

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

Date: Thursday, January 15, 2004
Time: 5:30pm – 7:30pm
Location: Heller Road Fire Station, Oak Harbor, WA

Present: Tom Baxter, Sheilagh Byler, Lisa Clark, Roger Case, Toni Marie Dinelli, Nels Konnerup, David Macys, Kristy Miller, Laurie Mosolino, Marie Piper, Dana Pratt, Linda Rhodes, Reece Rose, Jodi Samek, Matt Sullivan, Jill Usher

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

Excused: Phyllis Brett, Joline DeVos, Wes George, Steve Markle, Jim Patton, Henry Powers, Jack Sharpe Jr.

Absent: Kevin Kiper, Mark Lathrop

Guest: Kathleen Parvin, Vin Sherman

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 December 2003 Meeting

- a) Minutes from the December 2003 EHAT meeting approved as presented.
- b) Introduced Health Dept. Staff Kathleen Parvin and Vin Sherman.
- c) Requested volunteers to be interviewed by Marianne Seifert from the State Board of Health (SBOH). SBOH is trying to understand the best way to get community involved in EH issues, and they'd like to hear the thoughts of EHAT members. EHAT Members that volunteered: Reece Rose, Dana Pratt (available in February), David Macys (available after Feb. 7th), Jill Usher.

2. Recap EH Topic Scorecard

- a) Tom reviewed the importance and value of the scorecard.

3. Presentation Format

- a) Reviewed issue profile template. Discussed keeping the subcommittee profiles in the same format.
- b) Reviewed EHAT timeline and important dates.
 1. Jan. 22nd – Profiles finalized
 2. Feb. 5th – Staff to mail-out profiles and scorecards
 3. Feb 12th – Complete presentations (staff available to help if needed)
 4. Feb 12-18th – Subcommittees to decide on delivery of presentation (group or individual presenters)
 5. Feb 19th – Presentations at EHAT Meeting (15 min. present, 15 min. questions/answers)
 6. March 5th – Deadline for receiving all scorecards. Any postmarked after then, will not be accepted.
 7. March 12th – Staff will tally scorecards and send results out to EHAT members.

4. Discuss Potentially Extending February Meeting Time

- a) EHAT agreed to extend the length of the February meeting from 7:30pm to 8:00pm.
- b) EHAT members can vote that night and submit their scorecards, or they can take it home and complete them.
- c) Any questions that EHAT members have on issues, can be sent to Celine. She will forward them to the Subcommittee groups to allow them the opportunity to research.
- d) Agreed that staff would draw to determine the order of the presentations and notify EHAT members.
- e) Subcommittee groups to determine if they are going to use PowerPoint presentations.

5. Subcommittee Work Time

- a) EHAT members divided up into Subcommittee groups and worked on finalizing issue profiles.
- b) The remainder of the meeting was allotted to subcommittee group work time. Members could stay up until 8:30pm.

6. Homework: Complete profiles and presentations. Read profiles from other Subcommittees & prepare for February EHAT meeting.

Adjourn: The last subcommittee group finished working at 8:30pm, and the meeting was adjourned.