

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

NEXT MTG DATE: Friday, June 20, 2014 – 10:00 am

LOCATION: ISDH Building, 3rd Floor Executive Board Room

AGENDA: **10:00 to 10:15 am – Rick Roudebush (IKE) to speak via conference call**
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
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 & 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
Joshua Williams – Policy Committee Chair
Jason Doerflein – Safe Water Committee
Mike Mettler - Information Technology (IT) Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the May 16, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:10 am by President Mike Mettler.

Those attending all or part of the meeting:

Christine Stinson – Past President*
Mike Mettler - President * & ISDH Liaison
Denise Wright – President-Elect*, Wastewater Management Committee Chair
Patrick Sovinski – Northeast Chapter Rep*
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair
Stephanie Cain – East Central Chapter Rep.* (via phone)
Patty Nocek – Northwest Chapter Rep* (via phone)
Jason Ravenscroft – Legislation & General Environmental Health Services Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett - Board Secretary

Those not attending:

Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair
Kelli Whiting – Secretary*
Jennifer Warner – Treasurer (2013-2014)*
Tara Renner – Auditor
Gary Chapple – Auditor
Reba Taylor-Hill – Central Chapter Rep.*
Jennifer Heller – Southern Chapter Rep* & Co-Chair - TAHP Committee Chair
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Lisa Harrison – West Central Chapter Rep*
Ann Applegate & Sylvia Garrison – Co-Chairs – Food Protection Committee
Dr. Jim Hollis – BOAH Liaison
Joshua Williams – Policy Committee Chair
Katie Clayton – IAFP Liaison
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
Kate Nicholson Johnson – Indiana Public Health Training Center Liaison
Rachel Fuhr – IPHA Liaison
Jerry Maule – IOWPA 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 NOT present for this meeting.

SECRETARY'S REPORT – Kelli Whiting/Tami Barrett

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

TREASURER'S REPORT – Jennifer Warner

Current April Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$20,110.75

The Operations (Indiana Members) Savings Account balance is \$85.89

The MM/Equipment & Contingency Fund Account Total balance is \$40,240.72

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 \$1,915.76 (*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 Mettler stated the April Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Tara has audited all Association books. Gary Chapple is finishing up 2013 Fall Conference and the TAHP Committee and will return them when completed.

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson

The deadline for award applications is July 15, 2014. The Awards Committee updated some of the nomination applications and the Board has reviewed and approved them. The updated forms will be posted to the website.

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

NOTE: Currently, there is \$1,915.76 available for Scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 219 paid active members; 17 of the 219 are new members and there are 8 Sustaining members.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Mettler

(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.)

The 2014 NEHA AEC is July 7 to 10 in Las Vegas, Nevada. Mike is attending this meeting. The 2015 NEHA AEC will be in Orlando, Florida. Nelson Fabian, NEHA Executive Director is resigning effective July 1, 2014.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Katie Clayton

(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.)

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 bags. 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.

Ed Norris reported that he was asked to prepare a 1,000 word article for the IAFP Journal about Indiana and the Association. The Indiana Restaurant & Lodging Association has agreed to receive large-scale donations for IAFP.

NOMINATIONS COMMITTEE – Mike Sutton

The following were nominated for 2015 State Officers at the Spring Conference: Vice President (Patty Nocek), Secretary (Kelli Whiting), Treasurer (no nominees) & Auditors (Tara Renner, Gary Chapple and Amanda Lahners) for 2015. We still need a nomination for Treasurer. Please send nominations to Mike at msutton@idem.in.gov. Ballots will be sent prior to the Fall Conference to vote for two of the three Auditors.

PUBLICATIONS COMMITTEE – Ed Norris

The deadline for articles for the Summer Journal is July 15.

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

The last meeting was May 9 from 10:00 to 12:00 at the IDEM Shadeland office. There were 12 members in attendance. The speaker was Jodee Ellett, Purdue Extension Office and she covered various topics, i.e. farm to school initiative, farmers markets, food hubs, preserving the harvest, etc. There was discussion about speakers for the Fall Conference FPC concurrent session. The August meeting will be on an "as needed" basis due to State Fair inspections.

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

Jason reported the last meeting was May 14 at 10:00 am at the ISDH Shadeland Office. There was discussion on the Environmental Health Outreach Subcommittee and the Certified Pool Operator training. The next meeting is scheduled for June 11 at 11:00 am at the ISDH Shadeland Office.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller and Jason LeMaster - Co-Chairs – **NO REPORT**

NOTE: The Committee is co-sponsoring a course on Traffic Incident Management Responder Training at the Brown County Annex Building on June 24 from 1:00 to 5:00 pm.

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 – Mike Mettler/Denise Wright

Mike reported that the Environmental Public Health Division has hired an Epidemiologist, Megan Meade.

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

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

IOWPA's inspector certification is scheduled for August 19 to 21 at Camp Camby.

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

INFORMATION TECHNOLOGY (IT) COMMITTEE – Mike Mettler

Mike reminded the Board that he is looking for a new Chair for this Committee in 2014.

POLICY COMMITTEE – Denise Wright for Joshua Williams

The Standing Committee Enhancement Fund Requests Policy will be sent to the Board for final discussion and approval at the June Board meeting before posting to the website.

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

FALL CONFERENCE (2013) – Mike Mettler

There is still one outstanding check to collect from the East Chicago Health Department. They have been contacted.

SPRING CONFERENCE (2014) – Mike Sutton

NOTE: Checks are still being collected but it appears there will be a surplus.

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. The Save the Date info will be posted to the website with the number to call for reservations.

OLD BUSINESS

NEW BUSINESS

Patty Nocek reported that she is looking at Butler University for the 2015 Spring Conference.

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

NORTHWEST CHAPTER – submitted by Patty Nocek

The next meeting is scheduled for June 12 and will be hosted by the LaPorte County Health Department. The Chapter had 11 volunteers for the annual spring highway clean-up. Eleven bags of trash were collected. The chapter made \$4.00 from the scrap metal collected at the clean-up. The Chapter may be losing three members – two to retirement and one to other employment (Jerry Fussell is now with the City of South Bend). Rita Hooton is retiring effective August 29 and will not be attending the Fall Conference.

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was May 15 in Fort Wayne. There were 20 members and two guests in attendance. The speakers were David Fiess, Allen County and Mike Stott, Aunt Millie's Bread Bakery. Their topics were County Housing Ordinance and Pest Control, Allergens in Bakeries, respectively. The next meeting is scheduled for June 19 in DeKalb County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The Chapter is preparing for its Food Safety Training class for inspectors on May 20. There are several people registered. The next meeting is scheduled for June 4 at the Tippecanoe County Extension Office in Lafayette.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was March 27 in Greenfield at Montana Mikes. The speakers were Steve Yeary and Brent Wakeland, ISDH and the topic was swimming pool inspections and laws. There were 22 in attendance. The next meeting is scheduled for May 29. There will be a tour of the Williamson Dairy Farm located in Frankton.

WEST CENTRAL CHAPTER – submitted by for Lisa Harrison

The next meeting will be in June. Location and topics TBD.

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SOUTHERN CHAPTER – submitted by Jennifer Heller – **NO REPORT**

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The next meeting is scheduled for May 22 at the Johnson County Health Department. Larry Lobdell, Marion County Health Department, will talk about bed bugs.

Mike Mettler entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Denise Wright and passed unanimously. The meeting adjourned at 11:25 am.

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