

Washington State Environmental Health Association
Board of Directors Meeting
January 27, 2009
WDOH Center Point Regional Office – Kent, Washington

Present

Bruce Scherling (President), Ned Therien (Past President), Geoffrey Crofoot (President Elect), Michael Baker (Eastern Region Vice-President), Tom Kunesh (Northwest Region Vice-President), Tom Gonzales (Southwest Region Vice-President), Kathy Kondakjian (Executive Secretary), Vikki Barthels (Secretary), Steve Garrett (Treasurer- via conference call).

Meeting called to order at 10:45a.m.

Agenda

- Tom K. asked to have Executive Secretary Services moved up in the agenda as early as possible. It was moved to the President's Report.
- Geoffrey asked to add SWANNA to Old Business.
- Ned asked to add Legislative Action to New Business.
- Tom G. asked to add Group B small public water systems.

Tom G made a motion to approve the agenda with the changes. Tom K seconded. Motion Approved.

Minutes

- Tom K brought up that there was a typo in the Treasure's Report.
- Tom K had questions about the Executive Secretary Contract (temporary extension of the contract) was discussed at the last board meeting, but was not mentioned in the minutes from the November 18, 2008 Board Meeting. If it was discussed it should be put into the minutes. Bruce stated that we talked about crafting the job description for the Executive Secretary.
- Bruce- under Treasure's Report – Expenses there was a statement that Bruce stated for security reasons we would have to be careful who has access to the machine because there would be access to individual's checks etc. It should have been the security referencing of the digital back-up of the thumb drives. If we make copies of important data there is some security attached to that if it comes into the wrong hands.

Tom K made a motion to approve the minutes with the Executive Secretary information be included, and the corrections made. The Executive Secretary portion will be emailed to the Board later. Tom G seconded. Motion Approved.

President's Report

Bruce talks about Local Health Jurisdictions Budgets and get a feel for what the budget did to Environmental Health in the counties represented on the board.

- Tom K- Whatcom County: lost 2 ½ positions, ½ position in the Food/Living Environment, 1 FTE transfer from land development OSS to Food and Living Environment. Net loss 1 temporary position, and an unfilled position in OSS.

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- Michael – Whitman County- Hiring a new person. Looking for a generalist position. Perks- travel, training is off the table until July. Positions that were empty are not going to be filled this year.
- Geoffrey- Snohomish Health District- 4 EH staff was lost. They went to a fully fee supporting system for both Food and Living Environment. Fees were also raised. All the layoffs came from the Food Program.
- Vikki- Spokane Regional Health District- Travel restrictions are in place. No layoffs at this time.
- Tom G- Clark County Health District- 2 layoffs from front staff. No layoffs for Environmental Health at this time. Very limited budget for travel.
- Ned- State Board of Health- Currently on a hiring freeze (last August), 2 positions were lost, not refilling. Governor lifted the hiring freeze, but they need to maintain savings. Not replacing people as they leave, 8% reduction in the next fiscal year can go as high as 20%.
 - Bills in the Legislator
 - Hiring Freeze
 - No purchases over \$1000.00
 - No travel or training (in the Senate)
 - Bill to eliminate people in the state BOH
- DOH not sending as many people to JCH, decreasing travel costs.
- Bruce got an email from NEHA from the states prospective how is the budget effecting Public Health (LHJ's) across the state.

What does this mean for WSEHA?

- Opportunity to educate who we are, what do we do, and why is it important.
- Marketing and Partnering side of it - How can we assist in this process.
 - Focus on a mission statement.
 - Create a statement to reinforce Public Health mandates
 - Other organizations- IFPTE- great infrastructure in place already.
- Message we could have – Support Public Health, Support the Public Health Infrastructure
- Ned brought up the mindset we should instill into our membership; there CEU's should not just be for their agencies they should personally want to maintain their professional level.
- We need to provide training targeted to LHJ's
- ACTION ITEM: Clark County - Public Message- A day in the life. To incorporate this onto our website. Tom G mentioned that they could provide us with a disk that we could put onto our website, or put a link to it on our website.

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Budget for Executive Secretary and job descriptions:

- Handout from the bylaws on Executive Secretary was handed out to everyone.
- Ned handed out a Scope of Work – Executive Position Description Draft handout
-Steve joined in via conference call
 - Kathy's hours worked for 2008 was also handed out
 - Ned mentioned that maybe the base pay should drop to \$500.00/month. Based on average hours worked. Any additional time would be billed out at \$16/hour during conference time.
 - We need to know the workload of the Executive Secretary.

Treasurer's Report

Profit and Loss statement for 2008

- Ned mentioned that WSPHA owes us \$4000.00 for last year's joint conference.
- We are looking at ways to decrease our deficit.
 - Smaller one day conferences, no overnight travel
- Tom asked about unclassified income \$15,620 – what it was. Came from value of current investments
- Calvert 919 has gained money
- Tom asked about hearing that we took a loss on the FDA food conference. We could have made more money than we did. We did not take a loss for this conference.
- We need to update our signature card at WSECU with all new officers.
- *The draft budget we received from Ned states that it is the 2008 draft budget when it is actually the 2009 draft budget.*
- 2009 Draft budget will need to be approved at our next board meeting.
- We received an email from the treasurer to update the signature list for access to checking account. Needs to add Geoffrey and Vikki to the list.

Kathy gave a verbal resignation. She wanted to know who would be answering the phones and where should the mail be sent starting February 1, 2009. Effective February 1st we are without an Executive Secretary. Kathy stated that she was unwilling to work with the next Executive Secretary.

Tom G made a motion to go into Executive Session. Ned Seconded. Motion Approved.

Tom K made a motion to give Kathy one month extension to close out her business with the Association. Ned Seconded. Motion Approved.

Ned made a motion to pay Kathy \$800.00 for January 2009. Geoffrey Seconded. Motion Approved.

***Tom G made a motion to get out of Executive Session. Ned Seconded. Motion Approved.
By a vote of 6:1, the board accepted Kathy's resignation.***

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Bruce told Kathy we were sorry to see her go, as she has been a value to us for a lot of reasons. We were accepting her resignation. There were some question and comments for Kathy.

1. Pay her salary of \$800.00 /month for January.
2. Would Kathy be willing for the month of February since there are some tasks and transition would see be willing to process some of that stuff and transition – at her current \$800.00/month rate. Transition would include; changing mailing information, website information, electronic stuff- membership lists and bylaws. Everything is in File Maker Pro. Kathy stated that everything could go on a thumb drive. Kathy said she would be willing to work the month of February to complete the task list.
3. All databases are in File Maker Pro.
4. Memberships that are in the process of being process have not been completed as Kathy stated she ran out of postage and tried to contact Steve, but he did not return emails back to Kathy. Renewals will need to be processed.
5. Mail goes to Kathy's personal address.
6. The mailing address will be changed to Vikki Barthels address in the interim.
7. Geoffrey will be the contact to get WSEHA storage from Kathy.

Bruce sincerely thanked Kathy for the job she has done for our organization.

Executive Secretary Report

Kathy did not have anything to share.

Committee Reports

Publications

- Recruit for a new chairperson
- Pagemaker software is currently used for the newsletter as well as Adobe PDF.
- Newsletter: Ned will need someone to format the newsletter.
- Kathy stated she would email members email addresses. Geoffrey asked Kathy to email it to his work address.
- All forms are in File Maker Pro.
- A lot of places cannot get attachments because of firewalls blocking them. Kathy stated she would send it to Dick Peddler and get a web address from him and put the link into the email.

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IHC

- Mark Toy provided an article for the newsletter regarding the IHC Silent Auction to Fund Lao Village Water System.

Finance Committee

- We need to approve the 2009 draft budget at the next board meeting

Webmaster

- We need to have Dick Peddler get Kathy's contact information off of the website.

Sustainability

- Tom G- working on speakers for the NEHA AEC. NEHA needs to get on board the environment band wagon and get 3 questions answered:
 1. How can Environmental Health the Profession and sustainability come together?
 2. How are other counties, cities, and locals dealing with sustainability how can environmental health be a partner?
 3. What are the effects of climate change on public health?

Education Committee

- Tom K - JCH has not had any full planning meetings yet. Nothing to report yet. Tom will be involved in this process.

Regional Vice Presidents' Reports

Olympic Region- No report given

Central Region- Vacant- No report.

Northwest Region- Tom K- looking at having a regional meeting in conjunction with the WSBRs- annual meeting in May. No date is scheduled yet. No agenda yet. Geoffrey mentioned that WSBRs would be interested in partnering with WSEHA, as long as there was a clear separation between the two organizations. Using two organizations to serve the same people at an event.

Southwest Region- Tom G- Goal to keep in touch with all the members in the Southwest area. Ned mentioned having a meeting on March 2nd after the onsite training.

Eastern Region- Michael- No report at this time.

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Bruce reminded board members that we do have money in our budget to help with the regional meetings.

Interview for Executive Secretary

We will set a date to be determined for the interviews for the Executive Secretary, which will follow decisions on job description that we need to work out.

New Business

Webinar Opportunities: Tom G- have a partnership with NSF International. NSF would organize the Webinar with the agenda that is the training, education on the standard that they are talking about. The webinars would be only talking about the facts, it would not be an info commercial. The only cost to the association would be the lines. Each line is \$8-11.00/hour for the line feed. Internet access would need to be high speed in order for this to work. We need to figure out a way to recover our costs, need to make arrangements to do a certain class at a certain time. Registration for the webinar would be required. We will need to build a budget for the Webinar trainings. Tom G will move forward looking into this. Tom will do a budget for this

Onsite Class- Ned- A budget worksheet for the Onsite class was handed out. Ned asked the individuals at the workshop if they would be interested in other trainings like this and they stated they would. Ned liked the idea of having cheaper prices for the members and higher prices for non-members. Tom K recommended that the difference between the two be \$50.00 to get those who are not members to join the organization. The question was brought up that could an installer be a regular or associate member of the organization. What kind of membership could these individuals get? The trainings for members would be \$15.00 and non-member would be \$65.00.

JCH 2009- grim outlook for this year's JCH, due to budget restraints. Does not look like too many LHM's will be able to send staff to the training.

AEC 2010- Will discuss at a later board meeting.

Old Business

Electronic Version of the by-laws- will be taken care of in the next couple of weeks.

Storage and old Equipment status- Geoffrey will take care of this.

SWANNA- Geoffrey- National Environmental Health organization for Solid Waste. Geoffrey thought it would be a good organization to partner with them. Trainings for SWANNA are very expensive. Look into working with Ecology to see if they have grants or scholarships available for these types of trainings.

Group B small public water systems- Tom G- State looking a deregulating Group B water systems. The state is moving away from this. Tom G proposes doing an educational letter to the board to express concerns over deregulating the Group B water systems. Bruce stated he would write a letter with Tom G.

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Tom G made a motion to draft a letter to the Board of Health regarding deregulating the Group B water systems. Tom K seconded the motion with the condition that the letter would have board approval prior to going out. Ned stated he would abstain. Motion Approved.

Tom G made the motion to adjourn the meeting. Geoffrey seconded. Motion Approved. Meeting adjourned at 3:45 p.m.