

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the August 21, 2015 meeting.

NEXT MTG DATE: Friday, October 16, 2015 (September meeting was held at Fall Conference on 9/22/15)
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 August 21, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:35 am by President Denise 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
Patty Nocek – Vice President* (via phone)
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Margaret Voyles – Membership Committee Chair
Patrick Sovinski – Northeast Chapter Rep and Awards Committee (at-large member)*
Karen Flanigan – Northwest Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Ed Norris – Wabash Valley Chapter Rep*
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Dr. Jim Hollis – BOAH Liaison (via phone)
Tami Barrett – Board Secretary

Those not attending:

Kelli Whiting – Secretary*

Gary Chapple – Auditor
Larry Beard – IAFP Liaison
Mike Caddell – IOWPA Liaison
Jason Ravenscroft – General Environmental Health Services Committee Chair
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Sylvia Garrison, Co-Chair – Food Protection Committee
Jennifer Heller Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Lisa Harrison – West Central Chapter Rep*
Kris Thomas, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Christiana Mann – Publications Committee Chair
Doug Mathis – NACCHO/IPHA Liaison
Russ Mumma – Parliamentarian

*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

Denise Wright asked for corrections and/or additions to the July 17, 2015 minutes. Hearing none, she stated that the July 17, 2015 minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current July Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$9,549.19 (was left of report)

The Operations (Indiana Members) Savings Account balance is \$86.05

The MM/Equipment & Contingency Fund Account Total balance is \$40,118.98

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 \$1,794.18 (*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.*)

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

Gretchen will write a check for Spring Conference surplus in the amount of \$2,077.48 to the Fall Conference account per Patty Nocek.

There was discussion on moving the Money Market to a fund that provides more interest.

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

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Mettler

Mike reported the Committee met via conference call on August 20. All selections have been made.

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

NOTE: Currently there is \$1,794.18 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 364 paid active members (all inclusive). There was discussion about changing Chapter member rebates to one time per year as opposed to two times per year based on how Wild Apricot manages the membership database. Discussion was tabled to allow for Chapter input.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard – **NO REPORT**

(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.)

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Denise H. Wright

(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.)

Denise reported that Lynn Madison, NEHA Region 6 VP will be attending and speaking at the upcoming Fall Conference.

NOMINATIONS COMMITTEE – Mike Sutton

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).

PUBLICATIONS COMMITTEE – Submitted by Christiana Mann

Fall Journal articles are due at the end of September.

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

Sylvia reported that all Fall Conference speakers are confirmed. The next Committee meeting is scheduled for November 20.

WASTEWATER MANAGEMENT COMMITTEE – Denise H. Wright for Gary Chapple

Denise reported that she will meet with Gary to finalize Fall Conference speakers.

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

Gretchen reported that Fall Conference speakers are finalized. At this point there are 4 to 5 posters for the Fall Conference poster session. There were 25 in attendance at the last RWI Course. The next Committee meeting is scheduled for October 14.

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

Jennifer reported the Committee is hosting 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 will be taught by a Department of Homeland Security team. It is a one-day course and there is no charge to attend. The class is limited to 25 and is half-full at this point. Contact Jennifer at bcenvironmental@localhealth.in.gov. Paul Purcell will be providing a workshop on emergency preparedness for the Monday concurrent session at the Fall Conference. Jere Jenkins, radiation nuclear physicist, will speak at the general session on Wednesday. The next Committee meeting is scheduled for November 20.

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

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

Mike reported that Brent Wakeland is leaving the ISDH to work for Hancock County. Kim Roe, Rush County, has joined the Environmental Public Health Division as a health educator. Pam Pontones, State Epidemiologist and Director of the Epidemiology Resource Center is now reporting directly to Dr. Adams.

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

Dr. Hollis reported that the avian influenza is getting better. 48 million birds were affected. No positive tests since June 17.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Mike Caddell –
NO REPORT NOTE: The 2016 Winter Conference will be held on January 25 & 26.

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

Margaret distributed a flow chart for changes to the website. The Board agreed on Version 3. Margaret will work with the webmaster to make changes.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON - Doug Mathis – **NO REPORT**

SPRING CONFERENCE (2015) – Patty Nocek

Patty reported there is one check to collect (\$90).

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. The room rate is \$89 per night. There are several events being planned, i.e. networking event on Sunday evening in addition to the Executive Board meeting, Golf on Sunday at The Burke Golf Course, Humane Society vaccine clinic, poster sessions on Monday, etc. Visit South Bend is providing notebooks.

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 October Board meeting - Reviewing and updating the Constitution and By-Laws.

NEW BUSINESS

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

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The next meeting is scheduled for September 17 in Elkhart County. There will be a tour of Hillsdale Farms.

NORTHWEST CHAPTER – submitted by Karen Flanigan

The last meeting was held on August 6 at Monroe's Crossing in New Carlisle. The speaker was Special Agent Leonard Merriam of the US EPA Criminal Investigation Division. He discussed the agency's efforts investigating environmental crimes. Emily Weaver of the Chicago Area office was also in attendance. The next meeting is tentatively scheduled for December 17.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 28 at the Tippecanoe County Extension Office. A planned speaker will talk about mosquitoes.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting is scheduled for August 17 at Ball State University. Lynnetta Harley arranged for a presentation of the Geothermal Project followed by a shuttle service and tour of the project itself. Lunch and business meeting will be held on the campus.

WEST CENTRAL CHAPTER – submitted by Lisa Chandler for Lisa Harrison – **NO REPORT**

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The last meeting was held on August 11. There was a tour of the Wabash Valley Correctional Facility. There were 20 in attendance. Offenders in minimum security work on producing quilts that are donated to hospice, fallen soldier's families and various community agencies for distribution. Materials are donated, but they purchase the batting. Last year this program raised \$14,000 which was donated back to the community. Also, Ron Clark, ISDH, gave a very informative updated on Air Quality. The next meeting is scheduled for November 4. There will be a speaker from IU. The Southern Chapter will be donating wine baskets to the Fall Conference Silent Auction.

The Chapter asked if it's possible for them to tack onto the IEHA website and not have their own website. There was discussion. The discussion was tabled until the October meeting or when Jennifer Rugenstein can attend to provide more details on exactly what the Chapter wants to do.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last Chapter meeting was held on August 20 at Broad Ripple Park and was the annual picnic and election of Officers for 2016. The 2016 Officers will be: Eric Kaufman, President; Sara Hallyburton, Vice President; Amy Ayres, Secretary/Treasurer; Reba Taylor-Hill, Board Rep; Larry Beard, FPC Rep; Jason Ravenscroft, WWMC Rep; Gretchen Quirk, GEHSC Rep; and Jason LeMaster, TAHP Rep.

Denise H. Wright entertained a motion to adjourn the meeting. Patrick Sovinski moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 12:05 pm.

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