



EHAC Board of Directors Meeting Minutes

March 13, 2018

11am PT/ 12pm MT/ 1pm CT/ 2pm ET

No.	ACTION ITEMS From September 2017 Meeting	Responsible Person	Due date
1.	Mitchell will update policy document in tandem with the changes that Sharron is making to update the entire EHAC Policy document.	Leslie will submit drafts for Sharron's review	May 16, 2018
2.	Brown and Mitchell will draft a fee increase letter for Bush Isaksen's review, including narrative budget information presented at 2017 Annual Meeting (in order to maintain informational continuity)	Tania, Carla, Leslie	Draft sent Tania on November 21, 2017. Tania is working on document for Dec. 31, 2017 due date Tania sent final draft to AEHAP for approval. Anne Marie approved and Tania sent to EHAC Board for discussion/approval by Feb. 2, 2018. 3/12/2018 – board approval and final letter and ballot sent to Council for vote that is due by 3/26/2018
3.	Prepare changes to "Accreditation Fee Policy 3.03.3" pg 48-49 of policy & procedures manual (will need a vote of the council to change)	Sharron, Tania, Leslie	March 2018
4.	Prepare changes to "Annual Update and Dues Policy 3.05" pg 73-75 (will need a vote of the council to change)	Procedural changes drafted by Leslie – forward to Sharron	March 2018
5.	Letter to Oreta Samples at Ft. Valley State regarding need for practical EH experience	Sharron	ASAP – spoke with OS on phone 3/15/2018, awaiting response from Tania and Sharron regarding her upcoming mosquito effort.
6.	Letter to Wright State University regarding non-payment of dues	Leslie/Tania	ASAP – sent to Tania for review 3/15/2018
7.	Letter to ODU graduate program confirming request for one year re-accreditation extension	Leslie	ASAP
8.	Leslie will put approved Privacy Policy language into EHAC policy format for presentation and consideration by the Council at the 2018 Annual Meeting. The	Leslie	May 1, 2018

	motion was seconded by Dingman and passed unanimously.		
9.	ED will track down percentage of ED time given to EHAC in agreement between AEHAP and EHAC	Leslie	April 1, 2018
8.	Complete Outcome Assessment Report	Leslie	ASAP
9.	Determine when Grad. Guidelines were reviewed/revised – apparently last looked at in 2014 but no comments were received.	Leslie	

Board members present: Tania M. Busch Isaksen, Jim Dingman, Steve Johnson, Sharron LaFollette

Board Members Absent: Mike Fletcher, Laura Suppes

EHAC Staff: Leslie Mitchell

Financial Administrator: Carla Brown

1.0 Meeting Called to order at 11:17 am

2.0 Standing Items

2.1 Approval of Agenda: agenda approved with adjustment - to move new budget discussion to reports. Also, Busch Isaksen needed to add an update from AEHAP. Unanimously approved.

2.2 Approval of January 1, 2018 Meeting Minutes – unanimously approved.

3.0 Reports

3.1 Chairperson’s Report:

- Postponed to later in the meeting.

3.2 Treasurer’s Report – Carla Brown provided a summary of the current financials and also explained a revised budget that allows for 30 hours per week for the ED.

- **Budget report:**
 - net positive as of today.
 - savings balance is reduced. This is a function of moving money from savings to checking to cover operating expenses.
 - Discussion of current situation and activity – one annual dues remains unpaid (WSU).
 - Site Visit expenses – minus ED’s expenses will be reimbursed by visited programs.

- **Increasing Leslie's hours to 30 hours per week.**
 - Budget – estimate of -\$28,396.93 as a result of increase and other items.
 - ED is salaried – based on 30 hours a week (originally would spend 24 on EHAC and 6 hours a week on AEHAP – proposing to spend 30 hours a week on EHAC and 6 hours on AEHAP – paid by AEHAP to EHAC). Estimated 78 AEHAP hours in addition to EHAC hours at a loaded rate of \$38 – includes tax and health costs for ED time).

Motion: LaFollette moved to increase ED hours to 30 per week, seconded by Dingman – motion passed unanimously.

No other questions on the budget – Brown left the call at 11:31am.

Bush Isaksen – added that EHAC Board should consider for future discussion that EHAC cannot depend on \$12,000 in shared expenses from AEHAP past 2018. The Board needs to consider this as further discussion happens around moving to a virtual office vs. continuing to fund a little used brick and mortar office space – over \$11,000 a year.

3.3 Undergraduate Program:

- Johnson reported that the UG reaccreditation process is moving smoothly at this point.
- **Illinois State University Program Director Change:**
 - Guang Jin – does not have a lot of practical experience but seems very committed to teaching undergraduate environmental health. She was a consultant briefly but that is all – practice wise. Jin's research is focused around waste water, biosolids, biodiesel – this work is research related, not practiced based. Busch Isaksen would like to request a personal statement about how she has practiced EH or her intention around practical experience.
 - LaFollette – cited that Jin does not attend environmental health practice related conferences in Illinois/nationally.
 - LaFollette and Dingman suggested she needs to gain more practical experience and that the EHAC Board has required new PDs to acquire practical experience in the past. Dingman suggested that the Board make the recommendation that Jin gain this type of experience. Jin needs to attain this experience as soon as possible. LaFollette suggested that there is a great EH person in Normal, Illinois that Jin could work with.
 - Busch Isaksen asked if the Program Director approval decision is by the Council or the Board. LaFollette – technically if they do not meet the requirements, they would immediately be placed on conditional accreditation. LaFollette suggested writing a letter ASAP so that Jin can get practical experience prior to the annual

meeting in 2018 so that Board does not have to recommend conditional status due to lack of practical experience.

Action: Leslie will provide LaFollette with previous letters concerning lack of practical experience and the recommendation to gain this experience in order to comply with EHAC requirements so that LaFollette can write a letter asking Jin to arrange to acquire EH practical experience prior to the June 2018 EHAC annual meeting. This letter needs to be delivered ASAP so that Jin can get experience prior to the annual meeting and avoid the potential of their program being placed on conditional status.

- **Wright State University:** unpaid dues/reaccreditation extension.
 - Board agreed that a letter needs to go out to WSU citing the following:
 - WSU's accreditation was set to expire in 2018. This term limit was missed by EHAC administration;
 - WSU is currently under conditional status for unpaid dues (more than 5 months overdue).

[LaFollette submitted that it was the original intent of Council to have programs put immediately under conditional status upon being 90 days overdue on their annual dues. The next step would then be review by the Board after a program is 5 months overdue on their payment – at which time the Board would consider whether to remove their accreditation status.]

- Busch Isaksen asked if anyone has any connections to Wright State University and would be willing to attempt to contact them – no one does.

Action: Mitchell will edit current letter for Busch Isaksen's approval and send to WSU. Make sure that the letter is cc'd to the chair and to the provost or whoever is the signatory for the University.

3.4 Graduate Program Report:

- **MVSU is in good shape according to LaFollette** – they have made massive improvements to their graduate program in the last 2 years.
- **ETSU program** – Busch Isaksen briefly summarized her site visit to ETSU - Master's program has been inactivated. EHAC was purposefully brought on campus so that they could be placed in the center of an internal struggle between the program and administration. Will Council reaccredit a program that is no longer receiving students? Faculty does not want change but admin wants change. The graduate program only has 2-3 masters students in the program and staff has not made changes necessary to try to increase enrollment – so administration canceled program. There is a desire to keep the program active, but they do not know how to move forward.

- LaFollette – ETSU has and has had a graduate curriculum on the books. While they may not have students in their program, if they keep the program in their catalog, they could technically retain accreditation. Maybe they will have more students in the future.
- Busch Isaksen commented that ETSU has no plan for how to increase enrollment.
- LaFollette suggested that the site visit team recommend ETSU focuses on increased enrollment – that is what they are doing.
- Busch Isaksen also commented that her sense is that they are going to discontinue their EHAC accreditation for the graduate program after the last current student has graduated.
- ODU Graduate Program request for an extension of their 2019 reaccreditation term to align with Undergraduate Program for 2020.

- Motion – LaFollette moved to grant Old Dominion University’s Graduate environmental health program a one year extension in order to bring the graduate program into reaccreditation alignment with the undergraduate program. Motion was seconded by Dingman and passed unanimously.

ACTION: ED will write letter from Chair alerting ODU to the Board’s decision to grant a one year extension for the graduate program.

3.5 Office Report: no report

4.0 Old Business

4.1 EHAC Website Privacy Policy

- Busch Isaksen – we currently put personal information on the website but this information is work related contact information – rather than a personal home phone number or address. This policy will be recommended to the Board.

Motion – LaFollette motioned to put the Privacy Policy language into EHAC policy format for presentation and consideration by the Council at the 2018 Annual Meeting. The motion was seconded by Dingman and passed unanimously.

5.0 New Business

5.1 Earlier Increase in Leslie’s hours – discussed earlier.

5.2 Annual Meeting timing/agenda/need for in person representation.

- Busch Isaksen explained that thus far there are no difficult situation with any programs except ETSU and that schools with both Undergraduate and Graduate

programs could be considered within one hour (rather than giving each program a full hour for discussion).

ACTION: Mitchell will contact Program Directors with the draft dates and times for their program's presentation.

5.3 NEHA

- Mitchell explained that NEHA has requested a vote by the membership regarding NEHA membership categories. NEHA wants to eliminate the sustaining category (EHAC's affiliation) among others in order to streamline membership categories and focus membership on individuals. [Rational for move from Jonna Ashley (Membership Manager) NEHA currently has around 80 organizational members. Unfortunately, we don't have a great structure for sustaining these types of memberships, on either the staff capacity level or on the financial level. This is not the case for EHAC or AEHAP, but some of our organizational members have hundreds of staff that receive NEHA member benefits (most notably discounts on their credentials and free continuing education) through their organization. Almost none of these staff people are individual NEHA members, which means that they don't pay dues, we can't count them as members, and they are generally not very engaged with NEHA programming outside of our discounts. Over the course of many meetings and discussions, we decided that NEHA would be better able to serve members on the individual level, instead of through organizational memberships. The big goal of this restructuring is for NEHA to have more environmental health professional members who are hopefully engaged and benefitting from the association on a personal/individual level.]

- Dingman and LaFollette explained that this not supportive of educational institutions and recommended a no vote.
- LaFollette suggests organization members only get one representative per membership as with APHA's membership.

Motion – LaFollette moved to vote no on NEHA's proposed bylaws change related to new membership categories. The motion was seconded by Dingman and unanimously passed.

ACTION: ED will submit a NO vote regarding membership changes of NEHA Bylaws.

5.4 Bush Isaksen update from AEHAP:

- AEHAP is moving to an all-volunteer structure.
- AEHAP Board appreciates offer to take over Yolanda's settlement note but they will handle it. EHAC Board would like to know how much of the payment should go to EHAC. Mitchell will try to track down the percentage of time that was dedicated to EHAC. (It was noted that negotiators of this compensation

agreement were wearing both AEHAP and EHAC hats, so there is some confusion as to who should receive what.)

- Donor Box button on AEHAP website.

ACTION: Mitchell will try to track down the percentage of time that was dedicated to EHAC.

Busch Isaksen asked if there was anything else to discuss? No

6.0 Schedule Next Meeting – by email.

7.0 Meeting adjourned by Bush Isaksen at 12:14pm