



CEHA Board Meeting

Thursday, February 2, 2006

Jefferson County Department of Health and Environment

I. The meeting was called to order at 9:04 am by President Therese Pilonetti-Hall

Roll Call & Quorum—a quorum is present

Present:

Paul Klug, Past-President

Therese Pilonetti-Hall, President

Danica Harmon, President-Elect

Nicole Grisham, Secretary

Dan Collins, Treasurer

Chris Erzinger, Metro Representative

Carmen Vanderbark, Northeast Representative

Mark McMillan, Southeast Representative

Julie McCaleb, EH Directors Representative

Attending by phone conference call:

Carla Block, West-Slope Representative

II. Reports of Officers

a. Secretary's report - Nicole

- i. Make changes to 11-17-05 minutes that Therese suggested in distributed email.
- ii. Motion to approve the minutes was approved.

b. President's report - Therese

- i. Picture of Board taken today during lunch.
- ii. Zoomerang update by Therese
 1. Nothing allowing registration for course could be found.
 2. Mark reaffirmed that the part of Zoomerang service spoken of is not provided anymore.
 3. Can still use survey aspect and an upgrade costs \$350 however Therese feels the free service meets our needs.
 4. Chris mentioned CANPO and he will look into this.
 5. Mark mentioned UofC Health Sciences Center.

c. Treasurer's report - Dan and Paul

- i. Passed out information
 1. Spreadsheet with end of the year information.
 2. Faxed copies to Carla.

3. Short spreadsheet is balances for account.
4. Long summation is since Nov '04.
5. Short summation since last Board meeting.
6. Mark acknowledged the appreciation of providing this whereas in year's past this has not been readily available.
7. Therese asked about variance column.
 - a. What proposed vs. what is actual.
 - i. Over \$14031.98
8. Mark asked what was carried over from previous year (Past Year Earnings or PYE?).
 - a. PYE still needs work.
 - b. Still working out some items not carrying over in spreadsheet.
9. Carmen asked why RIHEL was not awarded.
 - a. Only one applicant and not familiar with applicant.
 - b. Board decided to roll over to next year.
10. Mark brought up AEC figure on spreadsheet is low.
 - a. Need to work with Quicken and spreadsheet on errors.
 - b. Summary sheet from Quicken is more accurate than the spreadsheet.
 - c. Account balances straight from bank so should be accurate.
11. Mark asked do we really need the spreadsheet.
 - a. Chris and Dan brought up this is useable for audit.
 - b. Carmen added it is easier to look at.
 - c. Quicken may have a tool to do this.
12. Therese asked for other comments.
 - a. Motion to approve all but spreadsheet.
- ii. Dan asked that we make a new budget for this fiscal year.
 1. Income
 - a. Adjust budget for lifetime dues to \$250.
 - b. Adjust budget for student dues to \$100.
 - c. Adjust budget for sustaining dues.
 - i. Doug will address short falling this year but would like to set high goal of \$6750 or approximately 30 members.
 - ii. Doug expressed these members were happy this past year but some criticisms were received regarding participation and functionality which will be elaborated on during the sustaining committee report.
 - d. Adjust budget for grants to \$500.
 - i. 2005 was much greater than 2004.
 - ii. One million dollar grant with NEHA did not go through but will push for next year.

- iii. Grant last year used in Epi Training.
- iv. Mark put in standing request for computers (\$5000), two-day air training and one day training in another arena but not sure where income will be coming from.
- v. Dan suggests zero out and if trainings do come through then they go under trainings vs. grants. Better to make budget lower.
 - 1. Dan suggests using website for promoting.
 - 2. Doug suggests also using website for sustaining membership.
 - 3. Therese suggests an incentive program such as sustaining members bringing in new sustaining members get discount on AEC registration? Doug brought up something physical like a pen...reminder. Much of the board supported this. Pins were also suggested. All board members are to brainstorm on possible ideas.
- e. Adjust budget for supplemental student scholarships to \$300.
 - i. Mark brought up article in Point Source is working to increase this.
 - ii. Silent Auction last year was lower than previous.
 - 1. Doug brought up needing a lead person to find oddities.
 - 2. Year before had more promos from entities in the location of the conference.
 - 3. AEC Planning Committee members on the board to bring up at AEC Meeting.
 - 4. Keep \$\$ goal for auction.
- f. Budgets for AEC to remain.
- g. Adjust budget for one day trainings to \$2800.
 - i. Therese wants to discuss plan.
 - ii. Mark thinks numbers are high and we should be conservative.
 - iii. Chris thinks there is lots of interest in the OSHA training and could grow.
- h. Adjust budget for interest to \$400.
 - i. Carmen recommended CD's.
- i. Adjust budget for PY Earnings to be determined.

- i. Gain or Loss carried over to next year; last year actual is \$8740 from Quicken sheet.
 - ii. Dan will address in spreadsheet.
 - j. Overall
 - i. Question about what other is in the Grant section.
 - 1. Paul brought up expenses for Rockies trip or other event; \$500.
 - 2. Initial expense that is reimbursed with payments for event.
2. Expenses
- a. Adjust budget for board accounting to \$2500
 - i. Set for Audit but Paul thinks we need more to get a quality audit done; \$2500.
 - ii. Motion was made at November meeting for audit to be done by February.
 - 1. Board reaffirmed the motion and asked that the audit be done by next meeting.
 - b. Food budget to remain.
 - c. Insurance budget to remain.
 - i. Keeping the liability coverage the same at one million.
 - d. Adjust budget for miscellaneous to \$500.
 - e. Adjust budget for NEHA AEC for President and President Elect to \$3500.
 - i. Therese brought up that her and Paul had a lot of out of pocket expenses.
 - f. Adjust budget for sponsorships to \$500.
 - i. Last year gave to CPOW; Paul recommended increase to increase the Association's support.
 - g. Adjust budget for RIHEL to \$2500.
 - i. Mark propose making it \$2500 for full scholarship for the next year.
 - ii. Therese brought up sustainability of this adjustment.
 - iii. Mark brought up article in Point Source.
 - iv. Dan brought up several applicants get \$500 each and can change budget each year.
 - v. Dan brought up savings is large and need to give for our benefit as non-profit and provide training/education.
 - vi. Therese brought up looking at policy to make sure we can split.
 - h. Adjust budget for scholarships to \$5000.

- i. Julie recommended raising the amount on the science fair.
- ii. Mark discussed winners and their family expenses to the AEC.
- iii. Dan brought up this is another great way to bring down our profit.
- iv. Julie brought up sustainability with increases.
- v. Mark brought up that two Tom Douville awards of \$500 were given last year.
- vi. Mark brought up past endowment to CSU of \$5000 one time donation.
 - 1. We can add to that.
 - 2. CSU is targeting freshman scholars and Dr. Gilkey discussed with Mark.
 - 3. CU may have other programs.
 - 4. Therese brought up CSU Honduras project.
 - 5. Mark has looked into CSU Alumni Association with Environmental Health; homecoming event can use sponsorship.
- vii. Dan suggested Tom D \$1000, Science Fair \$1000, Other \$3000.
- i. Adjust budget for committee sections.
 - i. Grant - Mark brought up that he has a trifold informational flyer that he would like printed on quality paper that would cost about \$1000 to promote this.
 - 1. Danica brought up would we recover the \$1000
 - a. Can carry over to future years and mailing would be less; not date sensitive
 - b. Flyers would allow people to earmark money for specific cause or general donation
 - 2. Therese brought up who these will be sent to; need to be more than members who can contribute a larger amount.
 - 3. Doug brought up many people don't want to be members but can then back up and target donation to scholarship.

4. Doug brought up need hard picture of concrete sale; tangible list of the contribution.
 5. Chris brought up targeting industry.
 6. Mark will talk to board before spending but overall support was given to go ahead with the project.
- ii. Membership budget to remain.
 1. Paul is having Signal do everything this year so keep the same.
 - iii. Adjust budget for nominations to \$1000.
 1. Paul had Signal do this last year and would increase because of cost of plaques and awards.
 - iv. Adjust budget for publication to \$3000.
 1. Danica is looking to enhance our publications.
 - v. Sustaining budget to remain.
 - vi. Adjust budget for website to \$1000
 1. Carla talked to Tom and needs to increase by \$500 for web design and maintenance.
- j. Adjust budget for education to \$22800.
 - i. AEC remain at \$20000.
 - ii. Epi Training will not happen this year.
 - iii. Other training to be determined.
 1. Chris suggests the possibility of more than one OSHA refresher.
 2. Decided to increase to \$2800 for possible three OSHA refresher trainings that Chris will be working on.
 - k. Miscellaneous budget to remain.
 - i. Equipment was approved to be purchased at November meeting.
 - ii. Still looking to purchase a projector, laptops and printer and Paul will do this.
 - iii. Suggestion made for possibility of a camera.
3. Therese brought up motion to approve budget.
 - a. Motion to approve the 2006 budget was approved.

III. Reports of Committees

- a. Membership Committee – Paul Klug
 - i. Behind on renewals.
 1. Some have already paid who will not get renewals.

2. Using Signal to do this.
 3. Website may also be used.
 4. Renewal form prepopulated with a merge document.
 5. Can also add money for scholarship here.
 6. Paul will have info to Signal by next Friday, February 10, 2006.
 7. Gina will be working with Paul on entering what is returned.
- b. Sustaining Committee – Doug Jatko
- i. Add article to Point Source for request for sustaining members.
 1. Need to add looking for other grants.
 - a. How do we want the information back?
 2. Offer incentives for leads on new sustaining members.
 - a. Want something special not old pin given in past.
 3. Doug to send Danica something on the incentive by tomorrow morning.
 - ii. Few renewals back however will remain in newsletter because not given chance due to membership renewals not sent out yet.
 - iii. Comment almost universally from all sustaining members is that they cannot be away from businesses for two days to meet with AEC attendants. Think they can do this in a shorter period of time.
 1. Julie brought up using a half day for the exhibitors exclusively.
 2. Julie received info from Director's meeting about seeing more exhibitors speak.
 3. Carmen suggests allow vendors to participate in training.
 4. Carmen brought up in 1997 there was and AEC in April.
 5. Julie brought up AEC needs more air issues from directors feedback.
 6. Doug supports expanding our segments of the industry.
 - a. Expand of food industry.
 - b. Expand on pool industry.
 - c. Brew pub association as possibility.
 7. Members are not currently interested in being a board member and Doug thinks this needs to be emphasized, more involvement would help.
 8. Logistics of these issues with the AEC will be brought up by Board Members that are AEC Planning Committee Members at next AEC Planning Meeting.
 - iv. NOWRA (National Onsite Wastewater and Recycling Association) is having their convention in Denver at Adams Mark Hotel because of New Orleans Flood last week of August 28-31.
 1. Doug would like to see CEHA's involvement.
 2. One day ticket for trade show is available.
 3. National representation and big local agencies.
 - v. Update on Front Range Precast and Brian Schaffe.

1. Awarded grant on Human Onsite Wastewater Practices and Issues from regulators point of view on what is going on in their counties.
 2. Less than 10 counties in Colorado have not responded to questionnaire about participation.
 3. Kent Custer with CDPHE is very proactive and identified as a leader.
 4. Mark brought up there is a big water quality conference the end of October.
- c. Website Committee – Carla Block
- i. Tom has been doing all the work.
 1. Created policies, minutes and documents now accessible.
 2. Problem with payment to Brinkster and website was down.
 3. He requests money set aside for this.
 - a. He requests contract for his work on website in place of Joe; he proposes being the website master at \$500/yr.
 4. Alabama EH link on website.
 5. One day trainings
 - a. In past she has done in March and April but not possible this year.
 - b. Wants childcare and NCGW trainings end of summer and she is working on this.
 - c. Contacted Paul about NCGW and a one day training is already being worked on.
 - d. She has been in contact with Darlene (Mesa) about childcare training.
 - i. Therese offered to provide Carla with information from the Metro training last year.
 - ii. Carmen asked if this training would be like the metro one last year.
 - iii. Carla described and sounded similar.
 6. Credit card issues
 - a. Zoomerang does not have this capability so need more discussion.
 - b. CEHA credit card
 - i. Last time looked into we did not have a physical address.
 - ii. Mark discussed the problem being the point of contact floated from year to year.
 - iii. Suggested getting bank card for board.
 - iv. Therese suggested prepaid VISA.
 - v. Doug brought up debit card can be stressing to the account; credit card looks at approved purchases.

vi. Automatic payment every month to account with Brinkster. Carla will have Tom get a hold of Dan.

vii. Paul brought up checking if automatic payment is possible.

c. Dan brought up need to change who can sign checks to Therese and himself.

7. CALPHO Grant

a. Discuss more next meeting.

d. Revisit to Treasurer's Report

i. Dan passed out proposed budget spreadsheet.

1. Motion to approve the 2006 budget was approved.

e. Publications – Danica Harmon

i. Passed out update which had been previously emailed.

ii. Stressed board members to contribute articles.

iii. Next newsletter passed around.

1. Anyone interested in proofing let Danica know.

2. Chris would like to see it before final edit.

3. Carmen will provide Danica edits to her profile by tomorrow.

iv. Suggestions

1. Mark asked which issue will have focus on the AEC.

3. July for registration.

4. Update in spring regarding dates.

i. Turnaround time for next newsletter is pretty short.

2. Nominations Committee– Carmen Vandebark

a. More to report next meeting after collaboration with Paul.

3. Education Committee – Therese Pilonetti-Hall

a. AEC 2006

i. Nicole is leading on the contracts and working with CPHA.

ii. CPHA has put some bids out for contracts and CEHA has bids out as well.

iii. Problems with hotel availability for a combined conference.

iv. 450 people for the cross-over day.

v. CPHA has in their by-laws that they must hold conference in a smoke-free jurisdiction.

vi. Nicole is putting together a spread-sheet regarding historical numbers, costs, etc..

vii. Vail is a possibility, although the town does not meet the non-smoking requirement; non-smoking options: Keystone (\$91 room nights) & Copper (about the same price as Keystone for room night rates). Options in Vail are Vail Cascade (\$109 room nights).

viii. Decision should be made and preliminary contract should be under negotiation by AEC Planning Committee Meeting on February 22, 2006.

- ix. Therese brought up the Innovations Symposium – Speaker out of Eldorado Springs, Hunter Lovins, Natural Capitalism, great speaker on sustainability.
- x. EPA Region 8 – David Shallet also on sustainability
- xi. Julie thinks it is relevant and directors would like this.
- xii. Directors also push for more on air quality and hazardous waste.
- 4. Grants and Scholarships Committee – Mark McMillan
 - a. Update emailed.
 - i. Working with Doug (and Susie) on members list.
 - ii. Red Robin has been on back burner, legal issues right now.
 - iii. Ski Day or Rockies Game
 - 1. Networking is good tool.
 - 2. Some question if skiing will promote networking.
 - 3. Golf or night golf
 - 4. Bowling
- 5. Legislative Committee – Julie
 - a. Bills passed and updates
 - i. House bill 1083 – PERA, reduced benefits for new employees, appointments for board.
 - ii. 1113 protection on air quality to committee.
 - iii. 1145 meth legislative introduced.
 - iv. 1175 statewide smoking ban to full committee.
 - v. Meth on disclosure senate bill 002, BLT.
 - vi. 114 synthetic covers on hog facilities for odor issues.
 - vii. Civil penalties bill hasn't left committee yet.
 - viii. Other health are being watched.
 - ix. Children's products labeling for recalled products
 - x. Water quality bill.
 - xi. 111 senate bill health professionals cultural competency been introduced.
 - xii. Several on hospital infection rate.

IV. Old Business

- 1. Revisit Computers – Paul Klug
 - a. Two computers, printer and one projector by next meeting along with associated software.
 - b. Question about if warranty is included.
- 2. CALPHO Grant – Therese Pilonetti-Hall
 - a. \$20,000 to write a business plan.
 - b. Meeting coming up on February 15th 10:30 am, Mark offered to go; Danica being next president wants to go as well.
 - i. Item of request is storage space.
 - ii. Therese requests thoughts on needs be communicated to representatives.
 - iii. Mark brought up having a no risk commitment.

3. Revisit Audit
 - a. Paul to discuss results at next meeting.
 - b. Board thinks needs to be addressed now and Paul and Dan have full go ahead to get it done.
4. Bylaws and responsibilities
 - a. Under membership on website.
 - b. Mark suggests search function for website. Mark will mention to Carla.
 - c. Therese brought up posting when positions with board members will open. Mark will mention to Carla.
5. One day trainings
 - a. Carla-western slope - previously discussed
 - b. OSHA – one day
 - i. Free as long as not outside of government agency.
 - ii. Board wants to keep open to everybody.
 - iii. Julie brought up that under bioterrorism funding 20% of staff needs to have 40 hr OSHA training.
 - iv. Sounds like a need for two trainings
 - v. Chris will check on 40, 24 and 8 hour trainings and give update next meeting.
 - c. Carmen brought up needing a one day training that is different than what has been given in the past.
 - i. Colorado Mold Training on March 7, 2006.
 - ii. Air training.
 1. Therese brought up using air at AEC so maybe not this year for a one day.
 2. Danica thinks could be draw and introduce them to CEHA.
 3. Mark would be willing to help but would want to focus on one function and would also like to get bulk of help done by end of July.
 4. Past AEC had air on a Friday and attendance was great.
 5. Board thinks we should use the AEC for air training and Mark will help with track.
 - iii. Hazardous waste could be crossover with air.
 - iv. Danica suggested Public Accommodations.
 - v. Mark will look into Leadership Training; Kathy with Leadership Institute and report at next meeting.
 1. Julie brought up EPA resource, Communities Leadership Training, had air focus as well.
 - vi. Julie brought up Jeff Stoll bringing up the Public Health Improvement Plan, the 10 essentials and statistics may be presented.
 1. Mark brought up resources at Office of Liaison related to this.

V. New Business

1. Newsletter article brainstorming – Danica
 - a. Paul’s raw milk outbreak in Larimer County – Paul will write article.
 - b. Carmen discussed TB vaccination in her area.
 - c. Chris will talk to Randy about an article.
 - d. Nicole to look into article about student run restaurant at CSU
 - e. Mark to talk to Justin about mercury program.
 - f. Mark is going to write article about CSU endowment fund.
 - g. CSU alumni association article.
 - h. Mark will volunteer to interview a past president.
 - i. First woman president.
 - j. Elwood. Found on internet by Mark, very long time ago.
 - k. Frank Justice.
 - l. Boulder outbreak...salmonella.
 - m. Regulation change for BHC in future.
 - n. Air focus may develop something.
 - o. Food security at state CPD.
 - p. ERP, Joyce, Chris may check into.
 - q. Rocky Mountain Promise – food safety recognition, Eagle County involvement.
2. Incentives for members
 - a. Growing prizes with more new members.
 - b. Sustaining membership levels – bronze, silver, gold.
 - c. Fee reductions for registrations.
 - d. CEHA Merchandise – Chris may know where to get information and will look into this.
3. Other
 - a. Walter S. Mangold award with NEHA
 - i. Tom Dunlop the last two years was submitted and not interested in submitting again.
 - ii. Brainstorm for new applicant.
 1. Contribute in a national way.
 2. Due by March 15th with 5 letters of recommendations.
 - a. Dr. Blehm
 - b. Chris Wiant
 3. Carmen will work on Chris Wiant as applicant for next year with her committee.
 - iii. Mark brought up that Joe Beck got contacted by this presidential administration and may have been related to newsletter being circulated by NEHA.
 - iv. Call for Milton Miller award nominations to be put in next newsletter...requests submitted to Carmen.
 - v. Mark to submit article on CSU scholarships.
 - vi. Some members brought up getting junk mail through email with CEHA web.
 - vii. Mark – newsletter, health disparities, state working with grants.

- viii. Mark will be shadowing state senator for a day in March, could be article for newsletter.
- ix. Mark brought up article about CWD in meat in paper and magazine (Science or Nature), John Pape.

VII. Adjournment

1. Next meeting April 6, 2006 Science Fair @ CSU and meet with CSU students.
 - a. Therese to talk to Dr. Gilkey and EHSA to arrange meeting time and let us know by the end of February.
 - i. This is not official board meeting.
 - b. May 4, 2006 meeting at 9 am at Jefferson County HD again.
 - c. Mark suggests meeting somewhere further east for future meetings.
 - d. August meeting might be at AEC venue.
2. Motion made for meeting to adjourn followed by second motion. Meeting adjourned at 3:27 pm.