

**MEHA BOARD MEETING MINUTES**  
October 14, 2014  
Como Park Lakeside Pavilion  
Michael Douglas Glass Community Room  
1360 North Lexington Parkway, St. Paul, MN. 55103

Call to Order: Quorum: 6 of 11.

First Past President: Kim Carlton

Second Year Director: Sharon Smith

Second Past President: Dan Disrud

President: Jim Topie

Member at Large: Valerie Gamble

Third Year Director: William Toscano

First Year Director: Kris Keller

Treasurer: John Tracy

Vice President: Jeff Luedeman

Secretary: George Wahl

President Elect: Sadie Pulk

The meeting was called to order by President Jim Topie at 11:35 a.m. The following Board members were present: Jim Topie, Jeff Luedeman, Kim Carlton, John Tracy, George Wahl, Sharon Smith, Kris Keller and Valerie Gamble. The following members were present: Nicole Koktavy and Karen Casale.

### **Introductions**

Jim Topie – Board, MDH Duluth office

Kim Carlton – Board, MDH

Jeff Luedeman – Board, City of Bloomington

George Wahl – Board, MDH

John Tracy – Board, Stearns County

Sharon Smith – Board, MDH Fergus Falls office

Kris Keller – Board, Washington County

Valerie Gamble – Board, MDA

Nicole Koktavy – MDH, Scholarship Committee

Karen Casale – Membership Chair, retired/independent consultant

### **Agenda Approval**

**M/S/P Smith/Luedeman to approve meeting agenda as submitted.**

### **Secretary's Report**

**M/S/P Luedeman/Smith to approve August 2014 meeting minutes as submitted.**

**M/S/P Luedeman/Smith to re-open minutes for discussion.**

Discussion concerned two items in the minutes where the individuals who voted in opposition to the items were named. After discussion, it was agreed that the minutes would be revised and instead of the identity of those opposed being identified, the minutes would reflect the dissenting opinion. Kim Carlton agreed to amend the August 2014 meeting minutes.

**M/S/P Luedeman/Smith to approved minutes as amended.**

## **Treasurer's Report**

John Tracy provided the treasurers report for October 2014. The report showed the activity since the August 2014 report.

Activity for the period between August and October 2014 reflected a net decrease in MEHA funds. Income for the period was from membership dues, fall conference fees and interest earned on CDs. Expenses were for Rambow Brand shirts (Outreach), Marketing and Publicity, MEHA and NEHA expenses, travel for president-elect to attend NEHA conference and Mary Lauren Olson Memorial contribution.

## **M/S/P Carlton/Keller to approved the October 2014 Treasurer's report as submitted.**

John Tracy reported that taxes were recently filed electronically. He also reported that he is training Eric Freihammer to be able to take over responsibilities of MEHA treasurer in 2015.

## **President's Report**

Jim Topie reviewed items relative to MEHA that are included in the September 2014 NEHA Journal of Environmental Health. MEHA or our MEHA members were listed at 10 different locations within that journal issue (i.e., MEHA AEC silent auction donation, photos of MEHA attendees at AEC , fall conference announcement, MEHA members that are Technical Advisors, MEHA members supporting the NEHA Endowment Foundation. Topie stated that it demonstrates as an affiliate how much we do in regards of EH and are leaders regarding this.

## **Committee Reports**

**Awards** – Dan Disrud submitted rewards committee report to Board listserv. Report reviewed by Jim Topie. Chris Forslund was presented the National Environmental Association Certificate of Merit at the falls MEHA conference held at the Prairie Woods Environmental Learning Center in Spicer on October 2, 2014. A request to be made for discussion will be presented at the December Board meeting regarding MEHA Life Membership award.

**Conference Planning** – Laura Schmidt submitted report to Board listserv. Report reviewed by Jim Topie. There has been a lot of positive feedback regarding the fall conference held on October 2, 2014. 81 people attended. Feedback comments were very positive with regard to the variety of topics, the presenters and the beautiful location of the conference.

Conference registration fees for our MEHA winter conference were discussed, and no action was taken

**Finance** – No report.

**History** – No report.

**Legislative** – No report.

**Membership** – Karen Casale submitted report to Board listserv and discussed.

Karen Casale reported that there are 388 members, one more than the 387 indicated on the recently submitted report. Since the August board meeting there are 40 new members however 29 memberships have lapsed. Getting members to update their membership profile is a continuing problem. Membership list does not go on the MEHA web site.

A list of members whose membership expired between 1/1/13 and 9/30/14 was submitted. It is requested that the board continue to make personal contacts with as many on the lapsed list as possible. There has been a good response to personal contacts and has resulted in renewals of several lapsed memberships.

Jim and Sadie continue to discuss how to address lapsed memberships. They will develop an email to send to members whose membership has lapsed since January 1, 2014, in an attempt to encourage them to renew their membership.

**Newsletter** – Jim Topie reported that the latest newsletter will be coming out within the next day or two.

**Nominations** - No report.

**Outreach** – No report.

**Publicity & Marketing** – Jesse Harmon sent Board listserv report. Report reviewed by Jim Topie. Jeff Brown and Jesse attended the Gustavus Career Possible Event on September 30, 2014. Student turnout was not as good as expected. One student application submitted for MEHA membership, additional applications given out. A list of internships was provided to interested students. If other agencies have internship opportunities and would like them to be included on our list, please email to Jesse Harmon or Jeff Brown.

Committee will attend an Internship Fair at Gustavus in March, 2015 and will determine which event is more suitable for MEHA to attend. Committee will be purchasing pens to handout at future events.

**Registration** – Frank Sedzialrz sent report to Board listserv. Registration committee is continuing to conduct RS/REHS training sessions twice each month.

**Resolutions** – No report.

**Scholarship** – Nicole Koltavy sent report to Board listserv and discussed. Scholarship Committee attended the U of M School of Public Health, Environmental Health, orientation the end of August and recruited 33 new student members. The Mary Lauren Olson Scholarship application announcement has been sent out to University of Minnesota, Environmental Health Students. The award is \$1500. The Northstar Scholarship application announcement has been sent out to NEHA, The Association of Environmental Health Academic Programs (AEHAP), UWEC, U of M, and WEHA. The award is \$1000. Applications for both scholarships are due December 1. Recipients will be selected before the winter conference.

**Student** – Laura Suppes sent report to Board listserv. Report reviewed by Jim Topie. Student Committee is working with the Conference planning Committee to organize a professional-student mentorship program at the winter conference. Committee is looking for volunteers to serve in a new mentorship program connecting environmental health students with working professionals. Mentors will commit to a year of contact with their student, responding to questions about work in environmental and public health, career options and opportunities, education paths, etc. Pairing of mentors and mentees will occur during lunch at the 2015 MEHA winter conference. Anyone interested in becoming a mentor must attend the winter conference. Mentees will shadow their mentors after lunch to meet and network with other working professionals.

**Technology** – Kim Carlton sent report to Board listserv and discussed. Since the August board meeting, committee began writing draft language for a bylaw change, to reflect that elections may occur via electronic balloting for future MEHA elections. Language will be presented at the December board meeting. Also began updating the Technology committee procedures to reflect the most current information. Technology procedures include MEHA's web vendors, passwords, login credentials, etc.

Kim Carlton reported that she is continuing to train Jesse Hennes regarding technology issues associated with maintain and updating the MEHA web site. Jim Topie was asked to include in e-blast, a request for photos, to post on the MEHA website, of members in actual work situations.

**President-Elect's Report** – No report.

## **Old Business**

### **Update Committee chairs/co-chairs.**

The list of 2014-2014 MEHA committee chairs was reviewed and several updates were identified. George Wahl will update the list to reflect current committee chairs and their contact information.

Jim Topie reported that Bette Packer is willing to serve as chair of the Legislative committee but wants someone else to assist. Karen Casale reviewed list of members who have expressed interesting in serving on committee. Jim Topie will attempt to find someone willing to assist with Legislative committee.

### **Designation of Board members as committee chair liaisons.**

The list of 2014-2014 MEHA committee chair liaisons was reviewed and updates were identified. One organizational liaison is no longer in existence and two new liaisons were identified to be added to the list. George Wahl will update the list to reflect current liaisons to all committees and the current organizational liaisons.

### **MEHA Board duty schedule.**

The 2014-2015 MEHA Board duty schedule was reviewed. The only update is to change one of the duties of the Treasurer to read Submit Form 999N (e postcard) instead of the current reading which is Submit Form 990 EZ. George Wahl will update the board duty list.

## **Tom Hogan's response regarding MEHA & the Environmental Health Continuous Improvement Board (EHCIB).**

Jim Topie shared the following response from Tom Hogan regarding MEHA and EHCIB.

On behalf of the EHCIB, thank you and MEHA's board for disseminating information to keep your membership informed. It is exciting to hear about the activities MEHA is involved in and is planning. As the EHCIB continues to work through issues and develop work plans we will keep you informed and we will request engagement as necessary. Thanks and keep up the great work of promoting EH. Tom

### **Policies and Procedures wording regarding conference committee co-chairs.**

From the MEHA Policies and Procedures, it is unclear that conference committee co-chairs are gratis at MEHA conferences (per 22.12). It states that committee chairs are gratis.

After discussing, it was agreed that all co-chairs are considered chairs, thus no change to policy and procedures manual is required.

### **New Business**

#### **2017 FDA Regional Joint conference**

Jim Topie, Kim Carlton and Angie Cyr attended the FDA standardization training. Discussions were held relative to MEHA hosting the 2017 FDA Regional Joint Conference including conference registration. Discussed MEHA potential roll with this. Also discussed combining this with MEHA hosting NEHA Region 4 Conference. More details will be obtained. No necessary action at this time.

#### **Change to Policies and Procedures**

Change to policy and procedures to reflect electronic submittal to IRS. Change 23.06 to read: The Treasurer shall submit annually Form 990N (e-postcard) to the internal Revenue Service (IRS) before the October 15<sup>th</sup> deadline.

**M/S/P Tracy/Luedeman to approve change.**

#### **Vacancy on MPCA Subsurface Sewage Treatment (SSTS) Advisory Committee for a MEHA representative.**

The MPCA SSTS Advisory Committee has a vacancy for a MEHA representative. The committee meets quarterly and has begun holding some of their meetings via WebEx. The committee's primary responsibility is to review and advise the MPCA on SSTS rules, education, technical issues, local program implementation, product registration and other activities within Minnesota's SSTS Program. The next meeting of the committee is December 11<sup>th</sup>, 2014.

M/S/P Carlton/Gamble to approve having a MEHA representative on the MPCA SSTS committee.

Jim Topie will email MEHA membership to identify individual(s) interested in serving on the committee. MEHA will then nominate someone to represent MEHA on the committee. Representation on the committee will be at the approval of the SSTS Advisory committee.

### **MEHA Student Committee**

Jessica Jutz and others on the conference planning and student committee are planning a professional-student mentorship program for winter MEHA. The Student Committee has a \$500 budget that they would like to tap into for this event. Committee is proposing that participating students attend the conference for free. Lunch will be \$25 and it is anticipated 10 students, totaling a \$250 deduction from the budget. This was discussed, and no action was taken.

### **Announcements**

None

### **Upcoming Meetings**

Next Board meeting is December 9, 2014

### **Adjourn**

M/S/P Carlton/Luedeman to adjourn at 2:09 pm.