



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 May 15, 2009

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on May 15, 2009 at the Ingham County Health Dept in Lansing, Michigan. President Gene Paez called the meeting to order at 10:08 am.

Members Present: Gene Paez, John Texter, Adeline Hambley, Chris Klawuhn, Nancy Atwood, Darren Bowling

Members Teleconferencing: Scott Barr, Bob Paulus (left 12:36pm), Lynne Madison

Members Absent (excused): Erin Miller, Tracy Nelson

Guests Present: Jesse Tien

Guests Teleconferencing: Adam London (left 11:02am), Pat Donovan (left 11:02am)

II. ADDITIONS TO THE AGENDA

VI. g. Membership renewal

VII. f. Resignation of Erin Miller

g. Regina Young—Local Health Dept Assessment Update

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

III. SECRETARY'S REPORT

V. Presidents Report

President Paez spoke with Ron Grimes, not Alger Brown, regarding web technology.

A. Approval of April 17, 2009 minutes

Motion by Darren Bowling and seconded by John Texter to approve the minutes as amended. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Approval of April 16, 2009 – May 13, 2009 Treasurer’s Report

There was general discussion regarding current checking account balances and future expenditures.

Motion by Bob Paulus and seconded by Chris Klawuhn to approve the Treasurer’s Report as submitted. Motion passed unanimously on a voice vote.

V. PRESIDENT’S REPORT

A. CAFO Stakeholders meeting

President Paez reported that he attended the CAFO stakeholders meeting and was the only representative of local public health. It is important for locals to stay involved in these committees for more public presence.

B. SE Sanitarians Seminar

Approx. 40 sanitarians at the meeting which was held at Cabella’s. President Paez said it was an excellent conference and stressed the importance of these local seminars for training.

C. Budget Meetings with Mike K and Carol S (MALPH)

Both are very open to renegotiating the contract at a lesser amount. President Paez was proposing a 30% reduction in costs. In his discussions with Carol (she does mainly our business and will need to pick up the financial duties that Julie previously covered), he found it may be beneficial for MEHA to more closely examine picking up some of these duties to reduce expenditures.

President Paez stressed that now is the time to support MALPH as we need the representation.

D. MALPH meeting Licensure

This will be covered by Adam London and Pat Donovan under committee reports.

E. AEC Contract—Double Tree

Contract has been finalized with the Double Tree in Bay City. Nancy Atwood and Gene will go to Double Tree to begin working out the details.

F. Cvent 1pm—bring laptops

CVENT Presentation to occur at 1pm, follow instructions emailed to you to log on.

G. NEHA Training

Gene has emailed training opportunities from NEHA to board members and urges us to take advantage of these opportunities.

VI. UNFINISHED BUSINESS

A. MOWRA Update

MOWRA is somewhat in turmoil, and Dan Sandahl is no longer chair for contact. Gene Paez has been trying to get in touch with Dan Scott. There was a thought that MEHA was trying to limit involvement with this conference. President Paez stated that it is important for MEHA to get more active in order to provide training to membership. There is also money owed to MEHA from previous MOWRA conferences. Gene Paez was forwarded a Memorandum of Understanding from MOWRA; however this has not yet been signed. Bob Paulus stated that he signed a copy last year and mailed it to Dan Sandahl. The last commitment was that MOWRA was going to send us a check for the money; this has not yet been received.

This will be discussed next month.

B. MALPH Contract

Gene has reviewed contract in detail with Carol and Mike. The only issue was on the financial duties that Julie was responsible for. Carol said she can still perform these duties if we so desire. They were open to a 30% reduction in costs and all duties would remain. We could also look at billing hourly to help reduce costs. If the hourly rate was used the cost would be limited to approx. \$12,000. If Carol needed more hours to complete tasks, she would need to approach board for approval.

There was general discussion regarding CVENT. MEHA would purchase the program and MALPH would be responsible for maintaining the program.

There was general discussion about going private with the management duties and sending out RFP's.

Pat Donovan stated we may want to make it a requirement for MALPH to support the licensure effort. If the support isn't there, MEHA should consider not using MALPH.

C. Endowment, Strategic, and fund balance draft policy- Gene Paez Reporting

There was review of the new language for the Investment Policy regarding actions to be taken in the event of significant losses to portfolio.

Motion by Lynne Madison and seconded by Bob Paulus to approve Investment Policy and objectives (section A) dated May 15, 2009. Motion passed unanimously.

Strategic Fund (Scholarship fund) to be further developed by the committee and then presented to the board for review prior to be brought in front of the membership for approval.

Reserve Fund—creating a directive to the treasurer so he would have the ability to move funds as needed for day to day operations. This policy needs to be separated from the Strategic Fund (Scholarship Fund) policy. Gene Paez will draft Policy C—separate from the Investment Policy and Strategic Fund Policy. This draft will be worked on and presented to board at the next board meeting.

Lynne Madison to ask MDA if the a disbursement for the MDA grant can happen in January 2010 in order to help cover expenses for the 2010 AEC.

There was general discussion of where new policies will be recorded and how they will be maintained so that future board direction is consistent with Policies.

Motion by Adeline Hambley and seconded Nancy Atwood by to accept Policy C as amended and have drafted as separate Policy C. Motion passed unanimously.

D. Strategic Planning, Higgins Lake July 13th -14th-Gene

Board liaisons to come up with questions for committee chairs: where do we want to be as we move forward as an organization?

Also, review committee charges. At the July meeting charges to be updated and goals set for each committee. Committee chairs to only attend July 14th for planning.

E. Audit recommendation implementation--board

There was general discussion about a private professional audit occurring every five years. Gene Paez recommended MEHA budget the money for this type of audit, and have one conducted next year. The cost of this audit will be investigated by John Texter and reported back to the board.

Record retention policy---to be looked in to by Adeline Hambley and reported on at June meeting.

Audit recommendations are being implemented by: See attached notes compiled by President Paez

Finance committee to meet to reconcile the 2009 AEC budget and report back in June.

F. Committee Chairs/charges, review for July meeting

Will occur at July Strategic Planning session

G. Membership Renewal

Bob Paulus stated that there was an understanding to do membership renewals through email, and those needed for second notices were to be mailed. This would help save significant mailing costs. Bob Paulus will meet with Carol at MALPH to help establish a policy for emailing membership.

VII. NEW BUSINESS

A. Future Conference Registrations

July MEHA Planning sessions: If committee chairs want to attend July 13th and stay over, MEHA will cover room and meal expenses on July 13th. If committee chairs are unable to attend, a committee member may fill the position. There was general discussion regarding the commitment to stay and expenses incurred---if chair committed to attend and didn't show he/she would be responsible for fees.

IAFP and NEHA registration: There was general discussion regarding whether or not to bid on registrations at the 2009 conferences. Chris Klawuhn recommended that we consider granting \$1000 scholarships to membership to attend national conferences. Item to be discussed further at the Strategic Planning session in July.

B. MALPH Contract--board

See other MALPH items (Presidents Report, email Memberships)

C. Adopt a highway

Janet Phelps presented Gene Paez with an Adopt a highway proposal.

MEHA will move forward to support this project. Gene Paez will contact Janet Phelps to move ahead.

D. 2009/10 Budget discussion—budget committee

There was general discussion on the 2009/10 budget as submitted by John Texter.

Conference expenses and income reduced to \$18,000. There was general discussion regarding board expenses.

Discussion tabled and will be reconsidered by board at next meeting.

E. Board liaisons, committee chair endorsements—Awards, licensure

Contacts and appointments have been updated. An updated list will be provided to each board member and posted on the web.

F. Erin Miller Resignation

Erin Miller notified Gene Paez that her current job duties make it difficult for her to attend meetings (only can attend half time).

Gene Paez will follow up with the Southwest area for appointment recommendations to Erin's vacancy, and report back to the board.

G. Local Health Dept. Assessment Update—Regina Young
Tabled

VIII. COMMITTEE REPORTS---TABLED

A. Website Development

No report

B. AEC

No report

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
Holly Gohlke will remain as chair.

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

T. Licensure Committee

Pat Donovan and Adam London reporting.

Proposal for support of sanitarian licensure was to be presented to health officers for approval at the next meeting. Adam London motioned to support proposal, however, some health officers were not able to review the document. This item is to be reconsidered by the health officers' forum on June 8. It may be beneficial for Gene Paez to attend the meeting to represent MEHA. The proposal was also submitted to the MDCH licensing bureau for their feed back on the current document. As of today there has been no feedback received. Once reviewed, the committee is looking for support from the board to find legislators to support the bill.

If contracting with MALPH for support, and they contradict our interests we should have a mechanism to sever those contracts.

There was general discussion of what obstacles might be ahead for this effort and how to handle them.

- U. Technical Advisory Ad-Hoc
No report

IX. NEXT MEETING

The Executive Board will meet Friday June 19, 2009 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am on June 19, 2009.

Board meetings for 2009-2010 will be held the 3rd Friday of the month at 10am at the Ingham County Health Department in Lansing, MI.

X. ADJOURNMENT

Motion by Nancy Atwood and seconded by Adeline Hambley to adjourn the Executive Board Meeting at 12:56pm. Motion passed unanimously on a voice vote.

Respectfully submitted,



Adeline Hambley, REHS
MEHA Secretary
May 15, 2009