



EHAC Board of Directors Meeting Minutes

May 3, 2018

11:30am PST, 12:30pm MST, 1:30pm CST, 2:30pm EST

Conference Call #: 1-641-715-0700

Passcode: 300455#

No.	ACTION ITEMS From March 2018 Meeting	Responsible Person	Due date
1.	Mitchell will update policy document in tandem with the changes that LaFollette is making to update the entire EHAC Policy document.	Mitchell will submit drafts for LaFollette's review	May 16, 2018
2-	LaFollette is preparing a letter requesting that Illinois State University's new Program Director gain practical experience by June 2018 (EHAC annual meeting)	LaFollette	4/18/18 working
3.	Complete Outcome Assessment Report	Mitchell	ASAP
4.	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)	LaFollette, Busch Isaksen, Mitchell	March 2018 working
5.	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 Mitchell – forward to LaFollette	March 2018 working
6.	Determine when Grad. Guidelines were reviewed/revised – apparently last looked at in 2014 but no comments were received.	Mitchell	
7	Complete Annual Update Report	Mitchell	By May 10, 2018
8	Conference Funding from NIH – prepare Application Letter	Mitchell/Busch Isaksen	Due July 1, 2018 – Not eligible
9	Brown and Mitchell will draft a fee increase letter for Busch Isaksen's review, including narrative budget information presented at 2017 Annual Meeting (in order to maintain informational continuity)	Busch Isaksen, Carla, Mitchell	Draft sent Busch Isaksen on November 21, 2017. Busch Isaksen is working on document for Dec. 31, 2017 due date Busch Isaksen sent final draft to AEHAP for approval. Anne Marie approved and Busch Isaksen sent to EHAC Board for discussion/approval by Feb. 2, 2013. 3/12/2018 – board approval and final letter and ballot sent

			to Council for vote that is due by 3/26/2018
40	Mitchell will draft letter for Busch Isaksen regarding WSU dues non-payment and reaccreditation extension	Mitchell/Busch Isaksen	Busch Isaksen has revised Mitchell draft as of 3/24/2018. Mitchell will finalize and send ASAP. Letter sent on 3/27/2018.
41	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	Mitchell/LaFollette	Busch Isaksen, LaFollette and Johnson have approved and Mitchell will send letter ASAP Sent on 3/27/2018
42	Council Member Candidate Slate sent to Busch Isaksen for review and then Board approval, then to Council a vote at least 90 days prior to the Annual Meeting	Mitchell	Sent to Busch Isaksen 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
43	Response to Dr. Bang at NCCU about curriculum changes	Johnson	Complete: Sent 2/21/2018
14	Response to Dr. Scott McGovern at U. Wisc. Stout regarding outside accreditation for EHAC re: Stouts accreditation interest	Busch Isaksen	Complete: sent 2/26/2018

Minutes:

Board members present: Busch Isaksen Bush Isaksen, LaFollette LaFollette, Fletcher Fletcher, Johnson Johnson, Suppes Suppes joined at 12:20pm

Board Members Absent: Jim Dingman

EHAC Staff: Mitchell Mitchell

Financial Administrator: Absent

[Discussion prior to meeting: ***Set up a meeting with Carla, Fletcher, Mitchell, and Busch Isaksen to discuss budget:

- May 24 – 1pm PT/3pm CT – potential meeting time
- Find out what the charges are for related to \$3,050 and \$3,950 in the 2017-2018 P&L.
- Mitchell will work to locate a bookkeeper]

1.0 Meeting Called to order at 11:47am**2.0 Standing Items**

2.1 Approval of Agenda: Bush Isaksen suggested agenda changes to accommodate LaFollette's

- Appointment – shifted 3.4 Graduate Program Report and 5.1 Policy Updates topics forward.
- May 3, 2018 Board agenda approved with above changes.

2.2 Approval of April 10, 2018 Meeting Minutes:

- LaFollette moved to accept the April 10, 2018 EHAC Board meeting minutes.
- Motion approved unanimously.

3.0 Reports

3.1 Chairperson's Report: postponed to June 2018 meeting.

3.2 Treasurer's Report: postponed until Busch Isaksen, Fletcher Fletcher and Mitchell Mitchell can meet to consult with Carla Baker to become well informed about the past, current and future EHAC finances. This will be in preparation for the annual meeting in June. Meeting tentatively scheduled for May 24, 2018 at 1pm Pacific.

3.3 Graduate Program:

- **Illinois State University Program Director Experience Issue:**

- LaFollette has been unable to determine if EH related practical experience is applicable to being an EHAC accredited PD. Jin list wastewater and other environmental science related consulting work on her CV but it is unclear how this is related to EH.
- Handling the perceived lack of EH experience has been difficult because the current wording in EHAC's Undergraduate Requirements related to required EH practical experience for Eds is extremely broad and unspecific.
- LaFollette and Busch Isaksen have had discussion offline and recommended the following course of action:
 - Busch Isaksen will send an email to Dr. Jin requesting that she provide an explanation related her Environmental Science related consulting experience to the practice of Environmental Health.
 - Busch Isaksen will emphasize the advantage of a prompt reply and conclusion to this issue in order to avoid any conditions being placed on ISU for being out of compliance with EHAC requirements.
 - Board will evaluate Jin's explanation to determine whether her prior experience satisfies the requirement. If not, Board will ask her to shadow a number of different employees at a local health department in order to gain practical experience and exposure to boots on the ground EH.
- Much discussion ensued regarding the lack of specificity in the current EH practical requirement and the need for discussion of this topic at the upcoming annual meeting. The practical experience policy for UG and Graduate Program Directors is on the agenda for the annual meeting June 23-24, 2018.
 - Important points discussed by Board members included:
 - A need for increased specificity around what constitutes EH practical experience and what qualifies as EH practical experience;
 - Expansion of the definition of "practical experience" in the requirements
 - Emphasize the purpose or requiring EH experience of Program Directors – eg. They are expected to be passionate and personally informed advocates for EH Careers for their students.

Action: Mitchell will draft and email to Dr. Jin requesting an explanation of how her Environmental Science experience related to the practice of Environmental Health.

- Mitchell reported that all but 2 final site visit reports and five PPTs have been submitted.
 - Outstanding reports include:
 - ECU Undergrad – Pat Bohan working
 - U Findlay – Grad – Tom Turco working

3.4 Undergraduate Program Report:

- **East Central University Request for extension:**
 - LaFollette requested seeing the curriculum changes [**Note: EHAC office was alerted to changes on 11/12/2016 and changes to program were reported in March 2017 Annual Update Survey.**]
 - LaFollette has questions around whether new courses and structure meets EHAC requirements and is worried that they are graduating students under an EHAC accredited program that does not meet accreditation requirements. She would like to see the changes before recommending award an extension to ECU. would like to see what the curriculum changes are before approving their reaccreditation extension.
 - Busch Isaksen – expressed surprise that they made the changes without alerting the the Board. [**Note: EHAC office was alerted to changes on 11/12/2016 and changes to program were reported in March 2017 Annual Update Survey.**]
 - Fletcher commented that there may have only been minor changes but wants to see the curriculum. LaFollette would like to see the changes before we give them an extension.
 - Johnson - suggested writing a letter requesting a breakdown of the former curriculum and current curriculum so that the changes can be evaluated.
 - It was noted that if they made the change without notifying the Board – they are in violation of EHAC requirements. [**Note: EHAC office was alerted to changes on 11/12/2016 and changes to program were reported in March 2017 Annual Update Survey.**]
 - LaFollette moved not to approve request at this time and request a letter explaining what changes they have made to their curriculum, citing EHAC UG Requirements p. 5, Sec. 6 A. 2 Curriculum Changes.
 - Motion was seconded by Fletcher and unanimously approved.

3.5 Office Report:

Mitchell reported earlier.

4.0 Old Business

4.1 Annual Meeting:

- Gift Card? – postponed to June Board meeting.

5.0 New Business

5.1 Policy Revision:

- **Policy No. 2.01.2 Elections Policy**
 - Busch Isaksen explained that we would not finalized voting on this policy as experience wording needs to be aligned with bylaws. This will be completed and an online vote will be completed.

- **Revision discussions:**
 - Discussion regarding Section 4.2 and defining “retired”: after much discussion, it was decided to move defining the term “retired” to the Bylaws and to table defining the term “retired” until Mitchell can review the different business related definitions of the term. **[NOTE: the number of retirees allowed on the Board (2) is cited in the Constitution. Should the definition of “retiree” be placed there instead of in the bylaws].** Discussion included:
 - How retired should be defined. Dingman suggested basing retirement on a source of income. If you are living off your retirement then you qualify as retired but how much does that equal = 51% of your income....?
 - Fletcher enquired how one would determine what a main source of income was for a member and it would be by the member reporting – honor system.
 - Board members questioned the need for a limit on the number of retired Council Members. Needs for a limit centered around ensuring that new people could be elected to the Council and the Council would not be filled with veteran members. Bush Isaksen want to assure openings for new, younger members. Johnson said this should be controlled by 2 term limits, but Bush Isaksen was skeptical.
 - Board members suggested finding a way to vet potential Council members to be sure that they are remaining interested AND active in the Environmental Health field. Board was concerned about losing good, active Board members to limiting the number of retirees. Bush Isaksen commented that historically Council members have not play a large “work” related role on the Council and suggested that making involvement of some type a requirement might be a good idea (sign up sheets for committees will be provided at the Annual meeting and Council members will be strongly encouraged to sign up). LaFollette suggested EHAC would lose many members and potential members by making a work requirement. Bylaws state that Chair will appoint Committee Chairs and members according to interest.
 - LaFollette suggested that the limit on retirees could be removed form the Constitution if it is not working for the organization. Many people are retiring but continuing to consult, write books, teach in the EH field (like herself). Also commented that she feels there are few retirees who would serve on the Council when they have to pay for their own travel and lodging/food at annual meetings.
 - Suppes suggested that the Board could evaluate retired candidates for Council to assess their activity level in EH on a case by case basis. LaFollette suggested that candidates outline their EH activity level in their bio sketches.
 - Johnson counseled that Board should be wary to assure members what to serve, rather than fill a seat on the Council.
 - **5.1.1 a – geographic representation discussion**
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- Discussion was around the need for greater geographic representation (for instance, there are 4 members from Washington currently on the Council). Much discussion around the merits of a quote or limit based on geographic area.
 - **ACTION: Conclusion was to assign the 2019 Nominations Committee to develop a method for achieving geographic balance on the Council.**
 - **ACTION: Mitchell will make final revisions to the elections policy:**
 - **Bring discussion of definition to Council at the 2018 Annual Meeting. Define “retired” within the EHAC constitution, rather than in the Governing Policy.**
 - **Delete – “respond to all” - Section 3.3.5**
 - **Change number of retirees back to “2 retirees” to match current Constitution – Article IV, Section 1.**
 - **Incorporate remaining grammatical changes.**
 - **Update Section 4.0 Nominees to align with Bylaws Article 1 Sec. 1.0**
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 - **Policy no. 2.06.5 Website Privacy Policy –**
 - **Motion: LaFollette motioned to move new Website Privacy Policy 2.06.05 Council for a vote. Johnson seconded. No discussion**
 - Motion passed unanimously
 - **Policy No. 3.01.3 UG PD Practical Experience**
 - Busch Isaksen suggested that rather than trying to completely flesh out the policy relating to practical experience for PDs, the Board should vote on approving the included potential draft policies, which will aid the Council (at June annual meeting) in a lively discussion in finalizing a practice related policy.
 - **Motion: Fletcher moved to present draft, combined Undergraduate and Graduate practical experience requirement alternatives for discussion at 2018 Council meeting. LaFollette seconded. No discussion.**
 - **Motion passed unanimously.**
 - **Policy No. 3.03.3 Fees/Dues Increase**
 - **Motion: Johnson moved to approve Policy No. 3.03.3 as revised. LaFollette second ed. No discussion**
 - **Motion passed unanimously.**
 - **Policy No. 3.04.1 removal of form from Site Reimbursement Policy**
 - **Motion: LaFollette moved to approve the removal of the site reimbursement from Policy No. 3.04.1. Mitchell explained that this is a dynamic document that does not need to be confined to the policy document. Motion seconded by Fletcher. No discussion**
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- **Motion passed unanimously.**
- **Policy No. 3.05 invoice date change for dues and fees.**
 - **Motion: Fletcher moved to approve Policy No. 3.05 as revised. Motion seconded by LaFollette.**
 - **Motion passed unanimously.**

5.2 Standing Committees – June meeting

5.3 Move to Virtual Office – June meeting

6.0 Schedule Next Meeting – Friday June 15, 2018 11am PT, 12pm MT, 1pm CT, 2pm ET

7.0 Meeting adjourned by Bush Isaksen