



**MEHA Board Meeting Minutes**

**April 11<sup>th</sup> 2018 Board Meeting Agenda**  
 1800 West Old Shakopee Rd City of Bloomington.

**Call to Order**

Meeting called to order at: 11:40AM

**Quorum:** 6 of 11.

<b>President:</b>	Nicole Hedeem	<b>Present</b>
<b>First Past President:</b>	Jeff Luedeman	<b>Not-Present</b>
<b>Second Past President:</b>	Sadie Pulk	<b>Present</b>
<b>Vice President:</b>	Mike Melius	<b>Present</b>
<b>President-Elect:</b>	Caleb Johnson	<b>Present</b>
<b>Member at Large:</b>	Jenni Lansing	<b>Present</b>
<b>First Year Director:</b>	Jessica Jutz	<b>Not- Present</b>
<b>Second Year Director:</b>	Jesse Harmon	<b>Present</b>
<b>Third Year Director:</b>	Valerie Gamble	<b>Not- Present</b>
<b>Secretary:</b>	Ryan Lee	<b>Present</b>
<b>Treasurer:</b>	Eric Freihammer	<b>Present</b>

**Introductions – Non Board Members**

- Patrick Hennepin County, Outreach Committee
- Loreena Hilton, Conference Planning Committee
- Karen Casale, Membership Committee
- Heather Flueger, Scholarship Committee

**Agenda Approval**

Caleb moves to adopt the agenda as amended. The motion carries.

**Secretary’s Report**

Policy and procedure update complete.  
 February meeting minutes approved as edited.

## Treasurer's Report

-Budget redacted-

## President's Report

1. Presidents luncheon. Thank you to everyone on the board.

## President-Elect's Report

## Committee Reports

### Awards Committee

Respectfully Submitted by: Sadie Pulk

The Awards Committee was formed using the membership list with a focus on those interested in serving on the Awards Committee and included Rebecca Caulfield (FDA), Jill Johnson (Winona County) and Mike Melius (Olmsted County). Several other were contacted but could not participate in the limited time frame. Awards will be presented at the Spring Conference for the Staffenson Award (four nominations), Merit Award (one nomination), and Emerging Professional (one nomination).

Awards Subcommittee

Respectfully Submitted by Amy Saupe

On April 9, 2018, MEHA presented the ninth annual "Excellence in Environmental Health Science" awards to high school and middle school students at the 81st annual Minnesota State Science and Engineering Fair at the Earle Brown Heritage Center in Brooklyn Center. Awards were judged by four (4) MEHA members for the best project for environmental factors impacting public health.

The award recipients in the high school division were:

1st Place: Molly Carroll and Mari Leland, Wayzata High School. Breaking the Barrier to Safe Food: Identifying Functions for Disruption of Foodborne Pathogen Biofilms

2nd Place: Manashree Padiyath, Woodbury High School. Pulp Fiction?! Lead Remediation with Biochar Made from the Apiaceae (Carrot) Plant Family (Year 2) \*First place MEHA winner in 2017

3rd Place: Mackenzie Brummer and Payten Schneberger, Cloquet Senior High School. The Use of Nonparametric Statistics to Mathematically Examine Land Use, Urbanization, Tree Cover, and Location and their Effects on Seasonal Ozone Levels in Minnesota

The award recipients in the middle school division were:

1st Place: Natalya Franz, Cotter Schools. How Does a Chalky Environment Affect Lung Capacity?

2nd Place: Gordon Novak, Annunciation. Water Purification

Judges:

- Amy Saupe, Minnesota Department of Health
- Nicole Hedeem, Minnesota Department of Health
- Caleb Johnson, Minnesota Department of Health
- Stephanie Meyer, Minnesota Department of Health

## **Conference Planning Committee**

Respectfully Submitted by: Loreena Hilton, Nick Koreen, Michelle Messer, and Tessa Whitemarsh

We have secured all our speakers for the upcoming spring conference taking place May 10-11<sup>th</sup> at Ruttger's Bay Lake Lodge in Deerwood, MN. Registration and Lodging links are on the MEHA website and have been sent out via e-blast. Early bird registration closes on April 27<sup>th</sup>. Golf tournament and Bean Bag tournament links are also posted.

Fall conference will be Thursday October 4<sup>th</sup> in Rochester, MN. The conference will be joined with the Minnesota Association of Housing Code Officials (MAHCO) fall conference.

We are all in agreement if the board decides to have two conferences a year moving forward. For 2019, this would mean one spring conference in a location such as Brainerd or Duluth, and a fall conference at the U of M's continuing education center.

We have created a rough draft of a refund policy for conference registration per the board's request.

## **Communications Committee**

### **Finance Committee**

Respectfully Submitted by Lisa Schreifels and Dan Disrud

Finances were reviewed with the Treasurer on 4/10/18. Financial documents were found well maintained and the account balances are accurate.

A discussion was held with the Treasurer regarding the opportunity to purchase a CD with a term that will allow an annual renewal event (restore a 5 year rotation).

Committee budget requests have been collected and a budget spreadsheet has been compiled for Board consideration. Please see attached.

### **History Committee**

No Report

## **Legislative Committee**

Respectfully Submitted by Jenni Lansing and Valerie Gamble

On March 16th, the Legislative Committee held a tour of the state capitol complex for MEHA members. There were about 18 members in attendance.

The MN State Legislature reconvened on Tuesday, February 20, 2018 and will end on Monday, May 21st, 2018. This is the second year, or “short year”, of the two-year cycle (biennium) and typically runs from February through the end of April.

This year, the legislative committee intends to send one update to MEHA members at the end of the legislative session with details of bills pertinent to environmental health that were signed into law by the Governor. We will not be compiling the long list of all EH bills introduced and won't be providing updates during the session. We are looking into sending information in an e-blast to MEHA members with details about how to sign up for ongoing legislative updates from various agencies.

## **Membership Committee**

Respectfully Submitted by Karen Casale

After the most recent updates we have 423 members (402 when the March lapsed members are removed). Since the December board meeting we have added 15 new members (6 active members and 9 students), however 92 members lapsed June 2017 through March 31, 2018 45 active, 1 Junior, 3 retired, 43 students.

The process used for the student orientations and the career fairs seem to be going very well, issues are continuing to be addressed. I am attaching a general format to use for gratis student memberships. A code will no longer be necessary for student memberships since the fee has been reduced to gratis. We will still need to ask for full-time student verification if a school email address is not used. Please emphasize the use of school email addresses for student verification.

Getting the membership to update their membership profile is a continuing problem. Fillable PDF membership applications are available on the MEHA website in addition to online membership and profile options.

The list of members whose membership expired between June 1, 2017 and March 31, 2018 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**

### **Outreach Committee**

Respectfully submitted by Amy Zagar

The MEHA Outreach is actively recruiting exhibitors for the upcoming Spring MEHA Conference.

The MEHA Apparel store will be open during the conference and we are in the idea stages of planning a networking social event for the conference.

Also, tune in to the MEHA Facebook page and see recent posts from Joan Peterson's trip to New Zealand and more volunteer events to come.

### **Marketing and Publicity Committee**

Respectfully submitted by Jeff Brown and Jesse Harmon

The MEHA Marketing & Publicity Committee was represented at the 2018 Environmental Internship & Career Fair at the U of M on February 7, 2018. Thirty students provided their names and email addresses for Student Membership. Thank you to Jenni Lansing and Ryan Lee for volunteering to assist with this event.

MEHA was also represented at the 2018 U of M Job & Internship Fair which was held February 26, 2018. Sixty six students provided their names and email addresses for Student Membership. Thank you to Nicole Hedeem, Peggy Spadafore, Julia Selleys, Danielle Lundorff, and Kathy Held for helping out with this event.

### **Registration Committee**

Respectfully submitted by Frank Sedzielarz

Our March RS/REHS study session was held on 3/2/18. We covered Housing and the Residential Environment. Our next study session is tentatively scheduled for Tuesday, 4/24/18, 12:00-3:00pm, at the Fridley Community Center (FCC), 6085 7th Ave., NE in Fridley, MN. We will be covering water supply and sanitary surveys. During this session we will tour a Fridley water treatment facility.

### **Resolutions Committee**

### **Scholarship Committee**

Respectfully submitted by Heather Flueger

MEHA Scholarship Trustees are contacting members and companies for raffle donations. The donations will be used for the scholarship raffle during the Spring MEHA Conference.

Trustees have worked with the venue and conference committee to organize and plan of the Golf Tournament, Bean Bag Tournament and Raffle at the Spring MEHA Conference.

Additional emails asking for donations to the raffle will be sent due to limited response to donation requests.

### **Student Committee**

Respectfully submitted by: Laura Suppes

No Activity to Report

### **Technology Committee**

Respectfully submitted by Kim Carlton, Jesse Hennes, and Ryan Lee

The Website has some 5000 page views in the last 2 months.

We have continued to post job postings, and internships.

Viewing of the website is up to 25% mobile.

Wild Apricot did have a 30 % fee increase this year, the situation is being monitored, and if large increase continue other provider options may be assessed.

Online voting has been completed and results have been provided to the secretary. This was our largest turn out ever.

## **Old Business**

## **New Business**

1. Budget Discussion
  - a. Jesse Harmon moves to approve the budgets as amended. The motion carries.
  - b. Eric presents corrected budget for next meeting
    - i. Budget confirmation at august meeting
2. Elections
  - a. Sadie moves to award an honorary membership to \*Redacted\* the motion carries.
3. Elections:
  - a. Vice President: Ryan Lee
  - b. Director : Amy Zagar
  - c. Member at Large: David Boberg
  - d. Secretary: Nicole Skatrud
4. Membership due discussion
  - a. No action taken

## **Announcements**

Caleb moves we add the due agenda for discussion. Mike seconds

## **Upcoming Meetings**

1. Quick meeting after the Spring Conference.

## **Adjourn**

1. Caleb moves to adjourn at 2:48PM, the motion carries.