

WEHA Annual Business Meeting
Wednesday, September 13th, 2023 at 5:30 pm
Hilton Appleton Paper Valley Hotel
333 West College Avenue
Appleton, WI 54911

- a. Meeting called to order. **5:31 by Carrie**
- b. Roll-call of Officers and Directors by the President.
 - i. Carrie Pohjola-President - **present**
 - ii. Danielle Vollendorf-President Elect - **present**
 - iii. Michele Williams-Director - **present**
 - iv. Katie Matulis-Director - **present**
 - v. Sarah Ward-Secretary - **present**
 - vi. Brian Hobbs-Treasurer - **present**
 - vii. Laura Temke-Director at Large - **present**
 - viii. DeAnna Simerly-SE Dist VP - **present**
 - ix. Nicole Kragness-NW Dist VP - **present**
 - x. Maddie Wojciuk, SW Dist VP - **present**
 - xi. Stephanie Sticka-NE Dist VP - **present**
- c. Approval of the Minutes of the last Board meeting (July 2023). **Brian motion to approve, Laura seconded.**
- d. Reports of officers and committees, if requested by the Board of Directors.

- i. Secretary Report of Actions of the Board of Directors

This fall we had a Director position up for election and received no nominations which means Katie Matulis will stay in her role.

We had two district VP's not seeking re-election and received nominations for Mayra Castaneda from Fond du Lac County as the SE VP, and for Lindsay Neitzel from LaCrosse County as the Northwest VP. They will replace DeAnna Simerly and Nicole Kragness.

Carrie's run as president has come to an end and Danielle Vollendorf has been appointed

I will be stepping down as Secretary and Danielle has appointed DeAnna Simerly as the new Secretary

- ii. Treasurers Report – **Report attached, Laura motion to approve report, Nicole seconded, no discussion all in favor**

- iii. District Vice-Presidents –

- SE (DeAnna) – **Report attached**
- SW (Maddie) – **Report attached, SOREN group, Katie taking over VP duties during parental leave, 20-88's from FDA / DATCP**
- NE (Steph) – **no responses from VP newsletter poll, shared reminder for rec ed camp and pool program revision FAQ recordings**
- NW (Nicole) – **Attached**

- iv. Education Committee-awards process-Laura Temke/DeAnna – Webinar data attached. look at updates to rubric, selection, etc.. Conference venue is eh, content is good. Webinars update added to SharePoint.
 - v. Legislative Committee – Attached Not much to update, Lead stuff from EPA
 - vi. Marketing Committee – Not a lot to report, photo contest on FB for Conference
 - vii. Membership Committee – Attached. 153 members, hasn't sent out new membership card, working on strategic objectives. Discussion about who renews, membership perks?
 - viii. Strategic Planning Committee – Attached. Meghan – lots of progress for short term goals, time is biggest barrier, wrap up by end of Oct 2023 – reporting on 10/31, reporting cycle. Looking for another member. Request from Laura to adjust the form for those on multiple committees.
- e. Changes to By-laws reported by the Director-at-Large. Vote by membership. All Aye, no Nay, final version will be published to the website for all to see.
- f. Communications from the National Environmental Health Association and other associations. – Attached. EH government day in Washington DC came out of affiliate meeting, maybe board could support & fund trip.
- g. Old Business
- h. New Business
- i. Installation of New Officers
DeAnna made motion to approve changes to officer positions – NW VP, SE VP, President elect, Sarah stepped down as Secretary, Danielle appointed DeAnna to position.
 - j. Next meeting dates and times
 - a. January 19, 2024 (virtual)
 - b. April 19, 2024 (Brian's cabin)
 - c. August 9, 2024
 - d. At annual conference, TBD
 - k. Adjournment of the Business Meeting – Michele motioned at 6:30,

Financial Report

SEPTEMBER 13, 2023

Summit Credit Union

Business Savings	9.32
Business Dividend Checking	7,489.88
Business Money Market Plus	40.40
48 Month Certificate 4-3-25	3,719.43
48 Month Certificate 4-6-26	<u>3,768.73</u>
	12,646.89

Edward Jones



Amern High Income Trust AHITX	11,500.25
Capital Income CAIBX	56,267.33
Income Fund of America AMECX	22,171.49
New Perspective Fund ANWPX	<u>12,685.46</u>
Total Account Value as of 09/12/23	102,624.53

(- 2,976.23 since 07/21/23)

2023 Q3 SE VP Report-7/21/2023

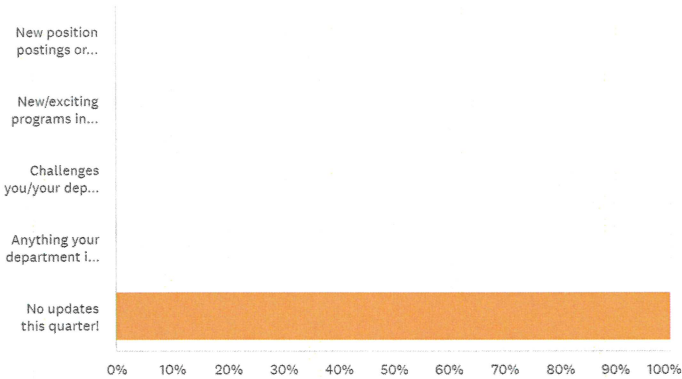
Total Respondents: 4

Q1

 Customize  Save as

What is new in your area/department/professional life? Please provide your name and agency's name if you have updates.

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ New position postings or retirements?	0.00% 0
▼ New/exciting programs in your area?	0.00% 0
▼ Challenges you/your dept. is facing?	0.00% 0
▼ Anything your department is doing great with that you'd like to share with other EH professionals?	0.00% 0
▼ No updates this quarter!	100.00% 4

Total Respondents: 4

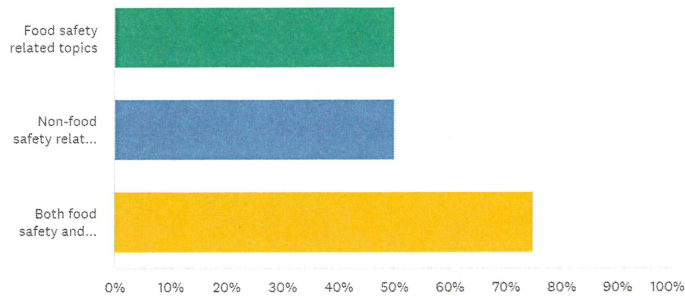
Comments (0)

Q2

Customize Save as

What topics would you like to see for upcoming WEHA Webinars and/or Conference?

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Food safety related topics	50.00% 2
Non-food safety related topics	50.00% 2
Both food safety and non-food safety related topics	75.00% 3

Total Respondents: 4

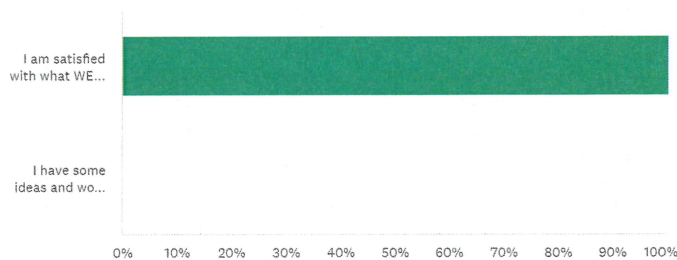
Comments (0)

Q3

Customize Save as

What is one thing that WEHA can do to better support its members and the EH profession?

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
I am satisfied with what WEHA has been offering.	100.00% 4
I have some ideas and would love to share them with DeAnna Simerly. (Respond in the comment box)	0.00% 0

TOTAL 4

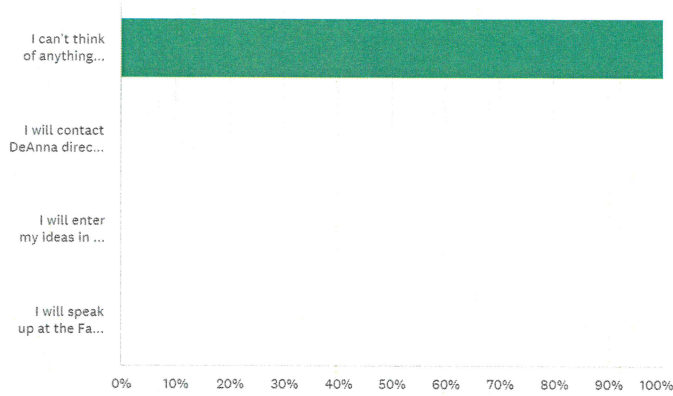
Comments (0)

Q4

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What would you like DeAnna Simerly (your Southeast representative) to know or bring to the WEHA Board?

Answered: 4 Skipped: 0



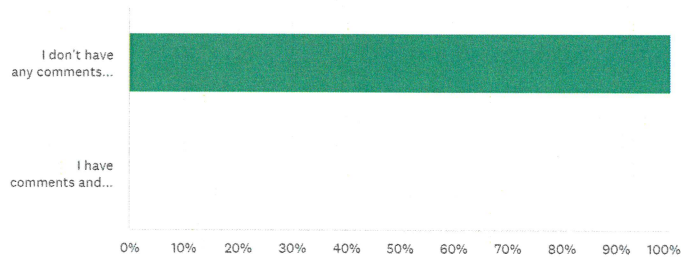
ANSWER CHOICES	RESPONSES
I can't think of anything right now.	100.00% 4
I will contact DeAnna directly because it is easier to explain in a conversation.	0.00% 0
I will enter my ideas in the comment box below.	0.00% 0
I will speak up at the Fall Board Meeting at the WEHA Conference venue.	0.00% 0
TOTAL	
Comments (0)	

Q5

Customize Save as

What other comments or questions would you like to share?

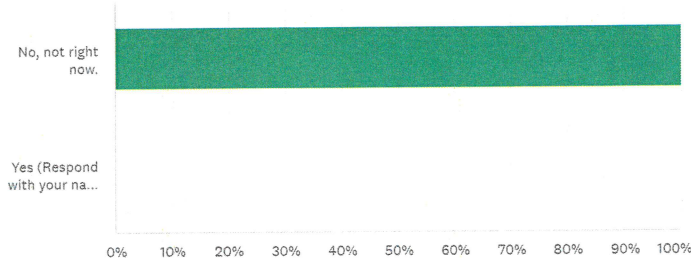
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
I don't have any comments or questions at this time.	100.00% 4
I have comments and questions. (Respond in comment box below)	0.00% 0
Total Respondents: 4	
Comments (0)	

We would love to showcase our members. Are you willing to be in a WEHA newsletter? If you have already provided us your information, no need to re-enter your name. We are keeping a running list!

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ No, not right now.	100.00%	4
▼ Yes (Respond with your name in the comment box below)	0.00%	0
TOTAL		
Comments (0)		

Waukesha County-New Sanitarian Employee (Kara Stone) will be starting on Sept. 25, 2023.

Laura Temke moved to Festival Foods.

WEHA SW Region VP Report

Prepared 9/12/2023 by Maddie Wojciuk

Announcements:

- Still Looking for a substitute that can take over for me starting in fall OR will continue to serve as SW VP for remainder of term; passing torch after that
- SoREN Regional Updates:
 - Sharing of Complaint/Outbreak questionnaires/interviews
 - Recent DATCP Evals have brought up need to get/renew 20.88 with FDA; however, we believe the FDA is working with DATCP to establish agreement to be passed down to local HDs
 - RNC-have not heard of any requests from feds/state/or other locals; many depts expressed willingness to help/fill in
 - Chatted/reviewed cappuccino machine licensing
 - Discussion on inspecting every Transient license
 - Discussion regarding CFM compliance and difficulty passing tests. UW can help with you offering food handler or CFPM class in your area to become a proctor
 - Watertown/Jefferson: working on bac/nitrate lab, training w/ Steph Sticka in July— recommend for other folks
 - UW: working on ATCP 76/78 Ed pieces for operators; interesting results from DHS Lead-In-WTR childcare sampling program
 - Columbia: working on catching up on lead orders
 - PHMDC: 5 new employees, training
 - Rock: received Asthma Grant, received nitrate grant, moving septic program to T Tech software, looking at monitoring devices for HAB/satellite imaging
 - Sauk: ATCP 76 is going to have a big impact on operations,

Requests from WEHA:

New code presentations- ATCP 76 and 78

Questions from members:

None

WEHA District Vice President Report

Date: 9/13/2023

District:

Northeast

Northwest

Southeast

Southwest

Issues to bring to the Board

- Nicole has been on maternity leave, so just coming back as VP. THANK YOU TO THE OTHER VPS FOR COVERING FOR ME!

Information to share with the Membership

Lindsay Neitzel (La Crosse Co) will be taking over VP role! We will meet to go over VP duties. She will do great!

Webinar Date	Topic	Live attendees	YouTube Views as of 9/12/2023	Average View duration in Min:Sec	Average % Viewed	# of Likes as of 9/12/2023	Notes
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10/13/2021	Controlling Allergens in Restaurants	58	N/A	N/A	N/A	N/A	Not on YouTube
11/10/2021	NEHA Body Art Model Code	69	55	6:13	17.00%	2	
1/12/2022	Radon Action Month Basics	56	46	8:19	29.40%	1	
2/9/2022	Ecolab and the Retail Food Environment	57	74	9:44	34.00%	0	
3/9/2022	Underground Storage Tanks	52	14	13:09	47.10%	0	Many social workers attended live
4/13/2022	Situational Awareness	99	58	10:10	30.00%	0	
5/11/2022	Harmful Algal Blooms	47	27	8:58	25.70%	0	
6/8/2022	MFE refresher	51	108	9:41	28.20%	1	
7/13/2022	Mushroom cert. course	53	144	7:35	25.10%	3	
8/10/2022	DHS-PFAS Forum	116	95	7:15	21.40%	0	
9/14/2022	Tech issue. No webinar occurred						
10/12/2022	DHS-Mold Forum	103	78	8:05	24.90%	0	More than just WEHA members invited by DHS
11/9/2022	Float Tanks	40	29	6:15	23.60%	0	
1/11/2023	Dropping the F-Bomb! Challenging our notions of FIT	46	69	5:07	18.00%	0	The recording failed to have audio and was not posted to the YouTube channel
2/8/2023	Ergonomics	34	38	9:40	24.60%	0	
3/8/2023	Proposed Pool Code Revisions	44	78	12:55	28.30%	0	
4/12/2023	Rabies and Animal Quarantines	54	N/A	N/A	N/A	N/A	No data as of 12:30 PM on 5/10/2023. Posted that morning.
5/10/2023	Understanding and Mitigating Bias to Enhance Inclusion	17	14	12:43	22.00%	0	
6/14/2023	WI Farmer's Market Licensing		25	10:24	31.00%	0	
7/12/2023	Hoarding Mini-series Part 1		52	23:20	48.50%	0	
8/9/2023	Hoarding Mini-series Part 2		29	23:26	43.30%	0	

of views on channel: 59 views in

- Traffic source
- Total
 - External
 - Direct or unknown
 - Channel pages
 - Suggested videos
 - YouTube search
 - Browse features

Views	Watch time (hours)	Average view duration
59	17:8	18:07
23 39.0%	5.2 28.9%	13:26
18 30.5%	4.4 24.7%	14:39
8 13.6%	4.7 26.2%	34:58
8 13.6%	3.6 20.1%	26:54
2 3.4%	0.0 0.1%	0:26

External = Traffic from websites and apps that embed your videos or link to your videos on YouTube





Channel Pages = Traffic from your YouTube channel page, other YouTube channel pages, or topic channel pages

Other YouTube features = Traffic from within YouTube that doesn't fall into any other category, such as views from Partner promotions, or the dashboard.

Your top content in this period

Content

Views Average view duration

1		WEHA Wed. Webinar-Hoarding mini-series Part 2 with Carla Alejo Aug 9, 2023	28	22:24 (41.4%)
2		WEHA Wed. Webinar-Hoarding Mini-Series Part 1-presented by Carla Alejo Jul 12, 2023	12	27:07 (56.3%)
3		WEHA Wed. Webinar-Dropping the F-bomb presented by Lo Klink Jan 12, 2023	4	0:10 (0.6%)
4		WEHA Wed. Webinar-Introduction to Wisconsin Wild Mushroom Certificate Jul 19, 2022	4	2:48 (9.3%)

Content

		Returning viewers	New viewers	Views ↓
Total		12	16	59
<input type="radio"/>		13	8	28 47.5%
<input type="radio"/>		6	3	12 20.3%
<input type="radio"/>		3	0	4 6.8%
<input type="radio"/>		0	2	4 6.8%
<input type="radio"/>		1	0	3 5.1%
<input type="radio"/>		0	2	2 3.4%
<input type="radio"/>		2	0	2 3.4%
<input type="radio"/>		1	1	2 3.4%
<input type="radio"/>		1	0	1 1.7%
<input type="radio"/>		1	0	1 1.7%

WEHA Legislative Committee Meeting Minutes

September 7th, 2023

Attendees: Sara Gutche, Todd Drew, Nicole Nichols, and Amy Goettmann

1. Pools at TRHs bill
 - a. Discussed what jurisdiction are doing about the pools at their TRHs
 - b. Discussed insurance coverage for TRHs
 - c. Discussed involvement of zoning and building inspections with licensed TRHs
 - d. Will revisit the letter for Assembly bill 5(SB 3)
2. Home Baking Rule
 - a. Expressed need for consumer advisory for homemade items
 - b. Discussed some hot topics such as sour dough bread, freeze dried candy, and frozen pizzas.
3. Proposed EPA lead-based paint rule:
<https://www.federalregister.gov/documents/2023/08/01/2023-15073/reconsideration-of-the-dust-lead-hazard-standards-and-dust-lead-post-abatement-clearance-levels>
 - a. Discussed initial and clearance dust wipe levels
4. Report
 - a. Sara will complete the report and email it to Sarah Ward for the business meeting on 9/13.

Legislative Committee Report to the Board

Bills

AB 5 (SB 3)- Pools in TRHs: Prohibits DATCP from regulating pools at short-term rentals

Updates:

3/14: Referred to Committee on Tourism (Assembly)

3/22: Referred to Committee on Administrative Rules (Senate)

AB 10 (SB 13)- Eliminating the land recycling program

Updates:

3/30: Executive action taken

AB 44 (SB 46)-Responsibility of a property owner for discharge of a hazardous substance by another: exempts property owners from discharge of hazardous waste on their property if certain conditions are met

Updates:

2/20: Referred to Committee on Environment

AB 64 (SB 58)-Nitrate Contamination & well compensation grant program-Expands eligibility criteria for grant

Updates:

4/11: Executive action taken

AB 65 (SB 59)-Producer-led watershed, lake & river protection grants: Expands eligibility for protection grants

Updates:

3/30: Executive action taken

AB 155 (SB 148)- Regulation of soda water beverage equipment/vending machines: Prohibits DATCP from regulating terms of sale or rental of soda water equipment/vending machines

Updates:

5/1: Fiscal Estimate received

AB 171 (SB 207)-Wildlife control grants: Expands eligibility for wildlife control grants

Updates:

4/10: Read & referred to Committee on Environment

AB 220 (SB 220)- Funding for Fenwood Creek pilot project-Creates funding for Fenwood Creek pilot project in Marathon County to reduce watershed phosphorus and sediment levels

Updates:

5/2: Fiscal estimate received

AB 241 (SB 261)- Regulation of tanning facilities: Requires parent/guardian consent for customers 16/17 years of age, prohibits facilities from advertising tanning device is safe or results in health benefits and requires warning signage by tanning device

Updates:

4/28: Referred to committee on Consumer Protection

6/5: Fiscal estimate received

AB 253 (SB 255)-Public Access to wetlands benefitting from the in lieu fee subprogram: Eliminated the requirement that wetlands that benefit from the in lieu fee subprogram administered by the Department of Natural Resources be open to the public.

Updates:

6/15: Executive action taken

AB 288 (SB 315)- Prohibiting food and beverages from being served in foam polystyrene packaging and providing a penalty: Prohibits an operator of a retail food business from serving food and beverages in foam polystyrene packaging. The prohibition under the bill does not apply to either of the following: 1) containers enclosing food or beverage that have been filled and sealed outside the state; or 2) containers used for packaging raw meat, poultry, fish, or seafood to be consumed off the premises where sold.

Updates:

6/14 Representative Jacobson added as coauthor

AB 294 (SB 290)- Establishes requirements for third party food delivery services: Requires individuals delivering food for third parties have basic knowledge of food safety.

Updates:

6/22: Representative Ratcliff added as a coauthor

AB 328 (SB 319)- Exemption for campground license: Allows operation of a campground without a license if located on the individual's farm and there are no more than 3 campsites.

Updates:

6/22- Referred to committee on Forest, Parks & Outdoor Recreation

SB 70 (AB 43)- Executive Budget- Includes items on PFAS group of substances such as DNR to establish and enforce standards, emergency rule provisions, lead service line replacement, and forgivable loans appropriation

Updates:

5/4: Executive action taken

6/29: Laid on the Table

Court ruling

Non-TCS not baked homemade items

Updates:

2/28: Notice of appeal by DATCP

4/20: Motion of stay pending appeal is denied

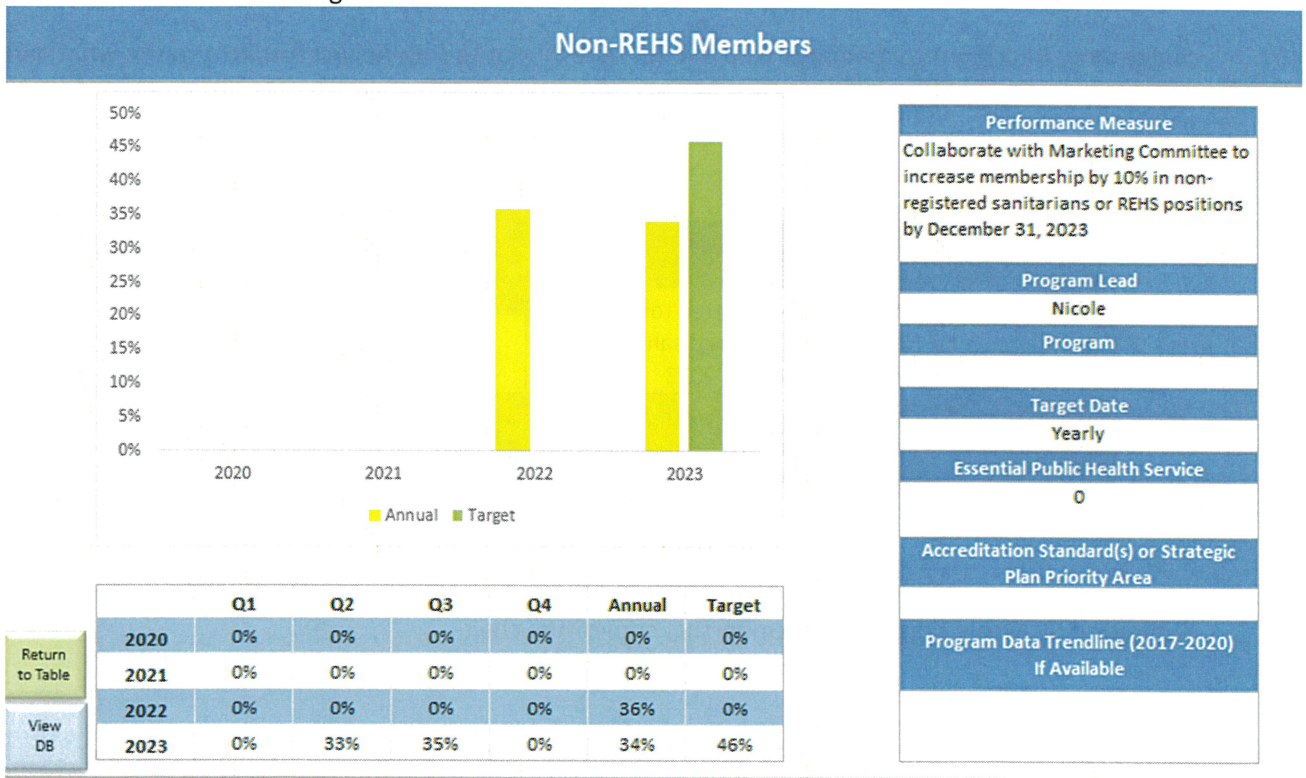
5/30: Motion of Stay granted

6/29: Petition for Review by Defendants

7/13: Motion filed by defendants-appellants is dismissed

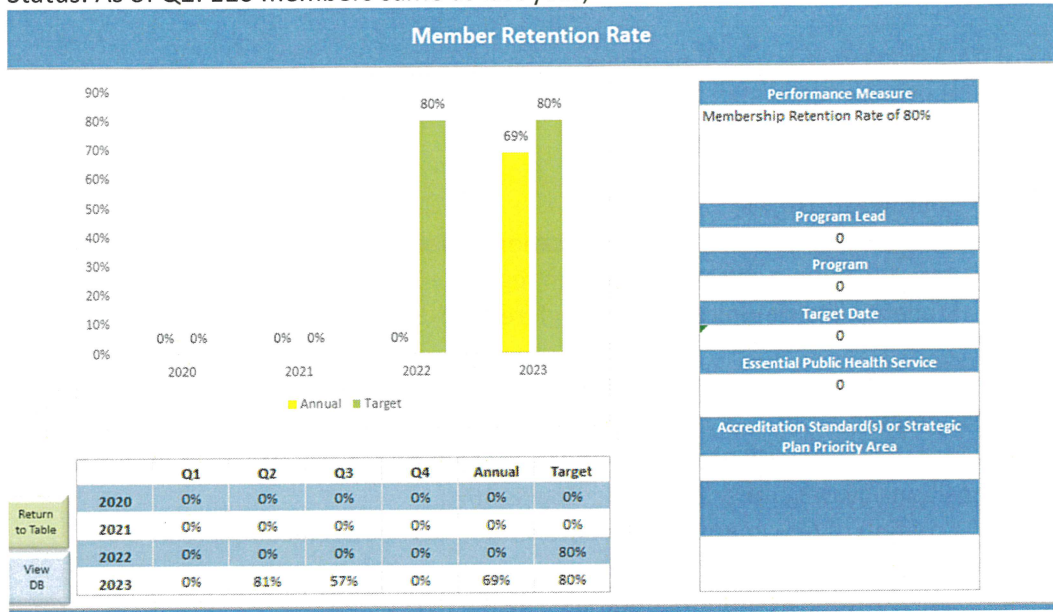
Membership Report: 9/13/2023

1. As of 9/13/2023 we have 153 members.
 - Northeast: 46 (+8)
 - Northwest: 44 (+14)
 - Southeast: 44 (+7)
 - Southwest: 16 (+1)
 - Outside of Wisconsin: (communications through southwest) 2 (+1)
 - Retired: (communications through region) – 2 (+1)
 - Students: (communications through region)- 3 (+2)
2. 2023
 - Nicole returned from maternity leave; membership cards have not been sent since May.
3. Strategic Plan Progress:
 - Collaborate with marketing committee to increase membership by 10% in non-registered sanitarians or REHS positions by December 31, 2023. Goal is 46%.
 1. Creation of new member welcome packet has not been completed.
 1. Status: 35.1% (52/148)
 2. Non-registered sanitarians: 52



- Maintain membership retention rate of at least 80% per year:
 1. Status: 153 members
 1. 1/1/2023: 190 members
 2. Renewals: 110 retained members
 3. New members: 43
 2. Jan 1, 2023: 190 members
 3. $MRR = ((ME - MN) / MB) \times 100$
 1. **$MRR = (153 - 43) / 190 = 57\%$**

- Status: As of Q2: 110 members same as last year, 43 new



Suggestion: Reach out to members who did not renew prior to July/August for 2024 to see what barrier was to renewing or wanting to renew.

Strategic Plan Goal	2022	2023	Current Goal
Collaborate with Marketing Committee to increase membership by 10% in non-registered sanitarians or REHS positions by December 31, 2023	36%	33%	46%
Maintain Membership Retention Rate of at least 80%	0%	57%	80%

Submitted by Nicole Kragness – Membership committee chair

Strategic Planning Committee Report 2023-Quarter 3

Summary:

Committee	Short Term Goal	Status
Strategic Planning Committee	By December 31, 2023, the strategic planning committee will develop and implement a system to track progress of committee and board goals.	Goal Complete
Education Committee: Awards & Leadership	Will meet with Sarah Ward 4 times a year to review and update the Wayne Kopp, Env. Professional of the Year and Robert R Nelson Scholarship award.	In progress
Education Committee: Environmental Education	To offer substantial educational opportunities to members through study materials or classes. To offer a RS Study course for members. To promote the mentorship program to new inspectors as well as colleges throughout Wisconsin.	Complete
Education Committee: Conference	Find a networking venue event and tie to the 2023 conference: Like brewery tour, golf, sports game, boat cruise, etc.	Complete
Legislative Committee	Develop a procedure for committee members to locate and keep track of environmental health related legislations in a relatively short amount of time each month by the end of 2023. This will allow the committee to advise the board on key legislation in a timely manner.	Complete
Marketing Committee	Improve WEHA promotional material outreach on Social Media by using Boost Post functions to increase follower count by 10%.	In progress
Membership Committee	Collaborate with marketing committee to increase membership by 10% in nonregistered sanitarian or REHS positions by December 31, 2023 2022 Baseline: 67/186: 36% - Create standardized new member onboarding packets to welcome new members by July 30, 2023. - Support regional VP's to host at least one networking event for members per year	In progress
President	Set up the internal WEHA SharePoint site by December 31st, 2023	Complete
President Elect	To attend 90% of board meetings and the education and marketing committees that I am assigned to by December 31st, 2023	Complete
Vice President(s)	NE: Invest in existing members in the northeast region to increase WEHA electronic	NE: Complete

	<p>newsletter member survey link response engagement from the baseline of zero in September 2022 up to 2 responses by July 2023.</p> <p>NW: Host at least one NW Region Networking event by Dec 31, 2023. Send all active members in NW region at least 4 newsletters per year including updates and opportunities for feedback.</p> <p>SE: Increase Southeast region networking events from baseline of zero in 2022 to one in 2023.</p> <p>SW: Assist in setting up WEHA's SharePoint site; pilot SharePoint Site usage and document sharing with a committee (Strategic Planning) starting in April 2023. Assist users and administrators in developing and customizing SharePoint Send all active members in SW region at least 4 newsletters per year including updates and opportunities for feedback.</p>	<p>NW: In progress</p> <p>SE: In progress</p> <p>SW: Complete</p>
Director(s)	<p>Directors at large will create a manual submission option for the employment webpage on the WEHA website by 12/31/23. The new submission process will allow jobs to be posted immediately by the employer. This will help prevent late/missed job posting requests, which occurs frequently with the current process. Strategic Priorities - to encourage the employment of qualified environmental health professionals. - to stimulate a forum for the exchange of information - to recruit professionally trained individuals to the environmental health profession.</p>	<p>In progress</p>

Summary:

- A lot of progress on short-term goals this reporting period.
- Barriers continue to be time to work on goals.
- This reporting period was shorter than 3 months due to the conference and collecting responses so that we could report out at the business meeting.

Next Steps:

- We will be asking committees to wrap up short-term goals by October 31, 2023.
- We will be asking committees to identify (new or repeat if they would like) short term goals for 2023-2024 by October 31, 2023.

This will help us align with the WEHA conference annually.

Reporting on goals will be as follows:

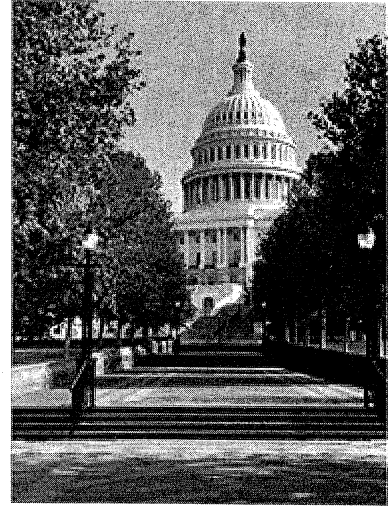
- o October 31, 2023, identify short term goals for committees.
- o Reporting Period #1- January 2024 (report for November and December)
- o Reporting Period #2- March 2024 (report for January-February)
- o Reporting Period #3- June 2024 (report for March-May)
- o Reporting Period #4- September 2024 (report for June-August)

ADVOCACY

Updates on government affairs and opportunities to raise your voice

Reserve Your Spot for Our Hill Day

We will be traveling to Washington, DC, on March 27–28, 2024, to meet with federal legislators and you're invited. Congress pays attention to groups that actively promote their profession. **Complete our interest form** if you or your affiliate are interested in joining us.



We Signed-On to Improve Housing Safety Nationwide

Read the **Healthy at Home Act of 2023** we signed-on to improve housing safety nationwide.

