



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 January 11, 2008

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on January 11, 2008, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 9:50 am.

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

Members Absent: Nancy Atwood, excused

Guests Present: Tricia Dreier, Joe Crigier, Pat Donovan, Sue Gadille (via phone), Brian Cecil

2. ADDITIONS TO THE AGENDA

- A. Under President's Report,
 - Remove item: C. AEC Budget
 - Add item: C. MDA Food Safety Grant
 - D. IAFP Article
- Under Unfinished Business,
 - Add item: F. 2011 NEHA AEC in Detroit

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

3. SECRETARY'S REPORT

- A. Approval of Minutes
The December 7, 2007 minutes were reviewed.

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

B. IAFP Report

President Janet Phelps gave Kristen Schweighoefer the information regarding the annual IAFP affiliate report.

C. Move to agenda items from guests

1. 2008 AEC Concerns – Sue Gadille (Non-profit vs. For-profit fees and registrations, committee fees)

Sue Gadille, Chair of the 2008 AEC, informed the Board that the non-profit organizations the Mid-Michigan Mosquito Control Association and the Campaign for Smoke Free Michigan requested exhibitor tables, and she and her committee were unsure if they needed to be charged for meals and/or registration. There was some discussion around this topic. The Board determined if the exhibitors were going to be attending meals, they should be charged for those meals. If the exhibitors were going to be attending sessions, then they should be charged the cost of a registration. There was some further discussion on upholding the current Board policy: Non-profit organizations will not be charged an exhibitor/booth fee
Colleges will not be charged an exhibitor/booth fee
If persons attending the booth will be participating in meals and/or educational sessions, they will be required to register for the conference.

Sue also had some questions on fees for committee members. The current Board practice is that the conference chair has traditionally gotten their registration paid for by MEHA, but the committee members do not. Sue asked the Board to consider paying for committee members' registration fees. There was some discussion on committee members who do not attend sessions during the conference but rather work the registration table. Alan Hauck suggested that the committee members apply for a MEHA scholarship to cover the registration costs. Sue stated she would bring that back to her committee.

2. Nominations – Joe Crigier

The Board entered Executive Session at 10:25am.

The Board came out of Executive Session at 10:28am.

Janet Phelps thanked the committee for putting together a full slate of candidates.

Motion by Bob Paulus and seconded by Alan Hauck to accept the slate of candidates as presented. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Review and approval of monthly treasurer's statement

John Texter, MEHA Treasurer, submitted a statement for December 7, 2007 to January 8, 2008. 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. John still has not received the bill from the Lansing Holiday Inn from the Food/Groundwater Conference. Janet asked John to contact the hotel.

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

B. Inventory for Silent Auction Items – update
There is no further discussion needed on this item.

C. Credit Card

John has applied for a new credit card from Fifth Third Bank with a twenty thousand dollar limit and no annual fee. John reported he is still waiting to close out the old credit card until MEHA receives the hotel bill from the Food and Groundwater conference.

V. PRESIDENT'S REPORT

A. Correspondence

Janet was requested to submit an article to IAFP for the Affiliate View to be published on-line January 17, 2008.

B. Regional Reports

SSS: The Board is meeting today. The Spring Conference is scheduled for April 18, 2008 at the Kent County Health Department.

SEMEHA: The Board is meeting next week to plan their next conference.

UPEHA: The dates for the upcoming conference are March 26, 27, & 28. The topics will include food program issues, mercury, lead, and mold.

NMEHA: No report.

C. MDA Food Safety Grant

Janet has a copy of the completed grant that was submitted by MEHA to help cover the cost to bring speakers to our conferences. MEHA asked MDA for \$10,000 of which approximately 75% would help cover the cost of speakers for conferences in an effort to bring in more out of state or well known speakers. The remaining 25% would go toward scholarships to help MEHA members. Janet Phelps wished to thank Erin Miller and Lynne Tarbutton who put this grant together.

VI. UNFINISHED BUSINESS

A. Food Protection/Groundwater Conference – final budget

John Texter still has not received the hotel bill for the 2007 Food and Groundwater conferences.

B. Site Selection Discussion for 2008 Food and Groundwater Conferences, 2009 AEC

The Board discussed holding the 2008 Food Protection Conference in southeastern Michigan or perhaps the Lansing area.

The 2008 Groundwater Conference will likely be held in northern Lower Michigan. The committee is looking for suitable locations.

There has not been any discussion on where to hold the 2009 AEC.

C. MALPH Concerns

Tricia Dreier wrote a check at the 2007 Food/Groundwater Conference in October, but it did not get deposited until the end of December, approximately six weeks later. Janet Phelps was made aware of the delay and talked to Julie at the MALPH office about it. Julie knew about the delay and she and Janet discussed it further to help prevent this type of situation from happening again. Janet thanked Tricia for bringing this situation to light.

D. NEHA-REHS Reciprocity in Michigan

The Sanitarian Advisory Committee has a meeting scheduled on February 8, 2008 in Lansing. Janet reported that this committee has not met since last fall. She also noted that the new rules are becoming close to being approved.

E. Policy & Procedures Manual

Brian is putting together the updates and changes to the MEHA Policy and Procedures Manual. He will be at the Board meeting in February to present his progress. He reported to the Board that he got poor response on the updates that committees were responsible for and that the number of policies in the revised manual will total approximately 39. Brian also noted that credit card policy will need to be revised based on John's new credit card. Janet gave her updates related to the policies and procedures to Brian.

F. 2011 NEHA AEC in Detroit

Janet sent a letter to NEHA in support of holding the 2011 NEHA AEC in Detroit. MEHA needs to contact Nelson Fabian to give him any associated information regarding meeting spaces in Detroit. There was some general discussion on the joint effort in past years between MEHA and MALEHA to get the NEHA AEC in Detroit. The next MALEHA meeting is scheduled for January 17, 2008 and Bob Paulus hoped to attend to discuss this matter further.

VII. NEW BUSINESS

A. Nominations & Resolutions

The Nominations for Board positions was covered previously in the meeting.

B. Award Nominations

Pat Donovan submitted the Award Committee Annual Report. Secretary Kristen Schweighoefer asked if he could also submit it electronically to her.

The Board entered Executive Session at 11:53 am.

The Board came out of Executive Session at 12:12 pm.

VIII. COMMITTEE REPORTS

Janet reminded the Board to get any changes for their policies or those of their liaisons to Brian.

A.AEC

Already covered previously in the meeting

B.Audit Committee

Already covered previously in the meeting

C.Awards Committee

Pat Donovan created a list of award winners in reverse chronological order. Pat will send it to Secretary Kristen Schweighoefer for retention.

D.By-Laws ad hoc Committee

Already covered previously in the meeting

E.Continuing Education Committee

Already covered previously in the meeting

F.Endowment Committee

Tricia Dreier discussed the purchasing of items for the silent auction. Tricia submitted a draft Endowment Committee Policy. There was some general discussion on the wording and whether or not the purchasing of items should be included as a line item in the MEHA budget. Currently, there is a conflict with the bylaws having an amount greater than \$300 available without prior Board approval for any committee. This committee needs operating costs that are above \$300 to get the bargain deals which have benefited the endowment fund in the past, which are to be addressed in the next MEHA budget. The committee will report on its inventory annually at the June planning session. The committee members recommended a \$2,500 operating expense for next year's budget.

G.Environmental Education Committee

No one in the position of Chair.

H.Environmental Health Curriculum Committee

LSSU's program is a success. There was some discussion on the need of MEHA members to fulfill the commitment to attend career fairs to promote Environmental Health and specifically the program at LSSU. There was some discussion on how this could easily be done, including transporting materials around the state. Kristen Schweighoefer suggested having headers, photos, and other "stock" MEHA information that are mailed out or located at each local health department or district and can be put on display boards at the health department rather than trying to send a display board around the state.

I.Food Protection Conference Planning Committee

Already covered.

J.Grant & Training Funds Committee

No updates.

K.Groundwater/Wastewater Conference Planning Committee

Already covered.

L.Membership Committee

The committee is working on updating the Membership Directory. It will be ready at the 2008 AEC.

M.Nominations & Resolutions Committee
Already covered.

N.Professional Development Committee
No updates.

O.Ready Reference ad-hoc Committee
Janet contacted Sean Dunleavy and he reported that he has not had time to work on the updates regarding the new food law.

P.Wastewater Conference Planning Committee
The conference was just held and attendance was estimated to be near 320-330, which is slightly down from previous years.

Q.Website Development ad hoc Committee
Kristen Schweighoefer, Sean Dunleavy and Erin Miller are meeting today to discuss upcoming changes to the website. Kristen will be responsible for updating documents to the website. Other initiatives include having the journal be available electronically either through email or the website and setting up a PayPal account to allow renewal of memberships on-line.

IX. NEXT MEETING

The Executive Board will meet on February 22, 2008 at the Doubletree Hotel in Bay City, Michigan. The meeting will start at 10am.

10. ADJOURNMENT

Motion by Lynne Tarbutton and seconded by Tracy Nelson to adjourn the Executive Board Meeting at 1:00 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighoefer, MPH, RS
MEHA Secretary
January 11, 2008