

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the December 19, 2014 meeting.

NEXT MTG DATE: Friday, January 16, 2015
LOCATION: ISDH Building, 3rd Floor
AGENDA: Chapter and Committee Reports/Old and New Business

FROM : Kelli Whiting - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President & Awards Committee Chair - Mike Mettler (2015)*
President & NEHA Liaison– Denise Wright (2015)*
President-Elect – Mike Sutton (2015)*
Vice President – Patty Nocek (2015)*
Treasurer – Gretchen Quirk (2015/16)*
Secretary – Kelli Whiting*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Jennifer Heller Rugenstein – Southern Chapter*
Todd Webb – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Patrick Sovinski – Northeast Chapter *
Stephanie Cain – East Central Chapter *
Karen Flanigan – Northwest Chapter *

OTHERS

Gary Chapple & Tara Renner – Auditors
Todd Webb – Committee on Professional and Educational Development (COPEd)
Mike Sutton – IDEM Liaison and Nominations Committee Chair
Christiana Mann – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Awards Committee (at-large member)
Vacant – International Association for Food Protection (IAFP) Liaison
Alice Quinn – Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Mike Mettler/Denise Wright – Indiana State Department of Health (ISDH) Liaisons
Jim Hollis – Board of Animal Health (BOAH) Liaison
Sylvia Garrison - Food Protection Committee Chair
Jason Ravenscroft – General Environmental Health Services Committee Chair & Legislation
Jennifer Heller Rugenstein & Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness
Gary Chapple – Wastewater Management Committee Chair
Mike Mettler – Website Committee (formerly IT Committee) Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the December 19, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:00 am by President Mike Mettler.

Those attending all or part of the meeting:

Mike Mettler - President *, ISDH Liaison & Website Committee Chair
Denise Wright – President-Elect* & ISDH Liaison
Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair (via phone)
Jennifer Warner – Treasurer (2013-2014)*
Gretchen Quirk – Treasurer (2015/2016)
Tara Renner – Auditor
Lisa Harrison – West Central Chapter Rep* (via phone)
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Patrick Sovinski – Northeast Chapter Rep*
Patty Nocek – Vice President & Northwest Chapter Rep* (via phone)
Karen Flanigan – Northwest Chapter Rep (2015)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Jennifer Heller Rugenstein– Southern Chapter Rep* & Co-Chair – TAHP Committee Chair
Jason Ravenscroft – General Environmental Health Services Committee Chair (via phone)
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Alice Quinn – IOWPA Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Christine Stinson – Past President*
Kelli Whiting – Secretary*
Gary Chapple – Auditor
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Ann Applegate & Sylvia Garrison – Co-Chairs – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Joshua Williams – Policy Committee Chair
Dr. Jim Hollis – BOAH Liaison
Katie Clayton – IAFP Liaison

*Indicates a voting member of the Board. There must be 8 voting members present (in person or via phone) for an official quorum. A quorum was present for this meeting.

SECRETARY'S REPORT – Kelli Whiting/Tami Barrett

Mike Mettler asked for corrections and/or additions to the November 21, 2014 minutes. Hearing none, he stated that the November 21, 2014 minutes are accepted as presented.

TREASURER'S REPORT – Jennifer Warner

Current November Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$11,753.92

The Operations (Indiana Members) Savings Account balance is \$85.97

The MM/Equipment & Contingency Fund Account Total balance is \$40,065.60

The MM/Equipment & Contingency Funds Principle balance is \$21,933.87

The MM/Equipment & Contingency Funds Available balance is \$819.87

The COPED Principle Account balance is \$15,571.25

The COPED Available balance is \$1,740.72 (*which includes interest from \$10,000 CD, \$1,000 donation, \$4,000 from 2003 Fall Conference surplus, \$571.25 from 2004 Fall Conference silent auction, \$1,215 donation from the 2007 budget, \$634.50 from 2008 Fall Conference silent auction and all interest from the Beacon Savings Account as of 6/24/11 – to be added before Spring and Fall Conferences, \$1,238 donation from 2011 Fall Conference Silent Auction, \$1,200 donation from 2012 Fall Conference Silent Auction, and \$61 donation from the Karaoke night at 2013 Fall Conference.*)

Jennifer Warner reported that additional Fall Chapter Rebate checks were written. Jennifer Heller Rugenstein requested the balance left in the TAPH line item after the Fall Conference expense was paid which is a total of \$116.78.

Mike Mettler stated the November Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Tara reminded all that 2014 Association, Chapter, Committee and Fall Conference books are to be audited as soon as the last bank statement has arrived.

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson – **NO REPORT**

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPED) – Todd Webb – **NO REPORT**

NOTE: Currently there is \$1,740.72 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 300 paid active members. This number does not reflect the 23 Lifetime members. There are 8 Sustaining members.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Mettler – **NO REPORT**

(NOTE: 2014 Membership for Mike Mettler has been processed (according to NEHA Affiliate Presidents and at least one other member of an Affiliate's Board (preferably the successor to the president) shall be either Active or Life Members of NEHA. Denise Wright is the 2015 Liaison to NEHA.)

NOTE: The 2015 NEHA AEC will be in Orlando, Florida – July 13 to 15.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Katie Clayton – **NO REPORT**

(NOTE: 2015 Membership for Denise Wright has been processed (according to IAFP one of the requirements to maintain IEHA status as an IAFP Affiliate is that the President and Delegate must be active members of IAFP. ??????? is the 2015 IEHA Delegate to IAFP.)

NOTE: The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28. The 2015 IAFP Liaison will be determined at the next Food Protection Committee meeting.

NOMINATIONS COMMITTEE – submitted by Mike Sutton

The 2015 State Officers are: Mike Mettler, Past President; Denise Wright, President; Mike Sutton, President-Elect; Patty Nocek, Vice President; Gretchen Quirk, Treasurer; and Kelli Whiting, Secretary. The Auditors will be Tara Renner and Gary Chapple.

PUBLICATIONS COMMITTEE – Ed Norris – **NO REPORT**

FOOD PROTECTION COMMITTEE – Sylvia Garrison and Ann Applegate – Co-Chairs – **NO REPORT**

NOTE: The Committee will meet on January 16, 2015 at the ISDH immediately following the Executive Board meeting.

WASTEWATER MANAGEMENT COMMITTEE – Gary Chapple – **NO REPORT**

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Jason Ravenscroft

The last meeting was December 10. Committee Officers were elected: Jason Ravenscroft, President and Ellie Hansotte, Secretary. Jason reported the Committee is considering another RWI Course sponsored by the LaPorte County Health Department in the spring of 2015. The Committee will be updating the legislative watch list link for the 2015 session. Jason also reported that the Committee will be establishing a checking account. The Committee is working on poster sessions for the 2015 Fall Conference per Mike Sutton's request. Ellie Hansotte is looking for criteria for "call for abstracts, vetting the applicants" etc. The Committee will narrow the applicants and the membership will vote on a Blue Ribbon Prize winner. The next meeting date TBD.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller Rugenstein and Jason LeMaster - Co-Chairs

The Convention and Visitors Bureau for Brown County thanked Jennifer in a letter to the editor in the local newspaper for bringing trainings to the area, which help support the local economy. The Committee distributed the first informative monthly e-mail to members. The Committee submitted a detailed request for their \$125 line item in 2015 for trainings. These reimbursements are made when invoices/receipts have been provided to the State Treasurer. The next meeting is scheduled for Friday, January 16 at 9:00 am at the ISDH (prior to the IEHA Executive Board meeting).

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Mike Sutton

Mike reported that, contrary to rumors, the criminal investigation division at IDEM is not being eliminated. Positions have been posted.

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Mike Mettler/Denise Wright

Mike reported that J. David Hopper is the new Director for the Local Health Department Outreach Division, effective December 15, 2014.

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Dr. Jim Hollis – **NO REPORT**

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn

Alice reported the AEC and Trade Show will be February 9 & 10, 2015 at Camp Camby. There will be silent auction items and exhibitors. New officers will be elected at the Board meeting on February 10, 2015. Reminder that each local health department gets 3 free memberships and a good rate for the annual educational conference.

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Mike Mettler – **NO REPORT**

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & STATE ASSOCIATION OF COUNTY & CITY OFFICIALS (SACCHO) LIAISON

NOTE: Joshua Williams has moved to Colorado. Denise will look for someone else to serve as liaison. NOTE: Both Mindy Waldron (former NACCHO board member) and Doug Mathis (current NACCHO board member) are possibilities.

FALL CONFERENCE (2014) – Denise Wright – **NO REPORT**

SPRING CONFERENCE (2015) – Patty Nocek

The date for the 2015 Spring Conference is April 16 at Butler University. Mark your calendars now.

FALL CONFERENCE (2015) – Mike Sutton

The 2015 Fall Educational Conference will be held September 21 to 23 at the Morris Inn on Notre Dame Campus. There will be a golf outing Sunday, September 20. Pat Sovinski is working on another interesting event for Sunday afternoon and Tara Renner is working on bringing back the talent show for Tuesday night.

OLD BUSINESS

NOTE from November meeting: There was discussion about changing the By-Laws to allow for ballots to be sent electronically. The resolution to change the By-Laws must be sent to the membership 30-days prior to the next meeting. This change takes only one vote by the membership to change the By-Laws.

NEW BUSINESS

Patty Nocek requested approval to apply to the Indiana 2016 Bicentennial Commission to use the official bicentennial logo on the 2016 Fall Conference Program. If approved IEHA could put the logo on the website and in the Journal as an organization supporting Indiana's 200th birthday. There was unanimous consent by the Board to proceed.

Ed Norris distributed a proposed change to the By-Laws regarding the Awards Committee Responsibility for review and comment. There was discussion. Ed will put this change on the official resolution form and present it to the Board for official action at the January 16, 2015 meeting.

Patty Nocek inquired if the Board would want to sign up for "Go to Meeting" so the Board members could see each other via computer when meeting. There was discussion. The Finance Committee will consider this when working on the 2015 budget.

IEHA received an invitation to a Statewide Community Conversation on Health on behalf of Community Health Network, St. Francis Health, IU Health, and St. Vincent. This event will be held on January 22 from 1:00 to 3:00 pm at the Allison Mansion on the campus of Marion University. Mike distributed to the Board in case someone can attend.

CHAPTER REPORTS (All Chapter Reports should be submitted to the Secretary in writing)

NORTHWEST CHAPTER – submitted by Patty Nocek

The last meeting was December 11 at 10:00 am at the LaPorte County Health Department. The speaker was Lori Kyle Endris, IDEM and her topic was Meth Rule Update. The next meeting date/location is TBD. Lana Buckles is leaving the LaPorte County Health Department because she is moving to Virginia. Julie Cuson will be the Chapter VP in 2015.

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was December 18 in Huntington County at the Berg Family Restaurant. The speakers were Lynn Partridge, Environmental Remediation Services and Laurie Kidwell, ISDH Food Defense Program. Topics were Mercury Decontamination and Rapid Response Team and Food Defense, respectively. There were 21 members and 3 guests in attendance. The next meeting is scheduled for January 15 in Jay County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The last meeting was December 4 at the Tippecanoe County Extension Office. Sherry Fulk-Bringman, Purdue University Agronomy Laboratory and Outreach Coordinator gave an excellent, hands-on presentation on soils. The Chapter Community Outreach project was to collect toys for kids in need. The next Chapter sponsored training event "Training and Certification on Onsite Sand Lined Systems" is scheduled for January 6, 2015. More details to come.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was December 11 at the Hoosier Park Racing and Casino. There were 15 in attendance. The speaker was Zach Osborn, Indiana State Decon, and his topic was meth clean up. The next meeting is scheduled for January 22 in Shelby County. The exact time/location TBD.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The last meeting was December 11 at PacMoore Industries in Mooresville. There was a tour the facility. The business meeting and lunch was at Gray's Cafeteria. The next meeting is scheduled for February 19.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The next meeting is scheduled for February 12 in Brown County. Lisa Harrison, ISDH, will speak about microbrewery inspections. There will be a tour of the first micro-distillery in Indiana, Bear Wallow in Nashville. Tim O'Bryan, co-owner of Quaff On Brewery will speak on beer fermentation and sanitation requirements. Lunch will be held in the tasting room. Jennifer reported she is working with the IEHA Webmaster to amend and update the current Southern Chapter website. She is also working with Margaret Voyles and Tami Barrett to clean up the Southern Chapter membership list.

SOUTHEASTERN CHAPTER – submitted by Todd Webb – **NO REPORT**

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was December 18 at the City BBQ on IUPUI Campus. There were 23 in attendance. The Chapter has decided to begin meeting every other month in 2015. The next meeting is scheduled for February 19 in Indianapolis and there will be a short Chapter meeting during the Spring Conference on April 16. Reba reported that the Giving Garden is still an ongoing Chapter project in 2015.

Mike Mettler entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Pat Sovinski and passed unanimously. The meeting adjourned at 11:30 am.

Submitted by: Kelli Whiting, Secretary
Tami Barrett, Board Secretary