



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 February 23, 2007

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on February 23, 2007, at the Ingham County Health Department in Lansing, Michigan. President Alan Hauck called the meeting to order at 10:10 am.

Members Present: Alan Hauck, Janet Phelps, Brian Cecil, John Texter, Kristen Schweighoefer, Tricia Dreier, Lynne Tarbutton (via phone), Rodney Blanchard, Mary Malta

Members Absent: Ken Priest, Tracy Nelson, excused

Guests Present: Dana DeBruyn, Harry Grenawitzke, Jim Wilson

II. ADDITIONS TO THE AGENDA

- A. Amend Section C under President's Report – DEQ Pollution Prevention Communication
Add Section B under Treasurer's Report – Credit Card Policy

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

III. SECRETARY'S REPORT

- A. Approval of Minutes
The January 19, 2007 minutes were reviewed.

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

- B. Annual Report Update
Committee reports are still needed from the Audit Committee, Grants Committee, Wastewater Conference Committee and the Environmental Education Committee.

IV. TREASURER'S REPORT

- A. Monthly Report
Copies of the Treasurer's Monthly Report dated January 18, 2007 to February 22, 2007 were distributed. The remaining 2006 AEC surplus monies (75%) approved at the August board meeting were transferred to the Endowment Fund and are reflected in this Treasurer's report. A copy of the checking account statement was also passed around for review. There was some general discussion on these items.

Motion by Brian Cecil and seconded by Rodney Blanchard to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote. Lynne Tarbutton abstained from voting because she could not review the Treasurer's Report.

- B. Credit Card Policy
John Texter distributed the credit card policy he developed. He felt that his policy more accurately reflects the actual usage of the MEHA credit card. This item will be tabled and discussed again at the next Board meeting. John Gohlke developed a credit card policy (adopted as part of the Policies and Procedures manual) that needs to be reviewed as well.

V. PRESIDENT'S REPORT

- A. Welcome and Recognition of Guests
Alan Hauck welcomed the Board and guests Dana DeBruyn, Harry Grenawitzke and Jim Wilson to the MEHA board meeting. Alan Hauck also noted that the minutes reflect the Board's appreciation to Jim Wilson and Ingham County for providing our meeting accommodations.
- B. MALEHA Report
Support for MALEHA's no smoking resolution
MALEHA is looking for MEHA's endorsement for their resolution to not support the new Michigan Food Law unless a smoking ban for bars and restaurants is included in the law. There was some discussion on this topic. The Board had not read MALEHA's resolution. The Board wanted to read the resolution before taking any action. The MEHA Board broadly supports making food establishments smoke free, but is unsure as to the best tactic to achieve this goal at this time.
- Joint meeting between MALEHA & MEHA Boards at the AEC
The meeting time has been changed to 1pm.
- C. Correspondence
Alan reported correspondence regarding an MSU workshop series on pathogen issues in water. He also presented a new gavel donated by Janet Phelps.
DEQ Pollution Prevention – Janet Phelps presented a grant opportunity for pollution prevention efforts from the DEQ. She will make sure it is posted on the website.

VI. UNFINISHED BUSINESS

- A. Update on 2007 AEC & Recreational Water Conference
Dana reported that the committee met Tuesday and reminded the Board that hotel reservations need to be made by March 1, 2007 and conference registrations need to be made by March 16, 2007 to get the conference rates. Approximately 20 people have registered for the conference as of the first week in February.
Dana distributed the conference evaluation form and asked for any feedback to be given to her by next week.
Dana also noted that SSS will be donating \$250 to help sponsor one of the conference breaks and asked if SEMEHA would be willing to match this donation. Rodney will take this information back to SEMEHA.
Finally, Dana suggested that information on which groups receive free or reduced cost display booths at the AEC be included in the planning packet to help future conference planning committees with space allocation and budget.
- B. MDEQ Water Well Code Revision
There is no update on the water well code revision at this time.
- C. MEHA Annual Award Nominations
There were no additional nominations for this year's award ceremony.
- D. MEHA Nominations for Board positions
One additional candidate is gathering signatures to submit to Kristen Schweighoefer to be included in the SSS Representative ballot.

VII. NEW BUSINESS

- A. Proposed Management Contract
Harry E. Grenawitzke submitted a contract to act as the executive director of our organization for review. There was discussion on points of the contract. Alan Hauck will talk to Mark Bertler and let him know that we have received a contract proposal to provide the administrative services that are currently provided by MALPH. Janet Phelps proposed to hold off on voting on this issue so that further discussion can occur.
- B. Reciprocity between Michigan RS to REHS
The sanitarian advisory board is putting together rules and an application package to mirror that currently used by NEHA. Alan Hauck stated that he had read a letter from NEHA regarding the one year window for reciprocity from RS to REHS and noted that to his knowledge it had not been enacted.
- C. Endowment Committee Documents
Tricia Dreier distributed the draft documents created by the Endowment Committee on the use of the interest and dividend monies generated from the endowment fund. The Board reviewed these documents. There were some recommended changes to the policies and procedures document. Tricia will take the suggestions back to the Endowment Committee. These awards are to be able to provide a maximum of \$1,000 per person per year for educational scholarships. Additionally, Tricia noted that unlike other scholarships, these monies will be renewable.

- D. MDA Food Law Update
Kristen Schweighoefer and Harry Grenawitzke gave the MEHA Board an update on the proposed changes to the Michigan Food Law, including mandatory manager certification, smoking issues and school food service fees.
- E. Environmental Health programs at LSSU & CMU
Harry Grenawitzke gave the Board an update on the status of Environmental Health programs at LSSU and CMU. The committee was not aware that LSSU had an EH program in development. CMU's program will be an interdisciplinary degree requiring 240 internship hours. Harry reported that NSF has pledged to help get CMU's program off the ground. CMU is also looking at marketing strategies to recruit new students and wishes to put together an advisory committee to aide in this effort.
LSSU has applied for accreditation, but does not have a food safety program at this time. Harry recommended putting together a marketing team to promote LSSU and CMU.
- F. Announcements regarding future AEC locations
Future AEC locations will be announced during the current AEC to help keep attendance high, instead of people not attending due to location.
- G. MEHA By-law draft
Pat Donovan put together a draft of corporate sponsor membership by law information. Brian Cecil will be working on updating the by-laws.

VIII. COMMITTEE REPORTS

A. AEC Planning Committee

A suggestion was made to have Ted Loudon or Dan Sandahl from the Wastewater Conference on the AEC Planning Committee to bring suggestions as to speakers and wastewater topics.

Unlike previous AEC conferences, the cost of the MEHA President's room has not been included in the conference package.

Motion by Brian Cecil and seconded by Lynne Tarbutton to have MEHA cover the cost of the President's Room at the conference rate of \$85/night. Motion passed unanimously on a voice vote.

B. Audit Committee

The Audit Committee has met and will be putting together their report.

C. Awards Committee

No report.

D. By-Laws ad hoc Committee

Brian Cecil will head up this committee to make changes and update the by-laws.

E. Continuing Education Committee

The most current report is in the upcoming MEHA journal.

- F. Endowment Committee
The report was already covered.
- G. Environmental Education Committee
This committee is looking for members. A sign up sheet will be posted at the AEC.
- H. Food Protection Conference Planning Committee
The conference will be held in Lansing.
- I. Grant & Training Funds Committee
This committee is looking for a new chair as Ron Holben no longer has the time to chair this committee. Carol Panagiotides may be interested.
- J. Groundwater Conference Planning Committee
No report.
- K. Membership Committee
No report.
- L. Nominations & Resolutions Committee
No report.
- M. Professional Development Committee
This committee is looking for a new chair and new members. A sign up sheet will be posted at the AEC.
- N. Ready Reference ad-hoc Committee
No report.
- O. Recreational Water & Swimming Pool Conference Committee
No report.
- P. Wastewater Conference Planning Committee
The committee is working on their final conference report.
- Q. Website Development ad hoc Committee
No report.

IX. AFFILIATE REPORTS

SSS – Tricia Dreier

Tricia reported that a planning meeting was held last week and they are working on the next conference.

UPEHA – Lynne Tarbutton

Lynne reported that they are in the final stages of conference planning, with the meeting dates in three weeks.

NMEHA – Tracy Nelson

NMEHA had a meeting on February 22, 2007.

SEMEHA – Rodney Blanchard

Rodney reported that SEMEHA's next meeting will be May 3, 2007 at Sinbad's in Detroit.

X. NEXT MEETING

The Executive Board will meet at the Annual Business Meeting on March 29, 2007 at the Radisson Plaza Hotel in Kalamazoo, Michigan. The meeting will start at noon.

XI. ADJOURNMENT

Motion by Janet Phelps and seconded by Mary Malta to adjourn the Executive Board Meeting at 2:25 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighoefer, MPH, RS
MEHA Secretary
February 23, 2007