

BYLAWS

The Kentucky Registered Environmental Health Specialist (REHS) Examining Committee



**CABINET FOR HEALTH
AND FAMILY SERVICES**

September 1, 2022



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PROMULGATION

The Bylaws set forth herein are hereby approved for the Kentucky Registered Environmental Health Specialist (REHS) Examining Committee. These Bylaws may be amended as outlined in [Article VI – Amendments](#) of this document.

DocuSigned by:

Eric Friedlander

09/13/2022

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Eric C. Friedlander

Date

Secretary

Cabinet for Health and Family Services (CHFS)

DocuSigned by:

Steven J. Stack

09/13/2022

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Steven J. Stack, MD, MBA

Date

Commissioner

CHFS' Appointed Designee for the REHS Examining Committee

Kentucky Department for Public Health (KDPH)



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ARTICLE I - AUTHORIZATION

Section 1: Establishment

- A. The Kentucky Registered Environmental Health Specialist (REHS) Examining Committee is an advisory committee established in accordance with [Kentucky Revised Statute \(KRS\) 223.020](#).

Section 2: Statutes and Regulations

- A. [KRS Chapter 223](#), Parts 010 to 080, contain the related statutes for the REHS Examining Committee and sanitarians.
- B. The [Kentucky Administrative Regulation \(KAR\) 902 KAR 10:030](#) outline the regulations for registered environmental health specialists and sanitarians.

ARTICLE II - NAME AND PURPOSE

Section 1: Name

- A. The official registered name of the committee shall be the Kentucky Registered Environmental Health Specialist (REHS) Examining Committee, hereinafter referred to as the "Committee."

Section 2: Purpose

- A. The Committee shall act in an advisory capacity to the Secretary of the Cabinet for Health and Family Services (CHFS) or his/her Appointed Designee in matters pertaining to the REHS Program, especially as it relates to examinations, minimum standards and qualifications, continuing education awards, and fees collected.

ARTICLE III - MEMBERSHIP AND TERMS

Section 1: Appointments

- A. The Secretary of CHFS or his/her Appointed Designee shall appoint a Committee consisting of five (5) members as outlined in [KRS 223.020](#). The Secretary of CHFS or his/her Appointed Designee shall be an ex officio member.
- B. The Secretary of CHFS shall appoint the Commissioner of the Department for Public Health to serve as the CHFS "Appointed Designee," hereinafter referred to as the "Commissioner." The Commissioner shall have overall authority of the Committee and REHS Program per applicable Kentucky statutes and regulations.
- C. The Commissioner may assign a person to serve as his/her "Cabinet Representative" to fulfill the roles and responsibilities listed in applicable statutes, regulations, and in [Article IV](#) of these Bylaws. If possible, the Cabinet Representative should be a REHS.
- D. The other four (4) members shall be environmental health specialists or sanitarians who are registered under the provisions of [KRS Chapter 223](#), Parts 010 to 080.

Section 2: Terms

- A. The appointed members shall serve for terms of two (2) years and until their successors are appointed and qualify, except that when initial appointments are made as outlined in [KRS 223.020](#), two (2) members' terms shall be for only one (1) year.
- B. Thereafter, all appointments shall be for a period of two (2) years.
- C. Appointed members may be removed from the Committee at the discretion of the Secretary of CHFS or his/her Appointed Designee.

Section 3: Nominations

- A. Nominations for new appointed positions shall be submitted to the Cabinet Representative prior to the end of current member term limits to facilitate continuity of membership.
- B. Nominees shall be environmental health specialists or sanitarians who are in good standing and are registered in Kentucky under the provisions of [KRS Chapter 223](#), Parts 010 to 080.
- C. The Cabinet Representative shall forward nominations to the Secretary of CHFS or his/her Appointed Designee for approval and appointment.

ARTICLE IV - ROLES AND RESPONSIBILITIES**Section 1: Cabinet Representative**

- A. The Cabinet Representative shall serve as the primary person responsible for reporting to the Secretary of CHFS or his/her Appointed Designee about Committee matters and management of the REHS Program.
- B. The Cabinet Representative shall perform all duties as prescribed by applicable statutes, regulations, and these Bylaws, including approving all official communication sent on behalf of the Committee.
- C. The Cabinet Representative shall be responsible for all fees and shall ensure such fees are paid into the State Treasury and credited to a trust and agency fund for use by CHFS as outlined in [KRS 223.050](#). No part of this fund shall revert to the general fund of the Commonwealth.
- D. The Cabinet Representative shall lead all Committee meetings and be responsible for:
 - 1. Approving meeting agendas;
 - 2. Approving and presenting meeting minutes;
 - 3. Providing detailed budgets and expenditures;
 - 4. Approving REHS continuing education hours;
 - 5. Providing information about the REHS examination participation and results;
 - 6. Reviewing and approving updates to the [CHFS Registered Sanitarian Website](#);
 - 7. Providing REHS program quality assurance reports;
 - 8. Providing regulatory updates.

Section 2: REHS Program Coordinator

- A. The REHS Program Coordinator shall be designated by the Cabinet Representative and is responsible for:
1. Maintaining a roster of Committee members and their respective appointment dates;
 2. Maintaining the REHS electronic database and files/records;
 3. Developing Committee meeting agendas;
 4. Drafting and maintaining digital copies of approved Committee meeting minutes;
 5. Proctoring the REHS examinations;
 6. Grading the REHS examinations and recording the scores;
 7. Notifying the candidates of their REHS examination scores;
 8. Collecting, calculating, and recommending approval of contact hours;
 9. Notifying requestors of tentative and final approval of contact hours;
 10. Maintaining budget and expenditure information;
 11. Collecting and processing fees;
 12. Updating the [CHFS Registered Sanitarian Website](#);
 13. Mailing notices and updated certifications.

Section 3: Committee Members

- A. Committee members are responsible for attending scheduled Committee meetings and activities and shall review and provide input on:
1. Minutes from the last meeting;
 2. Continuing education submissions;
 3. Detailed budget and expenditure information;
 4. REHS examination information, to include dates and locations;
 5. [CHFS Registered Sanitarian Website](#) to ensure updated information is available;
 6. Quality assurance reports related to the REHS program;
 7. Regulatory updates.
- B. Committee members may request to review files and/or database information pertaining to the work of the Committee at any time and may request special meetings for further discussion and clarification.

ARTICLE V – MEETINGS

Section 1: Open Meetings

- A. Meetings of the Committee are subject to Kentucky's Open Meetings statutes, [KRS 61.800 through 61.850](#), incorporated herein by reference.

Section 2: Scheduling

- A. Committee meetings shall be conducted quarterly during the months of January, April, July, and October, unless scheduling conflicts require otherwise. Regularly scheduled meeting dates shall be posted on the [CHFS Registered Sanitarian Website](#).
- B. Written notice for Committee meetings shall be transmitted at least five (5) working days in advance of scheduled meetings. The REHS Program Coordinator shall send the meeting notice, approved agenda, and minutes of the preceding meeting to Committee members.



- C. Special meetings may be called by the Cabinet Representative to conduct urgent business that cannot wait until the next regularly scheduled meeting. These non-scheduled meetings may be conducted in-person or via video-enabled webinar or teleconference technology to address issues that may arise.

Section 3: Venue

- A. Committee meetings shall be held at locations convenient for members. Generally, meetings will be conducted via video-enabled webinar or teleconference technology but can be conducted where members can meet in-person.

Section 4: Agenda

- A. Committee meeting agendas shall be prepared by the REHS Program Coordinator and approved by the Cabinet Representative.
- B. Any member of the Committee may, by written or oral request, request addition of an item to the agenda for any quarterly Committee meeting.

Section 5: Travel Costs

- A. Travel costs for Committee members shall be reimbursed at the current [state per diem rates](#).

Section 6: Conflict Resolution

- A. In the event of a conflict or disagreement in the business of the Committee, the issue shall first be brought to the attention of the Cabinet Representative.
- B. If the conflict cannot be resolved, the matter shall be referred to the Secretary of CHFS or his/her Appointed Designee, who will make the final decision.

ARTICLE VI - AMENDMENTS

- A. These Bylaws may be amended by the Secretary of CHFS or his/her Appointed Designee.