



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 May 15, 2003

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on Friday, May 15, 2003 at the MDEQ Offices, 120 W. Chapin Street, Cadillac, Michigan. President Bruce Du Hamel called the meeting to order at 10:02 a.m.

Members Present: Bruce Du Hamel, Alan Hauck, Pat Donovan, Kimberly DeMars, John N. Gohlke, Diane Forsys, Mike Patterson, Ryan Whaley and Derrick Simons.

Members Absent: Becky Ouellette, Lori Simon, both excused.

Guests Present: Steve Hall.

II. ADDITIONS TO THE AGENDA

New Business – add item E – DEQ well code development workgroup.
add item G – Change date of September board meeting.
change item D to Groups/Publications.

Motion by Mike Patterson and seconded by Ryan Whaley to accept the agenda as revised. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Draft copies of the March 13, 2003 Annual Business Meeting minutes were passed out. These minutes will be presented to the membership for review and approval at the 2004 AEC Annual Business Meeting.
- B. The April 4, 2003 Executive Board minutes were reviewed. The secretary advised the board that revised copies were not available for this meeting and suggested approval of the April minutes be deferred to next month's board meeting.

IV. TREASURER'S REPORT

- A. Review of the Treasurers report was deferred until next month's board meeting.

- B. Bruce Du Hamel passed out draft copies of MEHA's proposed 2003 – 2004 budget. Bruce led the discussion in reviewing individual line items. Several line items were recommended for adjustment to balance the revenues and expenditures.

Motion by Alan Hauck and seconded by Kim DeMars to defer the decision on the final budget to the June 20, 2003 board meeting. Motion passed unanimously on a voice vote.

V. PRESIDENT'S REPORT

No Report

VI. UNFINISHED / OLD BUSINESS

- A. Executive Board roster – The re-designed copy of the new Executive Board roster was passed out for possible changes.
- B. MEHA committee/liaison approvals – A revised/updated list of committee chairs/liaisons was reviewed and discussed.
- C. Food Safety Education Advisory Committee – Diane Forys discussed this state committee. As reported in April Becky Ouellette will be attending these meetings.
- D. Ready Reference Manual – Status is to be determined and reported on at the annual planning session.
- E. RS issue – the board met in April with Representative John Stakoe. He indicated that he was willing to help us make contacts with CIS and help us move forward with this issue. Bruce Du Hamel indicated that he informally talked to several E-H Directors and had sent an e-mail to all E-H Directors to get their feedback on this issue. Bruce passed out copies of the comments that he received back. A membership survey will be included in the upcoming issue of the MEHA Journal. There are 564 Michigan RS in the state and 60 +/- NEHA REHS. The RS committee will be meeting with CIS to begin discussions on this issue. Each board member was asked for their suggestions on the direction this committee should take. The general consensus of the board is to have the exam review and test be administered by NEHA and for the State of Michigan to offer reciprocity to individuals who pass the NEHA REHS.
- F. Ram Center – Bruce asked board members to personally contact each committee chair to see if they plan on attending the upcoming annual planning session.
- G. Emeritus members – Discussion held regarding contacting by letter the members that were granted Emeritus status at this years AEC. The President was directed to contact by letter each recipient informing them of their Emeritus Status. A copy will be sent to MALPH so they can be added to the Emeritus Status membership list.

VII. NEW BUSINESS

- A. Distribution of minutes – Discussion held. The general consensus of the board is to place a notice in the MEHA Journal that the minutes will be distributed by posting them on the website (meha.net) starting January 2004.
- B. Silent Auction Donations – Bruce Du Hamel asked for authorization to purchase Michigan themed items for donating to benefit NEHA's and IAFP's silent auction at their AEC conferences.

Motion by Pat Donovan and seconded by Diane Forys to authorize the President to purchase State of Michigan related items for donation to the silent auction benefiting NEHA and IAFP. This authorization is for maximum amount of \$75.00 for each conference. Motion passed unanimously on a voice vote.

- C. Electronic conference notification – The general consensus of the board is to move forward with electronic notification, with a phase in period. For the transition period a one-page conference announcement will be mailed out to each member. The conference agenda and registration material will be available on the web site (meha.net). This topic will be discussed with the conference chairs at the June planning session.
- D. Discussion group/publications – Pat Donovan inquired about information being removed from the discussion section of the web site (meha.net). Some items regarding MEHA business were taken off in as little as three days. Discussion held regarding who has authorization to remove items from the web site. Pat passed out information about the publications/fact sheets on MEHA's web site. Discussion held. Publication/fact sheets will be discussed with the committee at the June planning session.
- E. MDEQ well code workgroup – Bruce Du Hamel received a letter about an organizational meeting for this workgroup. Discussion held and several possible members that could possibly serve on this committee were suggested. Derrick Simmons and Alan Hauck agreed to check with these individuals to see if they could serve as MEHA representative on this workgroup.
- F. Reschedule September board meeting date – This meeting, which was initially scheduled for September 19th has been rescheduled for September 26, 2003 in Munising. Location to be determined.

VIII. COMMITTEE REPORTS

- A. Annual Education Committee – Bruce Du Hamel and John N. Gohlke attended the committee's first meeting. Bruce and John reported that this committee is very pro-active and moving forward with planning of this conference. The committee has a good cross section of MEHA members covering all program areas serving on it. They have about 18 topics and speakers lined up. St. Patrick's day falls during the conference this year and will part of the theme. The committee is currently looking into holding the 2004 conference at the Crown Plaza Hotel in Grand Rapids.
- B. Audit Committee – No report.

- C. Awards Committee – No report.
- D. Bylaws/Policy and Procedures Revision AdHoc Committee – John N. Gohlke reported that our mission statement is not in our Bylaws/Constitution. Pat Donovan reported that he conducted a research of other association’s websites to look at other bylaws, policy and procedures etc. Pat presented possible changes to the board. He suggested that the combined bylaws/constitution be re-written in the format of a separate bylaws and constitution as the association had in the past. This committee is charged to look at and suggest possible changes to the association’s policies etc. Pat was asked to look into the matter with the associations mission statement.
- E. CEU Committee –The committee met April 3rd and their next meeting is scheduled for July.
- F. Endowment Committee – Bruce Du Hamel reported that Tom Olson and John Johnson would co-chair this committee.
- G. Environmental Education Committee – A copy of the West Nile Virus fact sheet was reviewed. Current and proposed fact sheets were discussed regarding duplication of the committee charges to include looking into already published web sites and make links into sites that have information posted on them. Future fact sheets created by MEHA should be for topics that are not covered by other organizations such as, our current fact sheet “Buying Property Don’t Get Stuck.”
- H. Food Protection Conference Planning Committee – Copies of the 2003 Food Protection Conference budget was distributed for review. The conference is scheduled for October 20 –22 at Shanty Creek Resort in Bellaire, Michigan. The conference fees were discussed and the budget is to be presented at the June planning session.
- I. Grant & Training Fund Committee – Bruce Du Hamel reported that Ron Holben would chair this committee.
- J. Groundwater Conference Planning Committee – Speakers are being finalized and a budget will be presented at the June planning session.
- K. Legislative Observance Committee – No Report
- L. Membership Committee – No Report
- M. Nominations and Resolutions Committee – Bruce Du Hamel asked board members to help the committee recruit members to run for board positions.
- N. Professional Development Committee – Steve Hall lead a discussion on awarding the MEHA scholarship.
- O. Ready Reference Committee – Kim DeMars will check with the chair of this committee on the status of the manual and will report at the June planning session.

- P. Recreational Waters Conference Committee – Bruce Du Hamel stated that the committee did a wonderful job at putting on this conference and that the feedback from the conference attendees was very positive.
- Q. Sanitarian Registration Adhoc Committee – Discussed under unfinished business item #E
- R. Wastewater Conference Planning Committee – Ted Loudon has agreed to chair this conference committee again for this year. The conference planning is ongoing and on schedule.

IX. NEXT MEETING

The Executive Board will meet at the MDNR Ralph McMullan Conference Center at Higgins Lake Friday, June 20, 2003. The meeting will begin at 8:00 A.M. This board meeting is held in conjunction with the annual planning session that is scheduled for Thursday, June 19, 2003.

X. ADJOURNMENT

Motion by Ryan Whaley and seconded by Alan Hauck to close the Executive Board meeting. Motion passed unanimously. The meeting was adjourned at 3:02 P.M.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA
May 15, 2003