



MEHA BOARD MEETING MINUTES

Monday, April 11th 2016

Joe Senser's

2350 Cleveland Ave,

Roseville, MN 55113

11:30AM - 3:00 PM

Call to Order

Quorum: 6 of 11.

President: Sadie Pulk

First Past President: James Topie

Second Past President: Kim Carlton

Member at Large: Greg Abel

Third Year Director: Sharon Smith

Vice President: Nicole Hedeem

President-Elect: Jeff Luedeman

First Year Director: Valerie Gamble

Secretary: Ryan Lee

Second Year Director: Kris Keller

Treasurer: Eric Freihammer

Introductions

Meeting called to order at 11:40 AM

Kim Carlton, Second Past President

Jessie Hennes, Technology Committee

Jeff Luedeman, President-elect

Kris Keller, Second Year Director

Dan Disrud, Membership Committee

Eric Freihammer, Treasurer

Greg Abel, Member at Large

Sadie Pulk, President

Caleb Johnson, Outreach Committee

Valerie Gamble First Year Director

Jessica Jutz, Conference Planning Committee

Sharon Smith, Third Year Director
James Topie, First Past President
Ryan Lee, Secretary

Agenda Approval

Greg A. moves to adopt the agenda, Jim T Seconds the motion to approve the agenda, the motion carries.

Secretary's Report

1. Election results Reported: See nominations committee report.
2. Annual Reports due April 13th 2016
3. Online Board Meeting Votes
 - a. The motion was made to subsidize the cost of the conference for attendees. (The \$60 proposed member rate is the same as last year but MEHA covered the cost of appetizers during Chef Amy Thielen's presentation.) The motion passed.
 - b. The motion was made to allow committee chairpersons to register for the conference at no cost. This could be up to 22 additional registrants for free. The motion did not pass.
 - c. The motion was made to have Kim Carlton represent MEHA in place of the President at the 2016 NEHA AEC. The motion passed.
4. Old meeting minutes. Sharon moves to adopt the minutes with some grammar and syntax adjustments, Ryan Seconds the motion, the motion carries

Treasurer's Report

Erik has created a graph of the organizations finances on a per year basis for review.
Reported on financial state of MEHA
The "spend down" has been having an effect on the budget.

Discussion on budgets, amount to budget, conference budgets.
Conference budgets discussed, how they can be predicted or accounted for accurately.

Discussion: Mentorship conference fees should be forgiven with a separate code for billing reasons. Task posed to tech Committee.

Discussion: Is there a minimum reserve cash funds threshold for the organization?
President proposed an ad-hoc committee for determining a cash reserve suggestion.
President Elect – suggested a yellow and red zone, and more balanced conferences trying to not make or lose money on the conference.

Discussion: current conferences have been operating at a loss, perhaps a membership fee increase could be discussed.

Kim moves to accept the treasurer's report, Nicole seconds the motion, and the motion carries to accept the treasurer's report.

President's Report

There are a lot of single task items that appear in the PnP. Some way to tell everyone when items are due would be useful.

Committee action sheets are on the google drive for review.

Sadie thanks to the board, and Jim and Kim for the smooth transitions and a wonderful time on the board.

President-Elect's Report

Jeff is looking forward to adding to the organization as president.

Committee Reports

Awards Committee

Respectfully submitted by Kim Carlton

Awards committee chair Kim Carlton met with a panel of volunteers on March 25 to review award nominations. The volunteers were: Greg Abel, Becky Albright, Jill Johnson, Kris Keller, and Patrick Kuisle. The nominees were all great this year; the panel had good discussion and this year's recipients were selected.

Award plaques have been ordered from Great Engravings and will be completed prior to the spring conference.

The perpetual plaques that hold names of the Environmental Health Professional of the Year are going to be returned to their maker for repair. The metal title plates have warped due to wood shrinkage. Additionally, we are exploring options for having the plastic photo holder – which is scratched – replaced with a permanent photo of Frank Staffenson. Options include metal engraving or color metal sublimation.

Conference Planning Committee

Respectfully Submitted by Jessica Jutz, Sharon Smith, and Tessa Whitemarsh

The Conference Planning Committee has been working on the spring conference. It will be held May 12-13 at Cragun's near Brainerd. We have a wide variety of speakers covering many interesting topics. Registration is open and there are currently 46 attendees registered. The latest draft of the agenda is attached.

The fall conference will be held October 6th in Duluth and the winter conference will be in January at the U of M's Continuing Education and Conference Center.

We hope to see you at Cragun's!

Discussed an additional campground clean-up in addition to the golf tournament. James Topie moves to cancel the clean-up activity, Jeff L seconds the motion, the motion carries, no activity in addition to the golf tournament is occurring this year.

Finance Committee

No report filled prior to the meeting.
Discussed with treasurer's report.

History Committee

Respectfully Submitted by Michelle Messer and Patrona Lee
An email was sent to the MEHA Board in December requesting information on who is storing historical items for our association to determine storage needs. The only responses received were from Bloomington and Ramsey County. The items Bloomington had are now at the Freeman building at MDH. We would like to schedule some time with the Board member to look through the boxes and decide what to save or scan for historical purposes and what to dispose of. We will pick up the materials Ramsey County has before the Board looks through them.

Petrona and I continue to brainstorm on how to proceed with the information we have been gathering regarding the history of the Environmental Health programs throughout the state.

Legislative Committee

Respectfully submitted by: Amy Zagar, Becky Albrecht, Bette Packer, James Topie, Jenni Lansing, Colleen Paulus*, John Weidner, Julia Selleys, Justo Garcia, Michael Greene, Mohamed Yusuf, Ryan McGlynn, Valerie Gamble*

*Committee Co-Chairs

Thanks to Michael Green and Jenni Lansing for putting together a chart of legislative bills that may be of interest to MEHA members. Becky Albrecht revised the sample letter that MEHA members can use as a model for writing to their legislator. The new sample letter and chart of legislative bills were sent to Ryan and will be posted on the MEHA website in the legislative committee section. Members of the committee are in the process of tracking and summarizing bills, with summaries to start coming out in the e-blasts.

Membership Committee

Respectfully Submitted by Karen Casale and Dan Disrud

After the most recent updates we have 386 members (378 when the March lapsed members are removed). Since the December board meeting we have had 30 new members (15 active 15 students and 1 junior member), however 32 members lapsed January through March (19 active, 2 retired 10 students and 1 sustaining member). Getting the membership to update their membership profile is a continuing problem. Fillable PDF membership applications are now available on the MEHA website in addition to online membership.

The list of members whose membership expired between January 1, 2015 and March 31, 2016 is attached. Please continue to make personal contacts with as many on the list as possible. We have had a good response to personal contacts and have generated several renewals of lapsed members.

Please continue to monitor the lists of members interested in committees or the board of directors. The lists are attached.

Communications Committee

Respectfully submitted by Lori Green

The spring issue of the MEHA newsletter was posted in March. The next issue will be posted in September 2016. Please submit any people news you may have-new employees, weddings, births, awards, etc...

Nominations Committee

Respectfully Submitted by James Topie

Ballots were electronically mailed on March 21 and 22, 2016 to all members in good standing as of February 28, 2016 in accordance with MEHA Policy and Procedures Manual, section 11.01.

The following candidates are running for these Board positions:

Member-at-Large (one year commitment)

- David Boberg
- Amy Zagar

First Year Director (three year commitment)

- Jesse Harmon
- Amy Saupe

Vice President (five year commitment)

- Caleb Johnson

Secretary (one year Commitment)

- Ryan Lee

The election will close on April 10, at 11:59 PM US/Central Time.

Ballots received on or before April 10, 2015 at 11:59 PM US/Central Time will be electronically counted.

The MEHA Secretary shall present the election results to the Board (for verification) at the April 11, 2016 MEHA Board of Directors meeting.

Outreach Committee

- Presented at meeting by Caleb
- Open arms at Saturday 21st 7:00, making food for public service
- Saturday 23rd, River Clean up join up along the Mississippi River, in juncture with the Minnesota Public Health Association.
- Networking / gathering for outreach purposes.
- Volunteering for the spring conference
- Fall Duluth Conference.

- Push to reach out to greater Minnesota.
- Revel of the new MEHA Swag: totes, pens, and possibly metal water hiking bottles for potential prizes.

Publicity & Marketing Committee

Respectfully Submitted by Jesse Harmon and Jeff Brown, co-chairs.

The Marketing & Publicity and Outreach Committees held a joint meeting on February 2nd.

MEHA representation at campuses and job/career fairs:

Feb. 5th- UW – Lacrosse

Feb. 19th – University of Minnesota Job and Internship Fair

Feb, 17th- UW – Eau Claire

These events were staffed by MEHA members that responded to the call from the Marketing and Publicity Committee for volunteers. The P & M Committee greatly appreciates these members' efforts and will continue to ask for volunteers from the membership to help broaden awareness about MEHA at similar events in the future. Thanks again to all the volunteers!

Open Arms volunteer event: April 21st: good turnout from membership with limited volunteer spots remaining.

Goals for 2016:

Continued participation in 3-5 career/internship fairs or events.

Create new brochure to hand out at events.

Create toolkit to make attending events simpler for MEHA representatives.

Update/clarify Publicity and Marketing Committee definition and goals.

Registration Committee

Respectfully submitted by Frank Sedzielarz

The Registration Committee has continued to conduct RS/REHS exam study sessions at the Fridley Community Center (FCC) in Fridley, MN. We conducted a session on March 8th, and have another one scheduled for April 12th. These are typically scheduled for Tuesdays, 12-3pm. On 3/19/16 I requested a check for \$100 to be sent to the FCC/Independent School District #14 (ISD 14), for use of the FCC meeting rooms for our sessions, for the period May, 2015 to April, 2016. I was informed by Eric Freihammer, Treasurer, that the check was mailed on 3/22/16.

Resolutions Committee

Respectfully submitted by Joan Peterson

The Policy and Procedures committee consisting of Joan Peterson, Nicole Hedeem, and Ryan Lee met on January 29. We reviewed the policies and procedures and submitted changes to the Board for review at the April meeting. Covered at February Meeting (Secretaries' Note)

Scholarship Committee

Respectfully Submitted by Caleb Johnson

Since the last board meeting in Feb 2016, the scholarship committee has taken the following actions:

-Organization and announcement of the MLO Golf tourney and Northstar Bags tourney and the Raffle for the MEHA Spring Conference at Cragun's.

Student Committee

Respectfully Submitted by Larua Suppes

The Student Committee hosted the second professional - student mentor program at the 2016 MEHA Winter Educational conference. The program expanded to include St. Catherine's University undergraduate public health students. Nineteen students and 17 professionals participated, compared to 12 students and 10 EH professionals in 2015 from 2 schools (UW - Eau Claire and University of Minnesota). Twelve students were from UW - Eau Claire, 5 from St. Catherine's University, and 2 from the University of Minnesota. Feedback from mentor program participants has been very positive, suggesting the mentor program is contributing to the development of students as EH pre-professionals and to intern recruitment for professionals.

Comments from 2015 professional participants:

"I enjoyed getting to meet an interested student that became a good intern for our department."

"It was 'fun' to meet students in the program and to see how they think, what their interests area, what they are studying"

"I think the mentor program was great, overall. Definitely a program that is beneficial to both students and mentors."

Comments from 2015 student participants:

"The mentor program was great. It opened the door to many opportunities for me and also opened up many contacts for networking and future internships for me. I would highly recommend it to anyone interested."

"The mentor program is great. I honestly believe that having this professional contact played a huge part in landing my internship and has opened up many more doors for communication with other professionals"

Student-professional pairs will continue to interact through email and job shadowing until the next winter conference. The Student Committee plans to continue the program next year.

At that same conference, there were 20 university students that presented on their EH posters (compared to 15 student presenters in 2015). Poster presenters were from the University of Minnesota (1), University of Wisconsin - Stout (1) and UW - Eau Claire (18).

Technology Committee

Respectfully submitted by Kim Carlton, and Jesse Hennes co Chairs

The committee has met a few times since the last board meeting, most recently on March 28.

The new website is currently under construction. The committee hopes for direction from the Board at the April meeting about when to switch it over from the exiting site.

The mehaonline.org and mehaonline.com domains have been renewed through April 2018.

At the time of this report, the Simply Voting ballot was still open. 139 of 369 (~38%) eligible voters had voted. The election will close at 11:59 pm April 10.

Analytics reports for the MEHA website are attached:

- March 2016

- February 2016
- March 2015-March 2016 comparison
- February 2015-February 2016 comparison
- 2015 overview

Do Committees want their own page?

Old Business

1. MEHA climate change representative at MPHA annual conference, May 25-26 at Continuing Education and Conference Center, University of Minnesota St. Paul campus

New Business

1. Results of Annual Election (done above)
2. Minneapolis Earth Day Cleanup: MPHA & MEHA Friends Saturday, April 23, 9:30 AM - 12:00 noon, at W River Pkwy & E 44th St, Minneapolis, MN 55406 (done above)
3. NEHA 2017 Region 4 Conference: Initial planning for potential dates and location
 - a. Jim: Minnesota Hosting in 2017 the region 4 conference. Tuesday – Thursday Afternoon.
 - b. Discussion of combining FDA seminar with NEHA region 4 conference.
 - c. Attendance is usually 200 to 300 people for FDA, Region 4 is about 100-150.
 - d. Some communities may provide a subsidy for conference style events.
 - e. Discussion of how to arrange conferences conducted.
 - f. TBD, board should look into this as able.
4. Electronic presentation of the votes: Discussion of how to review the votes discussed.
 New language drafted for the PnP for the review of the (done above)
 - “d. prior to the meeting the secretary and first past president shall review the certified election results.
 - e. the secretary shall present the certified election results to the board at the April meeting.”

Jim T moves to adopt the motion, Jeff L. seconds the motion, the motion carries.
5. Jim moves to move to the new web lay out as soon as possible, Sharon seconds the motion, the motion carries.

Announcements

Science Fair. Nicole reported on how the science fair judging went. (Include email blast on this if possible).

MEHA Scrolling banner is in Jessica’s car, and she is looking for someone to house it. Jessica is keeping the banner.

Sharon announces that this is her last board meeting in 27 years, and she is stepping into a regional roll for the national conference.

Kim is having her last board meeting as a board member in 9 years.

MEHA scholarship to NEHA, we have a single applicant for the NEHA convention.
This is to attend the San Antonio MEHA conference. Scholarship is approved.

Upcoming Meetings

After the MEHA Spring Conference on May 13th.

Next meeting a short meeting, will be conducted on May 13th after the annual meeting.

Adjourn

Jeff moves and Jim seconds the motion, the meeting was adjourned at 2:31PM