



# 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 September 13, 2002

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on September 13, 2002 at the MDEQ Regional Office, Cadillac, Michigan. President Lori Simon called the meeting to order at 10:05 a.m.

Members Present: Lori Simon, Bruce Du Hamel, Alan Hauck, Mike Patterson, Jim LaFleur (via teleconferencing), Pat Donovan, Kim DeMars, and Becky Ouellette.

Members Absent: Mike Juhasz, Kevin Besey, Diane Forys (all excused).

Guests Present: Dave Gregg

### ADDITIONS TO THE AGENDA

- A. New Business - add B, Membership directory.  
add C, Pool Committee Chair appointment.
- B. Unfinished Business - delete item B, APHA/MEHA conference report  
add item B, Website.  
add item C, RS material on website.  
add item D, Discussion of Feb. 2002 minutes.  
add item E, Ready References funding.  
add item F, Committee Chairs/Roster updates.  
add item G, Constitution/Bylaws search.

**Motion by Bruce Du Hamel and seconded by Mike Patterson to accept the revised agenda and to have copies of the finalized agenda distributed. Motion passed unanimously.**

### II. SECRETARY'S REPORT

- A. Draft copies of the June, 2002 Executive Board meeting minutes were passed out with revisions noted. **Motion by Bruce Du Hamel and seconded by Kim DeMars to accept the minutes. Motion passed unanimously.** Draft copies of the August 9,

2002 Executive Board meeting minutes were passed out for review. Discussion centered on the format and length of the draft minutes. **Motion by Pat Donovan and seconded by Becky Ouellette to redraft and defer the August minutes to the October Executive Board meeting.**

### **III. TREASURER'S REPORT**

- A. Becky Ouellette passed out copies of the Treasurer's Report dated July 6, 2002 through August 7, 2002. Discussion held about the general format, some individual line items, and on fiscal responsibility. Becky Ouellette stated that she has expanded the report to include information on the A.G. Edwards Accounts and that information covering additional aspects of MEHA's finances will be added as she becomes more familiar with the Quicken program. **Motion by Bruce Du Hamel and seconded by Jim LaFleur to accept the treasurer's report as submitted. Motion passed unanimously.**
- B. The Treasurer reported that MEHA's Accountant could easily change the fiscal year (FY). The FY cannot exceed a 12 month period of time therefore, an audit report would be done for the time period between the end of the previous FY and the start of our new FY. This reporting period would be for less than 12 months. A board resolution (motion) is required to start the process. Deferred further discussion to the October 25, 2002 Executive Board meeting.

Discussion centered on the fiscal years of individual county governments, several state agencies and for obtaining a professional opinion from our accountant. Additional discussion was held on the benefits of ending our fiscal year after the AEC and before the Annual Planning Session in June.

- C. The Treasurer has applied and has been approved for a credit card in MEHA's name. This account will have air miles attached to it. Air miles will accrue at one mile / each dollar spent. The cards interest rate and annual fee are still to be determined by the credit card company. The interest rate is expected to be in the 9.9 % range and the annual fee could range from zero to twenty nine dollars / year.

Lunch Break 11:35 - 12:40 p.m.

### **IV. PRESIDENT'S REPORT**

- A. President Lori Simon said that she has been notified by The Consumers & Industry Services Department (CIS) that they have added a new service for professionally licensed individuals in the State of Michigan. CIS announced that as part of the Governor Englers, e-Michigan initiative, professional licenses can now be renewed on the internet. This site can be accessed at the states web site which is: [www.michigan.gov/elicense](http://www.michigan.gov/elicense)
- B. Lori Simon has requested that information pertaining to MEHA's Groundwater and other conferences be placed on the MDCH's website.

**V. UNFINISHED / OLD BUSINESS**

- A. Training Funds (1%) – Nancy Atwood has sent the budget statement to Konrad Edwards requesting the total reimbursable funds of \$2973.34 for the expenses associated with the 2002 AEC. Atwood still needs to submit an evaluation summary of the conference to Edwards. It was discussed that Lori Simon should contact Nancy Atwood and urge her to submit this final document as soon as possible.
- B. Web Site – It was reported that Jeff Holbrook charges \$50.00 to make changes to the left side of the initial web page. Therefore, we should submit all requested changes to the initial page at the same time. Discussion held regarding several possible changes including the importance of keeping the site map and making the items down loadable by members who do not have Microsoft word. It was noted that there are several errors on the web site regarding local health department listings, some outdated information and several links to state and other agencies need updating/additions. Discussion continued about placing MEHA’s Policy and Procedures, Code of Ethics, Constitution and Bylaws on the website. The Secretary agreed to forward the information to MALPH for inclusion on the web site. Lori Simon talked about putting a “current events” section on the web site. This message or information would be different than the President’s message that is printed in the Quarterly MEHA Journal. She also committed to follow up on the web sites hit-o-meter as well as monitor and maintain the “discussion group page. She will report back to the board on these items.
- C. RS materials on Web Site – The President asked the board if the RS workshop information should be placed under the document section instead of being a separate link. The consensus of the board was to keep it as a separate link. Several comments were made about inaccurate and outdated information in the RS document. This matter will be referred to the Sanitarian Registration Adhoc Committee for review and corrections.
- D. Discussion of February 2002 minutes – The Secretary passed out revised copies of the February 2002 minutes. A concern was raised about the revised minutes that were posted on the web site. It was stated that the minutes were returned to their original format with the boards May 10, 2002 approved changes being listed with an asterisk. Discussion centered about the authority and appropriateness of changes to the February 2002 minutes. It was decided by a majority of the board the wording of the statement was the same and to leave the current version on the web site.
- E. Ready Reference Funding – The checking account balance on the Treasurer’s statement is about \$7000. The cost of the new Ready Reference is approximately \$15,000 to \$20,000. To pay for the printing of the manual at this time, we would have to consider cashing in a Certificate of Deposit or come up with other ways to pay for the printing. Konrad Edwards will be sending the President a new updated training funds application for submission of a request to cover part of the cost of the Ready Reference. This application will be forwarded to the Grants & Training Funds Committee for submission. Questions were raised as to when the Ready Reference will be finished. The groundwater and wastewater sections are near completion.

**Motion by Pat Donovan and seconded by Bruce Du Hamel to freeze \$2000.00 of the cash in the checking account to fund 10 % of the printing cost of the Ready Reference. Motion passed on a voice vote of 6 to 1. Voting for the motion were Du Hamel, Donovan, Patterson, Hauck, LaFleur, DeMars. Voting against the motion was Ouellette.**

Discussion on the motion centered around keeping an adequate balance in the checking account to pay our monthly bills and the importance of starting to set aside money to cover the cost for printing of the manual. Statements were made about the importance of getting, as soon as possible, the proper information in the hands of our members for their use in the field.

- F. Committee Chair Roster Update – It was decided during the August 2002 board meeting that each board liaison would compile a member list of each committee that they are the liaison to and submit them at this board meeting. **Motion by Bruce Du Hamel and seconded by Becky Ouellette that a list of all committee members be created and presented to this board and then forwarded to the Nominations and Resolutions Committee. Motion passed unanimously.** The Secretary agreed to compile the list and distribute it.
- G. Constitution/Bylaws Search – The “search committee” consisting of Lori Simon, Kevin Besey, Mike Juhasz and Steve Tackitt met at MALPH and gathered documents and materials pertaining to MEHA. Mike Juhasz took the information collected back to his office, will sort it and then report to the board at the October 25, 2002 Executive Board meeting.

## VI. NEW BUSINESS

- A. Affiliate Membership – Deferred to a future board meeting.
- B. Membership Directory – Five boxes of membership directories were discovered in the basement of MALPH. Lori Simon agreed to see if they have been mailed out to members, who did not attend the AEC in April 2002. Simon will report back to the board in October.
- C. 2003 Recreational Water Committee Chair Appointment – A board member indicated that he had received e-mail from a MEHA member who is interested in becoming more involved in MEHA and that he would like to serve on this committee. Discussion centered on the President appointing a committee chair and the scheduling of this conference. The name of this member has been forwarded to the President for consideration as chair of this committee.

## VII. COMMITTEE REPORTS

- A. Awards Committee – The committees recommended changes to the Policies & Procedures governing the award procedures were passed out and reviewed. This committee recommends several revisions to the policies and procedures regarding MEHA’s awards. The Board is considering these recommended changes.

- B. Site Selection Committee – Pat Donovan presented a list of proposed Site Selection Committee charges. He stated that the Wastewater Conference is scheduled for the Kellogg Center at Michigan State University for the dates of January 7- 9, 2003. The AEC will be at the Valley Plaza Resort in Midland on March 12 - 14, 2003. The Groundwater Conference is October 13 – 15, 2003 and the Food Conference will be held October 20 – 22, 2003. Both of these conferences will be held at Shanty Creek in Bellaire, Michigan. It was noted that the contract for the Food Protection Conference is still being finalized and has not been signed. Donovan stated that the committees’ charges need to be refined and that he would report back. It was stated that the committee needs guidance on possible dates and rotation information for the 2004 conferences. A chair for the 2003- 2004 Food Protection Conference committee needs to be appointed.
- C. 2003 AEC Committee Report – Bruce Du Hamel reported that the AEC Committee met within the past week and that approximately 75 % of the agenda is set. A rough draft of the conferences budget was passed out.
- D. Education Committee – The President ask the board to review and approve the new fact sheets on Public Bathing Beaches, Underground Home Heating Oil Storage Tanks, Lead Poisoning, Complaints and Nuisances. Discussion centered on the level the fact sheets are written at, their overall complexity, and the accuracy of some information (the ability of keeping complainants names confidential). It was pointed out that MDEQ has many available pamphlets, covering a wide range of material including home heating oil. Since many pamphlets already exist, the charges for this committee should include, looking into what pamphlets exist and creating a link on our web site to this information. The MDEQ fuel oil pamphlet should be reviewed to determine if ours is compatible with their information. The pamphlets will go back to the committee for review.
- E. Food Protection Conference – After an inquiry at the last board meeting it was decided at that meeting to tell the committee that, if money was not available then lunches could not be provided. However, the brochures were mailed out with lunch being provided on Tuesday, October 2nd. The Committee is still attempting to obtain sponsors. After discussion on what could be done at this time, the general decision by the board was to suggest to the chair that the continental breakfast be eliminated, provide coffee only in the morning and to provide a box lunch for Tuesday.
- F. Endowment Committee – No report.
- G. Training & Data Base Ad-hoc Committee – The Treasurer reported that she has received a letter/invoice from the committee chair, Eric Pessell for the work Jackson County Health Department did on the data base grant. The letter/invoice stated that Jackson County personnel accumulated over 500 hours on this project with some of it as paid overtime. The total cost was \$11,840 of which he is requesting reimbursement of \$3,666. The final grant payment of \$7,500 is still pending and should be received in the near future. Discussion centered about when to pay this amount since the association has a low balance in the checking account. The Treasurer stated that funds should become available after the upcoming conferences.

**Motion by Bruce Du Hamel and seconded by Mike Patterson to approve the payment of \$3666.00 when the funds become available. Motion passed unanimously.**

**VIII. CORRESPONDENCE**

President Lori Simon passed out the NEHA Region VI newsletter referencing a statement by James Michael Phillips, Region VI Vice President. "I would also like to mention that the Michigan Environmental Health Association donated \$1000.00, supported by their membership at their annual meeting, to the NEHA endowment fund. I am very pleased to say that this is the first affiliate donation to this fund and I encourage others to follow their lead."

The June/July 2002 newsletter from the Second Harvest of West Michigan was circulated.

**IX. NEXT MEETING**

The Executive Board will meet at the St. Clair County Health Department, 3415 28<sup>th</sup> St. Port Huron, Michigan on Friday October 25, 2002. The meeting will start at 10:00 a.m. The facilities phone # is (810) 987-5306.

**X. ADJOURNMENT**

**Motion by Alan Hauck and seconded by Becky Ouellette to adjourn the Executive Board Meeting at 3:34 p.m. Motion passed unanimously.**

Respectfully submitted,

Alan Hauck R.S.  
Secretary MEHA,  
September 13, 2002

**Approved on October 25, 2002**