



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 June 20, 2003

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on June 20, 2003 at the Ralph A. MacMullan Conference Center, Higgins Lake. President Bruce Du Hamel called the meeting to order at 8:00 a.m.

Members Present: Bruce Du Hamel, Alan Hauck, Mike Patterson, Diane Forys, Pat Donovan, Becky Ouellette, Derrick Simmons and Ryan Whaley.

Members Absent: Lori Simon, John N. Gohlke, Kimberly DeMars, both excused.

Guests Present: Mike Ells, Paul Nelson, Steve Hall, Larry Johnson, Joe Crigier, Andrew Discher, Barbara Nickels, John Johnson, John Texter.

II. ADDITIONS TO THE AGENDA

- A. New Business - add item E, MEHA Rep. on MDEQ's Groundwater Rules Revision Committee.
add item F, NEHA 2nd Vice President candidates.
add item G, Draft language for endowment fund.
add item H, Food/H2O Conference registration fees.
add item I, Excess revenues for Recreational Water Conf.
add item J, QA/QC for award plaques.

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

III. SECRETARY'S REPORT

- A. Draft copies of the April 4, 2003 Executive Board meeting minutes were passed out and reviewed.

Motion by Becky Ouellette and seconded by Mike Patterson to accept the minutes as submitted. Motion passed on a vote of 6 to 1. Voting for the motion were Alan Hauck, Ryan Whaley, Diane Forys, Becky Ouellette, Mike Patterson and Derrick Simmons. Voting against the motion, Pat Donovan.

- B. Draft copies of the May 15, 2003 Executive Board meeting minutes were passed out and reviewed.

Motion by Derrick Simmons and seconded by Ryan Whaley to accept the minutes as revised. Motion passed on a vote of 6 to 1. Voting for the motion were Alan Hauck, Ryan Whaley, Diane Forys, Becky Ouellette, Mike Paterson and Derrick Simmons. Voting against the motion, Pat Donovan.

IV. TREASURER'S REPORT

- A. Draft copies of the Treasurer's report dated March 8, 2003 thru April 7, 2003 were passed out and reviewed. Discussion held.

Motion by Alan Hauck and seconded by Diane Forys to accept the treasurer's report as revised. Motion passed unanimously on a voice vote.

- B. Draft copies of the Treasurer's report dated April 8, 2003 thru May 7, 2003 were passed out and reviewed. Discussion held regarding the cost of lanyards for conferences.

Motion by Ryan Whaley and seconded by Pat Donovan to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.

- C. Becky Ouellette reported that taxes are in the process of being completed. When completed at the end of June, the process will begin to change the associations budget year. Becky submitted a copy of a proposed budget for her attendance to the upcoming IAFP conference.

Motion by Alan Hauck and seconded by Diane Forys to accept the proposed budget for Becky Ouellette's attendance at the 2003 IAFP AEC. Motion passed on a voice vote with Becky Ouellette abstaining.

V. PRESIDENT'S REPORT

- A. Bruce Du Hamel passed out copies of the final expense report for his attendance at NEHA's AEC. Bruce discussed individual line items. Bruce commented that some affiliates have a Foundation Fund instead of an Endowment Fund.
- B. Bruce reported that MALPH'S conference is being held August 12 –14, 2003 in Lansing. The theme of the conference is "Open Doors – New Beginnings". Bruce indicated that MALPH asked MEHA to be an exhibitor or a sponsor to this year's event. Discussion held regarding MALPH's past support for MEHA and their current support for changing the RS rules.

Motion by Pat Donovan and seconded by Derrick Simmons to enter into an exhibitor agreement (cost \$400.00) for the 2003 MALPH Conference, with the assumption that we can obtain three members to staff the booth. If the booth cannot be staffed then MEHA will enter into a Sponsorship agreement with MALPH at the cost of \$350.00. Motion passed unanimously on a voice vote.

VI. UNFINISHED / OLD BUSINESS

- A. 2003/2004 MEHA budget approval – Bruce Du Hamel passed out draft copies of MEHA’s budget for fiscal year 2003/2004 for review.

Motion by Alan Hauck and seconded by Pat Donovan to accept the budget as submitted. Discussion held regarding proposed conference expenses. Motion passed unanimously on a voice vote.

- B. Electronic conference notification/announcement – As per the discussion at the June 19th planning session, a one page flyer or postcard announcing the Food and Groundwater Conferences will be mailed to each member. The Conference brochure in electronic format is to be submitted to Bruce Du Hamel for forwarding to MALPH for inclusion on the web site, www.meha.net

Motion by Mike Patterson and seconded by Pat Donovan to change our conference notification process from mailed brochures to electronic format and posted on meha.net. The committee at their discretion can send a hard copy of the brochure by mail or fax to each county E-H office. Motion passed unanimously on a voice vote.

- C. MEHA committee/liaison approvals and membership committee chair appointments –

Motion by Mike Patterson and seconded by Pat Donovan to appoint Larry Johnson, chair of the Membership Committee. Motion passed unanimously on a voice vote.

Motion by Pat Donovan and seconded by Derrick Simmons to appoint Steve Aguinaga and Kathleen Hill as MEHA representatives on the Wastewater Conference Planning Committee. Motion passed unanimously on a voice vote.

Motion by Alan Hauck and seconded by Ryan Whaley to appoint Leon Moore to represent MEHA on MDEQ’s Groundwater Rules Revision Adhoc Committee. Motion passed unanimously on a voice vote. Bruce Du Hamel will act as board liaison with assistance from Mike Patterson as needed.

- D. Food Safety Education Advisory Committee – Bruce announced that MEHA secured \$5000.00 from MDA for printing of the Ready Reference. Bruce thanked Becky Ouellette and Diane Forsys for their involvement.

- E. Ready Reference manuals – Discussed at the June 19th planning session. Becky Ouellette will contact Laura Riddell in regards to printing of the Ready Reference.

- F. RS/REHS/CIS issue – Discussed at the June 19th planning session. The RS Committee will meet at Representative John Stakoe’s Office in Lansing on June 24th.
- G. Emeritus members – Discussed under committee reports - Awards Committee. Bruce will mail letters to new emeritus members.
- H. Website maintenance/changes – Bruce stated that he would like to see the board make an appointment to oversee changes (additions and deletions of material) on the web site. Discussion held. Becky Ouellette will contact Julie Zdyble and Jeff Holbrook to check into web site access. A suggestion was made to have the secretary be the contact person. Diane Fors indicated that she may be available to undertake these duties. Secretaries note: A final decision on how to handle this matter was not made.
- I. E-mail distribution of minutes – A notice will be placed in the September and December issues of the MEHA Journal announcing that distribution of individual copies of board minutes will be phased out and beginning January 1, 2004 the Executive Board minutes will be distributed on the organizations web site, meha.net. Alan Hauck agreed to contact Janet Phelps, MEHA Journal Editor regarding this matter.

VII. NEW BUSINESS

- A. MEHA strategic fund balance – MEHA Strategic Fund discussed during the June 19th planning session. Bruce gave a brief history of this fund and licensure status. The issue as per the original motion in 1999 in Frankenmuth, this issue is to be brought back to the membership at the 2004 AEC Annual Business Meeting. Pat Donovan passed out a letter that he wrote regarding licensure and the strategic fund. Pat indicated that he would put this information on the web site, meha.net. Pat reiterated that he drafted and will post this letter as an individual member of MEHA.
- B. 2003/2004 MALPH Contract – Bruce Du Hamel passed out copies of the proposed 2003/2004 contract with MALPH. Discussion held. Issues discussed included: Available storage space at MALPH’s offices, inventory of MEHA items, meeting notices/ mailing items to the membership and the treasurer receiving invoices. For the August board meeting Becky Ouellette will determine the total fees that were paid to MALPH for the 2002 calendar year. In addition, Becky will look into the details of the new contract with MALPH.
- Motion by Derick Simmons and seconded by Alan Hauck to authorize the President to sign the 2003/2004 MALPH contract after the treasurer discusses the contract with MALPH. Motion passed unanimously on a voice vote.**
- C. Liability insurance renewal – Bruce indicated that the organizations liability insurance will come up for renewal soon. Becky Ouellette is to check into the policy to see if it would be possible for the board to opt out of the contract. The issue will be discussed at the August board meeting.

- D. EH emergency preparedness section to the Ready Reference – John Tilden, MDA contacted Bruce Du Hamel about creating a document on E-H Emergency Preparedness. Grant money may be available to write this document. Diane Forsys will contact John Tilden regarding this matter.
- E. MEHA Rep. on MDEQ’s Groundwater Rules Revision Committee – Reported on earlier under Unfinished Business C.
- F. NEHA 2nd Vice President candidates – Bruce Du Hamel informed the board that two individuals are running for 2nd Vice-President of NEHA. The candidates are Richard Collins of the U.S. Public Health Service and Rob Blake, E-H Director of DeKalb County in Georgia. Rob has a Michigan background; earlier in his career he worked for Mid-Michigan District and was the Environmental Health Director in Washtenaw County.
- G. Draft Language for Endowment Fund – Minor adjustments to the draft will be made and the document will be brought back to the board at their August meeting.
- H. Food/H2O Conference registration fees – Discussed at the June 19th planning session.

Motion by Alan Hauck and seconded by Pat Donovan to authorize each committee to charge up to \$95.00 for the two day (main portion) of the conference. The chairs of each committee shall collaborate and set the same fee for this portion of the conferences. Motion passed unanimously on a voice vote.

- I. Excess revenues for Recreational Water Conference – After receipts and expenditures were totaled, \$568.00 in excess revenue was received from the Recreational Water Conference.

Motion by Mike Patterson and seconded by Ryan Whaley to place \$500.00 of this excess revenue into the endowment fund. Motion passed unanimously on a voice vote.

- J. QA/QC for award plaques – Bruce discussed the need for assuring accuracy of the information on the award plaques.

VIII. COMMITTEE REPORTS

With the exception of the following 2 reports all committees reported at the June 19th Planning Session.

Awards Committee – Mike Ells updated the board on MEHA’s proposed new awards. The Larue L. Miller Lifetime Achievement Award and the Samuel M. Stephenson Sanitarian of the Year Award.

Mike reported that there were minor changes to the selection criteria for the Samuel M. Stephenson Sanitarian of the Year Award. These changes came from the criteria for NEHA’s Mangold Award. For the Larue L. Miller Lifetime Achievement Award the ten listed criteria (with minor adjustments) are from NEHA’s Mangold Award Criteria. Mike

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asked the board to review the criteria for both awards. Mike indicated that NEHA has a point value associated with each criteria category. Mike inquired into what the mechanism was for changing the Exceptional Service Award on MEHA's web site and he asked if it is in PDF format.

The general consensus of the board is to have the Award Committee move forward with their proposals.

Environmental Education Committee – Paul Nelson asked for guidance on the new fact sheets. Discussion held.

Motion by Alan Hauck and seconded by Diane Forys authorizing the posting of the three new fact sheets on West Nile Virus, Radon and Illicit Connections on the organizations web site, www.meha.net with modifications to the title of the Illicit Connections fact sheet. Motion passed on a vote of 6 to 1. Voting for the motion were Alan Hauck, Mike Patterson, Diane Forys, Becky Ouellette, Derrick Simmons and Ryan Whaley. Voting against the motion, Pat Donovan.

IX. CORRESPONDENCE

none

X. NEXT MEETING

The Executive Board will meet at Mid-Michigan health Department in St. Johns, Michigan on Friday August 8, 2003. The meeting will start at 10:00 a.m.

XI. ADJOURNMENT

Bruce Du Hamel thanked the committee chairs for their attendance and input into this board meeting and into the planning session.

Motion by Becky Ouelette and seconded by Ryan Whaley to adjourn the Executive Board Meeting at 11:54 a.m. Motion passed unanimously on a voice vote.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA,
June 20, 2003