



Board of Directors Conference Call- Meeting Minutes

March 23, 2017

8am PST/ 9am MST/ 10am CST/ 12pm EST

Board members present: Tim Murphy, Steve Johnson, Mike Fletcher, Laura Suppes

EHAC Staff: Chuck Treser, Leslie Mitchell

Absent: Sharron LaFollette, Jim Dingman

Contractor: Carla Brown

1.0 Call to Order

- Chair Tim Murphy called the meeting to order at 8:05am PST

1.1 Approval of the Agenda – Agenda approved unanimously.

2.0 Approval of Meeting Minutes from February 16, 2017 Board Meeting

- Minutes approved unanimously.

3.0 Financial Reports – Carla Brown (Mike Fletcher)

- Carla Brown summarized the financial documents. Brown reported a bump up on amount of funds transferred from AEHAP and that things are on track with funds used from AEHAP. Seven more schools have outstanding EHAC dues. Four site visitors and one trainee (flight) have been reimbursed thus far. Brown called attention to the profit and loss sheet for tracking of travel charges that will be invoiced to the programs and reimbursed to EHAC. Murphy commented on the rigorous nature of requirements from Schools for reimbursement of individuals, citing the new policy as beneficial.
- Brown reported that this is the first year of invoicing schools for EHAC dues from Quick Books. Brown reported a minor glitch with AEHAP's dues processing that has been corrected.
- Brown asked if there were questions regarding reimbursement. There were none. Murphy reiterated that per policy, EHAC is reimbursing site visitors based on necessary expense documentation – Brown confirmed that this is the case and that programs will be provided with all necessary documentation with their invoice. Treser added – for people driving their own vehicle – sometimes a google map is attached to confirm mileage.
- Murphy commented on the profit/loss comparison citing \$3,000 deficit in annual dues. Brown reported that this is because they have not paid yet. Brown has resubmitted invoices once to those unpaid programs and Mitchell will send out reminders again to delinquent programs.

- Fletcher commented on his approval of the "transaction list by date" document saying that it is very informative and should be shared with the entire board.
- **Action: Brown will provide transaction document in the future and Mitchell will send the March document along with the minutes.**

4.0 Office Report

- Mitchell asked Murphy if a meeting with Michele Morrone from Ohio University had been rescheduled to discuss their curriculum/chemistry issue. Murphy replied that he is going to meet with Morrone face to face the first week in April. They will go through the curriculum together and attempt to resolve the conflict between OU's curriculum changes and EHAC UG guidelines.
- Mitchell reported that 30 students from 24 different Non-EHAC accredited schools applied for NEHA internship and thus were ineligible to compete for the internships. A mailing was conducted to non-accredited schools last year. Some of these current cited programs are the same as those that received the mailing but there are additional new programs as well. Murphy suggested doing an initial introductory mailing to these programs and creating a committee to review the environmental health programs at these colleges in order to assess their accreditation readiness. Then these programs will be contacted personally by phone to enquire about their interest in accreditation. EHAC Council will do the assessments and AEHAP volunteers will make the calls.
- **Action: Murphy will lead committee to start reviews of the schools provided by NEHA and create a template from Table 2 in the UG guidelines to assist with reviewing curriculum. Fletcher will assist with the effort. Mitchell will send an initial introductory email to deans and department chairs.**

5.0 2016/17 Accreditation Updates

5.1 Change of Program Leadership

- **MVSU - Dr. Swatantra Kethireddy:**
 - Murphy cited adequate practical experience and research experience. Treser cited that the challenge is to find practical and research experience in program directors from smaller schools like these.
 - Murphy requested a motion for approval of Dr. Kethireddy as MVSU Program Director. Fletcher moved for approval. Suppes seconded the motion for approval. Dr. Kethireddy's appointment as program director was unanimously approved.
- **Fort Valley State University - Dr. Oreta Samples:**
 - Murphy cited disappointed that all of Dr. Samples' education is from Fort Valley State. Murphy asked about adequate experience and Treser cited lack of

mention of Samples' position at Fort Valley State. Board was unanimous in its request for an updated CV and list of practical (non-academic experience). Suppes asked what occurs if an appointed program director does not meet EHAC qualifications. Murphy stated that EHAC does not want to lose programs due to this issue but the guidelines state that the program director must have practical environmental health experience. In some instances, PDs have been asked to work for a period of time at a local health department.

Action: Mitchell will write a letter to Dr. Samples requesting an updated CV (since 2015) that includes her current position/title with FVSU and her practical (non-academic) work experience. Mitchell will provide the letter to Murphy for review and approval.

5.2 Self-Studies for UG and G programs:

Murphy inquired as to the protocol for self-study preparation at schools that host both an accredited graduate and undergraduate program. Murphy asked if two different reports are necessary if re-accreditation is occurring simultaneously? Treser replied yes. Historically both programs have submitted separate reports. However, Treser suggested this is an issue to re-evaluate, along with many other policy items that need consideration.

6.0 EHAC Policies & Procedures

61. Site Visitor Reviewer Policy and Timelines

- Treser explained that this is an agenda item today because of Dingman's concern about having non-council members conducting site visits. Existing policy states that any qualified person can serve as a site visitor/reviewer and that eligible volunteers are to be managed by the UG and G program coordinators and approved by the Board. Consensus was to let the policy stand as is – particularly since there are 11 programs to re-accredit in 2018. Murphy requested a list be created of potential volunteers and that the UG and G chairs begin reaching out to potential volunteers immediately in preparation for the coming re-accreditation cycle. Board was also unanimous in agreement of the need for training and establishing templates for volunteers regarding preparation of self-study review reports, site visit reports, etc. Murphy also suggested providing good examples of completed documents.
 - Treser suggested conducting a training session for self-study review and site visit volunteers at the annual meeting and all agreed this is necessary and well timed.

Action: Mitchell will work with Treser and Johnson to develop templates and a training session for volunteers to be held at the annual meeting.

6.2 Drop dead due dates for reports:

Mitchell explained that there was an issue this year with the timely completion of a self-study review that highlighted the need for hard and fast deadlines for self-study reviews and the like. Murphy and Treser affirmed the need for firm deadlines and enforcement. Fletcher reiterated that having templates will help with the deadlines and Johnson

commented that volunteers need to stick to the requirements and not stray or provide unnecessary or inappropriate advice in the site reports.

6.2 UG Requirements/Guidelines

- Treser explained the need to possibly have Sharron come out to Washington to meet with himself and Mitchell to evaluate and update EHAC policy documents.

7.0 Council Election Process Policy Update

- Mitchell explained that Sandra Long submitted a re-write of EHAC elections policy due to some procedural confusion in 2016. Treser reformatted her re-write into a format that could work for a re-configuration of the entire EHAC policy manual.

Action: Leslie is waiting for Long's response to Treser's edits. Once Long responds, Leslie will send edits to the Board for review.

8.0 Strategic Planning Discussion

- Facilitator – Treser requested comments and suggestions regarding hiring an outside facilitator to assist with EHAC and AEHAP strategic planning but received no feedback regarding ideas around this topic. Staff is strongly suggesting moving forward with hiring a facilitator. Murphy agrees with the need for an outside entity and the necessity for a strategic planning effort. Treser commented that AEHAP critically needs strategic planning but EHAC needs to be heavily involved as well. With Board approval, EHAC will split cost of facilitation with AEHAP. Murphy requested a motion for approval to hire an outside contractor and to split the cost of contractor with AEHAP (If the cost is more than \$1,000, the board will reconsider). Johnson motioned for approval to hire an outside contractor and to split the cost of the contractor (roughly \$1,000) with AEHAP. Fletcher seconded motion to hire an outside facilitator and pay half cost. Motion passed unanimously.
 - Fletcher requested that Strategic Planning occur on Sunday of the Annual Meeting.
- Action: Treser will follow up with the facilitator recommended by EHAC's lawyer upon approval of hiring a facilitator by AEHAP's board.

9.0 EHAC Annual Meeting – no discussion

10.0 Schedule Next Meeting – 4 weeks from now (2nd week of month).

11.0 Adjourn – Murphy adjourned the meeting at 9:09am PST.

ACTION ITEMS:

1. Action: Brown will provide transaction document in the future and Mitchell will send the March document along with the minutes.
2. Action: Murphy will lead committee to start reviews of the schools provided by NEHA and create a template from Table 2 in the UG guidelines to assist with reviewing curriculum. Fletcher will assist with the effort. Mitchell will send an initial introductory email to deans and department chairs.
3. Action: Mitchell will write a letter to Dr. Samples requesting an updated CV (since 2015) that includes her current position/title with FVSU and her practical (non-academic) work experience. Mitchell will provide the letter to Murphy for review and approval.
4. Action: Mitchell will work with Treser and Johnson to develop templates and a training session for volunteers to be held at the annual meeting.
5. Action: Leslie is waiting for Long's response to Treser's edits. Once Long responds, Leslie will send edits to the Board for review.
6. Action: Treser will follow up with the facilitator recommended by EHAC's lawyer upon approval of hiring a facilitator by AEHAP's board.