



# **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 November 9, 2007**

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

The Executive Board of the Michigan Environmental Health Association held a meeting on November 9, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:10 am.

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

Members Absent: Bob Paulus, Ken Priest, both excused

Guests Present: Julie Melia, Holly Gohlke

### **2. ADDITIONS TO THE AGENDA**

- A. Under President's Report,  
add item: C. January Board Meeting Date

**Motion by Kristen Schweighoefer and seconded by Tracy Nelson to accept the agenda as amended. Motion passed unanimously on a voice vote.**

### **3. SECRETARY'S REPORT**

- A. Approval of Minutes  
The October 19, 2007 minutes were reviewed. There was some general discussion on the minutes.

**Motion by Rodney Blanchard 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 – September and October  
John Texter, MEHA Treasurer, submitted a combined statement for September 21 through November 8, 2007. There was some general discussion on the balances. It was

noted that the checking account balance does not reflect all of the expenses yet to be paid out from the combined Food and Groundwater conference.

**Motion by Alan Hauck and seconded by Erin Miller to approve the statement as submitted. Motion passed on a voice vote.**

B. Inventory for Silent Auction Items - update

John Texter stated the difficulty that the Endowment Committee had with matching the factory name of the print with the actual print to determine the price. There was some discussion on what the Endowment Committee should provide regarding an inventory of prints and what efforts have been made to date by the Endowment Committee to provide an accurate inventory.

Janet Phelps explained that she wants to ensure MEHA is a fiscally responsible organization and as such feels an itemized list of inventory is required.

One suggestion the board made was to have a report from the Endowment Committee at each June planning meeting that includes what item(s) were purchased, what item(s) were sold or distributed, and what item(s) were left in inventory. This list does not need to include the SKU or itemized price of each item.

**Motion by Tracy Nelson and seconded by Erin Miller to contact Chuck Lichon personally and write a letter to the Endowment Committee with the intent to clear up the misunderstanding on the issue of the Endowment Committee inventory. Motion passed unanimously on a voice vote.**

**V. PRESIDENT'S REPORT**

A. Correspondence

Jamice Landrum, SEMEHA President, contacted Janet Phelps via letter on October 22, 2007 requesting that MEHA sponsor the break at the SEMEHA conference, at an estimated cost of \$98. There was some discussion on whether or not MEHA has financially supported regional affiliates in the past. SEMEHA, in conjunction with SSS, sponsored a break of \$250 at a previous MEHA conference.

**Motion by Alan Hauck and seconded by Lynne Tarbutton to support SEMEHA's request of a reimbursement amount of up to \$100 to sponsor a break at the upcoming SEMEHA conference. Motion passed unanimously on a voice vote.**

Carol Panagiotides is resigning as the Environmental Education Committee Chair. If the Board or a member knows of anyone who would be interested in this position, please let Janet know. Holly Gohlke suggested that Mark Hoderek may be interested, as he has attended many of the meetings of the committee in the past. Janet will approach Mark. Erin Miller noted that the Policies and Procedures for this committee still need to be developed.

B. Regional Reports

SSS: The Spring Conference is scheduled for April 18, 2008 at the Kent County Health Department. The next meeting is January 11 and Erin hopes to attend.

SEMEHA: The Winter Conference is scheduled for December 6, 2007 for Bay City. The cost is \$20.

UPEHA: no update.

NMEHA: The Fall Conference was held October 30 in Cadillac, MI. Tracy noted some very interesting speakers and that there was a reminder for the upcoming MEHA elections and award nominations. Tracy approximated that 25-30 people attended.

#### C. January Board Meeting Date

Janet Phelps asked if the Board could meet on either January 11 or 18<sup>th</sup>. After some discussion, the Board decided to meet on January 11, 2008 at 9:30 am at the Ingham County Health Department. Please note that this meeting will start a half hour earlier than the Board's normal meeting time of 10 am.

## **VI. UNFINISHED BUSINESS**

### A. Food Protection/Groundwater Conference

Holly Gohlke had some preliminary numbers that indicated that the Food Protection and Groundwater Conference were in the black at approximately \$600. The feedback was that the conference went very well. Holly received evaluations from approximately 18% of the participants. Kristen Schweighoefer noted that she did not see an evaluation at the conference. Nancy Atwood recommended putting the evaluation as the last page in the conference program and/or putting the evaluation online with the rest of the conference materials to increase participation.

Holly also gave some suggestions for future conference planning. She noted that the Groundwater Conference has a revolving chair and a committee that is essentially made up of the same core members each year. The advantages to this structure include a high level of continuity and learning from each conference to better plan for the next one. The Food Protection Conference has traditionally had completely new committees each year. Holly also stated that she would like to see all of the conference presentation information on line and will contact Sean Dunleavy to put it on the website.

Finally, Holly asked if there was some kind of feature MEHA could add to the website to enhance carpooling and hotel room sharing for future conferences. There was some discussion on the set up and feasibility of this. Janet Phelps recommended that individuals contact their regional affiliate President to help coordinate this effort on a regional level. Janet will write to the regional Presidents to encourage carpooling among their affiliate members.

### B. Site Selection Discussion for 2008 Food and Groundwater Conferences, 2009 AEC This item is tabled until next month.

### C. MALPH Concerns

No MALPH concerns by the Board or MEHA members at this time.

## **VII. NEW BUSINESS**

There was no new business at this meeting.

## **VIII. COMMITTEE REPORTS**

### **A.AEC**

Nancy gave the Board a copy of the draft 2008 AEC registration form. There was some general discussion on the format and clarity of the different fees. Nancy will make changes. The dates for the 2008 AEC are March 12-14, 2008 at Bay City. The joint MEHA/MALEHA Board meeting will be on March 11.

### **B.Audit Committee**

John Texter still has not heard back from Terri Rose.

### **C.Awards Committee**

An email reminding Environmental Health Directors to nominate their peers, staff and coworkers for MEHA awards through the MALEHA listserv. The candidates will be presented at the next Board meeting.

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

No updates.

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

Report was published in the last journal.

### **F.Endowment Committee**

Janet will address the idea of a budget in a letter to the committee.

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

Carol Panagiotides resigned as committee chair.

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

No updates.

### **I.Food Protection Conference Planning Committee**

Covered previously in minutes.

### **J.Grant & Training Funds Committee**

No updates.

### **K.Groundwater Conference Planning Committee**

Covered in the Food Protection Conference Committee update.

### **L.Membership Committee**

Covered previously in minutes.

### **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

Nancy Atwood has not had a chance to discuss the RS study guide loan with Mike Morehouse. She will discuss this further with him and send an email to the board.

O. Ready Reference ad-hoc Committee

Janet Phelps will contact Sean Dunleavy with regard to the new food law/code.

P. Wastewater Conference Planning Committee

Janet has 7 MEHA pens to give to the planning committee.

Q. Website Development ad hoc Committee

Kristen Schweighofer, Erin Miller & Sean Dunleavy are working with Ryan Whaley on his transition out of the MEHA website committee. Kristen will come back to the Board if any software needs to be purchased for the new committee members.

**IX. NEXT MEETING**

The Executive Board will meet on December 7, 2007 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am.

**10. ADJOURNMENT**

**Motion by Nancy Atwood and seconded by Tracy Nelson to adjourn the Executive Board Meeting at 1:20 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
November 9, 2007