



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 October 19, 2007

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on October 19, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:15 am.

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

Members Absent: John Texter, Lynne Tarbutton, both excused

Guests Present: None

II. ADDITIONS TO THE AGENDA

A. Under Treasurer's Report,
Add item: C. Capital One Credit Card Account

Under Unfinished Business
Add items: F. RAM Contract
G. Electronic Journal

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

III. SECRETARY'S REPORT

A. Approval of Minutes
The September 21, 2007 minutes were reviewed.

Motion by Erin Miller and seconded by Nancy Atwood to approve the minutes as amended. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Review and approval of monthly treasurer's statement

John Texter was absent and the review and approval of the treasurer's statement was postponed until next month.

B. Inventory for Silent Auction Items - update

Ken Priest reported that he talked to Tricia and John. The next Endowment Committee meeting is November 2 at Ingham County. He will bring this topic up at that meeting.

C. Capital One Credit Card Account

Janet reported that she was unsure if John was able to get in touch with Becky Peterson to close this account.

V. PRESIDENT'S REPORT

A. Correspondence

The Holiday Inn in Ann Arbor sent Janet information on holding a conference in Ann Arbor.

B. Regional Reports

SSS: The conference was October 5 and approximately 30-40 people attended.

SEMEHA: The conference is scheduled for December 6th, but a location has not been identified.

UPEHA: The conference is scheduled for the last week in March. Janet cannot attend but she recommended that Bob attend if possible.

NMEHA: The conference is scheduled for October 30th in Cadillac.

VI. UNFINISHED BUSINESS

A. Food Protection/Groundwater Conference

Pat Donovan has 68 MEHA gift pens and an additional 7 left from the Food and Groundwater conference for use at the AEC.

B. MEHA Representative at Geological Society Meeting in Traverse City – Ken Priest
Ken did not attend this meeting.

C. Site Selection Discussion for 2008 Food and Groundwater Conferences, 2009 AEC
The Food and Groundwater Conferences will be separated out for next year. The 2008 Food Conference should be located in the Flint or Ann Arbor areas. Bob will check with Holly Gohlke to see if the 2007 committee has any suggestions for locations for the 2008 Groundwater Conference. Chuck has some conference proposals for the 2009 AEC. There are 3 or 4 locations, mainly in the northern lower peninsula.

D. NEHA-REHS Reciprocity in Michigan

Janet does not have any more information on this topic at this time. The RS committee has not met.

- E. MALPH Concerns
No MALPH concerns by the Board or MEHA members at this time.
- F. RAM Contract
Bob sent it back to the RAM center to confirm the dates of June 5 & 6, 2008.
- G. Electronic Journal
A few people let Janet know that they would like to receive the MEHA journal electronically. Janet is collecting names, and currently has about 30. Please send her your name and email address if you wish to receive the MEHA journal electronically in the future. Janet also asked the regional representatives to communicate this at the next regional meeting.

VII. NEW BUSINESS

There was no new business at this meeting.

VIII. COMMITTEE REPORTS

There was some general discussion on the progress of the Policies and Procedures. The Board was instructed to complete changes and submit to Alan Hauck a week prior to our next Board meeting. Alan will compile the changes and send them out to the Board for review prior to our next meeting.

- A. AEC
Bob has been in touch with Sue. Her planning is going well. The conference is scheduled for Wednesday – Friday with the recreational water portion probably being Wednesday afternoon. The MALEHA meeting and the REHS exam will be on Tuesday.
- B. Audit Committee
No updates.
- C. Awards Committee
The Board discussed MEHA members that can be nominated by individual Board members or by the group. Janet will make sure that the website is updated. It was also suggested the awards information go on the MEHA website.
- D. By-Laws ad hoc Committee
No updates.
- E. Continuing Education Committee
Report was published in the last journal.
- F. Endowment Committee
The Endowment Committee needs to submit the inventory list for the silent auction items.
- G. Environmental Education Committee
Erin contacted Carol Panagiotides regarding a science fair list. Carol has a list of the larger science fairs around the state.
- H. Environmental Health Curriculum Committee

No updates.

I. Food Protection Conference Planning Committee

The preliminary report is that the Food Protection/Groundwater Conference came in with a \$500 surplus. Nancy Atwood made the point that there was no two day conference rate and several people in her office attended just two days. MEHA is then paying for meals and breaks that people didn't use.

J. Grant & Training Funds Committee

No updates.

K. Groundwater Conference Planning Committee

Covered in the Food Protection Conference Committee update.

L. Membership Committee

The committee is working on the directory.

M. Nominations & Resolutions Committee

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

Northern MEHA Representative
Southeastern MEHA Representative
Secretary
President Elect

N. Professional Development Committee

There was a discussion regarding MEHA purchasing REHS and/or CFPS study guides, for \$149 and \$99 respectively. Mike Morehouse proposed lending them out to MEHA members who are studying for these exams. Janet asked Nancy and Mike to write up a proposal for how the lending process would work.

Motion by Nancy Atwood and seconded by Erin Miller to purchase 4 REHS study guides. Motion was tied three to three on a voice vote, and passed by the tie breaking vote of President Janet Phelps. The Board agreed that a policy will be developed before the study guides are purchased.

O. Ready Reference ad-hoc Committee

The new Food Law and Food Code were approved. Janet will contact Sean Dunleavy to discuss future updates to the Ready Reference.

P. Wastewater Conference Planning Committee

Pat Donovan has some MEHA engraved pens available for door prizes at the Wastewater Conference.

Q. Website Development ad hoc Committee

Erin Miller, Sean Dunleavy and Kristen Schweighoefer have expressed interest in the website ad hoc committee. They will work with Ryan Whaley to transition his duties amongst themselves.

IX. NEXT MEETING

The Executive Board will meet on November 9, 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 Tracy Nelson to adjourn the Executive Board Meeting at 12:50 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
October 19, 2007