

# 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 January 16, 2004

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on January 16, 2004 at the Mid-Michigan District Health Department, St. Johns, Michigan. President Bruce Du Hamel called the meeting to order at 10:00 a.m.

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

Members Absent: Ryan Whaley and Mike Patterson, both excused.

Guests Present: Brian Cecil, Chuck Lichon and Ron Holben.

### I. ADDITIONS TO THE AGENDA

- A. Add item # F, Unfinished Business – Environmental fact sheets.

**Motion by Lori Simon and seconded by Kimberly DeMars to accept the agenda as revised. Motion passed unanimously on a voice vote.**

### I. SECRETARY'S REPORT

- A. Draft copies of the December 12, 2003 Executive Board meeting minutes were passed out and reviewed.

**Motion by Lori Simon and seconded by Becky Ouellette 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, Diane Forys and Derrick Simmons. Voting against the motion, Pat Donovan.**

#### **IV. TREASURER'S REPORT**

- A. Draft copies of the Treasurer's report dated November 8, 2003 thru December 5, 2003 were passed out and reviewed.

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

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- B. Draft copies of the Treasurer's report dated December 6, 2003 thru January 7, 2003 were passed out and reviewed.

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

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

- A. UPEHA – Bruce Du Hamel reported that UPEHA's Educational Conference is to be held February 25 – 27, 2004 in Marquette. Ryan Whaley and Pat Donovan will attend the conference on behalf of the executive board.
- B. AEC – The consensus of the executive board is to invite Douglas Ebelherr, President NEHA to attend and speak at MEHA's AEC. Bruce will extend an invitation to Doug.
- C. NEHA's AEC – Bruce discussed the possibility that current President-elect John N. Gohlke may not be able to attend NEHA's AEC, which will be held in Alaska in May, 2004. The consensus of the board is to have the Past President attend if the President cannot attend the conference.
- D. Emeritus Status – Bruce passed out a copy of MEHA's current Emeritus members. Discussion held. Board members are to review the list and make any suggestions for inclusions to the membership as warranted.

#### **VI. UNFINISHED / OLD BUSINESS**

- A. NEHA Bio-terrorism workshop – Bruce Du Hamel passed out copies of the workshop's agenda. NEHA mailed a copy of the agenda to each MEHA member.
- B. RS ad hoc report – Bruce reported that he has received draft language from Larry Olivares, Legal Counsel for the Legislative Services Bureau on proposed changes to the RS legislation. Bruce passed out copies of the draft language. The board reviewed this information. The board gave Bruce direction to discuss several areas of the proposed language with Mr. Olivares.
- C. Ready Reference update – Ron Holben handed out information and discussed the printing of the Ready Reference. Ron discussed the format, time frame for printing of the covers and the material, copyrighting and the cost for materials and printing of this reference book.

**Motion by Becky Ouellette and seconded by Pat Donovan to accept a bid for printing 1000 copies of the Ready Reference from A.S.A.P. Printing based on information submitted by Ron Holben. Motion passed unanimously on a voice vote.**

The committee to review and finalize the Ready Reference will meet at Washtenaw County Environmental Health, 705 N. Zeeb Road, Ann Arbor on Tuesday February 10, 2004. Office # is (734) 222-3819.

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- D. Liability Insurance renewal – Becky Ouellette reviewed with the board information she received from the insurance carrier. The insurance agent declined to attend this meeting to discuss the policy.

**Motion by Lori Simon and seconded by Alan Hauck to pay the insurance invoice as received. Motion passed on a hand count vote of 5 – 3. Voting for the motion were Alan Hauck, Lori Simon, John N. Gohlke, Kimberly DeMars and Becky Ouellette. Voting against the motion were Pat Donovan, Diane Forsys and Derrick Simmons.**

John N. Gohlke agreed to look into alternate insurance through a different carrier/agent.

- E. Endowment Fund Policy – Deferred to the February meeting. Some proposed revisions to the policy would be presented to the board at this meeting.
- F. Environmental Fact Sheets – Diane Forsys reported that she will be attending the upcoming Environmental Education Committee meeting to be held February 13, 2004 in Lansing. The committee will discuss

possible re-direction of their work. Their emphasis would be directed away from the creation of fact sheets. Their current charges were reviewed and the consensus of the board was that their primary goal should not be the creation of fact sheets. Diane is to inform the committee that they should review their charges and formulate new suggestions for changes in direction. New charges would be formulated at the June planning session.

## **VII. NEW BUSINESS**

- A. Membership Development Committee Award – Bruce reported that Steve Hall, Chairperson of the Membership Development Committee requested the board approve for payment Jeff Trent’s Membership Development Award. Jeff received prior approval for an award of \$150.00.  
**Motion by Pat Donovan and seconded by Lori Simon to pay the \$150.00 award as requested. Motion passed unanimously on a voice vote.**
- B. Emeritus Status Nominee – Deferred to February’s board meeting.
- C. Annual reports –The Secretary, Alan Hauck reported that request for each committee’s annual report will be sent out in early February.
- D. Conference site selection – Chuck Lichon reported to the board on several sites for the 2004 Food Protection Conference. Possible locations included Conference Centers in Ann Arbor, Ypsilanti and Flint. Several possible dates and arrangements were discussed.

**Motion by Pat Donovan and seconded by Kimberly DeMars authorizing Chuck Lichon to negotiate a contract with the Crowne Plaza Hotel & Conference Center in Ann Arbor for November 3 –5, 2004. Motion passed unanimously on a voice vote.**

Chuck led a discussion on possible ways to lower the cost of future conferences and the 2005 AEC. The consensus of the board is to have Chuck look into possible locations for the 2005 AEC and report back. The board directed Chuck to look for possible locations in the greater Detroit area for the 2005 conference

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- E. Webmaster recruitment – Bruce indicated that he would like to see if a member of MEHA has the necessary abilities and would be interested in becoming MEHA’s webmaster. The consensus of the board is to have Bruce explore this possibility.

## **VIII.COMMITTEE REPORTS**

- A. Annual Education Committee – A draft copy of the 2004 AEC Conference agenda was passed out for review.
- B. Audit Committee – No report.
- C. Awards Committee – Pat Donovan reported that the MEHA logo has been made camera ready @ Aaron Awards of Cadillac. Pat presented information on MEHA's 2004 annual awards.

**Motion by Pat Donovan and seconded by Alan Hauck to go into executive session at 2:20 p.m. for discussion of award nominees. Motion passed unanimously on a voice vote. The board came out of executive session at 2:25 p.m.**

- D. Bylaws/Policy and Procedures Revision adhoc Committee – Revised (corrected) copy was distributed. Short discussion held.
- E. CEU Committee – No report.
- F. Endowment Committee – No report.
- G. Environmental Education Committee – Reported on under unfinished business, item # F.
- H. Food Protection Conference Planning Committee – List of committee members was passed out for review.

**Motion by Becky Ouellette and seconded by Derrick Simmons to accept the committee as presented and to allow the committee to select a chair amongst their members. Motion passed on a voice vote of 7 – 1. Voting for the motion were, John N. Gohlke, Alan Hauck, Pat Donovan, Becky Ouellette, Kim DeMars, Diane Forsys and Derrick Simmons. Voting against the motion, Lori Simon.**

- I. Grant & Training Fund Committee – No report.
- J. Groundwater Conference Planning Committee – 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 – The revision of the membership directory has been finalized and is ready for printing. Information on printing cost was presented to the board.

**Motion by Pat Donovan and seconded by Lori Simon to authorize 800 copies of the membership directory be printed at a cost of \$1340.00 based on information presented to the board. A master disc (CD) of the directory is to be made and given to the board for safekeeping. The membership directory is not to be posted on the web. Motion passed unanimously on a voice vote.**

**M. Nominations and Resolutions Committee** – Discussed earlier during closed session.

**Motion by Diane Forys and seconded by John N. Gohlke to close nominations as submitted by committee. Motion passed unanimously on a voice vote.**

**N. Professional Development Committee** – No report.

**O. Ready Reference Committee** – Discussed under unfinished business, item # C.

**P. Recreational Waters Conference Committee** – No report.

**Q. Sanitarian Registration adhoc Comm.** – Reported on under unfinished business, item # B.

**R. Wastewater Conference Planning Committee** – The conference was a success. 450 people attended this years conference at the Kellogg Center, Michigan State University.

## **I. CORRESPONDENCE**

None.

## **X. NEXT MEETING**

The Executive Board will meet at the Crowne Plaza Hotel and Conference Center, 5700 28<sup>th</sup> St. SE, Grand Rapids, Michigan (site of the 60<sup>th</sup> Annual Educational Conference) on Friday, February 13, 2004. This meeting will start at 10 a.m. Phone # is (616) 957-1770.

## **XI. ADJOURNMENT**

**Motion by Lori Simon and seconded by Alan Hauck to adjourn the Executive Board Meeting at 3:47 p.m. Motion passed unanimously on**

**a voice vote.**

Respectfully submitted,

Alan B. Hauck R.S.  
Secretary MEHA,  
January 16, 2004