

CEHA ANNUAL BUSINESS MEETING, FEBRUARY 12, 2004
AT
JEFFERSON COUNTY DEPARTMENT OF HEALTH & ENVIRONMENT
GOLDEN, COLORADO
MINUTES

I. The meeting was called to order at 10:06 am by President Lyle Moore, Jr.

II. Roll Call

A. Present

1. Tom Gonzales, Past President
2. Lyle Moore, President
3. Paul Klug, President Elect
4. Lori Siedelman, Secretary
5. Carol McInnes, Treasurer
6. Kim Meyer-Lee, Northeast Representative
7. Mark McMillan, Southeast Representative
8. Therese Pilonetti-Hall, At Large Representative
9. Doug Jatcko, Industry Representative
10. Tom Dunlop, Guest

B. Not Present

1. Jim Dale, EH Director's Representative
2. Carla Block, Western Slope Representative

III. Approval of Minutes from the September 24, 2003 meeting:

Tom Gonzales made a motion to approve the minutes. Kim Meyer-Lee seconded the motion. Corrections were discussed. Tom Gonzales amended the motion to approve the minutes as corrected. Paul Klug seconded the motion. The motion passed.

IV. Reports of Officers

1. Treasurer

See attached reports. The scholarship/sponsorship for Nadine Harrach to attend as a presenter at the NEHA AEC was discussed and how it should be recorded in the budget (as a scholarship or as a sponsorship). The development of a policy for giving scholarships or sponsorships in these situations was discussed. Tom Dunlop suggested having a requirement that the individual be required to give something back such as agreeing to present at the CEHA AEC.

2004 budget was presented. See attached reports. Paul Klug made a motion to transfer the scholarship funds into a separate banking account and report those funds separately from the budget. Doug Jatcko seconded the motion. Discussion followed. The motion passed. One day training income line items for the air quality training was changed to \$500 and the epi training was changed to \$1000. The sponsorship line item will include those funds given to Nadine Harrach for the NEHA conference. The sponsorship budget was discussed. Sponsorship opportunities to the Regional Institute for Health & Environmental Leadership were discussed. Tom Gonzales suggested a sponsorship line item total of \$1000 for contribution to programs such as the Institute and Fight the Bite. The miscellaneous line item will be \$500. Membership committee line item was changed to \$110. Sustaining membership committee line item was changed to \$250. Nomination committee line item was changed to \$400. Publication committee line item was changed to \$3500. Legislative committee line item will be \$0.00. The scholarship committee line item will be removed and placed in a separate report. The Grants/Funding committee line item will be \$110. Mark will be organizing a one day training on grant writing. The AEC line item will be changed after the AEC chair and Tom Gonzales complete a budget for the AEC. One day training expense line items were changed as follows: OSWS - \$500; Epi - \$500; Air Quality - \$500. Must have board approval before a budget item can be exceeded. The proposed new computer is not in the budget.

Kim Meyer-Lee made a motion to approve the Treasurer's report. Therese Pilonetti-Hall seconded the motion. The motion carried.

V. Reports of Committees

1. Membership Committee

Paul Klug reported that membership is currently 94 regular members, 4 retired, 1 life, 3 students, 5 new students, and 3 new regular. New members include: Taylor Jones, Jessa Woodward, Shannon Oliver, Shannon McDiarmid, Tom Luben, Kathryn Sheets, Holmes Bassette and Judy Heiderscheidt. Tom Gonzales made a motion to accept these individuals as new members. Doug Jatcko seconded the motion. The motion passed. 2nd renewal notices will be sent mid-March through a mailing and a mass email.

2. Sustaining Membership Committee

Doug Jatcko reported on the new sustaining members that have been recruited. He asked that names of potential sustaining members continue to be submitted to him. He also suggested charging a small fee to exhibit at the AEC.

Growth in membership, both regular and sustaining, was briefly discussed. Mark McMillan suggested having a separate meeting to discuss the issues surrounding the growth of the Association.

3. Nomination Committee

Tom Gonzales presented an eligibility and selection criteria document for the Milton M. Miller award. Changes were suggested. Doug Jatcko made a motion to make the changes and resubmit the document at the April meeting for approval. Mark McMillan seconded the motion. Discussion followed. Doug Jatcko amended his motion to make the changes and submit for approval through an email vote. Mark McMillan seconded the motion. The motion passed. The Environmental Achievement award process will remain the same.

Tom Dunlop is being submitted for the Walter S. Mangold award. Tom Gonzales is working on the submittal. Pfizer Public Health Group is publishing a book entitled "The Faces of Public Health". Barbara DeBuono, Senior Medical Director and Group Leader, is requesting nominations from Colorado. See attached email. Tom suggested nominating Dr. Kenneth Blehm. Lyle Moore will get more information and send it to everyone. Carol McInnis volunteered to help with the nomination.

4. Publication Committee

Peter Kates will continue as editor but would like Lyle Moore to collect the articles. Send all newsletter articles to Lyle. Next deadline is March 1, 2004. Membership renewal reminder will be included in the next newsletter.

5. Education Committee

See attached minutes from the January 22, 2004 AEC committee meeting. Discussion followed regarding the OSWS track. The Wednesday session, possible speakers and what can be done to bring Public Health and Environmental Health together plus encourage more attendance by upper management was discussed. It was also suggested that a tote bag be considered for the give-away item this year.

6. Legislative Committee

See attached report.

7. Scholarship Committee

Kim Meyer-Lee sent information regarding our existing scholarships to Sharon Krull with Red Robin. She has not heard back yet. Kim presented the updated Tom Douville scholarship form. Tom Gonzales made a motion to approve the updated Tom Douville scholarship application. Carol McInnis seconded the motion. Discussion followed regarding the criteria wording that states that an applicant must be an intern from a local health department. It was suggested that the word local be removed from the criteria. The following changes were discussed: remove SSN# requirement and add a colon after "Tuition". Tom Gonzales withdrew his previous motion. It was discussed that a previously approved policy contained the word "local" and could not be changed without a vote. Tom Gonzales moved that the word "local" be removed from the health department intern criteria in the Tom Douville scholarship policy. Mark McMillan seconded the motion. Discussion followed. The motion passed. Carol McInnis moved to approve the scholarship application with the changes. Tom Gonzales seconded the motion. The motion passed.

8. Grants/Funding Committee

Mark McMillan presented a proposal for the Grants/Funding committee's responsibilities and a policy for Supplemental Scholarship Awards. See attached. Kim Meyer-Lee moved to approve the policy for Supplemental Scholarship Awards. Carol McInnis seconded the motion. Motion passed. Mark is currently looking into funding possibilities from the STEPP foundation and the state's supplemental environmental projects.

VI. Unfinished Business

Discussion regarding the need and purchase of a second lap-top computer. Prior to the meeting, Paul Klug had sent information regarding the purchase of the proposed computer via email. Tom Gonzales voiced concerns regarding the cost. The incomplete budget was also discussed. Doug Jatcko moved that no more than \$1,700 be spent on a new computer. Carol McInnis seconded the motion. Discussion followed regarding the budget and costs of a computer. Voting was as follows: In Favor – 3, Opposed – 3, Abstained – 1. Tie was broken by the president with a vote in favor. The motion passed.

VII. New Business

1. Guest speaker, Chuck Hutchcraft from Cornerstone Insurance Associates presented information regarding general liability and directors/officers liability insurance. See attached statute references. The board requested a quote for a general liability package and directors/officers liability insurance. We need to supply financial statements for the last 2 years and a copy of our bylaws for the quote.
2. Guest speaker, Michael Richen, Boulder County Indoor Air Quality Specialist spoke with the board about the American Industrial Hygiene Association (AIHA). Mr. Richen pointed out that AIHA and CEHA have similar mission statements. He suggested sponsoring joint lunch meetings, trainings and joint legislative committees. The group has monthly lunch meetings with various topics. The next meeting is March 5th with mold as the topic. The board stated that AIHA information would be given to the AEC committee.

3. Insurance was discussed. The board decided to make a line item of \$1000 in the budget for insurance.
4. Lori Siedelman requested that a policy be made for email voting in order to ensure that votes are properly documented and recorded. Tom Gonzales will research NEHA's email voting procedures.
5. The next meeting will be on April 8, 2004 at 8:00am at Colorado State University. Kim Meyer-Lee will be sending out parking passes. The board will have lunch with CSU students and then judge the Science Fair in the afternoon. The following scholarships will be awarded: Senior Division - \$100 and Junior Division - \$50.

VIII. Adjournment

Mark McMillan made a motion to adjourn the meeting. Tom Gonzales seconded the motion. The meeting was adjourned at 4:15pm.

President's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____