

**Washington State Environmental Health Association  
Board of Directors Meeting and  
2007 Joint Conference on Health Planning Committee Meeting**

**March 20, 2007**

**WDOH Center Point Regional Office – Kent, Washington**

**Present**

*WSEHA* - Vikki Brus (*Eastern Region VP*), Jodie Holdcroft (*Olympic Region VP*), Kathy Kondakjian (*Executive Secretary*), Tom Kunesh (*2007 JCH Speaker Chair*), Ross Lytle (*Secretary*), Ned Therien (*President-Elect*), Mike Vinatieri (*President*).

*WSPHA* - Beth Glynn, Nancy Goodloe, Chuck Treser.

**Meeting called to order at 9:40 a.m.**

**2007 Joint Conference on Health – planning session**

**Plenary Sessions**

Ned suggested Mary Selecky and/or Gregg Grunenfelder as plenary speakers. Mike said he would like to see Mary in a forum where everyone at the JCH can get to attend her presentation. Ned said he will contact Mary Selecky's office. Ned added that he would like to hear the presentation from Robert Bullard, dealing with environmental justice. Beth summarized that we have 4 or 5 confirmed plenary speakers so far... Howard Frumkin (CDC), Deborah Klein-Walker (American Public Health Association President), Paul Farmer ("half-confirmed" – favorable response so far but not committed to an actual date), and (probably) Mary Selecky. Ned said that it looks like we're not going to get David Suzuki, but Karen will make initial inquiries about cost and availability.

Tom said he was working on a general education track for access to health care, access to health facilities, and disparities in health, etc. He suggested Senators Murray and Cantwell, or Governor Christine Gregoire, as back-up speakers in a plenary session. Kathy recommended a powerful speaker (good draw) early in the morning, to get people up early and into the conference. She also said we want to spread them out throughout the conference, to get people to stay. Tom said he will get in touch with the JCH Planning Committee members who have contacted the plenary speaker candidates. Kathy requested that Ned check with Terry Bergener to see if Monday or Tuesday of the JCH would be better for her. Karen Valenzuela is contacting Deborah Klein-Walker and Paul Farmer, and Chuck Treser is contacting Howard Frumkin. Ned is contacting Mary Selecky through Terry Bergener. Jodie asked if Dr. Bullard

**WSEHA Board of Directors meeting/Joint Conference on Health Planning meeting  
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**2007 Joint Conference on Health – planning session (cont.)**

**Plenary Sessions (cont.)**

will be speaking on Wednesday. Tom said that Dr. Bullard would be speaking early, on whichever day he is allotted (not determined at this time). Ned noted that he understood Dr. Frumkin is only available on Monday or Tuesday. Chuck added that we should know about Dr. Frumkin by today. Ned said he was hoping Dr. Bullard would be available for Monday. Kathy asked if Deborah Klein-Walker will attend the whole conference. It was suggested that she contact Karen Valenzuela. Ned said he will contact Dave Riggs about lining up a speaker or exhibitors from NEHA.

**Invited sessions**

Tom noted that Vicki Ybarra did offer to conduct at least one session. Nancy updated the Committee about her proposed invited sessions. The first part would be a presentation about research on worker retention. The second part of the track would be set up as a panel discussion. Ned added that he thought the second part sounds appropriate for a possible management track.

Chuck suggested a track presenting information about environmental health credentialing, and that NEHA may be able to provide information about their credentialing system. Currently, salaries are such that health jurisdictions can't attract advanced-degree individuals. Mike concurred, suggesting a panel discussion about retention, salaries, and career options for health professionals. Nancy suggested a local government piece, addressing the general idea of "people come and go, so why pay big money?" Mike suggested that we need someone from both WSPHA and WSEHA on the panel. Jodie also suggested that we have people on the panel from local government. Nancy asked if there is an association of boards of health. Chuck noted that there is the National Association of Local Boards of Health (NALBOH). Jodie suggested that we get someone from this group as a panelist or invited speaker. Mike also suggested another management track/session topic, dealing with budgets and fees – specifically, tracking data to justify fees. Tom said he will generate an e-mail group to get moving on this. Ned added that there is also Doug Mault to possibly anchor this proposed track, but his fees were high.

**Field trips**

Ned suggested we consider field trips for Wednesday afternoon. Tom noted that attendance could suffer if the field trip takes place at the end of the JCH. Field trips to

**2007 Joint Conference on Health – planning session (cont.)**

**Field Trips (cont.)**

some health clinics have been suggested. Vikki said she would look into the food processing facilities trips, but so far there have been no suggestions. Vikki said she has looked into a tour of Dairy Mart. Mike suggested a vegetable processing plant – such a trip may be interesting due to recent foodborne outbreaks (“how well do they wash it?”). Jodie suggested that we could combine such a trip with the walking tour. Beth said she has been in touch with someone from the Cascade Orienteering Club – the walk will take a substantial time period. There could also be concerns about having the walk at the end of the day, due to darkness. Kathy suggested that we could take off an invited session at the end of the day. She added that we usually have the Wine & Cheese Party on Monday – we could push the party to 6:30 p.m. Beth asked if anyone would want to attend concurrent sessions in the evening.

Kathy reminded the group that we will have 10 concurrent sessions, and that there have been past requests to not schedule other events that compete with the sessions. Chuck asked if we can get people to register for the field trips in advance. Kathy said it’s difficult to do. Tom suggested that we emphasize to people that registration is limited, and that we can make the announcements between sessions. Kathy said that a lot will depend on the schedules of these proposed field trip sites. Jodie is still looking into the Yakama Nation, noting that it is a long trip out to the reservation, and will require transportation.

The Silent Auction should be conducted during Monday evening with the Wine & Cheese Party, but that the WSEHA and WSPHA events could end up competing, although Jodie felt that they could augment each other. Jodie also suggested that the announcements of the Silent Auction(s) winners could be announced on Wednesday.

**Pre/Post-conference Sessions**

Mike said that he had received a call from John Thomas, Executive Director of the Washington Onsite Sewage Association (WOSSA). They have been putting together model onsite sewage regulations based on performance, rather than prescriptive, standards. They are looking for places to present this. Tom noted that there could be attendance problems if this were to take place on a Sunday. Kathy said we might still have a room available for this, but it would also take away a track. Ned added that would be a big attraction for the environmental health folks. Mike said that this could also bring people from WOSSA into the conference. Jodie noted that Sunday would be a much better attendance option for WOSSA’s constituency. Mike said he would also check with WOSSA’s “parent” organization, the National Onsite Wastewater Recycling Association (NOWRA) about availability. Nancy noted that signing up Doug Mault may cause scheduling conflicts. Mike said he would still like to see what we can put together for the management track.

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**2007 Joint Conference on Health – planning session (cont.)**

**Pre/Post-conference sessions (cont.)**

Ned said that some of the Food Safety people at WDOH have suggested that they could do some food-related sessions (HACCP, etc.). Kathy noted that we will lose two rooms on Wednesday, due to State Board of Health meetings - we will have to be “out of there” by 2:00 p.m. Kathy also reminded the group to instruct any speaker that they may invite to the conference, that that speaker should include a note in the abstract application that they were invited by a WSPHA/WSEHA member, in the “Comments” field of the application. Also, as a part of any food safety-related track, Vikki suggested an epidemic outbreak investigation session.

**Social activities**

Jodie is still working on a possible field trip to the Yakama Nation, as well as the Hispanic culture “angle”. She was also looking into the tram (streetcar??) - they do book special events. Tom said that we’re probably looking at Tuesday or Wednesday for social events...Monday is already pretty well booked. Beth noted that the person who organized the Food Expo last year has left, and that Rick Porso is looking to find someone to take it over. She added that we can send a notice looking for help to the WSPHA/WSEHA Boards first, then we can send it out to the general membership. Jodie recommended that we hold the Food Expo on Wednesday, at which time we can send people home with healthy food. Chuck asked if it was it worth the hassle to have the public involved with the Food Expo last year. Beth conceded that it would be a lot easier to organize it if the public weren’t involved. Kathy added that the Yakima Chamber of Commerce only allows it because food is given out in amounts of 4 ounces or less.

**Silent Auction update**

Chuck suggested that the Silent Auction be run for two days, as long as we have the room available. Jodie suggested that the Silent Auction take place on Tuesday afternoon. She also added that it may help the bidding if the IHC’s annual “what we do” presentation is earlier in the conference. Paul Farmer’s presentation will be about international health issues. Chuck added that a 5-minute slide-show presentation could be shown at the Silent Auction site, which wouldn’t take up any of the time of the plenary. Jodie suggested that the presentation include one frame specifying the location of the recipient project. Kathy suggested using a TV set or laptop for the presentation – she can’t guarantee that there will be wall space or projection space. Tom asked about an article soliciting donations – there should be an article in the

**2007 Joint Conference on Health – planning session (cont.)**

**Silent Auction update (cont.)**

next newsletter. Kathy added that there will be a link in the newsletter to a notice soliciting donations.

**Conference Logistics/Audio-Visual Equipment**

This issue was tabled, except for talk of WSPHA/WSEHA business meetings. Ned noted that WSEHA would also consider a breakfast meeting. Jodie suggested that there could also be a separate lunch meeting. Kathy noted that there is some crossover between WSPHA and WSPHA members...we would get some complaints if we conducted them at the same time. Kathy noted that there is now a website for the submission of abstracts.

**Exhibitors**

Beth noted that she has talked with the National Sanitation Foundation (NSF) – they have confirmed as an exhibitor, but they need more information.

Kathy led the group through a review of the registration sheet, especially noting the \$400 fee for for-profit exhibitors, and the \$300 fee for 501(c)(3) companies and academia. She also passed out last year's registration sheet. People have "sneaked in" under the exhibitor category, and we need to close that loophole. She also doesn't recommend raising rates. Chuck added that he felt these rates are reasonable. There was extensive discussion among the group about raising the exhibitor's fees – the general consensus being to raise the fees to \$150 for the second person of an exhibitor's group. Ned suggested raising the fee for attending the entire conference, and lowering the single-day fees. Ned said he had heard some complaints from environmental health people about the cost of being able to "get away" for a single day. Mike suggested that we keep fees the same for this year, and we can assess how it goes this year. Kathy suggested that we have discounted membership fees for joining both WSEHA and WSPHA, but only if they attend the conference.

***Chuck made the motion to raise exhibitor fees for for-profit exhibitors from \$400 to \$450, and reduce the exhibitors' fees for non-profit and academic groups, down to \$250. Mike seconded the motion. Motion DID NOT CARRY – motion was modified with discussion to raise the for-profit fee to \$450, and keep the non-profit fee at \$300. The modified motion was approved.***

***Tom made the motion to raise the registration fee for a second person in an exhibitor's group to \$150. Mike seconded the motion. Motion approved.***

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**2007 Joint Conference on Health – planning session (cont.)**

**Exhibitors (cont.)**

*Tom made the motion to raise the break sponsor's fee to \$200. Mike seconded the motion. Motion approved.*

**Student engagement**

Tom and Nancy are working on a final draft of a letter soliciting student participation and poster presentations. The letter will be going out to faculty members at all area universities.

**Review decisions on expense/revenue**

This will be addressed separately in the WSPHA and WSEHA Board meetings.

**Next Meeting**

Tom suggested that the next JCH planning committee meeting take place by conference call, and that at least every other meeting should be conducted by conference call.

**The next JCH Planning Committee meeting will be conducted by conference call on Thursday, April 19<sup>th</sup>, 2007, from 10:00 a.m. to 12:00 noon.**

**JCH planning session completed – break for lunch at 12:28 p.m.**

**Resume for WSEHA Board of Directors meeting at 1:25 p.m.**

**Present**

Vikki Brus (*Eastern Region VP*), Geoffery Crofoot (*Northwest Region VP*), Jodie Holdcroft (*Olympic Region VP*), Kathy Kondakjian (*Executive Secretary*), Tom Kunesh (*2007 JCH Speaker Chair*), Ross Lytle (*Secretary*), Ned Therien (*President-Elect*), Mike Vinatieri (*President*), Chuck Treser (*University of Washington*).

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**WSEHA Board of Directors meeting (cont.)**

**Minutes**

Ned supplied a list of context and typographical errors concerning the minutes of the JCH Planning Meeting/WSEHA Board Meeting of February 20, 2007.

*Ned moved to approve the minutes of the February 20, 2007 JCH Planning Meeting/WSEHA Board Meeting, as corrected. Jodie seconded the motion. Motion approved.*

**Treasurer's Report**

No report at this time.

**Committee Reports**

*Nominations and Awards Committee* - Board members offered suggestions as to possible candidates for WSEHA President-Elect and Treasurer. Geoffrey said that he knew of some persons to call to see if any interested candidates were available.

*Publications Committee* – A partial draft of the WSEHA Winter/Spring newsletter was handed out at the meeting. Kathy said that Jonathan Freed would appreciate more input. It was also suggested that we take a look at previous newsletters – there has been a specific format in the past. Mike asked if we can get an e-mail out to the membership about the Pool Conferences soon. Kathy said she will get it out, but that Gary Fraser already has a Pool Conference flyer out. Ned asked the Regional VP's if they could get some articles in to Jonathan by this weekend.

Also, Ned noted that some of the WSEHA web pages seem outdated. Kathy asked if we know of anyone who can help Dick Pedlar with the website work. Mike said he will call Dick to see when we can get this taken care of. Jodie suggested that Eric Evans (Kitsap County Health District) may be able to help, but he's currently busy with other projects.

*Education Committee* – Mike informed the Board that Glenn Patrick (WDOH) is ready for his Training Needs Assessment Tool to be put on the Internet. He added that we should encourage environmental health personnel to fill out the survey. Jodie said she wanted to begin advertising for an Education Committee chair, but Ned noted that he already has his article on standing WSEHA committees going into the WSEHA newsletter.

*International Health Committee* – Ross noted that most of the IHC business had been covered during the JCH Planning Committee meeting. He also stressed the continuing need for donations for the Silent Auction. Also, the next IHC meeting will be held on

**WSEHA Board of Directors meeting (cont.)**

**Committee Reports (cont.)**

***International Health Committee (cont.)***

Saturday, March 24<sup>th</sup>.

**President's Report**

***Annual Meeting in May*** – Mike reminded the Board that, according to the WSEHA by-laws, if the Board of Directors designate a date for an Annual Meeting, then it can be so. He suggested an Annual Meeting on May 31<sup>st</sup>, consisting of an afternoon Board meeting, followed by the Annual Meeting. We could have it from 2:00 p.m. to 3:00 p.m., or it could run in conjunction with the WSEHA Board meeting (e.g., 1:30 p.m. – 3:00 p.m. Board Meeting, 3:00 p.m. – 4:00 p.m. General Business Meeting. Jodie suggested that we're going to have to clarify the by-laws on this matter. Chuck pointed out that the WSEHA calendar is not a part of the by-laws. Mike said that we will need a list of serious candidates by May 31<sup>st</sup>.

There was extensive discussion among the Board members about the timeline involved in the transition and election of officers. As a result, the plan for a General Meeting on May 31<sup>st</sup> was scrapped. The Annual Meeting will take place at the JCH. Vikki said she will contact Gene Patterson about the re-writes of the Policies and Procedures Manual that he was working on at the end of his WSEHA tenure.

***Increasing Membership*** – Jodie reminded the Board that we need to market and promote WSEHA at the JCH. We need flyers and brochures to be available at the Conference. Ned pointed out that there is a Membership Committee consisting of the Regional Vice-Presidents. Tom emphasized the need to “drum up” vendors and sponsors of our own. Mike and Jodie stressed the need to coordinate with WSPHA to make sure the two organizations are not soliciting the same sponsors. Kathy noted that we can have a maximum of about 29 sponsors. She also added that some companies have been “prime” sponsors – that some companies have “bought themselves a time slot”. Kathy also cautioned the Board members that if anyone wants to solicit sponsors, they need to get the sponsors “on board” by May.

**Regional Vice-Presidents' Reports**

**Olympic Region** – *Jodie Holdcroft* - no report.

**Northwest Region** – *Geoffrey Crofoot* – Geoffrey told the Board that he recently went to the State Senate to testify on dedicated public health funding. Chuck noted that he thought UW students would enjoy having a WSEHA regional meeting, possibly including a tour of the State Public Health Laboratory. He added that

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**WSEHA Board of Directors meeting (cont.)**

**Regional Vice-Presidents' Reports (cont.)**

**Northwest Region (cont.)**

this could be a good way to attract more student membership.

**Southwest Region – Bruce Scherling** - no report.

**Eastern Region – Vikki Brus** – no report.

**Central Region (currently vacant)** – no report.

**Executive Secretary's Report**

**Membership** – Kathy handed out membership figures report sheets. Membership renewal reminders have gone out, so the membership figures should increase. She also noted that WSPHA has a membership booth at the UW Career Fair – students get membership free. Chuck noted that WSEHA used to give a similar membership break for students. Jodie reminded the Board that we need to be updating the WSEHA membership flyers. Kathy also noted that the Spring Pool Conferences will soon be under way, and that we now have 326 Pool Manuals left in stock.

**Printing charges/copier problems** – Kathy also informed the Board that the copy machine has broken down. The machine has a lot of mechanical problems that will “nickel-and-dime-us to death”. She’s not sure she wants to buy it from WSEHA any more. She is open to any suggestions about what to do with the copier. Ned suggested the possibility of using the old copier as a trade-in. But he also asked if WSEHA could “get a deal” on copies if we go that route. Mike suggested that Kathy make the best deal she can on a trade-in.

**Expenses and revenue sharing at JCH** – Kathy handed out an information sheet, and noted that she presented the information to the WSPHA Board on Friday, March 16th. Ned asked about the \$7000 we’re paying to Kathy as Conference Coordinator. Kathy noted that that expense is in the report, under “Contractual Expenses”. Kathy also noted that WSPHA is already confirmed for the Joint Conference on Health in Yakima for 2010, and that the 2011 JCH will be the 100<sup>th</sup> anniversary of the Yakima Health District.

**RS Board** – Kathy reminded the Board that we now process our memberships on a monthly basis. Mike asked Kathy to check with Tony Plemel, R.S. Board Executive Secretary, to see if we can pay our dues to the Washington State Board of Registered Sanitarians on a monthly basis. If not, they can give us a counter-proposal. Jodie

**WSEHA Board of Directors meeting (cont.)**

**Executive Secretary's Report (cont.)**

***RS Board (cont.)***

suggested that we make another overture to the RS Board regarding a possible merger, and that we also need to follow up on their survey last fall. Geoffrey said he may try to attend the next RS Board meeting in Everett. Mike signed the current contract for the RS Board to continue tracking CEU's for WSEHA members.

***WSEHA lunch at JCH*** – Kathy noted that the best day for a WSEHA Luncheon will be on Monday, October 8<sup>th</sup>. This will also be the WSEHA Annual Meeting. She added that we may be able to use partitions to close off part of a larger room; the smaller rooms may not be big enough. Chuck suggested that there be “reserved” signs placed on the 4 or 5 rows closest to the podium, designated for WSEHA members.

***Ned moved that we have the WSEHA Annual Meeting during lunch on Monday, October 8<sup>th</sup> of the 2007 Joint Conference on Health. Jodie seconded. Motion approved.***

***Bayer Company Volunteer Grants*** - Ned distributed an information flyer for these grants. The grant money is available for any cause which WSEHA sees fit. Ned suggested that we find a project that is “not too mundane” to be used for this grant. It could also be used to help sponsor a speaker. The grant is for \$250. Jodie asked if this grant offer was the only avenue to talk to the company. She also suggested that, if awarded, we could earmark it for the International Health Committee. She recommended to Ross that he bring it up at the upcoming IHC meeting on Saturday.

**New Business**

***Scholarships - Jodie moved to authorize Chuck Treser to offer up to \$1500 for two WSEHA undergraduate scholarships. Vikki seconded. Motion approved.***

**Old Business**

No Old Business was presented to the Board at this time.

***Jodie made the motion to adjourn the Board of Directors meeting. Vikki seconded. Motion approved. Meeting adjourned at 3:59 p.m.***

***The next combined WSEHA Board meeting/2007 JCH Planning Committee meeting is scheduled for May 31, 2007, at the WDOH Center Point Office Complex in Kent.***

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## **Summary of Board Motions and Decisions**

### **2007 Joint Conference on Health – planning session**

- ⇒ *With regard to **Plenary Sessions**, four or five plenary speakers are confirmed, or nearly confirmed so far: Howard Frumkin (CDC), Deborah Klein-Walker (APHA President), Paul Farmer, and Mary Selecky.*
- ⇒ *As for **Invited Sessions**, it was noted that Vicki Ybarra did offer to conduct at least one session. Nancy Goodloe updated the Committee about her proposed invited sessions. The first part would be a presentation about research on worker retention, while the second part would be set up as a panel discussion. Chuck suggested a session presenting information about environmental health credentialing, and that NEHA may be able to provide information about their credentialing system*
- ⇒ *Suggestions for possible **Field Trips** included local health clinics and food processing facilities. A walking tour has also been proposed, in conjunction with the Cascade Orienteering Club.. Jodie is still looking into a trip to the Yakama Nation. Planning for the WSEHA International Health Committee's Silent Auction, and the WSPHA's Wine and Cheese Party were also discussed.*
- ⇒ *For **Pre- and Post-conference Sessions**, Mike noted that the Washington Onsite Sewage Association (WOSSA) is looking for an opportunity to present their information on model onsite sewage regulations. This could be an important addition for the environmental health folks, but there could be attendance problems if this were to take place on a Sunday.*
- ⇒ *As for **Exhibitors**, the National Sanitation Foundation (NSF) has confirmed as an exhibitor, but they need more information. There was extensive discussion about possibly changing the Exhibitor's fees – the general consensus being to raise the fees to \$150 for the second person of an exhibitor's group. **A motion to raise exhibitor fees for for-profit exhibitors from \$400 to \$450, and reduce the exhibitors' fees for non-profit and academic groups down to \$250 was made and seconded, but did not carry. The motion was modified with discussion.***

***Tom made a new motion to raise the registration fee for a second person in an exhibitor's group to \$150. Mike seconded the motion. Motion approved.***

***Tom made the additional motion to raise the break sponsor's fee to \$200. Mike seconded the motion. Motion approved.***

### **WSEHA Board of Directors meeting**

- ⇒ *Ned supplied a list of context and typographical errors concerning the minutes of the JCH Planning Meeting/WSEHA Board Meeting of February 20, 2007.*
- Ned moved to approve the minutes of the February 20, 2007 JCH Planning Meeting/WSEHA Board Meeting, as corrected. Jodie seconded the motion. Motion approved.***

⇒ *No **Treasurer's Report** was presented at this time.*

⇒ *In **Committee Reports**, possible candidates for WSEHA President-Elect and Treasurer were discussed.*

*A partial draft of the WSEHA Winter/Spring newsletter was distributed and reviewed. Ned asked the Regional VP's if they could get some articles in to Jonathan Freed by the weekend.*

*Mike informed the Board that Glenn Patrick (WDOH) is ready for the Training Needs Assessment Tool to be put out on the Internet, and that we should start encouraging environmental health personnel to fill out the survey.*

*Ross reminded the Board of the continuing need for donations for the International Health Committee Silent Auction, and that the next IHC meeting will be held on Saturday, March 24<sup>th</sup>.*

⇒ *In the **Executive Secretary's Report**, Kathy updated the Board as to membership figures. Membership renewal reminders have gone out, so the membership figures should increase.*

*Kathy also informed the Board that the copy machine, which she proposed to buy at the last Board meeting, has broken down. She is open to any suggestions about what to do with the copier. Mike suggested that Kathy make the best deal she can on a trade-in.*

*Kathy also distributed information regarding expenses and revenue sharing at the Joint Conference – the same information that she presented to the WSPHA Board the previous week.*

*Mike requested that Kathy check with Tony Plemel to see if we can pay our contract fees to the Washington State Board of Registered Sanitarians on a monthly basis. Mike signed the current contract for the RS Board to continue tracking CEU's for WSEHA members.*

***Ned moved that we have the WSEHA Annual Meeting during lunch on Monday, October 8<sup>th</sup> of the 2007 Joint Conference on Health. Jodie seconded. Motion approved.***

⇒ *In **New Business**, Jodie moved to authorize Chuck Treser to offer up to \$1500 for two WSEHA undergraduate scholarships. Vikki seconded. Motion approved.*

⇒ *Jodie made the motion to adjourn the Board of Directors meeting. Vikki seconded. Motion approved. Meeting adjourned at 3:59 p.m.*

⇒ *The next JCH Planning Committee meeting will be conducted by conference call on Thursday, April 19<sup>th</sup>, 2007, from 10:00 a.m. to 12:00 noon. The next combined WSEHA Board meeting/2007 JCH Planning Committee meeting is scheduled for May 31, 2007, at the WDOH Center Point Office Complex in Kent.*