CEHA Executive Board Meeting Minutes

DATE: February 15, 2018       TIME: 12:21pm

Members Present: Kevin Elak, Erica Mikulak, Don Kendrick, Jessica Fletcher, Debbie Schober, Phyllis Amodio, Heather Oatis, Mindy Chambrelli, Suzanne Blancaflor & Luigi Sartori; Steve Mascara(sp) member.

1. Call to Order
   • The meeting was called to order by President Amodio at 12:21 PM

2. Motion to Approve the Agenda
   • Motion to approve the agenda by Jessica Fletcher 2nd by Mindy Chambrelli. Vote Passed.

3. Secretary’s Report (Luigi Sartori)
   • Reported minutes from January 2018 Board Meeting motioned to approve by Heather Oatis 2nd by Don Kendrick. Vote Passed.

4. Treasurer’s Report (N/A)

5. President’s Report (Phyllis Amodio)
   • Reported on initiating webinars and training for CEHA members in cooperation with CTDPH
   • Reported on contacting potential nominees for open Executive board positions

6. Standing Committee Reports
   • Education (Debbie Schober)
     o Certified Pool Operator training upcoming
     o Committee needs a co-chair
   • Legislative (N/A)
   • Membership (N/A)
   • Nominations/Elections (N/A)
   • Publicity/Newsletter (Heather Oatis)
     o Newsletter release upcoming
     o Internship Opportunity through Caring Crowd
   • Scholarships/Awards (Erica Mikulak)
     o Committee members notified and identified
     o Increase outreach/messaging

7. Technical Advisory Committee Reports
   • Housing/Lead (N/A)
   • Food (Kevin Elak)
     o Reported updates on adopted FDA Food Code and 2017 version is available online.
Guidance documents provided for distribution by Committee

- Subsurface Code Advisory (N/A)
- Water (Don Kendrick)
  - No updates until next meeting of private well group

8. New Business
   - Phyllis Amodio reiterated Education committee co-chair needed
   - Jessica Fletcher proposed to provide updates to by-laws and policy manual to the Board as a proxy for Past-president Payne.

9. Adjournment
   - Next Executive Board meeting: March 15th 2018
   - Motion to Adjourn by Luigi Sartori, 2nd by Mindy Chambrelli. Vote Passed.