**Board Meeting Minutes |December 21, 2023 | 10:30 a.m. | via Zoom**

1. **Call to Order – Sarah Burkholder**
2. **Acceptance of Agenda**

Motion by: Eric Zgodzinski Seconded: Stephanie Johnson

1. **Treasurer’s Report-Eric Zgodzinski**
   1. 2024 OEHA Budget Discussion
      1. Eric encourages District Directors to transfer money to OEHA account prior to the end of the year, leaving a balance of $500 in each of your district(s) account.
      2. Eric is working with Bobbi Krabill on the grant, upload the wahoo contract.
      3. Working on budget for 2024, only addition is the grant dollars $70,000, some increases such as NEHA AEC attendance, social media costs, and supplies.
      4. Eric wants to meet with the district treasurers in January to talk about taxes, he will reach out soon to schedule a virtual meeting in the second or third week of January.
      5. ODH is trying to get a research project or survey together related to Environmental Health salaries, education needed, CEU’s, moving from EHSIT to REHS.
2. **Old Business**
   1. Approval of 2024 OEHA Budget
      1. Motion by: Dustion Kent Seconded: Sarah Badenhop
   2. Workforce Development Grant- **Eric Zgodzinski**
      1. ODH is interested in looking at our WHOVA contract we use for our conferences.
   3. Membership/Professional Development Committee- **Carrie Yeager**
      1. No updates as they are currently reviewing the 130 survey results recently received.
3. **Legislative Update** 
   1. Legislative Updates - **Hicks Partners**
      1. Legislators are in recess and will be returning in mid to late January for committees and sessions.
      2. 12/14/23 food survey exam meeting and draft language
         1. Discussions continue with ODH, ODA with workgroups from OEHA members and AOHC members.
         2. Circulation of a draft rule was shared by ODA and ODH for FSO and RFE on the survey process.
         3. OEHA and AOHC identified 5 issues/concerns.
            1. Most common violations

ODH/ODA were looking at section numbers as opposed to actual violations.

* + - * 1. Number of questions on the exam, capped at 50 per statute.
        2. Duration of the exam

90 minutes written into the exam, looking at extending to 120 minutes.

* + - * 1. Paper vs electronic copy of the food code available during the exam

Paper copies would cause more time to complete exam as opposed to having access to electronic copy.

* + - * 1. Paper vs electronic version of the test.

Statue allows for both, ODH/ODA insist on the paper version of the test. Electronic version would allow for a quicker turnaround time on grading, access to most commonly missed questions could be used as a training/education component in the future.

* + - 1. Discussions continue related to “provisional” status after survey. Revision by OEHA/AOHC provided to separate out the fee setting, licensing and inspections and program administration piece.
    1. Eric Vinyard - Effective December 31, 2023, Eric will no longer be working with Hicks Partners as he will be taking a position at Medicaid. Eric shared his appreciation and pleasure working with OEHA.

1. **Secretary’s Report and Approval of November Minutes– Jeff Gibbs** Tabled due to not in attendance.

Motion by: Seconded:

1. **Administrative Aide’s Report – Vicki Johnson** Tabled due not in attendance.
   1. Total OEHA memberships to date is 554 this is up 41 members compared to same time last year.
2. **Public Affairs Report- Steve Ruckman**
   1. Not much going on during December as focus was on Issue 1 and 2, nothing of any substance to report.
3. **New Business:**
   1. Membership Calls/Concerns
      1. EHSIT applicants’ coursework denials
         1. Sarah has been receiving calls about coursework related to EHSIT and REHS applications being denied. Members feel that the science courses meet the requirements. OEHA will look into the approval of courses in 2024. Environmental Public Health is changing and the required course work for EHSIT and REHS needs to be updated/reviewed to accommodate the changes, possibly look into NEHA standards.
      2. PWS program transmittal process
         1. Sarah has been receiving calls concerning the new ODH private water program transmittal process. It’s causing double work for staff and wondering if this is an ask by ODH or is it required.
4. **President’s Report – Sarah Burkholder**
   1. Welcome incoming District Directors
      1. Northeast - 2024 District Director Courtney Grossman
      2. Northwest – 2024 District Director Molly Owens
      3. Southeast – 2024 District Director Carrie Kamm
      4. Southwest – 2024 District Director Shelby Simmons
   2. Health Policy Institute of Ohio (HPIO) accreditation focus group.
      1. Sarah Burkholder will be participating in the focus group on behalf of OEHA.
         1. January is the first meeting. Sarah asked for comments/input from OEHA members to share so she can pass on our concerns/comments.
         2. Steve Ruckman shared his thoughts related to how environmental Health transcends all the Accreditation measures. Steve asked where does Environmental Health land nationally and is there anything we model in Ohio that may be beneficial.
5. **Vice President’s Report – Stephanie Johnson**
   1. Not much to report as the December meeting was cancelled. Great on speakers for the AEC, top golf has been booked, Matt is working on the WHOVA app should be up and running in January.
6. **District Directors Reports**
   1. Northeast – Laura Fauss
      1. December meeting - Went over the survey results from the Fall Conference. A lot of good feedback and some great ideas for next year. Laura thanked everyone and shared that it was a pleasure working with OEHA and her district members.
   2. Northwest – Molly Brownell
      1. December meeting – Wrapped up end of year items, reviewed survey results from the Fall Conference, biggest complaint was the rooms were cold so planning committee will work with Kalahari on this issue. Discussed registration fees which were increased by $20. The number of attendees was up from previous years, made enough money to put a down payment at Kalahari for next year’s conference. Molly thanked everyone and said that it was a pleasure working with everyone.
   3. Southeast – Sarah Badenhop
      1. December meeting – Just ended a 3-year contract with Ohio University Inn. Looking at moving fall conference to one of the Ohio State parks. Sarah thanked everyone at OEHA and her district and how great of an experience it was and is looking forward to working with Carrie as the next district director.
   4. Southwest – Ryan Peltier
      1. December meeting – Reviewed survey results, great ideas for next year, secured a couple of speakers for next year, just ended 2- year contract with Sinclair and entered into another 2-year contract with Sinclair. Decided to go back to a Wednesday and Thursday meeting days for next year. Ryan plans to stay on the planning committee and thanked everyone for their participation.
7. **Next Board Meeting: January 18th, 2024 at 10:30 am at Licking County Health Department or via Zoom**

Motion to adjourn: Eric Zgodzinski seconded: Steve Ruckman