



# 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 February 22, 2008

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

The Executive Board of the Michigan Environmental Health Association held a meeting on February 22, 2008, at the Doubletree Hotel in Bay City, Michigan. President Janet Phelps called the meeting to order at 10:02 am.

Members Present: Janet Phelps, Bob Paulus, Alan Hauck, Kristen Schweighoefer, John Texter, Rodney Blanchard, Erin Miller, Tracy Nelson, Nancy Atwood, Ken Priest

Members Absent: Lynne Tarbutton, excused

Guests Present: Pat Donovan, Sue Gadille, Brian Cecil

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

- A. Under New Business:  
Add item: C. Previous Board Motions

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

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

- A. Approval of Minutes  
The January 11, 2008 minutes were reviewed.

**Motion by Alan Hauck and seconded by Bob Paulus to approve the minutes as amended. Motion passed unanimously on a voice vote.**

- B. Annual Report submission  
Secretary Kristen Schweighoefer gave the Board an update of submitted reports. The Wastewater Conference report is still outstanding. Tracy Nelson has this electronically and will send it to Kristen.

### **IV. TREASURER'S REPORT**

- A. Review and approval of monthly treasurer's statement  
John Texter, MEHA Treasurer, submitted a statement for January 8, 2008 to February 20, 2008. There was some general discussion on the balances.

**Motion by Nancy Atwood and seconded by Rodney Blanchard to approve the treasurer's statement as submitted. Motion passed unanimously on a voice vote.**

- B. Credit Card issues  
John Texter did receive the final bill from the Holiday Inn in Lansing for the Food Protection/Groundwater Conference. There was some discussion on the current credit card that is not in John Texter's name, but rather in the previous Treasurer's name, Rebecca Ouellette (Peterson). The Audit Committee's recommendations are to utilize the credit card as much as possible to earn points to use toward rewards, such as airline miles for NEHA and/or IAFP attendance. Until another credit card is obtained, John will continue to use this card. There was some discussion on changing the current policy of a \$10,000 credit card limit to one of \$20,000. It was noted that the most recent hotel bill for the Food Protection/Groundwater conference was over \$10,000, and our current credit card could not handle that balance. One concern of raising the credit limit above \$10,000 was that MEHA would overextend its finances.

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

Janet wanted the minutes to reflect her sincere gratitude to the outgoing Board members for their service. She wanted to single out Alan Hauck for a special thank you for his eight consecutive years on the MEHA Executive Board.

- A. Correspondence  
President Janet Phelps received a thank you card from the Park Place hotel thanking MEHA for working through the contract issues for the 2009 & 2011 AEC. Janet also noted that she received an email from the Florida Environmental Health Association asking if they could use MEHA's conference planning packet as a framework for their own conference planning packet. Janet asked that they reference MEHA in their packet.
- B. MDA Food Safety Grant awarded  
MEHA received a \$10,000 grant from the Michigan Department of Agriculture to use toward the 2008 Food Protection Conference. Janet wanted the minutes to reflect a sincere thanks to Lynne Tarbutton and Erin Miller for their work in putting this grant together. The grant is set up to allow MEHA to receive \$2,500 four times in the next year. Lynne and Erin will work together to submit the required reports on the use of the money. In the grant, \$7,500 is earmarked to bring nationally recognized speakers to the food conference and \$2,500 is earmarked for scholarships to attend the food conference. Depending on the cost of the conference, it is estimated that approximately 20 people could receive scholarships of \$125 each.  
Nancy Atwood stated that she felt that committee members should receive this money for their work toward planning the conference. There was discussion by the Board on the volunteer nature of committee work and that all committee members, conference committees and other committees, put in a lot of time and effort on their respective

committees. If there is a financial need for a committee member or any other MEHA member, there is a scholarship available for that person. The grant money would also be available to committee members if they apply for it. Nancy voiced her concern that many committee members do not attend the conference at all because they are working during the sessions, but are still paying registration fees. There was some further discussion that often times MEHA Board members also work during the AEC conference in a variety of ways in addition to the other work that Board members do throughout their terms. MEHA is an organization that has relied on its members to volunteer their time. If the policy was changed, the possibility arises that at a conference with low attendance, a 10 person planning committee could easily be 10-20 percent of the total registrations.

### C. Regional Reports

SSS: Erin Miller reported that the Board met yesterday. The Spring Conference is scheduled for April 18, 2008 at the Kent County Health Department and there is a rough draft of the agenda.

SEMEHA: Rodney Blanchard reported that the Board met Tuesday and doesn't have an agenda yet for its next conference.

UPEHA: Pat Donovan gave an update on behalf of UPEHA. The UPEHA AEC is scheduled for March 26, 27, & 28 and will be held at Up Front and Company. Rooms are available at the Ramada Inn. The topics will include food program issues, mercury, lead, and mold, and the price for the three day conference is \$75.

NMEHA: Tracy Nelson reported that there is a tentative membership meeting scheduled for Spring.

### D. NEHA and IAFP Annual Conference Delegates

The NEHA and IAFP reports are on the MEHA website and will be presented at the Annual Business Meeting. The 2008 NEHA delegate will be Bob Paulus and he will attend the conference in Tucson, Arizona. The 2008 IAFP delegate will be the President-Elect, to be elected at the March AEC. This year's IAFP will be held in Columbus, Ohio.

## VI. UNFINISHED BUSINESS

### A. 2008 GW/WWC and FPC Site Selection and Contracts

Holly Gohlke could not attend today's meeting, but wanted to report that the site has been selected for the 2008 Groundwater conference. It will be held at the Kettunen Center, which is near Cadillac. The Kettunen Center is operated by the 4-H group and the rates include room and meals. This year's Groundwater conference will also have a Wastewater component. Holly asked that the Board review the site selection information and asked that the Board make a motion to approve the necessary \$1,200 deposit by March 10 to hold the rooms. Holly and her committee anticipate 125 for overnight attendance, and the rate estimates are \$175 for the three day premium room, \$165 for the three day standard room, \$90 for Thursday and Friday only premium rooms, \$80 Thursday and Friday standard rooms, and \$50 for people who do not stay the night. All prices include the cost of meals.

**Motion by Alan Hauck and seconded by Bob Paulus to approve the \$1,200 deposit for holding the rooms at the Kettunen Center. Motion passed unanimously on a voice vote.**

Janet Phelps has been in contact with the Holiday Inn Gateway Center in Flint for the 2008 Food Protection Conference. The hotel is asking for a \$1,500 deposit. Janet reports that room rates are estimated to be \$99 a night and she is looking to plan a two day conference, on October 29 and 30, 2008.

**Motion by Bob Paulus and seconded by Nancy Atwood to accept the proposed contract and prepare a deposit of \$1,500. Motion passed on a voice vote.**

B. 2009 AEC Contract – Chair selection

The 2009 AEC to be held in Traverse City needs a chair. The suggestion was made to contact the Environmental Health Directors in the area to ask if they or their staff would be interested in chairing the 2009 AEC in Traverse City. There was some additional discussion on the contract, including the room rate of \$65 a night, which will also be valid for the 2011 AEC also to be held in Traverse City. The Park Place Hotel requires a \$500 deposit.

**Motion by Ken Priest and seconded by Erin Miller prepare a deposit of \$500. Motion passed unanimously on a voice vote.**

C. MALPH Concerns

No MALPH concerns were discussed. Janet reminded Bob that the MALPH contract will be up in June.

D. NEHA-REHS Reciprocity in Michigan

Janet reported that the Sanitarian Advisory Committee meeting scheduled for February was cancelled. The next meeting is scheduled for August. Kristen Schweighofer voiced her concern over this item as it impacts her personally. She stated she took the Michigan exam and is a Registered Sanitarian in the state of Michigan, but does not fall under the automatic reciprocity with the REHS from NEHA. This is because Michigan has not opened up its “window of reciprocity”. Kristen has contacted NEHA, and they would like to open the window of reciprocity and have contacted several people from DLEG, including Rae Ramsdell, but have not gotten any response. Kristen indicated that this issue likely impacts many Sanitarians and she would like to pursue this issue to try and get the window of reciprocity opened. Bob Paulus also indicated an interest in working on this issue. They plan to write a letter to Rae Ramsdell on opening the window of reciprocity.

E. Policy & Procedures Manual

Brian Cecil discussed that there are multiple “versions” of the Policy and Procedure manual in circulation. He and his committee spent time researching which of these versions is the most current, most updated and approved. After some time, they feel they have the correct and approved version and will move forward with the updates. Brian has committed to continue to chair this committee and wants to revisit the updates to the Policy and Procedures manual at the June planning session. Brian will send out his updates to the Board. There was some further discussion on this committee and its purpose. The committee is currently an ad hoc committee. However, the Board feels that the policies need to be reviewed yearly.

**Motion by Tracy Nelson and seconded by Nancy Atwood to make the By-Laws ad hoc Committee a standing committee. Motion passed unanimously on a voice vote.**

At this time, Brian, Pat Donovan and Rodney Blanchard are members of this committee.

**VII. NEW BUSINESS**

A. Award Nominations

No new award nominations were given to the Awards Committee, so the award winners have not changed since the last report.

B. MOWRA issues

Bob Paulus reviewed the MOWRA Memo of Understanding. He has concerns regarding this memo with respect to when MOWRA provides the revenue to MEHA from the Wastewater Conference. Tracy Nelson reported that Dan Sandall will be at our April Board meeting and can discuss many of the concerns that Bob and MEHA has regarding the MOU. Tracy also reported that some of the funds were not distributed from the 2007 conference and this item is being looked into.

C. Previous Board Motions

Alan Hauck wants to put together a summary of previous Board motions and categorize the list so that there is a reference point for what Board motions have been made. He believes this will assist future Boards in determining what actions have been taken so that they can uphold those actions.

**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.

B. Audit Committee

No update.

C. Awards Committee

Already covered.

D. By-Laws Committee

Already covered.

E. Continuing Education Committee

The committee met recently and Holly and Janet will publicize that CEUs will be available for their respective conferences.

F. Endowment Committee

The committee is getting ready for the silent auction at the AEC. There are 30 items that will be part of the silent auction.

G. Environmental Education Committee

No one in the position of Chair.

H. Environmental Health Curriculum Committee

Janet Phelps is going to a career fair in Genesee County. She noted that on March 26, a Wednesday, there is a career fair at Central Michigan University and encouraged the Board to attend and represent MEHA and our profession. Rodney Blanchard offered to attend the CMU career fair if he is available. Tracy Nelson also expressed interest in attending.

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. Approximately 60% of the cost will be covered by sponsorships from NSF, UL and Spartan. The cost is up this year to \$2,400 due to a longer directory by 20 pages.

M. Nominations & Resolutions Committee

No updates.

N. Professional Development Committee

Mike Morehouse received a scholarship application from Beth Osterink. Beth is asking for a \$500 check to cover the cost of textbooks for her Master's of Public Health program at the University of Michigan. Beth has an outstanding grade point average and meets all of the requirements of the application.

**Motion by Nancy Atwood and seconded by Erin Miller to approve the scholarship award in the amount of \$500 to Beth Osterink. Motion passed unanimously on a voice vote.**

O. Ready Reference ad-hoc Committee

No updates.

P. Wastewater Conference Planning Committee

No updates.

Q. Website Development ad hoc Committee

Kristen Schweighoefer will get a list of tools, software and hardware to update, operate and maintain the MEHA website to Bob Paulus for possible future purchase for this committee.

**IX. NEXT MEETING**

The Executive Board will meet on March 13, 2008 at the Doubletree Hotel in Bay City, Michigan. The meeting will start at 5pm.

**X. ADJOURNMENT**

**Motion by Rodney Blanchard and seconded by Kristen Schweighoefer to adjourn the Executive Board Meeting at 2:25 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighoefer, MPH, RS  
MEHA Secretary  
February 22, 2008