



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 July 13, 2009

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on July 13, 2009 at the Ralph A. MacMullan Center in Roscommon, Michigan. President Gene Paez called the meeting to order at 10:15 am.

Members Present: Gene Paez, Adeline Hambley, Scott Barr, Darren Bowling, Chris Klawuhn, Dana DeBruyn, Nancy Atwood, Tracy Nelson, Bob Paulus
(10:55am)

Members Teleconferencing: not available

Members Absent (excused): Lynne Madison, John Texter

Guests Present: Regina Young, Carolyn Hobbs-Kreiger, Holly Gholke, Kevin Halfmann
(10:33am), Jamice Landrum (10:33am)

Guests Teleconferencing: not available

II. ADDITIONS TO THE AGENDA

- V. President's Report
 - c. Update from MALEHA

Motion by Chris Klawuhn and seconded by Tracy Nelson to approve the agenda as amended. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

Approval of June 19, 2009 minutes

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

IV. TREASURER'S REPORT

- A. Approval of June 19, 2009 – July 10, 2009 Treasurer's Report

There was general discussion regarding current checking account balances and future expenditures. President Paez discussed a change to the balancing of the budget at fiscal year end to separate money from previous year from memberships collected for next year budget. After correction is made, there is a balance of approximately \$13,000 in the checking account. Bills are to be paid from actual balance of checking balance. Also, there is money to be paid back to the Endowment fund. After this and overhead expenses are paid, there is approximately \$8300 remaining in checking account.

John Texter, President Paez, and Carol Sauza met to create a plan to balance MALPH's numbers with MEHA's. Carol and John are to meet on a quarterly basis to make sure that books balance.

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

V. PRESIDENT'S REPORT

A. NEHA AEC

President Paez gave a brief report on the NEHA Annual Conference. MEHA successfully bid on registration for the 2010 conference. There were 12 Michigan representatives at the NEHA AEC. We were the only state to hold a caucus at the conference in which they interviewed the candidate for 2nd Vice President of NEHA. MEHA is hoping to bring the AEC to Michigan in 2013. There was general discussion about possible locations for this conference; Grand Rapids and Mackinaw Island were discussed as options.

B. Licensure Update

Gene Paez spoke with Adam London, regarding the current licensure initiative. Pat Donovan and Adam London will be in attendance later to report on Licensure. MALPH and MPHA both issued letters of support for licensure of sanitarians.

C. Updates

Gene Paez discussed the importance of staying connected with MALEHA activities. The biggest discussions currently on MALEHA listserv are ways to deal with budget deficits and accreditation. Latest news on accreditation was that it would move forward with possible reduction in MPR's and doing 'essentials' and not 'important's'.

Training Opportunities:

- *Grant funding for Great Lake Restoration Funding may be available for locals.
- *GIS for Public Health for free in Lansing on 7/22 and in Ann Arbor 8/19---
www.mipreparedness.org.

By October 1, 2009 MDA may be closing MDA regional offices.

MDA will have limited response to complaints in the 4th quarter of 2009 due to budgeting issues.

President Paez gave a brief overview of the presentations at the last MALEHA meeting. Included were Food Borne Investigations and odor issues/standards in Michigan. There was a motion made and supported for MALEHA to issue a letter of support for

banning of open burning.

VI. UNFINISHED BUSINESS

- A. MOWRA Update
Tabled until afternoon session
- B. Strategic, and fund balance draft policy—Gene
Tabled for later discussion
- C. CVENT Update
Not been contacted---general discussion regarding affiliate use for local conferences. This would allow for smaller scale testing of program prior to AEC.
- D. Strategic Planning, Higgins Lake July 13th -14th-Gene
- E. Audit recommendation implementation--board
See Attachment A for implementation notes

Discussion:
Nancy Atwood wondered if conference balances would be taken out of general ledger.
Gene Paez confirmed that this would be the case.
- F. Finalize 2009/10 budget
General discussion of the proposed budget (see Attachment B)

Motion by Bob Paulus and seconded by Tracy Nelson to approve the budget as proposed. Motion passed unanimously on a voice vote.

VII. ADJOURNMENT

Motion by Darren Bowling and seconded by Scott Barr to adjourn the Executive Board Meeting at 12:06pm. Motion passed unanimously on a voice vote.

Respectfully submitted,



Adeline Hambley, REHS
MEHA Secretary
July 13, 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

**Michigan Environmental
Health Association
Proposed Budget
Fiscal Year July 2009 -
June 2010**

	Expenses		Income
14.8% Indirect	1,531	Annual Corporate Sponsors	1,500
Awards & Scholarships	4,000	Board Refunds	0
Board Expenses	3,000	Conference Exhibitors	2,500
Conference Expenses	18,700	Conference Income	2,000
Miscellaneous	69	Conference Registrations	16,500
Donation Expenses	0	Conference Sponsors	4,000
Conference Refunds	300	Fundraisers	3,000
Fundraisers	1,500	Interest - checking	0
Endowment Committee	1,500	Membership Dues	18,500
Returned Checks (members)	100	Sale of Educational Materials	150
Management Fees	10,800	Shipping & Handling	40
Memberships	50	Membership Directory - sponsor	0
Conference Supplies - misc.	0	Reserve Fund	0
Misc. Business Expense	200	Misc.	10
Phone	400	Grant Proceeds	15,000
Postage/Mail	1,000	Freeze per Board	0
Printing/Reproduction	1,000	Training Funds	0
Refund - misc.	0		
Website	500		
Dues Refunds	0		
Taxes/ Accounting Fees	0		
Grant Expenses	15,000		
Insurance	0		
Annual Planning Session	2,500		
Committee Exp. (directory)	0		
CVENT	1,150		
	Total Expenses		Total Income
	63,300		63,300

Submitted for approval July 13,
2009. John F. Texter, Treasurer
Date approved by MEHA Board
of Directors

President's signature