



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 August 9, 2002

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on August 9, 2002 at the Hiawatha National Forest Ranger Station, St Ignace, Michigan. President Lori Simon called the meeting to order at 10:00 a.m.

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

Members Absent: None

Guests Present: Laura Riddell and Leslie Askwith.

II. ADDITIONS TO THE AGENDA

President Elect's Report - add A, IAFP Conference.

New Business - add item C, Conference planning.
add item D, Publication Consultant.
add item E, Site Selection Committee.
add item F, 2003 AEC Committee report

Unfinished Business - add item G, Water for Kids.

Motion by Bruce Du Hamel and seconded by Pat Donovan to adjourn the meeting at 4 p.m. President Lori Simon asked for a hand count. Motion Passed on a hand count vote of 5 to 3. Voting for the motion were Bruce Du Hamel, Mike Patterson, Pat Donovan, Alan Hauck and Becky Ouellette. Voting against the motion were Kevin Besey, Jim LaFleur and Mike Juhasz.

Motion by Mike Patterson and seconded by Jim LaFleur to accept the agenda as revised. Motion passed unanimously.

Kim DeMars and Diane Forys arrived at 10:15 a.m.

III. SECRETARY'S REPORT

- A. Draft copies of the June 7, 2002 Executive Board meeting minutes were passed out and reviewed. **Motion by Bruce Du Hamel and seconded by Mike Juhasz to revise the June 7, 2002 minutes and delay their formal approval until the September 13th Board meeting. Motion passed unanimously.**
- B. Discussion held regarding the time frame for mailing draft copies of the minutes to the board for review. The Secretary agreed to complete the minutes for distribution by e-mail or regular mail within 10 to 14 days of the meeting. He also indicated that if it appears that he might not be able to meet this time frame, then if possible, would announce it at the meeting or let board members know by e-mail and give a prospective date as to when the minutes would be mailed.

IV. TREASURER'S REPORT

- A. Becky Ouellette passed out copies of the Treasurer's Report dated May 8, 2002 thru June 7, 2002 and June 8, 2002 thru July 5, 2002. It was pointed out that the format of the treasurer's statement was changed to conform to the new Quicken program.

Pat Donovan asks the treasurer what the term split meant as listed on the check transactions page. Ouellette explained that the term referred to the fact that it was for the reimbursement of multiple items and that on future reports, the splits would be broken out. Kevin Besey indicated that Becky should look into purchasing a book or CD that supports the Quicken program.

Pat Donovan inquired about how many certificates were covered under the category listed as A.G. Edwards Certificates on the first page of the Treasurers statement. Bruce Du Hamel stated that 15 one thousand dollar certificates were purchased. Ouellette pointed out that this section will change and will be itemized in the future. Donovan stated that it would be beneficial to the membership if the endowment fund balance would indicate the overall goal of \$100,000. Ouellette indicated that this was a very good idea. She also stated that Quicken will allow the creation of graphs and charts and she will look into adding these to the statement. Mike Juhasz asked that information about the endowment fund be put on MEHA's web site.

Pat Donovan questioned if MUCC had reciprocated and submitted membership into MEHA. Ouellette indicated that this was on her list of items to check into, however, she was going to give them another month before she contacted them.

Kevin Besey inquired about the low balance in the checking account and Bruce Du Hamel (past MEHA Treasurer) indicated that this was a normal occurrence at this time of year. This is mainly due to the fact that we are between conferences and are at the halfway point thru the membership year. **Motion by Bruce Du Hamel and seconded by Jim LaFleur to accept the treasurer's reports for the periods of May 8, 2002 – June 7, 2002 and June 8, 2002 – July 5, 2002 as submitted. Motion passed unanimously.**

Becky Ouellette indicated that on May 15th of this year a check for \$85.00 (to cover MEHA's website registration for a 5 year period) was sent to Domain Registry of America. Our Webmaster Jeff Holbrook contacted her recently and indicated that he renewed our registration for a one-year period at a cost of \$15.00. When Holbrook was informed about the \$85.00 renewal payment, he indicated that this was a scam. Ouellette said that in the meantime she has received several other "statements" for registration. Discussion held. A refund has been requested but she is not hopeful in obtaining it however, she will continue to look into the matter. Ouellette indicated that she has not applied for the credit card in MEHA's name but would be doing so in the near future.

Becky Ouellette talked about an e-mail she received from Ron Holben regarding money being transferred into the endowment fund and that she would like to talk to Bruce about this after the meeting. Du Hamel stated that he may have already cleared this up. He said that he received an e-mail from Ron Holben asking what happened to the \$9700 that the 2000 Executive Board had authorized to go into the endowment fund from the 2000 AEC. Bruce indicated that to the best of his recollection this was completed. He said he had gone through previous records and this was covered when the Board previously transferred \$17,500 to the endowment fund. In reviewing the June 9, 2000 minutes there was a motion to transfer \$17,500 general fund dollars to the endowment fund. Bruce stated that even though the minutes did not specifically state the individual dollar amounts, he remembers that there was discussion on this. The \$17,500 included this money. The board added money from expired CD's to "seed" the endowment fund. He said he had informed Ron about this and that he believes Holben is satisfied with his account of what happened.

Bruce DuHamel indicated that he would like the Treasurer to explore the possibility of changing our fiscal year from April 1st thru March 31st to July 1st thru June 30th of each year. He indicated that the benefits of this would be that the fiscal year would occur during the low point (little financial activity) in the year, which would make it easier to prepare and compare financial statements from year to year. Under the current fiscal year many revenues and expenditures are not completed from the AEC and other springtime activities. Du Hamel indicated that this was done once before, about 7 years ago when the fiscal year was changed from the calendar year to the current schedule. He indicated that we would start by checking with our bookkeeper to obtain the details on what might be involved in changing our fiscal year. Discussion held. Diane Forsys suggested that we might want to consider ending the year on May 31st to allow the fiscal year to end just before the annual planning session. Several board members indicated that this was a good idea. Lori Simon thanked Bruce Du Hamel for his very good suggestion and she asked Becky Ouellette to report back to the Board on what she finds out.

V. PRESIDENT'S REPORT

- A. **MALPH Contract** - Lori Simon indicated that she signed the MALPH contract and gave the original to the Secretary for distribution. She indicated that we did get the language changes in the contract as recommended. Julie Zdyble of MALPH suggested that the website be listed as website management (item #9)

instead of lumping it under an existing category and she suggested that a review of the work under this category to be done in 3 to 6 months to see if they are doing what we want them to do.

- B. **MOWRA/ MSTA** - Lori Simon reported that Dr. Ted Loudon told her that the memorandum of agreement between MOWRA/ MISTA/ MEHA (regarding the On-site Wastewater Conference) has not yet been signed. The MOWRA/ MISTA boards have not met. Dr. Loudon indicated that MOWRA/ MSTA were in verbal agreement with our suggested language changes and that the agreement will be approved, it is just a matter of getting the necessary signatures on it.
- C. **RS Ad-hoc Committee** – Lori Simon informed the board that she talked to Dr. Mike Ells of Ferris State University about serving as chair of the RS Ad-hoc Committee and he accepted this appointment. Simon pointed out that Dr. Ells has served on this committee in the past. **Motion by Bruce Du Hamel and seconded by Mike Juhasz to appoint Dr. Mike Ells chair of the RS Ad-hoc Committee. Motion passed unanimously.**
- D. **Additional Charges for Bylaws Ad-hoc Committee** - Lori Simon indicated that she sent out an e-mail to board members about the by-laws. She said that Steve Tackitt told her that when he served as President, he was given a three ring binder that included MEHA's Constitution, By-laws, Policies and Procedures and other documents. Simon indicated that the current Past President Mike Juhasz has indicated that he did not receive anything including this type of information. Tackitt indicated that whenever the Constitution or By-laws were revised, they were dated at the end of the document.

Lori Simon indicated that she would like this committee to search out our history and locate copies of our official documents. She stated that much of our history is in 4 or 5 boxes in the basement at the MALPH office and that all of our documents/history must be dated and put onto a CD ROM. Lori Simon said that she has added these charges to the By-laws Ad-hoc Committee. She also said that Steve Tackitt would be more than willing to meet at the MALPH offices to search thru our past papers. Possible meeting dates were the 28th or 29th of August. She is requesting that our Past President Mike Juhasz Board Liaison to this committee, make arrangements for a committee to meet at MALPH and go through the information stored there.

Bruce Du Hamel stated that in an attempt to obtain background information pertaining to this issue, he contacted through e-mail some former past officials (Past Presidents, former board members and several long time members of this organization) about the discussions of the current MEHA board relative to the existence and validity of MEHA's Constitution. So far no one recollects the elimination of MEHA's Constitution. Bruce Du Hamel reported that Ron Grimes did not recall the Constitution being eliminated. Grimes stated that there had been several amendments but it did not happen while he was on the board (from 1990 to 1996). Bill Hinz responded that he does not remember the Constitution being

eliminated and as a member and chair of that committee for a number of years he indicated that he would have a interest in it. Bob Godbold responded that he did not have recollection of any attempts to remove the Constitution. Bruce Du Hamel said that we can go through the archives but he also thinks that we can look at our history and past officers and you can take credence in what they tell us. These gentlemen span a period of about twenty years. Bruce said that what he thinks we may find after we go through these old documents, are documents that are like the ones he e-mailed the board members, which will also be undated. How you determine from that point which ones are the most current he does not know. Bruce indicated that with that thought in mind, having looked at these documents closely over the last 30 days, the major exceptions in those are that the Constitution identify the job responsibilities for the President, President-elect, Past President, Treasurer, Secretary and Board Members. Kevin Besey indicated that these job responsibilities are in our policies and procedures. Other than that the By-laws and Constitution are primarily the same, not word for word but no major differences. Lori Simon indicated that Steve Tackitt told her a statement in the 1994 Summer Issue of our MEHA Journal indicated that, the Constitution And the Policies and Procedures Manual were updated in 1987 along with the membership directory.

Motion by Kevin Besey and seconded by Mike Patterson to approve our existing committee and adhoc committee chairs as designated on the MEHA 2002-2003 Committee listing that was passed out at our June Planning Session, with the addition that the Bylaw and Policies and Procedures Ad Hoc Committee represent Mike Juhasz as both the chair and board liaison to the Bylaws and Policies & Procedures Adhoc Committee. Motion passed unanimously.

Pat Donovan ask that the minutes reflect that he was named by previous MEHA President Keith Krinn to Chair an Adhoc Committee to redraft the Bylaws. Pat stated that he was instructed by Keith Krinn to leave the Policies and Procedures for a future date and to leave the Constitution alone. Mike Juhasz stated for clarification that Kevin Besey, Lori Simon, Bruce Du Hamel, and Mike Juhasz are named to this committee and that Steve Tackitt will offer his assistance to this committee. They will try to document the history of this organization. Mike Patterson asks that the Secretary purchase a date stamp for use at meetings. Bruce Du Hamel asked that the charges for the Constitution / Bylaws / Policies and Procedures Adhoc Committee be changed to reflect this name change. Diane Forys passed out for a point of interest a Documentation Structure that is loosely based on ISO 9000 format. She indicated that this type of structure may be very useful to the group that researches and documents our history. Lori Simon indicated that this committee would look this at.

- E. **NEHA** - Lori Simon indicated that Ron Grimes asked her to congratulate Mike Juhasz for his excellent presentation to the Council of Delegates at NEHA's AEC. Ron Grimes indicated that Mike Juhasz had mentioned that MEHA was the first affiliate to donate \$1000.00 to their endowment fund. Mike Philips our Regional Rep. challenged all affiliates to match MEHA's donation. Mike Juhasz indicated

that Ron Grimes, one of MEHA's current LaRue L. Miller Sanitarian of the Year award winners is now serving as NEHA's second Vice-President. This is a very important position in that in two years he will become NEHA's President. In addition another of MEHA's past LaRue L. Miller Award winners, Harry Grenawitzke, received NEHA's Mangold Award, which is NEHA's highest award. Mike Juhasz indicated that NEHA is wrestling with the Food Safety Professional Credential and that this credential may be supplanting the REHS credential. NEHA considers the REHS credential their premier credential.

- F. **TAC** – Lori Simon indicated that she received a letter from Larry Stephens, Secretary of TAC indicating that Alan Frier has retired from this committee. Steve Aguinaga is currently the only MEHA representative on this committee. Lori Simon said that she contacted Steve Aguinaga about the vacancies and he recommended that Bryant Wilke, Assistant Director of Saginaw County Environmental Health and Regina Young, Supervisor at Barry-Eaton District Health Department be considered. After conferring with Bruce Du Hamel she contacted each individual about accepting these appointments. She then sent a letter to Mr. Stephens recommending these individuals. **Motion by Bruce Du Hamel and seconded by Mike Juhasz that Bryant Wilke with Regina Young as alternate be appointed to represent MEHA on the TAC Advisory Committee. Motion passed unanimously.**
- G. **Letter to Members** – Lori Simon indicated that she drafted and mailed a letter of commendation to Vito Palazzolo, Pam Barker, Vern Johnson and Ken Priest for their life saving assistance to Bob Hill at the AEC Conference in Traverse City.
- H. **Awards Committee Plaques** – Mike Juhasz inquired about a plaque for former board member Keith Krinn for his total years of service on the MEHA Board. Discussion held with the consensus being that Keith had received a Past Presidents award when his term expired. Historically this has been the only award given to Past Presidents. There was a misspelled word on a recently issued plaque. Lori indicated she had contacted Virgil Cimala regarding this issue.
- I. **IAFP response to MEHA's request to host an annual conference** – Covered under correspondence.
- J. **Swimming Pool Manual** – Lori Simon reported that she has been researching in an attempt to locate the original documents. The past committee members do not have a copy, nor does the company that produced it (which is no longer in business.) Laura Riddell indicated a member of her staff had been working on the manual and would seek further information for the board.
- K. **MPHI** – Lori Simon distributed materials she received from the Michigan Public Health Institute explaining the "Leadership Institute" program.

- L. **E-mails to Conference Planners** – Lori Simon stated that an e-mail was sent to both the food protection and groundwater conference planning chairs at the request of MALPH. The e-mail explained registration confirmations would be handed out at the conferences.

VI. PRESIDENT-ELECTS REPORT

- A. **IAFP Conference** – Bruce Du Hamel gave an update on the 2002 IAFP conference he attended in July in San Diego. As MEHA's President elect, Bruce was representing MEHA at the conference.

While at the conference, Bruce participated in the IAFI affiliates meeting, presenting information on MEHA's activities over the past year. IAFP will be developing an annual award for affiliate web sites. This will be similar to their award for food conference and publications that MEHA won two years ago. Bruce suggested that next years President-elect should continue to promote our web site at next years IAFP meeting. Bruce noted that many IAFP affiliates donate between \$4000 and \$10,000 annually to IAFP's Educational Endowment Fund.

Bruce reported that ACDI/VOCA had an information booth set up at the conference. This is a Federal organization that coordinates volunteers for service in third world countries. The premise behind this is that you go to a particular country to share your expertise in the profession. These are all expense paid sabbaticals. They provide you with transportation, an interpreter and all your other needs while on this visit. Bruce would like MEHA to get the word out on this opportunity that is available to our members. It was suggested that this information be put on the website and in our newsletter.

Break for lunch from 12:25 to 1:30 pm.

VII. UNFINISHED / OLD BUSINESS

- A. **Training & Data Base Ad-hoc Committee Report** – Diane Forsys thanked Becky Ouellette for picking up the Training & Data Base project, revising it, bringing it up to date, and for getting the books and CD's ready for submission to MDA. This was a very difficult and time-consuming revision. Becky Ouellette passed out copies of the final report to each board member. A meeting will be scheduled with Katherine Fedder and MDA at the end of this month.

Compensation for the people who worked on the project needs to be determined. Mike Juhasz indicated that it was understood in the beginning that compensation would be in the lower range (\$1000. or so) with much of the work being done on a voluntary basis. Diane Forsys stated that in the beginning they were aiming for as much volunteerism as possible over a broad base with volunteers from each region of the state inputting data into this project. However, we also went into this project knowing that we may end up paying a data input person for data input. Overall it became a very complex and time

consuming effort and we did not get a large pool of volunteers from across the state to do the project. Diane indicated that she explained to Eric Pessell our written project outline and stressed the need to obtain volunteers since we could only pay a certain amount. Eric Pessell decided to do the project in house. Diane indicated that at first we should look at his figures and then determine what is an appropriate amount to pay.

- B. **Website Changes and Requirements** – Lori Simon talked about putting a President’s message on the website. She said that Jeff Holbrook indicated that the cost to change links on the left side of the initial page is \$50.00 therefore, to keep cost down all changes should be submitted at one time. Lori stated that the educational committee would like to have separate links for educational material and documents/reports. Discussion held. Lori said that since we have many items on the agenda today we should defer this to a future meeting.

Bruce Du Hamel said that he looked at the site and discovered several formatting and other errors that need to be corrected. He also said that we should put our Policies & Procedures, Constitution/By-laws etc. on the site. Lori Simon indicated that the Bylaws were already placed on the website along with the Code of Ethics. Simon asked Bruce to contact Julie at MALPH about making corrections to the October MEHA Board meeting date and to “local and state agencies” link.

Alan Hauck will contact Julie Zdyble at MALPH to have MEHA’s Policies & Procedures added to the web site.

Pat Donovan ask how we pay for the web. Mike Juhasz indicated that we do not have a total amount contract with Jeff Holbrook or MALPH. Holbrook charges a standard monthly fee of \$50.00 and charges an extra fee when we have him make a more complex change to the site. MALPH is paid a \$20.00 hourly rate for work related to the web site. Pat Donovan asked Becky Ouellette to check into how MALPH bills us for the web site activity. Otherwise, he would like her to find out what the minimum unit of measurement MALPH uses for billing.

- C. **1% (training funds) Update** – Mike Juhasz gave an update on the 2002 AEC. He indicated that we have had a partial payment and that Nancy Atwood was in the process of finalizing the report. Nancy Atwood contacted Konrad Edwards who said there was no urgency to finalizing this and the money was still available for payment when the final report is submitted.
- D. **MPHA / MEHA Conference Update** – Laura Riddell indicated that they are in the process of finalizing all the information on the conference. It appears that the conference lost \$22.00. The split of this loss between MEHA and MPHA has to be figured out. The evaluations were very positive and she would be submitting information for the September board meeting. She also indicated that this co-conference concept between the two organizations worked well and should be considered in the future.

- E. **Constitution and Bylaws** – Lori Simon indicated that the committee would try to locate all of our old documents, get them dated and figure out where we are. Mike Juhasz talked about the copy of the Constitution and Bylaws that he received when he came on the board. He indicated in his opinion that these two documents have been melded into one document. This does not mean that the Constitution was eliminated, just that they did not put the name Constitution in the title of the document. Therefore, the Constitution exists within this one document, which is the Constitution and Bylaws.

Bruce Du Hamel said he does not want to challenge this but there is no record of this. Mike Juhasz indicated that he wanted to bring this information out to show that there is more work that needs to be done before this can be resolved. Discussion held on how to document MEHA's history.

Bruce Du Hamel said the message from this board today is that a search of the archives will be conducted by this committee and in lieu of the fact that they cannot find suitable documentation, that there was a melding/blending etc. of these documents that we will rely on our former Executive Board members and Presidents to make a determination on this issue.

Mike Juhasz indicated that he believes that we need to do more than this. Kevin Besey said that the Constitution may have been rewritten into the Bylaws and if you use an older copy of the Constitution then you have conflicting information. Becky Ouellette indicated that we need to locate past minutes for previous years to review for written confirmation and changes to the Constitution/Bylaws.

Pat Donovan indicated that the ballot put before the membership in March of '02 did not mention the Constitution therefore the membership believes they were voting on the Bylaws only. Pat Donovan noted that Policies & Procedures are written subordinate to Bylaws, which are subordinate to the Constitution. Pat stated; "I cannot have constitutional language submitted into Policies & Procedures and then have it be subordinate to the Bylaws."

Mike Juhasz stated that he believes that in the end what we will find is that the Constitution and Bylaws were written into one document, which should have been titled Constitution and Bylaws.

Jim LaFleur left the meeting at 3:00 p.m.

- F. **Past Minutes** – Pat Donovan indicated that some of the minutes from 2001 posted on the web site do not indicate that they were approved. The Secretary agreed to check the minutes and make changes as necessary. Mike Juhasz inquired about the changes in the February minutes. He stated that he believes that by striking them out makes them an incorrect revision. By actually changing the February minutes is revisionist and is a dangerous precedent to set. We should have only added a statement referencing in the February minutes the change made at the May meeting. Discussion held. The general consensus of the board is to have the strikethrough in the February '02 minutes removed.

- G. **Water For Kids** – Leslie Askwith gave the Board an update on Water for Kids. Leslie indicated they had a seven-week exchange program with a person from Tanzania. Renatus Mashauri visited several county health departments in the state, NSF, Lake Superior State University, Ferris State University and the Algoma Health Unit of Ontario, Canada. Water for Kids is hopeful to have similar exchanges in the future with someone from the State of Michigan going to Africa. Leslie indicated that many personal sanitation items were collected for Renatus Mashauri to take back to Africa. Leslie also indicated that Water for Kids was very appreciative to MEHA for their donations at the last two AEC's.

VIII. NEW BUSINESS

- A. **Affiliate Membership** – Moved to the September board meeting.
- B. **Liability Insurance Update** – Lori Simon inquired when the liability insurance came up for renewal. Mike Juhasz indicated that he believes it renews in October. We pay the bill on a yearly basis.
- C. **Conference Planning** – Pat Donovan noted his concerns about having two conferences scheduled so close together and the impact it could have on attendance. He is concerned that attendance may be down. Many departments have concerns about budgets, especially in light of the current cost sharing cuts implemented by the governor. We have an AEC, Food, Wastewater, Groundwater, and a Recreational Water Conference. There is discussion amongst some of the membership to add even more conferences. We could get to the point that we are running a conference a month, which in turn will hurt our overall attendance at each conference. He would like to see us guide our conference committees to limit conferences to one per quarter when possible. Conferences within the same quarter may cause budget difficulties for the smaller departments.

Mike Juhasz indicated that there was a scheduling conflict with conference sites between the Groundwater and Food Conference this year. This is the reason why these two conferences are scheduled so close together. He believes that this needs to be looked at and that some conferences may need to be turned into one-day workshops.

Pat Donovan indicated that you may want to consider rotating each individual conference into and be highlighted as part of the AEC. This would allow us to theme each AEC, which in-turn would increase the attendance at the AEC. The main reason we hold an AEC is to conduct the business of the membership.

Lori Simon remarked that this is a very good thought. Discussion held regarding possible problems with other conferences for example; not holding a Food Conference each year might cause a membership renewal problem with MDA employees and at the Groundwater Conference the equipment demonstrations may not be feasible during the spring. Pat wanted to stress that we have committee members who are putting in hundreds of hours in planning these conferences and if they are close together or there are too many of them, then we may end up with low turnouts which in turn is not fair to the conference planners.

- D. **Publications Consultant** – Bruce Du Hamel expressed his disappointment at the abrupt dismissal of Ron Holben as the Publications “Consultant”. Bruce noted that MEHA does not have consultant positions. Instead, it has committee chairs or adhoc committees who are appointed in accordance with approved bylaws, policies, and procedures. Bruce noted that Ron did not retire. He left MDEQ for a private sector job and has expressed an interest to several board members in maintaining an active role in MEHA. Bruce stated that he is asking that this be rescinded and that Ron be reinstated to this position. He further stated that the procedure for dismissal has not followed protocol. He is asking that Lori Simon make a recommendation that Ron is dismissed here and a vote be taken on it.

Motion by Kevin Besej and seconded Mike Juhasz to appoint Laura Riddell as the member to handle publication matters. Lori Simon stated that this is not a standing committee or an adhoc committee and that this whole motion is out of order.

Discussion held about this position. Mike Juhasz indicated that this is not a committee or an adhoc committee. This person reviews prices on publications. Bruce Duhamel asked what the definition of a committee and adhoc committee were. Mike Patterson stated for a point of order that as per Roberts Rules of Order “a committee is understood in parliamentary law as a body of one or more persons, elected or appointed by or by direction of an assembly...”. Mike Juhasz stated; “that this is addressed in our bylaws and Roberts Rules of Order does not apply. A committee under our bylaws has three or more persons.” Lori Simon responded that this position is listed as a Publication Consultant and that she was ready to appoint Laura Riddell into this position last March.

Kevin Besej withdrew his motion based on the fact that the President has the ability to discharge and place someone else into that position. Kevin stated that we have several liaison positions and non-committee positions. With that understanding Mike Juhasz withdrew his second of the motion.

Motion by Bruce Du Hamel and seconded by Pat Donovan that the dismissal of Ron Holben as Publication “Czar” be rescinded and that Holben be reinstated to this position. That the appointment of Laura Riddell be rescinded. Lori Simon stated as she indicated before that the motion and support is out of order, because it is not a standing committee or an adhoc committee. Therefore, there is no authority at this time for the board to make that type of motion. Bruce Du Hamel requested that this be reflected in the minutes.

Pat Donovan stated a point of order that the Constitution says that the President is responsible to the board in all matters of the association. Pat Donovan stated a point of order; Article VI of the Constitution of MEHA requires the President be responsible to the executive board to all matters of the association. Lori Simon stated that in addressing this she was looking out for what is best for the association.

Motion by Bruce Du Hamel that each board liaison contact their committee chairs and has a list of the chairs and each committee member submitted to the Board at the September 13th meeting. Bruce withdrew his motion providing that this is a directive in the minutes that each Board liaison provides this information. Lori Simon indicated that she does not have a problem with this.

Point of order, Bruce Du Hamel indicated that it was 4:00 o'clock and that we made a previous motion to adjourn at that time and to have all remaining business on the agenda, forwarded to the September 13th meeting.

- E. **Site Selection Committee** - Suspended until the September Board meeting.
- F. **2003 AEC Committee Report** – Suspended until the September Board meeting.

Remaining Committee Reports – Suspended until the September Board meeting.

Motion by Bruce Du Hamel and seconded by Pat Donovan to close the meeting at 4:04 p.m. Motion passed on a voice vote of 8 to 1.

Mention was made that we had a pressing committee report that needed to be discussed.

Motion by Bruce Du Hamel and seconded by Kevin Besey to re-open the meeting to discuss an individual committee report. Motion passed with Mike Patterson opposed.

IX. COMMITTEE REPORTS

- A. **Food Conference Committee** – Kevin Besey informed the board that one problem with the Food Conference is that the organizations that usually show up to support the luncheons financially are not coming forward. There are some major gaps in the funding for this conference. Kevin asked for direction to tell the committee that if there is a lack of funding then lunches at the conference will not be included. The general consensus of the board was to agree with this.
- B. **Ready Reference Committee** – Laura Riddell has received quotes for printing the updated Ready Reference Manual. She indicated that one of the bids was a lot lower than the rest. She obtained a bid on the binder of \$2.90/1000 purchased (\$2900.00), \$2.70/1500 purchased (\$4050.00). There is a one-time screen charge of \$30.00. The pages with tab index markers would cost about \$10.00 per book and the assembly charge is 25 cents per book.

Laura also indicated that there was a small amount of work that still had to be done on the groundwater and wastewater sections before the manual could go to the printer. Mike Patterson stated that the groundwater section was 98 % completed. Laura stated that TAC is to have the wastewater section ready for review by August 31st. Laura asked if she should apply for training funds. Discussion was held regarding the limited amount of training funds available and that if we applied for it for the Ready Reference then we may not get it for another submittal. The general consensus of the board was to apply for training funds for this project. Mike Juhasz indicated that we should contact MDA to seek funds for the food service section. Discussion held regarding other possible funding sources.

X. CORRESPONDENCE

IAFP – Lori Simon reported that she received a letter from David Tharp, President IAFP, and thanking MEHA for our letter specifying interest in hosting the IAFP Conference in Michigan. He indicated that preliminary their annual conference is scheduled thru 2008. He said that the 2010 conference is planned for Milwaukee, which is the 100th anniversary of their associations beginning in Milwaukee. He said with that in mind, Michigan is on the list but he cannot make any promises as to what year Michigan will be worked into the schedule.

XI. NEXT MEETING

The Executive Board will meet at MDEQ, Cadillac District Office, 120 W. Chapin Street, Cadillac, Michigan on Friday September 13, 2002. The meeting will start at 10:00 a.m. The facilities phone # is (231) 775-3960.

XII. ADJOURNMENT

Motion by Alan Hauck and seconded by Diane Forys to adjourn the meeting at 4:19 p.m. Motion passed unanimously.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA
August 9, 2002