



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 June 7, 2002

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on June 7, 2002 at the Ralph A. MacMullan Conference Center, Higgins Lake. President Lori Simon called the meeting to order at 8:08 a.m.

Members Present: Lori Simon, Mike Juhasz, Bruce Du Hamel, Alan Hauck, Jim LaFleur, Kevin Besey, Mike Patterson, Diane Forys, Pat Donovan, Kim DeMars, and Becky Ouellette.

Members Absent: None

Guests Present: Dawn Beemer, Laura Riddell, Joe Crigier, Rebecca Burns, Doug Park, Steve Hall, Suzanne Kidder, Dave Norkus, and Lisa Hainstock

II. ADDITIONS TO THE AGENDA

- A. President's Report - add B, Presidents message on web site.
add C, Legislative Committee position paper.
- B. New Business - add item C, Environmental education.
add item D, Food Conference budget.
add item E, MEHA member recognition.
add item F, Fee changes for new ready references.
add item G, NOWRA Conference.
- C. Unfinished Business - add item D, Posting minutes of web site.
add item E, RS Ad-Hoc Committee.
add item F, Bylaws.

III. SECRETARY'S REPORT

- A. Draft copies of the May 10, 2002 Executive Board meeting minutes were passed out and reviewed. **Motion by Mike Patterson and seconded by Kim DeMars to accept the minutes as revised. Motion passed unanimously.**

IV. TREASURER'S REPORT

- A. Becky Ouellette passed out copies of the Treasurer's Report dated March 8, 2002 thru April 5, 2002 and April 6, 2002 thru May 7, 2002. Discussion held. Becky Ouellette indicated the second report was done on Quicken, which she indicated appears to be a very usable program. In the future she expects to be able to break out expenses easier. **Motion by Bruce Du Hamel and seconded by Jim LaFleur to accept the treasurer's reports as submitted. Motion passed unanimously.** Becky Ouellette indicated that MUCC has changed the way they send out magazines and that she sent them a MEHA membership application. She indicated that MUCC would become a sustaining member. Discussion held. Becky Ouellette discussed the information that she had gathered on MEHA obtaining a credit card in the organizations name. Discussion held. **Motion by Bruce Du Hamel and seconded by Kevin Besey authorizing Becky Ouellette to obtain a credit card in the organizations name. Three individual cards shall be issued, one each for the Treasurer, President and President-Elect. The Treasurers card is to have a limit of \$30,000 and the other two cards are to have limits of \$2000 each. Discussion held. Motion passed unanimously.**
- B. Bruce Du Hamel, President-Elect passed out the final copies of MEHA's 2002-2003 budget.

V. PRESIDENT'S REPORT

- A. Lori Simon indicated that she visited Konrad Edwards in May and discussed the 2001-02 training fund reimbursements. At this meeting he indicated that he did not have a request for the Groundwater Conference and that at this point, 2001-02 money would not be available for that conference. Lori indicated that we need to finalize the submittals for the conferences that training request were submitted for.
- B. Lori Simon indicated that she talked to Jeff Holbrook about adding a President's message on MEHA's website. She indicated that this will not increase our fees. The consensus of the board was to move forward with this.
- C. Lori Simon passed out copies of the Legislative Observance Ad-Hoc Committees position paper submitted by Tom Venn. The position paper was reviewed and discussion held.

VI. UNFINISHED / OLD BUSINESS

- A. Awards Committee – Doug Park spoke about expanding the awards that MEHA gives. Doug indicated that the awards committee will be bringing a written proposal to the board if they approve of the concept. The suggestion will be to have a Sanitarian of the year award and a lifetime achievement award. He recommended that a separate five person committee be created to award each top award. Doug indicated that this is very similar to what NEHA does to select their top award winners. He requested that the board approve this concept with the details to be worked out and presented early in the fall of '02. Doug indicated that the five member committee would consist of Harry Grenawitzke, Ron Grimes, Pat Donovan, Doug Park and one person to be named later. Discussion held. Board members should contact Doug Park by e-mail (parkjd@michigan.gov) if they have any suggestions as to what should be included in the review process in determining the make-up of these awards. Mike Juhasz asked that the

committee submit their recommendations to the board for the September 13, 2002 board meeting.

Motion by Pat Donovan and seconded by Becky Ouellette to approve the concept of the additional award(s) being considered by the Awards Committee, to include but not limited to Sanitarian of the Year and Lifetime Achievement awards. The concept and the names of each individual award are to be presented at the September 13th board meeting. Call to question by Pat Donovan and seconded by Mike Patterson. Call to question passed unanimously. Motion passed unanimously. Discussion held regarding additional parts of the committee's duties in determining these awards such as the application process, nomination deadlines and solicitation of nominees. The Awards Committee has been charged with developing the policy and review procedures in determining and awarding all awards. Discussion held. **Motion by Bruce Du Hamel and seconded by Mike Patterson to have the Awards Committee develop policies and procedures for the award recommendations. Each issue will be dealt with on an individual basis at the September board meeting. Motion passed unanimously.**

- B. Our Small Planet – Discussion held about the video presentation that was given at the June 6th Planning Session. This was an information presentation about public service announcements and public relations. The discussion centered on the presentation, cost and the overall promotion of MEHA.
- C. Food Training & Data Base Ad-Hoc Committee – Discussion held centering on the status and update regarding the completion of this contract.
- D. Posting Minutes of the Web Site - Pat Donovan indicated that the February and March minutes are not posted on the web site. Discussion held. The web site will be reviewed and corrected as necessary.
- E. RS Ad-Hoc Committee – Bruce Du Hamel asked for an update on the RS Committee as it relates to CIS (Department of Consumer & Industry Services). Lori Simon reiterated that based on the committees meeting with CIS that this would not be moving forward until the new legislature is in office. Mike Juhasz indicated that the Ad-Hoc Committee was to take the lead in dealing with CIS. Mike Juhasz indicated that MEHA needs to re-establish this contact with CIS and that Doug Heins was required to step down from the chair of this committee due to changes in his work assignment. General discussion held about putting new members on this committee and having Du Hamel, Donovan, Simon, and Juhasz be considered as potential members of the RS Ad-hoc Committee.
- F. Bylaws – Bruce Du Hamel queried if the By-laws and Constitution are the same document. Du Hamel indicated he has documents entitled “Constitution and By-laws” that was given to the Board by Lori Simon at the December 7, 2001 Executive Board meeting. He noted although there are duplication in each document, there are stand-alone items as well. Lori Simon commented that it appears that the Constitution may have been inserted throughout the By-laws. She also indicated that this was talked about at a previous meeting and that the name on the document going to the membership for a vote in March 2002 should of been re-named the Constitution and By-laws. Guest Doug Park, a long time MEHA member, past President and current LaRue L. Miller Sanitarian of the Year award winner, noted that to his recollection, MEHA has had three distinct documents, a Constitution, By-laws, and a Policy and Procedures manual. Park indicated that all of the documents including, the Policies & Procedures need to be looked at together to make sure they compliment each other. Discussion held with the general consensus being that there is disagreement amongst the board members about whether we have combined or stand alone documents and that we do not have enough background

information to decide the issue at this time. There was no conclusion as to if the By-laws and Constitution were combined. Part of the difficulty in concluding this issue is that many of the versions that are available are not dated. This issue will be referred to committee to investigate to see if these two documents were combined or not. Bruce Du Hamel, Mike Juhasz and Lori Simon indicated that they would be willing to look into these documents for resolution of this issue.

VII. NEW BUSINESS

- A. Wastewater Conference – **Motion by Bruce Du Hamel and seconded by Mike Patterson indicating that the Board agrees in principal with the memorandum of understanding that Ted Loudon presented at the June 6th planning session with modifications as agreed to by the three parties involved. Motion passed unanimously.**
- B. MALPH Contract – Lori Simon met with Julie Zdyble of MALPH to discuss the contract. Copies of the proposed contract were passed out. Discussion held. **Motion by Kevin Besey and seconded by Mike Juhasz to accept the MALPH contract with the revision to add the word immediately where indicated and to correct the typographical errors. Motion passed unanimously.**
- C. Environmental Education – Rebecca Burns requested permission from the Board to remove from the pamphlet order form the two outdated food service pamphlets. The Board indicated their consensus with this. Kevin Besey indicated that the committee has permission to remove outdated information/pamphlets in the future without prior Board approval. Notification after the fact is all that is required. Rebecca Burns asked for clarification on putting links to governmental web site (such as CDC, FDA, EPA etc.) on our web site for educational material without receiving prior approval from the Board. Discussion held. The Board indicated their general consensus with this request.
- D. Food Conference – Dawn Beemer presented informational copies of the '02 Food Conferences preliminary budget to the board.
- E. MEHA Member Recognition - Mike Juhasz asked to recognize the members for special recognition that helped Bob Hill out at the AEC Conference in Traverse City. Discussion held. Lori Simon agreed to draft a letter of appreciation on the Boards behalf.
- F. Ready Reference - A discussion was held regarding increasing the fee charged for the Ready Reference. The fee was last increased in 1995. The committee chair indicated that TAC (Technical Advisory Committee) has six members who are voluntarily reviewing the wastewater section of the Ready Reference. She requested that these six members be given complimentary copies. The board indicated their consensus with this.
- G. NOWRA Conference – Bruce Du Hamel noted that since President Lori Simon would like to see MEHA foster collaborative partnerships along with promoting MEHA, that the Executive Board should consider sending a delegate (i.e., Executive Board Member) annually to the National On-site Wastewater Recycling Association's (NOWRA) national conference. Du Hamel noted that we already send the President-elect and President, respectively, to IAFP and NEHA's national conferences. Du Hamel contends that since on-site wastewater is such an integral part of the sanitarian's work routine that it stands to reason there would be many benefits to participation in the NOWRA conference. Not only would MEHA add its name as an affiliate to another national organization but we would also gain national recognition along with fostering another organizational relationship. Discussion held.

VIII. COMMITTEE REPORTS

Covered at the June 6th Planning Session

IX. CORRESPONDENCE

none

X. NEXT MEETING

The Executive Board will meet in St. Ignace Michigan on Friday August 9, 2002. The meeting will start at 10:00 a.m.

XI. ADJOURNMENT

Motion by Alan Hauck and seconded by Mike Juhasz to adjourn the Executive Board Meeting at 11:34 a.m. Motion passed unanimously.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA, June 7, 2002