

**Washington State Environmental Health Association
Board of Directors Meeting
Department of Health, CenterPoint, Kent
May 3, 2012**

Present: Geoffrey Crofoot (President), Steve Garrett (Treasurer), Bruce Scherling (Past President), Jodie Holdcroft (Olympic Region Vice President), Mike Vinatieri (Southwest Region Vice President), Michael Baker by conference call (Eastern Region Vice President), Ned Therien (Procedures Committee Chair), Anna Fretheim (SEHA Student Representative) departed at lunch, Ross Lytle (Secretary) joined after lunch, Mark Toy (WSDOH - Guest) departed after lunch; Joe Laxson (Island County Public Health – Guest), Kerri Wagner (Executive Secretary)

The meeting was called to order at 10:10 a.m.

Approval of the Agenda:

Agenda was amended to add the subject of recruiting new officers under the President's Report.

Jodie moved to approve the amended agenda. Bruce seconded. Motion approved.

Announcements:

Bruce announced that this would be his last Board Meeting and that he is stepping away from the public health field and is busy in construction management. He is working on the scheduling and cost engineering of large projects and is the new elected president of the Cascade Chapter of AACE (Association for the Advancement of Cost Engineering).

Kerri announced that Vikki Barthels had resigned from the Board and that she would act as Secretary in the meantime.

Approval of the Minutes:

Minutes from Board Meetings on June 14, 2011; February 2, 2011; and August 26, 2010 were reviewed by the Board for approval. The minutes from the April 27, 2011 Board Meeting were not completed before the previous Secretary resigned.

Mike V moved to approve the minutes. Steve seconded. Motion approved.

President's Report – Geoffrey Crofoot:

2012 Budget: The proposed budget for 2012 was distributed which included the proposed and actual budgets for 2010 and 2011. For 2011, we went over budget on expenses for training, internet, and permits. The proposed 2012 budget was based on the previous two years. The

numbers in the different categories haven't changed very much and the proposed budget is thin.

Items discussed that may change the current budget –

- The Executive Secretary's proposal to be paid on an hourly basis instead of a base rate (to save the association money). This is a topic that will be addressed later in the meeting.
- Jodie brought up that the current proposed budget does not reflect scholarships. The Board discussed that if someone clearly stands out as deserving, then we do have the money to allocate. In this case, we would need a recruitment strategy and discuss this with Chuck who has received and reviewed scholarship applications in the past.

Steve moved to approve the Proposed 2012 Budget with the caveat that we may have future revisions. Mike V seconded. Motion approved.

Annual Educational Conference and Direction of WSEHA:

Geoffrey stated that with sadness and regret, the organization is shrinking. One option is to mothball the organization until conditions are more favorable and there are more volunteers to run the organization. The purpose of this action would be to preserve the longevity of the association without closing the doors completely (shuttering).

Ned stated that if the Environmental Health Directors (EHD) wanted training, then they would support trainings and the time for people to volunteer. He feels that the current state of the organization is partly due to the recession, but EHD are demanding DOH to provide free trainings. Mike stated that he asked EHD in March and they stated they want local, inexpensive training. Geoffrey stated we provided it and burned out because it was difficult to do with a limited volunteer base. All of this leads to looking into the feasibility of a centralized AEC training.

Mark stated that DOH is tentatively supportive. We could work with DOH senior management to provide the location within driving distance (Olympia). Mark sees the AEC as a vehicle to increase membership. Mark is willing to look into checking on the feasibility of a 2013 AEC. A comment was made that the AEC has been successful when DOH has been involved.

Steve stated our mission is to provide educational opportunities and sees the need for this reducing based on less people being hired that don't have the RS certification. This may also lead to the problem of getting volunteers. Jodie commented that some fields, such as OSS, require more CEU's than in the past. Mike V said to rally the troops, have an AEC with video conferencing and web recordings. When we moved away from the AEC and partnered with WSPHA on the JHC, there was a large decline in attendance from EH – the feedback at this time was that EH people wanted their own conference back. It would be important to define DOH's role in an AEC. There was discussion to dip into our reserve funds to make a go at doing an AEC with the expectation that the first AEC will not break even and hope that future ones would.

Steve stated that if there are no volunteers to fill the officer positions (President, Treasurer), then an AEC would not be an option. The organization needs a governing body to make it a possibility. Kerri and Bruce suggested contacting people directly that have shown an interest. It is crucial to make the membership aware of the critical situation. We discussed drafting a letter and sending it to the membership.

Geoffrey stated that he sensed that people are not willing to shutter the organization. Ned stated he would hate to see it go away. Joe stated he has seen the profession degrade and that directors are at the mercy of budgets. The AEC would be good with some kind of outreach to revitalize EH. He believes that professionals need to be trained. Anna stated she would be sad to see our organization be shuttered and likes to know it's here. Jodie stated we need to identify the motivation and benefit for being a board member. Geoffrey asked people to think about the topic over lunch and then discuss it more after lunch.

The Board took lunch between 12:10 and 1:20.

After reconvening from lunch, Ross joined the meeting, and Anna and Mark departed. Ross nominated himself for the Secretary position.

Mike V moved to accept Ross' nomination and appoint Ross as Secretary. Steve seconded. Motion approved.

Geoffrey thanked Ross for recommitting to the WSEHA Board.

In finishing the previous discussion, Geoffrey stated the group is not ready to shutter, that we need volunteers, that we need to look at doing the AEC – and that we need to move right away.

Mark has volunteered into looking into the feasibility of the AEC. Geoffrey will write the President's Message for the newsletter outlining the organization's current state and need for volunteers. Geoffrey wants to tap into our current members first. If there is not a positive response from our members, then we would look at past members. Ned suggested mentioning the AEC in the letter and will assist Geoffrey in drafting the letter. Kerri stated she could individually personalize the letters in the database (ex: Dear John...). Members who have shown an interest in being on a committee will receive one letter tailored to this, while the other members will receive a different letter.

Geoffrey requested the Board to think of names of people who they think would make good officers and get their list to him by next Friday at 5:00. Kerri provided a list of people who have shown an interest in being on a committee.

Geoffrey stated that it seemed that the road to redemption is to do the AEC. Geoffrey will work with Kerri to get the letters out requesting volunteers.

Executive Secretary's Report – Kerri Wagner:

Kerri provided a handout.

Membership: Dropped from 133 to 122 since the last Membership Meeting on December 13, 2011. A breakdown of membership categories and region were provided in report.

Pool Conference: This year's pool conference will be held tomorrow in Kennewick. So far, 66 people are preregistered. A total of \$2,920 has been received and we are expecting a total of \$3,570 based on preregistration numbers.

Pool manual inventory: Currently, we have 337 newer pool manuals and 13 older ones. Last week, an additional 78 were sent to Rick Dawson for the pool conference.

Newsletter: Kerri requested articles for the newsletter. So far, only a couple have been submitted and the deadline was April 30th. Ned, Steve, and Joe responded that they could submit articles. Kerri requested the articles by next Friday (May 11th).

Contract Proposal: Kerri approached Steve and Geoffrey in February. Even though Kerri has a contract that goes to the end of the year, she felt a better arrangement could be made to benefit both parties. She feels her pay is not reflected in the work she is currently performing;

in addition, she felt the organization is not being provided with the work they are paying for. Therefore, she felt a moral obligation to propose an amended contract that pays on an hourly basis instead of a base rate. The Board went into Executive Session once Ned, Joe, and Kerri left the room. At the conclusion of the Executive Session, the Board agreed to a new contract, setting Kerri's pay on an hourly rate instead of the base pay of 50 hours that was previously agreed to. The contract will be retroactive starting at the beginning of May 2012. Geoffrey will follow-up and provide a new contract for both parties to sign. Geoffrey thanked Kerri for bringing the issue up which is intended to save the association money.

Treasurer's Report – Steve Garrett:

Steve reviewed the Treasurer's Report which consisted of:

- Profit & Loss by Class for January 1 through May 1, 2012
- Profit & Loss by Class for January through December 2011
- WSEHA Investments
- The check register from January 5 through May 1, 2012
- Proposed Budget for 2012 – which was previously discussed and voted on.

Looking at the WSEHA Investments, Steve felt we could sponsor an AEC -- in which case, Steve would investigate the best way to take the money out. Mike V commented to take the money out of the lowest yielding fund. Steve will investigate whether to take the money out all at once as one chunk or over time. If an AEC happens, the Board will vote based on Steve's findings.

Committee Reports:

Publications Committee: Newsletter was already discussed.

Education Committee: There isn't one.

Awards and Scholarships: We need a chair. Geoffrey suggested having the deadline for this year's awards be December 2012. Any awards for this year could then be presented at next year's potential AEC.

International Health Committee: Ross thought we could potentially set up a charity on our website to which people could contribute to. Research would be needed to carry this out. If the AEC is going to happen, discussion of an IHC auction would take place.

Regional Vice Presidents' Reports:

Olympic Region – Jodie Holdcroft: She had to leave early and was not present for report.

Central Region – James Rivard: Not present

Northwest Region – Vacant

Southwest Region – Mike Vinatieri: No report

Eastern Region – Michael Baker: Michael is looking forward to another year on the Board. Ned stated that Michael did a good job of representing WSEHA to the EHD to gauge AEC interest.

New Business:

Staff RS Training in Island County – Joe Laxson: Joe was looking to identify resources for RS training because their county had 3 or 4 people planning to sit for the RS exam. They wanted something interactive. A NEHA trainer would cost \$8,000 - \$9,000 per week of training, which was cost prohibitive. The CDC had online courses that follow the NEHA exam. They found it was great for their whole staff because those who already had their RS could get CEUs. The online courses consist of a presenter with Powerpoint slides. Their staff talked about the application and local regulations pertaining to the subject matter. Joe found that it was great to discuss topics as a staff. They may plan to include the online courses in their standardized new hire procedure. The training is free and consists of a total of 45 hours – each class ranges between 1 – 6 hours. Joe distributed a handout with additional information about the program and a class schedule his county set up (Feb – Apr) for viewing the presentations and discussion.

Next Meeting: Tentative dates discussed included July 13 and July 20. Ned and Geoffrey will discuss further.

Bruce moved to adjourn the meeting at 3:00 pm. Mike V. seconded. Motion approved.

Respectfully submitted by Kerri Wagner, WSEHA Executive Secretary