



MEHA BOARD MEETING MINUTES

June 10, 2014

St. Paul-Ramsey County Dept. of Public Health, Conference Room

Call to Order: Quorum: 6 of 11.

First Past President: Kim Carlton

Second Past President: Dan Disrud

Member at Large: Valerie Gamble

First Year Director: Kris Keller

Vice President: Jeff Luedeman

President Elect: Sadie Pulk

Second Year Director: Sharon Smith

President: Jim Topie

Third Year Director: William Toscano

Treasurer: John Tracy

Secretary: George Wahl

The meeting was called to order by President Jim Topie at 11:32 a.m. The following Board members were present: President Jim Topie, Sadie Pulk, Jeff Luedeman, Kim Carlton, Dan Disrud and Kris Keller. The following members were present: Karen Casale, Caleb Johnson, Jessie Hennes, and Jessica Jutz. Board member Valerie Gamble attended a portion of the meeting. Members Kyle Johnsen and Laura Suppes attended a portion of the meeting. Sarah Hogan attended a portion of the meeting through Facetime.

Introductions

Jim Topie – Board, MDH Duluth office

Sadie Pulk – Board, City of Minneapolis

Karen Casale – Membership Chair, retired/independent consultant

Dan Disrud – Board, MDH

Kris Keller – Board, Washington County

Caleb Johnson – Scholarship Committee

Kim Carlton – Board, MDH

Laura Suppes – Student Chair, University of Wisconsin Eau Claire

Jesse Hennes – Technology Co-Chair, MDH

Jeff Luedeman – Board, City of Bloomington

Jessica Jutz – Conference Co-Chair, City of Bloomington

Valerie Gamble – Board, MDA

Kyle Johnsen – Publicity and Marketing Chair, MDH non-community drinking water

Sarah Hogan – Outreach Committee

Agenda Approval

Add: Food Code Advisory – under old

Add: Deferred appointment of committee chairs & liaison - new

Add: LPHA & MDH Environmental Health Continuous Improvement Board – new

M/S/P Carlton/ Luedeman to approve meeting agenda with above additions.

Secretary's Report

M/S/P Disrud/Keller to approve May 2014 meeting minutes with the addition of “updates were made to the inventory list” under New Business Inventory Changes. Jeff to get a copy of inventory changes from George.

Treasurer's Report

John Tracy could not be in attendance. No report.

President's Report

Thank you to Board and membership for being involved – good team. Working on the “welcome to MEHA” letters. There have been a lot of students. Several people have passed the RS exam. Fifteen/sixteen took the exam. The pass rate was great. Some attended the MEHA exam prep meetings. Colleague provided good feedback after receiving the letter. Some people did not pass and they hadn't been involved in exam prep. Twelve passed. Laura Suppes suggested Chris Gable or Kristen Pierce at UW Eau Claire get info about study session.

George and Jim having been going over secretary tasks.

Weekly e-blast going out. Aiming at three primary points so there aren't too many points. Important dates coming up – Colleen's retirement, Aug. RS registration, MEHA fall conference. Will included community Health conference. Reminder of newsletter submittal.

NEHA – Sharon, Sadie, and Jim are attending. Jody Burke is attending from stipend award. Discussed where stipend money comes from - has its own line item, MEHA to NEHA. 2 people from Olmstead County are also attending.

Sadie and Jim to discuss strategic direction further.

Committee Reports

Awards – Dan Disrud submitted rewards committee report to Board listserv and discussed.

Conference Planning – Jessica Jutz submitted report to Board listserv and discussed. May Spring Conference brought positive feedback. 106 people attended. Down from last 2 years but up from 3 years ago. Members appreciated day package. 2 speakers lined up for fall conference. Jessica can send Jim some info about the speakers to include in e-blast.

Finance – No report.

History – No report. Liaison for history committee to be determined. Website is somewhat behind. Discussed changing website from 50th anniversary. Change wording to include “since 19xx” instead of 5xth anniversary. Let tech committee know if there are other changes.

Legislative – Bette Packer submitted legislative committee report to Board listserv.

Membership – Karen Casale submitted report to Board listserv and discussed. 364 members. 15 new members. 26 lapsed members. Some shouldn't be. If you can reach out to your coworkers that is helpful. The first page of lapsed members are actually active members. Karen occasionally sends reminders. Reaching out to new sanitarians has been successful. When membership expires there is an auto wild apricot email. Sometimes people change jobs so they miss the renewal. There has been a push to keep MEHA profiles up-to-date. We don't get the same volume of info when it is online versus on paper. Laura suggested sending a letter to new graduates - Congrats on graduating. Here is an opportunity. Discussed when people convert from student to active.

Newsletter – Lori Green submitted report to Board listserv.

Nominations - No activity since last Board meeting. If you have ideas for people for new Board members, let Kim know.

Outreach – Kyle Johnsen provided update. No new activity. Shirt sales – about 17 sold in first set. Shipping is longer because they try to get a group order before doing shirts. Order period closed now. It will be opened again – maybe at next conference or just before. Good quality, fit, color selection. Jesse has t-shirts. They will be sold by outreach also. Maybe they could be used for volunteer event or team jerseys.

Laura mentioned an intro course at UW Eau Claire. People could come speak and provide lectures. MDH, MDA, state level, others. About 50 students in the program.

Publicity & Marketing – Jesse Harmon sent Board listserv report. Kris Keller, liaison, spoke. Committee interested in going to colleges to discuss environmental health. Met w/ outreach group. This has made sense. Going to work on member event/activity such as volunteering. Items put together but not decided – feed my starving children, volunteering, sport team, etc. If you have ideas send to the committee. Trying to get members outside of professional group.

Registration – Chris Forslund sent report to Board listserv. Jim spoke. RS exam at NEHA level is changing. The study guide is supposed to be out but they seem to be writing as they go. Currently using old materials. They are changing the score on what is considered passing. It is a number instead of a percent. Committee thanks the MEHA Board for recognition at MEHA spring conference.

Resolutions – No report

Scholarship – Caleb Johnson sent report to Board listserv. Group discussed. Golf tournament was cancelled but bean bag tourney was a good alternative. Some prizes were not awarded because of turnout. Do not need to request for new budget. Discussed a bean bag toss competition in the evening in addition to the golf tourney at future events. Other game ideas accepted.

Student – Laura Suppes sent report to Board listserv and discussed. Will meet soon with Co-Chair Craig Hedberg. Interested in organizing a student/professional mentor group. Looking at a luncheon with a mentor from the field. Getting a dialogue going between students, MEHA and professionals. Jessica Jutz and Laura to plan. Poster session at Winter MEHA was great. Idea to have students introduce presenters at conferences. Idea to feature students in the newsletter. Laura to work with Lori Green. An “Intern Corner” section for the summer might be appropriate. Ideas to Laura and Craig.

Alumni event had about 50 people in attendance. Went well. Some alumni spoke. Some students attended and presented posters. Good reviews and hope to do every two years or so. Met a lot of people not in government. Reminder of the need to get people outside of government engaged in MEHA. Laura is setting up a LinkedIn page for UW Eau Claire students. Wondering if students have access to Food Sheild.

Technology – Kim Carlton sent report to Board listserv and discussed. Up-to-date on all subscriptions. Hours of service are part of contract so if you see updates let Kim know so we use them. Jesse get up-to-date on happenings. Technology – membership – treasurer joint committee. Wild apricot email before dues paid. Some things to figure out. Online board voting research. Protocol for email votes would be good for proceedings. Kim to work on that. Some wild apricot updates but not really noticeable to Kim or Karen.

President-Elect's Report – Getting familiar with all processes. Registered for NEHA.

Old Business

MEHA and the Built Environment article – Article sent to Board listserv and passed at meeting. Request to send to our membership. Informative. Discussed putting in September newsletter or sending out now. Discussed guidelines for what is sent to membership. No formal guidelines, but try to avoid pitching product. Jim to include article in next weekly update.

Food Code Advisory – Survey passed out. Generally shared what MEHA membership said. Request for survey from MDH and MDA. Jeff shared with request of MDH/MDA not share with anyone else after Board approval via email.

Jeff requested to provide input on changes of draft language to changes of MN food code on behalf of MEHA. Provided copy of suggested changes. Wording to be changed to clarify “single family” intent and designation.

M/S/P Keller/Disrud to provide draft language recommendations to Food Code Advisory.

New Business

2014 – 2015 Budget requests and adoption – Discussed and reviewed.

M/S/P Disrud/Carlton to adopt budget.

2015 Spring Conference location proposals; keynote address possibilities – Sharon Smith sent proposals to Board Listserv. Jessica discussed. Breezy Point most expensive. Sugar Lake least expensive but far north. Craguns & Arrowwood are close. Arrowwood had good feedback but is a week later. Like the idea of sticking with one place for two years.

M/S/P Pulk/Carlton to set spring conference May 13th-15th at Arrowwood.

Advertise a simplified way to register. Discussed Board subsidy again. Could adjust rate instead of do return. Simpler to keep conference rate at \$45. Meals and lodging is varied when paid by employer. There may be a need to slowly raise conference prices.

2016 Spring Conference: Thoughts about combined conference with other EH professional conference – Five years ago this happened. Some issues with RS credits. Some benefits and drawbacks of combined conference. It could bring other groups together who fit environmental health but don't currently have a reason to join. Jessica will look into options. The MDH fall conference might create some movement for more environmental health within public health.

Waiving of conference registration fees – possibility to include ALL committee chairs and if so, how attendance may be accounted for

Current text from 2014 P&P Manual: “22.0 Conference Planning Committee; 22.12 The MEHA President, Committee chairs, and presenters listed on conference agendas will not be required to pay conference registration fees. Payment of expenses for speakers shall be negotiated by the committee out of the committee budget.”

Discussed opening it up to other committee members. Incentive to be committee chairs. Value for employers too. This is registration only. You are on committee business – soliciting members. Could have committee meeting as part of the spring agenda. Introduce committee chairs at meeting. Separate from Friday morning meeting because of reduced turnout. Annual meeting time could be changed. An automatic transition so there isn't time to leave could help. Discussed Board member involved but unable to have employer pay and Board members could have this waived. Will hold on Board members.

M/S/P Luedeman/Carlton to modify the policy & procedure manual by addition of 20.10 to allow committee chairs to not be required to pay conference registration fees. 22.12 will be revised to move MEHA President and Committee chairs from this section to 20.10.

Discussed how to account for this. It will come out of the committee budget. Discussed this eventually be a financial strain.

M/S/P Luedeman/Carlton to amend above to include the addition of “Subject to the availability of funds”.

2014 Spring Conference MEHA member discount billing as group package – Employer's accounting system – No discussion.

Committee Chairs Appoint liaisons – List isn't updated. Will update and revisit. Kris is ok with being liaison to Outreach and Marketing since they have been doing some work together.

Environmental Health Continuous Improvement Board – LPHA & MDH have an ongoing group to form a partnership. Visioning at this point. MEHA has been identified as a stakeholder group. Really focusing on state/local partnership. It initially really looking at the FLP delegation agreement/evaluation process but has gone to focus on building a partnership. Twelve group members. Really focused on FLP. Good for MEHA to be aware.

Announcements

Change of Board meeting location on Oct 14 – Confirmed for Como Park Lakeside Pavilion, Black Bear Crossings: Michael Donald Glass Community Room

Mail – One late vote. Mail for Jim to open or forward.

Orientation Binder – Binder for Dan to pass to George. Copies needed for Sadie and Valerie.

M/S/P Luedeman/Disrud to adjourn at 2:52pm.