



COLORADO ENVIRONMENTAL HEALTH ASSOCIATION

CEHA Board Meeting

May 30, 2007

Tri-County Health Department, Commerce City Office 4201 E. 72nd Avenue, Commerce City

Present: Danica Harmon - President
Therese Pilonetti –Past President
Carla Ostberg – President Elect
Nicole Grisham - Secretary
Dan Collins – Treasurer
Doug Jatcko – Industry Representative
Tom Butts – Metro Representative
Michael Wallingford – EH Director Representative
Debbie Polelli – Southeast Representative
Sharon Stevenson, Alliance, Manager

Not present: Carmen Vandebark – Northeast Representative
Richard Stenson – Western Slope Representative

Meeting commence by Danica at 9:15 am

- I. Sharon Stevenson, Alliance, Manager
 - a. Introductions
- II. Secretary's report – Nicole Grisham
 - a. Changes to minutes
 - i. WCAEHO spelling corrected, last page
 - ii. Jatcko spelling corrected, first page
 - iii. One day school training not provided (B)
 - iv. Change PHACO to the Alliance
 - v. Body Art at the AEC not July
 - b. Motion to approve minutes with changes - approved
- III. Treasurer's report – Dan Collins
 - a. Inventory list needed for AV supplies
 - i. Dan to coordinate with Sharon at the Alliance
 - b. Insurance is paid
 - i. Extended to cover internet
 - ii. One year policy
 - iii. Maintain files at the Alliance
 - c. Any changes to CD can be done mid October
 - d. Account Review
 - i. Contact made with accountant but response pending
 - ii. Less than 25,000 does not need to be reported and historically thought this was met but now exceeding this
 1. Updated Quicken database to itemize for IRS filing
 - e. Study Guides purchased
 - i. Stored and checked out through the Alliance
 - ii. Check out for 3 months at a time
 1. Carla to ask Tom to add a section on website about the study guides
 2. Carla to ask Tom to add a section and registration on website about the 8-Hour OSHA class
- IV. President's report – Danica Harmon
 - a. Update on CSU Science Fair and meeting with EHSA
 - i. Senior award – Study of accumulation of hazardous elements/compounds in snow
 - ii. Junior award – Distribution of mercury in environment from coal plants
 - b. Mangold award CEHA submitted was selected, Chris Wiant



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- i. Encouraged Colorado representatives in newsletter on attending NEHA banquet where the award will be presented
 - ii. Carla to ask Tom to add information to website
 - c. CSU Alumni Event with EHSA occurred on April 14th
 - i. Coordinated by Mark McMillan
 - ii. Clean up project performed
 - iii. CEHA Student Scholarship awarded at banquet to Sara Kennedy
 - i. Tom Butts to provide an article for the newsletter
 - d. NEHA Conference attendance
 - i. Board members to communicate any items to be shared at the conference to Danica and/or Carla
- V. Membership committee – Debbie Polelli
 - a. Addressing Access Database maintenance coordination with the Alliance
 - i. Debbie and Paul to meet with Sharon and address transfer of membership maintenance by next board meeting
 - ii. 6 – Sustaining, 5 – Students, 1 – Retired, 12 – Life, 144 – Active (Total 168)
 - b. Proposal to explore changing address to the Alliance for mail
 - i. Keep post office box for the year contract during transition
 - ii. Start directing mail to Alliance
 - iii. Need to discuss process and funding structure
 - c. Motion made to give Sharon a key to check mail and open mail, approved
 - i. Sharon to coordinate with Dan, treasurer, and Debbie, membership on necessary items
 - ii. Danica to contact Paul to inform him of the change and coordinate the exchange of the key
 - d. Debbie to coordinate with Sharon on membership cards
- VI. Sustaining Membership – Doug Jatcko
 - a. Body Art members solicited has been unsuccessful
 - b. Colorado Restaurant Association solicitation also has been unsuccessful
 - c. Nicole provided Chad with contacts from Rocky Mountain Food Safety Conference
 - d. Therese recommended Association of Professional Piercers as contact
 - e. Danica recommended looking into Emergency Preparedness Industry
 - i. Tom Butts has recommendations and will send those to Doug
 - f. Nicole recommended contacting Sarah Wolff on Industry representatives, Nicole to send Doug contact information for Sarah
 - g. Five Sustaining members have paid their dues
 - i. Website still lists last years members
 - ii. Last years members listed in newsletter
 - iii. Danica requested update from Paul on current members, still waiting response
 - h. House Bill 1329 passed that funds a full time professional physical engineer for wastewater
- VII. Nomination Committee – Danica Harmon for Carmen Vandembark
 - a. Milton M. Miller brainstorming
 - b. Environmental Achievement brainstorming
 - i. Carla to research and talk to Tom about previous winners on website
 - c. Industry Achievement Award brainstorming
 - i. Carla to research and talk to Tom about previous winners on website
 - d. Board positions - open
 - i. President Elect
 - ii. Secretary
 - iii. Treasurer
 - iv. Industry Elect
 - v. EH Director's
 - vi. All board members to solicit potential candidates by August 5th
 - 1. Carla to talk to Tom about sending mass email in late July
 - 2. Article presently in newsletter
 - vii. Broadening outreach
 - 1. Nicole mentioned looking into improved communication with membership through regional representatives (e.g. quarterly meetings, events, etc.)



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- a. Communication before board meetings for region
 - b. Membership to generate contact lists for each region by July 1st and distribute to regional members
 - c. Each regional member generate correspondence by the end of July
 - i. Danica to provide to the board a list of items to be covered in each regions correspondence for review by July 1st
 2. Nicole mentioned looking into more regional representation, breaking into smaller regions
 - a. Need membership feedback
 - b. Address by bylaw
 3. Carla mentioned communication through an email outlet via the database
 4. Concerns expressed in member interest and board involvement
 5. Possibly spend the next year focusing on researching and investigating these possibilities for the following year
- VIII. Publications – Danica Harmon
- a. Increase in submissions, blast emails helping
 - b. Assistance with editing (grammar) is welcome
 - i. Tom Butts offered to assist
 - c. AEC
 - i. Articles for newsletter on timeline for completion
 - ii. Brochure improvements
 - iii. Alliance has Adobe Creative Suite for our use
 1. Therese to coordinate with Sharon
- IX. Education Committee – Therese Pilonetti
- a. Agenda update
 - b. Utilizing CoTrain
- X. Scholarships & Grants/Funding – Tom Butts
- a. Tom G and Gary H funded for NEHA
 - b. RIHEL Scholarship applicant
 - c. Budget for scholarship is expended and slightly over
- XI. Website Committee – Carla Block
- a. Carla to check with Tom on the software used to maintain the website and convey to Sharon
 - b. Sharing of responsibilities with the Alliance on website maintenance
 - i. Take some of the load off Tom
 - c. Pictures from last AEC need to be located
 - d. Nicole suggested picture of the AEC planning committee
 - i. Therese and Nicole to obtain one at next meeting and send to Tom
- XII. Legislative Committee – Michael Wallingford
- a. Senate Bill 97 – reallocation of tobacco funds
 - i. Governor signed
 - ii. Local health departments to see some funding come back
 - b. Cigar & Tobacco exemption killed
 - c. Colorado Clean Air Act Amendment
 - i. Casino exemption passed
 - d. Senate Bill 229 – Epidemic Preparedness
 - e. Regulation of food manufacturers passed
 - f. House Bill 1329 passed – funding for full time wastewater professional at state level
 - g. House Bill 1341 passed – reorganization for gas and oil
- XIII. Unfinished/Ongoing Business
- a. Sharon, Alliance update
 - i. Current duties taking on for the various organizations
 1. Taking on book keeping
 2. Public health nursing salary survey
 3. Website maintenance
 4. Take minutes
 - ii. Items coming up



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1. Logo completed and move on with website and communications
 - a. Discussion boards on website, more interactive
 - b. Links to each members website
 - c. Directory
 2. Newsletters
 3. Master calendar on website
 - iii. Suggestions, current and future planning
 1. Liaison between associations and outside parties
 2. Strategic planning
 3. Assistance with training, registrations, online payment
 4. Web conferencing, Skype as an example
 5. Alliance pursuing Robert Wood Johnson grant
 - a. Dialogues on public health, public health redesign statewide, Sustainability
 - i. Consultant present to facilitate
 - ii. Items to take to current legislature
 - iii. Upcoming meetings
 1. June 28th, 4-7 pm in Pueblo
 2. June 29th, 1-4 pm in Ft. Collins
 3. July 16th, 10-1 pm in Broomfield
 4. July 17th, 1-4 pm in Edwards
- b. CEHA Board ID's – Tom Butts
 - i. Pricing \$6-\$10
 - ii. Recommend personalize – look into name being exchangeable
 - iii. Logo should be high resolution
 1. Tom to coordinate with Sharon and Tom Gonzales on logo
 - iv. Motion made to authorize Tom to spend no more than \$10 on name badges – approved
- c. Board responsibilities and handbook
 - i. All board positions and committees generate and submit documents due by July 15th
- XIV. New Business
- a. Retail Food Establishment Plan Review One Day Training – Nicole Grisham
 - i. July 31st at the National Environmental Training Institute
 - ii. Filling up fast
 - iii. Danica to research sponsors for lunch
 - b. Epidemiology One Day Training – Carla Block
 - i. Zoonosis, Outbreak Investigation, Surveillance
 - ii. Kate Lujan and Heather Savalox assisting
 - iii. August targeted
 1. Another coordinator recommended to take and modify for the front range
 - c. End of year training brainstorming
 - i. Temporary Food Event Committee – Carmen Vandenbark
 - ii. Soils class
 1. CEHA had a one day training few years ago
 - a. CPOW cornered this arena
 - iii. Do childcare training again
 - iv. School Regulation and plan review
- XV. Next meeting
- a. Wednesday, August 15th in Frisco at the Summit County Environmental Health facility in the Mount Royal Room
- XVI. Adjourn at 3:18pm