

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the January 16, 2015 meeting.

NEXT MTG DATE: Friday, February 20, 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 & 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
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 January 16, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:00 am by President-Elect Mike Sutton.

Those attending all or part of the meeting:

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)*
Jennifer Warner – Treasurer (2013/2014)
Tara Renner – Auditor
Gary Chapple – Auditor (via phone)
Lisa Harrison – West Central Chapter Rep* (via phone)
Ed Norris – Wabash Valley Chapter Rep*
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Patrick Sovinski – Northeast Chapter Rep*
Karen Flanigan – Northwest Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Jennifer Heller Rugestein– Southern Chapter Rep* & Co-Chair – TAHP Committee Chair
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Jason Ravenscroft – General Environmental Health Services Committee Chair
Sylvia Garrison, Chair – Food Protection Committee
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Dr. Jim Hollis – BOAH Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Denise Wright – President* & ISDH Liaison
Mike Caddell – IOWPA Liaison
Larry Beard – IAFP Liaison

Guests:

Susan Morris, Delaware County Health Department (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 December 19, 2014 minutes. Minor corrections were noted. Hearing no other corrections, he stated that the December 19, 2014 minutes are accepted as amended.

TREASURER'S REPORT – Gretchen Quirk

Current December Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$10,682.90

The Operations (Indiana Members) Savings Account balance is \$85.98

The MM/Equipment & Contingency Fund Account Total balance is \$40,072.41

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 \$1,747.54 (*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 she will be using a new tax preparer, B & J Accounting and she has met with them. The previous accountant has retired.

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

AUDITORS – Gary Chapple and Tara Renner

Tara reminded all that 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. Gary asked that when cash is collected, it should be counted by two people and the amount written on the sheet and initialed.

COMMITTEE REPORTS

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

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPEd) – Todd Webb

Todd reported that currently there is \$1,747.54 available for scholarships. One scholarship application has been received and it is being reviewed by the Committee.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 68 paid active members (via pay pal). This number does not reflect the 23 Lifetime members.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Denise Wright– **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. Denise Wright is the 2015 Liaison to NEHA.)

NOTE: The 2015 NEHA AEC will be in Orlando, Florida – July 13 to 15.

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

(NOTE: 2015 Membership for Denise 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.)

NOTE: The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28. The 2015 IAFP Liaison will be confirmed at the next Food Protection Committee meeting.

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.

PUBLICATIONS COMMITTEE – Christiana Mann

Mike Sutton read an e-mail from Denise Wright announcing that Christiana Mann is very excited to be the Journal Editor in 2015. Mike and all the Board members thanked Ed Norris for his service as Journal Editor.

FOOD PROTECTION COMMITTEE – Sylvia Garrison

Sylvia reported the Committee will meet immediately following this Board meeting. The 2015 Committee meetings are February 13, May 8, August 14 and November 20 (Election of chair for 2016 at this one). All meetings are at the IDEM Shadeland Office. The Committee will prepare a resolution to update the By-Laws to be in line with other Committees.

WASTEWATER MANAGEMENT COMMITTEE – Gary Chapple

Gary reported the last meeting was January 8. The Committee is working on updating guidance documents currently on the website. The Committee is working on a new guidance document – troubleshooting septic system failures. The next meeting is scheduled for March 12 at the IDEM Shadeland Offices.

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 January 21. 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. Jason requested that the surplus from the RWI courses be deposited in the Committee's checking account (\$188.90). A motion was made by Mike Mettler, seconded by Jason LeMaster and passed unanimously.

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

Jennifer reported the Committee is still confirming two training classes with the Department of Homeland Security. There will be a TTX at the Fall Conference – radiological health and INEHR team will be part of the planning and execution of this TTX. The Committee is sending out a monthly newsletter and the training calendar is being updated on the website. Lee Christenson, Director of PH Preparedness is representing the ISDH on the Committee. The next meeting is scheduled for April 17 at 9:00 am at the ISDH in the 3rd Floor Yoho Board Room.

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

Mike reported there is a public hearing on five draft administrative NPDES general permits on January 30 at the IGC-S Conference Room B. EPA has finalized their rules on Coal Combustion Waste and has decided to regulate it similar to the Solid Waste program. IDEM is evaluating what it needs to do to get authorization from EPA to run the program.

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

Mike reported the Winter On-Site Septic System meeting is January 28 and 29 at the IGC-S. The Director for the Food Protection Program has been chosen.

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

Dr. Hollis reported on the movement to collect food waste at casinos and revert it to animal food. Two dairies in Texas have TB in the herd and avian influenza is being found in wild birds. Dr. Hollis distributed the BOAH Quarterly newsletter.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn
(Mike Caddell 2015)– 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**

NOTE: Joshua Williams has moved to Colorado. Denise will look for someone else to serve as liaison. NOTE: Both Mindy Waldron (former NACCHO board member) and Doug Mathis (current NACCHO board member) are possibilities.

FALL CONFERENCE (2014) – Mike Mettler for Denise Wright

All outstanding checks have been collected. There is one outstanding invoice to pay.

SPRING CONFERENCE (2015) – Patty Nocek

The date for the 2015 Spring Conference is April 16 at Butler University. Mark your calendars now.

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.

OLD BUSINESS

NOTE from November 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 30-days 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. Mike Mettler had some concerns with #3 on the resolution. There will be further discussion about this resolution at the February Board meeting.

NEW BUSINESS

No new business was brought before the Board.

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

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

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was January 15 in Jay County. The speaker was Eric Stickdorn and his topic was about a Jay County family's experience living next to a confined animal feeding operation. The next meeting is scheduled for February 19 in Kosciusko County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The Chapter sponsored training event "Training and Certification on Onsite Sand Lined Systems" that was scheduled for January 6, 2015 had to be rescheduled to February 2 due to weather conditions. The next Chapter meeting is scheduled for February 5 in the Community Room at the Ivy Tech Campus in Logansport.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting is scheduled for January 22 in Shelby County at Major Hospital. The speaker will be Chef Mark and his topic will be the difference between restaurant and hospital requirements.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The next meeting is scheduled for February 19 at the Putnam County Health Department. Debbie Calder, INDOT Communications Director will be speaking about what INDOT does from snow removal to road construction and the environmental impact and obstacles they face. Lunch and business meeting will be held at the Buffalo Wild Wings.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The next meeting is scheduled for February 12 in Brown County. Lisa Harrison, ISDH, will speak about microbrewery inspections. There will be a tour of the first micro-distillery in Indiana, Bear Wallow in Nashville. Lunch will be held in the tasting room. The next meeting is scheduled for May 12 with a tour of Frey farms and a presentation by Tony Phillips, Food Safety Director on Produce Food Safety and Joanna Beck of ISDH Food Protection.

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SOUTHEASTERN CHAPTER – submitted by Todd Webb

The next meeting is scheduled to be at Starlight Indiana near Huber's winery.

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The next meeting is scheduled for February 19 in Indianapolis and there will be a short Chapter meeting during the Spring Conference on April 16. Reba reported that the Giving Garden is still an ongoing Chapter project in 2015.

Mike Sutton entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Pat Sovinski and passed unanimously. The meeting adjourned at 11:40 am.

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