



COLORADO ENVIRONMENTAL HEALTH ASSOCIATION

CEHA Board Meeting

November 28, 2007

Present:

Carla Ostberg-President

Danica England-Past President
Tom Butts-Metro County Representative
Dale Dunnells-Industry Representative
Sharon Stevenson-Alliance Representative
Michael Wallingford-EH Representative
Carmen Vandebark-Northeast Representative
Danelle Morgan-Secretary
Richard Stenson-West Slope Representative
Dan Collins-Treasurer
Debbie Polelli – Southeast Representative

Not Present:

Nicole Grisham-President Elect (by telephone for her report)

Meeting Commenced by Carla at 9:05am

- I. Secretary Report-Danelle Morgan
 - a. A motion was made to approve the minutes-**approved**
- II. Reports of Officers
 - a. Budget report-Dan Collins
 - i. Current budget
 1. Checking-\$2,555.21
 2. Savings-\$14,547.45
 3. Scholarship fund-\$3,478.57
 4. CD-10,160.13
 - ii. A new budget will be created during this meeting
 - b. President's report
 - i. We need to utilize the Alliance for more organized meetings
 - ii. One day trainings need to be updated on CEHA web, more outreach by regions
 1. Sharon will separate out people in different regions to send out training happenings in each region and provide updates through regional groups
 2. CEHA needs to be heading in a paperless direction, CEHA does more hard copies and publications than any other group in the Alliance
 3. Possible places to give CEHA updates
 - a. Food program managers meetings
 - b. Plan review meetings
 - c. WCAEHO and EH Directors meetings

- iii. The board needs to review CEHA's strategic goals
 - iv. Alliance meetings, anyone can attend, next meeting is December 3, 2007
 - 1. Goals are legislative driven by other organizations
 - 2. Benefit is to see what the missions of other groups are
- III. Committee Reports
 - a. Sustaining Membership Committee-Dale
 - i. Works with sustaining members in other organizations and will solicit help
 - ii. Will contact Chad, he may be interested in playing a role with CEHA
 - b. Nomination Committee-Carmen
 - i. Milton M. Miller plaque
 - 1. In bad shape, a new one will be purchased, Mike Zopf's name and Ray Merry's name need to be added, CEHA's symbol will be added
 - 2. Is a traveling plaque necessary? -instead should go to a neutral location
 - 3. Carmen will contact a trophy store and see what is available, will send out ideas via e-mail
 - 4. Where should the plaque be stored?
 - a. Alliance-most popular
 - b. CDPHE
 - ii. 2007 Awards Ceremony
 - 1. There were more nominations this year for the rewards
 - 2. Presentation of the awards at the AEC was fantastic...but there were complaints of the length-suggestions?
 - a. Too bad, we need to honor award winners
 - b. Maybe using a power point or pictures during award presentation would be better
 - iii. 2008 Awards
 - 1. Awards deadline will be moved up this year, it is needed by the meeting
 - 2. Ballots will be moved up, display table for awards this year
 - 3. We need to think about who else we can nominate as a board
 - c. Membership Committee-Debbie Polelli
 - i. Membership is at 322
 - ii. Two options for renewing memberships-see attached 1
 - 1. Benefit of the August option is that when people renew or join at the AEC they need to renew shortly after
 - 2. Electronic payment may change the timeliness of renewal
 - 3. May want to send out two renewal reminders-Dec. 15 and Jan. 15 (may want to send one out in August)
 - 4. Verbiage about donating to the scholarship fund when sending out renewal information
 - 5. Designs of membership cards-see attached 2
 - a. Sharon and Amanda will see if the cards can be auto-filled, if not maybe they can e-mail the card after they have renewed
 - b. If numbers are needed in the future, we can implement at that time
 - c. "Year" should be replaced with "Expires"
 - 6. Carla had an e-mail from Tom about the cost of retired members, currently the cost is \$0 if the person was a member for 5 or more years
 - a. Danica made a motion to change retired rate from \$0 to \$15 effective January 1, 2008
 - b. Carmen seconded the motion
 - c. **Motion passed**
 - d. Education Committee-Nicole/AEC Survey results, 2008 AEC
 - i. 2007 AEC-Survey monkey results in
 - 1. All ratings were very good in the plenary session-Jim Jackson scored highest
 - 2. All other tracks did very good in ratings
 - 3. Feedback on sustainability-sustaining member not happy
 - 4. Critical or constructive feedback on activities
 - a. Banquet, Knowledge Bowl, Exhibitors' Reception scored great

important. Carmen clarifies: she didn't say that the newsletter was not important, just that it isn't the reason that people become members.

- iv. Motion to go electronic the fall of 2007 by Richard, Tom seconded, no board members oppose the motion.
 - v. Deadline for the next newsletter is January
 - f. Scholarships and Grants/Funding Committee-Tom Butts
 - i. Douville scholarship not given out last year
 - ii. All other scholarships were awarded
 - g. Website Committee-Carla Ostberg
 - i. Everyone is encouraged to check out the website
 - ii. Tom will continue being our website designer/updater
 - iii. Tom will submit an operating plan by the end of the year
 - iv. WCAEHO has a website through the Alliance and all should check it out
 - h. Legislative Committee
 - i. May be a busy year due to food protection, Sen. Boyd has agreed to carry it. Fees would be removed from statute and be given to the State Board of Health to set. Jim Martin, Martha Rudolph and Barbara Hruska were involved with PHDoC, the restaurant association may continue to be a problem, but Andi Leopoldus, PHDoC's lobbyist is working with CDPHE, the Governor's office and the Restaurant Association to iron out problems or concerns.
 - iii. Senator Hagedorn approached Jennifer Miles (CPHA, COSOPHE, & PHNAC lobbyist) about carrying an omnibus bill that would look at public health infrastructure. A small ad-hoc committee has been developed to review current laws, look at past reports and recommendations and draft a bill. Sen. Hagedorn is very open to what the bill will contain and is letting Jennifer take the lead. CDPHE has expressed interest in taking an aggressive stance because of the 208 healthcare reform commission and the amount of departing term limited representatives that are friendly to public health. More will be forthcoming for all Alliance organizations to review and provide input.
 - iv. EH Brochure made for commissioners explaining what environmental health is. The Alliance has printed out 500 which have already been disseminated around the state and they will print out more for anyone's use.
 - v. What is CEHA's role in regards to legislative initiatives? It was said that although CEHA doesn't change legislation, CEHA can support legislation. Due to the position that many members are in, CEHA should be careful on what side they take and maybe stay neutral on subjects such as this. Although we are supportive of the general idea, there are many details that need to be brought to the table prior to making any opinions.
- IV. Unfinished Business
- a. Financial Account Review-Dan Collins
 - i. Deb is willing to help us out with the audit
 - ii. Will tackle the budget at a later time
 - b. CEHA Board Handbook
 - i. A needed tool for new board members to be aware of duties/responsibilities
 - ii. Can be a living document that can be tweaked when need be
 - iii. Send your job duties to Danica
 - c. Alliance Update
 - i. Collaboration room on the Alliance website is a discussion room, as CEHA members you would only see CEHA information but you can post documents and have online discussions, it also has a calendar function.
 - ii. Carla stated that may be a good space to post draft minutes, meeting dates, etc
 - iii. Sustainability of the Alliance has been an ongoing discussion, a strategic plan has been provided and an outline of funding needed to sustain the Alliance.
 - 1. Membership has been proposed at \$125 a year, it is a low cost because it should not be an impediment to organizations with low budgets. The Alliance Governing Council also felt it was important to have one low cost for all groups in order to equate one price as an equal voice at the table.
 - 2. By 2009 it will be determined what services benefit this group
 - 3. Sharon said it is important in 2008 to assess the services of value to CEHA and identify what is worth paying for in 2009
 - 4. MOU's may be something the Alliance will go to down the road (these are in development), \$125 will be due for 2008

- V. New Business
 - a. Space on CEHA web for CSU Alumni Assoc-Mark McMillan
 - i. CSU Alumni proposal
 1. CSU alumni would like to be included on the website for a conduit for students that would benefit them as well as the future field of public health and environment
 2. Space for this would need to be figured out, Mark believes it would need only a small space
 3. Content would be about 8-10 areas of CSU and environmental health and the connection between alumni and students and bringing everyone together, contacts available for students, CSU and environmental health connections logo, calendar function listing upcoming events and resources, link from the website to the hotmail account that CSU has developed
 4. CSU's website does have basic information and provides lists of groups that are part of the alumni if you go to these groups it takes you off the server and it's up to the alumni to provide the website
 - ii. Thoughts and discussion of the Board Members
 1. Carla-should we have a student as a representative? It would cause a bylaw change.
 2. Any other schools with environmental health program? CU does, metro, DU, School of Public Health in the works
 3. Dale-thinks it's a great idea, it would link us with our ultimate goals as an organization, maybe we could look at it like a sustaining member
 4. Danica-invite someone to sit in as a guest during the board meeting in order to start this process before the bylaw would get changed
 5. Tom-an article through the newsletter may be the best way to send outreach to members about this issue
 6. Carla will keep Mark posted on the Board's decision
 7. Would be a great opportunity for networking with students and the future of the field
 8. Carla-table the representative position; Sharon will get some information from CPHA and COSOPHE about their student representative positions
 9. Invite to Erin about creating a representative position for a student or education representation-Carmen will invite her
 10. Carmen moves to lay on the table of an education representative being invited to Feb meeting
 11. Have an educational tab open it up to all educational entities rather than limiting it to CSU alumni
 12. Carla will reach out to other educational entities
 13. Carla will talk to Tom G. and Carmen will work with Carla
 - b. 2008 Committee Chairs
 - i. All taken care of presently, Carmen asked if there is anyone who does not want to chair a committee any longer or anyone who wants to help out on any of the committees?-(Looking at Richard)-Richard will work with Carmen
 - ii. Richard would also like to work with the publications group
 - iii. Do we need to have a new committee chair for the one day trainings or should it be part of the Education committee?-It will be a sub-committee under education committee and Richard has been appointed
 - c. Ideas for one day trainings-brainstorming
 - i. Danica is committed to do an Epi training on the front range
 - ii. Sharon stated the Alliance can help with registration for one day trainings
 - iii. Carla stated that the West Slope Child Care training was a huge success and would likely go over very well on the front range, Richard will contact Therese for one on the Front Range
 - iv. Sharon suggested that we put on a training for Environmental Health 101 including all aspects of environmental health like Consumer Protection, Disease Surveillance, Housing Health, Schools and Child Care, Air Quality, Sewage Disposal, Hazardous Materials, Water Quality Control, etc.
 1. Would agencies with specialists send their employees?
 2. Sharon believes Leigh Theilen would take the lead in developing this training.

3. Tom, Richard and Danica all agreed to be involved when more becomes available
 - v. What we currently have
 1. Epi Training: Danica
 2. Body Art: Carmen
 3. Plan Review Training: Nicole
 4. Pools: Nicole/Tracycinda
 5. Child Care-Richard/Therese
 6. EH101-Lee, Tom, Richard, Danica
 7. Heather Savelox from Route Co. is interested (on West Slope)
 8. Dale will check into industry putting a training on
 9. OSHA will be done at the AEC
 10. Temp Events training-Carmen will talk to the Temporary Event Committee and see if they are interested in putting on a training. CEHA will provide rooms if needed for presenters if they have to travel.
 - vi. Carla will help anyone to put on a one day training if needed
 - d. Science Fair (April)
 - i. Great networking opportunity for students
 - ii. Carla will contact Tom G. for the contact information for the Science Fair information, the organization is not CSU, who is interested in going
 1. Nicole
 2. Danica
 3. Carmen
 4. Dale
 5. Tom
 6. Danelle
 7. Sharon
 - e. 2007 Budget-see attached
 - i. Budget is looking good, we need to spend more money
 - ii. A few things are missing on the Annual Budget including a RIHEL Scholarship, and possibly AEC awards were put on the wrong line
 - iii. No money was spent on auditor
 - iv. Because some expenses are not put in the correct boxes, expenses (receipts) will be coded according to the line the expenses belong, for example, the RIHEL scholarship will be coded as 20
 - v. Do we need to lock up the CD for a longer period of time for more interest rates? Rates are insignificant at this time
 - vi. The amount we have now is not too much for a non-profit
 - vii. A suggestion to budget for Quick Books for the budget
 - f. 2008 Budget
 - i. Board went through budget line by line to make adjustments for 2008
 - g. Schedule 2008 Board Meetings
 - i. Next meeting at the Alliance on February 6, 2008...bring "STUFF", board will do some housekeeping with archived papers, boxes, padfolios, etc.
 - ii. 3rd Meeting May 8, 2008 in Eagle
 - iii. August meeting TBD
 - iv. Next meeting November 19, 2008, place TBD (south side of Denver)
- VI. Motion to Adjourn at 4:27pm, Motion approved

