



# 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 August 8, 2003

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on August 8, 2003 at the Mid-Michigan District Health Department, St. Johns. President Bruce Du Hamel called the meeting to order at 10:00 a.m.

Members Present: Bruce Du Hamel, Alan Hauck, John N. Gohlke, Pat Donovan, Becky Ouellette, Derrick Simmons, and Kimberly DeMars.

Members Absent: Lori Simon, excused, Mike Patterson, excused, Ryan Whaley, excused and Diane Forsys, unexcused.

Guests Present: Steve Hall

### II. ADDITIONS TO THE AGENDA

- A. New Business - add item C, Award plaques.  
add item D, Electronic MEHA directory.

**Motion by Alan Hauck and seconded by Kim DeMars to accept the agenda as revised. Motion passed unanimously on a voice vote.**

### III. SECRETARY'S REPORT

- A. Draft copies of the June 20, 2003 Executive Board meeting minutes were passed out and reviewed.

**Motion by Becky Ouellette and seconded by Derrick Simmons to accept the minutes as amended. Motion passed on a vote of 5 to 1. Voting for the motion were John N. Gohlke, Alan Hauck, Becky Ouellette, Kim DeMars and Derrick Simmons. Voting against the motion, Pat Donovan.**

- B. The Secretary reported that previous years board minutes have been archived and are available through a link on the web site ([www.meha.net](http://www.meha.net)).

#### IV. TREASURER'S REPORT

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

**Motion by Alan Hauck and seconded by Derrick Simmons to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.**

- B. Draft copies of the Treasurer's report dated June 8, 2003 thru July 7, 2003 were passed out and reviewed.

**Motion by John N. Gohlke and seconded by Pat Donovan to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.**

- C. Becky Ouellette passed out a quarterly treasurer's report for the second quarter of 2003 (April 8 thru July 7). This quarterly report will be printed in the fall issue of the MEHA Journal. Pat Donovan asked if a report could be prepared, showing the balances of MEHA's reserve funds for the last 5 years. Becky said she should be able to supply this information at the September meeting.

- D. At the June board meeting the board voted to place \$500.00 in excess revenue from the Recreational Waters Conference into the Endowment Fund.

**Motion by Pat Donovan and seconded by John N. Gohlke to reconsider and change the dollar amount from the previous boards motion. Based on supplemental information submitted by the treasurer, only \$200.00 in excess funds from the 2003 Recreational Waters Conference should be placed into the Endowment Fund. Motion passed unanimously on a voice vote.**

- E. Becky reported that as per the letter of understanding between MOWRA, MISTA and MEHA the excess funds from the past three Wastewater Conferences will be distributed in the near future.

- F. Paul Parsons, MEHA's account representative for AG Edwards gave a presentation to the board covering MEHA's investment portfolio. Mr. Parsons suggested that an increasing endowment of a growing organization should have their portfolio reviewed every six months or so. Parsons distributed a prepared financial analysis report covering all of MEHA's accounts. The general consensus of the board is to agree with the advise of our account representative.

**Motion by Pat Donovan and seconded by Derrick Simmons to make the necessary adjustments based on the advice of our account representative, Paul Parsons. (Take \$1000.00 from the Growth Fund of America and take \$500.00 from the Small Cap World Fund, and place \$750.00 into the Capital World Growth Fund and \$750.00 into Investment Corp. of America.) Motion passed unanimously of a voice vote.**

## **V. PRESIDENT'S REPORT**

- A. Bruce Du Hamel reported that the treasurer has worked out the minor changes in the proposed 2003/2004 MALPH contract and that he has signed the new contract.
- B. Bruce reported that he composed and mailed out on MEHA's behalf a letter of acknowledgment to the current Emeritus recipients. This years recipients are Les Toth, Harry Grenawitzke, K. Durwood Zank, and Noel Wiley.
- C. Bruce passed out a revised committee/board liaison list.
- D. Bruce asked the board to consider an earlier start time for the September 26<sup>th</sup> board meeting. The general consensus of the board was to start the September board meeting at 8:30 a.m.

## **VI. PRESIDENT-ELECT'S REPORT**

- A. John Gohlke indicated that he is on a UL (Underwriters Laboratories) committee and that they will be proposing standards dealing with medical waste and alternative treatment equipment.

## **VII. UNFINISHED / OLD BUSINESS**

- A. MEHA exhibit at MALPH Conference – It was reported that due to a lack of volunteers a booth at the 2003 MALPH Conference could not be maintained. Therefore MEHA did not have a presence at this conference.
- B. MEHA Strategic Fund Balance – Becky Ouellette stated that the board has the responsibility in presenting options to the membership at the 2004 AEC Annual Business Meeting. Discussion held regarding mandatory licensure and the balance in the strategic fund. Pat Donovan requested that the original motion be brought to the board for review before any decisions can be made. Bruce will look for a copy of the original motion and bring it to a future board meeting.
- C. Committee Charges updates – The Secretary distributed updated committee charges. A copy will be mailed to each committee chairperson.
- D. Web site maintenance fees – Jeff Holbrook is only charging us \$50.00 per month for changes to the web site. MALPH gets paid \$25.00/hour for web site maintenance. The general consensus of the board is to have Jeff remove the discussion group items posted on the web site after 30 days. Pat Donovan suggested that Jeff Holbrook be invited to the December 12<sup>th</sup> board meeting in Ann Arbor, for discussion on web site maintenance. Becky Ouellette will contact Jeff.
- E. Liability Insurance Policy – The current policy covers claims resulting from such things as negligence and from errors and omissions. The rate is guaranteed for a three-year period. Becky Ouellette will contact the insurance agent and obtain an actual copy of the liability policy. The general consensus of the board is to cancel the portion of the policy that covers contents at a savings of approximately \$350.00 per year.

- F. Electronic Conference listing –Derrick Simmons passed out the one page announcement that will be mailed out to the membership. Suggestions was made that the section directing the membership to MEHA’s website, [www.meha.net](http://www.meha.net) , for printing of the actual brochure.
- G. Endowment Fund policy – Bruce Du Hamel passed out a proposed draft for the Endowment Fund. Bruce discussed the highlights of the proposal. Minor modifications were recommended. Bruce will discuss the draft with the committee and bring back the proposal in September.
- H. Bylaws/Constitution revisions – Bruce Du Hamel discussed the proposed revisions. Bruce asked the board to review the draft and e-mail suggested corrections to Pat Donovan. Suggestions are to be delivered to Pat by e-mail before 5 p.m. on August 31<sup>st</sup>.
- I. Ready Reference Manual update– The manual is finished. Kim DeMars will contact Laura Riddell and obtain a copy of the manual on disk.
- J. RS adhoc committee update – Steve Hall discussed the Committees 2<sup>nd</sup> meeting with state Representative John Stakoe and CIS. Changes will be made to the Public Health Code, Article 15 part 184. A definition of Environmental Health will be added. Representative Stakoe and CIS were very receptive to MEHA’s suggested changes (to NEHA’s REHS). NEHA will be referenced in the administrative rules. The proposal would add to the Public Health Code an advisory committee consisting of four Registered Sanitarians, and one representative each from MRA, MOWRA and the Michigan Groundwater Association. Steve indicated that the approval process would take about one year to complete. Representative Stakoe is in the process of having the proposed bill drafted.
- K. Review and approval of the 2003 Food Conference Fees – Derrick Simmons passed out the proposed 2003 Food Protection Conference budget and the conference fee schedule.
- Motion by Alan Hauck and seconded by Kim DeMars to accept the 2003 Food Protection Conference fee schedule as presented. Motion passed unanimously on a voice vote.**
- L. Review and approval of the 2003 Groundwater Conference fees – Bruce Du Hamel passed out copies of the proposed 2003 Groundwater Conference budget and fee schedule.
- Motion by Alan Hauck and seconded by John N. Gohlke to accept the 2003 Food Protection Conference fee schedule as presented. Motion passed unanimously on a voice vote.**
- M. Fact sheet ideas – Bruce Du Hamel stated that the committee chairperson, Paul Nelson asked the board for direction toward developing future fact sheets. General discussion held. Bruce will discuss this issue with Paul.

- N. Emergency Preparedness section for MEHA's Ready Reference – This document is in the beginning stages of development.

## **VIII. NEW BUSINESS**

- A. Record Retention Schedule – General discussion held regarding how long MEHA records such as minutes, treasurer reports, and CEU information etc. is kept.
- B. Scheduling of Future Food Protection & Groundwater Conferences – Suggestion is that the Groundwater Conference be scheduled in September and that the Food Conference be scheduled in the first two weeks of November.
- C. Award Plaques – Pat Donovan passed around several examples of Award Plaques. The general consensus of the board was for Pat to seek prices and report back to the board at a future board meeting.
- D. Electronic MEHA directory – General discussion held regarding the development of an electronic version of MEHA's membership directory. Bruce Du Hamel will look into this issue and report back to the board at a future meeting.

## **IX. COMMITTEE REPORTS**

- A. Annual Education Committee – The committee is making progress in their planning. They are in the process of obtaining corporate sponsors.
- B. Audit Committee – No report (committee does not meet until the end of the year).
- C. Awards Committee – Bruce Du Hamel passed out a draft copy of this committee's recommendations that he received from Mike Ells. Pat Donovan discussed the background leading up to this proposed award.

**Motion by Pat Donovan and seconded by John N, Gohlke to approve the award committees recommendation "policy 18" as submitted and to be placed in our Policy and Procedures Manual. Motion passed unanimously on a voice vote.**

- D. Bylaws/Policy and Procedures Revision adhoc Committee – Reported on earlier under unfinished business, item # H.
- E. CEU Committee – Barb Nichols requested that she have priority rights to the CEU list. The general consensus of the board is to allow Barb to have access. Kim DeMars will check to see if access will be password protected.
- F. Endowment Committee – No report.
- G. Environmental Education Committee – Discussed earlier under unfinished business, item # M.
- H. Food Protection Conference Planning Committee – Discussed earlier under unfinished business, item # K.

- I. Grant & Training Fund Committee – No report.
- J. Groundwater Conference Planning Committee – Discussed under unfinished business, item #L
- K. Legislative Observance Committee – No Report
- L. Membership Committee – This committee has started to work on putting together the new MEHA membership directory.
- M. Nominations and Resolutions Committee – They are in the process of recruiting nominations to run for positions on the board.
- N. Professional Development Committee – Reported on under unfinished business, item # J.
- O. Ready Reference Committee – Reported on earlier under unfinished business, item # I.
- P. Recreational Waters Conference Committee – President-elect John N. Gohlke is in the process of determining a chairperson to oversee the 2004 conference planning committee.
- Q. Sanitarian Registration adhoc Comm. – Reported on under unfinished business, item # J.
- R. Wastewater Conference Planning Committee – The committee is in the beginning stages of planning the 2004 Wastewater Conference.

## **X. CORRESPONDENCE**

Bruce reviewed a letter he received from David Wade, Division Director of MDCH's Environmental & Occupational Epidemiology indicating that they plan to address adverse health affects from the application of pesticides from the control of West Nile virus.

## **XI. NEXT MEETING**

The Executive Board will meet at the LMAS District Health Department, E9526 Prospect Street, Munising, Michigan on Friday September 26, 2003. The meeting will start at 8:30 a.m. Phone # is (906) 387-2297.

## **XII. ADJOURNMENT**

**Motion by Becky Ouellette and seconded by John N. Gohlke to adjourn the Executive Board Meeting at 3:00 p.m. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Alan B. Hauck R.S.  
Secretary MEHA,  
August 8, 2003