

Washington State Environmental Health Association Board of Directors Meeting

August 25, 2008

WDOH Headquarters – Tumwater, Washington,
and via conference call

Present

Vikki Barthels (*Eastern Region Vice-President - via conference call*),
Geoffrey Crofoot (*Northwest Region Vice-President – via conference call*),
Steve Garrett (*Treasurer – Tumwater*), Tom Gonzales (*Southwest Region VP – via
conference call*), Kathy Kondakjian (*Executive Secretary – via conference call*),
Ross Lytle (*Secretary – Tumwater*), Joe Graham (*Nominations & Awards
Committee Chair - Tumwater*), Dick Pedlar (*Webmaster – Kent*), Ned Therien
(*President - Tumwater*), Mike Vinatieri (*Immediate Past President - Tumwater*),
Chuck Treser (*via conference call*).

Meeting called to order at 2:50 p.m.

Agenda

Vikki noted that her last name should be changed to Barthels.

Mike made the motion to approve the Agenda as changed. Steve seconded. Motion approved.

Minutes

Ross distributed copies of the July 11th Board Meeting minutes to the attendees at the Kent office, and to all other Board members electronically. Ned sent out corrections to the minutes on Monday morning.

Mike made the motion to approve the Board Meeting minutes for July 11th, with corrections. Vikki seconded. Motion approved.

President's Report

WSEHA By-Laws – There was much discussion among the Board members as to what, if any, changes are needed in the WSEHA By-laws to address Corporate Sponsors and Sustaining Members. We also need to re-examine Student

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President's Report (cont.)

WSEHA By-Laws (cont.)

Memberships. A \$5 Student Membership fee doesn't appear to be a big deal, but if it will help in gaining WSEHA members, we could eliminate the fee altogether. Tom suggested that dues be reviewed annually, instead of having the "set in stone" in the By-laws. Ned said he would like to present this to the WSEHA General Membership. Kathy said she was not sure if she has the most updated copy of the By-laws – she may need to check with Gene Patterson and/or Chuck Treser. Kathy added that we may also need to update the WSEHA history files, e.g., who was President, Secretary, etc. during any given time period. Ned said that then the By-laws could be ready by the next AEC/JCH (2009), for review by the WSEHA membership. He added that we may also need to remove the section in the By-laws regarding the tracking of CEUs by the WSBRs. Ned also brought the Board's attention to the WSEHA Awards Manual. A lot of the rules in the Manual appear to be outdated or confusing, and it needs to be streamlined. The Board agreed to take on the task.

Treasurers' Report

Profit and Loss Report – Steve presented the Profit and Loss report to the Board Members. Kathy provided him with deposits totaling \$12,500, to get us to a balance of \$28,300. The proceeds from the August Food Conferences have been received, as have those from the Pool Conferences. Mike asked if we have received a bill from the hotel yet for the Food Conferences. Kathy said we hadn't. Ned noted that we have not received the money from WSPHA yet, and that we also still have to pay Kathy for her services for the mini-conferences.

2008 Joint Conference on Health Update

Conference attendance/registration – Ned informed the Board that WSPHA has agreed to give WSEHA members the same discount on registration that WSPHA members get.

Attendance figures for the JCH are looking a little shaky so far. County agencies say that one budget item that will get hit hard this year is training. Because of the Governor's freeze on hiring, and freeze on personal service contracts, community and environmental assessment supervisors aren't sure they'll be able to send someone this year. Kathy said she had gotten an e-mail from Rick Porso, saying that travel will be restricted for people coming in to the JCH, unless it's paid for by a 3rd party. Mike has worked hard to get exhibitors to the JCH - he asked Kathy to get a final check as to which exhibitors are coming, and which ones aren't. Kathy added that

2008 Joint Conference on Health Update (cont.)

Conference attendance/registration (cont.)

September 12th is the deadline to get them into the JCH program. Tom asked if we have sent them any letter regarding what WSEHA can offer them. Exhibitors want to know that they're going to get foot traffic – maybe a door prize for attendance would help? We need to offer something that “gets people into the room”.

WSEHA General Membership meeting – Ned sought agenda items from the Board for the WSEHA General Membership meeting at the JCH. He will give a President's Report, which will include a discussion of the By-laws. He requested that Mike give a summary of the Training Needs Assessment Survey (TNAS). Ned said he is also planning to allow some time at the meeting for membership input, and the airing of member concerns. We will also be looking for continued input on the TNAS.

Student help – Dick asked Chuck about two students, who will be going Yakima. Chuck answered that he can have a list in a couple of weeks. Dick also asked Kathy for room assignments.

Committee Reports

Publications Committee – Ned made an attempt to complete a new newsletter. It turned out to be a 40MB file. Too big to e-mail, so he sent it on a CD to Kathy. Bruce was considering submitting an article, “A sanitarian's journey into politics”.

Nominations and Awards Committee – There is \$1500 available in the WSEHA budget for scholarships. Ned and Tom are available to help Chuck rate scholarship nominees. For President-Elect, we have Geoffrey, and possibly Larry Fay. Ned said that he thought it would be great to get someone from King County on our Board, one way or another. If Geoffrey is elected, maybe Larry would consider being Regional Vice-President.

1. Nomination for Environmental Health Professional of the Year

Ross made the motion to accept the recommendation from the Committee for the 2008 Environmental Health Professional of the Year Award. Geoffrey seconded. Motion approved.

2. Nomination for Inspiration Award

Mike made the motion to accept the recommendation from the Committee for the Hatlen Inspiration Award. Vikki seconded. Motion approved.

Vikki volunteered to run for WSEHA Board Secretary.

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Committee Reports (cont.)

Webmaster – Dick is currently in the process of getting his main computer repaired. It should be up and running shortly.

International Health Committee – Ross reminded the Board that IHC is always looking for donations for the Silent Auction at the Joint Conference.

Finance Committee - no report.

Membership Committee – Ned asked Chuck to see if he has the most recent copy of the WSEHA By-laws.

Executive Secretary's Report – no report.

Regional Vice-President's Reports

Olympic Region – Jodie Holdcroft – no report.

Central Region – vacant – no report.

Northwest Region – Geoffrey Crofoot – Geoffrey informed the Board that budget cuts are currently a significant problem at the Snohomish Health District. Large budget shortfalls are also expected at the Seattle-King County Health District.

Southwest Region – Tom Gonzales – Tom emphasized the need for training for EH professionals throughout the state. He noted that he had dealt with similar budget crises in Colorado.

Eastern Region – Vikki Barthels – Vikki also noted budget cuts at Spokane County, but so far it looks like Environmental Health will survive.

Old Business

Membership recruitment – The Board further discussed the idea to not charge students to be members. Mike asked about Tom's ideas from Colorado. Tom said that the Colorado Environmental Health Association gave students a chance to get involved. CEHA had a \$10 student membership fee. He added, though, that he doesn't feel that the fee is the issue. Chuck added that students, for the last 10-20 years, weren't planners or joiners. That seems to be changing. Dick asked if there has been any effort to reach down to the high schools. Chuck said there has not been much success in that effort.

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Old Business (cont.)

Inventory of WSEHA rental space – Geoffrey and Kathy are working on this. Ned expressed concerns about expunging WSEHA information from the hard drives on the old computers. Kathy noted there are still some things she needs stored in the rental space. She noted that it is also a problem when WSEHA property is given to Board members, etc, then when those people leave, we can't get the items back. Dick asked Kathy if we have a record retention schedule. Kathy said it was five years.

New Business

Executive Secretary – Ned informed the Board that Mary Ferluga and Joe Graham would have liked to have had more certainty of expectations of the Executive Secretary regarding mini-conferences. Ned said that it would also help us to know what to charge to be able to pay the Executive Secretary for the time it takes to do registration duties. We need to formalize this somehow. The immediate future for us is dealing with the Joint Conference, then we should encourage small “mini-conferences”.

Spring onsite sewage workshop – Ned said that he had a commitment from Dave Lenning for a spring onsite sewage workshop. He found out that EH specialists from Seattle-King County can go to neighboring counties for training, but can't stay overnight. Ned needs someone to coordinate the workshop, adding that the Training Needs Assessment Survey said that people needed more concentrated training. Ross asked if such training may conflict with the training that WOSSA provides. Ned said there shouldn't be a conflict if the training is focused on regulators. WOSSA training focuses on the OSS industry. Ned suggested that we try to develop a spring mini-conference with 2 or 3 tracks.

Mike made the motion to adjourn the Board meeting. Ross seconded. Motion approved. Meeting adjourned at 4:52pm.

The next scheduled meeting of the WSEHA Board of Directors will be prior to the Joint Conference on Health, October 5th, 2008, at the Yakima Convention Center.

Summary of Board Motions and Decisions

- ⇒ WSEHA President Ned Therien called the meeting called to order at 2:50 p.m.
- ⇒ **Mike made the motion to approve the Agenda, with a minor change. Steve seconded. Motion approved.**
- ⇒ **Mike made the motion to approve the Board Meeting minutes for July 11th, with corrections. Vikki seconded. Motion approved.**
- ⇒ *In the **President's Report**, there was much discussion among the Board members as to what, if any, changes are needed in the WSEHA By-laws to address Corporate Sponsors and Sustaining Members. We also need to re-examine Student Memberships. We may also need to remove the section in the By-laws regarding the tracking of CEUs by the WSBRs. Ned said he would like to present this to the WSEHA General Membership.*
- ⇒ *In the **2008 Joint Conference on Health Update**, Ned informed the Board that WSPHA has agreed to give WSEHA members the same discount on registration that WSPHA members get.*
- ⇒ *Also in the **2008 Joint Conference on Health Update**, Ned said that attendance figures for the Joint Conference appear to be below expectations so far, due mainly to budgetary and travel restrictions within most of the local health jurisdictions.*
- ⇒ *In the **Committee Reports, Nominations and Awards Committee** section, Geoffrey Crofoot, and possibly Larry Fay, are the nominees for President-Elect. Vikki Barthels volunteered to run for WSEHA Board Secretary. For WSEHA Awards:*
 1. *Nomination for Environmental Health Professional of the Year*

Ross made the motion for the 2008 Environmental Health Professional of the Year Award.. Geoffrey seconded. Motion approved.
 2. *Nomination for Hatlen Inspiration Award*

Mike made the motion for the Inspiration Award. Vikki seconded. Motion approved.
- ⇒ *In **Old Business**, Geoffrey and Kathy are working on a final inventory of WSEHA property in the WSEHA-leased rental unit.*
- ⇒ *Also in **Old Business**, Ned informed the Board of the need to finalize, and formalize, a list of job expectations for Executive Secretary.*
- ⇒ *Also in **Old Business**, Ned said that he had a commitment from Dave Lenning for a spring onsite sewage workshop. He needs someone to coordinate the workshop. He suggested that there be 2 or 3 tracks involved in this workshop.*

Summary of Board Motions and Decisions (page 2)

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- ⇒ *The next scheduled meeting of the WSEHA Board of Directors will be prior to the Joint Conference on Health, October 5th, 2008, at the Yakima Convention Center.*

Action items

- 1. Board members to review the WSEHA By-laws, to address Corporate Sponsors and Sustaining Member categories. We also need to re-examine Student Membership fees.*
- 2. Board members to review the WSEHA Awards Manual.*
- 3. Continue soliciting donations for the International Health Committee's Silent Auction at the Joint Conference.*
- 4. Continue to inventory and remove WSEHA property from the WSEHA-leased rental unit.*
- 5. Review and formalize Executive Secretary's duties, as it relates to the next ES contract.*
- 6. Board members to coordinate educational tracks and other details for the proposed spring onsite sewage workshops.*