

**WEHA Board Meeting**  
**Friday, April 30, 2021, 9:00 am**  
**Online Platform – Microsoft Teams**

**a. Electronic Board Activity**

- a. Katie Matulis appointed to the vacant Director position on 2-10-21. Welcome, Katie!

**b. Meeting called to order**

- 9:02am

**c. Roll-call of Officers and directors by the President.**

- Mitch Lohr, President
- Carrie Pohjola, President Elect
- Michele Williams, Director
- Katie Matulis, Director
- Sarah Ward, Secretary-[Not able to attend, Maddie taking notes](#)
- Brian Hobbs, Treasurer
- Laura Temke, Director at Large
- Lindy Wiedmeyer, SE Dist VP
- Carol Drury, NW Dist VP
- Maddie Wojciuk, SW Dist VP
- Trista Groth, NE Dist VP

**d. Approval of the Minutes of the last Board meeting.**

Laura: motion to approve

Lindy: seconds motion

Final vote: Aye-all, Nay-none

**e. Reports of officers and committees:**

**a. District Vice–Presidents**

**i. SE: (Lindy)**

As you know, CFP is a member of the recently formed Retail Food Safety Regulatory Association Collaborative (Collaborative). The Collaborative is comprised of the following associations and agencies:

- the Association of Food and Drug Officials (AFDO),
- the Centers for Disease Control and Prevention (CDC),
- the Conference for Food Protection (CFP),
- the U.S. Food and Drug Administration (FDA),
- the National Association of County and City Health Officials (NACCHO),
- and
- the National Environmental Health Association (NEHA)

The Collaborative members are working together to reduce the incidence of foodborne illness. Our work focuses on a national strategy for the adoption of the latest editions of the Food Code, promoting and improving food safety culture, increasing enrollment and active participation and conformance with the Voluntary National Retail Food Regulatory Program Standards, improving

foodborne illness outbreak investigations, improving food safety management systems at retail food facilities, and enhancing effective communications and sharing of best practices among retail food protection partners.

An initiative that is taking shape is launching a website for the Collaborative. The website will be a primary means of communication between the Collaborative and its many stakeholders. The organization of the website is nearing completion but much more content will be added in the future. If you would like a preview of the website, please use the following link [www.retailfoodsafetycollaborative.org](http://www.retailfoodsafetycollaborative.org).

If you have any suggested edits/comments/feedback, please send an email to [contact@retailfoodsafetycollaborative.org](mailto:contact@retailfoodsafetycollaborative.org). This email is managed by Terryn Laird, NEHA's Public Health Communications Specialist who is managing the website for the Collaborative.

**Area Updates:**

**City of Milwaukee-** Hired 2 new coordinators Sadie and Courtney, 5 Inspector positions open currently, back to doing inspections

**Washington Ozaukee Public Health Department-** Health officer left, now our interim is leaving. We will have another interim starting in a few weeks. I hired two new Sans – Roman Mullen and Carly Maurer. Staff are almost back to routine work and are inching away from covid duties.

**City of West Allis-** Staff is back to doing routine work

**City of Watertown/Jefferson County-** No new staff changes here. We are working on updating our fee schedules to reflect the food code changes, but no new policies. Our staff is still pretty heavily involved in COVID-19 vaccine clinics and response, but we are slowly starting to get back out in the field

**Kenosha County-** No Update

**Wauwatosa County-** No Update

**City of Greenfield-** No Update

**City of Racine –** No Update

**Franklin-** No Update

**Waukesha County-** The sans have been back to EH work since January, we have all been helping out at the vaccination clinics, but those are wrapping up now too. I continue to be on the COVID “school team” and help provide

direction both internally and to our school partners. We are spending time understanding the new assessment and applying it to retail establishments and have begun looking at possible changes to our fee structure. It is proving to be challenging in that we are condensing 15 or so license possibilities into a much smaller subset of options. We will revisit this in the fall and go through the LEAN DMAIC process to help guide it.

**South Milwaukee-** Staff is just plugging along

ii. **NW:** (Carol)

- **Wood County (Juneau and Adams)** – Nancy is officially retired. New EH manager has started.
- **La Crosse County** – La Crosse county is in the process of hiring a new Health Officer. Jen's last day was March 1<sup>st</sup>. We have EH staff that are continued to be involved with COVID response, but some routine activities are starting to be done. There is an issue with PFAS in the Town of Campbell which is by our local airport. We are listed on the DNR website for PFAS. DHS and DNR issued a health advisory for the area allowing them to provide bottled water to the residents, even if they have not tested their water. They are doing additional testing in the area to determine the amount of contamination. Information can be viewed on the Town of Campbell website. DHS has been very helpful in the process as we are focused in other areas and they can provide consistency across the state. Have one sanitarian accepted to the IFPTI Fellow program. Conducted an investigation for scombroid poisoning at a Red Lobster. Worked with DHS, DATCP, and FDA. We are hiring 2 LTE's for the summer to help with the EH program beach and swimming pool sampling, tick program, lab work and animal control/rabies bites support.
- **Sawyer County** -- Lacks support when it comes to COVID and routine Environmental Health work. Being a rural community, they are the only RS in a 30-60 mile radius. Would be nice to have a way to share resources (Regional VP's) for the EH programs that only have 1 or 2 staff. Was getting to collaborate only once every 3 months at best. Can WEHA wipe this time period out of existence? Keep promoting EH practices and challenges at this time.
- **Polk County**—They have a new health officer (Jean Schultz). They are back in full swing doing inspections and water testing.
- **Tremplealeau County**--Working with La Crosse County on mobile units that cross borders.

These are all of the responses and every Northwest Member was queried.

iii. **SW:** (Maddie)

Questions asked to SW members:

1. Have you/your department gone back to regular EH work? Have you been assisting with COVID response?
  - DATCP: phased in process with 100% back to work by July 5<sup>th</sup>
  - Rock County: performing both EH and COVID response duties since July 1, 2020
  - Some members have been involved with COVID response, some have not; consensus is that most folks are going back to EH work
  - Some departments have a heavy backlog of EH work due to COVID-19 which will take time to complete
2. Do you have any new employees or expected retirements in your department?
  - Arthur Ness – May 2021
  - James Mack, July 2021
  - Rock County: new full-time EHS starting in May, still looking for a part-time EHS
3. What will your summer look like? Is anyone hiring interns?
  - Budgetary cuts/fiscal deficits, some departments are not hiring interns this summer
  - Anticipated large events/temporary inspections
4. What would you like to see from WEHA this coming year?
  - Come up with a marketing process to recruit more people of color to the organization and the EH Field
  - Make a commitment to build inclusivity, equity, and diversity initiatives into the organization and conference
  - Provide additional resources, networking opportunities, etc. so that membership gets more than a discount on the conference for their membership fee
    - Ideas: regional networking events, summer picnic, webinars, podcasts, newsletters, conversation platform (like an EH-specific social media site, similar to what WALHDAB had at the beginning of COVID for questions and resource sharing)
  - Better visibility into the legislative committee's happenings as many members do not know this committee exists and may be interested in knowing the updates/findings

\*Maddie will send these to Mitch to put on the agenda for the next meeting

5. SW Representative notes:

- As a fairly new representative, I do not know/understand the bylaws as much as I should. Can we make a point to discuss portions of WEHA's bylaws at each board meeting?
  - Board Discussion: Will look into the bylaws later this meeting; each board member should look into their job description

**iv. NE: (Trista)**

- Brown County Public Health -  
 "As of last month, BCPH has fully returned to field work, beginning with less sophisticated and people intensive facilities. We began scheduling inspections and would follow up with a screening questionnaire the day of, but have shifted back to unannounced inspections across the spectrum of licenses.

Inspections are very similar in nature to what you indicated, lots of follow up as a result of unkept facilities. The CFPM and vomit contamination plan follow ups have created a lot more follow up. In response, we developed a fillable form and posted it on our website. The intent is to reduce in-person follow ups for these items and to complete them in HealthSpace administratively to save some time."

- Outagamie County Public Health –  
 Currently still involved with the administration efforts in vaccinations but will be demobilizing soon  
 Continue to plan for resuming all inspections by late June/early July  
 Working w/ DATCP HealthSpace & OC Fiscal on new mobile retail license (retail restaurant- not serving meals, transient)
- City of De Pere  
 For EH, I am no longer doing Covid response unless an emergency comes up. Back in the field doing inspections as of April. I'm seeing unsanitary conditions, even in historically good facilities, which results in lots of Reinspections.
- City of Menasha  
 Getting out in the field as much as possible. Have seen significant problems including grossly neglected equipment repairs and very poor personal hygiene. Also hand sanitizer cited as a chemical violation being dispensed right at a hot bar in close proximity to food.
- Winnebago County  
 We have filled our San Position. Our new San starts 5/24 – She is a recent grad (May 15, 2021) of UWO EH program and is currently working for us as a contact tracer.

We have been out on inspections throughout the pandemic and hope to finish inspections by June- have not run into any major inspection issues.

- **Fond du Lac County**  
We have added another Environmental Health Specialist to our program, Chelsea Smies. With this change with staffing we have taken on additional responsibilities in our program such as investigation of Human Health Hazards, Rabies Prevention and Control Program and West Nile Surveillance. We are also slowly returning to our normal work but even stating that it does not feel normal in the field with scheduled inspections, face masks and physical distancing with operators. We are seeing increased violations as well due to lack of any inspections since March 2020.

**b. Treasurers Report (Brian)**

- Investments have gone over the six-figure mark, has taken years to get to this point. Will discuss further at the annual business meeting

**c. Awards and Leadership Committee (vacant)**

- EH Professional of the Year: Laura has received info from Natalie, announcement for nominations will be sent out in July.
- Leadership Stipend: will put on hold for this year
- Education Stipends: carried over from last year
- Scholarships: no Wayne Kopp scholarship this year--added additional stipends for the conference in lieu

- **Student Stipends**

2 Pools of money for student stipends: Mentorship program & Wayne Kopp Scholarship (registration, meals, 2 night stay)

- **Motion:** Laura—use the Wayne Kopp scholarship funds to create 10 student stipends for the annual conference (registration, 2 night stay) for 2021 conference

**Brian Seconds**

**Discussion:** no discussion

**In Favor:** all **Nay:** none; **motion carries**

Laura will embed form into website for sign-ups; info needs to be sent to Brian for registration and hotel room info; will be discussed further during the Education Committee meeting this afternoon

- **Robert Nelson Scholarship:** Robert will give out the award this year, he will be at the conference; Laura has paperwork for the scholarship process; Mitch will take over this for 2021.

d. **Education and Conference Committee** (Lindy)

- Met in March
- DATCP is not able to attend the conference
- Some virtual, some live components
- Some DATCP, BEOH, DNR, potentially DSPS will be presenting a number of topics
- Purchasing equipment for future conferences

e. **Legislative Committee** (Patty)

- Report was sent by Patty
- Laura recommends adding the Cocktails to Go legislation
- Discussion about moving some ideas, such as Cocktails to Go legislation, to non-conference avenues; Mitch will add an agenda item for July's board meeting

f. **Marketing Committee** (Carrie)

- There was a discussion regarding the Beacons of EH campaign, ideas were brought forth (free Leinies tour pass, craft beer basket, WI themed basket, 2022 Free WEHA conference, event tickets, Something Special from Wisconsin swag, a reasonably priced AirBnB experience, WEHA website recognition, etc.). This was then tabled until a discussion could be held at the board meeting.
- Amy has been running the website. And there has been some activity on the FB page, the other members have been active with COVID duties, so it will start ramping up again.
- The committee will continue development of an operations manual and the brochure development was put on hold. It would be a good idea to place that information on the website.
- The next meeting will be on 6/28/2021 at 8:30 am.
- Amy Arbetan joins meeting at 10:18am.
- Carrie requested that we need more social media members. Carol suggested sending something out to the VP's to like the pages. She also suggested reaching out to the health officers providing benefits paying for a membership. Carrie will develop the email to send out to the VP's and we will discuss the suggestion of emailing the health officers with the board.

g. **Membership Committee** (Carol)

- As of April 30, 2021, we have 118 members.
  - Northeast: 35
  - Northwest: 34
  - Southeast: 30
  - Southwest: 15
  - Outside of Wisconsin: 4 (communications through southwest)
  - Retired: 8 (communications through region)
  - Students: 2 (communications through region)

- End of 2020 membership was at: 145 (difference of 27): by end of April it was 125: (difference of 7)
  - We tend to see more memberships come in closer to conference.
- One member, outside of Wisconsin, who might have joined for study materials. (Might need to think about adding cost for shipping in the future.)
- Used mail merge this year to create emails and cards, thus streamlining the process. Wrote down instructions and screen shots for the next person to be chair of this committee. Cards were a little late getting out, but this won't be an issue in upcoming years with this new process.
- I sent the membership spreadsheet to each of the District VP's. They also received an outlook card that has their membership on it so they can send out emails to their group.
  - As new members come in, they will receive email and card, the District VP will be notified to add them to their list and email contacts.
- We have members interested in Committees. How do we get these people involved?

**f. Old Business**

- a. Bylaws & Constitution: changes to be considered. Process for board review.
  - Laura is leading this process
  - Tasks each board member with reading bylaws and understanding their own roles; document comments
  - Brian recommends making a temporary subcommittee to address the changes
  - Mitch calls for volunteers for this subcommittee
    - Laura
    - Brian
    - Carrie
    - Mitch
    - Trista
  - Mitch/Laura will put together a meeting to go over the bylaws prior to the July meeting
  - Please send comments/recommendations to subcommittee

**g. New Business**

- a. WEHA google account – is there a better option?
  - Microsoft or Apple?
  - Laura recommends OneDrive
  - Maddie recommends SharePoint, Mitch and Trista have used this as well
  - Katie recommends Diligent; Katie will do some more research and will email the Board her findings
  - A decision will be made electronically with the board
- b. Are board meetings open meetings?
  - The bylaws do not address this
  - Laura recommends adding our decision into the bylaws



- c. Website
  - Delete anything that is old; updating info (Amy/Laura will update)
  - Refresh needed? Recommendations should go to the Marketing Committee
  - Developing manual for what can and cannot be posted on the website
  - Katie will help Amy with the website work
  
- d. Board positions that are open for election in 2021
  - All positions except:
    - NE and SW District VPs
    - President (Carrie is president-elect)
    - Treasurer (needs to be updated in bylaws)
  - Issue: due to COVID, we pushed everyone's appointments back one year
    - What about the VP's that are elected on odd/even years?
      - SW and NE will get the extra year, seats open in 2022
    - **MOTION: Brian: extend appointment for SW and NE VPs by one year. These two positions will not be open for election until 2022.**
    - **Laura seconds the motion**
    - **Discussion: none**
    - **Vote: In favor: all; Nay: none**
    - **Motion carries**
  - Sarah will need to put out a notice for interest for positions up for election (Dates are in the bylaws)

**h. Adjourn**

**Brian: motion to adjourn at 11:22pm**