

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the November 20, 2015 meeting.

NEXT MTG DATE: Friday, December 18, 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 and Awards Committee Chair - Mike Mettler*
President and NEHA Liaison– Denise Wright*
President-Elect – Mike Sutton*
Vice President – Patty Nocek*
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 and Awards Committee (at-large member) *
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
Larry Beard – International Association for Food Protection (IAFP) Liaison
Mike Caddell – 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
Doug Mathis – National Association for County and City Health Officials (NACCHO) & Indiana Public Health Association (IPHA) Liaison
Sylvia Garrison - Food Protection Committee Co-Chair
Kris Thomas – Food Protection Committee Co-Chair
Jason Ravenscroft – General Environmental Health Services Committee Chair and Legislation
Jennifer Heller Rugenstein and 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 November 20, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by President Denise H. Wright.

Those attending all or part of the meeting:

Mike Mettler - Past President and Awards Committee Chair
Denise Wright – President* and ISDH Liaison
Mike Sutton – President-Elect*, IDEM Liaison & Nominations Committee Chair (via phone)
Patty Nocek – Vice President* (via phone)
Kelli Whiting – Secretary*
Gretchen Quirk – Treasurer (2015/2016)*
Jason Ravenscroft – General Environmental Health Services Committee Chair
Margaret Voyles – Membership Committee Chair
Jennifer Heller Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Lisa Harrison – West Central Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Patrick Sovinski – Northeast Chapter Rep and Awards Committee (at-large member)*
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Larry Beard – IAFP Liaison (via phone)
Dr. Jim Hollis – BOAH Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Gary Chapple – Auditor
Tara Renner – Auditor
Mike Caddell – IOWPA Liaison
Doug Mathis – NACCHO/IPHA Liaison
Ed Norris – Wabash Valley Chapter Rep*
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Sylvia Garrison, Co-Chair – Food Protection Committee
Karen Flanigan – Northwest Chapter Rep*
Kris Thomas, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Christiana Mann – Publications Committee Chair

*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 as present for this meeting.

SECRETARY'S REPORT – Kelli Whiting/Tami Barrett

Denise H. Wright asked for corrections and/or additions to the October 16, 2015 minutes. Hearing none, she stated that the October 16, 2015 minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current October Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$2,302.78

The Operations (Indiana Members) Savings Account balance is \$86.08

The MM/Equipment & Contingency Fund Account Total balance is \$40,139.21

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 \$1,814.44 (*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, \$61 donation from the Karaoke night at 2013 Fall Conference, \$881.50 from the 2015 Fall Conference Silent Auction.*)

Gretchen reported that she needs to make a deposit to the BMO Harris Checking Account as they mandate that there must be one per year. Mike Mettler will contact Mike Sutton about the fate of the Silent Auction money from the Fall Conference. If deposited for the COPED available, this will take care of the mandatory deposit for this year.

Denise Wright stated the October Treasurer's Report is filed subject to audit.

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

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Mettler – **NO REPORT**

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

NOTE: Currently there is \$1,814.44 available for scholarships. Tami will send invoice for Fall Conference NEHA CEUs to Gretchen to remit payment.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 369 paid active members (all inclusive). Currently there are 477 member (active and contacts). Margaret reported that if the Association goes over 500 members this will be an additional cost to Wild Apricot. There was discussion on ways to clean up the membership to avoid this additional charge. Margaret gave Gretchen the paperwork to send the Chapter Fall Rebates.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard

(NOTE: 2015 Membership for Denise H. 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. Larry Beard is the 2015 IEHA Delegate to IAFP.)

Larry reported that IAFP has a speaker bureau that lists subject matter experts available to speak at conferences. This information was sent to Jason and Patty for reference prior to their upcoming conferences.

Minutes of the November 20, 2015
IEHA Executive Board Meeting
Page Four

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Denise H. Wright – **NO REPORT** (NOTE: 2015 Membership for Denise H. Wright 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.)

NOMINATIONS COMMITTEE – Mike Sutton

NOTE: The 2016 officers are: Denise H. Wright, Past President; Mike Sutton, President; Patty Nocek, President-Elect; Jason Ravenscroft, Vice President; Kelli Whiting, Secretary; Tara Renner and Gary Chapple, Auditors and Gretchen Quirk will remain as Treasurer (2-year term). Send nominations for 2017 state officers prior to the Spring Conference.

PUBLICATIONS COMMITTEE – Christiana Mann

Fall Journal has been posted to the website.

FOOD PROTECTION COMMITTEE – Sylvia Garrison & Kris Thomas – Co-Chairs

Sylvia reported the Committee is meeting today immediately following the Executive Board meeting. They are working on sponsorships for the 2016 Fall Conference and they will be electing a 2016 Chair or Co-Chairs at this meeting.

WASTEWATER MANAGEMENT COMMITTEE – Jason Ravenscroft for Gary Chapple

The Committee is working on guidance documents to be posted to the website. Lisa Zeiner is taking over the documents that Alan was working on.

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

The last meeting was November 18 at 11:00 am at the ISDH Shadeland Offices. The next meeting is scheduled for January 13, 2016 – same time and location as above. Jason reported that Ellie Hansotte will be Chair in 2016 and he will be the Secretary. Jason reported the Committee has \$843.50 in their checking account. The Committee will be reviewing legislation when filed and post information to the website.

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

Jennifer reported the Committee is hosted a Course on November 19 entitled: "Bomb-making Materials Awareness Program". This course is a basic introduction to increasing public and private awareness of homemade explosives, point of sale awareness and suspicious activity reporting. The class was taught by a Department of Homeland Security team member. It was a one-day free course. There were over 20 in attendance. The Committee is also hosting a "Railroad Incident Response" training on January 15, 2016 from 8:00 am to 5:00 pm at the Brown County Annex Building. You can register at bcenvironmental@localhealth.in.gov or 812-988-2255. The Committee met prior to today's Executive Board meeting at 9:00 am. Jennifer and Jason will remain Co-Chairs in 2016. Jennifer also requested the Committee's \$125 line item and submitted the proposal for the use of the money. The proposal will be considered during the Association's budget meeting.

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

Mike reported that Martha Clark Mettler is now the Director for the Office of Water Quality, replacing Bruno Pigott.

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

Mike reported that Alan Dunn is retiring after over 41 years of state service. Mike also reported on the former staff members who passed away recently – Tim Decker, Gary Meltzer and Liana Retzner. The EPH Division Winter meeting is scheduled for January 19 & 20, 2016.

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Dr. Jim Hollis

Dr. Hollis reported that TB tracing in deer will be conducted at in-person check-in sites beginning this weekend. The Avian influenza testing is still on-going. BOAH will test over 500 fowl across the state.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Jason Ravenscroft for Mike Caddell

Jason reported the 2016 Winter Conference will be held on January 25 & 26 at Primo South (Keystone and South I-65).

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Margaret Voyles

Margaret is working with webmaster and Committees on their respective website pages and resources documents. She is also work on the Southern Chapter page.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – submitted by Doug Mathis

Doug provided a link to NACCHO's Environmental Health page on their website <http://naccho.org/topics/environmental/>. There are three important resources highlighted for environmental public health. "The Role of Environmental Health in Public Health Accreditation" is a PDF document and is very useful for EHS staff involved in accreditation preparedness. Secondly, NACCHO's newest blog, "Healthy People, Healthy Places," is an excellent resource to check into weekly for relevant, topical information, conferences and discussion on just environmental health. Lastly, the Model Aquatic Health Code, 1st Edition is available on NACCHO and CDC's websites. The total PDF document is over 789 pages, including annexes.

FALL CONFERENCE (2015) - Mike Sutton

There is only one registration check to collect. Mike reported that the Notre Dame invoice was received and is now ready to be paid with the amount adjusted. Still need the invoice from Club Naimoli.

SPRING CONFERENCE (2016) – Jason Ravenscroft

The Spring Conference is scheduled for April 14, 2016 at the University Place Hotel, 850 West Michigan Street, Indianapolis. There will be a presentation about drones and climate change assessment. Committees please send suggested speakers for consideration.

FALL CONFERENCE (2016) – Patty Nocek

The 2016 Fall Educational Conference will be held September 26 to 28 at the Blue Chip Stardust Event Center, 777 Blue Chip Drive, Michigan City. There was discussion about the process for poster sessions sponsored by the COPED Committee. There was discussion and agreement that the poster session nominees must be or become members of the Association. There will only be “six” posters to be shown. The six will be reviewed and approved by the GEHSC and the winner will be awarded at the Monday night awards banquet. Patty distributed the new sponsorship forms for the 2016 Fall Conference.

OLD BUSINESS

(NOTE from November 2014 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 prior to the next meeting. This change takes only one vote by the membership to change the By-Laws.)

For discussion at the December Board meeting - Reviewing and updating the Constitution and By-Laws – Denise H. Wright will investigate best practices on electronic balloting; Margaret Voyles will work on language for a resolution so the wording on the website and the membership forms are consistent.

Patty Nocek referenced the e-mail that Mike Sutton sent to the Board members on September 17 for discussion on using social media for outreach and marketing Association events, etc. There was some discussion and the Board wants to discuss all the issues Mike referenced when he is in attendance.

Patty Nocek suggested changes to the Sustaining Membership Dues Form:

1. Delete #3 (one free table or booth space at the annual fall educational conference). Mike lost \$300.00 because a company was allowed to sign-up for sustaining membership (45 days before fall) for \$150.00. The \$150.00 membership dues go to the association. I don't know if that company registered for conference too or sponsored a minimal amount for break.
2. Delete #2 (additional advertising at a reduced cost of \$50.00) Thus, sustaining members would never pay an ad fee.
3. Add ½ **page** ad in **each** IEHA Journal published within the membership calendar year. (In lieu of **one** free **business card size** in Journal.
4. Add link to website for \$150.00. (In lieu of paying an **extra** \$50.00) Thus, there would not be a \$200.00 sustaining membership fee.

No changes to #4 or #5.

Kelli Whiting made a motion to accept the suggested changes, it was seconded by Jennifer Heller Rugenstein. There was discussion that the #4 change above would require a change to the Constitution and By-Laws. Kelli rescinded the motion. Patty Nocek made a motion to accept items 1 thru 3, it was seconded by Jennifer Heller Rugenstein and passed unanimously.

There was discussion on updating the COPED criteria. Denise H. Wright will contact Todd Webb and report back at the December Board meeting.

NEW BUSINESS

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

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was November 19 in Wabash County. Speakers were Keith Walters, Wabash Co EMA and Dan Krouse, Midwest Poultry Services. Their topics were Wabash County Flood of 2015 and Egg Productions, Sanitation and the Environment, respectively. The next meeting is scheduled for December 17 in Wells County.

NORTHWEST CHAPTER – submitted by Karen Flanigan – **NO REPORT**

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting will be December 3 at the Tippecanoe Co. Extension Office. One speaker will be Dr. Amanda Deering from Purdue who will give an update on the latest food safety research. As the chapter's community outreach project, members will provide donations of needed items to the Trinity Mission Recovery Center, which serves those in need in Crawfordsville and Lafayette. Chapter officers were elected at the last meeting. Officers for 2016 remain the same except that Rhonda Madden will replace Jennifer Asbury as President. This will also be the chapter's annual carry-in holiday luncheon.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was held at the Tyner Pond in Greenfield. There was a tour of the open pasture, free range farm. They also do processing on the farm as well. Meat from the farm is provided to the Mug Restaurant. There were 16 in attendance. The next meeting is scheduled for December 10 in Shelby County.

WEST CENTRAL CHAPTER – submitted by Lisa Chandler for Lisa Harrison

The next meeting is scheduled for December 10 at the Claddagh Irish Pub in Plainfield. Mark Bauer, One Water, will provide information on new wastewater technology. Donations of warm hats, gloves or scarves will be provided to a local charity. The 2016 officers are as follows: Devin Brennan, President; Marci Shaw, Vice President; Lisa Chandler, Secretary; Margaret Voyles, Treasurer; Lisa Harrison, Chapter Rep; Lisa Zeiner, WWMC Rep; Sarah Dallas, FPC Rep; Diana Peterson, GEHSC Rep; and Brittney Young, TAHP Rep.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The last meeting was November 4 at the Brown County Annex building in Nashville. The speakers were Gina Forest of IU School of Public Health and Louis Lefebvre of Algaewheel. The topics were IU free certificate program and Algaewheel water treatment, respectively. The meeting then convened at the Abe Martin Lodge at the Brown County State Park for lunch, tour and Q & A period on the 12,000 square water park. The next meeting is scheduled for February, most likely in Bedford – exact date and speakers TBD. Election of officers was held and all will remain the same for 2016.

Minutes of the November 20, 2015
IEHA Executive Board Meeting
Page Eight

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was October 15 at Noodles and Company. Rebecca Bricker, Crisis Specialist with Eskenazi Health spoke about Environmental Health and Homelessness. There were 35 in attendance. The date/topics for the December meeting TBD.

Denise H. Wright entertained a motion to adjourn the meeting. Patrick Sovinski moved that the meeting be adjourned; it was seconded by Jennifer Heller Rugenstein and passed unanimously. The meeting adjourned at 11:45 am.

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