

# 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 December 6, 2002

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on December 6, 2002 at the Washtenaw County Environmental Health Department, Ann Arbor, Michigan. President Lori Simon called the meeting to order at 9:55 a.m.

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

Members Absent: Jim LaFleur, Diane Forys (both excused).

Guests Present: Suzanne Kidder (AM) and Paul Nelson (PM.)

### II. ADDITIONS TO THE AGENDA

- A. New Business – No additions.
- B. Unfinished Business - No additions

**Motion by Alan Hauck and 2<sup>nd</sup> by Mike Patterson to defer, unfinished business agenda item # D, Endowment Fund. Motion passed unanimously.**

### III. SECRETARY'S REPORT

- A. Draft copies of October 25, 2002 Executive Board minutes were passed out for review. **Motion by Mike Juhasz and seconded by Kevin Besey to accept the October minutes as revised. Motion passed 7 to 1. Pat Donovan voting against.**
- B. Draft copies of the August, 2002 Executive Board meeting minutes were passed out for review. **Motion by Kevin Besey to accept the August minutes as received. The motion was not seconded. Copies of the revised August minutes are deferred to the January 2003 Board meeting.**

**VI. TREASURER'S REPORT**

- A. Becky Ouellette passed out copies of the Treasurer's Statement dated October 8, 2002 through November 7, 2002. The Treasurer led discussion on the statement and the Strategic Fund balances. Paul Parsons of AG Edwards will attend the January 2003 board meeting in St. Johns to discuss MEHA's investments. The Treasurer indicated that the final payment of the MDA grant has not been received and she will follow-up on this. **Motion by Alan Hauck and seconded by Kim DeMars to accept the treasurer's report. Motion passed unanimously.**

**VII. PRESIDENT'S REPORT**

- A. President Lori Simon read a memo from MEHA Journal Editor Janet Phelps indicating that NEHA Training has requested a full page ad to be inserted in the MEHA Journal. Janet Phelps suggested that NEHA pay \$250.00 per publication for a total of \$1000.00 per year. Discussion held. It was pointed out that we are accepting more corporate sponsors. The corporate sponsor policy dated 1/02 was read. Lori Simon will ask the MEHA Journal Editor to research this topic to see if corporate sponsors have exclusive rights to ad space in the Journal.
- B. Lori Simon passed out a summary of hits on our web site. She indicated that the site will be updated (the site map will come off the left side etc.). Steve Hall requested development/scholarships be changed to Membership Development Fund and Scholarships. The documents section will be changed to read Education Materials & Documents.  
**Motion by Mike Patterson and seconded by Kevin Besey to make the changes to the left side of the web site home page. Motion passed unanimously.**
- C. A request was received to allow information on the 17<sup>th</sup> Annual Michigan Mosquito Control Associations Conference be posted on MEHA's web site. The general consensus of the board was to allow the information to be put on the web site. This conference will be held February 6 & 7, 2003. This item will be placed under the news section.
- D. Lori Simon announced that MEHA's application for Training Funds for the 2003 Wastewater Conference was approved for \$2000.

**VIII. UNFINISHED / OLD BUSINESS**

- A. MPHA/MEHA conference report – Lori Simon passed out a copy of the conferences evaluation and final report. Simon asked MEHA to accept this final evaluation report as submitted. This format is what MPHA developed for use with their conferences. The general consensus of the board was to accept the report as submitted.
- B. Ready Reference update –Lori Simon reported that the TAC Committee is finalizing the wastewater section (it is scheduled to be completed in January). Price quotes for printing various amounts of the Ready Reference, were passed out as per the board request. Discussion held on the funding of the Ready Reference and MEHA's cash flow etc.

It was pointed out that \$15,000 was budgeted in the 2002/03 fiscal year budget. **Motion by Bruce Du Hamel and seconded by Becky Ouellette to purchase 900 Ready References manuals as per the cost estimates. Motion passed.**

- C. Foundation Application – Deferred *to later in the meeting. The consensus of the board was to have Dave Norkus mail out letters to various foundations regarding the Ready Reference and to contact MDA about their education fund.*

**Motion by Pat Donovan and seconded by Mike Patterson to censure the Board President regarding the list of allegations presented to the board. To support censure of the 2002 MEHA President, Pat Donovan asked to have a roll call vote on each separate item as listed in the allegations.**

**During the discussion and voting on the censure, President-Elect Bruce Du Hamel assumed the role of Chair.**

Allegations to support censure of the 2002 MEHA President.

1. 2002 MEHA President Lori Simon sent a letter to the Environmental Health Directors of Michigan Local Health Departments, wherein she placed responsibility for budget shortfall of the 2002 Fall Food Safety Conference upon MEHA Sponsors. This letter was sent after several Board members including Past President Juhasz and President-Elect Du Hamel objected to the content and inference of the language sent by President Simon. The letter was sent over the objections of the Executive Board.

In sending this letter, Madam President jeopardized the relationship MEHA has with its sponsors, because in fact the sponsors were not responsible for the conference budget shortfall, blaming sponsors for something they did not do jeopardizes the future abilities to gain financial support from these sponsors.

**This is a violation of Section 1(E) of article VI of the Constitution and is a violation of Section 6 of Article IV of the 2002 MEHA By-laws .**

2. President Simon instructed a letter to MALEHA be drafted by member Laura Riddell, prepared for the MEHA Presidents signature and sent to MALEHA 2002/03 President Dick Fleece. The letter requested full funding in a sum in excess of \$19,000 to reprint the MEHA Ready Reference. Madam President Simon signed and sent this letter knowing the requested funds were restricted to non-profit activities, that MEHA has fewer than 800 members and that the requested funds were going to be used to print 1500 copies of the Ready Reference. The additional copies were to be sold at a profit for MEHA. In addition to sending this letter to MALEHA, Madam President failed to notify any of the MEHA Executive Board members, three of whom were present at the MALEHA meeting in question, that the letter at issue had been written or sent. As such, these Board members were unable to provide prepared response to the MALEHA forum and the entire episode resulted in a \$5000 funding appropriation when MEHA could have secured \$10,000 had the request been appropriated and the three Board members in question been notified of the request. **This is a violation of Section 1 (E) of Article VI of the MEHA Constitution and is also a violation of Section 6 of Article IV of the 2002 MEHA By-laws.**

3. President Simon was disrespectful of senior member Ron Holben in summary discharge of his ad hoc chair duties as a representative for the Board and disrespectful of member Laura Riddell, in blaming Laura for costing MEHA approximately \$5000 in funding referenced in item two above. Further, Madam President informed member Ms. Riddell, that the Board was concerned with member Riddell, when the concern of the Board was directed to President Simon.

These two members, Holben and Riddell have donated countless hours to MEHA in time spent on behalf of the Association. Both these individuals were treated inappropriately. **Reference Section 4, of Article III of the MEHA Constitution.**

4. President Simon ordered the minutes for Feb. 2002 to be changed after they had been revised by Board action. This change was ordered without discussion or notice to the Board. In addition President Simon refused to change these same February minutes after unanimous vote by the Executive Board for a period 3 months. After finally changing them as directed, in August 2002, Madam president ordered them changed again after the August board meeting. The subsequent change took place without Board notification. **Reference Article XII of the 2002 MEHA By-laws. This is a violation of Section 1(E) of Article VI of the MEHA Constitution.**
5. President Simon has repeatedly refused to acknowledge the Constitution of MEHA, and has also failed to post this Constitution on the web site of MEHA. **Reference Section 6 of Article IV and Article XII of the 200 MEHA by-laws.**
6. After providing specific direction to the Board to review and comment on a draft Policy and Procedure for Awards, without waiting for the Board to have opportunity to provide the directed comment, Madam President contacted the widow and family of a deceased Emeritus member and sought permission to use his name on a MEHA award. In doing so Madam President circumvented the review comment and input of the Executive Board. **This is a violation of Section 1(E) of Article VI of the MEHA Constitution.**
7. Madam President sought to access the Endowment Fund to reimburse a member for expenses incurred by that member. Madam President asked for a motion from the Board in order to discuss and approve the request on October 25, 2002. No motion was made to open the question to discussion. Failing to receive Board approval, Madam President sought to access the Endowment fund by lobbying selective Board members outside the forum of a Board meeting. **Reference Article XII of the 2002 MEHA By-laws. This is a violation of Section 1(E) of Article VI of the Constitution of MEHA.**
8. Madam President was in contact with the Department of Environmental Quality Swimming Pool Section Chief and cancelled the opportunity for a 2003 MEHA sponsored Recreational Waters Education conference on December 2, 2002. This occurred after the MEHA Executive Board voted in October 25, 2002 to name a Committee Chair, endorse charges to a committee and await committee findings as to whether or not a Recreational Waters Educational Conference could be held in 2003. Madam President acted contrary to her direction from the Executive Board by majority vote taken October 25, 2002.

**This is a violation of Section 1(E) of Article VI of the MEHA Constitution, and a violation of Section 6 (A) of Article VI of the MEHA Constitution and a violation of Section 6 of Article IV of the 2002 MEHA By-laws.**

**Mike Juhasz stated, “that he does not recognize the copy of the Constitution that this censure is based on.” This is an outdated copy of one of the Constitutions. Discussion held. The Secretary was asked to read the first sentence of Article IV Section 6 of the Bylaws/Constitution dated 3-21-02.**

**Discussion item #1.**

Kevin Besey stated, “that the memo was not written by the President-- the President never said it. It was written by the conference chair and it was discussed at the August 2002 Board meeting. This notice was written to allow a member attending the conference to have a written notice to seek reimbursement from their department for the lunch.” Kevin Besey also stated “that this was done at his direction to the conference chair and that the flyer was passed out at his direction”. Extensive discussion followed.

Mike Juhasz stated that “since this is based on an e-mail, we need complete written information before we can vote on this item.”

Kim DeMars questioned if any sponsor voiced their disapproval of this memo/statement.

Lori Simon indicated that she contacted MALEHA President Dick Fleece to inform him of the fact that monies were not available to provide lunch, contrary to information stated in the conference announcement. Dick Fleece advised that this information should be shared with EH Directors. After conferring with Dick Fleece on the content of the notice, it was provided through the MALPH listserv as a courtesy to all EH Directors.

**Discussion item # 2.**

Extensive discussion held. Mike Juhasz asked for copies of the documents.

Lori Simon explained that she contacted Dick Fleece and Ron Miller. She explained that the cover letter on the application outlined three possible proposals, 100% funding, 50% funding and then a request to cover 1/3 funding. Notification by e-mail of the application and cover letter was sent to both the President Elect and Past President of MEHA along with copies to Dave Norkus and Laura Riddell. Both President’s were aware of this application and letter and the decision made by the President to move forward with the application. Simon stated that she did not discuss the draft letters with Laura Riddell. This information was also shared at the October Board meeting.

Bruce Du Hamel indicated that he was informed by individual members of MALEHA, That an additional \$5000 may have been available for the purchase of the ready reference manual.

Kevin Besey read from the draft August minutes indicating that the general consensus was to move forward with getting approved funding.

Alan Hauck stated that he recalls discussion at the October Board meeting about asking for all of MEHA's funding in the Ready Reference Application.

Mike Juhasz again raised his concerns that the references to the "old Constitution" were invalid and copies of all correspondences and documents were requested.

**Discussion item # 3.**

Two Board members re-capped their conversations with Laura Riddell. Extensive discussion followed. Lori Simon indicated that the Referenced Section of Article IV of the MEHA constitution is invalid. *Simon indicated that it was a publications consultant position and not an ad hoc chair position. A change was made in the publications consultant position due to the timeliness of completing materials as required. Simon also indicated that since she was unaware of an additional \$5000 possibly being available, how could I have blamed another member for losing it.*

**Discussion item # 4.**

Several board members stated that this issue was adequately addressed at previous board meetings and Board members were referred to past minutes for approved board decisions.

Lori Simon indicated that she had requested both the parliamentarian and the secretary research this issue out.

**Discussion item # 5.**

Mike Juhasz read a copy of a letter from Durwood Zank, Secretary of MEHA dated February 14, 1995 regarding the combining of MEHA's By-laws and Constitution into one document titled Michigan Environmental Health Association By-laws. Mike Juhasz stated that he had just finished his review of the MEHA's historical documents obtained from MALPH and this was one of the documents he had discovered.

Lori Simon reminded the board that she had placed additional charges on the bylaws committee to search out history to find past documents in order to find out what has happened with the bylaws and constitution.

**Discussion item # 6.**

Bruce Du Hamel read Item #6. Extensive discussion followed. Lori explained that she as board liaison to this committee had contacted Ron Grimes, the chair of this committee, and it was agreed that a letter needed to be sent out to find out if the family would be interested. Lori Simon indicated that she did not circumvent the review or input from the board.

**Discussion item # 7.**

Bruce Du Hamel read a synopsis of item # 7. Discussion held. Various opinions were stated. Lori Simon stated that that we did discuss the issue at the October board meeting.

The October minutes indicated that several board members voiced opposition to her statements on the use of the money.

**Discussion item # 8.**

Lori explained that Paul Sisson had contacted her. He was concerned about the lack of planning time to put this conference together. She had explained why she chose not to select the conference-planning chair, her concern about the loss of monies from the conference and local health department's not having funds to send staff to conferences. Yet this allegation states that she made the decision to cancel the opportunity to have the conference based on her conversation with Paul Sisson. She contends that she never made that decision.

Becky Ouellette stated that in her opinion. "Part of the problem has been her strong personality and that she asked for opinions and then she moves forward in her decision making. She sees it as a communication issue and does not think there is any malice involved. It is unfortunate that we have gotten to this point, but these are main issues and they need to be addressed.

End of discussion.

**The motion was re-stated by Pat Donovan. Mike Juhasz wanted to know what the ramifications of the censure were, does it require a majority or 2/3 vote, what does Roberts Rule of Order State. What is the proper procedure for voting under these type of circumstances and for what reasons can a vote on censure take place. The Sergeant of Arms, Mike Patterson took several minutes to research these issues and reported back to the board. In addition to RR of Order being read and referenced sections of MEHA's By-laws were also read and discussed.**

**Motion by Becky Ouellette and seconded by Kim DeMars for division of the questions and to vote on each individual item. Motion passed on a vote of 5 to 3.**

**Bruce Du Hamel voted only to break any ties in the vote.**

**Item # 1 passed on a vote of 5 to 4.**

**Voting yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**Item # 2 passed on a vote of 5 to 4.**

**Voting yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**Item # 3 passed on a vote of 5 to 4.**

**yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**Item # 4 passed on a vote of 5 to 4.**

**Voting yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**Item # 5 failed on a vote of 3 to 5.**

**Voting yes: Pat Donovan, Becky Ouellette and Mike Patterson.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz, Alan Hauck and Kim DeMars.**

**Item # 6 passed on a vote of 5 to 4.**

**Voting yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**Item # 7 passed on a vote of 5 to 4.**

**Voting yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**Item # 8 passed on a vote of 5 to 4.**

**Voting yes: Pat Donovan, Kim DeMars, Becky Ouellette, Mike Patterson and Bruce Du Hamel.**

**Voting no were Lori Simon, Kevin Besey, Mike Juhasz and Alan Hauck.**

**The Chair was returned to President Lori Simon at 2:20 p.m.**

**Kevin Besey submitted a verbal resignation and then left the meeting.**

**IX. NEW BUSINESS**

- A. Affiliate Membership – President Simon indicated that she wanted to work on strengthening our relationship with other affiliates. She was contacted by the MOWRA President and asked to sign the letter of Agreement between MOWRA/ MSTA/ MEHA at the Wastewater Conference in January.
- B. Scholarship request – A request was made for the Bob Scranton Scholarship at Ferris State University Scholarship to obtain mailing labels from MEHA.  
**Motion by Bruce Du Hamel and seconded by Becky Ouellette to grant Bob Scranton the requested labels to be generated at the MEHA office and to wave the \$1.25/100 label fee and to pay MEHA the cost of the printing. Motion passed unanimously.**

**X. COMMITTEE REPORTS**

- A. Environmental Education Committee - Guest Paul Nelson arrived at 2:50 p.m. and discussed the recently developed fact sheets on Complaints & Nuisances, Public Bathing Beaches, Lead Poisoning and Black Mold-Stachybotrys.

**Motion by Alan Hauck and seconded by Mike Patterson to approve the Public Bathing Beaches, Lead Poisoning and Black Mold-Stachybotrys fact sheets for publication on MEHA's web site. Motion passed unanimously.**

The Complaints and Nuisances fact sheet will have minor updates included and re-submitted to the board. The committee has the responsibilities to periodically review the fact sheets placed on MEHA's web site. This requirement is to be placed on the committee's list of charges that will be revised at the June 2003 planning session.

- B. Conference Site Selection Committee – Guest Suzanne Kidder discussed, complimentary rooms at conference sites. She indicated that complimentary rooms were not in the contract at the Food Conference. She stated that the communication gap between the conference chairs and the chair of the Site Selection Committee needed to be “closed”. The general consensus of the Board was that the Site Selection Committee will be responsible for negotiations and the contract at the various conference sites and that the charges of the Site Selection Committee and Conference Chairs must address this issue. Suzanne Kidder will contact Diane Forsys and have this information added to the conference chair packets.

**XI. CORRESPONDENCE**

None

**XII. NEXT MEETING**

The Executive Board will meet at Mid-Michigan District Health Department, 615 North State Road, St. Johns, Michigan on Friday, January 10, 2003. The meeting will start at 10:00 a.m. The facilities phone # is (989) 224-4300.

**XIII. ADJOURNMENT**

**Motion by Mike Juhasz and seconded by Alan Hauck to adjourn the Executive Board Meeting at 3:26 p.m. Motion passed unanimously.**

Respectfully submitted,

Alan Hauck R.S.  
Secretary MEHA  
December 6, 2002