

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Wednesday January 14, 2009**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday January 14, 2009 at the Southington Public Library Southington, CT. The following voting members were in attendance: Vicky Carrier, Scott Cook, Jennifer Eielson, David Rogers, Phyllis Amodio, Michael Kirby, John Deckert, Robin Sleeman (11:33 A.M.), David Boone (11:50 A.M.), Alessandra Litro, and Joe Hock. Non-voting members present: Carol Lord and Eric McPhee. Guest: Ray Jarema.

Call to Order

The meeting was called to order at 11:05 A.M. by President Vicky Carrier.

Approval of Agenda – The following items were added to the agenda:

Standing Committee Reports – Membership, Education

Special Committee Reports – Subsurface Sewage Disposal, Food, Lead

New Business – NEHA Query about economic impacts.

Membership items in Old and New Business moved to Standing Committee reports

President's Report – President Carrier indicated that all of the items in her report were included elsewhere on the agenda.

Treasurer's Report – Sharon Antunes reported that CEHA funds have been transferred to Bank of America. She distributed a report she prepared using Microsoft Money, which seems adequate for CEHA purposes. All incoming and outgoing funds are being listed within categories to assist in preparing a budget. Sharon stated that the program has a 2 month trial period for free after which it can be purchased for \$69. Since this does not exceed the \$100 threshold requiring Board approval she was given the OK to buy the software.

Scott Cook noted that monies in the Yankee Conference account are not included in the report. He stated that there was a problem with the billing from the Hilton Mystic that needed to be cleared up before the account can be closed and monies distributed.

Motion by Scott Cook to table acceptance of the report until the Yankee Conference funds are included. **Second** by Jennifer Eielson. **Motion carried.**

Sharon also distributed two forms: Record of Deposit and Request for Reimbursement Form that she is planning to use. Members of the Board had no objection to the forms; however, David Rogers asked that dates be put at the bottom of the forms to keep track of the most recent version.

Motion by Scott Cook to accept the forms and include them in the Policy & Procedure Manual once the dates have been added. **Second** by Jennifer Eielson. **Motion carried.**

Sharon also asked what should be done with the 6 boxes of records she has been given by George Calkins. Carol Lord stated that documents with historical value need to be archived but many other documents may not be needed and can be discarded. David Rogers noted that he and David Knauf could help Sharon sort the boxes at the next Bylaws/Policies & Procedures committee meeting.

Joe Hock asked if it was possible to receive any reimbursement for travel to Executive Board meetings since he is now retired and must use his personal vehicle without any reimbursement. David Rogers noted that this would have to be a policy decision by the Board and suggested the matter be included on the February agenda.

1/14/09

Page 2

Secretary's Report - Approval of minutes.

Motion by Scott Cook to approve the minutes of the December 9, 2008 regular meeting.

Second by Phyllis Amodio. **Motion carried**

STANDING COMMITTEE REPORTS

Membership – Robin circulated 6 new member applications. She reported that 166 of the 301 current members have renewed their memberships so far. Reminder postcards will be sent out soon. Phyllis Amodio asked if anything was being sent out to new members to acknowledge their membership. Robin reported that she has been unable to send out anything because of her work demands. Alessandra Litro stated that CEHA needs to have something to give away such as pens with CEHA info on them.

Robin circulated some information on possible member get together events. The least expensive quote she received for a wine tasting with some food was about \$42 per person with a minimum of 25 attendees. A discussion on the matter included questions about how much CEHA should subsidize this, if any, and how many might attend. There is a concern that CEHA could have a substantial financial loss if a minimum is required and attendance is not good. Carol Lord suggested finding a local bar that could accommodate 15+ extra people where members could gather and use a cash bar. This could be used as a test run to gauge how much interest there is in this. No action was taken.

Education – Alessandra distributed an outline for Part 2 of the Disaster Field Manual Training that is in the planning stages. It will be structured for local health officials and would take place in March or April at an undetermined location. She is looking for input on the topics listed in the outline. Phyllis Amodio asked if any additional manuals were available as she was unable to attend the first training and did not get one. Alessandra stated that all of the manuals were distributed and more money will need to be found to get more copies.

SPECIAL COMMITTEE REPORTS

Subsurface Sewage – Carol Lord reported that 10 seminars on changes to the Technical Standards have been scheduled at various locations from 1/22 to 3/10/09. While LHDs have been informed, installers and engineers need to be notified too. DPH is trying to set up 4 sessions on pump systems that will be appended to some of the 10 seminars most likely on March 3 and 10. The Board agreed to co-sponsor the 4 seminars along with COWRA. Cost will be minimal (coffee) or nothing.

Food – Robin reported that Nancy Wheeler has scheduled a Food Committee meeting for February 3rd at the East Hartford Town Hall.

Lead/Housing – Alessandra reported that DPH has re-recorded the training modules for lead recertification and they are waiting for their IT staff to upload the videos. She hopes they will be available in 2 weeks or so. One or two live training sessions will also be offered. Phyllis expressed concern about allowing certifications to lapse because the training is not available. She reported having to retake the 3 day initial training earlier because her certification expired.

1/14/09

Page 3

Yankee Conference – Scott Cook reported that there are some issues with the Mystic Hilton about charges for room nights before the conference for those helping to set up. He thinks it will reduce profits by about \$300. Once this is cleared up, the proceeds will be split between the Yankee Conference Board and CEHA and the account closed.

Joe Hock reported that Sands Cleary had elected to take a check in the amount of \$50 for the Perriello Award rather than the \$100 Savings Bond (purchase price \$50).

New Business

Public Health Council – Vicky Carrier, Scott Cook, Jennifer Eielson and David Boone have all attended at least one meeting of the group. Dave Boone provided a summary thus far. The Council is intended to include all players in the public health field and provide one voice for public health. There is a need, however, to define exactly what the Council will say or do. So far, the focus seems to have been on budgets for local health departments. The short term goals are survivability and the evolution of LHD programs from regulatory to preventative. They are planning to develop a marketing campaign aimed at the Legislature and key Legislators showing how public health programs save money in the long run. Dave was asked to develop an outline document for Board consideration by the next meeting.

Motion by Scott Cook to support continued exploration of the concept using currently allocated CEHA resources. **Second** by Robin Sleeman. **Motion carried.**

Total Coliform Guidance Document – Eric McPhee discussed the update of the guidance document for coliforms in water supplies at food service establishments. He believes that the current document is incomplete and unclear. The CEHA Food and Water Committees need to review the proposal before it advances through the process. He will provide an update next month.

NEHA Query – President Carrier discussed the request from NEHA about how funding cuts have impacted local/state health departments and their programs. It was decided to distribute the inquiry via the HAN with responses back to Vicky for compilation.

Old Business

Review of Financial Records - Sharon Antunes has obtained a second quote for reviewing CEHA's financial records. The price is comparable to what Vicky got earlier. Members thought the lower level review would be sufficient for our purposes at this time.

Motion by Robin Sleeman to authorize the expenditure of up to \$1500 to perform the review by a firm of the Treasurer's choosing.

Second by Phyllis Amodio. **Motion carried.**

Water Sampling Guidelines – No report

Insurance Policy Update – Discussion carried over to the next meeting.

Scholarship Scoring Update – No report

Draft Policy on the Conduct of Business Meetings – A few changes to the draft were suggested. Vicky will forward the changes to Cam Walden for incorporation to be discussed at the next meeting.

1/4/09

Page 4

Budget – David Rogers reported that a motion was approved in December 2007 that an ad hoc committee be formed to develop a budget for CEHA, but nothing had been done. The Board decided to allow Sharon to continue categorizing income and expenses on the software and use the information as a template for devising a budget later in the year.

Flyer About Becoming RS/REHS – Vicky has not completed the draft yet.

Yankee Conference Board Representative – Joe Hock has not received any new information about Steve Maskara being able to take the position.

Adjournment

Motion to adjourn at 2:36 PM by Scott Cook
Second by Robin Sleeman. **Motion carried.**

The next CEHA Executive Board Meeting is scheduled for Wednesday February 11, 2009 at the Prospect Fire House.

Respectfully submitted,
David Rogers
Secretary
1/14/09 #1