

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION

An organization of professionals dedicated to the improvement of health through management of the environment.

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION EXECUTIVE BOARD MINUTES January 11, 2002

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held its' board meeting on January 11, 2002 at the Michigan Department of Agriculture, Region IV Offices, 1585 Tittabawassee Road, Saginaw, Michigan. The meeting was called to order by President Mike Juhasz at 10:14 a.m.

Members Present: Mike Juhasz, Alan Hauck, Lori Simon, Bruce DuHamel, Mike Patterson, Pam Malaska, Keith Krinn, Kevin Besey, Diane Griswold, Diane Forys & Jim LaFleur (via telephone for the a.m. session).

Members Absent: None

Guests Present: Tracy McDade, Steve Hall & Dave Norkus.

II. ADDITIONS TO THE AGENDA

- A. New Business – add item B, MEHA Promotional Venues
add item C, Mailing List.
add item D, Corporate Sponsors.
- B. Old Business - add item H, Bio-Terrorism.

Motion by Bruce DuHamel and seconded by Pam Malaska to accept the agenda as revised. Motion carried unanimously.

III. SECRETARY'S REPORT

- A. Mike Juhasz will forward to the Secretary a copy of the proposed by-law changes. The Secretary must mail them to the membership a minimum of 30 days before the beginning of the AEC.
- B. The Secretary will mail out a copy of the Committee Report form to all Committee Chairpersons.
- C. Draft copies of the December 7, 2001 board minutes were passed out and reviewed.

Motion by Lori Simon and seconded by Keith Krinn to accept the minutes as revised. Motion carried unanimously.

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IV. TREASURER'S REPORT

- A. Bruce DuHamel distributed a copy of the treasurer's statement for the period of November 8, 2001 – December 7, 2001.
- B. Bruce DuHamel indicated the AG Edwards accounts are stabilized with little change due to market conditions. He also indicated that MALEHA has approved funding for MEHA's 2002 conferences.
- C. Bruce Duhamel indicated he is tabulating the year end figures for income tax Preparation.
- D. Discussion held on the overall cost of conferences. Training fund reimbursement could be tight next year.

Motion by Alan Hauck and seconded by Pam Malaska to accept the treasurer's report as submitted. Motion carried unanimously.

V. PRESIDENT'S REPORT

- A. No Report

VI. PRESIDENT ELECT'S REPORT

- A. Lori Simon indicated that the co-sponsored conference with MPHA on May 9, 2002 @ The Kellogg Center is moving forward. Bruce DuHamel asked what will the registration process be for this conference. Mike Juhasz indicated that MEHA would notify our members about the conference.
- B. Lori Simon passed out copies of a previous years MEHA calendar. She indicated that Janet Phelps (Morlick) originally created the document in 1994. Discussion held. Each board member is to look over the calendar, month by month, and bring suggested changes to the next board meeting.
- C. Lori Simon indicated that Dave Norkus has agreed to chair the Grant & Training Fund Committee.
- D. Lori Simon asked Keith Krinn if he could locate a copy of MEHA's Code of Ethics. Lori Simon indicated that she would like to print this on card stock and pass it out at the AEC. In addition, she indicated that the Code of Ethics should be added to each board members packet. **Motion by Keith Krinn and seconded by Lori Simon to authorize the re-printing of the Code of Ethics and distribute it at the AEC and henceforth to include a copy in each new members packet.** Discussion held. Bruce DuHamel suggested that the motion include the total number to be printed. **Keith Krinn then amended his motion to state "the printing of 1000 on heavy card stock". Lori Simon agreed to the change. Motion carried unanimously.** Lori Simon is to contact Ron Holben to initiate the printing.

VII. UNFINISHED / OLD BUSINESS

- A. Conference chair packets – Diane Forys indicated that the packet is print ready and has been sent to Ron Holben for review. She hopes to have the finished product for the February '02 board meeting. Copies will be distributed to conference chairs for use and updated as needed.
- B. Update on Training Data Base Ad-Hoc Committee – Diane Forys believes that the information compiled is being inputted.
- C. Inventory of supplies at MEHA offices – Meeting scheduled for February 2002.
- D. Chairperson for the Grant & Training Funds Committee – As reported under the President-Elects report, Dave Norkus has agreed to accept the chairmanship of this committee. Discussion held regarding the responsibilities and duties of this committee. This committee will be adding committee members in the near future.
- E. Charges for the Site Selection Committee – Deferred to the February 2002 board meeting.
- F. Committee Chair-elect position on the Site Selection Committee – Deferred to the February '02 board meeting.
- G. Survey Results – Diane Forys passed out the informal survey on Bio/Agro-terrorism. Survey results discussed. Diane indicated that we should publish these results in the MEHA Journal. Mike Juhasz indicated that an article should be written for the Journal referencing the survey and MEHA's pro-active role in the conference on Bio-terrorisms. Discussion held. Diane Forys will contact Janet Phelps and Sean Dunleavy to write article.
- H. Bio-Terrorism Conference – Discussion held and reported under survey results.

VIII. NEW BUSINESS

- A. Nominations for 2002 – The Executive Board went into a closed session to discuss the nominated candidates for the 2002 MEHA elections. The slate of candidates was approved.
- B. MEHA Promotional Venues – Pam Malaska indicated that Suzanne Kidder requested that we have a booth at the Michigan Petroleum Association & Convenience Store Trade Association. This trade show will be held at the Grand Amway Plaza in Grand Rapids. Pam Malaska indicated that over 3000 people attend this trade show. The cost of the booth would be \$190.00. Discussion held. The consensus of the board was not to pursue this particular event.
- C. Mailing List – Discussion held about the distribution of MEHA's mailing list to outside organizations and individuals etc. The general consensus was to look at each request on a case-by-case basis. **Motion by Keith Krinn and seconded by Bruce DuHamel that we provide NSF International with a MEHA list as requested for a one time use. The mailing is for NSF to mail information on their experior training program. Motion passed unanimously.** The board received a request from Ron Holbin concerning donations for Nathan Foot regarding medical cost for an illness. The consensus of the board was to allow the information to be posted on MEHA's web site.

- D. Corporate Sponsors - Dave Norkus indicated that he had discussed with Lori Simon the proposed by-law changes regarding corporate sponsors. Dave passed out information on MEHA's corporate sponsor program and a list of the current sponsors. Discussion held.

IX. COMMITTEE REPORTS

- A. AEC Committee – Conference agenda was passed out and will be mailed soon. Conference is set for the Park Place Hotel in Traverse City. The conference will be held March 20 - 22, 2002.
- B. Audit Committee – Meets in early 2002.
- C. Awards Committee – Ron Holben will be the awards chairperson for 2001-2002. Discussion held
- D. Bylaws & Policies and Procedures Revision Ad Hoc Committee – Discussed earlier.
- E. Continuing Education Committee – No report.
- F. Endowment Committee – No report.
- G. Environmental Education Committee – Discussion held. The black mold fact sheet was placed on the website before the pamphlet was reviewed and approved by the board. Keith Krinn indicated that he had the pamphlet reviewed and will be suggesting some changes.
- H. Food Protection Conference Planning Committee - Lori Simon will be appointing a new conference chair for the 2002 conference in the near future.
- I. Food Service Sanitation Regulation/Resource Manual Revision Committee – This committee has been sunset w/ review of the action at the boards February '02 meeting.
- J. Grant & Training Fund Committee – Discussed earlier.
- K. Groundwater Conference Planning Committee – No report.
- L. Legislative Observance Committee – No report.
- M. Membership Committee – Discussed earlier.
- N. Nominations and Resolutions Committee – Discussed earlier.
- O. Professional Development Committee – Steve Hall indicated that the membership development & Scholarship information is on the web and it would appear in the MEHA Journal. A letter will be sent to university and colleges announcing the reward. An R.S. workshop is scheduled for the AEC.
- P. Public Relations Committee – No report.
- Q. Ready Reference Committee – This manual is under review. The committee will be meeting later this month.
- R. Recreational Waters Committee – This conference is scheduled for April 17 & 18, 2002 at the Valley Plaza Resort in the Midland/Bay City area.
- S. Sanitarian Registration Ad-hoc Committee – CIS cancelled a scheduled meeting that was scheduled for 1/16/02. The Ad-hoc committee will meet before the next meeting with CIS to discuss the 10- year rule and accredited universities.
- T. Site Selection Committee – Discussed earlier.
- U. Training & Data Base Ad-hoc Committee – Discussed earlier

- V. Wastewater Conference Planning Committee – The conference is being held later this month in Lansing. Discussion held regarding MEHA’s continued sponsorship of this conference.
- W. Website Committee – Discussion held. Keith Krinn will review the site for needed updates and additions.

X. CORRESPONDENCE

None

XI. NEXT MEETING

The Executive Board will meet on February 8, 2002 at the Park Place Hotel in Traverse City, Michigan. This meeting will start at 10:00 a.m.

XII. ADJOURNMENT

Motion by Keith Krinn and seconded by Kevin Besey to adjourn the meeting at 3:44 p.m. Motion passed unanimously.

Respectfully submitted,

Alan Hauck R.S.
January 11, 2002