



# 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 September 23, 2005

### **I. CALL TO ORDER**

The Executive Board of the Michigan Environmental Health Association held a meeting on September 23, 2005, at Chamberlin's Bed and Breakfast in Curtis, Michigan. President Brian Cecil called the meeting to order at 10:15 am.

Members Present: Brian Cecil, Alan Hauck, John N. Gohlke, Kristen Schweighoefer, Tricia Dreier, Ryan Whaley, Mary Malta

Members Absent: Tracy Nelson, Derrick Simmons, Rebecca Ouellette, Kimberly Beanum-Coleman, all excused

Guests Present: None

### **II. ADDITIONS TO THE AGENDA**

- A. Unfinished Business:  
Add item D – Update on Ferris State University Curriculum

**Motion by Alan Hauck and seconded by Ryan Whaley to accept the agenda as amended. Motion passed unanimously on a voice vote.**

### **III. SECRETARY'S REPORT**

- A. Approval of Minutes  
The August 26, 2005 minutes were reviewed.

**Motion by Tricia Dreier and seconded by John N. Gohlke to approve the minutes as amended. Motion passed unanimously on a voice vote.**

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

- A. Monthly Report  
Brian Cecil distributed the Treasurer's Statement dated August 6 – September 7, 2005 in Becky Ouellette's absence. Due to the fact that the Treasurer was not present at this meeting, the checking account report will be discussed at the next meeting, scheduled for November 4, 2005.

**Motion by Alan Hauck and seconded by Mary Malta to accept the treasurer's statement as submitted. Motion passed unanimously on a voice vote.**

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

### **A. Welcome and Recognition of Guests**

Brian Cecil thanked the board for their attendance at this meeting and gave appreciation for taking the time to drive to the Upper Peninsula with everyone's busy schedules.

### **B. Correspondence**

Brian Cecil submitted information to the National Environmental Health Association to recognize the work that Bruce Du Hamel has done for Environmental Health. NEHA awarded a Certificate of Merit to Bruce Du Hamel which will be presented to him at the AEC.

Brian has forwarded some information to Chuck Lichon regarding conference planning locations.

Midland County Health Department sent their 2004 annual report to MEHA.

IAFP sent a letter thanking MEHA for our gift of St. Julian's wine for their silent auction.

Brian Cecil also brought an issue concerning the MEHA Ready References to the Board's attention. In some of the copies, the Chapter 6 Swimming Facilities information has been replaced with the Chapter 7 Vector Control information. The error was discovered in approximately 20 copies still housed at the MALPH offices and corrected before they were distributed. However, it is not known whether or not any local health departments had already received the misprinted copies when they were originally distributed. Brian Cecil will discuss the matter with Ron Holben and ask that Ron requests 50 copies of the Swimming Facilities section from the printer to fix any misprinted copies. Additionally, Brian will ask Mary Malta to post this information on the MEHA website, to ensure that all copies already distributed were complete. If they were not complete, then the Swimming Facilities information will be distributed to those that need it.

## **VI. UNFINISHED BUSINESS**

### **A. FDA Regional Conference**

This conference has been postponed to a later date. There was some general discussion among the board members on the lack of a 2005 food conference with the postponement of this event. There was also general discussion regarding the possibilities of a 2006 food conference or a "Superconference", combining the food conference with the 2007 AEC. Further discussion need to occur regarding this matter.

### **B. Premier Public Health Conference**

There was some general discussion on attendance and the schedule for this event. Based on the information known, the attendance seemed to be comprised of administrators and

directors, with fewer sanitarians registered. The board discussed the possibility of combining this conference with MEHA's AEC to increase overall attendance and bring administrators to the AEC. Additional topics discussed with this idea were keeping the AEC's date of March and the limited number of conference facilities that would be able to house an event of this size.

C. Website Update

Mary Malta distributed copies of the website design contract by Lance Paulson. Mary asked the board to review the contract and get any comments back to her within a week. The distributed contract is still missing several key pieces of information such as Lance Paulson's hourly rate for additional work to the website above the specifications of the contract, the termination of the contract, and the timeframe of the contract. Mary will get clarification on these items. Ryan Whaley expressed interest in being involved with updating the website. Tricia Dreier and Mary Malta will ensure that Ryan is added to the committee. Finally, the website committee would like pictures of "Michigan scenes" to be used in the redesigned website. If you have any pictures of Michigan scenes, please send them to Tricia Dreier.

D. Update on Ferris State University Curriculum

There is a meeting scheduled for October 10, 2005 to determine if the proposed blending of Environmental Health classes into the Biology curriculum and issuance of a certificate for Environmental Health is acceptable. Central Michigan University may be able to blend an accredited Environmental Health program into their Health Professions program without additional classes or a separate department. There was some discussion among the board that when there is an accredited Environmental Health program with a university, there should be a MEHA committee to recruit high school students and to oversee this program.

## VII. NEW BUSINESS

A. 2005 MALPH Contract

The changes to the contract discussed at the previous meetings were implemented. Brian Cecil discussed the contract budget with MALPH. MALPH had built the contract money into their budget and so cannot be changed at this time. They committed to tracking their hours and if adjustments need to be made, then next year's contract will reflect this difference. Also, if there is a balance remaining at the end of the contract, MALPH will refund MEHA this money.

Additionally, Brian Cecil had discussions about the insurance clause in this contract with MALPH. MALPH has a dishonesty clause that limits liability. This discussion brought up the issue of having a MEHA financial committee to allow bonding of the Treasurer.

B. NEHA Report

Alan Hauck distributed his final budget.

**Motion by Mary Malta and seconded by Tricia Dreier to approve the budget as submitted. Motion passed unanimously on a voice vote.**

MEHA donated a food and wine package and a MEHA Ready Reference for the NEHA silent auction. Alan Hauck suggested donating Michigan coins next year because the

Alaska coins were very popular.

Alan had a meeting with Nelson Fabian regarding holding the 2009 NEHA conference in Michigan. Suggested locations included Traverse City, Detroit and Grand Rapids. No decisions have been made at this time.

Alan gave a presentation at the Affiliate Presidents Meeting regarding accredited environmental health programs for colleges and universities. The talk was very well received.

Robert Blake works in Georgia and had put together a “Media for Environmental Health” packet for local health departments. Alan will obtain a copy for MEHA.

C. AEC Site Location

John N. Gohlke stayed at the newly remodeled Radisson Hotel in Kalamazoo and thought it would be an ideal location for a future AEC conference. The hotel is located in downtown Kalamazoo. John passed this information on to Chuck Lichon.

D. Inactive Member List

There is a list of former MEHA members who have not renewed for the past three years. This list will be purged. Brian Cecil will have a list of MEHA members who have not renewed this year after the second notice and distributed it to Board members for review at the November meeting.

E. TAC Committee Member

The Technical Advisory Committee requested another member from MEHA as an alternate. Currently, MEHA has two members on the TAC committee. This committee deals with onsite wastewater and treatment. If there are interested MEHA members, please contact Brian Cecil. Additionally, Brian will contact Dan Sandal and Dale Ladouser.

F. UPEHA Expenses

Alan Hauck distributed MEHA meeting minutes dated February 15, 2001 and March 22, 2002. Both of these minutes stated the MEHA would pay for airfare to allow the UPEHA representative to attend up to 4 Board meetings a year, for a total cost not to exceed \$1,100. No one has ever used this policy. The MEHA Treasurer needs to be aware of this policy. There was some discussion on whether or not a line item should be created for this expense.

This information began discussion on the tracking of past meeting minutes. Brian Cecil briefly reviewed the bylaws for responsibilities of Board members. It was determined that they need to be revised. Brian will contact Pat Donovan to revise the bylaws.

G. Disaster Response

Brian Cecil has been working with Pat Donovan and Derrick Simmons in conjunction with the Red Cross and FEMA regarding the creation of MEHA guidelines for members that want to volunteer. The guidelines will include information such as immunizations, mental health preparation and people to contact to volunteer. Brian indicated that Sanitarians may be needed in areas affected by Hurricane Katrina in December.

## **VIII. COMMITTEE REPORTS**

### **A. AEC Planning Committee**

Bruce Du Hamel will be present at the November Board meeting. He will update the Board on speakers, agenda and the budget. Alan Hauck will go to the next AEC Committee meeting on September 28<sup>th</sup>, 2005 at Shiawassee County.

### **B. Audit Committee**

Brian Cecil will email Becky Ouellette to determine if she has Kevin Datte's current contact information.

### **C. Awards Committee**

The 2006 awards application is on the MEHA website.

### **D. By-Laws ad hoc Committee**

John N. Gohlke will talk to Pat Donovan regarding having the bylaws committee updating the policies and procedures.

### **E. Continuing Education Committee**

No update.

### **F. Endowment Committee**

No update.

### **G. Environmental Education Committee**

No update.

### **H. Food Protection Conference Planning Committee**

No update.

### **I. Grant & Training Funds Committee**

No update.

### **J. Groundwater Conference Planning Committee**

The conference is two weeks from today's meeting. The committee is ready for the conference. There was some discussion on if the attendance to this conference was down.

### **K. Membership Committee**

There was a Membership Committee meeting last Wednesday, September 21, 2005. Tricia Dreier could not attend, but received an update from Larry Johnson. The committee updated the MEHA trifold brochure. This committee wants to gather information on whether individuals, businesses, employers, etc. pay the MEHA dues for members. They will add this question to the membership application. The membership directories are being reviewed to distribute at the 2006 AEC. If there are any departmental name, address, or phone number changes, forward these on to Tricia Dreier so that the updates can be made prior to printing. The committee estimates a printing cost of \$1,500 and are having difficulty with finding sponsorship for the directory. The Board has given permission to the Membership Committee to mail directories for those who do not pick them up at the AEC.

Brian Cecil will contact Larry Johnson to discuss contacting inactive members to get a more accurate idea of actual members.

L. Nominations & Resolutions Committee

No update.

M. Professional Development Committee

The list of MEHA members who were interested in the Professional Development Committee is outdated. The old list will be deleted and a new list will be created starting this year.

N. Ready Reference ad-hoc Committee

No update.

O. Recreational Water & Swimming Pool Conference Committee

Alan Hauck will contact Shannon Briggs to get an update on this conference's progress and to ensure that this committee is working with the AEC committee.

P. Sanitarian Registration ad hoc Committee

No updates.

Q. Site Selection Committee

As mentioned, John N. Gohlke gave information to Chuck Lichon on the Kalamazoo Radisson.

R. Wastewater Conference Planning Committee

There is a tentative agenda and this committee has met twice.

S. Website Development ad hoc Committee

The Lance Paulson contract was distributed for review. Get any comments to Mary Malta by Friday, September 30<sup>th</sup>. In discussions with Lance Paulson, Mary stated that he recommended that MEHA pays the web host annually instead of monthly. Mary will ask Becky Ouellette about this from a Treasurer's standpoint to determine the financial aspects of this change.

**IX. CORRESPONDENCE**

Nothing at this time.

## **X. AFFILIATE REPORTS**

### **SSS** – Tricia Dreier

The next meeting is scheduled for October 28<sup>th</sup> at Pierce Lake in Hastings, Michigan. She will get information regarding the meeting on the MEHA website.

### **UPEHA** – Ryan Whaley

The next meeting is scheduled for October 13, 2005. The organization is starting to plan the March conference. Additionally, Ryan reported that no one has expressed interest in filling the UP representative position on the board when his term is complete.

### **NMEHA** – Tracy Nelson

No updates.

### **SEMEHA** – Kimberly Beanum-Coleman

No updates.

## **XI. NEXT MEETING**

The Executive Board will meet on November 4, 2005, at the Macomb County Health Department. The meeting will start at 10:00 a.m.

## **XII. ADJOURNMENT**

**Motion by Ryan Whaley and seconded by Mary Malta to adjourn the Executive Board Meeting at 1:35 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
September 23, 2005