



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 April 27, 2007

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on April 27, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:10 am.

Members Present: Janet Phelps, Alan Hauck, Bob Paulus (via phone), John Texter, Kristen Schweighoefer, Lynne Tarbutton (via phone), Rodney Blanchard, Nancy Atwood, Tracy Nelson

Members Absent: Erin Miller, excused; Ken Priest, unexcused

Guests Present: Tricia Dreier, Pat Donovan (via phone), Dur Efaw, Holly Gohlke, Dana DeBruyn

II. ADDITIONS TO THE AGENDA

- A. Add Item C under Unfinished Business – REHS Reciprocity
Add Item A under New Business – MEHA Presence at Public Health Symposium
Add Item B under New Business – Website – journal posted

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

III. SECRETARY'S REPORT

- A. Approval of Minutes
The March 30, 2007 minutes were reviewed.

Motion by Bob Paulus and seconded by Tracy Nelson to approve the minutes as amended. Motion passed unanimously on a voice vote.

- B. Updates to the MEHA Board Contact List & Committee Chair List
Secretary Kristen Schweighoefer made changes to the MEHA Board contact list and the Committee Chair list. If you have any additional changes, please send them to Kristen.

She will ensure that they are sent to the members of the Board and will send to Ryan Whaley for posting to the MEHA website.

IV. TREASURER'S REPORT

A. Monthly Report

Copies of the Treasurer's Monthly Report dated March 29, 2007 to April 26, 2007 were distributed. There was some general discussion on the monthly report. A copy of the check registry was available for viewing. It was noted that the Reserve Fund matures on May 15, 2007. John Texter will contact AG Edwards to pursue shorter term certificates to compare the interest rates of both 6 month and 1 year certificates. It was also suggested that John Texter email the Treasurer's Report to the Board prior to the meeting so that the teleconferencing Board members could review it.

Motion by Bob Paulus and seconded by Rodney Blanchard to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

B. MEHA Credit Card

Alan Hauck's credit card was returned to John Texter at the March meeting. A credit card will be issued in President Janet Phelps' name and will be mailed to John.

C. Budget 2007-8 Meeting – John, Bob & Janet

The 2007-2008 budget must be completed by June 30, 2007. John will begin working on the budget, and will either set up a meeting or email the information to Bob and Janet.

D. IAFP Renewal

Janet Phelps submitted her IAFP membership renewal to John Texter. She is applying for the lowest cost membership.

V. PRESIDENT'S REPORT

A. MALEHA Board Meeting

Janet Phelps attended the MALEHA Board meeting on April 19, 2007. She reported that a proposed statewide regulation for tattoo facilities was distributed. Janet plans to attend all of the MALEHA meetings, but cannot attend the May 17th meeting. She asked either Lynne or Alan to bring back any information from this meeting to the Board.

B. Correspondence

Alan gave Janet a letter from IAFP regarding donations to a student development professional group. MEHA will not be donating anything at this time.

C. RAM Center dates, agenda items, lodging

Janet asked the Board to let her know who would be attending as soon as possible so that she can get the counts to the RAM center. She also asked Board members to think about agenda items for the planning meeting, including the MEHA budget, the Food and Groundwater Conference budgets, a Ready Reference update, and the Policies and Procedures. Tricia Dreier suggested that all policies and procedures for each committee be included in the conference planning manual.

VI. UNFINISHED BUSINESS

- A. Final Budget Report for the 2007 Wastewater Conference
The Wastewater Committee will meet on May 8, 2007. This item will be postponed until the May MEHA meeting.

- B. MALPH Contract Review and Comments
Bob Paulus sent a letter to the MEHA Board regarding comments he compiled from MEHA members on this topic. Janet Phelps went over these points for those Board members who did not receive the email before attending today's meeting. There was some discussion on individual items, such as having a lock on the door to the MEHA storage room. The Board decided to wait one month to determine if we will renew the MALPH contract or not. Janet asked the Board members give her any comments on the current MALPH contract.

Janet, Bob and John Texter will meet with Mark Bertler, Carol and Julie regarding the contract. Janet will get a list of concerns out to the Board and will set up this meeting. She will bring back the information to next month's meeting.

- C. REHS Reciprocity
NEHA sent letters to Michigan, requesting the window to be opened for the RS to REHS reciprocity. Janet will put on the agenda for the Sanitarian's Advisory Committee. The Board felt that the Advisory Committee may be the correct group to request this window to be opened.

VII. NEW BUSINESS

- A. MEHA Presence at the Public Health Symposium
The Public Health Symposium is October 15-16, 2007 at the Hyatt Regency in Dearborn. Janet will contact Steve Hall to have a display board and pamphlets available at this conference.

- B. Website – Journal Posted
There was some discussion about what it would take to have a “members only” section of the website. Ryan Whaley was concerned that he does not have a lot of resources available to him. Lynne will talk to Ryan and try to get more information on projected costs, technology, etc.

VIII. COMMITTEE REPORTS

- A. AEC Planning Committee
Dana DeBruyn gave a report on the wrap up of the AEC. She noted that the overall response of the surveys was very positive, but they have not all been tabulated at this time. The committee will meet on May 15th at Eaton County. Dana reported that thank you letters have been sent out to the corporate sponsors, speakers, etc. She and her committee have also revised the conference planning packet with the information they

learned during their planning process and she has sent this out to the Groundwater, Food and 2008 AEC committees.

Dana stated that the preliminary budget looked to be approximately \$400 in the black at this point. The Radisson hotel helped keep costs down on many items, including paying for 40 \$8 parking costs, halving the AV costs, and reduced service charges, etc. Alan Hauck, president at the time of the conference, will write a letter thanking the Radisson staff.

President Janet Phelps wished the minutes to reflect the hard work and effort the 2007 AEC Committee put forth to make this conference a success.

Additionally, Rob Blake will tentatively plan on coming to our 2008 AEC.

B. Audit Committee

The Audit Committee plans on meeting sooner this year, perhaps in September. Additionally, John Texter will talk to Terri Rose about a professional audit.

C. Awards Committee

The minutes shall reflect that Aaron Awards is the preferred vendor for speaker gifts, awards and other items with the MEHA logo. Pat Donovan has negotiated a price with Michael D. Hargett for these items. Tricia noted that she will include this information in the conference planning packet, and Aaron Awards' contact information:

Aaron Awards
Michael D. Hargett
231-775-8861
aaronawards@voyager.net

D. By-Laws ad hoc Committee

Brian Cecil is the chair of this committee, but he will be unable to attend the June planning session.

E. Continuing Education Committee

This committee met on April 23 and their next report will be published in the summer journal.

F. Endowment Committee

Tricia Dreier reported to the Board that the changes suggested were incorporated into the Endowment Fund Policies & Procedures, the Special Project Award and the Scholarship Award. After some discussion, a suggestion was made to change #4 on the Policies and Procedures from 10% to unawarded monies to be reinvested.

Motion by Alan Hauck and seconded by Nancy Atwood Rodney Blanchard to accept the Endowment Documents as amended. Motion passed unanimously on a voice vote.

Janet Phelps wishes the minutes to reflect that Tricia Dreier and the Endowment Fund committee shall be commended for their work on this.

Tricia also informed the Board that the golf outing will be September 14 at the Emerald and that she anticipates that the Silent Auction brought in approximately \$1,000, but she does not have the final numbers yet.

G. Environmental Education Committee

No report.

H. Food Protection Conference Planning Committee

The committees (Food & Groundwater) have met twice at the facility, including once with the facility representative. The meeting spaces have been secured, and the hotel will be included 10-12 exhibition/registration tables free of charge. Bob Paulus offered to contact any sponsors and/or exhibitors for the committees. Dana DeBruyn suggested having a separate committee to focus on corporate sponsors for the conferences. Her committee found this to be very time consuming.

Several other suggestions were made about improving the sponsorship of our conferences. Bob Paulus recommended a sponsor/exhibitor survey be developed so that sponsors/exhibitors can provide feedback about their experiences at our conference. Bob will draft a survey and the Board will review it at a future meeting. Nancy Atwood suggested that a company may want to sponsor a speaker's expenses. This is another avenue to pursue.

The Board will hold a Board meeting during the Food/Groundwater Conference, most likely on Thursday or Friday.

I. Grant & Training Funds Committee

Holly Gohlke received grant money in 2000 from the Division of Community Services, part of the Community Public Health Administration. It does not appear that these funds are still available as grant opportunities. Holley will check into MDA grant money.

J. Groundwater Conference Planning Committee

Holly Gohlke is concerned with the financial status of the conference. DEQ's Water Bureau staff will most likely still be able to be speakers at the conference due to its Lansing location, but will only be able to drive over for the session. DEQ will not pay for travel, meals, etc. Holly has confirmed that she will be able to continue her role on the committee.

Holly sent out surveys to local health departments, and it appears that there will be fewer overnight stays due to the centralized location of the conference. She got some positive feedback which she will incorporate into her planning. She also noted that the REHS exams will be offered at the conference.

K. Membership Committee

The committee will be updating the directory this year.

L. Nominations & Resolutions Committee

The committee is already at work on 2008 candidates and hope to have a full slate to present to the Board.

M. Professional Development Committee

There is \$500 available in scholarship funds. This is typically broken down as one \$500 award or two \$250 awards. Mike Morehouse and his committee will work on gathering high school students that are eligible to be awarded this money.

N. Ready Reference ad-hoc Committee

Sean Dunleavy approached Janet Phelps to be involved in MEHA and agreed to work on the food portion of the Ready Reference. Janet will contact Barry Johnson for the Wastewater section.

O. Wastewater Conference Planning Committee

The next meeting is May 8, 2007.

P. Website Development ad hoc Committee

No report.

IX. AFFILIATE REPORTS

SSS – Erin Miller

They are meeting today.

UPEHA – Lynne Tarbutton

The committee is meeting today as a follow up from their Spring Conference.

NMEHA – Tracy Nelson

The NMEHA president is on maternity leave. They hope to have another meeting this fall.

SEMEHA – Rodney Blanchard

SEMEHA is meeting May 3, 2007 at the Frankenmuth Inn. The cost is \$20.

MEHA Members by Region – Janet Phelps emailed contact lists to affiliate presidents to help with their meeting attendance.

X. NEXT MEETING

The Executive Board will meet at the Annual Business Meeting on May 18, 2007 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am.

XI. ADJOURNMENT

Motion by Rodney Blanchard and seconded by Tracy Nelson to adjourn the Executive Board Meeting at 1:38 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighoefer, MPH, RS

MEHA Secretary

April 27, 2007