



**MEHA Board Meeting Agenda**

**October 9<sup>th</sup>, 2025**  
Virtual & In Person

**Call to Order**

10:13 AM

**Quorum:**

<b>President:</b>	Kyle Johnsen	<b>Present</b>
<b>First Past President:</b>	Amy Saupe	<b>Present</b>
<b>Second Past President:</b>	Jessica Jutz	<b>Present</b>
<b>Vice President:</b>	Amanda Buell	<b>Present</b>
<b>President-Elect</b>	David Boberg	<b>Present</b>
<b>Member at Large:</b>	Josh Schaack	Absent
<b>First Year Director:</b>	Loreena Hilton	<b>Present</b>
<b>Second Year Director:</b>	Jacob Schmidt	<b>Present</b>
<b>Third Year Director:</b>	Julia Selley	<b>Present</b>
<b>Secretary:</b>	Brittney Douglas	<b>Present</b>
<b>Treasurer:</b>	Nate Kelly	<b>Present</b>

**Introductions: Non-Board Members**

Greg Nelson, Tech Committee

**Agenda Approval**

*Motion to approve agenda Britt, 2<sup>nd</sup>: Jessica, approved*

**Treasurer's Report**

*Motion to accept treasurer's report: Kyle, 2<sup>nd</sup> Loreena, accepted*

- Nate working with Greg to show him the ropes and how books work. Greg officially taking over Treasurer role in next few months.

*Motion to amend current agenda to include nomination of new Treasurer David, 2<sup>nd</sup>: Julia, approved*

President Kyle motions to appoint Greg Nelson as new Treasurer effective December 1<sup>st</sup>, 2025, 2<sup>nd</sup>:Amy, approved

## Board Member/Committee Reports

### Secretary's Report

Motion to approve August Board Meeting Minutes: Britt, 2<sup>nd</sup>: Dave, approved

- Will meet with Vice President for PnP/Bylaws review in next few months
- Reminder: if you have a resolution, send it in to Resolutions Committee

### President's Report

- Kyle attended WEHA along with David. Attended some of the LPH organization meetings and went to public health collaborator meeting.
- Discussed Basecamp program during meeting
  - How do we want people to have access to the site? President and President Elect will be invited to be aware of upcoming meetings, etc. MEHA website questions.

### President-Elect's Report

Submitted by David Boberg

There were several MEHA members that were able to attend the WEHA conference/FDA Regional Seminar in LaCrosse, Wisconsin. Based on the attendee list, there were 30 people in attendance from MN. MEHA brought a raffle basket with several MN Made products and also had a vendor table set up in the hall. Based on the inventory found in the storage unit, there is a need to identify and order more MEHA swag.

The conference was a great opportunity to network with other colleagues from the region. Some notable highlights were the motivational speaker – Steve Jones (*Developing Leaders Who Grow a Winning Culture*), great silent auction items, signature networking event – paddle boat tour, WEHA annual report (attached for general review), and the “Wall of Wisdom”. The conference also had a student poster session in the hall on Thursday, that was facilitated by Dr. Laura Suppes (UWEC). I was able to connect with WEHA staff that host “WEHA Wednesdays” which are seminars like our MEHA RS Academy, and we will be pursuing the concept of offering “RS Study Trunks” through our Registration Committee.

Lastly, I met with Dan Disrud to understand the process of identifying newly credentialed RS/REHS in order to recognize them in the newsletter and offer one-year gratis MEHA membership. There have been challenges since the implementation of the new online credential renewal system, but work arounds were found to complete the task and a renewed collaboration between Angela Dabu (Communications), RS Advisory Council support and Dan (membership) to recognize past and recently credentialed staff. As the process continues to be refined, the committee liaisons should review Job Action Sheets with their chairs to document the steps in the workflow.

\*WEHA 2025 Annual Report attached in email\*

## **First Past President's Report**

Respectfully submitted by Amy Saupe

The Policies and Procedures were updated with the approved travel language and the “Reimbursed Travel Policy” addendum. The updated copy (8/5/2025) can be found on the website library (<https://mehaonline.org/library/>). We sent some MEHA swag and tablecloths with MEHA members tabling at the Region 4 NEHA conference in Wisconsin in October. We are almost out of MEHA swag – I have contacted the Outreach and Engagement Committee about whether we want to purchase more if it's within budget. Additionally, Julia Selleys and I have scheduled a date to go through the storage locker, with the primary goal of organizing and/or tossing some of the large stand-up displays that have made their way to the locker from various office storage locations in the last couple years. I am still looking for more folks you think would make good board members – please reach out to me with any ideas for folks for president track, first year director, or member at large.

## **Awards Committee**

### **Conference Planning Committee**

Submitted by Kelly Smeltzer, Tom Moran, Nicole Baysal, Melanie Firestone

The Conference Planning Committee has begun planning the Winter 2026 Conference, which will take place at the Plymouth Community Center on January 29, 2026. We are waiting for the Minnesota Food Protection Association (MFPA) to decide if they want to collaborate for this conference. MFPA planned to do a survey of their members in September to gather opinions, so we should know more soon.

The Committee needs input from the board on the student poster contest. Last year we offered prizes-- \$200 for the grand prize and \$100 for the runner up. We also offered free poster printing to the first 5 submissions, but a lot of the participants already had their printing costs covered by their program. Do we plan on offering the same incentives this year?

- Yes will be offering same incentives this year. Coming out of Karen Casale fund.

## **Communications Committee**

Submitted by Angela Dabu

Progress updates:

- Fall Newsletter completed and sent out first full week of October. Requested the Technology Committee add it to the MEHA Website.

## **Finance Committee**

## **History Committee**

## **Legislative Committee**

## **Membership Committee**

Submitted by Dan Disrud, Bill Kass, and Jim Donovan

MEHA is currently at 336 members:

- 296 Active
- 9 Retired
- 23 Student
- 2 Sustaining
- 3 Honorary
- 3 Life

Since the last report, we have welcomed three new Active members and one new Student member. MEHA experienced a surge of early renewals in response to the email blast invitation to avoid the dues increase. During this period, we also had seven Active and seven Student memberships that lapsed and were not renewed. Additionally, one Active, one Retired, and three Student memberships will lapse at the end of the month if no action is taken.

The Newsletter Committee (Thanks Angela!) has identified 16 newly obtained Minnesota Registrations. These individuals have been offered one-year gratis memberships per previous Board direction.

Fillable PDF membership applications continue to be available on the MEHA website. Individual applications and renewals are primarily completed through WildApricot using the links found on the association's website or in automated renewal notice emails. Retired Membership requires an administrative change of an existing Membership Level. Sustaining Membership relies on the processing of the fillable membership application. Membership profile accuracy is dependent on user input.

Please contact a committee member for lists of members interested in board or committee positions, identification of lapsed memberships, or other membership related reports.

## **Nominations Committee**

## **Outreach and Engagement Committee**

## **Registration Committee**

Submitted by Patrick Kuisle & David Boberg

The registration committee held a RS Academy session on 8/27/25, which was approved for 1.5 CEUs. There were 43 attendees. Topics included exam topics, tips and resources; HPAI/Emergency Response info from Joshua Plunkett (MDA Incident Management Team Coordinator); EH in the News; and Lead Overview from Brittny Douglas (MDH)!! Planning for a September session fell through with other competing priorities and staff attending the WEHA conference/FDA Regional Seminar in Wisconsin. A future speaker on Body Art has been identified for a possible October session. All sessions are currently being held via MS Teams videoconference. We are continuously looking for volunteers to join the committee or help lead discussions and subject matter experts to help inform sessions for exam candidates and current REHS/RS professionals.

All RS/REHS renewals are now done through a new online system. When renewal is coming due credentialed individuals should receive an email with instructions on how to access and complete renewal. See the [MDH – Renew Your Registration](#) website for more information.

Members:

- Patrick Kuisle, R.S., Co-Chair | [Patrick.Kuisle@state.mn.us](mailto:Patrick.Kuisle@state.mn.us) | 651-201-5424

- David Boberg, R.S., Co-Chair | [David.Boberg@state.mn.us](mailto:David.Boberg@state.mn.us) | 612-289-1846
- Doug Edson, Committee Member | [Douglas.Edson@state.mn.us](mailto:Douglas.Edson@state.mn.us) | 651-201-3659

## Resolutions Committee

## Scholarship Committee

## Student Committee

Submitted by Laura Suppes and Melanie Firestone:

There were 8 students and 4 posters at the WEHA conference. The 4 groups were from the UWEC Water and Wastewater class. These would be the same groups that would be available for the MEHA Winter Conference. They get the option of taking a final exam or presenting at MEHA and most groups choose to present at MEHA, unless they have a conflict.

The student-professional mentor program continues to be a success and the committee would love to help host it again this year.

Board Requests:

- Once the mentorship program is set up, assistance is needed to recruit professionals, such as via e-blast.
- Last year an advertisement was circulated promoting the poster session. Can we do that again?
  - Connect with Conference Committee to get advertisement circulated
- Any idea when Northstar Scholarship info will be available?
  - Usually by end of December. Amanda to ask scholarship committee-due before students are on winter break
- The SNEHA group at UWEC meets every other Wednesday at 5pm. Their next meeting is 10/8. Who should I have the co-presidents reach out to at MEHA to schedule a visit?
  - Caleb went in 2023- reach out to him for talking points
  - Jessica sending over MEHA orientation PowerPoint as reference
  - David to connect Britt with SNEHA. Britt will follow up and find date to visit meeting at UWEC

## Technology Committee

Submitted by Casey Kipping, Greg Nelson, and Ryan Lee

Since August, we have updated 28 website plugins and the php version from 8.0 to 8.2. We have cleared the backlog on posted meeting minutes and posted 2 career postings. We are pleased to report that there were no major outages this quarter.

- Discussion about getting more people to join committees (specifically Tech). At Winter conference- new MEHA, president's letter- adding words about recruiting more people for committees , Amy reaching out to Kelly to ask about Karen Casale fund.

**\*Break from 12:05 to 12:15\***

## New Business

- Review Strategic Planning document- see edits, changes in below document
  - [https://docs.google.com/document/d/1LoKy8K\\_GgwT93V-oTapP\\_D0pXy5408pN/edit](https://docs.google.com/document/d/1LoKy8K_GgwT93V-oTapP_D0pXy5408pN/edit)

## Old Business

- Logo Renewals
  - Six different renewals associated with MEHA (5 trademark, 1 non-profit renewal)
  - All due for renewal at different times (every 10 years, non-profit renewal is annual)
  - Two upcoming due November 2025 (Britt will renew via mail with checks, only \$25 each if renewed by mail, \$45 each if renewed online)

## Upcoming Meetings

Tuesday, December 2<sup>nd</sup> at 10 AM, Potluck!

## Tasks:

Person(s) Responsible	Task
Kyle	Reaching out to others (Angela, Sarah L) about being added to Basecamp program
Tech Committee	Broken logins/not showing up, restricted message, visible code recent website updates may have messed with site, install some type of login so that minutes, newsletters, study materials are for members only and not available to anyone in public, make newsletter private for members only
Outreach & Engagement Committee	Need more swag- Amy working on
Britt	Make sure all renewals are submitted before due date, work with Resolutions Committee for job action sheet (I think Communications submitted theirs), reach out to VP about PnP/Bylaws. Add all logo dates to PnP
Nate & Greg	Looking into how Karen Casale and money is set aside for poster prizes- which area and how notated. Decide where Karen Casale fund will be situated.

## Adjourn

*Motion to adjourn Jess, 2<sup>nd</sup>: Loreena, adjourned at 1:04 PM*