



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 12, 2006

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on January 12, 2006, at the Kellogg Center in Lansing, Michigan. President Brian Cecil called the meeting to order at 10:15 am.

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

Members Absent: Tricia Dreier, Tracy Nelson, Rebecca Ouellette, all excused

Guests Present: Ted Louden

II. ADDITIONS TO THE AGENDA

A. There were no additions to the agenda.

Motion by Alan Hauck and seconded by John N. Gohlke to accept the agenda as submitted. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

A. Approval of Minutes
The December 9, 2005 minutes were reviewed.

Motion by Ryan Whaley 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 November 8, 2005 through December 7, 2005 Treasurer's Statement was distributed and reviewed. There was some general discussion on individual line items.

Motion by Derrick Simmons and seconded by Ryan Whaley 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

President Brian Cecil thanked the board for their attendance at this meeting. He also thanked the Wastewater Conference committee for inviting the Board to have their meeting during their conference.

Brian Cecil got information regarding the International Association of Professional Geologists (IAPG) holding their annual conference in Michigan in 2007. He also had a renewal notice for the Business Review weekly. If MEHA has a subscription, he proposed that the Board discontinues this expense. He also received a 2006 catalog of emergency preparedness courses that he shared with the Board.

MEHA received holiday cards from Kensington Court (where the 2004 Food Conference was held) and ASAP Printing, the printer MEHA uses.

Brian also reminded the Board of the Restaurant Pollution Prevention conference coming up in April. He will post the specific information on the MEHA website.

The Board went into Executive Session at 10:34 am and came out of Executive Session at 10:57 am.

VI. UNFINISHED BUSINESS

A. Policies & Procedures Manual

Brian Cecil began the process of comparing the current practices to the written policies. He will send a follow up email on his progress in February.

B. Website Update

Mary got a mock up copy of the website from Lance Paulson. She will send this link to the Board for their review and comments.

C. TAC Committee Member

Alan Hauck reported that Randy Gregory, a retired Washtenaw County sanitarian will fill the remaining position on the TAC Committee. Alan will contact Regina and relay this information to her.

D. CMU Sanitarian Program

A meeting was held on January 3, 2006 with Central Michigan University. Harry Grenawitzke, Pat Donovan and John N. Gohlke represented MEHA in this meeting. The basic curriculums are already set up and now a needs survey needs to be answered to bring to the administrators of the school. Brian Cecil, Alan Hauck and John N. Gohlke will send out this needs survey to MEHA, MALEHA and MALPH members. It is approximately 20-25 questions and will help demonstrate to CMU that there will be students and monies available to support this program. CMU is hoping to have 30-40 students a year in the program.

Past President John N. Gohlke re-emphasized to the Board the need for MEHA to recruit students to the EH program at CMU at career fairs, junior colleges, etc. Additionally, NEHA is working on promoting EH to career days on a national level.

- E. Ready Reference Ad Hoc Committee
The ad hoc committee met on January 11, 2006 and is working on the food section of the ready reference. Additionally, the committee will include information on how to set up and run a tabletop exercise.
- F. Refund Policy
John called MALPH and also talked to Becky Ouellette to do research on the type of questions that this policy needed to address. He distributed the draft policy for review by the Board. There was some general discussion on the layout and wording. John will take suggestions, make changes and bring it to the February Board meeting for a vote.
- G. Wastewater Conference
Ted Loudon stopped by the Board meeting and gave a brief update on the Wastewater Conference. Over 500 persons were registered for the conference and there was a daily attendance of over 350.
- H. Display Board
The display board has been ordered and should arrive in approximately one week. Derrick has worked on the board layout and design, including information on affiliates, pictures, upcoming conferences, and members.

VII. NEW BUSINESS

- A. AEC Location
President-Elect Alan Hauck talked to Chuck Lichon and there is no 2007 site selected for the AEC. The location in Kalamazoo has been booked for the two weeks MEHA traditionally holds the AEC. Mackinac Island is one possibility for a future AEC location as is Treetops for a second year in a row. Alan recommended looking into the possibility of booking sites two years in advance to prevent running into schedule conflicts in the future.
- B. Awards Form and Procedures
Brian has the updated awards form and procedures. He will email them to the board and will also post on the website. The Board will vote on forms and procedures at the February meeting.
- C. Annual Report
Brian Cecil asked the Board to contact their committee chairs and remind them to complete their annual reports for the annual business meeting. Additionally, Kristen Schweighofer will email all committee chairs the report form.
- D. Orders for Products
Any Board member that would like to order a flashlight or other engraved product needs to let Pat Donovan know as soon as possible. Mary Malta will send the price information to the Board.

- E. NEHA Bid
President Brian Cecil was contact by Keith Krinn. He is asking for MEHA's endorsement as he runs for 4th Vice President of NEHA.

Additionally, Alan reported that there were no bids for Michigan locations for the 2009 NEHA conference to date. The committee votes on this issue in April, so any bids need to be moved on quickly.

VIII. COMMITTEE REPORTS

- A. AEC Planning Committee
Alan reported that the last committee meeting was at the conference site. He was very impressed with the accommodations.
- B. Audit Committee
No update.
- C. Awards Committee
Everything is on target for the awards. Kimberly Beanum-Coleman will contact Pat Donovan for an update.
- D. By-Laws ad hoc Committee
No update.
- E. Continuing Education Committee
The next meeting is scheduled for January 23, 2006 in Genesee County. Derrick did not think he would be able to make the meeting.
- F. Endowment Committee
No update.
- G. Environmental Education Committee
The committee's quarterly meeting is next week. Additionally, Carol Panagiotides put together a disk on restaurant recycling.
- H. Food Protection Conference Planning Committee
Dave Peters and Nancy Atwood have been contact and accepted the position of co-chairs of the planning committee.
- I. Grant & Training Funds Committee
No update.
- J. Groundwater Conference Planning Committee
The conference committee is planning on holding the conference in Grayling again.

K. Membership Committee

The committee is looking into mailing the membership directory this year. There was a discussion on how best to distribute these. The committee will check on the cost of bulk mailing the directory from the printer.

L. Nominations & Resolutions Committee

The ballots and instructions will be posted on the website.

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

No update.

R. Wastewater Conference Planning Committee

No update.

S. Website Development ad hoc Committee

No update.

IX. CORRESPONDENCE

There was no correspondence at this time.

X. AFFILIATE REPORTS

SSS – Tricia Dreier

No updates.

UPEHA – Ryan Whaley

Ryan brought the UPEHA newsletter for review by the board.

NMEHA – Tracy Nelson

No updates.

SEMEHA – Kimberly Beanum-Coleman

SEMEHA held their annual meeting in Frankenmuth and had approximately 45 attendants. Two new board members were elected, and one was re-elected. They are Jennifer Snyder from Macomb County for Region B, James Kovitz from JSK Enterprises for Region D and Laura Pobanz from Macomb County was re-elected as Secretary.

XI. NEXT MEETING

The Executive Board will meet on February 10, 2006, at the Treetops Resort in Gaylord, Michigan. The meeting will start at 10:00 a.m.

XII. ADJOURNMENT

Motion by John N. Gohlke and seconded by Kimberly Beanum-Coleman to adjourn the Executive Board Meeting at 2:10 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
January 12, 2006