



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 26, 2005

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on August 26, 2005, at the City of Holland City Hall in Holland, Michigan. President Brian Cecil called the meeting to order at 9:40 am.

Members Present: Brian Cecil, John N. Gohlke, Kristen Schweighoefer, Rebecca Ouellette, Tricia Dreier, Derrick Simmons, Tracy Nelson, Kimberly Beanum-Coleman

Members Absent: Mary Malta, Alan Hauck, Ryan Whaley, all excused

Guests Present: Holly Gohlke

II. ADDITIONS TO THE AGENDA

- A. Unfinished Business:
 - Add item D – Refund Policy
 - Add item E – Awards & Scholarship Policy
- New Business:
 - Add item G – DCH Health Link

Motion by John N. Gohlke and seconded by Kimberly Beanum-Coleman to accept the agenda as amended. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Approval of Minutes
 - The June 10, 2005 minutes were reviewed.

Motion by Becky Ouellette and seconded by Derrick Simmons to approve the minutes as amended. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Monthly Report

The Capital One Credit Card Bill was circulated and reviewed. Copies of the Treasurer's Monthly Report dated May 6, 2005 through June 7, 2005 and July 8, 2005 through August 5, 2005 were passed out and reviewed. Discussion held regarding some individual line items. Additionally, Becky distributed copies of the Quarterly Treasurer's Report dated April 8, 2005 through July 7, 2005.

Becky has copies of the monthly breakdown from AG Edwards available for review upon request.

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

V. PRESIDENT'S REPORT

A. Welcome and Recognition of Guests

Brian Cecil welcomed Holly Gohlke to this board session and congratulated her and John N. Gohlke on their marriage.

B. Correspondence

Brian Cecil notified the Board that Carol Panagotidies continues to research Envirothon.

VI. UNFINISHED BUSINESS

A. FDA Regional Conference

Information regarding this conference is currently posted on both the MEHA and MDA websites. Becky Ouellette will send the updated information to MALPH after John Powell updates the agenda and website in the next day or two. President Brian Cecil encouraged the Board to bring information regarding this conference back to their offices and to encourage others to attend. As a reminder there will be no MEHA Food Protection Conference this year, so all sanitarians involved in the food program are encouraged to attend the FDA Regional Conference.

B. Premier Public Health Conference

There was some email discussion among the board between over the last several weeks regarding financial sponsorship of the guest speaker Roy Costa for this conference. Eight board members were in favor and so \$400 was given toward this effort. Additionally, MEHA will have a booth at this conference. It does not need to be "manned", but some preparation needs to be done to update pictures.

C. Website Bids and Proposals

Tricia Dreier discussed the proposals and information regarding the redevelopment of the MEHA website. Of the several bids presented and reviewed, Lance Paulson's bid of \$1,200 to design the website seemed both the most reasonable and the best fit with the current vision of the new website. Currently there are five people interested in joining the website redevelopment committee. Tricia also provided proposed committee charges.

One of the committee charges is to have members of the committee be in charge of updating the website as needed with conference information, minutes, and other pertinent information. There would need to be some additional funding for the purchase of appropriate software and/or licenses to perform these duties. Tricia will research the cost of these items.

Motion by Becky Ouellette and seconded by Tracy Nelson to develop a Website ad hoc Committee and accept committee charges as amended. Motion passed unanimously on a voice vote.

Tricia Dreier made a motion to approve Lance Paulson's bid with a formal contract and to purchase three software packages to allow committee members to update the website for a total cost of no more than \$1,500. Motion was seconded by Derrick Simmons. Motion passed unanimously on a voice vote.

D. Refund Policy

There was some discussion on the lack of a written refund policy for conference registrations, etc available for use by the Treasurer. John N. Gohlke will research the existence of a refund policy and present his findings to the board.

E. Awards & Scholarship Policy

This item was deferred to the September meeting. Alan Hauck will continue to research this as well.

VII. NEW BUSINESS

A. 2005 MALPH Contract

Brian Cecil presented the proposed contract. There was some discussion among the Board. Brian made notes of the proposed changes and discussion items and will bring the revised contract back to MALPH.

B. NEHA Report

This item was deferred to the September meeting.

C. IAFP Report

President Brian Cecil attended the IAFP in Baltimore, Maryland. He said that it was an outstanding conference. He encouraged all of those interested to attend next year's conference in Calgary. Additionally, he forwarded on contact information for potential speakers to the AEC committee.

Additionally, Brian Cecil presented his proposed & final budget for expenditures at the IAFP.

Motion by John N. Gohlke and seconded by Becky Ouellette to accept Brian Cecil's IAFP budget as submitted. Motion passed unanimously on a voice vote.

D. Wellhead Protection

John N. Gohlke referred the information he had regarding this conference to Joe Crigier, chair of the Ground Water Conference. Additionally, MEHA had voted (over email) to

co-sponsor the Wellhead Protection Conference and MEHA's affiliation will be through Joe Crigier.

E. Inactive Member List

Brian Cecil brought the membership lists MALPH had to the June meeting and passed the information on to Larry Johnson, chair of the Membership Committee. Brian would like to see what the Membership Committee wishes to do with this list and the provide that information to MALPH.

F. REHS/NEHA Proctor Issues

NEHA is trying to sponsor regional testing and is looking to the local affiliates to have a proctor list available for their use. There was some discussion on what is required to become a NEHA REHS proctor. Brian Cecil will research the topic and report back to the Board.

G. DCH Health Link

John N. Gohlke provided information to the Board that there have been some updates to the Bureau of Health Professions website. RS and REHS license registrations, frequently asked questions, license renewal information, and application packets for sanitarians can now be viewed online at www.michigan.gov/mdch.

VIII. COMMITTEE REPORTS

A. AEC Planning Committee

Brian Cecil provided information on a potential speaker for the AEC to the committee. Brian was introduced to the speaker at the IAFP.

B. Audit Committee

Brian Cecil will contact Kevin Datte to update his contact information for this committee.

C. Awards Committee

No update.

D. By-Laws ad hoc Committee

No update.

E. Continuing Education Committee

No update.

F. Endowment Committee

No update.

G. Environmental Education Committee

Carol Panagiotides is still researching Envirothon.

H. Food Protection Conference Planning Committee

No update.

- I. Grant & Training Funds Committee
No update.
- J. Groundwater Conference Planning Committee
The Groundwater Committee is communicating with the Wellhead Protection Conference to avoid duplication in efforts.
- K. Membership Committee
Tricia Dreier will contact Larry Johnson for an update.
- L. Nominations & Resolutions Committee
No update.
- M. Professional Development Committee
No update.
- N. Ready Reference ad-hoc Committee
CD copies of the ready reference manual were given to Becky Ouellette and Kristen Schweighoefer by John N. Gohlke. Kristen Schweighoefer will make another copy and give to Kimberly Beanum-Coleman.
- O. Recreational Water & Swimming Pool Conference Committee
This conference will be held just before the AEC in the same location (Grayling).
- P. Sanitarian Registration ad hoc Committee
No updates.
- Q. Site Selection Committee
No updates.
- R. Wastewater Conference Planning Committee
Tracy Nelson stated that the committee had a meeting on July 7, 2005 in Mt. Pleasant. The committee is still looking for another MEHA member. Additionally, there will be a \$5.00 increase in registration cost. This is the 55th year of the Wastewater Conference.
- S. Website Development ad hoc Committee
The committee will move forward in securing a formal contract with Lance Paulson to redesign the website and purchase software to allow committee members to post updates to the website.

IX. CORRESPONDENCE

None to report at this time.

X. AFFILIATE REPORTS

SSS – Tricia Dreier

SSS met on July 15th. Their next conference is planned for October 28th, 2005 at Pierce Creek in Hastings, MI. Topics presented will include adopt a beach, health departments role in bioterrorism, global positioning systems, well construction, and other topics.

UPEHA – Ryan Whaley

No updates.

NMEHA – Tracy Nelson

No updates.

SEMEHA – Kimberly Beanum-Coleman

The next executive board meeting is set for September 30th, 2005. The next educational meeting will be on December 1st or 8th, and may be in Frankenmuth again.

XI. NEXT MEETING

The Executive Board will meet on September 23, 2005, at the Chamberlins Bed & Breakfast in Curtis, Michigan. The meeting will start at 10:00 a.m.

XII. ADJOURNMENT

Motion by Kimberly Beanum-Coleman and seconded by Tracy Nelson to adjourn the Executive Board Meeting at 12:27 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
August 26, 2005