



**MEHA Board Meeting Agenda**

**February 14<sup>th</sup>, 2017**

2nd floor Haeg Conference Room  
1800 West Old Shakopee Rd City of Bloomington.

**Call to Order**

Meeting called to order at 11:36 AM.

**Quorum:** 6 of 11.

<b>President:</b>	Jeff Luedeman	<b>Present</b>
<b>First Past President:</b>	Sadie Pulk	<b>Present</b>
<b>Second Past President:</b>	James Topie	<b>Present</b>
<b>Vice President:</b>	Caleb Johnson	<b>Present</b>
<b>President-Elect:</b>	Nicole Hedeem	<b>Present</b>
<b>Member at Large:</b>	Amy Zagar	<b>Not Present</b>
<b>First Year Director:</b>	Jesse Harmon	<b>Present</b>
<b>Second Year Director:</b>	Valerie Gamble	<b>Not Present</b>
<b>Third Year Director:</b>	Kris Keller	<b>Present</b>
<b>Secretary:</b>	Ryan Lee	<b>Present</b>
<b>Treasurer:</b>	Eric Freihammer	<b>Present</b>

**Introductions – Non Board Members**

**Agenda Approval**

Caleb J. Moves to accept the agenda. Jeff L Seconds the motion to approve the agenda. The motion carries.

**Secretary’s Report**

1. Jim T. moves to approve the December Minutes. Caleb J. seconds the motion. The motion carries.

2. Electronic balloting will be used for this year.

## **Treasurer's Report**

-Redacted-

Discussed non-profit legal classification. 501 research requested.  
Jesse H. moves to approve the treasurer's report. Kris K. seconds the motion. The motion carries.

## **President's Report**

Jeff thanks those for helping organize the winter and upcoming fall conferences.

## **President-Elect's Report**

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## **Committee Reports**

### **Awards Committee**

Respectfully Submitted by: Jim Topie

Congratulations to these two award recipients presented at our 2017 Winter Conference:

Honorary Membership Award: Dr. Edward Ehlinger, Minnesota Department of Health Commissioner, in recognition of his dedication to the practice of environmental and public health.

Life Award: O. Peter Snyder, Jr., Ph.D., in recognition of his outstanding work advancing food safety. Dr. Snyder is a long time MEHA member joining in 1987.

From: Peter Snyder [mailto:pete@snyderhaccp.com]

Sent: Sunday, January 29, 2017 8:29 PM

Thank you for honoring me with the lifetime membership award to MEHA.

It was unexpected but appreciated. I did lots of communications with the environmentalists. This is a good way to show that my work with them was meaningful.

Thank you again for awarding me the plaque.

O. Peter Snyder, Jr., Ph.D.

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MEHA Seeking Award Nominations

MEHA's Awards Committee continues to seek nominations for our award categories:

Frank A. Staffenson Environmental Health Professional of the Year Award,

Emerging Professional Award,

Merit Award, and

"Other" Award. If a member or team of members has an idea of a unique and fun "Other" category, where an active EH professional or student MEHA member has made EH Awesome, here is your chance to nominate that person.

Listing of past award recipients is provided here. Nomination forms and details are on our MEHA website here.

Deadline is March 01, 2017. Awards will be made at our Spring Education Conference.

Questions? Contact Committee Chair Jim Topie REHS at james.topie@state.mn.us.

### **Conference Planning Committee**

Respectfully submitted by: Jessica Jutz, Michelle Messer & Tessa Whitemarsh

The Winter Conference was held on Thursday, January 26th and was a big success. You will find the evaluation comments and summary attached as well as a draft expense report for the conference. Our estimate is that we spent a net of \$440.12 on the conference but we have not received the final bill from the conference center.

The Spring Conference will be May 11th and 12th at Ruttger's Bay Lake Lodge in Deerwood, MN. We are contacting potential speakers at this point.

The Fall FDA Regional/NEHA Region 4 conference will be in Minneapolis September 19-21. We will be hosting EH professionals from 17 states so make sure to put it on your calendar. There is a large committee sharing the work of planning this conference. We are moving forward to make it a great event. Kim Carlton is the chairperson of that committee.

### **Communications Committee**

Respectfully Submitted by: Lori Green

Please submit any articles of interest, member news & updates (new job, wedding, new baby, etc..) and photos of any MEHA events to me by March 1, 2017 for the spring issue of the MEHA newsletter.

### **Finance Committee**

Respectfully Submitted by: Lisa Schreifels and Dan Disrud

The Finance Committee met on February 7. We reviewed the expenditures and income recorded for December 2016- January 2017. The Treasurer will present the final report to the board.

We also discussed the how the tax-exempt status of our organization impacts purchases in regard to sales tax. With few exceptions, all purchases should be sales tax exempt.

The upcoming NEHA Regional conference is presenting some concern in regard to account balances. We will be encouraging further dialogue among the Conference Committee members and the Treasurer/Finance Committee to establish what funds MEHA needs to have available. The financial roles of the cohosts (FDA, MEHA, etc.) will be further explored.

### **History Committee**

None-submitted

### **Legislative Committee**

Respectfully Submitted by Valerie Gamble

The MEHA legislative committee met on January 17th to discuss bill tracking and other activities for the 2017 session. Committee members are currently tracking bill introductions and movement of certain environmental health related bills during the 2017 legislative session. A list of EH related bills that have been introduced can be found on the MEHA website, and bill tracking updates will appear in the e-blasts.

The committee is also looking at options for a tour of the new state capitol building.

## **Membership Committee**

Respectfully Submitted by: Karen Casale

After the most recent updates we have 425 members (397 when the January lapsed members are removed). Since the December board meeting we have added 20 new members (7 active and 12 students and 1 honorary), however 83 members lapsed January through December (41 active, 3 retired 37 students, 1 junior member and 1 sustaining member). The process used for the student orientations and the U of M career fair went very well, we do need to resolve the process of student member renewals. We need to emphasize the students use their school email addresses for student verification.

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, 2016 and January 31, 2017 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

## **Nominations Committee**

Respectfully Submitted by Sadie Pulk

We will have these openings on the MEHA Board of Directors:

Secretary (one year commitment) – Ryan Lee,

Member-at-Large (one year commitment) – Hannah Davis, Jesse Hennes

First Year Director (three year commitment) – Nick Koreen– Jessica Jutz

Vice President (five year commitment) – Mike (Olmsted county)

Treasurer to be appointed at Spring Conference - Eric

The ballot for MEHA board elections is nicely filled.

The slate of candidates will be presented at the board meeting for approval on 2/14/17.

Jeff L. Moves to accept all of the nominations and to redact the names of those Sadie Wishes. Jesse Harmon to second the motion. The motion carries.

## **Outreach Committee**

Respectfully Submitted by: Amy Zagar

The MEHA Store closed on February 3, 2017. For all who ordered and opted for group shipping, items will be sent to Hennepin County office, located 1011 First Street South Suite 215, Hopkins MN. Caleb Johnson and I will coordinate pickup directly with those that ordered.

We plan to open the store again in during the Spring MEHA Conference as preparation for the FDA/NEHA Region 4 conference.

## **Publicity & Marketing Committee**

Respectfully Submitted by Jeff Brown

The Marketing & Publicity and Outreach Committees last met on November 16th, 2016. Those present at the meeting included: Kyle Johnsen, Jeff Brown, Amy Zagar, Caleb Johnson, Kris Keller and Jesse Harmon.

MEHA representation at upcoming events:

University of Minnesota Job and Internship Fair – February 24, 2017

University of Minnesota Environmental Internship & Career Fair – February 8, 2017

Committee is still seeking to plan a volunteer/networking event for 2017.

## **Registration Committee**

Respectfully submitted by: Frank Sedzielarz

Our Registration Committee continues to conduct RS/REHS study sessions at the Fridley Community Center in Fridley, MN.

We conducted one session in January, on 1/24, and covered Housing topics (part 1). We will conduct two sessions in February, on 2/14 and 2/28.

The 2/14 session will continue on Housing topics (part 2), and the 2/28 session will cover General Environmental Health. Note that there is a lot of material to cover in Housing, thus we scheduled it for two sessions.

## **Resolutions Committee**

Respectfully submitted by: Ryan Lee

There was a PnP review meeting with Joan Peterson, Ryan Lee, and Caleb Johnson for discussion in new business.

## **Scholarship Committee**

Respectfully submitted by: Jill DeBrito

Amy Saupe presented certificates to the recipients of the Mary Lauren Olson Scholarship and the Northstar Scholarship at the 2017 winter conference.

MLO

Deirdre R. Green is a doctoral student in the Occupational Injury Prevention and Research Training Program at the University of Minnesota School of Public Health. She has a master's degree in Industrial Hygiene from the University of Iowa, and became interested in studying workplace hazards while conducting field worker training during an internship with Monsanto.

Northstar

Nicole Skatrud is an Environmental Public Health major at the University of Wisconsin Eau Claire. She spent the summer of 2016 interning at Ramsey County Environmental Health, where she participated in pool inspections, temporary food event and vending machine inspections, and outbreak response. She participates in MEHA's mentor program, has a poster presentation at today's conference, and has made the rounds with job shadowing experiences at Washington County, the Minnesota Department of Health, and the City of Bloomington.

The committee is getting ready for the 2017 MEHA Spring Conference golf event, bean bag tournament and raffle (or possibly bingo). A conference call will be held soon to start planning the details of the events.

## Student Committee

Respectfully Submitted by: Larua Suppes

The Student Committee hosted the annual mentor program at the 2017 Winter Conference. Ten professional mentors and 10 student mentees participated compared to 32 professionals and students last year. Student-professional pairs will be contacted throughout the year to initiate conversation and job shadowing.

## Technology Committee

Respectfully Submitted by: Jesse Hennes

The Technology Committee met on February 7th to discuss website updates, conference pages, and electronic ballots for the upcoming board election. We are going to continue to update the website both visually and feature wise to enhance ease of access for the upcoming FDA seminar and NEHA fall conference.

During the past 3 months, the careers and conference web pages have continued to receive the most views.

With board approval, we would like to utilize Simply Voting again for the upcoming election.

## Old Business

1. Publicity and marketing budget increases by \$100. The additional \$100.00 is to be use to cover the registration fee at an Environmental Career Fair in St. Paul on February 8, 2017.
  - a. The motion carried via electronic voting on 12/23/16.

## New Business

1. NEHA AEC 2017
  - a. Nicole H. Moves to have James Topie with Sadie as the backup attend as a NEHA guide for Caleb J in Nicole H's absent at the upcoming meeting, Jeff L. Seconds the motion.
2. FDA/NEHA Silent auction credit card payment
  - a. Being looked into by treasure.
3. 2017 NEHA AEC Stipend / MEHA to NEHA AEC Policy revision.
  - a. Caleb Johnson moves to table the New Zealand Scholarship until August, James Topie seconds the motion. The motion carries.
  - b. Caleb Johnson moves that the MEHA to NEHA stipend not be done this year (2017) according to 13.3 due to budget reasons and to evaluate the marketing of the opportunity. Jeff L. Seconds the motion. The Motion carries.
  - c. Jeff L Moves that support for region/ MEHA stipend by tabled. Until other agenda items are discussed.
  - d. Un-tabled for discussion
    - i. The board supports paying for up to 4 MEHA registration fees for the Fall conference the . 3<sup>rd</sup> year director will manager setting up the stipend application

4. Discontinue the MEHA store order subsidy program
  - a. James Topie moves to discontinue the MEHA store subsidy from the outreach program Caleb J. Seconds the motion. The motion was withdrawn by James Topie.
5. NEHA Involvement Uncover EH Monthly Update
  - a. To be sent out in an E-Blast
6. NZIEH Correspondence
  - a. Correspondence with New Zealand Institute of EH was shared with the board.
7. Vice President's Annual Report to the Board on P&P/Bylaw Revisions
  - a. Presented proposed changes / edits to the P and P.
  - b. Kris Keller moves that the PNP update be accepted as submitted except for edits made during discussion. Jesse Harmon seconds the motion. The motion carries.
8. Other NEHA /FDA meeting needs
  - a. None needed.

## **Announcements**

### **Upcoming Meetings**

April 4<sup>th</sup> 2017, President's Luncheon TBD

## **Adjourn**

Meeting Adjourned: 3:05 PM Caleb J. moved to adjourn the meeting. Jesse H. seconds the motion. The motion carries.