



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 December 18, 2009

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on December 18, 2009 at the Ingham County Health Department Lansing, Michigan. President Gene Paez called the meeting to order at 9:42 am.

Members Present: Gene Paez, Chris Klawuhn (left 11:30am), Dana DeBruyn, John Texter, Adeline Hambley, Nancy Atwood, Dan Welihan

Members Teleconferencing: Darren Bowling (left 11:20am), Bob Paulus (9:58am), Lynne Madison (10:25am)

Members Absent (excused):

Members Absent (unexcused): Scott Barr

Guests Present: none

Guests Teleconferencing: none

II. ADDITIONS TO THE AGENDA

Motion by Nancy Atwood and seconded by Chris Klawuhn to approve the Agenda as presented. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

Approval of November 20, 2009 minutes

Motion by Darren Bowling and seconded by Chris Klawuhn to approve the minutes as presented. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

Approval of November 1, 2009 – November 30, 2009 Treasurer's Report

There was general discussion regarding bills paid and memberships that were recently submitted. Dana suggested getting a list of those members that have not yet renewed to be contacted.

John is still looking in to the cost of a professional audit. This will be reported on at the January board meeting.

Motion by Darren Bowling and seconded by Dan Welihan to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

V. PRESIDENT'S REPORT

A. Grant Agreement Ag

A corrected grant agreement has recently been sent to Lynne and Gene. This changed to dates of the grant agreement so funds can be used at the 2011 AEC. Affiliate applications for grant funds have also been sent to MEHA board members for distribution to affiliates. Various forms of distribution were discussed.

B. Licensure Update

Moving forward. Package has been approved; four senators and four reps are presenting different parts of the bill. Gene was unsure if bill has been introduced or not.

C. MALPH Board update

An executive director has not been hired yet. In the interim they are hiring Jim Butler to work on some projects. There is concern among state agencies due to a possible 20% cut to state program budgets.

D. MALEHA update

There was discussion at MALEHA regarding the smoking ban, and who will be responsible for enforcement.

E. NEHA update

Gene has been forwarding NEHA emails to the board to keep us updated on NEHA information.

F. Northern Rep—Dan Welihan

Dan Welihan has been appointed to fill the open Northern Rep position.

VI. UNFINISHED BUSINESS

A. Email Update

Darren gave a brief update about Google Apps and possibilities for the application. He has applied for the 501 C3 account that will allow for 2500 accounts. This will offer word processing, spreadsheets, calendar and other functions. The goal is to assign emails and make this available all MEHA membership.

B. Update, Cvent, AEC

Nancy to follow up with Grace at CVENT to set up the site and email list of membership. John to follow up with CVENT regarding credit card payment set up on the web. Darren to be copied on the information to assist as needed.

Nancy Atwood raised the idea that if funds are generated at the AEC that is not used for AEC expenses, that these funds be set aside for the banquet for the 2011 AEC. There was general discussion on this item.

Item is tabled until next month.

C. Strategic Planning Update

Gene is working on, he will report in January.

D. P&P Manual

Dana DeBruyn reporting. She discussed reorganizing the Policy and Procedures. Currently the document is organized so that procedures are written in the policy section. General revision of the format of the documents will include areas for previous date, board approval, and new date of approval. An example of a reformatted document was provided to the board for review.

Full drafts will be provided to the board by the next board meeting.

E. Report to Septage Committee for funding

See item I below.

F. Membership Directory

No report—Gene will follow up for an update and report in January.

G. Newsletter

Gene will follow up with interested people and report back in January.

H. RFP-Review

There was general discussion about the draft RFP. Gene suggested changing the requirement to attend meetings in person to ‘attend at the request of the board’. Gene will make suggested changes and email them to Bob. An amended draft will be sent to board to be voted on at the January board meeting.

I. MOWRA Rep

Chris Klawuhn reporting. Regina Young and Larry Johnson are both interested in serving as MEHA reps for MOWRA.

Motion by Chris Klawuhn and seconded by Nancy Atwood to appoint Regina Young and Larry Johnson as MEHA reps for MOWRA.

There was general discussion about maintaining these appointments for 2011 after Lynne takes over as President. Lynne stated that she is in support of these appointments

Motion passed unanimously on a voice vote.

There was general discussion about how much money the 2010 will be generating and if this money can be set aside for the 2011 AEC wastewater topics.

Item is to be looked in to and reported on next month. The letter of understanding will be sent out to the board for review.

VII. NEW BUSINESS

A. SEMEHA

The winter SEMEHA conference was held on December 11, 2009 at the Bavarian Inn in Frankenmuth, MI. At their business meeting they voted on requirements for their South East Rep.

B. Scholarship Fund

Gene emailed Scott Barr and Kim DeMars to work on some language for a scholarship application. To be reported on at next meeting.

VIII. COMMITTEE REPORTS

A. Website Development

No report

B. AEC

See item VI.b above

C. Awards

No report

D. Continuing Ed

No report

E. Endowment

No report

F. Environmental Education

No report

G. Environmental Health Curriculum

No report

H. Food Protection Conference

No report

I. Finance Committee

No report

J. Grant and Training Funds

No report

K. Groundwater Wastewater Conference

No report

L. Membership

No report

M. Nominations and Resolutions

No report

N. Professional Development

No report

O. Ready Reference

No report

P. Wastewater Conference

No report

Q. Audit

No report

R. By-Laws Ad-Hoc

No report

S. Policy and Procedures

No report

T. Licensure Committee

No report

U. Technical Advisory Ad-Hoc

Darren Bowling reporting—they have met once and discussed how to back up the information currently being held at the MALPH office. At this meeting they discussed Google docs and also the storage of MEHA logins and password.

IX. NEXT MEETING

The Executive Board will meet on January 21, 2010 at the Ingham County Health Department in Lansing, MI. The meeting will start at 9:30am on January 21, 2009.

Future board meetings for 2010 will be held the 3rd Friday of the month at 9:30am at the Ingham County Health Department in Lansing, MI.

X. ADJOURNMENT

Motion by Bob Paulus and seconded by Lynne Madison to adjourn the Executive Board Meeting at 12:06 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Adeline Hambley, REHS

Adeline Hambley, REHS
MEHA Secretary
December 18, 2009