



Board of Directors Conference Call - Meeting Minutes

April 27, 2017

12pm PST/ 1pm MST/ 2pm CST/ 3pm EST

Board members present: Tim Murphy, Steve Johnson, Chuck Treser, Mike Fletcher, Sharron LaFollette, Laura Suppes, Jim Dingman

EHAC Staff: Leslie Mitchell

Absent:

1.0 Call to Order

- Chair Tim Murphy called the meeting to order at 3:03 EST

2.0 Standing Items:

2.1 Approval of the Agenda

- Mike Fletcher moved to approve the agenda and LaFollette seconded. The agenda was unanimously approved

2.1 Approval of Meeting Minutes from March 23, 2017 Board Meeting

- Fletcher moved to approve minutes. The Minutes were approved unanimously. Discussion ensued with LaFollette asking about the “drop dead dates” for submitting documents mentioned in the March minutes. LaFollette observed that there are a number discrepancies between due dates for documents cited on EHAC’s website and those in policy documents. Treser commented that the deadline mentioned in the March minutes is related to a drop dead date for submitting self-study reviews – due to problems with deadlines last fall. The need for firm deadlines was affirmed.
- Murphy commented that we need to use better document control procedures. Treser submitted that the issue is not that we are not currently observing guidelines, rather the issue is identifying the most recent and accurate policy documents. LaFollette is cross checking the EHAC website vs. her historic documents vs. minutes to determine the most recent and accurate information. LaFollette will compile the best form of a final document and in the future – every time there is a change – there will be a notation of the date, etc. for the change. LaFollette is finding many discrepancies between documents – and commented that she is not likely to catch all of the discrepancies. Treser encouraged her to do the best she can.

3.0 Reports:

3.1 Treasurer's Report (Fletcher/Brown)

1. EHAC Transaction List - this runs March 1 thru April 26, 2017 and gives all the details of deposits and expenses through the checking and savings account registers.
2. EHAC P&L Comparison - this compares Oct 1, 2016 to April 26, 2017 to the prior fiscal year same time frame which gives you a good view of year to year income and expenses.
3. EHAC Trial Balance - this is as of April 26, 2017 so you can see all the activity in a summary format.

The last attached item is the approved budget for fiscal year Oct. 1, 2016 to Sept. 30, 2017. Brown will be working to better incorporate the budget into QBO so that we can do a budget to actual report. In order to do this most effectively she needed to have QBO reset the Master Administrator login in EHAC's QBO set up. After 45 plus minutes working with their customer support she submitted a document to claim the Master Administrator login which will take them a day to process followed by getting a password re-set as a second step.

EHAC will need to prepare a 2017 to 2018 budget over the next 4 to 6 weeks in order to be prepared to submit it to the full council at the annual meeting. The bylaws (26.0) requires that this needs to be presented by the Treasurer and the Chair. If there is anyone else who should be involved from the EHAC board Brown needs to be informed so that the process can be completed in a timely manner. Brown hopes to have a preliminary 2017-2018 budget for board review at the next meeting.

Brown had a couple of thoughts in conjunction with the 2017-2018 budget. One is to go to a tiered fee structure. She noted that "it is time to revisit the fees as they have not changed since 2012. Five years is a long time between fee changes as it sends a message that the program isn't valuable." It would also be worth considering the value of the time of the volunteers if it had to be compensated and set the fees accordingly. EHAC could then look at sponsoring (a possible AEHAP program) and providing need based assistance.

Action: Leslie will arrange conference call for budget meeting in the next 2 weeks.

Action: Murphy requested that Brown provide consistently detailed notation for expenditures (e.g. there is no classification for \$200 for Jim Dingman).

3.2 Office Report (Treser/Mitchell)

Staff Report:

- Website development is well underway and slated for a May 22 launch. The initial layout has been shared with the Board.

- Annual meeting planning is moving forward – Mitchell is working with NEHA staff to secure meeting space and AV equipment.
- Mitchell and Brown are having monthly check-in meetings with NEHA staff. Mitchell broached an idea suggested by Murphy to revive student NEHA chapters to college EH programs and this was well received, and indeed is already being considered by the NEHA staff. Further discussion led to the possibility of making these chapters some kind of joint project of NEHA and AEHAP.
- Mitchell is working with LaFollette to update EHAC's main policy document as well as several others.

Action: Murphy will send information on ASSE student chapter model to help move things forward with re-establishing student NEHA chapters. LaFollette suggested that Carolyn Harvey has good examples of bylaws for this type of endeavor. Jim Dingman commented that NEHA calls these groups affiliates rather than chapters for NEHA. Treser has bylaws for UW he can provide. Murphy wants to take the lead on this and present a package to Dr. Dyjack to respond to – work together to present a plan to present to Dyjack with support of his staff.

Action: Leslie will send existing bylaws to LaFollette in word format.

4.0 2016/17 Accreditation Updates

4.1 Program Director Change – Ft. Valley State Univ.

- LaFollette stated that she sees no experience in the EH work force in Sample's resume. Murphy cited lab work – but commented that all jobs are associated with animal work. LaFollette suggested writing a letter requesting Samples to submit a plan to shadow or complete an internship with a local health department to gain practical experience required by EHAC. Dingman commented that there needs to be a minimum amount of experience required for program directors.

Fletcher asked if there is criteria or policy requiring PDs to have EH experience and if so, what is the benchmark/goal post – is it 180 hours like the student internship requirement? Murphy cited policy that PDs must have practical experience, not just academic experience. Fletcher suggested their needs to be an “hours” related requirement for this experience – a fair and equal standard. LaFollette suggested drafting a policy for this and Murphy asked Fletcher to draft a first run on a policy, which includes a minimum amount of time.

Treser cited actual wording of existing EHAC policy pointing out that there is flexibility in how to achieve EH practice. EH practice can be completed in a research oriented situation. Treser suggested that she meets criteria in existing

guidelines but it is entirely appropriate to suggest an internship. LaFollette and Dingman disagree as they feel she does not meet EH practice requirements.

Johnson suggests writing current interpretation down and revise accordingly because interpretation changes with every discussion of this topic. Treser explained that differing interpretations result from constant board member changes. Johnson cited this as a good reason write down and maintain a current interpretation. Murphy suggests the need to look at EH Science experience requirement – define and determine interpretation. Dingman wants to make sure that as new faculty members arrive – EHAC will be forced to take faculty members with a variety of science related background – that they must have practical experience be it research or at a local health department. Murphy agrees as EHAC was created for preparing students for jobs at public health departments. Suppes commented that there is opportunity for marketing and recruitment of EH faculty positions.

Action: Murphy will write letter to Samples to this affect asking her to demonstrate 200 hours of EH experience demonstrated from volunteering with, doing an internship, etc. for requiring practical skills.

Action: Fletcher and Dingman will draft a new policy related to EH practical experience.

4.2 Site Visit Update

- Accreditation/Re-accreditation is on track: Mitchell reports that she has had annual meeting attendance confirmation from all but one program representative (U of Wisc. Eau Claire).
 - LaFollette reminded Leslie that we need supporting documents from WCU to complete their site visit stipulations.
 - Murphy suggested starting an email campaign to encourage Council to read site reports once they are all submitted. Johnson is concerned about next year's number of reports and how to get the Council to prepare for the annual meeting. LaFollette registered frustration with lack of Council preparation and pointed out that one site visit team member showed up without having read the program's self-study.
 - Murphy noted that he sent a letter to EHAC board as Dept. Chair of U. Findlay asking to file one report for Findlay's UG and Grad program. LaFollette affirmed that this is fine and what she did for UI. Johnson affirmed.
 - LaFollette suggested that in the policy manual everything needs to be teased out of document so that all documentation for both UG and G are caught in one simplified document.

- Dingman has noticed in his experience on site visits that there is a lot of time-consuming by the academic site visitor regarding their academic programs. Dingman submitted that this is not necessary and not part of the site visit. Johnson commented that when he is leading a visit – he avoids that by framing the visit as an audit/assessment. He constantly directs the site visitors back to the guidelines – maintaining focus on purpose of visit.
 - Dingman suggested sending a general reminder to stay on task from the UG and G program coordinators. Murphy suggested putting together a one pager for “Do’s and Don’t’s” on Site Visits. This will be addressed in early fall training session – 2017. Murphy does not want EHAC site visits to feel like ABET assessments – police state feeling. LaFollette suggested helping program to figure out how to document their program alignment is appropriate.
- Response from site visitor/reviewer volunteer ask: 16 volunteers have volunteered to do site visits and/or self-study reviews. If all 11 programs re-accredit and there are 4 new programs – there will be a need for 30 site visitors and 30 self-study reviewers.
 - LaFollette suggested having schools pay for site visitors to attend annual meetings. Treser suggests increasing accreditation fee to cover this but Dingman suggested this is EHAC’s responsibility as programs are already doing their part. Treser suggested that EHAC dues are a bargain and the amount needs to be re-evaluated.
 - Regarding site visitors - Dingman objects to using retired Council members – he wants only current Council members to conduct site visits. LaFollette agrees. Treser does not agree – as site visitors do not make final decision – it is the current Council that makes the final decision. Murphy described the ABET process citing that 3 different levels of groups make decisions. Murphy pointed out that if only current Council members conduct site visits, then each member would have to do 2 visits in 2018. Dingman and LaFollette suggests Council should step up as it is the main responsibility of Council members. Murphy wants a preliminary list of visitors prepared for the annual meeting. Johnson will help with organizing a list.

Action: Johnson and Treser will compile a list assigning volunteers to programs and asking if there is a conflict of interest.

4.3 LSSU issue – The LSSU Biology Department faculty have voted not to maintain accreditation due to loss of faculty and having no new students in the program. There is one student graduating this month. Discussion noted the following.

- LSSU must pay this year's dues if they wish their one student to graduate with a degree from an accredited program.
- LSSU must submit an accreditation termination letter

Action: Mitchell will write letter to Steven Johnson regarding above requirements.

5.0 Policy Review

5.1 Council Election Process Policy Update

5.2 Site Visitors and Reviewers: Discussion of Policy allowing former Council members to serve as site visitors – see discussion in Item 4.2.

6.0 New Business

6.1 Strategic Planning discussion (Treser/Mitchell)

- Questions are included with agenda. Treser requested that Board members answer the questions and send their answers into Leslie.

6.2 EHAC Annual Meeting Agenda (Mitchell)

- Mitchell asked Board to review the agenda for approval at June Board meeting.

6.3 Training Session for reviewers and site visitors – planning

- Johnson and Mitchell will arrange a webinar after annual meeting.

7.0 Schedule Next Meeting: First week in June – 1.5+ hour meeting

8.0 Adjourn – Murphy adjourned meeting at 1:13 PST

ACTION ITEMS:

- 1. Action:** Murphy will send information on ASSE student chapter model to help move things forward with re-establishing student NEHA chapters. LaFollette suggested that Carolyn Harvey has good examples of bylaws for this type of endeavor. Jim Dingman commented that NEHA calls these groups affiliates rather than chapters for NEHA. Treser has bylaws for UW he can provide. Murphy wants to take the lead on this and present a package to Dr. Dyjack to respond to – work together to present a plan to present to Dyjack with support of his staff.
- 2. Action:** Leslie will send existing bylaws to LaFollette in word format.
- 3. Action:** Murphy will write letter to Samples to this affect asking her to demonstrate 200 hours of EH experience demonstrated from volunteering with, doing an internship, etc. for requiring practical skills.
- 4. Action:** Fletcher and Dingman will draft a new policy related to EH practical experience.
- 5. Action:** Johnson and Treser will compile a list assigning volunteers to programs and asking if there is a conflict of interest.
- 6. Action:** Mitchell will write letter to Steven Johnson regarding above requirements.
- 7. Action:** Murphy requested that Brown provide consistently detailed notation for expenditures (e.g. there is no classification for \$200 for Jim Dingman).
- 8. Action:** Leslie will arrange conference call for budget meeting in the next 2 weeks with Mike, Tim, Chuck, Leslie and Carla