

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

January 10, 2003

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on January 10, 2003 at the Mid-Michigan District Health Department's St. Johns office. The meeting was called to order at 10:00 a.m.

Members Present: Lori Simon, Bruce Du Hamel, Mike Patterson, Pat Donovan, Mike Juhasz, Kim DeMars, Becky Ouellette (arrived at 1:00 p.m.), Terry Anderson (appointed to fill vacant Board position), and Diane Forsys.

Members Absent: Jim LaFleur (excused) and Alan Hauck (excused)

Guests Present: Steve Hall (Professional Development Committee); Joe Crigier (Nominations and Resolutions Committee); Ken Priest (Endowment Committee); Paul Parson, A.G. Edward representative (arrived 1:20 p.m.)

Lori Simon (left mtg. at 12:40 p.m.) Mike Juhasz (left mtg. 12:10 p.m.)
Diane Forsys (speakerphone – terminated call at 11:40 a.m.)

ADDITIONS TO THE AGENDA

A. New Business - add A, Vacant Board Member at Large position.

B. Unfinished Business – add A, NEHA request to advertise in MEHA journal
add B, Update and discussion on status of RS/CIS talks

**Motion by Patterson, support from Juhasz to accept additions to the Agenda.
Motion passed unanimously.**

Motion by Du Hamel, support from Patterson to change the order of the Agenda to allow Committee Chairs in attendance to present their reports at the beginning of the meeting. Motion passed unanimously.

* *Reports for the Endowment, Nominations/Resolutions, and Professional Development Committee's were given at this time. Please see the "Committee Reports" later in these minutes for detail.*

** *MEHA member Terry Anderson was appointed by the Executive Board to fill the remaining two months of the vacant Board Member at Large position. Please see "New Business" in these minutes for detail.*

II. SECRETARY'S REPORT

Motion by Anderson, support from Patterson to defer the review and approval of the December 6, 2002 MEHA Executive Board meeting minutes to the February, 2003 meeting. Motion passed unanimously.

Motion by Donovan, support from Patterson to move to Executive Session for the purpose of discussing the December 6, 2002 MEHA Executive Board meeting minutes. Motion carried unanimously. Moved to Executive Session at 1:09 p.m. Executive Session ended at 1:13 p.m.

Motion by Anderson, support from Patterson to defer the review and approval of the August 9, 2002 MEHA Executive Board meeting minutes to the February, 2003 meeting. Motion passed unanimously.

III. TREASURER'S REPORT

Treasurer Becky Ouellette distributed copies of the Treasurer's report dated November 8, 2002 through December 6, 2002. Discussion on revenues from conference registrations. Most revenues from Groundwater and Food Protection Conferences have been accounted for. Registration revenues from the On-Site Wastewater Conference will be reflected in upcoming Treasurer reports.

\$85.00 refund from improper domain registry fee is anticipated.

MUCC membership reciprocity with MEHA has not been received yet. Becky will work with Mike Patterson to determine a contact for the purpose of settling this issue.

Motion by Patterson, support from Donovan to accept the Treasurer's Report as presented. Motion passed unanimously.

A. G. Edward's representative, Paul Parson, reviewed the past year's performance of MEHA's investments accounts. As a result of a declining market, there has been a 7.4% decrease in the combined values of the Endowment Fund account. So as to take advantage of gains in the bond accounts along with declines in mutual fund accounts, Mr. Parson advises MEHA to "rebalance" the investment in each category. By doing so gains in the bond accounts that have leveled off can be used to purchase mutual funds at a lower cost.

Motion by Donovan, support from Anderson to have the Treasurer direct A.G. Edwards to initiate the process of "rebalancing" the accounts in the Endowment Fund by applying gains in bond funds to mutual funds. Motion passed unanimously.

The Strategic Fund balance as of the last reporting period is \$10,179.48. \$1,179.48 of this amount is in a money market account paying 1.22%/year. Discussion on using this excess to purchase a \$1,000 Certificate of Deposit with an anticipated maturation date similar to existing C.D.'s in the Strategic Fund. By doing so, maximum return could be expected for all monies in the Strategic Fund and maturation of all C.D.'s therein would occur in spring/summer of 2004.

Motion by Donovan, support by Patterson to direct the Treasurer to use money market funds as described above to purchase a \$1,000 Certificate of Deposit with a maturity date of late spring/early summer in 2004. Motion passed unanimously.

IV. PRESIDENT'S REPORT

- Lori participated in a ceremonial signing of the Memorandum of Understanding between MSTA, MOWRA and MEHA at the 52nd Annual On-Site Wastewater Conference held this week in Lansing.
- Committee annual reports are due to MEHA's Secretary by mid-February, 2003.
- Next MEHA Executive Board meeting to be held at the 2003 AEC site in Midland.
- Mangold Award nominations are due by March 17, 2003 and are to be channeled through MEHA's Award's Committee.
- Mailing list request from Bob Scranton has been completed.
- Lori to instruct MEHA Board Secretary to forward necessary information (MEHA's annual report, Executive Board roster, MEHA's By-Laws) to IAFP per their requirements for MEHA to maintain affiliate status. This was a topic brought up at the committee meeting and they decided to move forward with the letter.
- A letter from the family of Samuel Stephens has been received wherein the family endorses the concept of a Samuel Stephens Sanitarian of the Year Award.

V. UNFINISHED BUSINESS

- A. NEHA request to advertise in MEHA's quarterly newsletter – At last month's Executive Board meeting a request was read from NEHA relative to their interest in advertising in MEHA's quarterly newsletter. Concerns at that time revolved around setting precedence as well as expenses MEHA could incur. Consensus of the Board is to allow NEHA to advertise as requested with all costs associated with printing passed along to NEHA. Simon to respond to NEHA accordingly.
- B. Status of contact with CIS regarding registration of Sanitarians - Discussion held regarding the stagnant state of affairs with respect to initiating contact with CIS and resurrecting discussion relative to the status of Sanitarian registration in Michigan. Committee Chair Mike Ells resigned several months ago due to lack of time to commit to the endeavor. Consensus of Board Members present today was to instruct Board Members Pat Donovan and Terry Anderson to immediately initiate contact with CIS for the purpose of resurrecting discussion. Donovan and Anderson are to communicate regularly to RS ad hoc Committee liaison Mike Juhasz.

Freshman State Representative John Stakoe of Oakland County has expressed interest in this matter and has indicated he would like to attend a MEHA Board meeting. Tentatively, April 4, 2003 Executive Board meeting for the purpose of learning who we are and discussing what could be done to assist in the RS issue. Thanks to Kim DeMars for making these arrangements.

Discussion was held on the draft letter authored by Past-President Mike Juhasz which was to be sent to all State Legislatures addressing who MEHA is and the importance of Sanitarian registration. Consensus was that the letter probably would not reach the legislators but more likely would be handled by an aide who in turn may discard it. Additional consensus is that personal contact needs to be made with legislatures to ensure they accurately hear our

message and our concerns. If Board members have contact with legislatures, they are encouraged to share our message with them.

Note: At 12:40 p.m., President Lori Simon excused herself from the meeting to return to work, Previous departures by Mike Juhasz at 12:10 p.m. and Diane Forsys at 11:40 a.m. left the Executive Board without a quorum. Prior to Lori's departure, the Executive Board recessed, with remaining Board members Anderson, Patterson, Donovan, DeMars, and Du Hamel awaiting the arrive of Board Member Becky Ouellette. Ouellette arrived at 1:00 p.m., thereby restoring a quorum to the Executive Board. In the absence of President Simon, President-elect Du Hamel assumed the Chair for the remainder of the meeting.

VI. NEW BUSINESS

- A. Vacant Board Member at Large position - Discussion held relative to the vacant Board Member at Large position due to the resignation of Board Member Kevin Besey at the December 6, 2002 MEHA Executive Board meeting.

Motion by Forsys, support by DeMars to formally accept the resignation of Mr. Besey. Motion passed unanimously.

Motion by Du Hamel, support by Donovan to appoint MEHA member Ron Holben to fill the remaining two months of the vacant position. Motion failed with two members in favor, three opposed, and one abstention.

Motion by Juhasz, support by Forsys to appoint MEHA member Terry Anderson to the vacant Board Member at Large position, effective immediately. Motion passed unanimously.

- B. Resolution of Recognition for retiring Oakland County EH Director Ron Grimes – Kim read a request from Bob Long (Oakland County) wherein retiring EH Director Ron Grimes would receive a Commendation or Certificate of Recognition for his dedication and commitment to MEHA during his career. President Simon was instructed to write a letter acknowledging Ron's accomplishments and commitment to MEHA.

VII. COMMITTEE REPORTS

- 2003 Annual Education Committee – Speakers have been secured. Committee is busy wrapping up final details and soliciting sponsor/corporate donations to offset cost of conference.
 - Audit Committee – Treasurer Becky Ouellette is to contact Committee Chair Kevin Datte to arrange for the annual audit of the Treasurer's books. The audit report is to be available for the AEC Business Meeting in March, 2003.
 - Awards Committee – To have a full report for the February board meeting.
 - Blue Ribbon ad hoc Committee – No report
 - By-Laws Committee – No report from Committee Chair. Du Hamel distributed copies of minutes from the March, 1995 AEC Business Meeting noting that a merger of the
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Constitution and By-Laws had been presented to the general membership for approval. According to the minutes, the resolution was passed.

- Continuing Education Committee – No report
- Endowment Committee – Report given by Terry Anderson and Ken Priest. Anderson and Priest provided a historical background relating to the Endowment Committee, supporting their discussion with written documentation relative to the Committee's purpose, goals and procedures for disbursement. Discussion from the Board relative to investment and disbursement strategies; ways to build the fund to a \$100,000 balance; tracking income for the purpose of determining amount of funds that can be awarded; and how the existence of the fund can be promoted to allow MEHA members to access it. The Committee is charged to formulate recommendations for review by the Executive Board by December, 2003.

Motion by Juhasz, support by Patterson to approve a request for reimbursement from Diane Gorch in the amount of \$350. Said funds to be initially taken from the general fund until Treasurer Becky Ouellette can ascertain the existing endowment fund balance had a positive income in excess of \$350 over the last year in which case the endowment fund will reimburse the general fund. Motion passed, five in favor, one opposed (Du Hamel).

- Environmental Education Committee – No report
- Food Protection Conference Committee – Final accounting still not available. Committee liaison Kim DeMars has not been able to contact Committee Chair Dawn Beemer who is out on maternity leave. Consensus of the Board is to have Treasurer Ouellette review past revenue and expenditure figures for the 2002 Food Conference and present a report.

Derrick Simmons will chair the 2003 Food Protection Conference.

- Grant & Training Fund Committee – Eighteen letters of solicitation have been sent via MEHA's Grant Committee. One response was received and assigned a file number.
- Groundwater Conference Planning Committee – Committee member Mike Patterson presented a written financial report. The conference exceeded expenses in the amount of \$2,112.36. The Committee is requesting these excess funds be forward to the MEHA's Endowment Fund. **Motion by Donovan, support from Patterson to direct the Treasurer to deposit \$2,112.36 from Groundwater Conference proceeds to the Endowment Fund. Motion passed unanimously.**
- Membership Committee – No report
- Nominations and Resolutions Committee – Written report provided by Committee Chair Joe Crigier. Moved to Executive Session at 11:20 a.m. to discuss candidate nominations. Left Executive Session at 11:25 a.m. **Motion by Patterson, support by DeMars to accept the slate of candidates as presented by the Nominations and Resolutions Committee; have ballots prepared; and proceed with elections. Motion passed unanimously.**

Nominations are as follows:

President-elect: Harry Grenawitzke – NSF International
John Gohlke – MDEQ

U.P. Representative: Suzanne Lieurance – Chippewa CHD
Ryan Whaley – LMAS District HD

At-Large Rep: Ron Holben – Mannik and Smith Group
Derrick Simmons – Grand Traverse CHD
Jeff Zank – Barry/Eaton DHD

(Note: Harry Grenawitzke regretfully declined the nomination.)

- Professional Development Committee – Committee Chair Steve Hall noted that a request from MEHA member Diane Gorch in the amount of \$150.00 has been awarded.
- Ready Reference ad hoc Committee – No report. Board members discussed the need to ensure the Committee completes the Ready Reference as soon as possible for distribution to membership. President-elect Du Hamel to contact Committee Chair Laura Riddell to see if assistance is needed to wrap up the project.
- Recreational Water & Swimming Pool Conference Committee – The Committee has met and has a one day conference tentatively set for April 17, 2003 in the Lansing area. The Committee will be meeting again on Monday, January 13, 2003.
- Sanitarian Registration ad hoc Committee – Discussed under Unfinished Business.
- Site Selection Committee – No report. Board members discussed if the current process in site selection is working. Problems noted have been lack of comp rooms at the 2002 Food Protection Conference for MEHA; 2003 Food and Groundwater Conferences being held in back to back weeks; lack of ability to negotiate “extracurricular” items such as breaks, meals, exhibitor space, etc once the contract has been signed committing MEHA to the hotel. Consensus of the Board is to review the charges of this Committee in the near future.
- Wastewater Conference Planning Committee – No report. Du Hamel and Patterson were both in attendance at the 2003 conference held this past week. Registrations were in excess of 500 attendees. The conference was very well organized. Du Hamel noted that this year’s Conference Chair Ted Loudon has agreed to chair the 2004 conference. Final numbers will be wrapped up on the next few weeks and a financial report will be forthcoming.

VIII. CORRESPONDENCE

- None

IX. NEXT MEETING

- The Executive Board will meet at the Valley Plaza Resort in Midland, Michigan at 10:00 a.m. on Friday, February 7th, 2003. .

X. ADJOURNMENT

- **Motion by Anderson, support by Donovan to adjourn. Motion passed unanimously.**
The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Kim DeMars (acting as Board Secretary in Alan Hauck absence).
February 7, 2003