

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Thursday July 16, 2009**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Thursday July 16, 2009 at the Connecticut Hospital Association Wallingford, CT. The following voting members were in attendance: Vicky Carrier, Scott Cook, Jennifer Eielson, David Rogers, Sharon Antunes, Michael Kirby, Eloise Hazelwood, Robin Sleeman and Alessandra Litro. Non-voting member present: Marco Palmeri. Guest: Ray Jarema, CT DPH.

Call to Order

The meeting was called to order at 1:03 P.M. by President Vicky Carrier.

Approval of Agenda – There were no additions or corrections to the agenda.

President's Report – President Carrier reported on the NEHA AEC in Atlanta that she recently attended on behalf of CEHA. Overall attendance was down about 30% even though registration fees were drastically cut in an attempt to attract local attendees. She thought NEHA could do a better job of informing affiliate President's of the times and locations of meetings since she often did not know until shortly before the meeting took place.

She reported that Al Buzzetti had been presented with a plaque from CEHA upon his retirement expressing the Association's appreciation for his service. Al is a Past President of CEHA and was very active for a number of years.

President-Elect Cook sent written testimony to the Legislature about PA 08-184, which deals with water supply wells for new construction.

Treasurer's Report – Sharon Antunes distributed a report for the period ending 6/30/09
Motion by Scott Cook to accept the Treasurer's Report as submitted. **Second** by Robin Sleeman. **Motion carried.**

She also submitted an invoice from Town Tech for web site maintenance from January 1 to June 30 totaling \$5447.20.

Motion by Scott Cook to pay the web site invoice. **Second** by Robin Sleeman. **Motion carried.**

Sharon reported that CEHA needs to submit a reporting form to the IRS for 2008 because of income from the Yankee Conference. She is unsure who should sign the form. She will check records from previous years to see if the President or Treasurer should sign.

Secretary's Report - Approval of minutes.

Minutes of the June 2009 meeting are not available.

STANDING COMMITTEE REPORTS

Membership – Robin Sleeman circulated 2 new membership applications for approval. About 27 members were dropped from the roster for failure to renew their memberships.

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Scholarship & Awards – Eloise Hazelwood has received 3 complete applications and one incomplete application. She has contacted the incomplete applicant who will furnish the necessary information by the end of July.

Nominations for the Perriello Award are due by August 1st and by October 1st for the Brunelle Award.

Legislative – No report

Nominations/Elections – President Carrier reported that there is one nominee for Treasurer but no names have been submitted for Vice President or Director.

Publicity/Newsletter – The Newsletter was sent out via e-mail.

Education - Alessandra submitted a written report. The CPO training class on July 13 & 14 drew 20 attendees and netted a profit of \$965. The DPH pool inspector session brought in about \$400. Kirby Stafford has been retained to speak at the Summer Meeting. Alessandra has also been working on a cross connections seminar for the Fall. David Rogers noted that care should be taken to avoid a conflict with the 2009 Yankee Conference in late September. She suggested having a presentation on ethnic foods at the Annual Meeting. Members thought this could be expanded to include a number of different ethnicities and would probably take more time than is available at the Annual Meeting. This topic will likely be covered in a separate ½ day session. There was a general discussion about topics for the Annual Meeting. Bedbugs, mosquitoes, and climate change were suggested as potential topics. Eloise suggested contacting Mary Mushinsky to talk about her efforts to help clean up the Quinnipiac River.

SPECIAL COMMITTEE REPORTS

Yankee Conference – Nancy Wheeler has sold about 14 of the 20 available vendor spots for this year's conference. However, President Carrier reported that planning and publicity seems quite disorganized and she is concerned about the conference.

Housing/Lead – Marco Palmeri noted that there has been no progress in adopting a state-wide Property Maintenance Code. He discussed a Healthy Homes training class that Ledge Light Health District has been offering. He would like to see CEHA sponsor such a training (1/2 day) throughout the state. There was a discussion about who would go to this and what the cost would be. It was thought that a survey should be conducted to see how much interest there is in attending this.

Old Business

Member Social – Nothing new to report.

Total Coliform Guidance Document – The final version of the guidance document was made available along with a comment letter which will be signed by Scott. Most members have not had the opportunity to review them yet. President Carrier will call for an e-mail vote next week to approve the comments and have them sent out.

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Insurance Policy Update – Sharon reported that the committee approved changing who is covered under CEHA's dishonesty insurance policy. They recommend removing the Past President and Vice President and adding the Education and Membership Chairpersons. During Yankee Conference years, additional people can be added for a small fee. They also discussed who should have signatory authority on the accounts. When Sharon replaced George as Treasurer, the President-Elect was added to the list of those with signing authority. Sharon thinks these changes need to be put in the Policy Manual. The recommendations were forwarded to the Bylaws/Policies & Procedures Committee before being presented to the Board.

RS Exam – The discussion about the passing rate on the exam continued. Alessandra reported that the passing rate in the state is 10-15% compared to 58% nationally for those taking the NEHA exam. There is either a problem with the exam itself or those taking it are unqualified or do not study sufficiently. Eloise suggested setting up a study group to help those taking the exam. She will contact COWRA to see how they conduct the study group for the subsurface sewage installers' exam. Most members think nothing will change much until the state drops the PES exam in favor of the NEHA exam.

Summer Meeting – Marco reported that registration is very good this year. He noted that he and the committee will need to make sure the meeting stays within the allocated budget of \$1500.

Annual Meeting – Jennifer Eielson reported that she had been able to get Anthony's to lower their rate to \$29 per person, the best she could do. Marco asked if consideration had been given to Lily Lake Inn, which was cheaper. Scott noted that the Board had approved Anthony's at the June meeting.

Motion by Scott Cook to approve a deposit of \$500 to Anthony's to secure the date and cost.

Second – by Jennifer Eielson. **Motion carried.**

Equipment Inventory – President Carrier asked what should be done with the large printer CEHA has that is now being kept by Alessandra. David Rogers suggested doing a complete inventory of all CEHA equipment so we know what we own and where it is. Alessandra will provide a list of what she has. Rob Guerrera will be asked to list the items he has in his possession (mostly picnic supplies).

Eloise Hazelwood leaves at 2:23 P.M.

New Business

Fiscal Year – Sharon reported that the auditor had questioned the CEHA fiscal year, which now ends on September 30. David Rogers stated that this date allowed the Treasurer to prepare a report for the Annual Meeting in November. The matter will be considered by the Policies & Procedures/Bylaws Committee since a change would require a bylaws change.

Roger Mshar's Retirement – Robin Sleeman noted that Roger Mshar had recently retired from the State Health Department and thought that CEHA should recognize his many years of service in the Food Protection Program. There was a discussion on what type of recognition would be appropriate since Roger was not a CEHA member. It was decided that a letter signed by the President would be appropriate.

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Adjournment

Motion to adjourn at 2:55 PM by Scott Cook
Second by Jennifer Eielson. **Motion carried.**

Respectfully submitted,
David Rogers
Secretary
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