



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 August 17, 2007

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on August 17, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:27 am.

Members Present: Janet Phelps (via phone), Alan Hauck, John Texter, Kristen Schweighoefer, Lynne Tarbutton, Rodney Blanchard (via phone), Erin Miller, Ken Priest (via phone), and Nancy Atwood

Members Absent: Tracy Nelson, Bob Paulus, all excused

Guests Present: None

II. ADDITIONS TO THE AGENDA

A. There were no additions to the agenda.

Motion by Lynne Tarbutton and seconded by Nancy Atwood to accept the agenda as submitted. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

A. Approval of Minutes
The July 20, 2007 minutes were reviewed. Lynne Tarbutton took minutes for the July 20, 2007 MEHA meeting.

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

IV. TREASURER'S REPORT

A. Review and approval of monthly treasurer's statement
Copies of the Treasurer's Monthly Report dated May 17, 2007 through July 16, 2007 were distributed. There was some general discussion on the monthly report. One of the items discussed at the July meeting was the charge from AT&T. John Texter explained that he prepaid two months of the phone bill because he was not receiving it prior to the

due date and MEHA was being charged \$10 late fees. Now that he has paid one month ahead, there will not be a problem with MEHA being charged late fees.

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

Copies of the Treasurer's Monthly Report dated July 17, 2007 through August 15, 2007 were distributed. There was some general discussion on the monthly report.

Motion by Nancy Atwood and seconded by Lynne Tarbutton to approve the August Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

B. AG Edwards Representative

John Texter has called Paul Parsons several times in hopes that he will be able to attend the September MEHA Executive Board Meeting.

C. Inventory for Silent Auction

There was some discussion on the inventory for the silent auction and what MEHA was paying for the items versus what the silent auction was bringing in for them. A statement from Wild Wings for \$1709.37 was passed around and the 2007 MEHA AEC auction cost sheet was passed around. For the 2008 Annual Report, the Board requests that an itemized and/or group list of items, depending on what information is available, in inventory can be provided and then in future years, what items were sold out of each bulk lot to begin to track these monies.

D. NEHA Report

John Texter had a very positive experience at NEHA. Harry Grenawitzke's NEHA report will be included in the 2008 MEHA annual report. Alan Hauck received a Certificate of Merit for John N. Gohlke from NEHA.

V. PRESIDENT'S REPORT

A. Correspondence – letter to bid NEHA for AEC 2011

Janet sent a letter to NEHA as a bid to hold the 2011 AEC in Detroit. She wishes to discuss this topic at the next MALEHA meeting and will contact the MALEHA president to get Detroit's bid for the 2011 NEHA AEC on the agenda.

Additionally, Janet sent letters to Harry Grenawitzke and Harry Adronie congratulating them on their recognition from the Academy of Sanitarians. She will also make sure this honor is noted in the MEHA journal.

B. IAFP Report (September)

Janet will go over her IAFP report at the September business meeting. Briefly, Janet got great ideas for speakers and exhibitors. She also noted that Sean Dunleavy will copy the Ethnic Food cd for attendees at the MEHA Food Conference. The Georgia Department of Agriculture created the cd and gave permission to MEHA to copy and distribute the cd to its members. Janet submitted her final IAFP budget.

Motion by Alan Hauck and seconded by John Texter to accept Janet Phelps' final IAFP budget. Motion passed unanimously on a voice vote.

VI. UNFINISHED BUSINESS

- A. MEHA representative at Geological Society Meeting in Traverse City – Ken Priest
Ken looked into attending this conference, but the registration costs were \$300.
- B. Site Selection Discussion for 2008 Food and Groundwater Conferences, 2009 AEC
There was some general discussion on locations for future conferences. Some of the suggestions included Crystal Mountain, Gaylord, and Traverse City. Chuck Lichon will see what kind of pricing he can get for northern Michigan for the 2009 AEC. The location of the next Groundwater Conferences should include the thoughts of the Groundwater committee.
- C. NEHA-REHS Reciprocity in Michigan
Janet does not have any more information on this topic at this time.
- D. MEHA Golf Outing – September 14th at the Emerald in St. Johns
Janet Phelps encouraged MEHA Board members to participate or volunteer. Please contact Tricia Dreier to volunteer.
- E. Gift Cards for conferences – Becky Peterson to order
Becky Peterson will order the gift cards from the “points” from the credit card because her name is still on the account.
- F. MALPH Contract – EXECUTIVE SESSION
The MEHA Board went into Executive Session at 11:25 am to discuss the MALPH contract.
The MEHA Board came out of Executive Session at 11:35am.
The Board discussed the necessity to determine MEHA’s needs and put these on paper for future contract negotiations.

Motion by Nancy Atwood and seconded by Lynne Tarbutton to approve the MALPH contract. Motion passed on a voice vote, 8 to 1. Alan Hauck opposed the motion.

VII. NEW BUSINESS

There was no new business to discuss.

VIII. COMMITTEE REPORTS

A. AEC

The Recreational Water Conference will be chaired by Shannon Briggs. There needs to be a determination with Shannon and Sue if these will be two separate conferences, a half day course, or a track within the AEC.

B. Audit Committee

The audit committee will meet in the fall. John will check into setting a date for the committee to meet.

C. Awards Committee

Pat Donovan has been working on a chronological list of award winners.

D. By-Laws ad hoc Committee

Brian Cecil has not received anything in writing from committee chairs on the revisions to their sections of the by-laws. Brian will let Janet know specifically what he is looking for and Janet will send an email to the committee chairs.

E. Continuing Education Committee

No report.

F. Endowment Committee

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.

G. Environmental Education Committee

NEHA created a PowerPoint slide presentation entitled "24 Hours of Environmental Health". MEHA will wait to determine how NEHA will use this information before the Environmental Education Committee works with it. Erin will forward the slide show to the Board.

H. Environmental Health Curriculum Committee

No updates.

I. Food Protection Conference Planning Committee

The budget was reviewed. The Board suggested adding a one-day student fee of approximately \$10-15, based on the cost for meals/breaks to cover that day. There was a question about additional meeting room charges. There was some discussion about increasing the registration fee slightly to \$85. The Board wondered if there was the number of sponsors and exhibitors was solid. If not, the increase in fee may help balance the budget. Finally, the Board recommended listing the non member rates next to the member rates.

Motion by Lynne Tarbuton and seconded by John Texter to accept the Food/Groundwater budget as submitted with the ability for the committee to increase the registration fee if the number of exhibitors are estimates. Motion passed unanimously on a voice vote.

J. Grant & Training Funds Committee

No updates.

K. Groundwater Conference Planning Committee

The updates were covered under the Food Conference Committee updates.

L. Membership Committee

The committee is meeting next month.

M. Nominations & Resolutions Committee

No updates.

N. Professional Development Committee

Michael Morehouse had a request for reimbursement in the amount of \$150 for books. Janet Phelps asked for more information from Mike on what the book was and what it was for. Nancy will contact Mike to follow up. There was some discussion on following up on the policy and procedure related to the reimbursement of books and materials.

O. Ready Reference ad-hoc Committee

Kristen Schweighoefer gave Sean Dunleavy an electronic copy of the food section of the MEHA ready reference to update when the 2005 Food Code is adopted.

P. Wastewater Conference Planning Committee

No updates.

Q. Website Development ad hoc Committee

No updates. The MEHA Board needs to put out a call to find a replacement for Ryan Whaley to head this committee.

IX. AFFILIATE REPORTS

There were no affiliate reports.

X. NEXT MEETING

The Executive Board will meet on September 21, 2007 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am.

XI. ADJOURNMENT

Motion by Erin Miller and seconded by John Texter to adjourn the Executive Board Meeting at 12:15 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighoefer, MPH, RS
MEHA Secretary
August 17, 2007