



EHAC Board of Directors Meeting Minutes

June 15, 2018

11:00am PST, 12:00pm MST, 1:00pm CST, 2:00pm EST

Conference Call #: 1-641-715-0700

Passcode: 300455#

No.	ACTION ITEMS From May 2018 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	6/7/2018 final Board decision at 6/15/2018 meeting
2.	Sharron is preparing a letter requesting that Illinois State University's new Program Director gain practical experience by June 2018 (EHAC annual meeting)	Sharron	5/3/2018 Letter was sent — Dr. Jin has questions. SL and TB will discuss at Board meeting 5/3/2018. Working 5/16/2018 — Board considering 6/15/2018
3.	Complete Outcome Assessment Report	Leslie	Working 6/7/2018
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)	Sharron, Tania, Leslie	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 Leslie — forward to Sharron	March 2018 working
6.	Determine when Grad. Guidelines were reviewed/revised – apparently last looked at in 2014 but no comments were received.	Leslie	
7.	Complete Annual Update Report	Leslie	Draft done 6/8/2018
8.	Conference Funding from NIH — prepare Application Letter	Leslie/Tania	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)	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
10	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.
11	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
12	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
13	Response to Dr. Bang at NCCU about curriculum changes	Steve	Complete: Sent 2/21/2018
14	Response to Dr. Scott McGovern at U. Wisc. Stout regarding outside accreditation for EHAC re: Steuts accreditation interest	Tania	Complete: sent 2/26/2018

Minutes – June 15, 2018:

Board members present: Tania Busch Isaksen, Jim Dingman, Mike Fletcher, Laura Suppes, Sharron LaFollette

Board Members Absent: Steve Johnson (emergency absence)

EHAC Staff: Leslie Mitchell

Financial Administrator: Carla Brown

1.0 Meeting Called to order at 11:02 am**2.0 Standing Items:**

2.1 Approval of Agenda: approved

2.2 Approval of May 3, 2018 Meeting Minutes: change April minutes to May date. Sharron motioned to approve with one amendment. Seconded by Fletcher. Sharron suggested defining retirement but agrees with restricting how many retirees – change first statement. Correction to minutes and all minutes approved. Dingman abstained from vote.

3.0 Reports

3.1 Chairperson's Report: discussion with Mike and Carla and Leslie about budget – move into that discussion.

3.2 Treasurer's Report:

Busch Isaksen explained the documents provided by Brown – 4 documents reflecting current and future budget numbers. Goal today is to look at actuals and then to discuss moving office from brick and mortar to virtual. Dingman asked what semi-virtual means – Brown explained that the first year will be a transition period and incorporated some leeway for working at co-working office space – for times when that might be necessary. Brown explained that there are a couple of areas of flexibility for figuring out how things will play out related to a move. Busch Isaksen explained these spaces might be helpful for having a meeting, printing, etc. = semi-virtual.

- **Balance** – loss we are seeing now will continue until invoicing in October. How much will that deficit grow this year. Brown projected a \$25,000-30,000 loss. Will be having the annual meeting, which will be a big hit on the expenses. Basic expenses will be Leslie, Carla, rent. Also – there will be one time costs of moving out of office – which will be incurred in this budget year. Brown is hoping there will be \$30,000 in the bank at the end of the fiscal year – this is consistent with what was reported to Council and program members. This should be highlighted to emphasize the need for the fee and due increases. Brown – see impact of changes in 2016-2017 when personnel aspect of things changed to EHAC – were a net positive 3 years before that even though income did not

changes but then there was a sudden \$9,000 loss. Currently are experiencing the impact of not increasing fees to cover costs.

Busch Isaksen asked if there are any questions – no questions.

Fletcher – what will be presented at the Annual Meeting? Management Report, Historical look at the budget, proposed budget for 2018-2019 with fixed space and semi virtual options. Brown recommended against giving the full detailed proposed budget – just have that on hand.

Email to Council – we may not have great access to the internet – so download everything. Dingman suggested that all of the documents for everyone put on a thumb drive to be shown at meeting. Busch Isaksen feels they should be prepared prior to the meeting. Dingman – make the most convenient for everyone involved.

Fixed vs. semi-virtual office discussion: Busch Isaksen asked if there were any questions and submitted that the moving costs and cost of a virtual space are estimates but in the ball park. Suppes – suggested a third budget to show a complete virtual office space. Brown and Mitchell explained that the numbers incorporate the cost of moving out and also cushion for a periodic office space. Questions remain around if we will need storage space for documents, etc. Brown submitted that the move out associated costs will only happen once and the savings will be realized more in 2019-2020. Dingman asked – when there is a move out – will there be a purge of records not necessary to keep? EHAC needs to ask AEHAP for help with the move out cost, as well due to the close/shared situation with AEHAP over the years. Suppes suggested that it may be cheaper to ship things to her family's shredding business. Brown suggested that it's pretty cheap to shred and Busch Isaksen submitted that there are free shredding days. Busch Isaksen would suggest having a business come to the office to drop a bin for shredding.

Motion: LaFollette moved to move from a fixed office in Burien to a semi virtual office space. Dingman seconded and there was unanimous approval. Busch Isaksen thinks the Council should be able to weigh in and will consider arguments against. Brown asked if Tania wanted anymore detail? Will leave the detailed notes in the exploded version of the budget – for Busch Isaksen and Fletcher. Busch Isaksen asked Carla to put headers on the second pages.

Proposed budget for 2018-2019:

Busch Isaksen asked for any questions. Annual meeting expenses are significantly higher this year. Busch Isaksen suggested there may be better ways for ED to expand/market EHAC to participants at NEHA.

Busch Isaksen asked for any question regarding budget. LaFollette asked if the Council approved increase in fees and dues – yes. Fletcher asked if there is a possibility that the dissenting voter will not pay dues. Possibly – and more may have difficulty as well.

Mitchell has had no feedback regarding the increase in fees. Fletcher moved to present the 2018-2019 budget as Board approved budget to Council at Annual meeting and LaFollette seconded. Unanimously approved.

3.3 Undergraduate Program:

- East Central University extension request. Board approved extension request to Council for final consideration.
- Wright State University – Dingman – to Council with recommendation to Council to put them on Conditional accreditation status. LaFollette – Council can revoke accreditation status. LaFollette – Board should recommend that the Council revoke accreditation. Leslie will prepare all documentation and Steve should present this as Vice-Chair of Undergraduate Programs. Haven't paid, haven't responded to calls, mail, haven't submitted their Annual Update Report.

Motion – Dingman moved Board recommends removal of accreditation for Wright State University. LaFollette seconded and approved unanimously.

Mitchell will come up with guidelines and other language for the Council at the Annual meeting.

- **Illinois State University** – program director experience.
Board is happy with her letter response. LaFollette suggested approving the experience since there is not clarity in the UG requirements (to be considered at Annual Meeting). Dingman submitted that this is the second time in the last 2 years we've had to accommodate variances for academicians experiences. If shoe were on other foot for practitioners, what would be the reaction of the Board. LaFollette submitted that academics are not getting the experience that academics historically gained. Dingman understands and just does not want to "willy nilly" hand out PD approvals. Busch Isaksen provided an example of one of her students that would not qualify with his experience but in this situation – her consulting in directly related to EH. Where EHAC will continue to struggle – what does practical experience actually mean – how can it be determined effectively to have appropriate PDs. Historically many professors only had master's degree with lots of experience. Now PDs are having to have PhDs and are lacking the practical experience. Need to figure out how to adapt to this situation (lack of practical experience). Fletcher – this problem is going to get worse. Number of position at health departments has declined in his locality due to budget cuts. Busch Isaksen – concurs with Dingman's concerns and hope he will voice concerns at Council meeting next week. Need a vision for addressing this issue.

Motion: LaFollette motioned to approve experience of Dr. Li at ISU. Seconded by Fletcher and approved unanimously.

3.4 Graduate Program Report:

3.5 Office Report:

- Annual report draft

4.0 Old Business

4.1 Annual Meeting:

- Elections Policy revision
- Change in Bylaws for internship vs. practical experience and number of retired Council members. Tania sees a working group being formed for making changes to Bylaws – Bylaws changes need to be made first before Policy document changes.
Motion: LaFollette moved to approve election policy as is and moving to Council for vote. Fletcher seconded and passed unanimously.
- Annual Meeting
 - Will do \$30 Starbucks card.

5.0 New Business

5.1 Standing Committees: Busch Isaksen and Mitchell will create structure for committee and determine chairs.

5.2 Final Annual Meeting agenda

6.0 Schedule Next Meeting - August 3, 2018 at 1pm PT

7.0 Meeting adjourned by Bucsh Isaksen at 12:23pm