

Minutes of the September 26, 2003 MEHA
Executive Board Meeting
Munising, Michigan

Note: These minutes are annotated and abbreviated, Board Members Donovan and DeMars recording for Secretary Alan Hauck.

I Call to Order

8:40 AM. MEHA President Bruce DuHamel, Presiding. Present: DuHamel, Gohlke, Forys, Donovan, Whaley, Oullette, DeMars, and Patterson.

Absent: Simon, Hauck, Simmons, (All excused by the chair)

Guests: Peggy French, R.S., EH Director, LMAS District Health Department.

II Additions to the Agenda

D. Forys, item K to unfinished business, Food Safety/Emer. Preparedness Update and John Tilden, of MDA.

Moved by Gohlke, Second by Whaley to accept Agenda as revised, Passed Unanimously on voice vote

III Approval of the minutes

In the Absence of the Secretary the Chair requested the review and approval of minutes of August 8th be deferred until Oct 22, 2003.

Moved by Donovan, second by Patterson to defer minutes until Oct 22, 2003. Passed unanimously on voice vote

IV Treasurers Report

The report was circulated and discussed by the Board; the Treasurer noted that delays in receiving mail from our management firm (MALPH) have resulted in late fees being assessed to several of our billings. The Treasurer has corrected this by having automated billings directed to the MEHA Treasury checking Account.

The Treasurer submitted a summary of the previously approved travel expense account for MEHA representation at the IAFP Conference. The report was accepted as correct and complete.

Moved by Patterson, Second by Whaley to accept Treasurers report. Passed Unanimously on a voice vote

V Presidents Report

- A. The Chair requested venue changes for the Board meetings of Dec 12 (Ann Arbor) and Jan 16, (Port Huron), to be relocated to the Lansing area to accommodate the five Board members close to Lansing and to save travel expenses for Board members. **Accepted by Board consensus.**
- B. Food Safety during Power Outages- NEHA is requesting information and data from Local Health jurisdictions on their experiences with blackouts brownouts, and power disruption.
- C. The Chair announced that member Ron Holben has accepted the Boards invitation to be the Forms Coordinator for MEHA. All Conference Chairs will coordinate their printing and announcements through the Forms Coordinator.
- D. 2004 Ground Water conference Dates: October 5,6,7 in Grayling, Michigan. The Food Service Conference is scheduled for November 2004 at a date and place to be determined.
- E. Affiliate Report will be added to the Agenda from this date forward.

VI Unfinished business

- A. R. S. Report. President Duhamel provided an update on progress by the committee and their work with State Representative John Stakoe. Committee Chair Steve Hall, Jackson County Health Dept. will update members upon request, (refer to the MEHA web site for current information)
- B. Ready Reference Update. The Committee has failed to turn over the requested updated information to the Board. Board Member Diane Forys requested the opportunity to personally meet with the Committee and secure the requested material by October 3, 2003. **Directed by the Chair to proceed.**
- C. MEHA Strategic Fund. The Board discussed the return of the question of the disposition of this fund to the membership, required to be done at the AEC in March 2004. The Board considers a paper ballot sent to all members a more equitable approach than a floor motion at the AEC where only a portion of the membership can vote (the attendees). The Board has 3 options on the proposed ballot along with a history on the intent of this fund to provide the members:
 - 1. Roll the balance over into another 3 yr Certificate of Deposit and return to the membership in 2007 for direction.
 - 2. Transfer the fund into a Money Market so it is accessible to the Board to use at their discretion. (ie) Keep the fund liquid and accessible to support the current Registration Effort.
 - 3. Redefine the use of this fund in a MEHA needs assessment.
 - 4. DuHamel will re-write 3 clear choices.
- D. Committee Charges Update- has been delivered to the Secretary.
- E. Web Site Maintenance. The Chair requested the Board to visit the web site review suggested changes and be prepared to discuss the web site Oct. 22, 2003.
- F. Liability Insurance. The refund from the cancelled policy was deposited in the treasury. An invitation was sent to the Insurance Carrier to come to a Board meeting and explain why MEHA needs Directors and Officers Liability Insurance.

- G. Endowment Fund. A revised policy for this fund was circulated and discussed. **Motion by Donovan, Second by DeMars to accept the policy as revised and include it in the policy and procedures manual. Passed Unanimously on voice vote.**
- H. Electronic Conference Listing – deferred.
- I. By Laws, Constitution revision Draft. Board Member Donovan is to make the directed changes to the draft reviewed by the Board and submits the proposed revisions to the Nominations Resolution Committee for address by the members at the 2004 AEC.
- J. Membership Directory. The Chair will deliver the update information for the Directory.
- K. Emergency Preparedness Coordination. Board member Forys provided an update on how Environmental Health may have been left out of process when MDCH disbursed funds for Emergency preparedness. MDA (Mr. John Tilden) received a CDC grant for Emergency Preparedness. MDEQ apparently requires inclusion of EH as a principle in planning for emergencies, but neither DEQ nor Env. Health was part of the Emergency Preparedness Coordination Plan. Board Member Forys requested that MEHA include preparedness and awareness training for field staff at the AEC and Individual Conferences. Environmental Health readiness is an emerging issue.

VII New Business

- A. MUCC and MEHA Reciprocity. Discussion on mutual reciprocity for membership was discussed; Board Member Donovan will draft a letter for the Presidents signature.

VIII Committee Reports

- A. AEC Committee. On time on task
- B. Awards Committee. New Policy and format approved for inclusion in the P&P manual.
- C. Wastewater Committee. Jan. 6,7,8 at the Kellogg Center in East Lansing is venue for the Onsite Conference, fees anticipated to be the same as 2003.

No other report for this meeting.

IX Adjourn