



Washington State Environmental Health Association
Board of Directors Meeting Minutes
March 23, 2017

The meeting was called to order at 9:02 a.m. for the Washington State Environmental Health Association Board of Directors Meeting by phone.

Roll Call

Michael Baker (*President, present*), Joe Graham (*President-Elect, present*), Jesse Smith (*Treasurer, present*), Jen Garcelon (*Secretary, present*), Dayna Katula (*Executive Secretary, present*), James Rivard (*Central Vice-President, absent*), Jodie Holdcroft (*Olympic Vice-President, absent, called in later*), Jeremy Simmons (*Southwest Vice-President, present*), Chris Skidmore (*Eastern Vice-President, present*), Bill Angel (*Northwest Vice-President, absent, called in later*), Ned Therian (*NEHA Representative*), Mark Toy (*AEC Chair*), and Ruth Piccone (*AEC Co-Chair*).

Approval of Agenda

There were no comments on the agenda.

Jeremy made a motion to approve the agenda. Joe seconded. All were in favor. Motion approved.

Approval of Minutes from September 26, 2016 Meeting

Joe made a motion to approve the September 26, 2016 meeting minutes as presented. Jen seconded. All were in favor. Motion approved.

AEC update

Mark Toy gave an update on the AEC planning for the May 1-3, 2017 conference in Wenatchee. He has been updating the website monthly, www.wseha.org/2016-annual-education-conference. He suggested the Board look at the website. The original budget did not include mid-morning and mid-afternoon coffee breaks on Monday. Mark negotiated with the facility on AV and other facility items to be able to add the breaks on Monday with no net increase in cost.

They assumed 210 attendees with 25 students for the budget. That would net about a 14% profit. They added continental breakfast for Monday's school workshop.

Jesse asked if expenses would decrease if there were less attendees. Mark said 195 is the break-even point. The current registration is 142 regular and 5 students. Mark has reached out to the University of Washington for students and plans to contact Central Washington University.

Laurette and Luis from Whatcom County recently asked Mark about holding an auction for the International Health Committee. Mark has suggested doing a raffle.

There was discussion on WSALPHO's participation. Mark has reached out to tribal partners and other DOH programs.

WSEHA exhibitor tables

There are four exhibitors scheduled. Any revenue generated from exhibitors is profit.

2017 AEC Agenda

There was discussion on the agenda. There are a lot of great topics for participants to choose from. The agenda is online. It is good DOH Secretary John Wiesman and Deputy Secretary Clark Halvorson are scheduled to participate.

Other 2017 AEC Updates

There was a request to have 2018 AEC theme ideas on the 2017 AEC evaluation sheet.

2018 AEC

Ruth Piccone will be the 2018 AEC Chair. Ruth and Joe have received a bid from Great Wolf Lodge. Joe suggested using Conference Direct, a free organization to get bids from area hotels. He recently worked with Daniela with Conference Direct with good success. Joe and Ruth will contact Conference Direct to get bids for 2 full days conference in the Olympia or Tacoma area. They will look at either two full days, or a half-day, full day, and additional half-day for the conference. They will collect bids and we will make a decision on location in April. They will email the Board for discussion and site selection.

Joe thanked Mark and Ruth for all of their work in the AEC planning.

Committee Reports

Education Committee

The Education Committee does not have a chair. Ki Straughn has expressed interest in education activities. Because there is low committee participation, Dayna proposed that the Education Committee Chair work on finding training opportunities and Dayna will coordinate the trainings. It is a deviation from the written procedures in the Board Handbook, but it works better in practice and relieves the Chair of a large workload burden.

Member & Benefits Committee

There is no one on the Member & Benefits Committee. Dayna said no one has expressed interest on the committee. Joe recommended keeping it for now and perhaps we will find an excited person who wants to do it.

Publication's Committee

Megan McNelly was not available for today's call. Newsletter articles are due Friday, March 31, 2017. Typical newsletter articles include President's Message, NEHA update, AEC update, and sometimes a technical article.

Megan is working on the AEC Program.

Awards and Nominations Update

James was not available for today's call. Currently, there are three nominations for three awards. The awards nomination deadline was extended until April 7, 2017. The Awards Committee will review the nominations and make awards recommendations to a Board subcommittee. The subcommittee will make recommendations to the full Board. There needs to be a budget of ~\$150 added for awards.

Chuck Treser takes care of the student award and scholarship. There is \$2,000 in the budget for scholarships. Mark will talk to Chuck or Tania Busch-Isaksen.

There are two nominations for Treasurer. No one has offered to go on the ballot for President-Elect. There is space for write-ins on the ballot.

Annual Membership Meeting

The annual membership meeting will be scheduled for Wednesday, May 3, 2017 from 7-8 am. There was discussion about whether to have it at lunch time on the last day, but it becomes a hassle and distraction when people are preparing to leave. We will encourage people to enjoy their coffee and continental breakfast and participate in the meeting. The Red Delicious Room is available for meetings during the AEC.

Executive Secretary Report

Dayna referred to the attached spreadsheet with membership information. The numbers show lower membership numbers, but we are waiting for payment on pending memberships before they are counted as members.

Joe will reach out to Jeff Ketchel at Snohomish Health District to see if the HD is still able to pay for its employees to be WSEHA members. Dayna said Kitsap HD also pays for WSEHA memberships. Snohomish and Kitsap are exceptions in the allowing the employer to pay for employee's memberships. Most medium and small counties do not have the budget to pay for their employee's memberships.

Treasurer's Report

2017 Proposed Budget

A few months ago, Jesse needed QuickBooks software and Dayna purchased it for him to be able to manage WSEHA accounts.

Jodie made an after action motion to approve the purchase of QuickBooks. Joe seconded the motion. All were in favor. The motion passed.

There was discussion of the 2017 proposed budget. For expected income, the dues collected was decreased, increased the amounts of donations, and increased the amounts of revenue collected in the registrations because of the FDA training and pool training. Jesse will add some income in sales tax for the purchases of the pool manual at the pool conference. In the expenses, there is \$1,500 for the President to travel to NEHA and some money for travel. There is a reduction in the Executive Secretary position because a lot of the time is spent and billed under AEC, and not WSEHA general fund. An awards budget needs to be added in expenses. There will be a \$4,000 loss because of distributing the ~\$2,500 to the San Bernardino Fund and \$1,500 for NEHA. There is a net \$1,000 loss in the 2017 budget. The 2016 AEC may have broken even. Jesse will collect all of the revenues and expenses for the AEC.

Joe made a motion to accept the proposed budget with the added increase of \$50 in sales tax revenue and \$300 for awards as an expense. Jodie seconded. All were in favor. The motion passed.

San Bernardino Money

Michael Baker had difficulty reaching the California Environmental Health Association who had an account for the families of the San Bernardino victims. The account is now closed through CEHA, but Michael talked to a representative who said the United Way was now overseeing a fund for the families of the San Bernardino victims.

Jodie made a motion to go through the United Way to distribute the San Bernardino funds instead of CEHA. Jesse seconds the motion. Ned discussed inclusion of a letter to United Way and CEHA regarding the money collected from WSEHA. All were in favor. The motion passed.

WSEHA Investments

James talked to Jesse about WSEHA investments. There are some stocks and there are concerns about the volatility of the stock market for our investments. The investments go through Calvert which has been used since at least 2011. They will discuss investment options.

Pool Conference/Pool Manual Update

DOH's Pool Specialist, Paul Reeves, left the agency recently. It has left a void in DOH's pool program. At the last minute, DOH canceled the west and east side pool trainings. There was a discussion on making an agreement with DOH upon cancellations of trainings that they provide WSEHA adequate time to evaluate alternatives for hosting trainings. This will allow possible other hosts to step in so the trainings are still offered. There were six people registered when the conferences were cancelled. There was a discussion about the unmet need for pool training. In 2016, the participants of west side pool conference were inspector heavy and the east side pool conference was operator heavy. There are alternatives available from the Certified Pool Operators and NSF.

Benton-Franklin Health Department stepped in and will host the east side Pool Conference.

Jesse made a motion to approve the proposed budget for the Benton-Franklin Pool Conference. Jodie seconded the motion. All were in favor. The motion passed.

The pool manual needs to be updated. Originally, Paul Reeves said he would work on the pool manual update. We will wait for DOH to refill the position to discuss next steps.

FDA Course Update

Feedback on the FDA course was positive. Jesse attended for the first time and liked it. He said he had staff who had attended it before who attended again, and they said there was new material added to the course. There were 48 registered participants and 47 attended.

There was some discussion on paying for the course with credit cards. Federal agencies use credit cards and it was an issue for three of the participants. Some of the issues with credit cards are they add a user fee, either a flat fee or percentage, and sometimes there are minimum use issues. Dayna will research credit card companies for possible use.

Regional Vice-Presidents' Reports

Olympic Region - Jodie Holdcroft

No report.

Central Region - James Rivard

No report.

Northwest Region – Bill Angel

No report.

Southwest Region – Jeremy Simmons

No report.

Eastern Region – Chris Skidmore

Whitman EH added Asotin County to their EH jurisdiction.

New Business

Future Board Meetings and Locations

We discussed whether the Board should meet three or four times a year and also how many in-person versus conference calls. Four meeting a year is better to energize the group. There will be one meeting at the AEC and one other in-person meeting, alternating on the east and west sides, depending on where the AEC is located. Joe will submit a proposed meeting schedule.

Next meeting is at the AEC on Wednesday, May 3.

Other New Business

Ned discussed NEHA's Uncover EH Project. It's a partnership with NEHA, Baylor University, and CDC. Washington has not been well-served in the project so far. Ned will submit an article for the newsletter about the project. Dayna will also send an email out to the WSEHA membership about the project. Ned mentioned there is a NEHA VP position open for recruitment.

Dayna mentioned WSEHA's Facebook page. It has 19 likes. It should be used an accessed more often.

Joe stated he was looking forward to the 2017 AEC as an opportunity to network and promote WSEHA.

Adjourn

The meeting was adjourned at 11:30 am.