

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

**NEXT MTG DATE:** Friday, March 20, 2015  
**LOCATION:** ISDH Building, 3<sup>rd</sup> 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\*  
President & 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 \*  
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)  
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 – NACCHO/SACCHO 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 February 20, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:20 am by President Denise H. Wright.

Those attending all or part of the meeting:

Denise Wright – President\* & ISDH Liaison  
Mike Mettler - Past President & Awards Committee Chair  
Mike Sutton – President-Elect\*, IDEM Liaison & Nominations Committee Chair  
Patty Nocek – Vice President\* (via phone)  
Kelli Whiting – Secretary\*  
Gretchen Quirk – Treasurer (2015/2016)\*  
Tara Renner – Auditor  
Lisa Harrison – West Central Chapter Rep\*  
Ed Norris – Wabash Valley Chapter Rep\*  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Karen Flanigan – Northwest Chapter Rep\* (via phone)  
Stephanie Cain – East Central Chapter Rep.\* (via phone)  
Jennifer Heller Rugenstein– Southern Chapter Rep\* & Co-Chair – TAHP Committee Chair (via phone)  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee (via phone)  
Jason Ravenscroft – General Environmental Health Services Committee Chair  
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)  
Dr. Jim Hollis – BOAH Liaison (via phone)  
Christine Stinson – IDEM (reporting for Christiana Mann)  
Russ Mumma – Parliamentarian  
Tami Barrett – Board Secretary

Those not attending:

Gary Chapple – Auditor  
Patrick Sovinski – Northeast Chapter Rep\*  
Mike Caddell – IOWPA Liaison  
Larry Beard – IAFP Liaison  
Todd Webb – Southeastern Chapter Rep\* & COPED Committee Chair  
Sylvia Garrison, Chair – Food Protection 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 was present for this meeting.

### **SECRETARY'S REPORT** – Kelli Whiting/Tami Barrett

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

**TREASURER'S REPORT** – Gretchen Quirk

**Current January Budget Report (submitted by Gretchen Quirk)**

The BMO Harris Checking Account balance is \$10,167.90

The Operations (Indiana Members) Savings Account balance is \$85.99

The MM/Equipment & Contingency Fund Account Total balance is \$40,079.22

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 \$1,754.36 (*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.*)

Gretchen reported that taxes have been paid. Denise H. Wright stated the January Treasurer's Report is filed subject to audit.

**AUDITORS** – Gary Chapple and Tara Renner

Tara reminded all that the 2014 Association, Chapter, Committee and Fall Conference books are to be audited as soon as the last bank statement has arrived. Please send copies only for auditing. There was a question on how long Chapters should retain financial information and Tara stated that they should be kept for 7 years.

**COMMITTEE REPORTS**

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

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

NOTE: Currently there is \$1,754.36 available for scholarships.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 113 paid active members and 7 student members.. This number does not reflect the 23 Lifetime members.

**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.)

The 2015 NEHA AEC will be in Orlando, Florida – July 13 to 15. Denise will complete the NEHA membership application for the Association to pay her dues. Mike Mettler paid his own dues in 2014 and based on the NEHA affiliate requirement there was discussion about reimbursing him. Kelli Whiting made a motion to reimburse Mike for his 2014 dues, it was seconded by Jason Ravenscroft and passed unanimously.

**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.)

The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28. Larry Beard personally paid his IAFP membership dues. Mike Mettler made a motion for the Association to reimburse Larry (as the IEHA IAFP Delegate in 2015) for this cost, it was seconded by Patty Nocek and passed unanimously.

**NOMINATIONS COMMITTEE** – Mike Sutton

Mike is taking names for Officers in 2016 for Secretary, Auditors and Vice President. Mike reported that Jason Ravenscroft is on the ballot for VP at this time. If you have a nominee please contact him at 317-694-3965 or via e-mail at [msutton@idem.in.gov](mailto:msutton@idem.in.gov).

**PUBLICATIONS COMMITTEE** – Christine Stinson for Christiana Mann

The Spring Journal will be finalized as soon as reports are received from the Wastewater Management Committee and Food Protection Committee.

**FOOD PROTECTION COMMITTEE** – Sylvia Garrison

Sylvia reported that Kris Thomas will be the Committee Co-Chair. The committee met on February 13 at the IDEM Shadeland Office. Denise H. Wright provided a welcome and spoke about sponsors needed for the Fall Conference. Other speakers were Krista Click, ISDH with updates on the new food code, Code Pal, and personnel and Brian Baker, State Chemist Office with updates on the use of illegal pesticides in Asian Retail Food establishments. The next meeting is scheduled for May 8 at the IDEM Shadeland Office. The speaker will be Chef Tom England, Ivy Tech with information about emerging trends in the culinary arts (smoking, curing, sous vide packaging).

**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 next meeting is scheduled for March 11 at the ISDH Shadeland Office. There will be a link posted on the website for health-related house and senate bills. The Committee, along with the LaPorte County Health Department, will be sponsoring a Recreational Water Illness Course on March 10. The Committee is working on an image library for the website.

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

Jennifer reported the Committee is still trying to secure a FEMA training from NCBRT. The Department of Homeland Security has not yet given approval for this training, but NCBRT is still holding the dates for the class – April 22 & 23. The Committee is working on securing speakers and coordinating the Tabletop exercise for the Fall Conference. District 8 is hosting a functional exercise “Disturbance in the District” in Brown County on March 11. The next Committee meeting is scheduled for April 20 at 9:00 am at the ISDH in the 3<sup>rd</sup> Floor Executive Board Room.

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

Mike reported Kent Abernathy is now the BMV Commissioner. Carol Comer is the new IDEM Chief of Staff.

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

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

Dr. Hollis reported that Dr. Aaron Heck, District 10, has resigned.

**INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON** – Mike Caddell - **NO REPORT**

**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** - Doug Mathis

Per Denise H. Wright, Doug Mathis will be the NACCHO/SACCHO Liaison.

**FALL CONFERENCE (2014)** – Denise H. Wright

All bills have been paid and the surplus is approximately \$8,000.

**SPRING CONFERENCE (2015)** – Patty Nocek

The date for the 2015 Spring Conference is April 16 at Butler University. There will be CEUs available – both from NEHA and State Chemist Office. There will be several fabulous donations given at this Conference.

**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. Jason Ravenscroft and Gretchen Quirk are working on criteria for poster sessions at the Fall Conference. Mike Mettler will be the treasurer for the 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.)

Resolution No. 15-01 (Awards Committee Responsibility) was presented to the Board by Ed Norris. There was discussion at the January 16 meeting and held over for additional discussion at the February 20 meeting. Jason Ravenscroft moved for a vote, it was seconded by Patty Nocek and a hand count was taken – there were 3 in favor and 6 opposed. This resolution will not be presented to the membership.

**NEW BUSINESS**

Resolution No. 15-02 (Food Protection Committee (mirror other Committees in By-Laws) was presented to the Board for consideration. Mike Mettler moved to approve the resolution as submitted, it was seconded by Reba Taylor-Hill and passed unanimously. The Resolution will be submitted to the membership prior to the next annual meeting.

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

**NORTHWEST CHAPTER** – submitted by Karen Flanigan

The Northwest Chapter will be hosting a Recreational Water Illness Course on March 10 at the Best Western, 444 Pine Lake Road in LaPorte, Indiana.

**NORTHEAST CHAPTER** - submitted by Patrick Sovinski

The last meeting was February 19 in Kosciusko County. The speakers were Krista Click, ISDH and Lori Kyle Endris, IDEM. The topics were ISDH Food Updates and IDEM Drug Lab Inspection Program, respectively. The next meeting is scheduled for March 19 in LaGrange County.

**WABASH VALLEY CHAPTER** – submitted by Ed Norris

The Chapter sponsored training event “Training and Certification on Onsite Sand Lined Systems” was held February 2. The last meeting was February 4 at the Ivy Tech Campus in Logansport. The speaker was Lori Kyle Endris, IDEM and she spoke about illegal drug lab clean-up, coordination among agencies, etc. Lee Green, ISDH Medical Entomologist also spoke about cockroaches, where they breed and effective measures. The next meeting is scheduled for April 2 in Rochester.

**EAST CENTRAL CHAPTER** – submitted by Stephanie Cain

The last meeting was January 22 at Major Hospital in Shelbyville. There was a tour of the hospital kitchen facilities by chef Mark and a presentation on the differences between restaurant and hospital requirements including the nutritional guidelines that must be met. The next will be at the Yummy Grill and Buffet in Muncie on February 26. Lori Kyle Endris, IDEM, will be the speaker discussing proper meth lab clean-up requirements.

**WEST CENTRAL CHAPTER** – submitted by Lisa Harrison

The last meeting was February 19 in Greencastle. Debbie Calder, Communications Director for the Department of Transportation, Crawfordsville District. She provided info on INDoT’s responsibility from snow removal to construction. The business meeting followed at Buffalo Wild Wings. The next meeting will be held during the Spring Conference.

**SOUTHERN CHAPTER** – submitted by Jennifer Heller Rugenstein

The Southern Chapter website has been updated – [www.iehasouthern.com](http://www.iehasouthern.com). The last meeting was February 12 in Brown County. There were 24 in attendance. Lisa Harrison, ISDH, spoke about microbreweries and distilleries. There was a tour of the Bear Wallow Distillery and the Big Woods Brewhouse. The next meeting is scheduled for May 12 at Frey Farms in Poseyville. The speakers will be Tony Phillips, Food Safety Director at Frey Farms and Joanna Beck, ISDH. Brenda Cummins is setting up a Chapter Facebook page.

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

**CENTRAL CHAPTER** – submitted by Reba Taylor-Hill

The last meeting was February 19 at the German-American Club with a speaker from IDEM Office of Air Quality. There were 31 in attendance. The next meeting is scheduled for March 26 at Ben Davis High School.

Denise H. Wright entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Mike Sutton and passed unanimously. The meeting adjourned at 11:45 am.

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