

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the May 15, 2015 meeting.

**NEXT MTG DATE:** Friday, June 19, 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 & 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 & 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 & 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 May 15, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by President Denise Wright.

Those attending all or part of the meeting:

Mike Mettler - Past President & Awards Committee Chair  
Denise Wright – President\* & 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  
Larry Beard – IAFP Liaison (via phone)  
Lisa Harrison – West Central Chapter Rep\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\*  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Stephanie Cain – East Central Chapter Rep.\* (via phone)  
Karen Flanigan – Northwest Chapter Rep\* (via phone)  
Jennifer Heller Rugenstein– Southern Chapter Rep\* & Co-Chair – TAHP Committee Chair  
Dr. Jim Hollis – BOAH Liaison (via phone)  
Christiana Mann – Publications Committee Chair (via phone)  
Russ Mumma – Parliamentarian  
Tami Barrett – Board Secretary

Those not attending:

Kelli Whiting – Secretary\*  
Gary Chapple – Auditor  
Patrick Sovinski – Northeast Chapter Rep & Awards Committee (at-large member)\*  
Mike Caddell – IOWPA Liaison  
Doug Mathis – NACCHO/IPHA Liaison  
Jason Ravenscroft – General Environmental Health Services Committee Chair  
Margaret Voyles – Membership Committee Chair  
Todd Webb – Southeastern Chapter Rep\* & COPED Committee Chair  
Sylvia Garrison, Co-Chair – Food Protection Committee  
Kris Thomas, Co-Chair – Food Protection Committee  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee

\*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

Denise Wright asked for corrections and/or additions to the March 20, 2015 minutes. Hearing none, he stated that the March 20, 2015 minutes are accepted as presented.

**TREASURER'S REPORT** – Gretchen Quirk

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

The BMO Harris Checking Account balance is \$23,340.82

The Operations (Indiana Members) Savings Account balance is \$86.02

The MM/Equipment & Contingency Fund Account Total balance is \$40,098.77

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 \$1,773.94 *(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 April Treasurer's Report is filed subject to audit.

**AUDITORS** – Gary Chapple and Tara Renner

All books except for Northeast Chapter have been audited. Jennifer Coleman has been on medical leave and will get them to the Auditors as soon as possible.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Mike Mettler

Mike will send an e-mail to all members via the website about award nominations. Award Nomination Applications are due July 15, 2015.

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

NOTE: Currently there is \$1,773.94 available for scholarships.

**MEMBERSHIP COMMITTEE** – Tami Barrett for Margaret Voyles

Currently there are 333 paid active members (all inclusive).

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Mike Mettler for 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. NEHA will not be hosting a silent auction this year but will be accepting a door prize from each affiliate. Steve Cale is working on the Door Prize.

**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. Steve Cale is working on the silent auction item.

**NOMINATIONS COMMITTEE** – Mike Sutton

Jason Ravenscroft is the only one on the ballot for 2016 Vice President; Kelli Whiting is the only one on the ballot for Secretary, and Tara Renner and Gary Chapple are the only ones on the ballot for Auditor, therefore, the 2016 officers will be: Jason Ravenscroft, VP; Kelli Whiting, Secretary; Tara Renner and Gary Chapple, Auditors and Gretchen Quirk will be Treasurer.

**PUBLICATIONS COMMITTEE** – Christiana Mann

Christiana reported that the deadline for submission of articles is June 15. Please send articles to Christiana at [cmann47303@aol.com](mailto:cmann47303@aol.com). The Journal should be ready for posting by July 1, 2015.

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

The last meeting was May 8 at the IDEM Shadeland Offices. There were 21 in attendance. Speakers were Chef Thom England, Ivy Tech Culinary Art program and Krista Click, ISDH Food Protection. The topics were new and emerging trends in food protection and updates on variances, adoption of new food code, etc., respectively. The industry rep, Maria El-Haddad from Meijer has moved to Michigan. She has been replaced by Joe Dunnuck from Meijer. The Committee is working on Fall Conference speakers. The next meeting is scheduled for July 31, 2015 at the IDEM Shadeland Offices (being held early due to State Fair schedules).

**WASTEWATER MANAGEMENT COMMITTEE** – Gary Chapple – **NO REPORT**

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

The Committee is sponsoring a Certified Pool Operator Training on April 28 & 29 at the ISDH building at 2 North Meridian Street and on May 18 & 19 at the Indiana Government Center-South. Jason Ravenscroft and Steve Yearly will be conducting this training. The Committee is also sponsoring a Recreational Water Illness Course on July 28 at the ISDH building. Gretchen reported that Jason is working on a legislative summary for the website. The Committee is working on Fall Conference speakers.

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

The last meeting was May 15 at the ISDH building. Jennifer reported the Committee will be hosting an NCBRT Course titled: “A Coordinated Response to Food Emergencies: Practice and Execution” (PER-273) on July 9 & 10 at the Brown County Annex Building in Nashville. This course will be organized by the ISDH. The tabletop exercise for the Fall Conference on Radiological issues with various speakers to coordinate with the exercise is still under construction. The Committee has requested a course from the Office of Bombing Prevention in November but has yet to hear from them.

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

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

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

Dr. Hollis distributed a press release to Board members on Avian Influenza. There is a BOAH District 10 field vet position open. Dr. Hollis suggested a speaker for the Fall Conference – Dr. Maria Cooper from Minnesota regarding the H5N2 situation.

**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

Mike explained to the Board about locking in IEHA's annual fee for Wild Apricot for 2 years, based on changes they are instituting. The Board agreed that Tami can lock-in the fee with the Association credit card for 2 years.

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

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

There are still a couple of outstanding checks to collect.

**FALL CONFERENCE (2015)** – Mike Sutton – **NO REPORT**

NOTE: 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. team building on Sunday, Talent Show on Tuesday, Golf on Sunday, poster session, etc. Mike sent an e-mail to Committee Chairs with info about the concurrent session timelines.

**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.)

There was discussion on the NEHA/IAFP Conference attendance motion that was previously made. Tami will check past minutes. The previous motion is below:

*There was discussion on the President attending both the NEHA and IAFP conferences. Patty Nocek made a motion that the President should decide to attend either the NEHA or the IAFP conference, but not both and if the President cannot attend, then a delegate would be chosen to attend one of the conferences. The motion was seconded by Christine Stinson and passed by a roll call vote – 6 in favor and 5 against.*

There was further discussion on clarification. Mike Sutton made a motion that there will be one line item in the budget for IAFP/NEHA, the President will decide which one he/she will attend and which one will be reimbursed by the Association, it was seconded by Patty Nocek and passed unanimously.

**NEW BUSINESS**

Tami read a letter from the Post Office stating that there may be changes to the PO Box Section, but that we would be notified of the changes when they occur.

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

**NORTHWEST CHAPTER** – submitted by Karen Flanigan

The last meeting was April 30 in South Bend at Allie's Café. The next meeting date/time is TBD.

**NORTHEAST CHAPTER** - submitted by Patrick Sovinski

The last meeting was in Miami County. Lee Green spoke about mosquito control. The next meeting is scheduled for May 21, 2015.

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

The next meeting is scheduled for June 4 at the Tippecanoe County Extension Office hosted by Purdue University. The speaker may be Bruce Applegate, Purdue, presenting on Genetically Modified Organisms related to foods.

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

The next meeting is scheduled for May 28 in Henry County at Primo's Restaurant in New Castle. The topic and speaker TBD.

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

The last meeting was held during the Spring Conference. The next meeting is TBD.

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

The last meeting was May 12 in Poseyville. There was a tour of Frey Farms Produce Company. Speakers were Joanna Beck, ISDH and Tony Phillips, Frey Farms. The topics were the Food Safety Modernization Act and Frey Farms productions. Scott Monroe, Purdue Extension, also attended and presented agricultural information. The next meeting is scheduled for August 15.

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

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

The next meeting is June 3 at the Water Treatment Plant. The Giving Garden is now located in a new location at 42<sup>nd</sup> and Meadow Streets. Thanks to Adam Rickert, Central Chapter received a \$250 grant to use for the Giving Garden.

Denise Wright entertained a motion to adjourn the meeting. Tara Renner moved that the meeting be adjourned; it was seconded by Reba Taylor-Hill and passed unanimously. The meeting adjourned at 11:15 am.

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