

Washington State Environmental Health Association
Board of Directors Meeting
May 13, 2010

Present: Geoffrey Crofoot (President), Kerri Wagner (Executive Secretary), Vikki Barthels (Secretary), Ned Therien, Steve Garrett (Treasurer), Kelsi Thorsness (Student Representative), Tom Kunesh (Northwest Regional VP- via conference call), Michael Baker (Eastern Region VP- via conference call)

Not present: Jodie Holdcroft (Olympic Regional VP), Dave Riggs (Central Region VP), Bruce Scherling (Immediate Past President)

Meeting called to order at 10:05 a.m.

Approval of Agenda:

Tom K made a motion to approve the agenda with the additions and corrections. Steve 2nd. Motion Approved.

Approval of the minutes:

July 16, 2009 – *Tom K made a motion to approve the minutes. Steve 2nd. Motion Approved*

February 25, 2010 – *Steve made a motion to approve the minutes. Tom K 2nd. Motion Approved.*

New Business – The Washington State Board of Health is looking for up to three new members. The Board has ten members- the secretary of health or designee and nine members appointed by the governor. Four of the nine appointees represent health and sanitation, two represent consumers, two represent local elected officials, and one must be a local health officer. The governor selects one of the appointees to serve as chair. Legislature has eliminated travel expense reimbursement from all boards and commissioned members. Ned asked if WSEHA would endorse an applicant for an open position and write a letter of support for the applicant. It would be good to have some individual names for submission to the BOH. 3 year term – Board meets about 6 times a year, the environmental health committee meets about 6 times as well a year, they get paid \$50.00 per meeting day and used to get reimbursement for travel. One position on the SBOH is usually filled by an Environmental Health Director.

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President's Report:

Additional Class Organizers - Geoffrey would like to see other people organizing the classes and see how this will grow for trainings.

Mike Young- from Snohomish Health District – is looking at putting together some solid waste/regulation trainings.

Aran Enger – Have him be the Compost trainer.

WSEHA could help them with the trainings but others could organize and do the trainings.

Good Work- We can only do the best we can do- putting on quality trainings- We cannot put them on for free. There are other costly training out there and there are free trainings, we are somewhere in between. We need to put on trainings and they will be reasonably priced. Geoffrey commented that he appreciates all the work that everyone on the board is doing and thanked everyone.

NEHA Conference- Geoffrey is attending and wants to be a better partner with the national organization. Geoffrey doesn't want them to drain our membership. What can we do with the national organization to be equally beneficial to both memberships? Geoffrey would like to take our concerns to the national meeting as well. If you have any you can email or talk to Geoffrey about them. Ned mentioned that there was a membership issue in which the president of WSEHA needed to be a member of NEHA. Ned will bring this up again during the discussion on the bylaws.

Pool Manuals: What is going on with the pool manual committee? Is there support and an agreement on how we want things to look for the manual revision? There will be enough manuals to get us through next year. Committee has not done anything since the 2 sections that were edited (VGB and Contamination of pools from accidental fecal release (AFR) and vomit).Waiting for WA State DOH and WA State BOH code to incorporate the VGBA into the WA state pool rules . BOH is not planning to change the regulations on the proposal that DOH is working on. Doesn't see that the committee should meet again until the state BOH and DOH are done with their process. We may have enough manuals to get us through 2012. Status of the committee- Tom K has stepped up to be the chair of the committee. Geoffrey will volunteer time to get any pictures needed for the pool manual. Tom K will do an article about the pool manual for the next newsletter.

Center for Disease Control and Prevention – Geoffrey spoke with Charles S Otto, III R.S. – We now have a link on our website for free educational trainings by the CDC. He sent 5 copies of an interactive CD on Swimming Pools and Spas. We may want to put this as potential lending material that we could send to members if they want this. Something to start expanding and another resource members can use.

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RS Board Meeting next Monday afternoon in Tacoma- If you are available please attend. Ned is now a member of the RS Board.

Executive Secretary Report: (handout provided)

Membership Report- the trainings have brought in 27 new members, however some of the members that were up for renewal have not renewed. Membership is remaining about the same as before. Kerri has it broken down on the handout. Kerri will email out the membership roster to the regional vice presidents, Kelsi and Ned.

Outstanding payments- Kerri has collected all of the outstanding dues that were owed.

Compost Training- Kerri will email Geoffrey and Steve the total time she has spent on the trainings.

Pool Conferences – State budget cut \$100,000 out of the state pool program budget. Not sure what is going on with this.

Food Safety Training Workshop- Is there a minimum number of registrations that we need to attain before the workshop is a go. If we get 10 registrants we would cover the speaker but not Kerri's time. Plan to go forward, if we get 5-10 more registrants we will be able to cover the costs. We try to cover our costs for doing the training. If we are going to cover our cost then we need to go ahead with the training. Geoffrey would like Kerri's rough estimate on time spent for each trainings. At what point do we decide to cancel training? If we get 10 individuals the trainings will be a go. We need to put this on for future budgets. DOH is planning on putting out a free fall workshop.

NSF Food Safety Equipment Webinar - Looking at doing a webinar on June 16, 2010. \$30.00/connection. ***Steve made a motion to propose that WSEHA moves to approve doing a webinar with NSF on food safety equipment with a \$30.00/connection fee. Tom K 2nd. Motion Approved.***

Refund Policy- Currently we don't have a written policy (other than on the registration form we have been using over the years). We need to establish one. ***Steve made a motion to establish a cancellation policy and fee as follows: All cancellations received before noon the day before the scheduled event will be charged a \$10.00 processing fee. Cancellations received later than noon the day before the scheduled event will not be entitled to a refund. No exceptions. Tom K 2nd. Motion Approved.***

Pool Manual – We have an electronic copy (Kelsi provided 2 CD copies that were given to Kerri and Geoffrey) she also has a copy on the thumb drive.

Treasurer's Report: (Handout was provided at the meeting)

Steve G made a motion to update the signatories list on the WSEHA checking account at Washington State Employees Credit Union. We will be deleting Mike Vinateri, Ross Lytle, and Ned Therien which were the current signatories and adding Geoffrey Crofoot and Vikki Barthels to the list. The new signatories will be Geoffrey Crofoot (President), Bruce Scherling (Immediate Past President), Vikki Barthels (Secretary), and Steve Garrett (Treasurer). Tom K 2nd. Motion Approved.

Committee Reports:

Policy and Procedures Committee- Ned sent out an email to the Board with the cleaned up version of both the policy and procedure manual and bylaws. Ned asked that board members review this document and we can discuss further in the next board meeting.

If you are proposing changes to the proposed changes – you list out where it is in the bylaws and list for board recommendations.

Tom K moved to change the language in the Policy and Procedure Manual that any check over \$2000.00 must be cosigned. Michael B 2nd. Motion approved.

Action Item – Geoffrey needs to determine when our annual business meeting will take place.

Do we want to give the SNEHA voting privileges? We need to think about this and find some resolution on this topic.

Education – Kerri will see if she has the electronic version of the Education manual and send it to Ned.

- Food Trainings on the East Side: Still in the discussion phase.
- Drinking Water – two of the regional supervisors have bailed on the training. Tom K has a ½ day commitment from DOE.

Action Item – Michael will contact Dave Gifford at DOH and discuss trying to get them here for training on the East side.

Action Item– Tom K will contact Sharon Ferguson at FDA as see if she would be available for training on the East side.

The lowest price we will go on trainings is \$15.00 (shorter class, no honorarium, etc).

OSS Trainings- Michael is working with Steve to get a drip system class on the East side (70% done) - hoping for a mid to late June training.

Ned has not heard any support for the JCH this year. Geoffrey will draft a letter to send to the WSPHA to let them know that WSEHA will not be partnering with them at the JCH this year.

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Publication Committee: Larry got a job with NSF and focuses his attention with NSF. Kerri will be doing it again. Kerri will email Cinnamon Brown and see if she is interested.

Student Organization: – dying off until next fall. Not much going on. There are a few juniors who are interested in being the student representative on the board. Kelsi will be graduating in June.

Regional Vice Presidents' Report:

Olympic Region – Jodie Holdcroft – not present

Central Region- Dave Riggs – not present

Northwest Region – Tom Kunesh – No report given. Efforts have been toward training and education.

Southwest Region – Vacant

Eastern Region – Michael Baker – No report given. Efforts have been toward training and education.

Old Business:

Action Items- we updated the list that we have been working off of.

Next Board Meeting – July 29, 2010

Steve moves to adjourn the meeting at 3:25p.m. Michael B 2nd . Approved.