



# 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 May 18, 2007

### **I. CALL TO ORDER**

The Executive Board of the Michigan Environmental Health Association held a meeting on May 18, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:16 am.

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

Members Absent: Nancy Atwood, excused

Guests Present: Pat Donovan (via phone), Dur Efaw, Jerry Harte

### **II. ADDITIONS TO THE AGENDA**

- A. Add Item D under Unfinished Business – NEHA & IAFP Budget Proposals  
Add Item A under New Business – Michigan Water Environment Association (MWEA)  
Presentation by Jerry Harte

**Motion by Ken Priest and seconded by Erin Miller to accept the agenda as amended.  
Motion passed unanimously on a voice vote.**

### **III. SECRETARY'S REPORT**

- A. Approval of Minutes  
The April 27, 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.**

### **IV. TREASURER'S REPORT**

- A. Monthly Report  
Copies of the Treasurer's Monthly Report dated April 26, 2007 through May 16, 2007 were distributed. There was some general discussion on the monthly report. John

Texter noted an error on the monthly report that stated the cost of MALPH's services were for January and February. He noted that line item should have stated "March". A copy of the check registry was available for viewing. There was some discussion on individual line items of the check registry. The Reserve Fund matured on May 15, 2007. John Texter contacted AG Edwards to pursue shorter term certificates to compare the interest rates of both 6 month and 1 year certificates.

**Motion by Tracy Nelson and seconded by John Texter to roll over the portion of the Reserve Fund that is in certificate form, totaling approximately \$5,000. Motion passed unanimously on a voice vote.**

**Motion by Alan Hauck and seconded by Ken Priest to approve the Treasurer's Report as amended. Motion passed unanimously on a voice vote.**

Alan Hauck asked John Texter to contact Paul Parsons to attend one of our upcoming MEHA Board meetings so that we could further discuss our investments.

Janet Phelps wished to thank John Texter for emailing the Treasurer's Report out to the Board prior to the meeting so that those teleconferencing could have the report available to view during the meeting.

**B. MEHA Credit Card**

Janet Phelps noted that a MEHA credit card had been issued in her name. She also noted a balance of \$8,000 and asked John what this balance entailed. He stated that this credit card was used to pay for conference expenses during the 2007 AEC. He paid \$5000 of this balance off, but due to limited funds in the checking account, did not pay the balance off in full. He expects to pay it off next month as membership dues should be coming in soon. Janet noted that she was concerned about the interest rate and charges incurred by not paying the balance off in full monthly. There was some discussion of different credit card options.

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

John Texter has reviewed past budgets and drafted a 2007-08 budget for review. Immediately after the Board meeting, John, Bob, Janet, Kristen and Alan will meet to review this draft budget. The updated draft budget will be brought to the June meeting.

**V. PRESIDENT'S REPORT**

**A. Correspondence**

Janet Phelps sent letters to Jim Wilson and Jim Rutherford, thanking them for allowing their staff to be chairs of a very successful 2007 AEC. Alan Hauck gave Janet a conference brochure for MUCC. They will be holding a conference on June 23-24, 2007. Janet relayed this information to Tracy Nelson, the MUCC liaison.

**B. RAM Center**

Janet Phelps had the following items on Thursday's agenda for the RAM center: discussion on Policies and Procedures, MEHA renewal membership, including committee interest lists to pass along to committee chairs, update to committee charges, a discussion on combining conferences/MegaConference, a discussion on conference exhibitor fees,

conference student fees. Janet noted that there will be a discussion of the MEHA 07-08 budget and MALPH contract for the MEHA Board meeting on Friday.

Janet informed the Board that there are several conference chairs that cannot attend the annual planning session. She asked that any Board member that is a liaison to a committee that will not have its chair in attendance give an update of the committee at the planning session. Additionally, due to the lower attendance at the planning session, Janet Phelps offered to have MEHA pay for Wednesday evening accommodations for several of the planning session attendees' rooms who are traveling long distances. As is past practice, attendees will need to pay for any additional meals and single rooms for this additional time period.

## **VI. UNFINISHED BUSINESS**

### **A. Final Call for MALPH Contract Review & Comments**

Janet Phelps and Bob Paulus have a meeting with Mark Bertler of MALPH on Monday May 21. Any further contract concerns should be forwarded to her by Monday morning at 8am. They intend to go over the existing list of various concerns from MEHA members, especially those revolving around the financial concerns.

### **B. Discussion on Support of proposed smoking ban in food service establishments**

This agenda item was brought up from a previous MEHA meeting. At this time, MDA will not be including a smoking ban in the proposed food law. Kristen Schweighoefer noted that MALEHA had adopted a resolution to voice their opposition on not including a smoking ban in the food law. MALEHA was looking for MEHA to also adopt a resolution on this topic. There was some general discussion on MEHA's past practices regarding writing and adopting of resolutions. No resolutions have been written and/or adopted by MEHA in a number of years. This item will be further discussed at June's meeting.

### **C. NEHA - REHS Reciprocity in Michigan**

Janet Phelps has made several phone calls to NEHA, but has not received a return call on this topic.

### **D. NEHA & IAFP Budget Proposals**

Bob Paulus presented his proposed budget for his attendance at NEHA in Atlantic City, New Jersey. His total budget was \$1859.00. He noted that he may try to use his personal airline miles to pay for the ticket, which would reduce the cost by approximately \$400. Additionally, Alan Hauck noted that he sent a MEHA ready reference and a mini-mag flashlight engraved with the MEHA logo for the silent auction. Bob stated that he intended to also bring two bottles of Michigan wine.

**Motion by Alan Hauck and seconded by Erin Miller to approve Bob Paulus' proposed budget as submitted. Motion passed unanimously on a voice vote.**

Janet Phelps presented her proposed budget for her attendance at IAFP in Florida. Her total budget was \$1,987.09.

**Motion by Alan Hauck and seconded by Tracy Nelson to approve Janet Phelps' proposed budget as submitted. Motion passed unanimously on a voice vote.**

**VII. NEW BUSINESS**

- A. Michigan Water Environment Association (MWEA) Presentation by Jerry Harte  
Jerry Harte, Executive Director for MWEA, came and gave a presentation on their organization. He noted that their organization has “anything to do with the water environment” and works with the science teachers, septic tank pumpers, drain commissioners, township officials and other organizations. Their organization puts out quarterly newsletters, has management contract services available, and coordinates approximately 20 seminars a year. Janet Phelps will contact Jerry to further discuss MEHA becoming a member of this organization and the possibility of MWEA becoming a member of MEHA.

**VIII. COMMITTEE REPORTS**

- A. AEC 2007 Wrap up and 2008 Planning Committee  
The 2007 wrap up meeting planned for Tuesday May 15 was cancelled. The final budget and evaluations will be part of the June planning meeting agenda.
- B. Audit Committee  
John Texter will check with former Treasurer Becky Peterson on who did the last professional audit of MEHA and when it was done.
- C. Awards Committee  
Pat will be bringing a selection of Aaron Awards items for viewing at the RAM center.
- D. By-Laws ad hoc Committee  
The Policies and Procedures will be discussed at the June meeting.
- E. Continuing Education Committee  
The next report will be included in the Summer journal.
- F. Endowment Committee  
No report.
- G. Environmental Education Committee  
No report.
- H. Food Protection Conference Planning Committee  
Dur Efav was able to give the Executive Board a brief update on the Food Protection Planning Conference. He and his committee have discussed several topics, including a ½ day Spanish 101 workshop, NSF Certification of restaurant equipment, tankless hot water systems, de-escalation of a situation/assessing situations, panel discussion on Listeria or Norovirus, panel discussion on community disasters, discussion on the process of food recalls and the communication that revolves around it, pest control, how refrigeration works and a risk based menu analysis.

- I. Grant & Training Funds Committee  
No report.
- J. Groundwater Conference Planning Committee  
No report.
- K. Membership Committee  
The committee will be meeting at 2pm today.
- L. Nominations & Resolutions Committee  
No report.
- M. Professional Development Committee  
No report.
- N. Ready Reference ad-hoc Committee  
Barry Johnson will not be attending the June meeting. Janet has not heard if Sean Dunleavy will be attending or not.
- O. Wastewater Conference Planning Committee  
The committee met on May 8, 2007. Their next conference dates have been set at January 8-10, 2008 at the Kellogg Center. The final financial report was not complete at this meeting. Preliminarily, the conference took in approximately \$12,227. The conference committee voted to increase their reserve fund, so each participating organization will receive one third of the total monies gained from the conference minus \$1,000. There was some general discussion on our contract with this group and if this was included in our existing contract. Alan Hauck and Tracy Nelson will look into this matter further.  
  
Additionally, Janet Phelps noted that Ted Louden will not be able to make the June meeting and asked Tracy Nelson to give the final conference update. Tracy requested that the conference planning committee or Board as appropriate gather information on how the Wastewater conference monies were used to further wastewater education.
- P. Website Development ad hoc Committee  
Lynne will contact Ryan Whaley and ask about what resources a MEHA members only portion of the website would entail.

**IX. AFFILIATE REPORTS**

**SSS** – Erin Miller  
No report.

**UPEHA** – Lynne Tarbutton  
The committee had their first planning meeting for their 2008 conference.

**NMEHA** – Tracy Nelson  
No report.

**SEMEHA** – Rodney Blanchard

Rodney reported that the Spring conference was very successful. There were approximately 50 in attendance at the May 3<sup>rd</sup> conference at the Bavarian Inn. Rodney noted that he received very good feedback on the four speakers at the conference.

**X. NEXT MEETING**

The Executive Board will meet at the Annual Business Meeting on June 7 & 8, 2007 at the RAM Center in Roscommon, Michigan. The meeting will start at 10am.

**XI. ADJOURNMENT**

**Motion by Ken Priest and seconded by Rodney Blanchard to adjourn the Executive Board Meeting at 1:37 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
May 18, 2007