



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 December 8, 2006

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on December 8, 2006, at Washtenaw County's Department of Planning and Environment in Ann Arbor, Michigan. President-Elect Janet Phelps called the meeting to order at 10:10 am

Members Present: Janet Phelps, Alan Hauck (during portions of meeting), Brian Cecil, Kristen Schweighoefer, John Texter, Tricia Dreier, Lynne Tarbutton (via telephone), Rodney Blanchard, Tracy Nelson

Members Absent: Ken Priest, Mary Malta, all excused

Guests Present: None

II. ADDITIONS TO THE AGENDA

- A. Additions to the Agenda
Add Item D under Treasurer's Report to Discuss the Disbursement of Funds to TAC

Motion by Tricia Dreier and seconded by Rodney Blanchard to accept the agenda as revised. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Approval of Minutes
The October 18, 2006 minutes were reviewed.

Motion by Tricia Dreier and seconded by Rodney Blanchard to approve the minutes as amended. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

- A. Monthly Report, October & December
The September Treasurer's report was brought up for approval at this time. There was some general discussion on individual line items, including the deposit from Infiltrator

for \$1,500 on September 15th from the previous month's report. Treasurer John Texter will follow up on the Infiltrator money to clarify this issue.

Motion by Rodney Blanchard and seconded by Tracy Nelson to approve the Treasurer's Report dated September 22, 2006 to October 17, 2006 as submitted at the October meeting. Motion passed unanimously on a voice vote. Janet Phelps abstained from voting as she was not able to review this report.

Copies of the Treasurer's Monthly Report dated October 17, 2006 to December 7, 2006 were distributed. There was some general discussion on individual line items.

Motion by Tricia Dreier and seconded by Tracy Nelson to approve the Treasurer's Report dated October 17, 2006 to December 7, 2006 as submitted. Motion passed unanimously on a voice vote. Lynne Tarbutton abstained from voting as she was not able to review this report.

- B. Membership concern regarding the timely depositing of checks
Several MEHA members had long delays of 6 weeks before their checks were deposited. A brief review of the MALPH contract indicated that all checks received shall be deposited weekly. Janet will contact MALPH to clarify this issue.
- C. Member concern over invoicing sponsors for Endowment Fund activity
This concern was voiced after the sporting clay shoot. Tricia explained that as prior to the event she sent out sponsor forms to each of the sponsors for this event. These are the same sponsor forms used for the AEC. There may have been a breakdown in communication between the businesses and MEHA. The businesses thought that they would receive an invoice after the event. Tricia will contact Bob Paulus from Infiltrator to directly communicate with him regarding this concern. The Board discussed that each committee will handle the sponsorship for their associated events.
- D. Disbursement of funds to TAC
Larry Johnson had a question regarding the use of the \$3,000 from the Wastewater Conference that MEHA received last year. This money is to be used for items related to Wastewater education, such as bringing in a nationally known speaker on Wastewater topics to the AEC. The use of this money was also discussed during the Annual Planning Meeting in June. If an individual member cannot attend a conference due to financial constraints, that member may apply for up to \$150 through the Membership Development Committee.

V. PRESIDENT'S REPORT

- A. Welcome and Recognition of Guests
Janet Phelps thanked the MEHA Board for their attendance at the meeting. There were no guests present.
- B. MALEHA Report
Chuck Lichon put together a county by county survey of sanitarian specialists and generalists and compiled the results. This information is a good benchmark and will be discussed further at the next meeting in relation to planning conferences. Janet Phelps

would like the minutes to reflect the Board's appreciation to Chuck Lichon for pulling this information together.

C. Correspondence

Janet & Alan reported very little correspondence this month. Janet received some communication from IAFP asking for MEHA's annual conference information. Kristen Schweighoefer has already forwarded the AEC's information along to IAFP. MSU Extension asked MEHA for data on E. coli testing on surface waters. Alan Hauck responded that MEHA does not perform E. coli testing on surface waters. This was a generic letter sent to a variety of organizations. MEHA also received a newsletter from Second Harvest.

Finally, Janet discussed correspondence regarding the MEHA display board at the Wastewater conference in January. Janet will look into ensuring there is someone to both set it up at the beginning of the conference and return it to MALPH at the conclusion of the conference.

- D. Nominations & Resolutions Committee – To report at January's meeting
Kim DeMars will report at January's meeting.

VI. UNFINISHED BUSINESS

A. Final budget 2007 Food Protection Conference

The Food Conference broke even. There was discussion on the excellent conference and location. The Board would like to congratulate and extend their thanks to Nancy Atwood, Dave Peters and their committee for making this conference a success.

B. MPHI – Board Meetings

Janet researched the cost of using MPHI for future MEHA meetings. That cost is \$61 per meeting. Janet was told by several people that they would be interested in running for Board positions, but would rather have a centrally located meeting place and/or ability to teleconference. She wanted to set tentative dates for the 2007 Board meeting to determine MPHI availability and final rates. She will not commit to any meetings at MPHI without Board approval.

The tentative dates for 2007/2008 are:

April 27, 2007 at MPHI
May 18, 2007 at MPHI
June 7 &8, 2007 at RAM center
July 20, 2007 at MPHI
August 17, 2007 at MPHI
September 21st at MPHI
October (week of October 8th) at the Food/Groundwater conference
November 9, 2007 at MPHI
December 7, 2007 at MPHI
January 18, 2008 at MPHI
February 22, 2008 at the AEC site
March 2008 at the AEC

If any of the Board members cannot make these meeting dates, please let Janet Phelps know as soon as possible. Additionally, the Board does not normally meet each month, and some meetings may be cancelled due to low availability and/or few agenda items.

- C. MDEQ Water Well Code Revision – Response from MGWA
The MGWA response was informational in nature for the proposed rule change. Leon Moore, from Washtenaw County, is involved in this revision. Janet Phelps will contact Vicki Webster to determine who is representing MALEHA. Additionally, Tracy Nelson will contact Joe Crigier to be a MEHA liaison if needed.
- D. 2007 AEC Budget & Update
The AEC committee has worked diligently to reduce the overall budget of the AEC. Their current proposed budget is at \$32,000. The main changes include no lunch on Tuesday, and reducing the overall meal costs. The registration fee has remained the same, at \$110. There was a general discussion by the Board on the feasibility of getting 10 paid exhibitors. The committee has already secured one sponsor to donate \$3,000. However, the committee has not secured any exhibitors. The Board discussed other possibilities to balance the budget, such as increasing the registration costs by \$10 and lowering the exhibitor costs by \$100 if necessary.

Motion by Tricia Dreier and seconded by Lynne Tarbutton to approve the budget as submitted, with concern over exhibitor fees. Motion passed unanimously on a voice vote.

This item will be revisited next month.

- E. 2008 AEC Confirmation
Chuck Lichon emailed Janet Phelps regarding the 2008 AEC. The conference will be held at the Double Tree hotel in Bay City on March 11-14, 2008. Sue Gadille will be the 2008 AEC chair. She is based in Bay City and has the full support of her health officer.
- F. 2007 GW & FP Conferences
Chuck Lichon is in the process of getting bids. Tentative locations include Lansing and Mt. Pleasant. Janet will have more information at the January meeting.

VII. NEW BUSINESS

- A. Annual Awards
Tabled to next month.
- B. Endowment Committee Update – Tricia
The 2006 Golf Outing saw a profit of \$1,087.25. Due to the success, it will be held at the same time and location next year, September 14, 2007 at the Emerald Golf Course in St. Johns. The price will also stay the same at \$75 and will include 18 holes of golf and a steak dinner.

The sporting clay shoot saw a profit of \$291.27. Next year's event will be more centrally located and will be held in late May or early June.

The Endowment Committee is also accepting donations for the silent auction. Additionally, the committee is discussing how the endowment monies will be disbursed, including drafting an investment strategy, list of criteria for recipients, and an application form. The committee will have drafts of these items in March.

Tricia also had a question for the Board on behalf of the Endowment Committee. They would like to see something on our website about who MEHA is, what environmental health is, and what we do as professionals. This information would be geared to the general public, not other environmental health professionals.

Kristen Schweighoefer had looked into this as well, and has some notes she will send to Tricia.

- C. Member concern about editing of material to be printed in Journal or posted on website
A MEHA member brought up a concern regarding the editing of material to be printed in the MEHA journal. Janet explained that the MEHA journal's editorial policy, as printed in each copy of the journal, is that "The accuracy of information presented in the articles is the author's responsibility. Opinions expressed are the author's alone. Articles may be edited where space is limited. Advertisement of any product or service in this publication does not constitute endorsement by the Michigan Environmental Health Association or its membership." Janet also noted that if an article needs to be edited for space, she contacts the author to let him or her know in advance.

The Board discussed that there is not current policy or procedure for posting items on the MEHA website. The website committee is aware of this and will be working to develop a policy/procedure.

The Board agreed that any member can write a letter to the editor, and no board approval is needed. If a member chooses to send a letter to the MEHA Board and/or MEHA president, it will be discussed as correspondence from members at a Board meeting.

VIII. COMMITTEE REPORTS

- A. AEC Planning Committee
The budget was discussed and approved earlier.
- B. Audit Committee
No update.
- C. Awards Committee
The committee will present their selections next month.
- D. By-Laws ad hoc Committee
No update.
- E. Continuing Education Committee
The most recent committee report is in the MEHA journal.
- F. Endowment Committee

Discussed earlier.

G. Environmental Education Committee
No update.

H. Food Protection Conference Planning Committee
Discussed earlier.

I. Grant & Training Funds Committee
No update.

J. Groundwater Conference Planning Committee
This committee will be submitting the final budget soon. Tracy will bring this to the January meeting.

K. Membership Committee
No update.

L. Nominations & Resolutions Committee
Kim DeMars will report out next month.

M. Professional Development Committee
No update.

N. Ready Reference ad-hoc Committee
Rodney Blanchard received an email from Ward Lindsay. Ward is no longer able to be on the committee to revise the food section. The Board agreed to hold off revisions on the food section until the new food law and code were adopted.

O. Recreational Water & Swimming Pool Conference Committee
No report.

P. Wastewater Conference Planning Committee
The committee is prepared for their annual conference next month.

Q. Website Development ad hoc Committee
No update.

IX. AFFILIATE REPORTS

SSS – Tricia Dreier

Their meeting was held on November 3, 2006 at the Pierce Cedar Creek Institute. Approximately 50 people attended and the sessions were very good.

UPEHA – Lynn Tarbutton

The UPEHA is actively planning their conference in Marquette. The dates are March 14-16th, 2007 and it looks to be a great conference.

NMEHA – Tracy Nelson

The next meeting is at Coyle's in Houghton Lake at the end of February. Tracy does not have an exact date yet, but will keep the Board informed.

SEMEHA – Rodney Blanchard

This group had a conference on December 8, 2006 at Wally's in Burton, MI. Approximately 48 attended and there were excellent speakers. Elections took place, and SEMEHA has a new present, Janice Landrum from Saginaw County Health Department. Finally, Rodney also put a questionnaire together to help determine why people do and do not attend conferences. He will bring his survey results to the next Board meeting.

X. NEXT MEETING

The Executive Board will meet on January 19, 2007 at the Ingham County Health Department in Lansing, MI. The meeting will start at 10:00 a.m.

XI. ADJOURNMENT

Motion by Tracy Nelson and seconded by Lynne Tarbutton to adjourn the Executive Board Meeting at 1:00 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighoefer, MPH, RS
MEHA Secretary
December 8, 2006