



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 June 19, 2009

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on June 19, 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, Lynne Madison

Members Teleconferencing: Bob Paulus, Chris Klawuhn, Nancy Atwood, Scott Barr (10:18),
Darren Bowling (10:33)

Members Absent (excused): Dana DeBruyn, Tracy Nelson

Guests Present: none

Guests Teleconferencing: none

II. ADDITIONS TO THE AGENDA

No changes to the agenda

III. SECRETARY'S REPORT

Approval of May 15, 2009 minutes

Motion by Lynne Madison and seconded by Bob Paulus to approve the minutes as presented. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Approval of May 14, 2009 – June 18, 2009 Treasurer's Report

There was general discussion regarding current checking account balances and future expenditures. John Texter also has secured bonding for the officers of the board.

After the remaining expenses are taken out for the year, there should be an approximate balance of \$4500 left in the checking account. Budget is in the black for the year due to the

actions of the John Texter, finance committee, and Nancy Atwood's management of the 2009 AEC.

Motion by Bob Paulus and seconded by Lynne Madison to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

V. PRESIDENT'S REPORT

A. New Board Member

President Paez welcomed Dana DeBruyn to the board. Dana has been appointed to carry out the remainder of Erin Miller's term.

B. MALEHA Meeting

President Paez reported at this meeting about the finances of MEHA and the switch to a single conference in 2010. Gene encouraged people to keep this in mind and try and plan to send people to this conference. President Paez also informed them of the membership increase of \$5.

C. MALPH Contract Meetings with Mike K and Carol S

President Paez and MALPH came to an agreement of a cut of 30% to expenses. \$10,000 was the agreed upon cost for the services provided. MALPH signed the contract and was in agreement to the changes to the contract.

D. MALPH meeting Licensure

President Paez attended the MALPH meeting when licensure was voted on. It went well and passed the forum with only a few dissenters. Gene spoke to the importance of licensure of sanitarians to an organization.

VI. UNFINISHED BUSINESS

A. MOWRA Update

MOWRA is to submit a check to MEHA for approximately \$3400 for previous conferences. John Texter will follow up with Carol to see if the check was received by MALPH.

Gene Paez is looking for board or MEHA members to be involved in this conference.

B. MALPH Contract

See above

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

Policy passed last meeting---to be voted on at the March AEC by the membership

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

Gene Paez reported that the strategic planning session is to look at the direction of MEHA in the next year and the next five years. We need to be looking at processes and how they can be done better. How can committees be consolidated? How can we better support affiliates? How can fund balance be better used? Cuts that have been made cannot be a

long term solution; we need to look at the direction of MEHA. How can we better engage with membership? These are all ideas that need to be thought about prior to July planning session.

The planning session will mainly be set-up as follows:

Monday morning—board meeting

Monday afternoon—board planning session

Tuesday—committee work/planning with committee chairs

Be sure to review committee charges prior to this session. These need to be updated to more accurately reflect desired goals and actions.

Liaisons are to get in contact with committee chairs to find out who will be attending. Please report to Addie by July 7, 2009. Addie will contact regional affiliate presidents to invite to the planning session. Committee chairs to attend on Tuesday but Monday night's stay will be covered by MEHA.

- E. Audit recommendation implementation--board
(see Attachment A for implementation notes)

Motion by John Texter and seconded by Bob Paulus for MEHA to retain records for minimum of 7 years then the shred the documents.

Discussion:

Nancy Atwood stated that policy adoptions/changes need to be updated in the manual.

This should be updated and reflected on the web or it is too difficult to track policies.

Gene Paez will follow up with Brian Cecil to send out the P&P manual as is.

Motion passed unanimously on a voice vote.

- F. Committee Chairs/charges, review for July meeting

VII. NEW BUSINESS

- A. 2009/2010 Budget

President Paez went through the proposed budget for fiscal year 2009/2010. Changes to the expenses suggested at the May board meeting were discussed. These numbers will be updated in the budget presented at the July planning session.

Balancing of budget tabled and will be worked on during the Finance Committee meeting. Revised budget to be presented to board at Planning session.

- B. Board liaisons, committee chair endorsements—Awards, licensure, AEC, ground water, waste water, etc.
See item D under unfinished business

VIII. COMMITTEE REPORTS

- 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
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
No report

IX. NEXT MEETING

The Executive Board will meet at the planning session Monday July 13 & 14, 2009 at the RAM Center at Higgin's Lake. The meeting will start at 10am on July 13, 2009.

Future 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 Bob Paulus and seconded by Lynne Madison to adjourn the Executive Board Meeting at 11:30am. Motion passed unanimously on a voice vote.

Respectfully submitted,



Adeline Hambley, REHS
MEHA Secretary
June 19, 2009

Attachment A

Audit committee Recommendations

Completed?			Recommendation	Action Taken
Yes	No	In Progress		
X			1. Specific person to oversee grant funding	Lynn Madison to oversee grant funds
X			2. Create policy for funds and investments	Voted on by board and approved
X			3. Create finance committee	Created committee (treas, pres, pres elect)
	X		4. Replace \$2930.22 to endowment fund	
		X	5. Insure MEHA records match with MALPH records	Working on creating system
X			6. Review and renegotiate MALPH contract	Contract negotiated---30% cost reduction
X			7. Create policy to address movement of funds by Treasurer	Policy approved to allow treas to move funds as needed for operations
	X		8. Conduct professional audit	
X			9. Separate grant expenses and revenues	completed--tracked separately
X			10. Create policy to trigger review of funds and investment	Voted on by board and approved
X			11. Bond specific board members	Board members bonded (treas, pres, secretary, pres elect)
		X	12. Establish better tracking for finances	
X			13. Create policy for reserve fund	Voted on by board and approved
X			14. Create policy for record retention	Records to be retained for 7 years
X			15. Create IRS report file	Treasurer completed this task