



**MEHA Board Meeting Minutes**

**December 12<sup>th</sup>, 2018 Board Meeting Minutes**  
 1800 West Old Shakopee Rd City of Bloomington.

**Call to Order**

Meeting called to order at 10:43am

**Quorum:** 6 of 11.

<b>President:</b>	Caleb Johnson	<b>Present</b>
<b>First Past President:</b>	Nicole Hedeem	<b>Present</b>
<b>Second Past President:</b>	Jeff Luedeman	<b>Present</b>
<b>Vice President:</b>	Ryan Lee	<b>Present</b>
<b>President-Elect:</b>	Mike Melius	<b>Present</b>
<b>Member at Large:</b>	David Boberg	<b>Present</b>
<b>First Year Director:</b>	Amy Zagar	<b>Not present</b>
<b>Second Year Director:</b>	Jessica Jutz	<b>Present</b>
<b>Third Year Director:</b>	Jesse Harmon	<b>Present</b>
<b>Secretary:</b>	Nicole Skatrud	<b>Present</b>
<b>Treasurer:</b>	Eric Freihammer	<b>Present</b>

**Introductions – Non Board Members**

Karen Casale – Membership Committee  
 Michelle Messer – Conference Planning Committee

**Agenda Approval**

Nicole makes a motion to approve the agenda, Jessica seconds. Motion passes.

**Treasurer’s Report**

-Redacted-

## **Board Member/Committee Reports**

### **Secretary's Report**

Respectfully submitted by: Nicole Skatrud

Review of October meeting minutes.

### **Presidents Report**

Respectfully submitted by: Caleb Johnson

- I am back at work at MDH from Dec. 12 through Dec. 28, and able to respond to all emails.
- Employment update announcement beginning January 2, 2019.
- Looking for Committees who would like a spotlight/request for members during the intro at the Jan. 31 Winter Conference.
- I will also be sending out a request to EH programs (either directly or via e-blast) for EH success stories I might share during the intro as well.
- Kudos to Publicity/Marketing Committee for successful tabling events this fall, Scholarship for their SPH Orientation outreach, and Conference for a great Fall conference and good looking Winter conference.
- The plan for Winter Conference happy hour is either CanCan Wonderland or Blackstack Brewery.
- Happy Holidays to everyone!

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

Respectfully submitted by: Mike Melius

Reviewed and clarified contacts on expired membership list from Membership Committee Report. Personal contacts will begin shortly after the registration deadline of the Winter MEHA Conference. It is expected many of the currently expired memberships are either renewed before the end of the year or as part of registration for the Winter Conference.

### **Awards Committee**

Change time to former time to give applicants enough time. Submitted in mid march to give application to time.

### **Conference Planning Committee**

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

Fall Conference was a success; we received very positive reviews of the facility, food, and speakers. We had a net profit of around \$875 after reimbursing MAHCO for some of the expenses they incurred.

Winter Conference is scheduled for Thursday, January 31<sup>st</sup> at the U of M Continuing Education Center. We have 5 of 6 speaker slots confirmed. The last session we are currently working on is a Legislative 101 panel. Other topics confirmed for the conference include micro-plastics in water, well-sealing odd ball situations, Food Code 2017 and Beyond, State of Recycling in MN, and a keynote by U of M professor Alexander Rothman on the psychology of health messages. There will be a poster presentation session and the mentorship program will also take place. A happy hour

will be planned for immediately following the conference at a nearby brewery. Registration should be live this week, with early bird registration closing end of day on Thursday, January 17<sup>th</sup>.

### **Communications Committee**

### **Finance Committee**

### **History Committee**

### **Legislative Committee**

Respectfully submitted by: Jenni Lansing, Valerie Gamble, and Denise Schumacher

The legislative committee is helping to plan a Legislative 101 panel for the Winter Conference. This will include MDH rule coordinators plus local attorneys who work on local ordinances and/or local agency lobbyists. The Legislative Committee is also discussing how to share information during the affiliate workshop at the 2019 AEC in Nashville about MEHA's 501(c)6 role in lobbying.

### **Marketing and Publicity Committee**

Respectfully submitted by: Jesse Harmon and Jeff Brown

The Marketing and Publicity Committee registered for and represented MEHA at the Government & Nonprofit Career Fair which was held on October 19 at the University of Minnesota. We handed out 64 business cards to students who visited the MEHA table, but unfortunately we have not had anyone sign up for membership from this event. We will have to tweek our method for getting students to sign up.

MEHA was represented by James Noyola, Zamzam Abdirahman, Holly Batchelor, and Sebastiana Cervantes. Thank you for your willingness to help out.

The Marketing and Publicity Committee will be registering for the 2019 Environmental Internship & Career Fair that takes place on February 6, 2019 and the University of Minnesota Job and Internship Fair that takes place on February 22, 2019.

### **Membership Committee**

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 426 members (415 when the November lapsed members are removed). Since the October board meeting, we have added 25 new members (1 active and 2 students), however 79 members lapsed January 1, 2018 through October 31, 2018 36 active, 3 retired, 37 students and 3 sustaining.

The process used for the student orientations and the career fairs seems to be going very well with minor improvements to the signup process. A code will no longer be necessary for student memberships since the fee has been reduced to gratis. Full-time student verification is still needed when a school email address is not used. MEHA business cards will be distributed at outreach events that provide instructions for student membership application. We still need to work on the process with the business cards. There were no student sign ups from the last career fair in October. A new

procedure for tracking student recruiting will be developed. Please continue to 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 with the new membership fees are available on the MEHA website in addition to online membership.

The list of members whose membership expired between January 1, 2018 and October 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**

Nicole will be looking for recommendations for new members

### **Outreach Committee**

Respectfully submitted by: Amy Zagar

No activity since the last meeting

### **Registration Committee**

Respectfully submitted by: Frank Sedzielarz

The Registration Committee conducted two study sessions in November, on 11/13 and 11/18/2018, at the Fridley Community Center in Fridley, MN. The sessions were for our last two exam candidates who were preparing to take the exam this month (December). We currently don't have any other candidates so Doug Edson and I have decided to take a break in December, and possibly in January if we don't get any further study session requests.

### **Resolutions Committee**

### **Scholarship Committee**

Respectfully submitted by: Amy Saupe, Nick Koreen, and Julia Selleys

The following Scholarship Committee activities took place since the last board meeting:

- 1) Current committee members
  - i. Amy Saupe (3<sup>rd</sup> year – committee chair)
  - ii. Nick Koreen (2<sup>nd</sup> year)
  - iii. Julia Selleys (1<sup>st</sup> year)
  
- 2) Calls for applications for the MLO scholarship went out on October 12 with a due date of November 30. This year, the call for applications was modified to reflect the original intent of the scholarship to apply to all School of Public Health environmental health students (rather than only those focused on injury prevention).

- a. The University of Minnesota committee, chaired by Dr. Elizabeth Wattenberg, received 8 applications, and recommended the \$2000 scholarship award be split between 2 winning applicants.
  - b. The MEHA scholarship committee are in the process of reviewing the recommendation and finalizing winner(s).
- 3) Calls for applications for the NorthStar scholarship went out at the end of October with a due date of December 31. The scholarship amount is \$3000.
- a. We have received 1 application so far, and multiple queries.
  - b. Nate Kelly visited University of Wisconsin Eau Claire (Dr. Laura Suppes class) and spoke about the scholarship
  - c. Kim Carlton sent information on the NorthStar scholarship to contacts at the other regional NEHA states to distribute
  - d. Information was distributed through colleagues/contacts at the U of M
  - e. The information on both scholarships was posted on the MEHA website and sent in the MEHA News Blast
- 4) The following language change to the Policies and Procures was approved at the October 10 board meeting

#### 34.0 Scholarship Committee

34.1.1 The Committee shall consist of three (3) trustees appointed by the Board of Directors who will serve for three (3) years, with terms staggered. The third year Trustee shall serve as the Committee chair. Trustee terms shall be ~~effective September 1 each year~~ the first day following the annual Spring Conference each year. No more than two trustees may be employed by the same agency.

- 5) At the October 10 board meeting, it was decided that the scholarship committee budget should be created as a line item in the budget to help differentiate funds. This line item will hold information on funds available that were requested from the board by the committee, and funds raised by the committee to fund scholarships.

### Student Committee

Respectfully submitted by: Laura Suppes

The MEHA Student Committee is in the process of recruiting professionals for the 2019 winter conference mentor program. So far 5 professionals and 11 students have registered. The (soft) deadline is December 15. We usually have about 10 student mentees so are trying to recruit six more mentors. MEHA members were notified about the opportunity in October. When providing this update, please let MEHA board members know they are welcome to share this opportunity with colleagues or sign themselves up to be mentors. Information about the program is attached.

### Technology Committee

Respectfully submitted by: Jesse Hennes, Ryan Lee, Sophia Walsh, and Casey Kipping

The technology committee is working out the bugs on the upcoming Gutenberg update to WordPress to avoid any system interruptions. Members have been assigned committees to contact regarding content updates during the process. Between the months of October 1<sup>st</sup> and November 31<sup>st</sup>, there were 1,042 visitors and 3,732 page views on the website. Special thanks to Eric Freihammer for successfully avoiding a Domain Listing Service scam.

## Old Business

## New Business

- NEHA AEC request for MN presentation on 501(c)(6) abilities
  - May 2019 - Ryan and Mike are going to Nashville to present.
  - Mike will work with Jenni (Legislative committee) and Jonah (NEHA) on what expectations are with MEHAs involvement with lobbying.
- Committee spotlights for Winter Conference
  - Ideas:
    - Registration committee
    - Student committee
    - History committee
    - Government agencies/companies (Target, Kwik Trip)
    - Highlights of 2018
- Annual Member List
  - Create an annual member list and send out every January in the MEHA e-blast.
  - Will work on language changes for updating the P&P.
- Student Tabling and Business Cards
  - Use the MEHA laptop for students to type in email addresses at events.
- Adding NEHA Regional Meeting Link to Website
  - Omaha, Nebraska -- Fall 2019
- Governors proclamation
  - County, city, tribal, and state health and human services workers day.

## Announcements

## Upcoming Meetings

## Adjourn

Jessica motions to adjourn the meeting, David seconds. Meeting adjourn at 11:45pm.