

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the February 21, 2014 meeting.

NEXT MTG DATE: Friday, March 21, 2014 – 10:00 am
LOCATION: ISDH Building, 3rd Floor Executive Board Room
AGENDA: Chapter and Committee Reports/Old and New Business

FROM : Kelli Whiting - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**
Past President & Awards Committee Chair –Christine Stinson*
President & NEHA Liaison– Mike Mettler*
President-Elect – Denise Wright *
Vice President – Mike Sutton*
Treasurer – Jennifer Warner (2013/2014)*
Secretary – Kelli Whiting*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Jennifer Heller – 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 *
Patty Nocek – 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
Ed Norris – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Awards Committee (at-large member)
Katie Clayton – International Association for Food Protection (IAFP) Liaison
Kate Nicholson Johnson – Indiana Public Health Training Center Liaison
Jerry Maule – 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
Rachel Fuhr – Indiana Public Health Association (IPHA) Liaison
Sylvia Garrison & Ann Applegate – Co-Chairs – Food Protection Committee
Jason Ravenscroft – General Environmental Health Services Committee Chair & Legislation
Jennifer Heller & Jason LeMaster – Co-Chairs – Terrorism and All-Hazards Preparedness Committee
Denise Wright – Wastewater Management Committee Chair
vacant – Information Technology (IT) Committee Chair
Joshua Williams – Policy Committee Chair
Jason Doerflein – Safe Water Committee
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the February 21, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by Vice President Mike Sutton.

Those attending all or part of the meeting:

Christine Stinson – Past President* (via phone)
Mike Mettler - President * & ISDH Liaison (via phone)
Denise Wright – President-Elect*, Wastewater Management Committee Chair (via phone)
Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair
Kelli Whiting – Secretary*
Jennifer Warner – Treasurer (2013-2014)*
Patrick Sovinski – Northeast Chapter Rep*
Reba Taylor-Hill – Central Chapter Rep.*
Patty Nocek – Northwest Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Jennifer Heller – Southern Chapter Rep* & Co-Chair - TAHP Committee Chair (via phone)
Lisa Harrison – West Central Chapter Rep*
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Mike Sutton - IDEM Liaison & Nominations Committee Chair
Ann Applegate – Co-Chair – Food Protection Committee (via phone)
Jason Ravenscroft – Legislation & General Environmental Health Services Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett - Board Secretary

Those not attending:

Joshua Williams – Policy Committee Chair*
Gary Chapple – Auditor
Tara Renner - Auditor
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Sylvia Garrison – Co-Chair – Food Protection Committee
Kate Nicholson Johnson – Indiana Public Health Training Center Liaison
Dr. Jim Hollis – BOAH Liaison
Katie Clayton – IAFP Liaison
Rachel Fuhr – IPHA Liaison
Jerry Maule – IOWPA Liaison (via phone)

*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 Sutton asked for corrections and/or additions to the January 17, 2014 minutes. Hearing none he stated that the January minutes are accepted as presented.

TREASURER'S REPORT – Jennifer Warner

Current January Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$18,165.09

The Operations (Indiana Members) Savings Account balance is \$85.87

The MM/Equipment & Contingency Fund Account Total balance is \$40,227.72

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 \$1,902.74 (*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*)

Mike Sutton stated the January Treasurer's Report is filed subject to audit.

The 2014 budget was presented and discussed. Jason Ravenscroft made a motion to approve the budget as submitted, it was seconded by Reba Taylor-Hill and passed unanimously.

AUDITORS – Gary Chapple and Tara Renner – **NO REPORT**

NOTE: Chapter, Conference and State books are due for auditing. Please send copies only to Tami for distribution to the Auditors.

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson

The deadline for award applications is July 15, 2014.

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

NOTE: Mike Mettler spoke to Todd and he is working on redefining the procedures for COPED scholarships. There is \$1,902.74 available for Spring scholarships. A COPED application was sent to Todd for Better Process Control School registration.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 196 paid active members; 16 new members (not included in 196); 6 Sustaining members (1 paid in 2014 and 5 as per their donation to 2013 Fall Conference).

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

(NOTE: 2014 Membership for Mike Mettler 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. Katie Clayton is the 2014 IEHA Delegate to IAFP.)

(NOTE: The 2014 IAFP Annual Educational Conference will be in Indianapolis. This conference will bring in about 2500 attendees. IAFP is looking to IEHA for approximately 100 volunteers and to participate on the local arrangements committee.)

NOTE: The IAFP AEC is scheduled for August 3 to 6, 2014 at the Indianapolis Convention Center. Katie previously shared information received from IAFP in regard to the IEHA's participation as the Local Arrangements Committee. IEHA needs to assemble 2,700 welcome packets. IEHA is also responsible for arranging donations of dairy foods to be distributed in the exhibit hall during the meeting (milk and ice cream). IEHA also needs to arrange for volunteers to help with many aspects of the conference. Volunteers are then able to attend portions of the conference. IEHA will receive \$8,000 from IAFP to help with packet stuffers, etc.

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. Mike Mettler is the 2014 Liaison to NEHA.)

NOTE: The 2014 NEHA AEC is July 7 to 10 in Las Vegas, Nevada. There will be a NEHA Radon Conference in Washington DC from March 25 to 27, 2014.

NOMINATIONS COMMITTEE – Mike Sutton

Nominations are needed for Vice President, Secretary, Treasurer & Auditors in 2015. Patty Nocek is running for Vice President. Please send nominations to Mike at msutton@idem.in.gov.

NOTE: The 2014 Officers are: Mike Sutton, Vice President; Denise Wright, President-Elect; Mike Mettler, President; Christine Stinson, Past President; Kelli Whiting, Secretary; Jennifer Warner, Treasurer (2013/2014); Tara Renner and Gary Chapple, Auditors.

PUBLICATIONS COMMITTEE – Ed Norris

The deadline for articles for the Spring Journal is March 15. The Spring Journal will be posted by the end of March.

FOOD PROTECTION COMMITTEE – Sylvia Garrison and Ann Applegate – Co-Chairs

Ann reported the next meeting is scheduled for March 14 at the IDEM Shadeland Office. The speaker will be from the Excise Police presenting on the role of Excise Police with microbreweries.

WASTEWATER MANAGEMENT COMMITTEE – Denise Wright

The Committee is working on an interpretation document for the website. Still looking for a Committee Co-Chair for 2014. Gary Chapple has volunteered to be Co-Chair. The Pumper Show is March 24 to 27, 2014 at the Convention Center.

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE – Jason Ravenscroft

Jason reported the last meeting was February 12 at 10:00 am at the ISDH Shadeland Office. The committee is finalizing Resource Manual documents (body modification, well drillers and a template for resource manual documents) for the member's only section of the website. Jason reported that the GEHSC Committee wants to refer to the "Safe Water Committee" as the "Environmental Health Outreach (EHO) Subcommittee". The EHO Subcommittee is now part of the GEHSC. Jason also reported on SB 107 – Mindy Waldron, Allen County and several LHDs testified and/or attended the hearings to show support in opposition of the Bill. The GEHSC also sent a letter to the House Environmental Affairs Committee in opposition of the Bill. Mike Mettler thanked Jason and the GEHSC for taking on the Safe Water and Legislative issues.

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

Jennifer reported the next meeting is scheduled for March 21 at the ISDH at 9:00 am prior to the Executive Board meeting. The Committee is hosting three targeted trainings for 2014 – one in Whitley and two in Brown County.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Mike Sutton – **NO REPORT**

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) – Rachel Fuhr – **NO REPORT**

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – submitted by Mike Mettler/Denise Wright – **NO REPORT**

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

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

NOTE: Per Donna Sheets, Alice Quinn is the 2014 President of IOWPA and will serve as liaison to the Executive Board.

INDIANA PUBLIC HEALTH TRAINING CENTER – Kate Nicholson Johnson – **NO REPORT**

INFORMATION TECHNOLOGY (IT) COMMITTEE – Vacant – **NO REPORT**

Mike reported that he is setting up a meeting with the webmaster, Tami and others to get a better understanding of the features of Wild Apricot. He also reminded the Board that he is looking for a new Chair for this Committee in 2014.

POLICY COMMITTEE – Denise Wright for Joshua Williams

Denise reported that Josh would like a list of possible issues for this Committee to work on in 2014. The Association's role in legislation was suggested.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & STATE ASSOCIATION OF COUNTY & CITY OFFICIALS (SACCHO) LIAISON – Joshua Williams (new Committee) – **NO REPORT**

FALL CONFERENCE (2013) – Mike Mettler

There is one outstanding check to collect from the East Chicago Health Department.

SPRING CONFERENCE (2014) – Mike Sutton

Mike reported that the 2014 Spring Educational Conference will be held at the Indianapolis Zoo – Dolphin Pavilion on April 22 from 8:30 am to 4:30 pm. Please send Mike recommendations for speakers. Parking information will be indicated on the registration form that will be e-mailed and posted to the website by the end of March. Tickets will be provided at the conference for a drawing for a one-night complimentary stay in a Deluxe Room and a round of 18-holes of golf for two at Belterra Casino Resort (valid thru September 30, 2014).

FALL CONFERENCE (2014) – Denise Wright

Denise reported that the 2014 Fall Educational Conference will be held on September 22, 23 & 24 at the Belterra Hotel, 777 Belterra Drive, Florence, Indiana. Rooms will be \$79 per night.

OLD BUSINESS (NOTE: ISU in Terre Haute has a new conference facility and is interested in hosting an IEHA Fall Conference – follow-up – Lisa Harrison will request information from the Terre Haute conference facility)

Jason Ravenscroft asked if the Policy on Committee use of Budget line items is ready for posting to the website. The final policy will be distributed to the Board in March and if no concerns or comments, it will be posted to the website.

NEW BUSINESS

Mike Mettler asked the Board for approval to get reimbursed for the cost of the Safe Water Committee Survey via Survey Monkey. Ed Norris moved that Mike submit an invoice for reimbursement, it was seconded by Reba Taylor-Hill and passed unanimously.

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

NORTHWEST CHAPTER – submitted by Patty Nocek

The next meeting will be held in St. Joseph County on March 20. Please contact Rita Hooton for details.

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was February 13 at the Corner Depot in Wells County. Speakers were Tess Gorden, ISDH Enteric Epidemiologist and Rachel Russell, ISDH Office of Legal Affairs. Topics were Foodborne Illness Investigations and Unfit for Human Habitation: Legal Considerations”, respectively. The next meeting is scheduled for March 20 in Adams County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for February 27 at the Tippecanoe County Extension Office in Lafayette. Laurie Kidwell and Sharon Pattee, ISDH and Katie Clayton, Purdue University will be the speakers. The Chapter community outreach project for this meeting will be to provide new or gently used clothing to the Memorial Presbyterian Church in Dayton, Indiana for needy families. The Chapter is sponsoring a one-day Foods Training on May 20 from 9:00 to 3:00 at the Tippecanoe County Extension office in Lafayette. This training will be especially helpful to inspectors working toward standardization. For info and to register, you can contact Jennifer Asbury at jasbury@purdue.edu or visit the IEHA events calendar on the website.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was on January 23 at Mancino's in New Castle. There were 24 in attendance. Kim Deakins, ISDH Entomologist gave a presentation on bed bugs. The next meeting is scheduled for February 27 at Bell's Aquaculture in Jay County.

WEST CENTRAL CHAPTER – submitted by for Lisa Harrison

The last meeting was February 13 at the Black Swan Brewpub in Plainfield. DJ McCallister, owner of the brewpub gave a presentation and conducted a tour. Laurie Kidwell, ISDH spoke about Food Defense and the Rapid Response Team. The next meeting will be during the Spring Educational Conference.

SOUTHERN CHAPTER – submitted by Jennifer Heller

The last meeting was February 11 at the Golden Corral Restaurant in Bedford. Master Trooper Chip Ayers, Indiana State Police Meth Suppression Task Force spoke about Meth hazards from an environmental standpoint. There was a tour of the Cresthaven Funeral Home & Memory Gardens and their cremation operations. The next meeting is scheduled for May 13 in Dubois County – exact details TBA.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was February 20 at Abuelo's in Indianapolis. There were 18 in attendance. The speaker was Whitney Bembenick with Endangered Species Chocolates. She provided dessert to the attendees. The next meeting is scheduled for March 20 at Second Helpings in Indianapolis. Nora Spitznogle will speak and provide a tour of the facility.

Mike Sutton entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Patrick Sovinski and passed unanimously. The meeting adjourned at 11:20 am.

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