



## EHAC Board of Directors Meeting Minutes

**April 10, 2018**

12pm PT/ 1pm MT/ 2pm CT/ 3pm ET

No.	ACTION ITEMS From April 2018 Meeting	Responsible Person	Due date
1	Move University of Findlay presentation to before ECU on Annual meeting agenda	Mitchell	ASAP
2	Call CSUN Northridge to see if they have a projector screen that we could borrow for the annual meeting	Mitchell	ASAP –
3	<del>Research Visa/gift cards for Council at Annual Mtg</del>	<del>Mitchell</del>	<del>May 3, 2018</del>
4	Develop a list of Standing Committees and charges for EHAC annual meeting	Mitchell	May 3, 2018
5	Templates: will on creating templates for: self-study completion, self-study review and site visit reporting	Busch Isaksen and Mitchell	October 1, 2018?
6	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. 4/10/2018 Leslie has prepared policies for Board review and votes at May Board MTG
7.	Sharron is preparing a letter requesting that Illinois State University's new Program Director gain practical experience by June 2018 (EHAC annual meeting)	Sharron with assist. from Busch Isaksen	4/10/18 working
8	Complete Outcome Assessment Report	Leslie	ASAP
9	<del>Prepare changes to "Accreditation Fee Policy 3.03.3" pg 48-49 of policy &amp; procedures manual (will need a vote of the council to change)</del>	<del>Sharron, Tania, Leslie</del>	<del>March 2018-see #1</del>
10	<del>Prepare changes to "Annual Update and Dues Policy 3.05" pg 73-75 (will need a vote of the council to change)</del>	<del>Procedural changes drafted by Leslie—forward to Sharron</del>	<del>March 2018 see #1</del>
11	Determine when Grad. Guidelines were reviewed/revised – apparently last looked at in 2014 but no comments were received.	Leslie	
12	Conference Funding from NIH—prepare Application Letter	Leslie/Tania	Due July 1, 2018 Not available
13	<del>Brown and Mitchell will draft a fee increase letter for Busch Isaksen's review, including narrative budget</del>	<del>Tania, Carla, Leslie</del>	<del>Draft sent Tania on November 24, 2017.</del>

	information presented at 2017 Annual Meeting (in order to maintain informational continuity)		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
14	Mitchell will draft letter for Tania regarding WSU dues non-payment and reaccreditation extension	Leslie/Tania	Tania has revised Leslie draft as of 3/24/2018. Leslie will finalize and send ASAP. Letter sent on 3/27/2018.
115	Mitchell will draft letter to Dr. Oreta Samples affirming the practical exp. She will gain in upcoming mosquito research will meet EHAC requirements. NOTE: “practical experience” needs to be defined by Council	Leslie/Sharron	Tania, Sharron and Steve have approved and Leslie will send letter ASAP Sent on 3/27/2018
16	Council Member Candidate Slate sent to Tania for review and then Board approval, then to Council a vote at least 90 days prior to the Annual Meeting	Leslie	Sent to Tania for Review 2/21/2018. To be emailed to Board for their approval by 2/26/2018 for vote by March 22. Final ballot approved by Board and sent to Council for vote on 3/12/2018 – due on 3/27/2018
17.	Response to Dr. Bang at NCCU about curriculum changes	Steve	Complete: Sent 2/21/2018
18	Response to Dr. Scott McGovern at U. Wisc. Stout regarding outside accreditation for EHAC re: Stouts accreditation interest	Tania	Complete: sent 2/26/2018

**Minutes:**

**Board members present:** Tania Busch Isaksen, Jim Dingman, Mike Fletcher, Sharron LaFollette, Steve Johnson joined at 12:45pm

**Board Members Absent:** Laura

**EHAC Staff:** Leslie Mitchell

**Financial Administrator:** Carla Brown

**1.0 Meeting Called to order at 12:04pm PT**

## 2.0 Standing Items

**2.1 Approval of Agenda:** agenda approved.

**2.2 Approval of March 13, 2018 Meeting Minutes:** approved

## 3.0 Reports

**3.1 Chairperson's Report:** postponed to-end of meeting.

### 3.2 Treasurer's Report:

Fletcher: Budget comments - fee increase will allow a \$9,000+/- surplus depending on if there is a loss of programs. There may be a couple of small graduate programs that will not re-accredit for various reasons, including the dues increase.

- Mitchell reported that there has been no comment from anyone on the dues increase alert as of yet.
- No questions regarding financials.
- LaFollette asked if there was supposed to have been a revised 2017-2018 budget presented to the Council for approval. Busch Isaksen commented that she would have preferred to have Council approval of a 2017-2018 budget. However, due to the dynamics of early than expected separation plans with AEHAP, revising the budget was not useful. The Board will present a 2018-2019 proposed budget based on a move to a virtual office. Brown will prepare a comparison of virtual office vs brick and mortar costs in case it is needed.
- Brown commented that we are more than halfway through the fiscal year so, approving a 2018-2019 budget makes the most sense.
- Brown explained opportunities and possibilities around moving to a virtual office.
- Busch Isaksen suggested Vonage for phone system – professional service, and calling services are available for a bit more money.
- Mitchell reminded Board that the Board first needs to approve a move to a virtual office – Fletcher asked if moving into a virtual office needs to be a Council decision. Yes (this will be integral to approval of the 2018-2019 budget)
- To alleviate excess work, Dingman suggested going to the Council with this proposed budget and state how much more it would cost to stay in a brick and mortar office. Brown estimated that it will likely be between \$7-8,000 additional money to current budget to stay with brick and mortar office.
- The Board will discuss a move to virtual office further at the May board meeting

- **Action - Brown will prepare a comparison of virtual office vs brick and mortar costs in case it is needed.**

### **3.3 Undergraduate Program:**

- Mitchell reported that all but three final site visit reports have been submitted.
- All programs have been invoiced – all but three have paid.
- All site visitors have been reimbursed
- Dues increase vote has been completed with one negative vote because of the October 2018 timing of the increase.

### **3.4 Graduate Program Report:**

- LoFollette reported that EHAC will probably lose ETSU's grad program, as it is pretty much defunct at this point. MVSU is willing to do whatever they need to do to meet EHAC guidelines. There are some questions around U Findlay's grad. program – neither administrative nor risk related skills are not mentioned in the site visit report. Fletcher will check on the U. Findlay issues.
- Univ. of Illinois, Springfield – PD expressed concern that they would receive a low rating from the site visitors because all course requirements weren't evident in their self-study. UIS meets the EHAC criteria but this was not effectively conveyed in their self-study.
  - Busch Isaksen commented that a lot of this kind of confusion can be easily eliminated by creating templates for completing self-studies, conducting self-study reviews and site visits. Bush Isaksen also commented that site visit reports need to be much more prescriptive – showing specifically and exactly how competencies are being met. Templates and directions will help eliminate confusion on the part of program directors, reviewers and site visitors.
  - Busch Isaksen also suggested creating a dual reporting templates for UG and Graduate self-study and site visit reports.
  - Busch Isaksen commented that EHAC Council needs to be very succinct and exact in what is presented by both schools and visitors. Creating templates is a goal for 2019. Forms will guide focus and reporting.

- **Action: Fletcher will check on the U. Findlay issues – risk courses missing from site visit report.**
- **Busch Isaksen and Mitchell will work on creating templates for the following:**
  - **Self-study completion**
  - **Self-study review**
  - **Site visit report**

### **5.1 Policy discussion around practitioner experience:**

- Busch Isaksen feels that the Board is not observing the latest version of these requirements – especially the “practitioner and/or research” portion. Historically,

boards have interpreted this practical experience requirement as focused on actual EH field work. LaFollette pointed out that the current requirements allow research experience to count as practice if it is clear that it is related to practice. Busch Isaksen felt that “practical” research needs further defining.

- Illinois State issue – LaFollette explained that the issue at ISU is that the new program director’s past research and practical work was focused on how to education EH students – rather than field EH experience of research.

- LaFollette began a draft letter to UIS but decided instead to approach the local public health department to see if there was an opportunity for Dr. Jin to do an internship in order to gain practical experience. LaFollette will work with Busch Isaksen to develop a letter focused on a request for Jin to expand her work outside here research area by working public health dept. or in some other practical EH situation. Mitchel will send Guang’s CV to Bush Isaksen.

- Current version of Requirements needs to go to Council for approval. LaFollette suggested that the policy needs to be clear that practical experience must be directly related to environmental health. LaFollette was not sure that an “hour” type of requirement is appropriate way to do this.
- Busch Isaksen requested that before May board meeting, the Board review all policy changes going before Council in June 2018 (included in April agenda). If need be, there can be more discussion around this particular issue (practical experience) and other areas. It was suggested that it may even be helpful to have further discussion at the Council level.

- **Action – LaFollette and Busch Isaksen will draft a letter to Dr. Jin.**

**3.5 Office Report:** completed earlier.

#### **4.0 Old Business:**

##### **4.1 Annual Meeting agenda approval**

- Gift card for snacks: Council members will be give gift cards to assist with snack and drink expenses, as catering cost are sky high in Anaheim.
  - Mitchell will look into Visa with least amount of up front fees - \$25-35 for May agenda – how much.
  - **Action: Leslie will put University of Findlay’s presentation ahead of EKU at Fletcher’s request.**

- **Action: Mitchell will call Northridge to see if we can borrow a projector screen.**
- **Action: Mitchell will look into Visa with least amount of up front fees - \$25-35 for May agenda. Final amount will be determined at the May Board meeting.**

## 5.0 New Business

### 5.1 Policy Updates – discussed earlier.

- Tania requested that revised policies be reviewed for May Board meeting. Will discuss and vote at May Board meeting.

### 5.2 Reviving Standing Committee:

- Busch Isaksen explained a desire to reinstitute standing committees within the EHAC Council in order to get Council members involved, active and committed to EHAC as well as help with staff work load.
- **Potential committee suggestions:**
  - Nominations
  - Membership/Orientation Committee
  - Program Recruitment Committee
  - Policy Guidance Committee
  - Funding/liaison committee for potential grants with AEHAP
  - Requirements and Guidelines Review Committee
- **Action: Mitchell will develop a list of potential committees and their charges. Once decided, volunteers will be asked to sign up for a committee at the Annual meeting.**

### 5.4 Move to Virtual Office Discussion – discussed earlier.

## 6.0 Schedule Next Meeting – May 3, 2018 at 11:30am PT

## 7.0 Meeting adjourned by Bush Isaksen at 1:05pm