



CEHA Quarterly Business Meeting
August 9, 2005
Jefferson County Department of Health and Environment

I. The meeting was called to order at 9:05 am by President Paul Klug

II. Roll Call

Present:

Danica Harmon, Secretary
Paul Klug, President
Lyle Moore, Jr., Past-President
Mark McMillan
Phil Brewer
Chris Erzinger
Therese Pilonetti-Hall, President-Elect
Jeff Zayach
Carla Block
Doug Jatcko, Industry Representative
Susie Gallaudet

Absent:

Carol McInnes

III. Minutes from 4/7/05 Board meeting in Fort Collins

- a. No changes to minutes.
- b. Mark McMillan made a motion to approve minutes. Jeff Z. seconded the motion. Minutes were unanimously approved.

IV. Reports of Officers

a. Treasurer's Report—Paul Klug

- Paul reviewed Treasurer's Report on behalf of Carol M.
- An external auditing company has not been secured yet; this needs to happen before the end of the year.
- Lyle will talk to a contact he knows since the company we had been considering using (NEHA's auditor) received bad recommendations from another contact.
- Chris has submitted CEHA's name for more STEPP funding.
- OSHA expenses (\$900) for one-day training need to be added to budget.
- The Environmental Crimes training has been eliminated from schedule.
- Paul will delete this item in the budget.
- Under "expenses '05 Board sponsorships"—\$200 needs to be added to this column for CPOW sponsorship
- Paul will double check all formulas in budget.

- \$5000 is under miscellaneous '05 computer expenses. Jeff suggested waiting until after the AEC registration before making major purchases; Chris discussed trying to get discounted software through NEHA
- Lyle made a motion to approve budget with the above stipulations; Therese seconded motion. Minutes are unanimously approved with changes listed above.

V. Committee Reports

a. Membership Committee- Paul Klug

-232 Active

-19 Sustaining

-12 life

-279 total

-7 students

-3 honorary

-6 retired

-CD account—can only add money twice a year (in October)—we need to make changes and add life members' money to account in October

b. Sustaining Membership Committee- Doug Jatcko with Susie Gallaudet

-recommended automatic renewal and invoicing at the start of the new year

-we have our first international member (Canadian)

c. Nominations Committee- Phil Brewer

-There was some discussion about the existing award nominees. Carla Block made a motion that the application period for all the awards will be extended until August 26. Lyle Moore seconded the motion. Five in favor, one opposed. Paul will tell Tom to send out a mass email. We will have to have an email vote directly following the deadline.

-Board member positions that will be opening: President-Elect, Treasurer.

-Phil will get a ballot set up for the election.

-August 26 will be the deadline for Board nominations. August 29 the votes will be sent out. September 16 will be the voting deadline.

- Jeff will talk to EH Directors to select a new CEHA rep; directors are responsible for electing this new representative

-Danica will run for President-Elect.

d. Publications Committee- Danica Harmon

-Summer newsletter was recently sent out

-brochure will be sent out soon—we're still going to distribute via snail mail to make sure that our entire membership gets access to information.

-Danica will take one laptop for working on binder materials

-make sure for next year that we include information about nominations in the spring/summer newsletter

e. Website Committee- Carla Block

- Send EH pictures to Tom for the website main page
- AEC—all the info is on the website
- Purchase cards would be helpful to use on website (and credit cards) for the future
- Carla will put on website when the terms expire for each Board member

f. Education Committee- Therese Pilonetti-Hall

- discussion about how many registrations can be given away to the AEC committee members. Lyle Moore made a motion to waive registration fees for 10 AEC committee members (full registration) and one 1-day registration. Motion passed unanimously.

g. Legislative Issues Committee- Jeff Zayach

- Raw milk bill passed to permit the sale of shares of cows/goats for raw milk
- Bill regarding local authority for methamphetamine lab clean-up was passed.
- Retail food bill will go forward again next year.
- Per Mark's suggestions, Jeff will talk to a contact about the mining, oil and gas bills regarding whether it is possible for CEHA to have some educational/outreach role with third parties involved in this process

h. Grants/Funding Committee- Mark McMillan & Carol McInnes

- see attached update

i. Scholarship Committee- Mark McMillan & Carol McInnes

- Tom Douville Scholarship:

- Mark McMillan provided scholarship applications for Leslie Toni and Mitchell Brown.

- Mark made a motion to give \$500 to each applicant. Jeff seconded the motion. Motion was unanimously approved.

- An article will be put in the newsletter regarding scholarship winners (Mark & Danica).

- Mark discussed compensating scholarship winners out of the scholarship budget instead of out of the AEC budget.

- Since no RIHEL scholarship was awarded this year, the money from the RIHEL scholarship will be rolled over into next year's RIHEL scholarship budget.

j. Miscellaneous Business

- Phil Brewer discussed some equipment present in Weld County—projector and Kodak slide projector; this slide projector could be sold at silent auction or at Ebay.

- Therese needs to get the overhead projector from Phil.

- A formal inventory needs to be created for equipment. Lyle will look into formal inventory.

- For CEHA's insurance, we may want to insure our equipment too. Chris discussed listing under personal homeowner's insurance.

- CDC/APHA are assembling accreditation guidelines for the “Environmental Health Competency Project.” Mark thinks that CEHA may be asked to play an active role in this process as far as potentially training and advocating for this program. Mark will provide updates on this in the future.

- Lee Thielen is a guest for the Board today. Retired in 2000 from the State health department. Has worked as a consultant since retiring. Currently she is executive director for CALPHO (Colorado Assoc. of Local Public Health Agencies). CALPHO is becoming a 501(c)3 organization. Is working on raising the profile of local health on the state level. CALPHO with CPHA has submitted an application to provide infrastructure for all EH/PH organizations that may be interested. CPHA, CALPHO, PHNAC, have committed their interest. We would have an office in the same building as Colorado Counties. The organizations would provide some training for new board members. Would cover office expenses, fulltime communications person, part-time accountant, full-time office manager—would amount to about 3 FTEs. If this is funded, the staff would do books, provide meeting space, storage space, etc. Fragmentation of public health voice—this would help alleviate the lack.

Grant is for a quarter million a year for first five years; after that, there would potentially be some financial contributions required. Comparable group—Michigan Association of Local Public Health. Lee is happy to attend future meetings and requested being put on our email list (Paul). Organizations can join or leave at any time. Presidents of associations would come together to be a Board that would make decisions that would affect the office and all organizations. For first five years, no risk for our organization; can leave at any time. This is primarily a program to provide infrastructure. Quarterly board meetings. Could permit our Board members to make more productive use of time since many responsibilities could be allocated to staff. The organization staff could handle registration, payment, grant-writing, dissemination of information to members of all groups (e.g. OSHA training), etc.

Mark M. makes a motion that the Board writes a letter expressing intention to participate in the organization. Carla seconds the motion. We can put this on the agenda for future follow-up. Chris suggested getting a letter/email from Lee that says that we have the option to withdraw our support/participation at any time. 8 voted for, 1 against. Mark M. volunteered to draft letter to Lee.