from the database</u>	
Number of individuals registered or eligible to renew late	1624
Number of Registered Professional Sanitarians (not SITs)	1378

5. Discussion regarding upcoming Rule Review as required by Texas Government Code §2001.039

Program staff presented information on the process for the rule review. The proposed timeline includes presentation of proposed rules to the Board of Health in April and adoption of final rules in August, which complies with the requirement that the rule review be complete in September 2003. The committee requested that draft rules for review and discussion at the next meeting be sent electronically.

6. Setting Future Meeting Dates

The committee set February 12, 2003 and June 11, 2003 as future meeting dates. The meetings will begin at 10:00 a.m. Agenda items for the next meeting will include rule review as required by Texas Government Code §2001.039; and update and discussion on the examination process, including the possible appointment of an examination subcommittee; an update on the current vacant position on the committee; a complaint summary update; and public comment.

The committee also decided to meet on April 23, 2003 in conjunction with the Texas Environmental Health Association conference in Round Rock, Texas, to hold a public hearing on the proposed rule review.

7. Program Administrator's Report

Yvonne Feinleib presented an overview of the current operations of the program, including an update on the development of the new Sybase database. Jim Zukowski described the new examination contract and requested assistance from the committee members in developing additional examination questions for the data bank. The committee received copies of program materials, including the application for registration, a list of the subject areas covered by the examination, and the new examination handbook.

8. New Member Orientation

Jacqueline McDonald, Director of the Office of the Board of Health, presented an orientation for new advisory committee members on the function and responsibilities of an advisory committee. Dan Meador, program attorney, provided additional orientation related to legal issues, including Open Meetings and Public Information.

9. Adjournment

Ginger Shaffer made a motion to adjourn at 2:03 p.m. Charles McGuffey seconded. Motion carried.