

**ICEHI/PACE-EH**  
**Environmental Health Assessment Team (EHAT)**  
**MINUTES**

**Date:** Thursday, December 18, 2003  
**Time:** 5:30pm – 7:30pm  
**Location:** Heller Road Fire Station, Oak Harbor, WA

**Present:** Tom Baxter, Sheilagh Byler, Toni Marie Dinelli, Wes George, Nels Konnerup, David Macys, Laurie Mosolino, Jim Patton, Marie Piper, Dana Pratt, Linda Rhodes, Jodi Samek, Matt Sullivan, Jill Usher

**Staff Present:** Keith Higman, Nancy Farnsworth, Celine Servatius

**Excused:** Phyllis Brett, Roger Case, Lisa Clark, Joline DeVos, Tim McDonald, Steve Markle, Kristy Miller, Henry Powers, Reece Rose, Jack Sharpe Jr.

**Absent:** Kevin Kiper, Mark Lathrop

**Call to Order:** Tom Baxter EHAT Chair called the scheduled meeting of the Environmental Health Assessment Team to order at 5:30pm.

**Agenda Items:**

**1. Review Minutes from November 2003 Meeting**

- a) Minutes from the November 2003 EHAT approved as presented.

**2. Finalize Ranking & Prioritization**

**a) Decide on Questions**

1. EHAT reviewed updated scorecard handout on their own for 5-minutes.
2. As a group discussed Environmental Health Issue Scorecard.
3. Agreed on the following changes to the scorecard: Change the title to Environmental Health Topic, instead of "Issue". Change question #5 "A negative impact on an ecosystem" to A negative/irreversible impact on an ecosystem. Changed question #16 from "Is there public demand/acceptability for this issue? To Is there public concern for this issue?
4. Questions approved as amended.

**b) Decide on Answers**

1. Discussed Columns 2-4. Agreed to have column 2 remain "Yes" with little equaling 2 points, and a lot equaling 3 points. Agreed that 2 or 3 should be added all the way down column #2 for all the questions.
2. Agreed to leave column 3 as "No" worth zero points, and column 4 as "Unknown" worth 1 point.

**c) Determine "Importance Value" Column; Weighting Questions**

1. Discussed if the importance value should be included at this time on the scorecard, and if the weighting could be discussed again at a later time. Majority agreed to remove the "Importance Value" from the current scorecard, and after the voting, EHAT can decide if they want to revisit this topic, along with weighting.
2. EHAT agreed that the scorecard would be used to address the Ranking and Prioritization together – combined to one sheet.

**d) Select Voting Method (Address Absentee Ballot Issues)**

1. Discussed voting method. EHAT agreed that each individual member would vote or complete a scorecard for each of the 4 issues.
2. Agreed that absentee voting will be honored when submitted.
3. Each member will receive a copy of each issue profile and 4 scorecards to complete one per issue.

**e) Establish Subcommittee Presentation Guidelines and Discuss Rebuttal**

1. Discussed presentation guidelines. Agreed that each presentation can be up to 15 minutes, and then 15 minutes for questions and discussion.
2. Agreed that completed profiles are due by January 22<sup>nd</sup> to staff.
3. Staff will send out 4 Issue Profiles and 4 scorecards ahead of time to each EHAT member.

**3. Homework:** Complete Issue Profiles.

**Adjourn:** The meeting was adjourned at 7:36 pm.