



COLORADO ENVIRONMENTAL
HEALTH ASSOCIATION

CEHA Board Meeting, Tri-County Health Department, Northglenn Office, 10190
Bannock, #100, Northglenn, Colorado 80260

May 18, 2010

Meeting Commenced by Carmen at 9:33am

I. Roll Call and Introductions

Present:

Carmen Vandembark – President
Dan Collins – President Elect
Nicole Grisham – Past President (had to leave at 12:40)
Ben Noller – Secretary
Tom Butts – Treasurer
Mindi Ramig – Metro County Representative
Tim Petz – Western Slope Representative (late, arrived at 11:43)
Paul Rees – Northeast Representative
Joe Malinowski – EH Director’s Representative
Hannah Reed – Education Representative (current)
Amanda Hensley - Public Health Alliance of Colorado

Absent:

Vicki Carlton – Southeast Representative
Chad Perlmutter – Industry Representative
Stephanie Minnaert – Education Representative (incoming)

A quorum was present

II. Reports of Officers

1. Secretary – Ben Noller

- Highlights from the February 17, 2009 Board meeting
 - The meeting was called to order at 9:37am.
 - Twelve of the 13 Board members were present, as was Corine Waldau from the Public Health Alliance of Colorado
 - The Secretary presented the highlights from the November 2009 Board Meeting
 - Richard Stenson reported on one-day trainings including a scheduled Plan Review training and eight proposed trainings
 - Tom Butts provided the Treasurer's report, giving the account balances and discussing related issues
 - Carmen gave the President's report. She discussed the EH Director's meeting, the Board Handbook CEHA brochure, 2010 contributions from the Board, introduced the idea of a CSU folders purchase, the food budget, provided an Alliance update, discussed a CCI event, and the email policy for EH job postings
 - The Education Committee report was presented by Paul. He talked about the 2010 AEC including the site layout, collaboration with FDA, and registration and other costs
 - Stephanie reported on the goals for 2010 from the student representation
 - Ben provided the report on publications. He discussed the issuance of the Fall/Winter newsletter and solicited input for a sustaining member brochure
 - The Membership report was presented by Dan and Corine. The current membership numbers and breakdown by category were provided and a recruitment plan was discussed
 - Carmen gave the Nomination Committee report. She introduced a discussion on the Environmental Achievement Award, specifically concerning administrative intent and the idea of a field personnel award. Program awards were also discussed and Carmen stressed the need for nominations
 - Tom presented the Scholarships & Grants/Funding update. The fund allocations and silent auction funds were summarized, the concept of mini scholarships was discussed, and Tom talked about the upcoming Science Fair and meeting with the EHSA
 - For the Website Committee, Dan discussed the recent changes to the website

- The Legislative Committee update was presented by Joe. He encouraged participation in the calls, talked about carcinogens in cosmetics, and noted that updates can be found on the Alliance website
- For the Sustaining Membership Committee, Chad noted that he would contact previous sustaining members that had not yet renewed and would try to solicit new industries
- The unfinished business discussion focused on finalizing the discussion and voting on the idea of splitting the Metro and Western Slope Representatives into two positions each, reiterating the goals and objectives of the organization, a new logo discussion, and name badges
- In new business, the ideas of a joint meeting with WCAEHO and setting up a booth at other functions were brought up. We discussed the Boys and Girls Club 9 Health Fair, a Rocky Mountain Food Safety Conference, putting the one-day training form on the Collaboration Room, an equipment inventory, and a CEHA banner
- The meeting was adjourned at 3:39pm
- Tom makes a motion to accept the minutes of the previous meeting as read. Dan seconds the motion. The motion carries unanimously.

2. Treasurer's Report – Tom Butts

- Audit Report
 - The organization is using QuickBooks for tracking deposits and expenses
 - Deb's recommendation is that Tom bring to the Board a transaction history for Board approval
- Account Balances
 - Savings - \$4,364.77
 - Checking - \$717.02
 - Scholarship - \$102.77
 - CD - \$4,638.17
- Tom discussed the pros and cons of eliminating the stand-alone scholarship account. Pros – none discussed. Cons – we account for it in the budget and having another account is a ~~hinderance~~ hindrance.

- Dan makes a motion to eliminate the stand-alone scholarship account in order to simplify the accounting and banking practices. Ben seconds the motion. The motion passes unanimously
- Carmen wanted a discussion on the scholarship funds and how we market those funds as going into the scholarship account. She wondered if that whole amount always goes for that purpose. For example, when we don't give out the budgeted amount due to a lack of applicants, etc., what happens to the money? The money goes to a variety of scholarships; the ones on the website, student scholarships to the AEC, RIHEL, and is used to send the President and President-Elect to NEHA. So, in reality, they are used for scholarships.
- Approval of transactions (year-to-date)
 - Tom presents a Transaction List by Date from January 1 through May 18, 2010
 - Dan makes a motion to accept the transactions list. Mindi seconds the motion. The motion passes unanimously
- Tom has filed our tax return. Deb did not review this one, but she did review the previous year (2008)
- Debit Card
 - CEHA now has a debit card – it has Tom's name on it
 - The card can be used for conferences, silent auction purchases, etc.
- Status of reimbursement from OPP for 2009 AEC
 - \$500 reimbursement – Tom has yet to send the request

3. President's Report – Carmen Vandembark

- NEHA Update
 - If there is a contested election, the Colorado president must come count ballots
 - Carmen and an assembled team counted more than 1200 ballots
 - Because of a close election, on June 3rd ballots will be counted again
 - For the team's efforts, NEHA gave the organization a paid AEC registration and also a one-year membership

- Dan suggests seeing if we can get one of our payments back and use this gift registration. If not, what do we do with this one?
 - Ben suggests auctioning it
 - Amanda suggests tying it to another membership drive
 - Tom asks if students are interested in going. Hannah says yes that some would be interested
- Silent auction basket the Board members donated for the NEHA silent auction cost about \$100
- Nominations Update
 - Have received nomination for achievement award
 - Asks Board members to either nominate someone or ask others to nominate someone
 - Industry – think outside the box. Does not have to be CEHA member
- Public Health Alliance Update
 - Lee Thielen is retiring from the Alliance
 - PHDOC and CALPHO are merging into one organization
 - CALBOH (Colorado Association of Local Boards of Health) is a new organization coming into the Alliance. CALBOH educates Board members in Public Health. Should help those that serve as both County Commissioners and health officials
 - COSOPHE – networking event went well. A number of our Board attended. We got some new memberships from this. Carmen suggests we continue with this
 - COSOPHE is rolling out a mentoring program this year. Carmen suggests that we look into it during the next administration
 - New Alliance Conference MOU
 - At the beginning of each year we sign a MOU for conference services for the AEC that the Alliance provides
 - The Alliance is not fully funded by a grant any longer. Next year they will be funded by supporting organizations only. The original grant was from the Colorado Health Foundation
 - Alliance should maintain online registration and credit card payments

- Site visits by Alliance personnel are probably not necessary. Nicole feels that attendance at planning sessions probably not necessary, but we will need a liaison
- Amanda will provide a summary of what items CEHA volunteers could take over
- Joe suggests a student internship to help with the planning in exchange for AEC registration. It is too late to work for this year, but maybe it could work for next year
- Carmen reminds the Board that Regional Representatives are supposed to organize a one-day training or a networking event

III. Committee Reports

1. Education Committee – Paul, Nicole, Mindi

- AEC
 - Doubletree in Colorado Springs is the site location
 - Collaborating with FDA Southwest Region
 - Booked a block of rooms
 - Monday has the usual pre-conference exams, 3-hour workshop for retail foods – charge extra? Maybe \$10 or \$20. Separate registration fee? Rocky Mountain Food Safety charges for it. Mario's Reduced Oxygen Packaging program will also help to get people there on Monday
 - Received an abstract from Summit County
 - Move volleyball to Tuesday? May have problems accommodating the tournament this year. Tom says this event has small interest anyway. May have to consider other activities. May have to eliminate it this year. Could auction off the Wilson ball.
 - Tuesday morning – everyone is together, then breakouts (3) in afternoon
 - Need some emergency preparedness discussion on Tuesday afternoon.
 - Greg S. is confirmed for audio-visual
 - Annual Business Luncheon is on Tuesday
 - Wednesday & Thursday – 4 sessions each day

- Banquet is on Wednesday night
- Thursday – will have morning sessions
- Nicole mentions the increased costs with adding more speakers and extending the sessions
- Keynote address is never more than \$1K
- Paul updates that we will have a variety of speakers from different states and are in pretty good shape with the contents of each session
- Ben suggests getting word out early about cancelling volleyball – or least that the organization will not be sponsoring. Say that we cannot coordinate this year.
Amanda will send email
- Hotel facilities, contract, registration
 - Early prices: Registration for CEHA \$185; for full conference for members, FDA - \$105 (no business luncheon, no banquet)
 - SW region by itself is usually 100 registrants
 - Some CEHA members may opt for the \$105 option
 - Pricing:
 - i. Students - was \$100 last year. If we stick with 2/3, would be \$120 (full)
 - ii. Non-member - \$250 for full
 - iii. Retired - \$120
 - iv. One-day for member - \$100
 - v. One-day for non-members - \$135
 - vi. Student one-day - \$70
 - vii. Lunch and banquet rates - \$30, \$60
 - Had a little over 200 full registrations last year
 - Comps - \$3,300 for keynote and speakers; \$1,600 for AEC planning committee
 - **Will finish costing via email and finalize decisions**
- For the Business Meeting, reports will need to be emailed to membership two weeks prior to AEC – email to Carmen.
- Where does AEC publication fit in budget? Dan thinks it needs to go back into publications. Nicole says it has always come out of the publications budget which got cut this year.

2. One-Day Trainings – Richard Stenson

- Body art session went very well
- Made about \$950, 6 new memberships, lot of interest in more classes, had over 30 people counting 5 or 6 presenters
- HAZWOPER - Dan is working on this one
 - Dan has 23 people signed up. He has about 10 more on his staff that need to register. Expecting approximately 30 people. Will be on June 22. Speaker is \$600. Survey results suggest we should not do at AEC. Richard says some Western Slope people are also interested. Dan thinks he can accommodate 50 people. Need 25 attendees to make it viable if we want to do it in other locations
 - Dan has a plan to offer to Denver EH next year.
 - The survey we did to see if there was interest for having one at the AEC only had a few people interested so we will not be having one at the AEC
- Richard and Tim talked about teaming up on site applications (Policy 6). Possibly Nicole too
- CSM Research Center - Sarah and Richard talked about turning this into a one-day. Tim has had involvement with this tour and offers his services for this one
- EPI course – Nicole says is not likely to occur before conference. Richard will put on hold
- Swimming pools – Carmen says their conference is one week after ours and they are doing a training, so we should probably not do a separate one. Richard wonders if we could team up with them on the training. Joe wonders if we should do a booth/membership drive
- EH Healthy Professionals - Richard would really like to see this one happen in the fall
- Carmen reminds Richard that RIHEL wants to do something

3. Sustaining Membership – (Discussion led by Carmen in Chad's absence)

- Chad has changed employers. Need to form a committee to deal with sustaining membership issues
- Almost all of the EH Directors are CEHA members
- Due two weeks from Friday (June 4th) – sustaining membership brochure due. Ben and Amanda to work on
- The Ad Hoc committee needs to meet via phone outside of this meeting
- Committee consists of Carmen, Tim, Ben, Dan, Mindi, Chad and Nicole (food). Carmen will schedule a call
- Will contact previous sustaining members that have not yet renewed
- Will try to solicit some new industries
- Carmen asks that everyone commit to contacting an industry organization that is not a current member to promote our membership

4. Education Representative – Hannah

- She and Stephanie have met and reworked their responsibilities
- Change name to Student Representative?
- Ben makes a motion that we change the title of Education Representative to Student Representative. Tom seconds the motion. Discussion: Do we want to stipulate that it has to be a student that holds the position? Ben says that it should. The motion passes unanimously. Amanda will amend the position description and send via email.
- Succession planning: Have two people – a Junior and a Senior
- Mentor with the President-Elect? Carmen says that Past Presidents have a lot to offer. Dan agrees with the Past-President option. So does Ben.
- Ben asks about a student page on our website. Amanda says we can set something up. Hannah will work with Amanda on this
- Bullet point for next meeting – what do we want to get the students involved in?

5. Website – Dan

- Website is working very well. Everyone is sending their corrections directly to Amanda

6. Publications – Ben

- Next newsletter edition will be prior to AEC
- Paul is setting a July 2 deadline for AEC; we will observe same deadline
- Issue the newsletter in late July
- Hannah will encourage students to write about internships
- Hannah will do an article about upcoming AEC
- Ben will submit an article
- Tim will submit an article
- TCHD will submit an article
- Carmen will do President's letter and a nominations article
- Joe suggests brainteasers or questions from REHS/RS study guide
- Will also do a November newsletter

7. Membership – Dan & Corine

- As of 5/17/2010, we have 220 members
- So far in 2010, 102 members have not renewed
- Current membership breakout:
 - Active – 173
 - Life – 17
 - Student – 13
 - Sustaining – 14
 - Retired – 3
 - 65 members in this breakout were not members in 2009
- Corine drew name for free AEC conference. It was Teresa Stinnett (U. of CO Denver)
- Carmen says a body shop wants to become a sustaining member

8. Scholarships, Grants, and Funding – Tom

- Gave scholarships for Science Fair
- Tom will contact senior division winner
- Have not heard about any applications for scholarships
- Have had some inquires about RIHEL scholarship
- Endowment that supports the CSU scholarship took a hit. Tom suggests making an organizational donation back to the fund if AEC goes well financially
- We are giving more in scholarship funds than we are taking in

9. Legislative Chair – Joe

- Session is over. Suggest going to Alliance for updates/news
- Uranium bill
- MMJ – medical marijuana, some really strict rules being considered
- CEHA banner
- Tablecloth? Printed would be \$500. ~~Applique~~Appliqué' would be \$250
 - Ben questions whether we should spend that money right now since we already have the banner. We will get other bids
- EH Directors meeting
 - Water quality forum work group - talking about legislative change
 - Biomass burners – causing a lot of pollution problems
 - State updated food regulation changes. Will be out for public comment soon. Restaurants have stopped coming
 - Public Health Alliance gave update
 - Mosquito abatement – statewide permit for applying pesticides near water

10. Region Representatives Update

- WCAEHO - Tim
 - The organization would like a calendar can they link up to ours. Carmen says that is accomplished on the Alliance website. Tim says they feel secluded

- If people could get CEUs for attending the AEC, they would be more willing to attend
- Maybe we exchange representatives for each other's organizational meetings?
- They took presenters to a social gathering, and interacted with them. It was a great success. Could we do this at AEC?

IV. Unfinished Business

- Carmen will finish Board Handbook
- Joe will send Ben the CEHA logos
- Need to nail down scholarship numbers on AEC. We may have up to \$2,100 to contribute toward AEC scholarships. We could award 10 member scholarships and three student scholarships for \$2,210. Tom makes a motion to award up to ten \$185 AEC registrations and up to three student registrations for \$120. Paul seconds the motion. The motion passes unanimously
- CSU folders – let it go

V. New Business

- Environmental rotation for nurses from Karen McDonald who is president of PHNAC. Joe will look into it. Should CEHA get involved?
- DPS 8th grade career fair - Oct. 20th. We will tell them we are not interested.
- Action item on MOU – will hold off until we hear from Amanda
- From Patrick, Executive Director of APHA. Having conference in Denver Nov. 6-10. Do we want to have a joint social hour?
- Next meeting is Aug. 19th at AEC site (Colorado Springs). Will then tour the facility
- Next AEC Planning meeting is scheduled for June 15 at Northglenn office. Need to discuss how many comps we are doing. Paul reiterated that Board members are expected to participate in at least one planning meeting. Only three left

|

VI. Adjournment

- Dan makes a motion to adjourn the meeting. Mindi seconds the motion. The motion passes unanimously

The meeting was adjourned at 3:30pm.