



# 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 September 21, 2007 DRAFT

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

The Executive Board of the Michigan Environmental Health Association held a meeting on September 21, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:17 am.

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

Members Absent: Nancy Atwood, excused

Guests Present: Paul Parson, Mike Morehouse

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

- A. Under New Business,  
add items:
  - A. Electronic Journal
  - B. Dave Lucik Emeritus Status
  - C. Emeritus Conference Pricing

**Motion by Bob Paulus and seconded by John Texter to accept the agenda as amended.  
Motion passed unanimously on a voice vote.**

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

- A. Approval of Minutes  
The August 17, 2007 minutes were reviewed.

**Motion by Rodney Blanchard and seconded by Alan Hauck 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 August 15, 2007 through September 20, 2007 were distributed. There was some general discussion on the monthly report.

**Motion by Alan Hauck and seconded by Erin Miller to approve the August Treasurer's Report as submitted. Motion passed unanimously on a voice vote. Lynne Tarbutton and Ken Priest abstained from voting.**

B. AG Edwards Representative

Paul Parson gave the MEHA Board an update on MEHA's investments and gave recommendations on MEHA's finances.

The endowment fund is made up of 60% mutual funds and 40% bonds. The time weighted return on this investment since inception is 11.43%

Paul noted that depending on the market and MEHA contributions, the endowment fund may reach our goal of \$100,000 in the next year.

There was some general discussion on the endowment fund and its purpose. Paul Parson has information on sample endowment/scholarship fund distribution policies. He will pass that information to John Texter for review and comparison with the Endowment Committee's policies.

Paul Parson did not recommend that MEHA change any investments at this time. He noted that our organization has a good balance of funds (60 funds/40 bonds) and this is what most other corporations have.

C. Inventory for Silent Auction

Janet Phelps distributed a list of items in holding for MEHA 2008 AEC auction submitted by Chuck Lichon. Additionally, Wild Wings sent Janet a list of items included in the bulk lot previously purchased and what MEHA paid for each item. There are some discrepancies between the two lists and these may be the items that were sold at the 2006 or 2007 AEC.

Alan suggested obtaining a print to set up a \$5 raffle at the Food and Groundwater Conference.

Janet Phelps wished the minutes to reflect that under no circumstances are items to be purchased by a committee without prior Board approval, per MEHA policy and procedure.

Janet wants to see an itemized chart of what MEHA has, including the Wild Wings list, when it was sold, what it was purchased for, and what price it sold at. Ken Priest and John Texter will talk to the Endowment Committee regarding this chart at the next Endowment Committee meeting. Janet would like to see a list from the Endowment Committee in the next month or two. Alan suggested having an item in the Endowment Committee charges include keeping this chart updated.

## **V. PRESIDENT'S REPORT**

A. Correspondence

Janet Phelps gave Bob Paulus a copy of the RAM center contract for June 4-6, 2008.

Janet wrote a letter urging Nelson Fabian to consider Detroit for the 2011 NEHA AEC.

Janet and Vicki Webster, on behalf of MEHA and MALEHA, sent a letter to Dr. Slag and Dr. Keller with Lake Superior State University congratulating them on their accreditation.

Janet also noted that Pat Donovan had concerns regarding the wording in the MEHA journal of Ed O'Rourke's award.

Finally, Janet wanted to let the Board and membership know that Kim Beanum-Coleman's son, David Coleman, has a college educational fund set up for him through Chase Bank. Checks should be made out to College America #82868876. If you have any questions, you can contact Phyllis Ficzyz with the Wayne County Health Department at 734.727.7450.

#### B. IAFP Report

Janet distributed copies of her IAFP report. Janet purchased an IAFP annual meeting registration through an IAFP auction, so the next delegate will not need to purchase one. She also recommended that the MEHA affiliate report be put in a binder with the MEHA logo on it for submission next year.

#### C. Regional Reports

SEMEHA: The winter conference is scheduled for Thursday December 6 at the SEMDEQ building in Warren. Topics/speakers include Jim Sinnamon from DHS, bioreactor information and green building information. Janet plans on attending.

SSS: The next conference is set for October 5 at Allegan County. Further conference information is available on the MEHA website. Janet plans on attending.

UPEHA: The committee is meeting monthly to plan the three day winter conference. The tentative date is the end of February and will be held at Up Front and Company in Marquette. Janet plans on attending.

NMEHA: They are planning on meeting October 24 or 25 in Cadillac. Janet hopes to attend this conference.

## **VI. UNFINISHED BUSINESS**

A. MEHA representative at Geological Society Meeting in Traverse City – Ken Priest  
Ken Priest would like to get a list of speakers for this conference.

B. Site Selection Discussion for 2008 Food and Groundwater Conferences, 2009 AEC  
The location and determination of the nature (combined/separate) of the Food and Groundwater conferences has yet to be determined. The 2009 AEC may be held in the northern lower peninsula.

Additionally, Bob Paulus had a discussion on having a waste water component to a future groundwater conference. The intent would not be to compete with the MOWRA conference, but solely due to the intertwined audience and nature of the two topics.

C. NEHA-REHS Reciprocity in Michigan  
Janet does not have any more information on this topic at this time.

D. MEHA Golf Outing – September 14<sup>th</sup> at the Emerald in St. Johns

Eight teams golfed at the Emerald in St. John's. Janet has pictures of each team and will email them to the Board. She noted that John Johnson did a nice job with the event and there were great prizes.

E. Gift Cards for conferences

John Texter received the gift cards and will distribute them for use at both the Food/Groundwater conference and the AEC for use as door prizes. Janet noted that MEHA needs to close the account that has Becky Peterson's name on it. Janet will verify that it is closed out and recommended that John Texter be the new primary on the account.

F. MALPH Concerns

Janet Phelps asked the Board if they had, or had heard of any, questions or concerns from members or any problems with membership renewal. The Board has not heard of any questions or concerns. Lynne noted that important issues were brought up regarding the service that MALPH provides as well as our needs. She also noted that these things are difficult to discuss at Board meetings due to time constraints and recommended a subcommittee look into this topic further. Lynne volunteered to participate on this committee. Rodney also volunteered to be part of this subcommittee. Other people the Board suggested might be interested in this subcommittee included Bruce DuHamel and Pat Donovan. Lynne, Rodney, and Bob Paulus will discuss MEHA needs in the next month and bring back a needs assessment to the Board.

G. Membership Development Fund Request – Richard Peresky

Richard is a MEHA member and taking three courses from an accredited school

**Motion by Bob Paulus and seconded by Erin Miller to approve the amount of \$150 to reimburse Richard Peresky for the submitted expenses through the Membership Development Fund. Motion passed unanimously on a voice vote.**

Mike Morehouse will write a letter to Richard to notify him and John Texter will write out the check.

## **VII. NEW BUSINESS**

A. Electronic Journal

There were 11 responses to receive the journal in electronic format. There was some general discussion on this topic. Janet will ask Julie to email the MEHA journal to Bob Paulus. He will convert it to PDF format and it can then be posted on the MEHA website, using a "hidden" link that must be emailed to access it.

B. Dave Lucik Emeritus Status

There was general discussion on whether or not Dave Lucik was still employed. Janet will research this further.

C. Emeritus Conference Pricing

Virgil asked Ken Priest what the price for emeritus members is at a MEHA conference. There was some general discussion on this topic. There currently isn't a policy on pricing of emeritus members at a conference. At this time there is no special pricing

planned.

## **VIII. COMMITTEE REPORTS**

Janet reminded the Board to contact their liaisons to update the Policies & Procedures. She noted that there are some policies and procedures that do not relate to a particular committee. Therefore, Janet assigned the following people to review the noted policies and procedures. She asked the Board to email any recommended updates to Janet so that they can be discussed at future meetings. Kristen committed to emailing the Board this information on the Monday after this meeting as a reminder.

Janet to review: Policies 1, 6, 16, 17

John to review: Policies 2, 3, 4, 23

Lynne to review: Policy 5

Kristen to review: Policies 7, 13

Bob to review: Policies 8, 19

Alan to review: Policies 9, 10, 20

Erin to review: Policies 11, 12, 14

Nancy to review: Policy 15

Tracy to review: Policy 18

Ken to review: Policy 21

Rodney to review: Policy 22

### **A. AEC**

Sue is continuing her work on the conference. She is looking for speakers. At this time, the Recreational Water conference is scheduled as a half day on Tuesday.

### **B. Audit Committee**

John emailed Terry in hopes to schedule the audit as soon as possible. He's hoping to get it done in October.

### **C. Awards Committee**

Pat ordered engraved pens for the speakers at the Food and Groundwater conference and the AEC. He asked that something be put on the website to remind MEHA members that nominations for awards are due the beginning of December.

### **D. By-Laws ad hoc Committee**

No report.

### **E. Continuing Education Committee**

Report was published in the last journal.

### **F. Endowment Committee**

This item was already covered in Golf Outing update.

### **G. Environmental Education Committee**

No report.

### **H. Environmental Health Curriculum Committee**

Janet will call Harry and Pat to determine if any students from LSSU and/or CMU have been contacted to attend the Food and/or Groundwater conference.

I. Food Protection Conference Planning Committee

The agenda is available.

J. Grant & Training Funds Committee

No report.

K. Groundwater Conference Planning Committee

The suggestion was made to let ground water teachers know about the ground water conference.

L. Membership Committee

The committee is meeting this afternoon. They have typed up most of the information that is in the directory to make MEHA independent of Sunrise publishing for the directory.

Additionally, there was some discussion on whether or not MEHA members should be charged a late fee for membership renewals.

**Motion by Alan Hauck and seconded by Bob Paulus to waive the late fee if members renew by November 1, 2007. Motion passed unanimously on a voice vote.**

Janet will notify MALPH of this decision.

M. Nominations & Resolutions Committee

The following positions are looking for candidates for the March election:

Northern MEHA Representative  
Southeastern MEHA Representative  
Secretary  
President Elect

Janet has asked the regional representatives to bring this up at regional meetings.

N. Professional Development Committee

Already covered above.

O. Ready Reference ad-hoc Committee

No report.

P. Wastewater Conference Planning Committee

The committee met yesterday. The conference dates are January 8-10, 2008. The committee is looking for a Treasurer for the Waste Water Planning Committee. The committee is considering hiring someone.

Q. Website Development ad hoc Committee

No report.

**IX. NEXT MEETING**

The Executive Board will meet on October 19, 2007 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am.

**X. ADJOURNMENT**

**Motion by Erin Miller and seconded by Bob Paulus to adjourn the Executive Board Meeting at 1:45 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
September 21, 2007