



Board of Directors Conference Call - Meeting Minutes

June 6, 2017

8am PST/ 9am MST/ 10am CST/ 11am EST

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

EHAC Staff: Chuck Treser, Leslie Mitchell

Contractor: Carla Brown

Absent: Sharron LaFollette

1.0 Call to Order

- Chair Tim Murphy called the meeting to order at 8:04am PST.

2.0 Standing Items:

2.1 Approval of the Agenda

- Fletcher moved to approved the agenda, motion was seconded by Dingman, there was no discussion and motion was approved unanimously.

2.2 Approval of Meeting Minutes from April 27, 2017 Board Meeting

- Dingman motioned to approve the April 27, 2017 Board meeting minutes, Fletcher seconded the motion, there was no discussion and the motions was approved unanimously.

3.0 Reports:

3.1 Treasurer's Report (Fletcher/Brown)

- Brown reported on the Budget to Actuals report. Expenditures and income are on track with budgeting except for lack of one EHAC dues payment (Benedict College). Costs are level. July will see a larger movement of money from EHAC to AEHAP due to annual meeting costs.
- Brown reported on the Trial Balance report – Brown commented that this report provides a snapshot of EHAC's current fiscal situation. The report is an accrual report. Brown pointed out that the report shows exactly what has been paid for reimbursing site visitors.
- Murphy thanked Carla for all of the work she has been doing on the financials and the scenarios for budgeting into the future. It's been a lot of work and is appreciated.

3.2 Office Report (Treser/Mitchell)

- Mitchell reported that CSU San Bernardino will be keeping their EH program alive and Treser emphasized the fact that they are not only keeping the program alive but also making a hire for the EH program. Treser commented on the importance of EHAC's and AEHAP's letters of support to CSU's EH program and the importance of our ability to turn around letters of support in 24 hours (quickly and effectively). Murphy asked if there were other support letters from CDC, elsewhere and suggested that it would be good to get the text from letters to show the value of EHAC accreditation from outside perspectives. Suggested that this would be good information to include on the website if it can be obtained.

Action: Mitchell will enquire with Dr. Mian about other letters of support and if any quotes could be used on EHAC's website to show outside support for EHAC accreditation.

- Annual meeting – Murphy suggested adding time to on the agenda to feature EHAC's new website. He suggested asking Council to take a deep dive into the website and make suggestions around specific content for improving the website. Brown noted that the scholarship page on the AEHAP website is getting a lot of business and that Sara is working to make it more visually appealing and user friendly.

Action: Mitchell will revise agenda to include time for website announcement and review.

4.0 Accredited Programs Update

- Steve Johnson reported that site visits, reports and PowerPoints are complete. Mitchell will send out notice of site report readiness for review to the Council, stressing that ALL Council members must read ALL the site reports, at the least. Murphy suggested sending at least 3 more notices before annual meeting.

Action: Mitchel will send out 3 notices of review prior to the July meeting.

5.0 Policy Review

5.1 Program Director Qualifications Revision

- Dingman explained that the main difference from the current policy is in practical experience required for practitioners vs. academics. Treser asked if this change is intended for the Policy document or is this an interpretation of policy. An interpretation would be much easier than trying to change Policy. Fletcher asked anyone thought that any programs would have a problem with this "interpretation" – i.e. will it make any difference to programs? Treser suggested it may affect research oriented programs. Murphy feels that it is well written and that it may also force administrators to make sure that the necessary experience is gained by their program directors. **One correction to B., 1, b. - change "11" to "ii".**
- Dingman moved to approve this interpretation of Section VII B of Policy #3.01.01 External Operations. The motion was seconded by Fletcher. There was no discussion

and the motion carried unanimously. Dingman asked if this change will go into the policy and procedures manual? Murphy replied yes.

Action: Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document.

5.2 Council Election Process Policy Update

- Treser explained that Sandra Long wanted to make some improvements in the way that Council member elections are handled. Treser made some adjustments to Longs' document, which Long approved. Murphy commented that he judges these documents based on their understandability by people outside the organization. Murphy feels this document provides a succinct explanation of the process.
- Brown suggested the need to standardize use of NEHSPAC and EHAC. Treser explained that EHAC bylaws state that the organization is the National Environmental Health, Science and Protection Council and will use the acronym EHAC, so this should remain the case. Murphy suggested using "EHAC (NEHSPAC)" Policy and Procedures. Treser suggested that neither NEHSPAC nor EHAC need to be used in policy documents – simply stick with the entire name spelled out. Treser recommended continuing to use EHAC alone, as well in communications.
- Murphy requested a motion to approve revisions to the Nomination and Election of Council Members Policy. Fletcher motioned and Suppes seconded. No discussion. The motion was unanimously approved.

Action: Leslie will work with Sharron LaFollette to update the EHAC Policy document.

Additional discussion:

- Dingman submitted an issue that Sandra Long raised to him on June 15. One Council member is strongly considering resigning from the EHAC Council. Dingman and Long suggested using one of the unsuccessful candidates from the 2017 election to fill the vacant position. And, if this is a viable solution, there was a tie between two unsuccessful candidates - how would the tie be broken between two candidates?
- Treser reviewed the EHAC policy provision for special elections stating there is no provision for appointing replacements. Murphy asked if since we just had an election, could we use the results? Treser outlined EHAC's policy requirements for special election – candidate names must be submitted by the nominations committee and then there must be a 21 day voting period – only need a simple majority for the decision. Treser noted that a resignation letter must be received by the office before moving forward with any action. Upon receipt, the process for replacing the open seat can begin.

Action: Dingman will get in touch with Sandra Long by Friday to make sure that all necessary actions are taken. Dingman will ask Long to emphasize the necessity for moving quickly to elect a replacement prior to the Annual meeting if possible.

6.0 New Business

6.1 EHAC Budget Scenario Discussion

- Murphy introduced Brown's budget scenarios document, explaining that a budget committee had met twice previously to discuss EHAC's financial situation and future options for moving forward. Murphy described the structure of the document: the "a" options are steady state, the "b" options are growth options. Murphy explained that any raise in dues will likely result in loss of some programs and noted that this is unfortunate but a dues increase is a necessity at this point. Discussion included having a scholarship program for programs that cannot afford increases and that fee increases would be staged over time. Murphy pointed out that EHAC is "cheap" compared to CEPH and other accrediting organizations and these other orgs. are growing organizations, despite their high cost. Brown feels that raising fees is difficult for some programs but not a huge deal. Dingman asked if EHAC is matching CEPH type services (what is the value of EHAC)? Murphy submitted that in some ways EHAC provides a better return on investment (ROI) and in others, less of an ROI. Internships are the huge benefits – much better ROI. On the other hand, ABET accreditation provides student graduates with an automatic certification/credential from the Bureau of Certified Safety Professionals. This certification puts these students ahead of graduates from non-ABET accredited institutions. Fletcher commented that that this is huge deficiency, especially because EHAC's value (internship, scholarships) is not an across the board value for all students – just students that are awarded scholarship or internships. Fletcher suggested the need to have EHAC value that is available to all students. A credential associated with NEHA would be best. Treser commented that the new REHS exam is not designed for recent graduates so graduates are failing the exam due to a focus on practical experience. There is a need to develop a certification with NEHA that would be automatic with graduation from an EHAC – similar to the ABET credential.
- Fletcher would like to see NEHA give an "associate" REHS certification for graduates of EHAC schools. Treser – will work with NEHA to get some kind of credential for EHAC graduates. Fletcher suggested that EHAC/NEHA need to offer a certification across the board that would benefit all EHAC graduates by recognizing their accomplishment and give them an edge in the job market. Murphy asked how NEHA would NEHA if they offer up that credential to graduate = future life time members of NEHA. Dingman suggested that the logical place to have the REHS exam is prior to graduation. However, Treser explained that placement worked in the past but the current exam is not appropriate for recent graduates. Brown asked if the old exam could be used to qualify students for this first level of certification. Treser – probably not due to the cost of administering exam. Maybe programs could pick up administrative burden of conducting the exam. Dingman pointed out that if EHAC wants a credential to mean something, it must be on pace with other organizations are offering. Dingman does not want to wave the practical experience and all

replied that that is not the idea. Idea is to have a preliminary credential that would get students into the REHS exam pipeline earlier. Want exam and experience with opportunity to enter pipeline quickly.

Action: Treser will be negotiating with NEHA to address a potential automatic certification/credential for EHAC graduates.

- Murphy is meeting with Dave Dyjack next week and asked for confirmation that the EHAC board is “on board” with his having a “credentialing discussion” focused on gaining a NEHA based credential for all graduates of EHAC programs. All agreed for Murphy to discuss this option with Dyjack. Treser added that the selling point for NEHA is more potential members in the pipeline. Brown suggested providing EHAC graduates with some form of recognition for their graduation from an EHAC program and also providing them with a packet of information regarding their next step career oriented steps/options focused on the benefits of going to an EHAC accredited school.
- Budget Scenarios – further discussion
Murphy reported that the budget committee suggested moving forward with growth scenarios. Brown summarized the difference between 2A and 2B being 2a is a scenario with EHAC standing alone and apart from AEHAP and continuing the reduced fee structure for secondary programs (schools with undergrad and grad programs). 2B is a growth scenario in which dues fees are increased to support staff and organizational costs and relies on the existence and success of AEHAP.
- Murphy stated that no one wants to cut ties to AEHAP but there will be no choice if AEHAP decides to close. Brown cited the additional rise of the initial accreditation fee across the scenarios as well as a rise in annual dues. Brown also cited the need to include volunteer hours in budget as they are a substantial “cost” that need to be financially recognized in places like the IRS 990 and in any funding search. Brown cited the need to emphasize effort of highly skilled volunteers who do the work of paid employees at organizations like ABET. Brown emphasized expressing the reasons for a fee and due increase – stressing the value of volunteer time and effort. Treser suggested when the cost of volunteer time is truly valued, the costs for reaccreditation and initial accreditation are probably closer to \$8,000.
- Murphy asked if there were any questions. Dingman asked Carla what budget scenario she would recommend? Brown’s preference is Scenario 2b – as both orgs. are in a fragile situation and need fast and focused attention. She suggested going to programs and make them stakeholders and part of decision and especially to help them to understand why EHAC needs to raise fees and dues. Brown explained that Scenario 2b is a Capital budget vs. an operational budget like the one we are working with now. Brown suggested we can always develop ways to provide scholarships or use other options to help those programs that can’t afford increase, rather than setting a budget based on only those that aren’t able to pay.
- Murphy moved to approve Scenarios 2a/2b and 3a/3b with the understating that if AEHAP is in existence it would be scenarios 2b and 3b and if AEHAP is not in

existence scenarios 2a and 3a would be enacted. Steve Johnson moved to approve this but there was no second. Murphy submitted that the budget scenarios will be brought before the whole Council for their consideration at the annual meeting in July. Fletcher commented that he feels that it is not the time to raise dues and the whole Council needs to reflect on this.

- **Dingman – motioned to table this discussion until full Council meeting on July 8. Fletcher seconded and there was unanimous approval.**

6.2 EHAC Annual Meeting Agenda Discussion

- Board will look at agenda and send comments to Leslie and Chuck.

6.3 EHAC Website Privacy Policy

- Board will review policy and send any comments to Leslie.

7.0 Schedule Next Meeting: Annual meeting.

8.0 Adjourn – Murphy adjourned

ACTION ITEMS:

- 1. Action: Mitchell will enquire with Dr. Mian about other letters of support and if any quotes could be used on EHAC's website to show outside support for EHAC accreditation.**
- 2. Action: Mitchell will revise agenda to include time for website announcement and review.**
- 3. Action: Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document.**
- 4. Action: Dingman will get in touch with Sandra Long to make sure that all necessary actions are taken care by Friday June 16. Dingman will ask Long to emphasize the necessity for moving quickly to elect a replacement prior to the Annual meeting if possible.**
- 5. Action: Treser will be negotiating with NEHA to address a potential automatic certification/credential for EHAC graduates.**