



COLORADO ENVIRONMENTAL HEALTH ASSOCIATION

CEHA Meeting
February 6, 2008

Present:

Carla Ostberg-President
Danica England-Past President
Nicole Grisham-President Elect
Tom Butts-Metro County Representative
Sharon Stevenson-Alliance Representative
Carmen Vandembark-Northeast Representative
Danelle Morgan-Secretary
Richard Stenson-West Slope
Debbie Polelli-Southeast Representative
Dan Collins-Treasurer

- I. Secretary Report-Danelle Morgan
 - a. Highlight action items
 - b. Put on letterhead
 - c. Motion to approve with changes-**approved**
- II. Report of Officers
 - a. Treasurer-Dan Collins
 - i. Do we need to add Parking for AEC in budget?
 - ii. CEHA brought in about \$20,000 for AEC registration for last year
 - iii. Do we currently want to transfer any money from savings to checking?
 1. We have the ability to transfer from savings to checking at any time
 2. CD matures in April and current rate is 3.3% and if we leave it, it will continue to make 4.4%
 3. Motion to approve leaving the CD alone, knowing that we have the ability to transfer money-**approved**
 - b. President Report-Carla Osterberg
 - i. May board meeting (in Eagle) conflicts with the county contract meeting (also held in Eagle)
 1. Carla and Nicole may not be able to attend
 2. Nicole also has RIHEL graduation sometime in May-TBA
 3. Debbie is not approved to do any overnights due to El Paso's budget
 4. New meeting date suggestions?
 - ii. Representative Outreach to membership
 1. Western Slope-at quarterly meetings Richard tries to put in a good word for CEHA
 2. Nicole-through the Lap program, let's her counties know about CEHA
 3. Tom-Shot out an e-mail introducing himself and letting them know about CEHA
 4. Carla-Contacted her membership area and wants to do a monthly report on what's going on with CEHA
 5. Sharon-a printed brochure could be beneficial
 - a. Good idea for a booth
 - b. Could be electronic and send it through e-mail
 - c. Danica will work on the brochure after the next newsletter goes out
 6. Debbie will send out an e-mail to Amanda re: impact of electronic payment option on 2008 membership numbers
 - iii. A request for everyone to attend AEC planning committees
 1. Each member should attend at least one meeting-call in option available

2. Everybody is willing to participate at least once
 3. Nicole will add board to e-mail list for AEC
 4. Next three meetings-all at CDPHE
 - a. Feb 21, 1pm-4pm
 - b. March 25, 1pm-4pm
 - c. April 17, 12:30pm-3:30pm
 - iv. How do people like corresponding through the collaboration room
 1. Is it a time saver and convenient?
 2. Currently people think it's not user friendly
 3. A demonstration will be done by Sharon
 - v. Roy Kroger-Region 3 NEHA Rep
 1. Member since 93-94
 2. Graduated CSU
 3. Interested in adding CEHA logo to WEHA website
- III. Annual Goal Planning Exercise-Sharon Stevenson
- a. CEHA Mission
 - b. CEHA Objectives-are we on track with objectives?-yes
 - c. What drives you?
 - i. Professional growth, leadership, collaboration-Nicole
 - ii. Opportunity to work with a lot of people around the state-bigger picture-Tom
 - iii. Feedback from other CEHA members and knowing that they appreciate what we do and that it helps them with their professional life-Carla
 - iv. Collaboration with other folks, seeing the bigger picture-Richard
 - v. Likes to contribute talents throughout CO to streamline things and provide services-Debbie
 - d. The Sky is the limit Goals-Brainstorming ideas
 - i. Provide educational opportunities to all levels of EH for free-long term
 - ii. Webcast AEC and other trainings-'08
 - iii. Use technology to reach the whole state-'08
 - iv. Monthly "Lunch and Learn" for all members-past years it has been done in metro area, now may work to do a webcast-'08
 - v. EH is broad and may need to provide more benefits for all aspects of EH-ongoing
 - vi. Identify areas of EH not in membership, need to reach out-'08
 - vii. Provide more recognition to people in the field-CEHA member of the month-'08
 - viii. Partner with industry-more industry involvement (need industry rep's input)
 1. Restaurant Association
 2. Pool industry
 3. Oil and gas
 - ix. Sustainability/planning, big picture-ongoing
 - x. Get other agencies/disciplinary approach involved in long-range planning-'08
 - xi. Promoting better understanding of potential scope of EH, core competencies-'08
 - xii. Get EH directors involved and hopefully they will find value and provide feedback of AEC and encourage they're people to go. **Carla will send an e-mail to EH directors to try and get them involved, provide feedback, etc.**
 - xiii. More coordinating/marketing approach-'08
 1. Who are we not reaching
 2. What benefits are of value
 3. Brochure
 4. Better connection to EH directors
 - xiv. Be a resource for local health departments accreditation standards
 1. ISDS
 2. Food Safety
 - xv. Be fun-filled, mix business with pleasure (good and bad things may come out of this)-on going
 - xvi. Networking, team building
 - xvii. PHDDoC, CCI (County commissioners) should all be connected as well-succession planning
 - e. Perceived Limitations
 - i. Who handles the goals
 - ii. Too many goals
 - iii. How to get more involvement
 - iv. Travel constraints
 - v. Budget constraints
 - vi. Communication
 - vii. Volunteer vs. staff (can alliance help?)

- viii. Board structure
- ix. Technology/policy limitations
- f. 2008 Priorities
 - i. Identify core competencies, trainings offered and who to market
 - ii. Develop brochure (Danica/Alliance)
 - iii. Alliance research podcast
 - iv. Contact EH directors, open door for communication-president, president elect, EH Director's rep.
 - v. Identify underrepresented disciplines including state/local agencies
 - vi. Two "Lunch and Learns"

IV. Committee Reports

- a. Membership Committee
 - i. 80 active members
 - ii. 12 life members
 - iii. 4 student Members
 - iv. 7 sustaining members
 - v. Between December and today, 41 memberships were done with online payment, the majority being sustaining members
 - vi. Bar graph will be made for next meeting showing hits on web page
 - vii. Flash presentation to stay green
- b. Sustaining Members-Dale Dunnells not present
 - i. Dale was going to contact Jen Green
 - ii. Dale will need to continue with action items from last meeting including contacting Chad to talk with
- c. Nomination Committee-Carmen Vandenbark
 - i. Early start this year for nominations
 - ii. Carmen will e-mail Tom regarding the things that needs to be changed; President-elect, Past president, date changes for nominations (contact him through CEHA-web e-mail)
 - iii. Debbie will be sure to get more than 2 nominations this year
 - iv. Power-point slide show for the awards this year
 - v. Mangold in '09, nominees need to be involved with NEHA and other things on a National level
 - vi. Plaque will be redone tonight and names added
- d. Publication Committee-Danica England
 - i. Getting back on track with newsletter timeline
 - ii. There is still a link for all past newsletters, not just the current
 - iii. We want a hyperlink, specifically to the current newsletter
 - iv. Danica will follow up with Tom, need clear instruction to get to current newsletter
 - v. Mass e-mail to all members letting them know that the new newsletter is out and posted on the website and the hyperlink will bring you directly to the current newsletter-Danica will do this and cc Board members
- e. Education Committee-Nicole Grisham
 - i. 2008 AEC
 - 1. Brochure of Sheraton Steamboat provided, where AEC '08 will be held
 - 2. September 24-26
 - 3. "Call for abstract" is on website
 - 4. Parking passes provided for Tues., Wed., Thursday nights
 - 5. Link on website that brings them directly to Sheraton site for our room block
 - 6. All of our rooms will be renovated
 - 7. If we don't meet room block, we still have to pay for the rooms
 - 8. AEC committee has good energy and potential for professional growth-25 are active
 - 9. Theme not picked out yet-ideas from NEHA member
 - a. Collaboration, visibility, etc.
 - b. Succession planning
 - 10. With the size of the planning committee, are we able to pay for registration for all AEC planners
 - a. We will need to look at the policies and maybe rethink how registration is paid
 - b. Possible tiering for registration costs
 - c. During next meeting, bring to the board a list of participants and level of participation to put towards registration-Nicole
 - d. Budget for comp. registration for planning committee
 - e. Mission for AEC was discussed at planning committee meeting
 - i. High quality educational experience focusing on the future, up and coming

- ii. Does board want to be a part of the mission
 - iii. Nicole will send an –mail to the board stating what the planning committee has come up with as important components to the AEC and Carla will pass the info on to EH directors
 - ii. Swimming Pool AEC may want to partner with CEHA AEC, they have a business meeting and thought that soliciting CEHA members for trainings would be a good idea
 - iii. Brian, CPOW, would like to work with NEHA
 - iv. One day trainings-Richard
 - 1. Post upcoming trainings on website
 - 2. Alliance will help out with registration for one day trainings, will be able to have an acceptance max and then put on waiting list
 - 3. Epi-Danica
 - a. Four confirmed speakers for NETI -West training on May 7, 2008 (RMFS is happening those days)
 - b. Maxed out in Eagle last year
 - c. Brings in non-members
 - 4. Childcare-Therese?, Richard will talk to Therese
 - 5. Temporary events-Carmen
 - a. Temp events now on State Advanced Food Safety
 - b. hold off until next year
 - 6. EH 101-Alliance, Jeff Stoll
 - a. Lee is taking this one on and needs start-up money (\$10,000)
 - b. More of a partnership rather than a CEHA training
 - c. Public Health 101 is a training that is successful currently
 - d. CEHA would not be able to carry on this training
 - 7. Body Art-Carmen, on website for fall
 - a. Joanna and Karl (or someone in El Paso?-Tara and Keith in tri-county) interested in putting on a one day training in metro area
 - b. Focus towards regulators and artists to bring a bigger audience
 - 8. Plan Review-Nicole and Danica
 - a. Everyone who worked on it last year is willing
 - b. NETI-Summer
 - 9. Swimming Pools-Nicole and Trisinda
 - a. Not a one day training
 - b. Marketing on website for CEHA members to be aware of their upcoming conference on calendar
 - 10. Onsite wastewater-Dale
 - 11. OSHA Refresher-Dan
 - a. In conjunction with AEC
 - b. Carla will put that on the training announcement
 - 12. Regional wastewater haulers association in western slope-talk to CPOW and collaborate for a training
 - a. Waste water haulers are trying to get regulations in place
 - b. Want the regulators to provide information
 - c. No CEHA commitment at this point to not step on toes with CPOW
 - d. Contact CPOW-Richard
 - 13. Work with Carla to make a presentation regarding advanced technology advances for EH folks
 - f. Scholarships & Grants/Funding-Tom Butts
 - i. CSU is working on that internally this season
 - ii. Contributions to scholarship fund by members is recognized in the newsletter
 - iii. Science fair is 4-10-08 awards either Thursday or Friday night-Judging volunteers
 - 1. Carmen
 - 2. Debbie will look into it
 - 3. Any other volunteers, talk to Tom
 - 4. Ken wants a board member to give 3-5 min. of comments at a luncheon on the 12th-Tom Volunteered
 - iv. RIHEL Scholarship, put it on the RIHEL website-Tom will e-mail Cathy regarding that
 - g. Website Committee-Carla Ostberg
 - i. Needs an update from Tom
 - ii. Laundry list to talk to Tom about
 - iii. Mark will move forward with space on website for schools

- iv. Carla has not contacted other schools
 - v. Revisiting compensation-left open
 - vi. Carla will e-mail if Tom replies with any updates
 - vii. Nicole would like to increase the AEC page and has other ideas for the website
 - 1. More pictures of planning members
 - 2. NEHA is the only thing that really catches attention
 - 3. Need to get regular updates to Tom to post on site
 - 4. Need timely response from Tom on website updates
 - 5. Carla will talk to him about sharing the password for the website
 - 6. Complaints or issues that people deal with on the job-humorous (wacky experiences on the job)
 - h. Legislative Committee-Michael Wallingford
 - i. Has he been in touch with Tom for updates on the legislation on website
 - ii. Current function is to keep tract of pending bills and laws dealing with EH
 - iii. Board should monitor what's going on legislatively without being too political
 - iv. Talk to Michael about purpose of the committee
- V. Unfinished Business
- a. 2008 Budget Approval-2008
 - b. CEHA Board Handbook-Danica
 - c. CSU Science Fair Info-See committee reports-Scholarship & Grants/funding
 - d. Storage at the Alliance-All
 - e. Computer repairs and inventory-Carla
 - i. Currently have 4, two not working properly
 - 1. Therese has a computer that has publisher, adobe writer; need to get that for Publication Committee (Danica)
 - 2. Danica's needs to be repaired and given to Nicole
 - 3. Secretary needs to have one-Dan's old one
 - 4. Paul's old one-wipe clean and donate
 - 5. Education chair-will get Danica's after it has been repaired
 - 6. Printer that needs to be fixed or replaced
 - 7. If Danica's can be repaired, we only need one new computer (for Dan)
 - ii. Money in the budget for computer replacement-\$5,000
- VI. New Business
- a. Alliance dues and identification of necessary services, budgeting for 2009-Tabled
 - b. Education Representative-Guest Erin Reicheat
 - i. Wants to give students more ownership and help increase membership and attendance
 - ii. Thinks a student liaison for CEHA would be great, unsure if bi-laws would need to be changed, probably wouldn't if they are not a voting member
 - iii. Open to students in all schools, not just CSU
 - 1. CSU may be weighted due to the interest CSU has with CEHA
 - 2. UNC was in correspondence last year
 - 3. Richard brought a book that shows what programs each school in CO has available
 - 4. We need to somehow market this to different schools, could help with our student membership
 - 5. Last year we had 4 student members, all CSU students
 - 6. Scholarship applications were way down last year, need to have more competition
 - iv. Carla and Carmen willing to outline the liaison role and get the information out to students
 - v. A column in the newsletter for the students, great experience, networking, great link to the future
 - vi. Options for being appointed this position
 - 1. Students should be able to apply for this position, board chooses
 - 2. Students elect their own representative
 - vii. Could benefit students, CEHA, local health departments
 - viii. Motion for Carla, Carmen and Sharon to develop rules and responsibilities, work on getting information out to students that CEHA would like a student liaison, they would have to submit and app and the board appoints the student...in preparation for start of school yr '09; announce at AEC for all members to be aware of All in favor...motion passed
 - c. Increase in training/registration fees for non-members-Carla
 - i. One day training fees should be greater than the membership fee by an extra \$10-idea-denied
 - ii. AEC should be a substantial difference for members and non-members-denied
 - iii. Late registration fees need to be enforced, \$10 for one-day-trainings
 - iv. Possible to increase membership fee if that person joins after a specific date
 - 1. Just for renewals rather than new members

2. In this case would need to raise cost for one-day-trainings
 - d. Marketing Assistance for NEHA
 - i. Jill Krockshank (NEHA) wants list of CEHA members so they can distribute NEHA AEC info
 - ii. Drawbacks: they mail out a lot of hard copy info, doesn't coincide with CEHA's green view
 - iii. We are putting a decrease on our mailings and CEHA members really appreciate it
 - e. Volunteer for April 12 CVMBS Scholarship and Awards Luncheon/CSU-Carla
 - f. Next Meeting
 - i. April 29th at the Alliance at 9:00am-Danica will run the meeting
- VII. Alliance MOU's
- a. Provided by Sharon-See attached
 - b. Motion made to sign it-**approved**, Carla signed MOU
- VIII. Adjourn-Motion to adjourn-**approved**, meeting adjourned at 4:02pm