



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 October 25, 2002

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on October 25, 2002 at the St. Clair County Health Department, Port Huron, Michigan. President Lori Simon called the meeting to order at 9:58 a.m.

Members Present: Lori Simon, Bruce Du Hamel, Alan Hauck, Mike Patterson, Mike Juhasz, Pat Donovan, Diane Forys, Kim DeMars, and Becky Ouellette. (Mike Juhasz arrived at 10:30 a.m.)

Members Absent: Jim LaFleur (tele-conferencing not available), Kevin Besey (all excused).

Guests Present: None

II. ADDITIONS TO THE AGENDA

A. New Business - add B, Scholarship request.

B. Unfinished Business - No additions

Motion by Mike Patterson and seconded by Diane Forys to change the order of the day to discuss committee reports after the President Report and to accept the agenda as revised. Motion passed unanimously.

III. SECRETARY'S REPORT

A. Discussion of minutes - The Secretary passed out for discussion, information on the form and content of minutes based on the 10th edition of Roberts Rules of Order. Discussion held regarding this information and what information should be included in the minutes.

B. Draft copies of the August, 2002 Executive Board meeting minutes were passed out for review. **Motion by Becky Ouellette and seconded by Kim DeMars to table the August minutes until the December Board meeting so they can be revised to reflect the discussion held on the form and content of the minutes and Roberts Rules of Order. A roll call vote was requested. Motion passed on a roll call vote of 4 to 3. Voting in favor were Becky Ouellette, Diane Forys, Kim DeMars and Alan Hauck. Voting against were Mike Patterson, Pat Donovan and Bruce Du Hamel.**

- C. Draft copies of the Sept. 2002 Executive Board minutes were passed out for review. Discussion held and revisions noted. Motion by Betty Ouellette and seconded by Diane Forsys to accept the September minutes as revised. Motion passed on a 6 to 1 vote.
- D. A copy of the individual members on each MEHA committee was distributed.
Mike Juhasz arrived at 10:30 a.m.

VI. TREASURER'S REPORT

- A. Becky Ouellette passed out copies of the Treasurer's Report dated August 8, 2002 through September 6, 2002 and from September 7, 2002 through October 7, 2002. The Treasurer discussed the new format that the reports have taken. Individual checking account line items and overall balances of the checking account and savings/investment accounts were discussed and explained. A comparison of the balances between the current treasurers report and one year ago were reviewed and discussed. It was pointed out that it is difficult to compare balances without knowing what outstanding debts (mainly conference expenses) have not been received and/or paid. Future reports will identify which funds are the Strategic Fund Balance/Mandatory Sanitarian Licensing and the Endowment Fund. The final payment from MDA for the grant has not been received at this time. The payment is expected to be received shortly. **Motion by Alan Hauck and seconded by Kim DeMars to accept the treasurer's report as submitted. Motion passed unanimously.**
- B. The treasurer stated that she was contacted by Paul Parsons of A.G. Edwards and recommended that he meet with the board to discuss the investments and possible changes in our investment strategy. The general consensus was to invite him to the December 6th board meeting. One account that was showing a loss was moved to a more stable fund.
- C. MUCC indicated that they will become a sustaining member in MEHA but have not submitted an application at this time. The Treasurer will contact them.
- D. The Treasurer discussed the recently received bill for the associations' two liability policies. The policies renew on November 1st. **Motion by Bruce Du Hamel and seconded by Mike Juhasz to pay the liability insurance policies to Saginaw Bay Underwriters and Auto Owners and invite a 501C attorney to the January board meeting that will be held at MMDHD in St. Johns to discuss liability insurance. Motion passed unanimously.**

VII. PRESIDENT'S REPORT

- A. President Lori Simon read a Presidents "interim report" to be placed into the minutes. This report gave a synopsis of the overall goals and achievements of the association at the midpoint of her term in office. A copy will be attached to these minutes.
- B. The President in conjunction with the Treasurer is in the process of putting a graph on the web site pertaining to the balance and overall goal of the endowment fund. Acrobat is a free program and available of our web site. This program will allow visitors to our site to be able to print the word documents.

- C. MEHA's Policies and Procedures are being formatted so they can be placed on the web site. A copy will be submitted to the board for review before they are posted.
- D. Lori Simon indicated that our webmaster has placed the hit-o-meter back on the web site. She also indicated that because of their complexity our webmaster does not maintain discussion threads on web sites. A chart showing the activity on our site was passed out. We can obtain a more detailed report but it will cost an additional fee.

The webmaster indicated that if we took the site map off the left hand side of the home page it would not be deleted from the bottom of the page. A general discussion was held regarding the information on the home page. The general consensus of the board was to keep the calendar of events and see if it could be combined with the training and conferences link.

- E. The President indicated that training funds for the printing of the Ready Reference was approved for up to \$5000.00. Discussion was held regarding three board members attendance at MALEHA's meeting where the application for training funds was reviewed. It was discussed that at the August board meeting a breakdown of the cost for printing the ready reference was reported but the decision on how many copies to approve for printing and moving forward with an application for training funds was not made.

It was reported that some members of MALEHA had concerns about MEHA's application as submitted. The application requested funding of 1500 copies of this reference manual. A motion by the MALEHA Board to approve the training funds request was defeated. MALEHA's rules do not allow for covering cost of an endeavor that makes money for an organization. Therefore, it was discussed that the application for training funds should cover only the cost for printing manuals for MEHA members, not for copies that maybe sold in the future to MEHA members, other affiliate agencies or to NEHA. Additional discussion centered on the application for training funds that was submitted without board oversight. President Simon indicated that at the September meeting the board expressed its' concern about not having funds to cover the cost of printing the ready references and that funding may have to come from other avenues. \$2000.00 was approved as "seed" monies to fund this endeavor, therefore, based on the August board consensus to apply for funding, Simon requested the Grants and Training Funds Committee chair to move forward with the 1% application and submit it to the MALEHA forum. Simon indicated that information on the application was emailed to the President-Elect and Past President to inform them of the decision.

Members of MEHA's Executive Board expressed concern about the amount of Training Funds in the request to MALEHA. This is a substantial percentage of Training Funds available and could impact the availability of funds for other MEHA requests. Discussion on the number of Ready Reference manuals that should be printed and the cost associated with the printing.

President Simon reported that the chair of the Grants & Training Funds Committee had provided a list of 18 foundations that can be contacted for seeking funds to print the new Ready Reference. A draft letter of interest was shared with the Board that would be sent out to these organizations. Additional discussion was held on setting aside more money to cover the initial cost of printing and the need to have solid figures on cost for printing various amounts of the reference. This information is to be made available for discussion at the next board meeting.

VIII. UNFINISHED / OLD BUSINESS

- A. APHA/MEHA conference report – A report on the conference evaluations is being finalized and will be submitted.
- B. Ready Reference update – Reported on under section E of the Presidents Report.
- C. Bylaws Constitution Search – Discussed under Committee Report E (Bylaws/Policies & Procedures Ad hoc Committee).

IX. NEW BUSINESS

- A. Affiliate Membership – Deferred to the December board meeting.
- B. Scholarship request – Reported under Committee Report G (Endowment Committee).

X. COMMITTEE REPORTS

- A. AEC Planning Committee – The committee met this past week. They are in the process of seeking corporate sponsors. The overall planning of the conference is on target and in good shape.
- B. Audit Committee – This committee does not meet until the first of the year.
- C. Awards Committee – The proposed new award policies were passed out. Discussion on several changes were discussed and will be taken back to the committee for consideration.
Motion by Pat Donovan and seconded by Mike Patterson to move to executive session at 1:59 p.m. Motion passed unanimously. The board came out of executive session at 2:04 p.m.
- D. Blue Ribbon Ad hoc Committee – No Report. They will meet in the near future.
- E. Bylaws/Policies & Procedures Ad hoc Committee – Mike Juhasz indicated that he is in the process of reviewing the information that was in storage at MALPH and information that he received from several past presidents/board members. He will finish his review and give an historical perspective to show the flow of the constitution and bylaws etc. at the December board meeting.
- F. Continuing Education Committee – No report.

- G. Endowment Committee – A MEHA member requesting partial funding for a project submitted a written request for consideration. The member indicated that she would make a presentation at a future conference on her completed project. The committee recommended a payment of up to \$500.00 from the endowment fund. Discussion centered on the criteria of not spending money from the endowment fund until it has reached its' goal. President Simon indicated that money earned from interest is permitted to be used for this type of request. Several board members voiced opposition to this statement. A suggestion was made to have the member apply for monies through the Professional Development Fund.
- H. Environmental Education Committee – No Report.
- I. Food Protection Conference Planning Committee – A brief synopsis of the conference was given. The final report on the 2002 conference will be submitted in the near future. Bruce Du Hamel recommended that Dave Peters of the University of Michigan be named chair of the 2003 Food Protection Committee. Three current members agreed to return to the committee. **Motion by Alan Hauck and seconded by Kim DeMars to appoint Bruce Du Hamels recommended nominee (Dave Peters) for the Chair of the 2003 Food Protection Committee. Motion passed unanimously.**
- J. Grant & Training Funds Committee – Discussed under section E of the Presidents Report.
- K. Groundwater Conference Planning Committee – The Conference was just completed. A final report is in the process of being completed. A wrap-up meeting is scheduled for later in the year. A synopsis of the workshop and conference was given. One speaker became ill and could not attend the conference. Ron Holben stepped in and put on the workshop the first day of the conference. It was reported that Ron did a fabulous job conducting the workshop. Bruce Du Hamel asked to appoint Pete Johannes as Chair of the 2003 Groundwater Conference Planning Committee. **Motion by Mike Juhasz and seconded by Diane Forsys to give Bruce Du Hamel the authority to appoint a chair to the 2003 Groundwater Conference Planning Committee as per the Policies & Procedures. Motion passed unanimously.**
- L. Membership Committee – No report
- M. Nominations and Resolutions Committee – They are meeting to determine a slate of candidates.
- N. Professional Development Committee – The Sanitarian registration power point presentation is on the web site. The committee is scheduled to meet the end of October/early November.
- O. Ready Reference Ad hoc Committee – Discussed under section E of the Presidents Report.
- P. Recreational Water & Swimming Pool Conference Committee – Bruce Du Hamel has the names of three MEHA members who want to serve on this committee. Bruce request that the board discuss scheduling the next conference and asked for leeway in appointing a committee chair to investigate scheduling of a conference for the Spring of 2003.

Motion by Mike Juhasz and seconded by Diane Forys to appoint Paul Barry as Chair of the Recreational Water & Swimming Pool Conference Committee. Motion passed unanimously.

- Q. Sanitarian Registration Ad hoc Committee – Dr. Mike Ells submitted his resignation as chair of this committee. Lori Simon and Bruce Du Hamel are to meet to determine an appropriate chair for this committee. It was mentioned that the President sent a letter to the two main candidates for Governor; Jennifer Granholm and Dick Posthumus introducing MEHA. These letters also mentioned our position on Sanitarian Registration. This committee needs to form and start meeting with CIS.
- R. Conference Site Selection Committee – The development of charges are deferred to the December board meeting. The conference chair ask the board for guidance on reserving rooms for the 2003 Food Protection Conference at Shanty Creek.
- S. Wastewater Conference Planning Committee – The committee is finalizing the conference for the Kellogg Center at Michigan State University. As per Ted Loudon MOWRA and MISTA have signed the joint agreement with MEHA. A signed copy will be distributed in the future.

XI. CORRESPONDENCE

President Lori Simon read a letter from Bob Scranton about his retirement and information regarding a scholarship that was created at Ferris State University for a student in Environmental Health. The letter stated that this was the first dedicated scholarship to Environmental Health. Discussion held regarding this and other scholarships (NEHA) that MEHA has contributed to. **Motion by Mike Juhasz and seconded by Bruce Du Hamel to make a one time donation from the general fund of \$100.00 to the Robert K. & Judith L. Scranton Foundation. Discussion held on Policies & Procedures that cover this type of donation. Motion passed on a vote of 7 to 1.** Information on the scholarship will be put on MEHA's website.

Additional Information: Diane Forys discussed information that was in storage at MALPH. Many photos were found and all of them were put into acid free photo albums. A permanent ID label was put on each item that was found. Various items were given to board members for completion and identification of photos where possible.

XII. NEXT MEETING

The Executive Board will meet at Washtenaw County Environmental Health Department, 705 N. Zeeb Road, Ann Arbor, Michigan on Friday December 6, 2002. The meeting will start at 10:00 a.m. The facilities phone # is (734) 222-3800.

XIII. ADJOURNMENT

Motion by Becky Ouellette and seconded by Mike Juhasz to adjourn the Executive Board Meeting at 3:10 p.m. Motion passed unanimously.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA,
October 25, 2002

