



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 December 12, 2003

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on December 12, 2003 at the Ingham County Health Department, Lansing, Michigan. President Bruce Du Hamel called the meeting to order at 10:06 a.m.

Members Present: Bruce Du Hamel, Lori Simon, Alan Hauck, John N. Gohlke, Pat Donovan, Becky Ouellette, Derrick Simmons, Mike Patterson & Kimberly DeMars.

Members Absent: Ryan Whaley and Diane Forys. Both excused.

Guests Present: Joe Crigier, Steve Hall, Mary Malta and Brian Cecil.

II. ADDITIONS TO THE AGENDA

A. No additions.

III. SECRETARY'S REPORT

A. Draft copies of the October 22, 2003 Executive Board meeting minutes were passed out and reviewed.

Motion by Mike Patterson and seconded by Lori Simon to accept the minutes as submitted. Motion passed on a vote of 7 to 1. Voting for the motion were Lori Simon, John N. Gohlke, Alan Hauck, Becky Ouellette, Kim DeMars, Mike Patterson, and Derrick Simmons. Voting against the motion, Pat Donovan.

IV. TREASURER'S REPORT

A. Draft copies of the Treasurer's report dated October 8, 2003 thru November 7, 2003 were passed out and reviewed. Discussion held regarding individual line items.

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.

B. Becky Ouellette stated that Paul Parsons is tentatively scheduled to address the board regarding MEHA's investments at the February board meeting in Grand Rapids.

- A. Bruce Du Hamel passed out and discussed information on NEHA's (Walter S. Mangold) and IAFP's (Samuel J. Crumbine) top awards. A suggestion was made that a MEHA member should be nominated for NEHA's award. This award packet will be turned over to the awards committee for consideration.
- B. Bruce reported to the board that he has reviewed information on the Public Health Conference Support Grant Program and that he will make contact with this program to inquire about available funds.
- C. Bruce reported that NEHA and ATSDR (Agency for Toxic Substances & Disease Registry), would like MEHA to make the necessary arrangements for a one day conference on Bio-Terrorism. Bruce indicated that he would make the necessary contacts to move forward with this conference.
Motion by Becky Ouellette and seconded by Mike Patterson to authorize Bruce Du Hamel to make the necessary arrangements with NEHA to host this conference. Motion passed unanimously on a voice vote.
- D. Bruce reported that he nominated Steve Hall to be the RS representative on the Health Professional Development Committee. Formal acceptance of Steve Hall by CIS (Department of Consumer & Industry Services) is in the works. Steve Hall will be replacing Steve Tackitt whose term is expiring. This appointment is for a two year term.
- E. Bruce requested that the location of the January board meeting be changed from St. Clair County to Mid-Michigan District Health Department in St. John's.

VI. UNFINISHED / OLD BUSINESS

- A. RS ad hoc report – Bruce reported that legislatively the RS Bill is in the language formation process. Information will be presented as it becomes available.
- B. Ready Reference update – Bruce reported that the original ready reference has been scanned and is available for review and updates. Bruce led a discussion on the progress on each individual section of the Ready Reference. Overall good progress is being made with many sections being completed or near completion. Bruce suggested a committee of mainly board members along with Ron Holben meet in January to review the submitted information. The committee will consist of Bruce Du Hamel, Alan Hauck, Becky Ouellette, Kimberly DeMars, Ron Holben and Brian Cecil. John N. Gohlke will be an alternate. Brian Cecil led the discussion on the RS section. Brian suggested that many individual items now currently in the miscellaneous section of the current reference be relocated to the appropriate section.
- C. Liability Insurance renewal – Becky Ouellette called the insurance company and received information on what the policy covers. Discussion centered around renewal of the policy. Suggestion was made to invite the agent to a future board meeting to discuss the policy. No action is to take place on the renewal at this time.

- D. Bylaws / Constitution revisions – Pat Donovan reported that the Nominations and Resolution Committee has redrafted the Bylaws/Constitution. Some format changes and minor adjustments to the content were made to make some necessary changes and to make them easier to read. The new documents were e-mailed to all board members.

Motion by Mike Patterson and seconded by John N. Gohlke to accept the revised version of the Bylaws & Constitution as presented by the Bylaws & Constitution Revision Adhoc Committee. The Nominations & Resolutions subcommittee is to present the documents to the membership. The information is to be placed on MEHA's web site (www.meha.net) for membership review and presented for voting at the 2004 AEC. Discussion held on how the documents should be presented on the web site and on the ballots being available for absentee voting and for voting at the AEC for members attending the conference. The original motion was revised to place both documents (the existing and proposed) for review on the web site for comparisons. Motion to Move the Question made by Pat Donovan and supported by John N. Gholke. Motion to move the question passed on a unanimous voice vote. Original motion passed on a vote of 7 to 1. Voting for the motion were John N. Gohlke, Alan Hauck, Becky Ouellette, Kimberly DeMars, Mike Patterson, Pat Donovan and Derrick Simmons. Voting against the motion, Lori Simon.

Bruce Du Hamel will contact Julie Zdybel at MALPH allowing Joe Crigier to forward the documents to her for posting.

- E. Strategic Fund ballot language – Language for options about the Strategic Fund to be presented to the membership at the Annual Business Meeting at the 2004 AEC were passed out for review. The part of the document presenting voting options will be taken off the proposal at this time. The revised document will be posted on MEHA's web site (www.meha.net). Voting options will be on the actual ballot when they are posted during the absentee voting period.

Motion by Becky Ouellette and seconded by Derrick Simmons to present this document to the membership on the website and for voting on by absentee ballot and by ballot at the AEC. Motion passed unanimously on a voice vote.

- F. MUCC affiliation – Bruce reported that he has contacted MUCC and they have agreed to renew their membership in MEHA.

- G. Endowment Fund Policy –A draft policy for MEHA's endowment was passed out to the board for review. Bruce Du Hamel will invite John Texter to the January board meeting to present the redrafted "final copy" of the Endowment Fund Policy.

VII. NEW BUSINESS

- A. Professional Development Committee Award – Bruce Du Hamel reported that Diane Gorch completed a Water for Kids Project in Peru. A request for a Membership Development Fund Grant was previously requested.

Motion by Lori Simon and seconded by Derrick Simmons to grant Diane Gorch \$150.00 for a Membership Development Grant as recommended by the Professional Development Committee. Motion passed unanimously on a voice vote.

- B. Emeritus Status Nominee – Bruce Du Hamel made a request to grant Loren Sibilla Emeritus Status in MEHA. Loren is retiring from the St. Clair County Health Department after 34 years of service.

Motion by Mike Patterson and seconded by Alan Hauck to grant Loren Sibilla Emeritus Status in MEHA. President Bruce Du Hamel will notify MALPH and Loren by letter. Motion passed unanimously on a voice vote of 7 – 0 with one member (Pat Donovan) abstaining.

Lori Simon agreed to draft information on Emeritus Status for placement on MEHA's web site. www.meha.net

VIII. COMMITTEE REPORTS

- A. Annual Education Committee – A draft copy of the AEC Conference agenda was passed out for review.
- B. Audit Committee – No report.
- C. Awards Committee – Information on MEHA's 2004 awards has been placed on MEHA's web site. The deadline for nominations has been extended to January 10, 2004. Pat Donovan indicated that he is in the process of locating misplaced artwork and is developing camera ready artwork. The consensus of the board is to allow Pat Donovan to work with Aaron Awards of Cadillac to develop award plaques for MEHA's 2004 awards. Becky Ouellette agreed to contact Virgil Cimala about necessary corrections to prior award plaques.
- D. Bylaws/Policy and Procedures Revision adhoc Committee – Reported on under unfinished business, item # D.
- E. CEU Committee – No report.
- F. Endowment Committee – Information regarding donations will be printed in the MEHA Journal.
- G. Environmental Education Committee – Discussion held regarding the benefit of continuing to develop new fact sheets. The charges for this committee will be reviewed at the June planning session.
- H. Food Protection Conference Planning Committee – Derrick Simmons passed out a final report on expenses and revenue for the 2003 conference. Bruce will contact Chuck Lichon about locating a site for the 2004 conference.
- I. Grant & Training Fund Committee – No report.
- J. Groundwater Conference Planning Committee – The final report on expenses and revenue for the 2003 conference was passed out and reviewed. The 2004 conference is scheduled to be held at the Holiday Inn in Grayling. The dates for the conference are set for October 5, 6 & 7, 2004.

- K. Legislative Observance Committee – No Report
- L. Membership Committee – No report.
- M. Nominations and Resolutions Committee – Moved into executive session to discuss proposed nominations.
- N. Professional Development Committee – No report.
- O. Ready Reference Committee – Discussed under unfinished business, item # B.
- P. Recreational Waters Conference Committee – Co-chairs for planning the 2004 conference have been named. This year's conference will be a one day event and will be held in late April or early May.

Motion by Pat Donovan and seconded by Kimberly DeMars to approve the recommended Co-chairs (Amy Fajardo, Macomb County and Jason Eaton, St. Clair County) to the Recreational Waters Conference Committee. Motion passed unanimously on a voice vote.
- Q. Sanitarian Registration adhoc Comm. – Reported on under unfinished business, item # A.
- R. Wastewater Conference Planning Committee – The conference is set and will take place at the Kellogg Center at Michigan State University on January 6 – 8, 2004.

IX. CORRESPONDENCE

Janet Olszewski, Director of Community Health thanked MEHA's Environmental Education Committee for information they provided her.

X. NEXT MEETING

The Executive Board will meet at the Mid-Michigan District Health Department, 306 Elm Street St., Johns, Michigan on Friday December 12, 2003. This meeting will start at 10 a.m. Phone # is (989) 224-2195.

XI. ADJOURNMENT

Motion by Becky Ouellette and seconded by Kimberly DeMars to adjourn the Executive Board Meeting at 2:54 p.m. Motion passed unanimously on a voice vote.

Respectfully submitted,

Alan B. Hauck R.S.
Secretary MEHA,
December 12, 2003