



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 June 8, 2007

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on June 8, 2007, at the Ralph A. MacMullan Conference Center in Roscommon, Michigan. President Janet Phelps called the meeting to order at 8:43 am.

Members Present: Janet Phelps, Alan Hauck, John Texter, Kristen Schweighoefer, Lynne Tarbutton, Rodney Blanchard, Tracy Nelson, Erin Miller, Ken Priest, Nancy Atwood

Members Absent: Bob Paulus, excused

Guests Present: Pat Donovan, Carol Panagiotides, Deb Socier, Jamice Landrum, Mike Morehouse, Tricia Dreier, Sean Dunleavy

II. ADDITIONS TO THE AGENDA

A. Add Item A under New Business – TAC Request for Support

Motion by Tracy Nelson 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 May 18, 2007 minutes were reviewed.

Motion by Erin Miller and seconded by Lynne Tarbutton to approve the minutes as submitted. Motion passed unanimously on a voice vote.

B. Updated 2007-2008 Committee Chair/Board Liaison List
Kristen Schweighoefer updated the 2007-08 Committee Chair list. She will ensure the updated version is posted on the website.

IV. TREASURER'S REPORT

A. Review and approval of monthly treasurer's statement

Copies of the Treasurer's Monthly Report dated April 26, 2007 through June 6, 2007 were distributed. There was some general discussion on the monthly report.

John reported that after discussions with the Board and working with Paul Parsons, two thirds of the Reserve Fund will be put into a 6 month CD. The remaining third of the Reserve Fund will remain very liquid. As of June 6, 2007, the Reserve Fund totaled approximately \$18,000.

There was some discussion on the cost of prints for the silent auction. There was very little profit in the Endowment Fund this year after the silent auction. The larger costs incurred were to purchase three years worth of prints. In previous years, prints were purchased yearly. Members of the endowment committee noted that there should be less expenditure by using the already purchased prints over the next two years, thereby increasing profits. Janet Phelps asked that John Texter to provide a receipt and/or an inventory of the prints already owned by the Endowment Committee.

Motion by Ken Priest and seconded by Erin Miller to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

B. MEHA Budget 2007-8 Meeting

The 2007-8 MEHA budget meeting occurred immediately following the May 18, 2007 MEHA Board meeting. John Texter, Janet Phelps, Alan Hauck, Bob Paulus and Kristen Schweighoefer attended the meeting. The draft budget was presented and there some discussion on individual items.

Motion by Rodney Blanchard and seconded by Erin Miller to approve the 2007-8 MEHA budget as submitted. Motion passed unanimously on a voice vote.

C. AG Edwards Representative

Paul Parsons will be able to attend the September MEHA Executive Board Meeting.

V. PRESIDENT'S REPORT

A. Correspondence

Janet Phelps received a newsletter from 2nd Harvest Gleaners and the Pollution Prevention Annual report which she shared with the Board and guests.

Janet also followed up on the Board's meeting last month with Jerry Harte. She distributed the printed materials Jerry had to Lynne Tarbutton and Tracy Nelson. She also asked for the Board's contact information for Jerry.

B. Capital One points rewards ideas for conference door prizes

Janet Phelps recommended using the Capital One points to buy gift cards for restaurants and then give to the conference chairs to distribute. There was some discussion on the use of the credit card. Janet did not use the credit card for her IAFP travel expenses. John Texter did use the credit card for his NEHA expenses.

VI. UNFINISHED BUSINESS

- A. Discussion on Support of proposed smoking ban in food service establishments
There was a broad discussion on whether or not MEHA as a group supports political items and the mechanism for writing or showing the support. After more discussion, the Board decided that MEHA will discuss requests for support, issues, and resolutions on an individual basis.
- B. NEHA - REHS Reciprocity in Michigan
Janet Phelps has the letter dated in 2004 that discusses the NEHA-REHS reciprocity. She has contacted the NEHA Secretary regarding this item, but has not heard back yet.

VII. NEW BUSINESS

- A. TAC Request for Support
The Technical Advisory Committee asked for MEHA to review and support their position on development of standards for concrete septic tanks. Nancy Atwood asked that TAC include recommendations to pursue recommendation for standards for other non-concrete tanks and components as well as standards in concrete tanks and components.

Motion by Rodney Blanchard and seconded by Erin Miller to support the TAC document including standards for other non concrete tanks and components. Motion passed unanimously on a voice vote.

VIII. COMMITTEE REPORTS

- A. AEC
The AEC planning committee met yesterday. The 2008 AEC will be held March 11-14, 2008 at the Bay City Doubletree Hotel. The focus will be on self improvement issues, such as how to be a good witness and how to deal with difficult customers.
- B. Audit Committee
The last audit was in January. The committee plans to do the audit earlier this year and is hoping to start it in September. The committee also wanted to remind the conference chairs that they are responsible for registration.
- C. Awards Committee
All charges are complete. Pat Donovan brought some samples of items Aaron Awards can customize for MEHA to use as speaker gifts.
- D. By-Laws ad hoc Committee
The by-laws are in the process of being updated.
- E. Continuing Education Committee
No report.
- F. Endowment Committee

Policies and procedures were created for this committee and the scholarship criteria were also developed. The golf outing is scheduled for September 14, 2007 at the Emerald in St. John's. The committee is looking for volunteers to help and teams to golf. The sporting clay shoot will be in Lansing near the end of August.

G. Environmental Education Committee

Carol updated the committee charges.

H. Environmental Health Curriculum Committee

Pat gave the Board and guests the history of this committee.

I. Food Protection Conference Planning Committee

The Food Conference is planned for October 10-12, 2007 in Lansing. The committee has a tentative agenda. Additionally, Dur reported that the National Groundwater Conference has offered to sponsor 40-50 people for a training session. There was some discussion on potential reimbursement for local health departments for sending a certain number of people to the joint Food and Groundwater conference.

Finally, the CFSP exam will be given at this conference.

I. Grant & Training Funds Committee

There is valuable information on the website grants.gov.

J. Groundwater Conference Planning Committee

Items were covered under the Food Protection Conference Committee update.

K. Membership Committee

The committee is preparing to update the directory. The committee discussed possibly reformatting the directory. Without formatting, the estimated expense for printing 600 copies is \$2,000. Reformatting may incur an additional cost. The committee also discussed updating the brochure "Your Organization" that is given to all new members.

L. Nominations & Resolutions Committee

Kim DeMars is working on her charges and policies. She's offered to ensure that the new Policies and Procedures are not in conflict with current policies, procedures, or bylaws.

M. Professional Development Committee

This committee has a new chair, Michael Morehouse and is in a rebuilding mode.

N. Ready Reference ad-hoc Committee

Sean Dunleavy reported that he will look at updating the food portion of the ready reference. He will ensure it is in line with the 2005 Food Code if and when it is adopted by Michigan.

O. Wastewater Conference Planning Committee

Tracy Nelson reported that the 2008 conference will be held in Lansing during January 8-10. She presented the final 2007 budget and the proposed 2008 budget on behalf of the Wastewater Conference Committee. She also presented the minor changes that Ted Loudon made to the memo of understanding. There was some discussion on the changes to the memo of understanding.

Motion by Tracy Nelson and seconded by Nancy Atwood to approve the changes to the memo of understanding as presented. Motion passed unanimously on a voice vote.

There was some discussion on ways to bring national speakers to our conferences. The suggestion was made that Sue Gadille, the AEC Chair, contact Ted Loudon for speaker ideas for the AEC. Additionally, Ken Priest spoke highly of some speakers he had seen from the University of Minnesota.

The suggestion was made to add a section to the Treasurer's Report to keep a running tally of the money from the Wastewater Conference so that there is a clear idea of how much money available to conference chairs to spend on wastewater speakers and other wastewater educational efforts.

P. Website Development ad hoc Committee

Lynne Tarbuton reported that Ryan Whaley will continue working as chair of this committee, but wishes to step down at the 2008 AEC. He has not made any progress in determining how to make individual passwords for the MEHA website for "members only".

IX. AFFILIATE REPORTS

SSS – Erin Miller

Erin reported that the most recent SSS conference was a success.

UPEHA – Lynne Tarbuton

Lynne gave an update on behalf of Christine Daley. The UPEHA annual conference had a turnout of 30 members, which includes most of the sanitarians in their region.

NMEHA – Tracy Nelson

NMEHA plans on meeting in the fall. They held a meeting in Houghton Lake this past spring.

SEMEHA – Jamice Landrum

SEMEHA met on May 3, 2007 at Frankenmuth. Fifty one attended the meeting. Next Tuesday SEMEHA will be meeting at the Tollgate Center with Ted Loudon.

X. EXECUTIVE SESSION

The MEHA Board went into executive session at 10:40 am and came out of executive session at 11:50 am.

XI. NEXT MEETING

The Executive Board will meet at the Annual Business Meeting on July 20, 2007 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am.

XII. ADJOURNMENT

Motion by Nancy Atwood and seconded by Lynne Tarbutton to adjourn the Executive Board Meeting at 11:50 am. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighoefer, MPH, RS
MEHA Secretary
June 8, 2007