



National Environmental Health Science and Protection Accreditation Council (EHAC)

EHAC Board Meeting Minutes – April 8, 2020 – 1pm Pac. Time

Board Members Present: Busch Isaksen Busch Isaksen, Mike Fletcher, Jason Finley and Sharron LaFollette

Board Members Absent: Chyla Hunter, Don Williams

EHAC Staff: Leslie Mitchell

1.0 Meeting Called to order at: 1:00pm PT

2.0 Standing Items

2.1 Approval of Agenda: Agenda approved

2.2 Approval of Jan. 28, 2020 Meeting Minutes. Approved.

3.0 Reports

3.1 Treasurer's Report: Fletcher

- **Balance Sheet** – Fletcher reported of balance financials
- **Revenue and Loss** – Fletcher reported on income. Busch Isaksen noted that there will be another \$2,700 from site visit costs coming back in from site visit invoices to reaccrediting program schools, so balance is technically \$2,700 more than reflected on current balance sheet.
 - Fletcher asked if EHAC is on track to fall within the 2019-2020 budget. Mitchell replied that there has been no spending out of the ordinary and none is expected (with the exception of a \$75 external backup hard drive and \$153 upgrade to Windows 10). She expects a possible \$200 shortfall.
 - Finley asked what it means to be in the negative at the end of the year. Busch Isaksen explained that EHAC is working to maintain and grow its current “cushion” or reserves to mitigate any negative results in the final annual budget. Finley submitted that balancing EHAC’s needs and cost to programs is a delicate balancing act.
 - Busch Isaksen suggested there are no real implications of being “over or under budget” unless it is by a significant amount.
 - Finley suggested that is important to strategize for the future so that EHAC is viable for decades rather than only years. Finley looks forward to the budget discussion in May and planning strategically for the future. Busch Isaksen agreed and also encouraged the Board to think about out of the box funding strategies so that EHAC does not have to keep relying on dues/fees increases for the same 37 programs – i.e. EHAC needs to grow the number of accredited programs.

3.2 Chairperson's Report:

- **COVID-19 discussion – update and NEPHIP discussion**
 - NEHA is adjusting to COVID -19 situation by moving to an all virtual internship effort. Mitchell reported on today's NEHIP meeting with EHAC Program Directors:
 - Other EHAC students: There will be an opportunity for other EHAC students needing internship opportunities to participate.
 - Planning: Ortiz Gumina is working with Justin Gerding at the CDC and health departments to provide interns with valuable EH experiences. They are planning to buy Go Pro cameras to enable mentors to video tape things like septic and food safety inspections so that interns can at least see what is happening in the field.
 - Timing: Training will last for 10 weeks beginning in early June and ending in early to mid-August.
 - Online training opportunities: Gerding and Gumina are working training videos that will result in some type of certification in addition to completing the internship.
 - Mandatory check-ins: Students will be required to check in with Ortiz Gumina, their internship mentor, their program mentor every Friday in order to make sure requirements are being met and to answer any questions and mitigate concerns.
 - Contract/Agreement: A workplan and deliverable will be added to the NEPHIP standard agreement signed by interns.
 - Busch Isaksen asked Mitchell if interns will be paid? Busch Isaksen reported that they will be paid a certain amount, but Mitchel will get an update on the details of this monetary arrangements.
 - **ACTION: Mitchell will ask Ortiz Gumina how other EHAC students be integrated into program?**
- **Independent Council Meeting from NEHA – discussion**
 - Busch Isaksen predicts that the NEHA AEC will be canceled. But, if it does take place (likely would be a modified virtual conference – with presenters going to the AEC and others watching online), does EHAC still want to have an onsite meeting, as well?. Busch Isaksen suggested that the Board doesn't need to make a decision today but want Board to consider how to respond to the pandemic crisis – bearing in mind the general age bracket of Council Members and the likelihood that things won't be completely safe by July in NYC. Busch Isaksen asked for feedback from the Board:
 - LaFollette submitted that she will not be going to NYC regardless of whether NEHA AEC is held. She suggested planning on doing the meeting virtually because much of the Council is over 60 putting them in one of the most vulnerable pandemic related groups.
 - Finley submitted that normally he would suggest that EHAC align itself with NEHA but notes that one has to take into consideration the older people on the Council. Moreover, the smaller the space you are in (elevators, small rooms), the higher the risk for contamination. Finley explained that NYC should be hitting their peak right now and that means things should be basically clear up by July and that he doesn't think the Board should cancel the onsite meeting right now. Finley suggested that this is an opportunity to be creative – we can design the meeting however the Board wishes. Finely recommended considering all information and to lower the collective risk.

- Busch Isaksen explained that what Board seems to be voicing is where Busch Isaksen is right now. She echoed the Board's comments and suggested moving forward with the decision to hold a virtual annual meeting. Busch Isaksen submitted that EHAC has a lot more flexibility than NEHA around the annual meeting planning and the Council and PDs have already been asked to wait on purchasing their tickets.
- Finley asked if the meeting can be held effectively at a distance? Busch Isaksen answered yes, as she has been hosting classes online (via Zoom) with her students and will have bugs worked out by July. She added that the main challenge will be providing for members like LaFollette who may not have access to technology required for attending a virtual meeting. Busch Isaksen suggested the following in preparation for the virtual meeting:
 - Hold practice session with Program Directors and Council Members prior to the annual meeting in order to make sure everyone is on board and familiar with the Zoom tool.
 - Creating video presentations that can be watched in preparation for the meeting in order to limit the actual live meeting to 4 hours or so.
- Finley commented that he is leaning toward a virtual meeting but is reluctant to totally call the onsite meeting right now and he recommended waiting for NEHA's decision and announcement before making EHAC's decision to go virtual known. Bush Isaksen agreed and submitted that it may be possible to hold the onsite meeting if by some miracle, a vaccine is discovered, etc. but she feels it is in everyone's best interest to move to a virtual meeting. Finley suggested calling Dyjack to talk to him about the situation and Bush Isaksen explained that we have and they are waiting until the May NEHA Board meeting to make a final decision. Bush Isaksen reiterated that she fears a 2nd wave of infections later this year as social distancing restrictions are raised.
- **ACTION: Busch Isaksen summarized that EHAC Board is supportive of moving EHAC's annual meeting to a virtual platform, but Board will wait until NEHA make their decision before announcing the venue change.**
- **Zoom acquisition - \$150 (Mitchell) –**
 - Mitchell has suggested buying the ZOOM Pro plan to enhance Board meetings and also to support the potential virtual Annual Meeting. The cost is \$150 a year from TechSoup. The Pro Plan is more limited than the Business plan but should be adequate for EHAC's use. Busch Isaksen added that if the Pro Plan seems to be inadequate for the annual meeting needs, she can use UW's ZOOM abilities. The Board approved purchase of the ZOOM Pro Plan.
- **Board Succession Plan - tabled**

3.3 Undergraduate Program Report – Vice Chair Finley

- **Undergraduate Program Report (Finley/Mitchell)**
 - Fletcher reported working with Dr. Bay at East Central University to come up with a plan for a virtual site visit. Actual visit will take place later in April. Fletcher will send a preliminary list of questions, similar to LaFollette's list for Old Dominion, in order to prep ECU for the visit.
 - LaFollette reported that Old Dominion University virtual visit went very well.

- **UG Requirements Table 2** – Busch Isaksen wants to remove % column from Table 2. LaFollette doesn't understand why PDs have such difficulty with the completing the grid. Busch Isaksen thinks it's an interpretation problem. Mitchell is working on edits made by Busch Isaksen and will get them back to her soon for final comment. Then the document can go to the Board. LaFollette. LaFollette pointed out that there is no table in Graduate Guidelines. Busch Isaksen submitted that Graduate programs that also have UG programs modify the UG Table 2 to address their Grad. programs – but that doesn't work out because Graduate programs guidelines are competency based, not credit based, as in UG Requirements. **Bush Isaksen suggested making a different competency based table for Graduate programs.**
- **EH Career Model** – no report
- **Self-study review suggestion** (LaFollette): making sure that reviewers consider the larger program as well as the minutiae of the checklist. Tabled.
- **Course share option** among accred. programs to assist HBCs and Tribal colleges (this topic was discussed at the 2018 Annual Mtg. Council was interested in pursuing this topic) – LaFollette felt that EHAC Req. provide for this option already. Tabled.

3.4 Graduate Program Report – Vice Chair LaFollette

- **Graduate guidelines:** LaFollette has not had any comments on the Guidelines Revision and has made no progress. She suggested that any information that is common to both UG Requirements and Graduate Guidelines should be taken out of those documents and put in one – like the Policy document or a separate document unto itself – e.g. self-study instructions. **LaFollette also suggested adding guidance for curriculum mapping back to competencies in the Graduate Guidelines.**

3.5 Office Report: no report

4.0 Old Business:

5.0 New Business:

- Potential change in Self-study Review deadline to mid – January? If date is changed, add requirement for Site Visitors to have read materials by Jan. 31 - Tabled

6.0 Schedule Next Board Mtg. -

7.0 Adjournment Mtg. adjourned at 1:02pm