

**EHAC Board of Directors Meeting Minutes
August 3, 2018**

1:00pm PST, 2:00pm MST, 3:00pm CST, 4:00pm EST

Conference Call #: 1-641-715-0700

Passcode: 300455#

| No. | ACTION ITEMS | Responsible Person | Due date |
|-----|---|--|---|
| 1. | Send out all extension and accreditation letters via email and mail. | Busch Isaksen and Mitchell | 7/23/2018 |
| 2. | Edit EHAC Policy, Const., Bylaws, UG Requirements and Grad. Guidelines with June Council decisions | Mitchell | 8/1/2018 |
| 3. | Send out 2018 Annual Meeting Minutes for Council approval after approval from Tania and Chyla | Mitchell | By 8/2/2018 (30 days past meeting) |
| 4. | Sort and photograph AEHAP related equipment and paperwork for decision on process by Clint/Board | Mitchell | 7/30/2018 |
| 5. | 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. Leslie will make changes approve by Council and pass on to Policy Committee |
| 6. | Determine when Grad. Guidelines need to be reviewed next. | Mitchell | |
| 7. | Complete Annual Update Report | Mitchell | Draft done 6/8/2018 |
| 8. | Contact Dr. Yousefipour to request more explanation of her EH related practical experience | Mitchell | ASAP |
| 9. | Busch Isaksen will send out a request for Committee chair volunteers and committee charge descriptions | Busch Isaksen | September 1, 2018 |
| 10. | Establish process for potential Program Directors to adequately described their EH practical experience | Busch Isaksen and Mitchell | October 1, 2018 |
| 11. | Mitchell will phone David Dyjack to discuss 50 th celebration options. | Mitchel | Complete |

Board members present: Tania Busch Isaksen, Mike Fletcher, Jason Finley, CAPT Donald Williams and LCDR Chyla Hunter

Board Members Absent: Sharron LaFollette

EHAC Staff: Leslie Mitchell

Financial Administrator: Carla Brown (absent)

1.0 Meeting Called to order at 1:02pm PST by Chair Busch Isaksen.

2.0 Standing Items:

- Busch Isaksen explained that the first page if the Agenda shows Action Items and a running to-do list. Several items were carried over from the June Board meeting and the annual meeting.
- No. 1 - Most accreditation letters have been sent out. The couple remaining will be sent out today.
- No. 2 - Mitchell is working on incorporating all the policy change decision made at the annual meeting.
- No. 3 - Annual meeting minutes to be sent and reviewed by Hunter. Mitchell to send out today. Hunter to inform Mitchell if changes are needed, then to be sent to the Council as soon as possible.
- No. 4 - Updates on AEHAP activity.
- No. 5 - Committees will be discussed.
- No. 6 – Charge needs to be changed to determine when we should **actually have** a new revision of Graduate guidelines.
- No. 7 – Mitchell is working on completing the Annual Update Report.

2.1 Approval of Agenda:

- Finley stated that he thinks his information would be covered under No. 2. He expects there will be discussion about approval/disapproval of one of the program director positions.
- Busch Isaksen recommended change to remove Texas Southern from discussion, as there is not enough information for sufficient discussion. Mitchell will to contact TSU with a request to provide a narrative of how Dr. Zivar’s experience relates to EH practice. The ball is being put back in their court.
- Busch Isaksen requested a motion to approve the agenda:
 - CAPT Williams moved to approve the agenda
 - Second: Finley
 - Decision: Motion to approve the edited agenda was approved unanimously.

2.2 Approval of June 15, 2018 Meeting Minutes:

- Busch Isaksen explained that current Board (except Mike Fletcher) was not present in total for the June Board minute so cannot approve the June 2018 minutes. Minutes will be taken at face value. Fletcher had no edits to the minutes but commented that much of what was discussed at the Board meeting was discussed at the annual meeting.

- Busch Isaksen provided edits to the minutes to Mitchell who will make the changes.

3.0 Reports

3.1 Chairperson's Report:

- Welcome to new Board Members by Chair:
 - Thanks for volunteering to be on the board.
 - Typically try to get minutes and material out a week in advance. Brown would explain financials in the past but is not present today.
- 2018-2019 Board Logistics and Plans:
 - Establish a regular meeting day and time.
 - Next meeting, to try to regularly schedule meetings.

3.2 Treasurer's Report:

- Current Financials (Mike Fletcher):
 - Balance and P and L sheets show difference between 7/31/18 and 7/31/17.
 - Difference is about \$28,000.
 - As discussed at the Annual Meeting, the reasons behind the loss are that EHAC has become an employer and has to pay payroll taxes, etc.
 - Chair reported that the Board hopes this loss will be rectified with new annual due structure beginning this fall,
 - Any questions? Particulars?
 - Chair stated we have two more months we will accrue a loss. Brown had estimated a dip into savings of about \$30,000 , it may be slightly more than that.
 - No vote needed.

3.3 Undergraduate Program:

- New Program Director Announcements (Jason Finley):
 - Texas Southern University – Dr. Zivar Yousefipour, discussion postponed until more information can be obtained.
 - Old Dominion University – Dr. Sean Banaee
 - Dr. Banaee's CV aligns with EHAC practice expectations.
 - Chair reported that LaFollette reviewed and recommended approval for Dr. Banaee as the Program Director for the Graduate Program at ODU.
 - Any questions?
 - Chair requested a motion to approve Dr. Sean Banaee as Program Director for Old Dominion University
 - Motion: Fletcher moved to approve
 - Second: Finley
 - Vote: Unanimously approved

3.4 Graduate Program Report (Sharron LaFollette, absent):

- No report

3.5 Office Report (Leslie Mitchell):

- Special election – Dr. Kethireddy
 - The special election is over. Not everyone heard from, but Dr. Kethireddy has been elected to the Council for this year in place of Dr. Karen Adams who resigned due to job change at Boise State.
 - A notice will be sent out to the council at large next week.
- Office Move Report
 - Mitchell began purging some documents on AEHAP side and is taking pictures of items they may / may not be interested in.
 - Going through historical documents and boxes.
 - Overall logistics, moving along and getting things set up to move to Mitchell's home office.
 - Quick books is being turned over to cloud-based solution, to allow virtual office related things and working from home.

4.0 Old Business

- None

5.0 New Business (Chair Busch Isaksen):

- Standing and Ad-hoc Committee Structure and Charges Discussion:
 - Busch Isaksen is still finishing this project up currently.
 - She will be requesting Committee Chairs and assigning charges within the month.
- 50th Anniversary of 1st accreditation (ETSU) planning:
 - NEHA AEC/Annual Meeting is in Nashville, Tennessee next year which coincides with the EHAC's first accredited program (1961) – ETSU.
 - Coordinate with NEHA on a potential celebration – ideas:
 - visual timeline to present at potential poster session so that it includes not only council members but to all conference attendees, to display with other posters at the conference, to market EHAC and remind people of the path we've all taken.
 - Examples for posters: comments from graduates, student association at ETSU (share ideas for the 50th anniversary).
 - Chair wants focus on why accreditation is important/value – especially in this time in which science is constantly under attack.
 - Mark Houser is involved with the program. CAPT Williams is a Liaison to Environmental Health Officer Professional Advisory Committee (EHOPAC) and can see what their ideas are and how they would like to get involved. NEHA may also be interested in helping. NEHA may be able to help with a display and or celebration location.
 - Finley stated it would be good to promote a product: i.e. the career paths that have been produced by EHAC program graduates; stories of accomplishment since graduating. Possible conduct a survey of alums, get them to tell their story. This may help attract more students to the program, especially for different job areas of environmental health. Busch

Isakson recommended having a minimum of one story from each decade with geographical distribution.

- CAPT Williams suggested that currently accredited schools would be interested in having a poster-type display to show some stories of student successes. They wouldn't necessarily have to attend. We could offer a template for programs to use.
- Suggestion was to send out these ideas by the end of the year, for schools to have time to contribute something. Perhaps request that schools provide contact information for their top 5 graduates. We could contact the alums and ask if they would provide a short commentary about their career.
- Mitchell to contact NEHA to establish location to display as soon as possible. As NEHA's conference planning has already started.
- Working to host an event/mixer and ideas to fund those ideas to showcase EHAC, to celebrate our professional degree, add CDC, COSTEP mentors, USPHS, to make it a big deal.
- To be funded by an outside source. Be creative, not too costly, but make a big impact.
- Jason Finley suggested tabling the discussion until a funding mechanism is established. Busch Isaksen submitted that outside funding will be necessary to fund any event related effort. May help to "plant a seed" early in the mind of partner organizations in order find a way to fund an event.
- Williams suggested polling membership for more ideas.
- Busch Isaksen suggested that NSF might be interested in supporting this effort and Board members to think of potential funders. NSF might want to include their time line as well. They've been supportive for a long time. UL and the AAS as well.
- Busch Isaksen will allow time to focus on this for next Board meeting and will likely create an adhoc committee for this celebration.
- Karen Adams will be resigning from her current position at Boise State in mid-August; Tom Turco will be interim Program Director (PD).
 - Chair and Mitchell are working on a process to assure EHAC Board/Council are provided with adequate information regarding their environmental health practical experience for Board and Council to make a decision as to whether they qualify to be Program Directors under EHAC UG Requirements and Graduate Guidelines. This process will be incorporated into UG Requirements and Graduate Guidelines.

6.0 Schedule Next Meeting - postponed

7.0 Meeting adjourned by Busch Isaksen at 1:56pm.