

Washington State Environmental Health Association Board of Directors Meeting Minutes

July 24, 2012

WDOH Center Point Regional Office – Kent, Washington

Present

Geoffrey Crofoot (*President*), Jodie Holdcroft (*Olympic Region Vice President*), Kay Massong (*appointed President-Elect during meeting*), Ned Therien (*Procedures Committee Chair – via conference call*), Anna Fretheim (*SEHA Student Representative*), Mike Vinatieri (*Southwest Regional Vice President – via conference call*), Ross Lytle (*Secretary - joined the meeting at 11:20 a.m. in person*), Jesse Smith (*Cowlitz County Health Department, guest and future Treasurer*), Steve Garrett (*Treasurer- joined the meeting via conference call after lunch*), Mark Toy (*2013 AEC Chair – joined the meeting via conference call after lunch*), Kerri Wagner (*Executive Secretary*).

The meeting was called to order at 10:10 a.m. There was not a quorum at the beginning of the meeting, because only two voting Board Members were present. Five voting members were needed to make quorum.

Introductions

We started the meeting by going around the table and phone with introductions.

Jodie is the Olympic Region Vice President, and works at the Kitsap Public Health District. She is a supporter of the Annual Education Conference (AEC), and has contributed to WSEHA by facilitating one-day trainings. Her focus is with on-site sewage education. Geoffrey extended appreciation for Jodie's volunteer work.

Geoffrey provided some background on the AEC. When the AEC was provided in the later years, it was costly to the organization. We then partnered with WSPHA for the Joint Conference on Health in Yakima for two years. The feedback we received was that people working in Environmental Health wanted more focused EH training. We then attempted to provide localized training sessions, which were successful, but then burned out the Board Members. We've now come full circle, and are looking at offering the AECs again.

Anna is the Student Representative for WSEHA. She is going into her senior year at the University of Washington. She is currently doing an internship with the Washington State Department of Health Shellfish and Water Protection Program in Tumwater. Her focus is on *Vibrio* studies.

Kay works with Thurston County Health Department, in the food, school, and pool programs. Four of the five people in her area are retiring within 3 – 5 years, and there will be new people coming in to replace them. She wants to see environmental health education established for the new people to gain experience and knowledge. She has volunteered to be the President-Elect, after learning about the current situation our organization is experiencing with a lack of volunteers. The plan is for her to become WSEHA President somewhere between October

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Introductions (cont.)

and January of 2013. Geoffrey suggested that we start looking for a new President-Elect as soon as possible. Geoffrey will continue to serve on the Board as Immediate Past President, once Kay is President. Geoffrey thanked Kay for her generous offer of stepping up into this role.

Kerri is the Executive Secretary of the organization, and conducts the day-to-day business at the WSEHA office. She has worked twice with WSEHA – the first time was from 2001 to 2004, and the second has been since 2009. She has an EH background, and has worked as an Environmental Health Specialist for both the public and private sectors. She answers the phone, does registrations, collects money, processes memberships, and maintains the WSEHA website, among other things.

Jesse works for the Cowlitz County Health Department, with drinking water, food, pools, and meth labs. He has worked there for the past eight years. He has volunteered to be the next Treasurer. Geoffrey thanked him and voiced his appreciation for stepping into this role. Jesse would like to see more web-based trainings – recorded local sessions that people pay to view on the website. This would require an update to the website, and some additional research.

Mike (on phone) has worked in environmental health for 35 – 40 years. He worked for a number of years in California. He has served as the President of the California Environmental Health Directors Conference, and of WSEHA. He has been the EH Director of the Lewis County Health District, EH Supervisor of the Southwest Washington Health District, and has served on the Technical Review Committee for the Washington Department of Health Onsite Rule Development Committee. He feels the AEC has a social aspect to it, and that is something we need to address.

Ned (on phone) works as a Health Policy Advisor for the State Board of Health, and has 36 years of experience in environmental health. He started out in California, and met Mike in Sonoma County. He has served as President of WSEHA, has completed a major revision to WSEHA's Bylaws and Policy Procedure Manual, and is currently Chair of the Policy Committee. He is the Chair of the Washington State Board of Registered Sanitarians and plans to retire in less than two years.

Absent Board Members were briefly introduced by Geoffrey.

Executive Secretary's Report – Kerri Wagner

Kerri provided a handout.

Membership – WSEHA membership has dropped from 122 to 116 since the last Membership Meeting on May 3, 2012. A breakdown of membership categories and region were provided

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Executive Secretary's Report (cont.)

in the report. Jesse suggested following up with people who do not renew their memberships to find out why, and to track this information. Kerri will draft an e-mail addressing this.

Pool Conference - This year's Pool Conference was held in Kennewick, thanks to Rick Dawson of the Benton-Franklin Health District. A total of 74 people registered. \$3,900 has been received, and \$110 is still due from someone that Kerri has followed up with.

Pool manual inventory - Currently, we have 349 newer pool manuals and 10 older ones.

Envelopes - We have run out of pre-printed return address envelopes. Kerri has been printing the return address on blank envelopes, and the resulting quality is not as high. She requested permission to purchase/order 500 preprinted envelopes, costing about \$75.00.

Newsletter - Kerri requested articles for the WSEHA Newsletter to be submitted by next Tuesday (July 31st).

Mike left the conference call at 11:15 a.m. Ross Lytle joined the meeting in person at 11:20 a.m.

The Board took lunch between 11:30 a.m. and 12:30 p.m. After reconvening from lunch, Steve Garrett (Treasurer) and Mark Toy (AEC Committee Chair) joined by conference call. Mike and Ned rejoined the group by conference call.

Since there was now a quorum after lunch for voting purposes, the WSEHA Board voted on the following motions:

Approval of the Agenda

Mike made a motion to approve the Agenda for the Board Meeting. Jodie seconded. Motion passed.

Approval of the Minutes

The Board reviewed the minutes of the May 3, 2012 WSEHA Board meeting.

Mike made a motion to approve the minutes of the May 3, 2012 WSEHA Board Meeting, as presented. Jodie seconded. No discussion. Motion passed.

Appointment of President-Elect

Jodie made the motion to allow Kay to be appointed as the new WSEHA President-Elect. No other candidates were nominated. Mike seconded. No discussion. Motion approved, by a unanimous vote.

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Treasurers' Report

Geoffrey noted that Jesse Smith is the volunteer to be appointed as the new Treasurer. Jesse and Steve Garrett will need to set up a time for training Jesse to take over the Treasurer's duties.

Jodie made the motion to appoint Jesse Smith, with no other volunteers, for the position, to take over the Treasurer's duties as he's able. Kay seconded. Discussion: Ned noted that Jesse will have signing privileges on behalf of WSEHA; he suggested the title "Treasurer-in-Training". The motion did not pass. It was agreed that Jesse will be "in training" until he's ready to fully take over the Treasurer's duties, and a formal vote will be conducted in the future.

Steve noted a current checking account balance of about \$5500. He also said we may need to transfer some funds in about two months. He will check with Carol Spaulding about to do this – he hasn't done it before.

Profit and Loss Report - Steve informed the Board that we are in red ink by about \$1300, and we could get deeper as we get into the year. Three of our investment accounts have done fairly well. The least favorably performing of these is the Fidelity account. Steve suggested that we may want to just close out this out and put the resulting funds into the WSEHA checking account. He also noted that Executive Secretary expenses have gone down slightly, thanks to a renegotiated contract with Kerri.

Executive Secretary's Contract – The Board reviewed the draft Executive Secretary's Contract.

The motion was made to accept the proposed contract as written, and to authorize Geoffrey to sign it. Mike Vinatieri seconded. The contract includes the corrected dates of 5/1/2012 through 12/31/2012, and supersedes all previous contracts. The Board also reserved the right to add tasks as necessary. Motion passed unanimously.

Proposed Annual Education Conference

Mark Toy responded to a request from WSEHA to look into putting on a 2013 Annual Education Conference. He looked into three facilities - only Red Lion appeared to have adequate facilities. Ned also suggested the Great Wolf Lodge in Grand Mound, and the Little Creek Casino in Shelton. The Board was looking toward holding the AEC during the first half of May, 2013. Geoffrey suggested that we need to narrow down the date a bit more, aiming for the first two weeks of May. The Chair of the AEC Committee will bring in a budget proposal to be worked on.

Mike recommended that the AEC Committee proceed with getting quotes from the other two venues. Kerri reminded the AEC Committee to be mindful of her new pay structure. If we will be wanting her to perform AEC-related duties, we need to plan on appropriately \$22 per hour. It was also noted that it is currently a bit late in the conference booking process. Any hotel we choose may want a deposit soon.

Proposed Annual Education Conference (cont.)

Mike made the motion for the Board to proceed with a May 2013 Annual Education Conference, to be held within an hour of Olympia. Jodie seconded. Motion approved.

Jodie made the motion to appoint Mark Toy as the AEC Committee Chairman. Mike seconded. Motion approved.

Ned suggested that there be an article in the WSEHA Newsletter about the proposed AEC, looking for volunteers. We will also need to start soliciting speakers in early fall. Mike suggested that we look into videoconferencing and/or recording the AEC presentations, since it will be held on the west side of the state. Geoffrey and Kerri recommended that videoconferencing/recording should be available only to WSEHA members, as it could affect AEC attendance. Jodie suggested that we should charge fees for this service. Mark said he would draft an AEC budget by the end of August.

Committee Reports

Publications Committee - Kerri reminded Board members to submit newsletter items as soon as possible.

Education Committee – No report.

Awards Committee – No report.

International Health Committee – With the goal of presenting one or more international charities to be featured on the WSEHA website for on-line donations, Ross informed the Board that he has been in contact with the Etta Project, an organization that has recently provided funding toward the construction of “ecological bathrooms” and hygiene training for families in Bolivia. Mark also suggested Water for People as a charity that could be featured on the website. The Board discussed the possibility of getting both of these charities on the WSEHA website for on-line donations. Ross will look for information from the Etta Project.

Regional Vice-President’s Reports

Olympic Region – *Jodie Holdcroft* – Jodie said that she had been in contact with onsite sewage contractors in her area, about the possibility of scheduling for single-day onsite workshops.

Central Region – *James Rivard* – No report.

Northwest Region - (*currently vacant*) – No report.

Southwest Region – *Mike Vinatieri* - No report.

Eastern Region – *Michael Baker* – No report.

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New Business

Next Board meeting - The next WSEHA Board of Directors meeting was tentatively scheduled for Tuesday, September 18, 2012, at the WDOH Center Point Regional Office in Kent.

Adjourn

Jodie made the motion to adjourn the WSEHA Board of Directors meeting. Mike seconded. Motion approved.

Respectfully submitted,

Kerri Wagner, Executive Secretary

Ross Lytle, Secretary