

# MEHA BOARD MEETING MINUTES

February 10, 2015

Ramsey County Office Building

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

2785 White Bear Avenue, Maplewood, MN. 55109-1320

## 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 11:38 a.m. The following Board members were present: Jim Topie, Sadie Pulk, George Wahl, Kim Carlton, Dan Disrud and Valerie Gamble. The following members were present: Nicole Koktavy, Lori Green and Petrona Lee.

## Introductions

Jim Topie – Board, MDH Duluth office

Kim Carlton – Board, MDH

George Wahl – Board, MDH

Dan Disrud – Board, MDH

Sadie Pulk – Board, Target Corp.

Nicole Koktavy – MDH, Scholarship Committee

Lori Green – Ramsey County

Valerie Gamble – Board, MDA

Petrona Lee – University of Minnesota

## Agenda Approval

**M/S/P Disrud/Gamble to approve the meeting agenda as submitted.**

## Secretary's Report

Amend December 2014 meeting minutes as follows: Change Parker to Packer, first line on page 7.

**M/S/P Carlton/Koktavy to approve December 2014 meeting minutes as amended.**

## Treasurer's Report

John Tracy provided the treasurer's report for February 2015. The bill for the Winter Conference and a PayPal transfer of money (\$7000) did not go thru until after February 1st. That means we currently have about \$7000 more in checking than the report shows. The CD due 4/22 will need to be renewed and the interest put into checking. It is the Caldwell CD and the bylaws require the spending of the interest on members. Also, Policies and Procedures 23.06 should read: October 15th deadline instead of January 31<sup>st</sup> deadline.

Amended Treasurer's report as follows:

Page 1, change Mary Lauren Olson Memorial award to Northstar Scholarship award.

Page 3, Change \$1,000.00 to \$0 in the REMAINDER column for the MEHA SCHOLARSHIPS line entry.

## **M/S/P Disrud/Carlton to approve the February 2015 Treasurer's report as amended.**

### **President's Report**

James Topie thanked the Board and members for the great winter conference. We continue to build our membership and committee involvement. Attendees agreed. Kim mentioned we will need to up our web access participation number to the next level. We top out at this level at 500. That includes active and inactive member listing. Dan agreed that 3 years ago, we were hoping to reach 350. Active membership is now 422.

James attended the Environmental Health Continuous Improvement Board on January 28, 2015. This was to further communication efforts. Jim invited the EHCIB to hold their May meeting in Alexandria on May 13 as a separate meeting, but in conjunction with the MEHA Spring conference. They will look into it.

### **Committee Reports**

**Awards** – Dan Disrud submitted rewards committee report to Board listserv. Dan Disrud discussed. The due date for Awards nominations as noted on the MEHA website is March 1, 2015. As of February 9, 2015, three nominations for awards have been received. All MEHA members can nominate individuals for awards and are encouraged to do so.

**Conference Planning** – Jessica Jutz submitted report to Board listserv. James Topie discussed. The Winter Educational Conference was held on Thursday, January 29<sup>th</sup> in St. Paul and we had an excellent turnout- 200 attendees. We received a great deal of positive feedback regarding the presentations, the student poster session and the networking opportunities.

The Spring Educational Conference will be May 13-15 at the Arrowwood Conference Center in Alexandria, MN. At the board's direction, we have made a request to the membership and other organizations for presentation proposals. Proposals are due February 11<sup>th</sup>. So far we have received seven proposals in a wide variety of topics all from the city of Minneapolis. If you or someone you know would like to present, please fill out the form on the website and submit it to Jessica Jutz.

We are also seeking suggestions for speaker gift ideas. For the past few years we have given out mugs with our logo on them filled with candy. If you have other ideas for speaker gifts, please send them to members of the conference planning committee.

**Finance** – Lisa Schreifels submitted report to Board listserv. James Topie discussed. The finance committee met and reviewed the last financial statement. The upcoming renewal of the scholarship fund CD was discussed. A special rate of 1.5% for 59 months was found which will be recommended to the board.

**History** – No written report submitted. Petrona Lee indicated that the committee intends to meet in the near future to discuss how the committee can more easily identify, collect and inventory MEHA items of historical significance.

**Legislative** – Bette Packer submitted report to Board listserv. James Topie discussed. Colleen Paulus has agreed to be co-chair of the Legislative Committee. Her experience and expertise is greatly appreciated.

There are several bills in development at the legislature this year. Colleen provided a website for tracking bills that Jim handed out at the Winter Conference, and it was also included in a newsletter. Becky Albrecht has volunteered to track one or two bills, and Colleen and I will be doing the same. Colleen is preparing a letter to send to each MEHA member who indicated an interest in the committee when they renewed their membership. An email was sent out to these individuals in early January.

A bill being proposed requires paid sick leave for all employees who work 30 or more hours a week. This will impact the restaurant industry in particular and has significant public health impact. It was decided that MEHA should track this bill and write a paper with EH public health background as talking points.

**Membership** – Karen Casale submitted report to Board listserv. James Topie discussed. After the most recent updates we have 422 members. Since the December board meeting we have had 27 (15 active, 12 students) new members, however 32 memberships are lapsed. Getting members to update their membership profile is a continuing problem.

A list of members whose membership expired between January 1, 2013 and January 31, 2015 was included with the report. 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 memberships. After the most recent updates we have 422 members. Since the December board meeting we have had 27 (15 active 12 students) new members, however 32 members are lapsed. Getting the membership to update their membership profile is a continuing problem.

**Newsletter** – Lori Green reported she is working on the March 2015 newsletter. Please submit any articles, pictures, items of interest and people news to her as soon as possible.

Lori Green picks up the mail at the P.O. Box in Anoka but will need someone else to pick up the election ballots as they come in. Dan Disrud agreed to pick up mail from the mailbox in Anoka and was given the mailbox keys.

**Nominations** – Kim Carlton submitted report. Kim Carlton discussed. A list of candidates for the 2015 Board elections was submitted. The list of nominations was submitted to the Board for review and approval under New Business for this Board meeting.

**Outreach** – No report.

**Publicity & Marketing** – Jeff Brown sent report to Board listserv. James Topie discussed. The Publicity & Marketing Committee will be attending Gustavus Adolphus College Internship Fair on March 11, 2015. Committee efforts for 2015 also include finding additional volunteer events for MEHA membership, similar to the Feed My Starving Children event in 2014. Also, working with the Technology Committee to develop an online Resource Contact List, so members can volunteer to be points of contact for members in search of guidance on various topics. Publicity & Marketing will hold a joint meeting with the Outreach Committee in February or March, 2015.

**Registration** – Frank Sedzielarz sent report to Board listserv. James Topie discussed. RS/REHS Study Sessions are ongoing. Last month's session was well attended with 14 participants. Two sessions a month are planned as we approach the April 24th test date. The current Winter-Spring sessions are being conducted at the Hennepin County Environmental Health office, located at the Wells Fargo Bank Building in downtown Hopkins. (1011 First Street South, Suite 215 Hopkins, Minnesota 55343). This is being done for the convenience of the participants, most of who work or live in the area. A pool training class to prepare for the exam will be done by Joe Hibberd, RS, on Tuesday, 4/14/15, from noon-3pm, at the St. Paul - Ramsey County Environmental Health Section Office, Hazelwood Professional Center, 2785 White Bear Ave., Suite 350 in Maplewood, MN.

Study session leaders continue to be Doug Edson, Chris Forslund, and Frank Sedzielarz. One of last year's study session "graduates", Hanna Davis, RS, has volunteered to lead future General Environmental Health study sessions and is currently preparing to do so.

Any inquiries about the study sessions can be directed to Frank Sedzielarz at [sedz0002@umn.edu](mailto:sedz0002@umn.edu).

James Topie will provide this text in his next E-Blast, as members like to be kept informed.

**Resolutions** – Joan Peterson sent report to Board listserv. James Topie discussed. Joan Peterson, Jeff Luedeman and George Wahl met after the Winter conference on January 29 and reviewed the proposed changes to the Policy and Procedures manual and the Bylaws. The proposed changes were submitted to the Board for review and approval under New Business for this meeting.

**Scholarship** – Jill DeBrito sent report to Board listserv. Nicole Koktavay discussed. Activities since the December Board meeting:

- The recipient of the Mary Lauren Olson Scholarship, Navneet Baidwan, was recognized at the Winter Conference. The scholarship award was \$1,500.
- The recipient of the Northstar Scholarship, Johnathan Boettcher, was recognized at the Winter Conference. The scholarship award was \$1,000.

**Student** – Laura Suppes sent report to Board listserv. James Topie discussed. The Student Committee hosted the first professional - student mentorship program at the 2015 Winter Conference. 12 students (11 from UW – Eau Claire and 1 from the University of Minnesota) and 10 professionals participated. The Student Committee plans to continue the program next year and increase the number of students and professionals.

**Technology** – Kim Carlton sent report to Board listserv and discussed. Since the December board meeting, the committee has:

- Drafted proposed language to update the Policies & Procedures manual and Bylaws to allow for electronic balloting for board elections.
- Started looking into a different calendar format for the Events page on the website. Embedding a Google calendar is an option.

Website usage stats for December and January were included in the committee report. We continue to have fairly high traffic on our website.

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

Strategic Direction is being updated. Mission statement revision will be removed from this year's direction. President and Outreach Committee's action to write to EH Managers and supervisors annually to provide MEHA information also removed. Final copy will be distributed at next meeting. Strategic direction for 2015 beginning in May will review all areas.

### **Old Business**

- **Nominations for awards.**

See Awards Committee report.

- **Logo design – responses from membership survey.**

Jim Topie reviewed survey feedback to the proposed new logo designs. There were 92 responses from members with about 32-33% indicating a preference between one of the new logo designs (#3) and keeping the current logo. Additional suggested changes to the new logo design were discussed. Jim Topie will provide these suggestions to Amy Zagar for possible incorporation into the preferred new logo design (#3).

### **New Business**

- **Approval of ballot nominations.**

A list of candidates for the 2015 MEHA Board elections was submitted by the nominations committee.

**M/S/P Pulk/Disrud to approve the list of ballot nominations as submitted.**

- **Policy and Procedure review and approval.**

A draft of proposed changes to the MEHA Policy and Procedures Manual was submitted to the Board for review and approval.

In addition, the proposed changes were amended as follows:

- Section 12.0, item k. – delete the words: and Gold Bar
- Section 24.06 (previously 23.06) – change January 31<sup>st</sup> to October 15<sup>th</sup>.
- Delete Section 30.05 (previously 29.05)

**M/S/P Carlton/Pulk to approve submitted MEHA Policy and Procedures Manual changes as amended.**

- **By-Law changes to include e-voting.**

A draft of proposed changes to the MEHA By-Laws was submitted to the Board for review and approval.

In addition, the proposed changes were amended as follows:

- Change Article VII, Section 3 to read: When electronic business voting is requested of the Board of Directors, the procedures provided in the Corporation Policy and Procedure manual will be followed.
- Article X, Section 2. Delete the word mail from the second sentence.

**M/S/P Pulk/Gamble to approve submitted MEHA By-Laws changes as amended.**

- **MEHA website Calendar**

Kim Carlton discussed, as part of the Technology Committee report, the current design/format of the MEHA website Calendar. Kim also provided several alternate designs/formats and requested input from meeting attendees regarding design/format preferences for updating the website calendar.

- **Scholarship Committee**

Scholarship committee requested approval of \$25 + tax/golfer (9 holes), per participant to subsidize the golf tournament at the Spring MEHA Conference. This request was made in an effort to increase participation in the tournament which is a fundraiser for MEHA scholarships.

**M/S/P Disrud/Carlton to approve the request.**

Scholarship committee requested approval for a bean bag tournament networking activity at the Spring MEHA Conference. This activity will also be a fundraiser for MEHA scholarships.

**M/S/P Gamble/Carlton to approve the request.**

### **Announcements**

2015 committee budget requests forms are due in April and must be submitted for consideration at the April 14, 2015 Board meeting.

William Toscano is in charge of the stipend for one MEHA member to attend the NEHA Conference.

### **Upcoming Meetings**

Next Board meeting is April 14, 2015.

### **Adjourn**

**M/S/P Carlton/Wahl to adjourn at 2:25 pm.**