



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

April 22, 2005

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on April 22, 2005 at Constitution Hall in Lansing, Michigan. President Brian Cecil called the meeting to order at 10:11 am.

Members Present: Brian Cecil, John N. Gohlke, Alan Hauck, Kristen Schweighoefer, Becky Ouellette, Mary Malta, Derrick Simmons, Tricia Dreier, Ryan Whaley, Kimberly Beanum-Coleman, Tracy Nelson

Members Absent: None

Guests Present: Bruce Du Hamel

II. ADDITIONS TO THE AGENDA

A. Treasurer's Report:

Add item # E – New Receipt for Silent Auction

Add item # F – Yellow Page Ad

Add item # G – Lanyards

Add item # H – Annual Budget Committee Meeting

B. New Business:

Add item # D – MALPH Contract

Add item # E – Ready Reference Storage Disk

C. Committee Reports:

Add item # C – Education Committee

Add item # D - AEC

Add item # E – Professional Development

Motion by Alan Hauck and seconded by Becky Ouellette to accept the agenda as amended. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. The March 4, 2005 minutes were reviewed.

Motion by Alan Hauck and seconded by Ryan Whaley to approve the minutes as amended. Motion passed unanimously on a voice vote.

- B. Former MEHA Secretary Alan Hauck distributed draft minutes from the March 3, 2005 Annual Business Meeting. There was discussion regarding the affiliate reports and how affiliates notify members of meetings. Alan Hauck will speak to Julie Zdybel regarding the yearly membership update to in turn update the regional membership in an effort to ensure all affiliate membership lists are current and accurate. Brian Cecil asked if the affiliate meeting dates were on MEHA website. He will contact the regional affiliates to get the meeting dates and put them on the website.

IV. TREASURER'S REPORT

- A. Monthly Report

Draft copies of the Treasurer's Monthly Report dated February 8, 2005 to March 7, 2005 were passed out and reviewed. Discussion held regarding some individual line items, the credit card account and balance in the checking account.

Motion by Derrick Simmons and seconded by Kimberly Beanum-Coleman to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.

- B. Duties of Treasurer

On recommendation from the Audit Committee, Becky Ouellette created a document detailing the duties of the Treasurer. A copy of this document was distributed to Board members. In addition, Kevin Datte has a copy of all of Becky Ouellette's Treasurer's information in case of emergency.

- C. Credit Card Policy

On recommendation from the Audit Committee, Becky Ouellette created and distributed a document detailing the credit card policy for MEHA. A MEHA credit card will be issued to the President Elect Alan Hauck, per the current policy. This credit card is used to pay for expenses related to national conferences attended by the President and President-Elect.

Motion by Tricia Dreier and seconded by Derrick Simmons to accept the credit card policy after revisions. Motion passed unanimously on a voice vote.

- D. Bonding for Board Members

The current policy of the Board is that the Treasurer and the person on the checking account shall be bonded. The current policy was not effective and did not provide the intended protection to the credit card and checking account (the liquid assets). The only way to bond the Treasurer is to create a system where 2 people are involved in the treasury. One person would be responsible for writing checks; the other person would be responsible for balancing the checking account. In addition to this "checks and balances" system a \$600-800 monthly fee is also typically required. There was some discussion on feasibility

of having two people involved, creating a new office position of Financial Secretary, or creating a committee to look into this further. Without a bonding policy, the board is taking liability for the liquid assets. Alan Hauck will ask at the NEHA conference in June how this is handled with other state associations and/or NEHA itself. This item is tabled until more information can be provided.

E. New Receipt for Silent Auction

Becky Ouellette has a new receipt for the silent auctions. She will email this information to the Board. It is similar to a "Goodwill" form in that it puts responsibility for the declared value of the donated item on the person who donates it.

F. Yellow Page Ad

Becky Ouellette received an advertisement for a yellow pages ad. After some discussion, it was deemed too expensive to take out a yellow pages ad.

G. Lanyards

Ron Holben ordered \$1,800 worth of lanyards at the request of Carol Souza. There was discussion on whether to list this expense as a Board expense or to have them priced for conference committee chairs to purchase for conferences when there is a shortage.

John N. Gohlke made a motion to list the expense as a miscellaneous business expense, determine cost per lanyard, and make them available for sale at cost. Kimberly Beanum-Coleman seconded this motion. Motion passed unanimously on a voice vote.

H. Annual Budget Committee Meeting

The Budget Committee is scheduled to meet May 23, 2005 to prepare to present the budget at the Annual Planning Session on June 9 & 10, 2005. The Audit Committee suggested including both a proposed and an actual cost in future budgets.

V. PRESIDENT'S REPORT

A. Welcome and Recognition of Guests

Brian Cecil welcomed guest Bruce Du Hamel to this board session.

B. NEHA and IAFP Attendance

Brian notified NEHA that Alan Hauck would be the MEHA delegate attending this year's conference. He also sent the updated officers list and updated membership list to NEHA. There was discussion on membership dues for NEHA and IAFP. Both the delegate and the MEHA President must be NEHA members. As Brian Cecil is going to IAFP and is already a member, it was determined that the Board would pay for Brian's NEHA membership.

Alan Hauck passed around a proposed budget for the NEHA conference expenses.

Motion by Ryan Whaley and seconded by John N. Gohlke to accept the proposed budget as submitted. Motion passed unanimously on a voice vote.

C. Board Spending Policies

A written policy needs to be developed to make the MEHA Board's spending policies clearer. This item will be reviewed and written in the new MALPH contract. The current contract expires June 30, 2005.

VI. UNFINISHED BUSINESS

A. MOU / Wastewater

Brian Cecil and John N. Gohlke were going to bring the Memorandum of Understanding, but could not find. Bruce Du Hamel will get it to Brian to sign. Only the President needs to sign this document.

B. Board of Sanitarians Advisory Group Selections

Bruce Du Hamel doesn't believe that anyone has been appointed to this group by the Governor as of this time. Bruce will look into this and check with Janet Phelps for latest updates.

C. FSU Program Status Report

John N. Gohlke and Harry Grenawitzke will go May 2, 2005 to meet with Ferris State University and carry the interests of MEHA.

Becky Ouellette has a packet of information detailing the university requirements to have an accredited program in environmental health. Alan Hauck offered to take the information and work with Harry on looking at other university programs that may qualify for accreditation.

D. Committee Chair Packet

Tricia Dreier distributed the working draft of the MEHA Conference Planning Packet. The purpose of this document is to aid conference chairs in planning and implementation of conferences. After discussion and a brief review, the following items were noted:

- Recommendation to put in a "recommended timeline" to aid conference chairs.
- Recommendation to include a punch list of moderator's duties.
- Recommendation to inform the conference chair that all speakers must arrive two hours early to prevent the speaker from missing their session.

After review, it was the general consensus of the Board that the policy for the AEC awards banquet dinner listed on page 14 should be changed to include that the dinner is gratis for all awards recipients and one guest.

A committee charge will be added at the June Planning Session. The committee chair will be responsible to complete and submit all documentation on what occurred in the planning of the conference, using the MEHA Conference Planning Packet as a guide.

Brian Cecil and the Board wanted to thank Tricia for her work in this matter. If there are any changes, email them to Tricia. She will bring any significant changes to the June meeting.

VII. NEW BUSINESS

A. MUCC Representative

MEHA does not currently have a designated representative for MUCC. Tracy Nelson offered to be MEHA's MUCC representative. Becky Ouellette will get the contact information to Tracy.

B. Endowment Fund Changes/Audit Committee Recommendations

Discussion on this topic tabled to the June Planning Meeting.

C. Senate Bill #71

Doug Christensen contacted Brian regarding this bill and wanted MEHA's guidance. At this time the Board does not have enough information at this time to provide guidance.

D. MALPH Contract

Currently, MEHA has a four page contract agreement with MALPH that expires June 30, 2005. John N. Gohlke suggested reviewing the new contract closely to spell out MEHA's needs and expectations. The three main areas of concern with the current contract are:

- conference issues: MEHA does not know the number of registrants and cannot match that information with the revenues
- financial issues: MALPH deposits all monies received as lump sums, not into categories; data backup was not routinely occurring
- website management: lack of direction in the contract for website management

Brian Cecil, John N. Gohlke and Becky Ouellette will discuss what needs to be included and/or clarified in the new contract. The Board will review and give suggestions as well. Becky Ouellette thanked John N. Gohlke for his support on this item.

E. Ready Reference Storage Disk

Currently, Bruce Du Hamel has the storage disks, but does not know if they are the most current version. Becky Ouellette suggested contacting the printer to see if they have the most updated copy. John N. Gohlke will call the printer. John took the disks from Bruce and will have two copies made. One will be kept with the Secretary and one will be kept with MALPH.

It was mentioned that some of the Ready Reference Sections need to be reviewed and there was a commitment to update it yearly. This item will be placed on the agenda for the June Annual Planning Session Meeting for further discussion.

In addition, the old Ready Reference Manuals were donated to International Aid in Muskegon, MI.

VIII. COMMITTEE REPORTS

A. Liaison Assignment

Annual Educational Conference – Alan Hauck
Audit Committee – Becky Ouellette
Awards Committee – Kimberly Beanum-Coleman
Continuing Education Committee – Derrick Simmons
Endowment Committee – Tracy Nelson
Environmental Education – John N. Gohlke
Food Protection Conference Planning Committee – Mary Malta
Grants & Training Funds Committee – Tricia Dreier
Groundwater Conference Planning Committee – Ryan Whaley
Membership Committee – Tricia Dreier
Nominations and Resolutions Committee – Derrick Simmons
Professional Development Committee – Ryan Whaley
Recreational Water Conference Planning Committee – John N. Gohlke
Registered Sanitarian Committee – Brian Cecil
Site Selection – Brian Cecil
On-site Wastewater Conference Planning Committee – Tracy Nelson

B. Ad Hoc Website Committee

Janet Phelps, Mary Malta and Tricia Dreier all expressed interest in creation of an ad hoc website committee. The website is currently managed by Jeff Holbrook, and he wishes to discontinue this service. President Brian Cecil recommended creating a permanent committee (the Website Development Committee) to revamp the MEHA website. Mary and Tricia will establish charges for the committee, and Mary will be the liaison. The committee will look at other websites for design and get bids. They will attempt to contact web liaisons from Alaska, Minnesota and Taylor Cimala. If the Board has suggestions for the website, email Mary.

C. Education Committee

John N. Gohlke met on April 15, 2005 with this committee. The committee expressed concerns to John regarding the Board changing their project directions and long response times for feedback. After some discussion, a consensus was reached that the committee charges need to be changed so that the committee has more direction, less confusion, and fewer misunderstandings. John N. Gohlke suggested surveying local health departments to determine where their educational needs lay. He will ask the committee to develop a survey and bring it to the June Planning Meeting. Tricia Dreier suggested sending out a questionnaire with the quarterly newsletter to state something like “As we update our website, what information, do you, the local health department, need?” Another charge of the Education Committee is looking at developing an environmental health component to school science programs. Carol Panagiotides approached John N. Gohlke regarding the development of a conference committee on pollution prevention programs for restaurants. He directed her to draft committee charges and the board will review them.

D. AEC

Brian Cecil sent the AEC contract around for brief review by Board members. Bruce Du Hamel has things “up and rolling” for this conference, which will be at the Treetops Resort in Gaylord, Michigan. Brian will send the contract and any associated information to Alan Hauck, AEC liaison.

E. Professional Development Committee

Mary Malta was contacted by a committee member who was upset regarding the purchase of the study guide. The Board had decided not to purchase a study guide for loan due to the difficulty in tracking it, and the high demand for these items. Kimberly Beanum-Coleman stated that SEMEHA has some materials for their counties and perhaps this person could borrow SEMEHA materials. In addition, Kimberly suggested putting together a list of people who have materials/study guides to post and/or distribute on the website so that individuals can contact those with material directly.

IX. CORRESPONDENCES

Brian Cecil was invited and spoke at the UPEHA conference. He would encourage anyone who can to attend this conference. It was an excellent conference and turnout, with approximately 80-90% of sanitarians in attendance.

John N. Gohlke recommended having 5 REHS exams a year, one at each of the regional conferences (NMEHA, UPEHA, SEMEHA, and SSS) and one at the Annual Educational Conference.

X. AFFILIATE REPORTS

NMEHA – Tracy Nelson

No report at this time. Tracy will let Brian Cecil know when the next meeting is.

SEMEHA – Kimberly Beanum-Coleman

The educational conference is May 5th in Port Huron at the Fog Cutter Restaurant. The registration fee is \$15. Topics include temporary food inspections, meth. labs, mercury spill cleanup, and the Lake St. Clair assessment program. If you wish to attend, please RSVP to Laura Pobanz at (586) 469-5236.

SSS – Tricia Dreier

This organization held their meeting on April 15, 2005. Topics included progress on geo-mapping, household hazardous waste, radon, subdivision planning, and identity theft. Tricia stated that it was an excellent conference.

UPEHA – Ryan Whaley

There was a wrap up meeting after the conference and they are looking at mid to late March 2006 for their next annual conference.

XI. NEXT MEETING

The Executive Board will meet on May 13, 2005, at Washtenaw County Department of Planning & Environment. The meeting will start at 10:00 a.m.

XII. ADJOURNMENT

Motion by John N. Gohlke and seconded by Tracy Nelson to adjourn the Executive Board Meeting at 3:00pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
April 22, 2005