



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 November 4, 2005

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on November 4, 2005, at Constitution Hall in Lansing, Michigan. President Brian Cecil called the meeting to order at 10:07 am.

Members Present: Brian Cecil, Alan Hauck, Rebecca Ouellette, Kristen Schweighoefer, Tricia Dreier, Ryan Whaley, Mary Malta, Tracy Nelson, Derrick Simmons

Members Absent: John N. Gohlke, Kimberly Beanum-Coleman, all excused

Guests Present: Joe Crigier, Anita Ladouceur, Mike Jury

II. ADDITIONS TO THE AGENDA

- A. New Business:
 - Add item F – Ready Reference Ad Hoc Committee Update
 - Add item G – Travel Reimbursement

Motion by Ryan Whaley and seconded by Becky Ouellette, to accept the agenda as amended. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Approval of Minutes
The September 23, 2005 minutes were reviewed.

Motion by Tricia Dreier and seconded by Derrick Simmons to approve the minutes as submitted. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

- A. Monthly Report
Becky Ouellette discussed the different programs used by herself and MALPH and the challenges the different formats can cause. Becky recommended purchasing the program Quicken for use by the MALPH office because this is the program she uses. She will contact Mark Bertler and ask his approval to make the purchase.

- B. September Report Details
The August 6 – September 7, 2005 Treasurer’s Statement was distributed and reviewed. There was some general discussion on individual line items.

Motion by Alan Hauck and seconded by Tricia Dreier to accept the treasurer’s statement as submitted. Motion passed unanimously on a voice vote.

The September 8 – October 7, 2005 Treasurer’s Statement was distributed and reviewed. There was some general discussion on individual line items.

Motion by Tricia Dreier and seconded by Tracy Nelson 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. He welcomed Joe Crigier, Anita Ladouceur and Mike Jury and thanked them for their work on the Ground Water Conference Committee.
- B. Correspondence
NEHA sent a letter thanking MEHA for participating in their silent auction. NEHA sent a breakdown of the fundraiser. The Michigan products (including dried cherries, wine & a MEHA Ready Reference) raised \$84 for their organization.

The 55th Annual Onsite Wastewater Conference Committee sent MEHA a letter indicating that our organization can have a complimentary booth at their conference. There was general discussion that the MEHA booth needs updating. The conference starts on January 10, 2006. Brian Cecil will contact Ted Loudon and determine what the committee needs and when. Derrick Simmons offered to lead the updating of pictures, but would like additional help. The Board agreed to look through recent pictures in their respective departments and send any that could be used in a display to Derrick. There was general discussion regarding charging a committee to the task of updating the MEHA booth display in the future.

Pat Donovan contacted Brian Cecil regarding the Michigan Walk of Fame. Pat suggested that the Board consider nominating Harry Adrounie and Harry Grenawitzke for this honor. Brian will continue to research the award and nomination process.

Brian Cecil brought up the topic of the SuperConference to the Board for discussion. There was a general discussion on the pros and cons of the format. Alan Hauck will get the comments from the 2005 AEC surveys, tabulate them, and bring them to the Board.

Following up from the previous Board meeting, Tricia Dreier suggested that a Presidential Summary be created by the current MEHA President. The summary would include short, itemized decisions made by the Board during the President’s term. This would provide an easier way to quickly review any decision for clarification by the Board. There was general discussion on the idea, as well as the distribution. Several

ideas included that the summary be included in the AEC packet or read at that Annual Business Meeting.

VI. UNFINISHED BUSINESS

A. Policies & Procedures Manual

Brian Cecil contacted Pat Donovan to determine his interest in updating the Policies & Procedures Manual. Pat stated that he is not interested at this time. The Board discussed the importance of updating the manual and the best ways to go about doing so. A mutual agreement was made on the importance of cross-referencing all items in the Policies & Procedures Manual with the Constitution & By-Laws. The Board agreed to individually look at the Policies & Procedures and highlight and/or outline changes to the next meeting.

B. Website Update

Mary Malta distributed the updated contract from Lance Paulson for review by the Board. After review and discussion, the Board agreed that the last line of the first paragraph of Section 8 in the contract needs to be amended to read "Project will be completed within 14 calendar days". Brian Cecil attempted to contact Lance Paulson via cell phone several times during the meeting, to no avail. Brian stated that he will email Lance with the proposed changes.

Motion by Alan Hauck and seconded by Ryan Whaley to approve Brian Cecil to sign the amended contract and submit to Lance Paulson via certified mail. Motion passed unanimously on a voice vote.

C. Inactive Member List

Brian Cecil passed around a stack of envelopes preprinted with names of those persons who have not renewed their membership. The Board pulled names of individuals who have passed away, moved, or are no longer in the environmental health fields. There was some general discussion about inconsistencies and inaccuracies in this list of names.

D. TAC Committee Member

The TAC Committee still needs one more MEHA member as an alternate. Alan Hauck has been attempting to find this third member. If anyone has interest, please contact Alan Hauck.

E. 2005 MALPH Contract

The contract has been signed by all parties. Brian Cecil will distribute copies to the Board.

VII. NEW BUSINESS

A. Awards Committee

This item was discussed and resolved over emails among the board members.

- B. Ground Water Conference
Joe Crigier gave an oral report to the Board. He reported that there were 89 paid attendees and that all feedback he received regarding the conference was very positive. Additionally, the rough budget looks to be in the positive. Some general discussion on the format of future conferences was discussed among the board and guests. President Brian Cecil thanked Joe Crigier and his committee for their work on a successful conference and encouraged the committee to move forward with planning the 2006 Ground Water Conference.
- C. Conference Format
The SuperConference format was discussed by the Board. This year's AEC is moving toward a combined conference format, with the Recreational Water Conference occurring just prior to the AEC. There was general discussion on whether or not the Food Protection Conference would occur in 2006. The AEC in March 2006 has a number of topics related to food safety and the FDA conference has been postponed to June of 2006. There was some concern by the board that the MEHA food conference might not receive the required draw to cover costs if held in the fall. Many MEHA members feel strongly about the food conference and so the Board will instruct the Food Protection Conference Committee to proceed with planning. If there are any interested members, get names to Brian Cecil. With the reinstatement of the Food Conference, there will be no SuperConference in 2006.
- D. Board Meeting Location
President Brian Cecil stated that he would not change the meeting location to accommodate guests in the future due to the uncertainty of schedules. Meetings are set at the beginning of the year and locations will not be changed unless decided by the board at the previous board meeting or extenuating circumstances.
- E. MUCC Leadership Conference
President Brian Cecil received some communication from the MUCC regarding a leadership conference. The cost was \$250 per person. After some review, it was decided by the board that this leadership conference was not an opportunity to explore at this time.
- F. Ready Reference Ad Hoc Committee Update
Kimberly Beanum-Coleman gave an email update. She stated that she has had several conversations with Ward Lindsey and he has contacted Rodney Blanchard. They will be meeting soon to move forward with reviewing the food section to see what revisions need to occur.
- G. Travel Reimbursement
Ryan Whaley submitted his expenses for travel to the Board meeting. These expenses included 812 miles at the state approved mileage rate and a hotel fee. The total expenses submitted were \$334.59.

Motion by Mary Malta and seconded by Tracy Nelson to issue a reimbursement check to Ryan Whaley in the amount submitted. Motion passed unanimously on a voice vote. Ryan Whaley abstained from voting.

VIII. COMMITTEE REPORTS

A. AEC Planning Committee

Alan Hauck attended the meeting on November 3, 2005. Bruce Du Hamel will attend the December Board meeting and bring the agenda for review. After committee discussion, it was decided that the banquet will be held on Thursday evening, as is traditional. The Board Business meeting will be held during an extended lunch on Thursday. Additionally, Friday's presentations will revolve around the theme of Emergency Preparedness. Alan reminded the board that MEHA and MALEHA boards will meet together at the conclusion of the AEC on Friday. The REHS exam will be offered as planned and the Recreational Water Conference will precede the AEC.

B. Audit Committee

No update.

C. Awards Committee

No update.

D. By-Laws ad hoc Committee

No update.

E. Continuing Education Committee

Derrick Simmons attended the last meeting. The committee wanted to remind members that it is the individual member's responsibility to ensure that their CEUs are submitted to Barb Nickels. CEUs are not automatically submitted.

F. Endowment Committee

Tracy Nelson attended the golf outing. There was some general discussion regarding the turnout and money earned, but no final numbers were available for review.

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

Joe Crigier presented conference information to the board.

K. Membership Committee

This committee is still working on updating the membership list to ensure it is current and accurate.

L. Nominations & Resolutions Committee

Derrick Simmons will be attending their next meeting. Derrick will ensure that the board receives the nominations by the December meeting so that the nominees may be voted on at the January meeting.

M. Professional Development Committee

No update.

N. Ready Reference ad-hoc Committee

No update.

O. Recreational Water & Swimming Pool Conference Committee

No update.

P. Sanitarian Registration ad hoc Committee

No update.

Q. Site Selection Committee

Chuck Lichon will research locations in southwest Michigan for conferences in 2007.

R. Wastewater Conference Planning Committee

The conference dates are January 10-12, 2006. December 18th, 2005 is the deadline for room reservations and December 29th, 2005 is the deadline for conference registrations. The MEHA Board will meet during the conference on January 12, 2006. Tracy Nelson will contact the Wastewater Conference Planning Committee and ensure that a room is reserved for the Board meeting.

S. Website Development ad hoc Committee

No update.

IX. CORRESPONDENCE

Nothing at this time.

X. AFFILIATE REPORTS

SSS – Tricia Dreier

The meeting was held on October 28, 2005 at the Pierce Cedar Creek Institute. Tricia attended the meeting and noted that the attendance was good. She gave the board a summary of the speakers and will pass along speaker contact information to Alan Hauck for the AEC.

UPEHA – Ryan Whaley

The dates for the annual conference are April 5 – 7, 2006 and the location will be Marquette, Michigan. Ryan stated that the agenda will be weighted toward topics involving food.

NMEHA – Tracy Nelson

No updates.

SEMEHA – Kimberly Beanum-Coleman

No updates.

XI. NEXT MEETING

The Executive Board will meet on December 9, 2005, in Mt. Pleasant, Michigan. The meeting will start at 10:00 a.m.

XII. ADJOURNMENT

Motion by Mary Malta and seconded by Rebecca Ouellette to adjourn the Executive Board Meeting at 12:58 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
November 4, 2005