

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION  
EXECUTIVE BOARD MEETING  
Wednesday August 10, 2011**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday August 10, 2011 at the Wallingford Town Hall Wallingford, CT. The following voting members were in attendance: Jennifer Eielson, Elizabeth Kavanah, John Deckert, Scott Cook, David Rogers, Jeffrey Catlett, Vicky Carrier, Eloise Hazelwood, Alessandra Litro, Phyllis Amodio, David Knauf, Marco Palmeri, Jessica Fletcher and Jeff Polhemus.

**Call to Order**

The meeting was called to order at 12:26 P.M. by President Jennifer Eielson.

**Additions to the Agenda** – There were no additions or corrections to the agenda.

**President's Report**

President Eielson reported that the contract for the Annual Meeting had been signed with Anthony's. Topics for the educational section are needed.

President Eielson also reported that her new contact information has been placed on the website as she is now with the Ridgefield Health Department.

An inquiry about Farmers' Markets has been received from Sands Cleary in Fairfield. Jessica Fletcher stated that this should be a DPH issue not CEHA especially if a standardized approach is being requested. David Knauf thinks CADH should develop a standard form for dealing with Farmers' Markets. There was further a discussion on the matter but no action was taken pending action by DPH.

Dave Boone is at home recovering from surgery.

President Eielson reported that Robin Sleeman has moved to Virginia. Since she was quite active in CEHA and was a past Board member, there was a question about what would be an appropriate method of recognition and thanks. It was determined that a card should be sent and she could be nomination for Honorary Membership.

**Treasurer's Report** – Reports for June and July were presented.

**Motion** by Scott Cook to accept the June and July reports.

**Second** by Alessandra Litro. **Motion carried.**

Scott noted that the Summer Meeting expenses exceeded the budget by \$448. \$1250 budgeted and \$1698 spent. The overage was because more food than needed was purchased as some people signed up but did not attend.

**Motion** by Scott Cook to amend the budget line item by increasing it to \$1698.

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

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### **Secretary's Report - Approval of minutes.**

Minutes of the June 22, 2011 regular meeting were sent out to the members.

**Motion** by Scott Cook to approve the minutes as submitted.

**Second** by Jeff Polhemus. Jeff noted that the SSDS report on page 3 should read that the Advisory Committee meeting had already been held and that he and Don were in attendance. He also suggested rewording the last sentence to state that the committee was working on an update to the inspection form.

**Motion** by Jeff Polhemus to make those changes.

**Second** by Scott Cook. **Motion to approve the changes was carried**

**Motion to approve the minutes as amended was carried.**

### **STANDING COMMITTEE REPORTS**

**Education** – Alessandra stated that she has \$460 from the Summer Meeting that needs to be deposited. She reported that DPH would not be able to do a presentation on cosmetology inspections at the Annual Meeting as there are no state regulations on this. Judy Dicine is looking for topics she can speak on for the fall. Eloise Hazelwood suggested something on the enforcement of FSE orders. Suggestions for the Annual Meeting included rabies and animal sheltering in emergencies.

**Legislative** – No report

**Membership** – No report

**Nominations & Elections** – Phyllis Amodio will submit the candidates for election this fall. They are Marco Palmeri for Vice President and Scott Cook for Treasurer. Ballots are to go out by August 15 per the bylaws.

**Motion** by Scott Cook to approve the slate as presented.

**Second** by Alessandra Litro. **Motion carried.**

Phyllis asked about funds to print and mail the ballots. She noted that the budget line for the Nominations and Elections Committee contains only \$100.

**Motion** by Phyllis Amodio to increase the N&M budget from \$100 to \$200.

**Second** by Scott Cook. **Motion carried.**

**Publicity/Newsletter** – David Knauf needs articles for the next issue of the Newsletter, which should go out in September. A "save the date" e-mail will need to go out soon for the Annual Meeting.

**Scholarship & Awards** – Eloise Hazelwood reported that the committee met to review and score the 3 scholarship applications. The committee has recommended that the ML Smith Scholarship be awarded to Jeff Catlett and the Yankee Conference Scholarship be awarded to Allison Mis. Since the members of the Board had not had an opportunity to review the applications, a vote to ratify the awards was deferred to New Business.

Eloise stated that the committee would like to amend the scoring form and the letter which is sent to applicants. Since the form and letter are a part of the Policy & Procedure Manual, she was advised to forward recommendations from the committee to the P&P/Bylaws Committee first.

### **TECHNICAL ADVISORY COMMITTEE REPORTS**

**Housing/Lead & Summer Meeting** – Marco was asked if the presentations on pool cover recalls and food recalls could be put on the CEHA website for the benefit of those who were unable to attend the Summer Meeting.

**Food** – Jessica Fletcher has had the poster on manual dishwashing translated into Chinese and Spanish. These will be put up on the website soon. Dave Knauf would like to have some information produced about the proper use of gloves in food service establishments. Jessica will have the committee take a look at this issue.

**Subsurface Sewage Disposal** – Jeff Polhemus reported that 35 people have registered for the soil seminar. According to his calculations, 53 are needed to cover CEHA's investment in the seminar. COWRA has not advertised the session to its members yet but should be doing so soon. Other advertising is continuing. The seminar was purposely not put up on Train because of the need to pay the fee when registering. The registration deadline is Sept. 15<sup>th</sup>.

**Water** – Jeff Polhemus reported for Steve Knauf. A joint meeting between the Water and the Subsurface Sewage Disposal Committees has been held. The purpose of the meeting was to resolve issues of common concern. The primary issue at this point is backwash discharge from water softening equipment. The two groups are hoping to have another meeting with the DPH Drinking Water Section soon.

**Bylaws/ Policies & Procedures** – There is nothing new to report.

**Yankee Conference Planning** – Scott Cook is hoping to have a site for the 2012 Yankee Conference selected by September. No site visits have been made yet.

**OLD BUSINESS** – None

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## **NEW BUSINESS**

Approval of Scholarship Recipients

**Motion** by Eloise Hazelwood to approve the recipients of the CEHA Scholarships as recommended by the Nominations & Awards Committee.

**Second** by Marco Palmeri. **Motion carried.**

Marco Palmeri reported that he and Elizabeth Kavanagh have been serving on a committee with DPH on producing a handbook for new Directors of Health.

## **Adjournment**

**Motion** to adjourn the meeting by Scott Cook at 2:27 PM.

**Second** by Jessica Fletcher. **Motion carried.**

Respectfully submitted,

David Rogers

Secretary

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