



CEHA Quarterly Business Meeting

February 3, 2005

Jefferson County Department of Health &
Environment—Climax Building

1801 19th Street, Golden, CO 80401

I. The meeting was called to order at 9:09 am by President Paul Klug.

II. Roll Call

Present: Paul Klug, President

- Susie Gallaudet, on behalf of Doug Jatcko, Industry Rep
- Lyle Moore, Jr., Past-President
- Jeff Zayach, EH Directors' Representative
- Danica Harmon, Secretary
- Carla Block, Western Slope Rep.
- Therese Pilonetti-Hall, President-Elect
- Phil Brewer, Northeast Rep.
- Carol McInnes, Treasurer
- Mark McMillan, Southeast Rep.

Absent: Doug Jatcko

- Chris Erzinger, Metro Rep

III. Corrections to Minutes

- a. Change information about CD account from once per year to twice per year.
- b. Under (3) Website Committee, add Carla as the contact.
Lyle made a motion to approve the minutes with changes. Motion passed unanimously.

IV. Reports of Officers

- a. Treasurer's Report—see attached report
- b. Per Paul, SEP \$5600 funding for Western Slope Epi training on 3/22 is still up in the air—**Paul will find out by 2/7/05**
- c. Phil pointed out that if we can not touch our CD account of \$9161.37 and take operating costs from other locations, this would be a good financial back-up for future operating costs.
- d. Changed total interest to combine the two interests.
- e. Danica made a motion to approve the Treasurer's Report with changes. Jeff seconded the motion. Treasurer's Report was approved with corrections.
- f. Paul raised question—how are we carrying extra money from year to year? Are there restrictions based on our 501(c)3 status?

V. Committee Reports

a. **Membership committee**-Paul Klug

Renewals were sent out since last meeting. Per Paul, there has been good response. Danica suggested that CEHA email broadcasts be used for reminding members to renew. Paul informed the Board that the membership database is set up for the next 5 years. For 2004, there were 330 members, including one honorary member.

b. **Sustaining Membership committee**—Susie Gallaudet and Doug Jatcko

For this year, the Board has a goal of 40 sustaining members. Doug and Susie have drafted a letter just for sustaining members for renewal. For the spring newsletter, a short piece will be put in regarding recruiting new sustaining members for membership.

The Board discussed the idea of offering to let sustaining members use our logo on their website. Phil asked whether we could monitor the activities of sustaining members to be sure that they meet certain standards. The idea of distinguishing between CEHA sustaining membership and CEHA certification was discussed to distinguish between organizations that are just members and organizations that meet standards set forth by CEHA. At this point, the Board decided that the logo could be used just to claim membership for the year, and not for any purposes of endorsement. Jeff wants to check with Tom to see whether NEHA has encountered this issue. Paul and Lyle will work on a policy for this, and the Board can vote on it via email. Mark asked if there is any liability associated with an action like this. Phil suggested spelling out restrictions very clearly for logo use—for example, a form could be drafted that anybody who wants to use the logo has to sign.

c. **Nominating Committee**-Phil Brewer

The nomination for Tom Dunlop is due 3/15 per Carla. Carla believes that some letters of support are missing from the application for Tom Dunlop's nomination for Mangold Award.

All nominations for honorary members must go through Phil Brewer. Paul nominates Julie Weatherred as an honorary member because she developed the membership database and she does continuous maintenance and troubleshooting. Last year, we gave her a membership, letter, and gift certificate for Starbucks. Phil makes a motion to give Julie an honorary membership. Motion passes.

For the next meeting, Phil will prepare a ballot for the election and include all criteria for positions on there. Phil will ensure that all applicants meet criteria.

d. **Publications committee**- Danica Harmon

The new layout of the sustaining membership information in Point Source was discussed. Susie suggested that sustaining members might like to have their contact information listed. Mark suggested **an insert in the next newsletter with logos/contact information**. For the next newsletter, Tom had mentioned including a **Calendar of Events**. **Danica will work with Doug and Susie to get updated logos from Sustaining Members** since the printing quality of some of the graphics is poor.

e. **Website Committee**—Carla Block

Tom is integrating a Flash program into the website that provides motion graphics.

f. **Education committee**—Therese Pilonetti-Hall

This AEC will be our 50th anniversary AEC. The **next Point Source issue should include an explanation about this jump from our 37th conference in 2004 to our 50th AEC in 2005**. There will be a full week of conference events because we have been selected as a site for Epi-Ready Team Training. Tom will help for advertising throughout all of Region 3. This will be on Monday and Tuesday of the same week. **An article regarding the Epi-Ready Team Training will be included in the next newsletter**. WEHA is not going to be a part of our conference this year. The planning committee would like to work with EPA to cover Children's Environmental Health issues. There will be an 8-hour OSHA refresher on the Tuesday before the AEC. There will also be a RIHEL mixer at the AEC on Wednesday afternoon.

g. **Legislative Issues**—Jeff Zayach

Jeff distributed a current list of EH bills to the Board. The most significant bill to local HDs is the Boyd Annual License Fees for Retail Food Establishments bill which supports the local determination of license fees. The EH Directors are part of the Public Health Directors, and they have hired a lobbyist to promote the Boyd Annual License Fees for Retail Food Establishment bill. The CRA lobbied strongly against the bill. The legislative movement of this bill and others can be tracked at <http://www.leg.state.co.us/>. Another big EH bill is the water quality/quantity combined for 2007. The raw milk bill is not supported by most EH directors.

The legislative power of CEHA was discussed. (Most) board members feel that any legislative activities are against their role as public employees. The Board strongly feels that CEHA is a purely educational organization that can educate its members to take actions as citizens. **Potential article for next newsletter: an explanation to membership as to why the Board sees the role of CEHA as a non-legislative one.**

h. **Grants/Funding Committee**—Mark McMillan/Carol McInnes

We are receiving SEP funding that can be used to offset Western Slope Epi-Training. There is no problem if CEHA comes out ahead financially with this funding. Funding for laptops/LCD projectors- Mark is working on it. Mark will be meeting with Larry Markham of NEHA to discuss if CEHA will be able to work in conjunction with them to get access to some additional funds.

Mark is looking into a CEHA Day at the Rockies idea. We may be able to secure tickets for a fireworks game (season opening, 4th of July, or season closing). Jeff suggested getting feedback on membership interest through a mass email to membership.

Mark is interested in pursuing grant money for distance learning ideas—this would be especially helpful for rural HDs. Paul is speaking with Chris Kelly at the State regarding money for radon-related training.

There will be a grant-writing training workshop at the 2005 AEC.

i. **Scholarship committee**- Mark McMillan and Carol McInnes

On the website, scholarship nominations are being sent to Mark, and he expects to start receiving that information over the coming months.

VI. Old Business

a. Red Robin scholarship- Mark will follow up with Sharon Krull of Red Robin regarding getting a scholarship from that organization.

b. Zoomerang use for surveys-- Paul will contact Zoomerang and get more information regarding conducting surveys.

c. One day trainings:

1. Epidemiology for Environmental Public Health training on 3/22/05 at the Hotel Colorado in Glenwood Springs: Carla says that everything is ready except we're waiting on the money. Carla has not committed to lunch yet to the hotel. Carla will wait to make registration forms until after we find out for sure about SEP money. If the money comes through, the training will be free for members and \$25 for non-members. If the money does not come through, it will be \$30 for members and \$60 for non-members.

2. Environmental Crimes class on Western Slope—Chris has tentative agenda, and is working on getting speakers. Class may be held in April.

3. Air Quality Training- idea for one day training for northern metro/southern weld county areas. Phil has concerns that elected officials in Greeley area are not educated about air quality issues. This is a training that we can set up for later in the year, so that we have plenty of time. Perhaps the logical approach is to train members on land use planning and working with public/elected officials.

4. Carla spoke with CPOW regarding sponsorship at their 3/4/05 annual education conference at the Holiday Inn in Grand Junction and their 3/25/05 training at the School of Mines in Golden, and they are open to receiving funds from us in exchange for our recognition of sponsorship. CEHA could sponsor a continental breakfast or could just donate a lump sum for use between the CPOW metro training and the Western Slope training. Carla will talk to CPOW and offer them \$200 for the trainings in exchange for recognizing our support in their agenda and putting a banner up. Jeff made a motion to approve \$200 to provide to CPOW. Lyle seconded the motion. Motion was passed unanimously.

VII. New Business

a. April 7th Board meeting and Science Fair judging: Judges will be Mark, Tom, Doug, Therese, Phil and Danica. Lyle and Paul will be judges but will back out if there are too many.

b. Budget—The different fiscal categories were reviewed and discussed. Scholarships/sponsorships have been broken down in the 2005 budget. All AEC costs will probably have to be lumped together in the budget. The projected cost of the AEC should be increased to \$20K from \$17K. Publication budget was changed from \$2500 to \$2800. No change for AEC registration. After discussion, the Board decided that \$5K per year should be put towards computers and A/V needs.

c. Paul will prepare a CEHA email broadcast re: having money available for RIHEL students to help offset costs.

d. For the next meeting, Mark will work on a policy regarding awarding money to people applying in different categories, like RIHEL scholarships, scholarships for offsetting travel to NEHA, etc.

e. Mark made a motion to look into hiring somebody for an audit to make sure that we are keeping the books correctly. Carol will check into costs of an accountant and will get back to us.

f. Danica will order the same number of letterhead/envelopes as last time.

g. Phil unearthed old CEHA records—they currently reside with Tom Gonzales. Should we have an official archivist? Tom G. would be interested in this

probably. Lyle suggested a permanent storage location for CEHA materials. This could be an agenda item for the next meeting. Would it be possible to get a storage space (either paid or through a health department which has extra space available?)

VIII. Adjournment

Danica made a motion to adjourn. Therese seconded. Meeting adjourned at 4:12