

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

Date: Thursday, November 20, 2003
Time: 5:30pm – 7:30pm
Location: Heller Road Fire Station, Oak Harbor, WA

Present: Tom Baxter, Sheilagh Byler, Roger Case, Lisa Clark, Toni Marie Dinelli, Wes George, Kevin Kiper, Nels Konnerup, David Macys, Kristy Miller, Laurie Mosolino, Jim Patton, Marie Piper, Dana Pratt, Linda Rhodes, Matt Sullivan, Jill Usher

Staff Present: Keith Higman, Tim McDonald, Nancy Farnsworth, Celine Servatius

Excused: Phyllis Brett, Joline DeVos, Mark Lathrop, Duke LeBaron, Steve Markle, Henry Powers, Reece Rose, Jodi Samek, Jack Sharpe Jr., Jill Usher

Guest: Barbara Saugen

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

Agenda Items:

1. Review Minutes, Introductions, BOH Update

- a) Minutes from the November 2003 EHAT approved as presented.
- b) Jim Patton discussed Board of Health Meeting. Updated Commissioner's on progress and submitted Duke LeBaron's resignation.
- c) Discussed attendance worksheet that was mailed out, and the need to have participation in the selection of the EH Issues.
- d) Discussed agenda item #5- Holiday Meeting Schedule. EHAT agreed to meet in December.

2. Discuss EHAT Chair / Co-chair Positions

- a) Discussed election of EHAT Chair, Co-chair, and BOH Liaison. Positions are for 1 year. EHAT needs to hold election.
- b) Motion given to accept nominations. Nominations accepted for Chair, Co-chair, and BOH Liaison. EHAT agreed to vote on one position at a time.
- c) Votes were counted by Barbara Saugen. Voting Outcome: Chair – Tom Baxter, Co-chair – Linda Rhodes, BOH Liaison – Jim Patton & Laurie Mosolino.

3. Discuss and Select Criteria and Method for Task 10 (Ranking Procedure) and Task 11 (Prioritization)

- a) Celine reviewed draft handout "Issue Ranking Worksheet". Discussed categories and compared to the procedure in the PACE manual.
- b) EHAT discussed ranking and prioritization procedure for EH Issues.
- c) Marie Piper reviewed draft handout "Environmental Health Issue Scorecard".
- d) Extensive discussion by EHAT on both handouts. Suggestion to have Subcommittee rank their issue and EHAT prioritize. Suggestion to combine ranking and prioritization. Suggestion to keep the process separate. Suggestion given that the Issue Papers included all categories listed on the final form. Need to be able to compare all issues equally.
- e) Current ranking and prioritization proposals: 1. The Issue Ranking Worksheet presented by Celine. 2. The Environmental Health Issue Scorecard presented by Marie. 3. The Issue Ranking Worksheet, but Subcommittee groups rank and EHAT prioritize.
- f) At 7:15pm Tom suggested skipping agenda item #4 "Subcommittee Profile Working Time". EHAT agreed to continue the discussion on the process. EHAT recesses for a short break.
- g) EHAT resumes discussing the process and reviews the Environmental Health Issue Scorecard line-by-line deciding on changes. Celine to update form for December EHAT meeting.
- h) EHAT to decide on procedure for ranking and prioritization at next meeting.
- i) Subcommittee groups to present Issue Profiles in January 2004 meeting.

4. Homework Assignment: Complete draft Issue Profiles.

Adjourn: The meeting was adjourned at 7:38 pm.