

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the July 15, 2016 meeting.

NEXT MTG DATE: Friday, August 19, 2016 – 1:00 pm (Note new time for this one)

LOCATION: ISDH Building, 3rd Floor Yoho Board Room

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 – Denise Wright*

President and NEHA Liaison– Mike Sutton *

President-Elect – Patty Nocek*

Vice President – Jason Ravenscroft*

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 *

Joe Rakoczy – 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

Ed Norris – Publications Committee Chair

Margaret Voyles - Membership Committee Chair & Website Committee Chair

Larry Beard – International Association for Food Protection (IAFP) Liaison

Jason Ravenscroft – 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

Jennifer Asbury - Food Protection Committee Co-Chair

Sharon Pattee – Food Protection Committee Co-Chair

Ellie Hansotte – General Environmental Health Services Committee Chair

Jennifer Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness

Gary Chapple – Wastewater Management Committee Chair

Russ Mumma – Parliamentarian

Tami Barrett – Board Secretary

Minutes of the July 15, 2016 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:00 am by President Mike Sutton.

Those attending all or part of the meeting:

Denise Wright* – Past President & Awards Committee Chair
Jason Ravenscroft – Vice President*, GEHSC Secretary & IOWPA Liaison
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Joe Rakoczy – Northeast Chapter Rep.*
Lisa Harrison – West Central Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter* (via phone)
Ed Norris – Wabash Valley Chapter Rep* & Publications Committee Chair
Larry Beard – IAFP Liaison (via phone)
Sharon Pattee, Co-Chair – Food Protection Committee (via phone)
Ellie Hansotte – General Environmental Health Services Committee Chair
Margaret Voyles – Membership Committee Chair & Website Committee Chair
Tami Barrett – Board Secretary

Those not attending:

Mike Sutton – President*, IDEM Liaison & Nominations Committee Chair
Patty Nocek – Vice President*
Kelli Whiting – Secretary*
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Gary Chapple – Auditor
Karen Flanigan – Northwest Chapter Rep*
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Jennifer Asbury, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Dr. Jim Hollis – BOAH Liaison
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

Jason Ravenscroft asked for corrections and/or additions to the June 17, 2016 minutes. Hearing none, he stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current June Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$ (bank statement not yet received)

The Operations (Indiana Members) Savings Account balance is \$86.16

The MM/Equipment & Contingency Fund Account Total balance is \$40,930.03

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 \$2,698.42 *(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.*

Jason Ravenscroft stated the June Treasurer's Report is filed subject to audit.

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

COMMITTEE REPORTS

AWARDS COMMITTEE – Denise Wright

Tami will send nomination applications to the Awards Committee. Denise will schedule a meeting.

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPED) – Todd Webb – **NO REPORT** (NOTE: There was discussion on updating the COPED criteria for students. Todd Webb will work on the criteria for Board approval)

NOTE: Currently there is \$2,698.42 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are currently 389 paid active members (all inclusive) and 500 contacts in the data base.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard
(NOTE: 2016 Membership for Mike Sutton 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 2016 IEHA Delegate to IAFP.)

Larry reported the Association received a request to donate to the IAFP Student Professional Development Group during the AEC. There was discussion and the Board decided not to contribute this year.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Sutton – **NO REPORT**
(NOTE: 2016 Membership for Mike Sutton 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. Mike Sutton is the 2016 Liaison to NEHA.)

NOMINATIONS COMMITTEE – Mike Sutton – **NO REPORT**

Tami will send ballots for the offices of Vice President (Jammie Bane and Joann Xiong Mercado) and Auditor (Tara Renner, Gary Chapple and Jennifer Warner) via e-mail by July 27, 2016. Gretchen Quirk has agreed to continue as Treasurer for two more years (2017-2018); Kelli Whiting has agreed to continue as Secretary for another year. Ballot responses must be received and/or postmarked by August 27, 2016.

PUBLICATIONS COMMITTEE – Ed Norris

The Summer Journal is posted to the website in both PDF and flip versions. Articles for the Fall Journal are due by November 1.

FOOD PROTECTION COMMITTEE – Sharon Pattee and Jennifer Asbury – Co-Chairs

Sharon reported the next meeting is scheduled for August 17 with topics and speakers TBD.

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

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

The last meeting was July 13 at 10:00 am at the ISDH Shadeland Offices. No posters received yet for the Fall Conference. The Committee is working on a photo competition for the Image Library with a cash prize to be awarded.

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

The IEHA calendar of events has been updated on the website. TAHP is hosting an “Emergency Response to Domestic Biological Incidents” training on December 1 and 2. This training focuses on biomedical agents utilized to produce weapons, personal protective gear and agency interactions. There are several upcoming conference and trainings that will be posted to the Event Calendar on the IEHA website. The next meeting is scheduled for November 18 at 9:00 am prior to the Executive Board meeting.

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

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

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Dr. Jim Hollis – **NO REPORT**

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

Jason reported that IOWPA is hosting an Inspector’s Training on June 21 in La Porte County.

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

Margaret will talk to the webmaster about the option of putting ballots on the website for voting in the future.

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

SPRING CONFERENCE (2016) – Jason Ravenscroft

There are still some outstanding checks to be collected. At this time, there is approximately \$1,600 surplus.

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. The theme is “Ignite the Future”. Patty reported there will be “value added” speakers on Sunday night from 6:30 to 8:00 pm and then a mix and mingle with refreshments from 8:00 to 10:00 pm. The Bed Bug preconference workshop information is on the home page and you need to register if you plan to attend. Patty asked that each Chapter consider donating \$100 for Fall Conference. Chapters are reminded to donate bag stuffers (mainly food and snack items – 250), door prizes and silent auction items. Margaret read an e-mail that Patty sent to all Chapter Reps on July 15 for distribution to their respective members.

OLD BUSINESS

Reviewing and updating the Constitution and By-Laws – Ad Hoc Committee currently consisting of Jason Ravenscroft, Rosy Hansell, Russ Mumma, Margaret Voyles and Tami Barrett will meet at some point to start the review process. Jason sent an e-mail for Chapter volunteers as well.

Updating By-Laws regarding e-mailing ballots - Margaret Voyles distributed a re-draft resolution to update the By-Laws language in regard to sending ballots via e-mail and increase membership fees by \$5.00 (with the exception of the Sustaining member fees) to the Board for review and approval. Ed Norris made a motion to approve Resolution No. 16-01 as amended for distribution to the membership 30 days prior to the Fall Conference, it was seconded by Denise H. Wright and passed unanimously. The Resolution will be discussed and voted on at the Business meeting scheduled for September 27.

Patty Nocek stated she would also like to change the number of Board meetings in 2017. Patty is still taking comments and will discuss again at a future Executive Board meeting.

NEW BUSINESS

Jennifer Rugenstein reported that April Reeves is leaving the Brown County Health Department for a position with a local health department in Florida.

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

NORTHWEST CHAPTER – submitted by Karen Flanigan

The next meeting is scheduled for August 18 in South Bend.

NORTHEAST CHAPTER - submitted by Joe Rakoczy

The next meeting is scheduled for August 18 and will be the Chapter Community Service Clean-up Project.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 25 at the Ivy Tech Campus in Logansport. Ken Kavanagh and Jennifer Coleman, ISDH, will be the speakers.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was June 30 in Shelbyville at Meltzer Woods. The Meltzer family recently sold the woods on their farm to the Central Indiana Land Trust. The trees have never been cut and the woods are home to the tallest trees in Indiana. This was the Chapter outing and service project. Volunteers pulled mustard weeds along the mile long trail that was made throughout the woods. Lunch and business meeting followed at the Indiana Grand Casino. The next meeting will be in August in Madison County – exact date etc TBD.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The next meeting is scheduled for August 16.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The next meeting is scheduled for August 9 at the OFS Company to tour the Algaewheel wastewater treatment plant and facility in Huntingburg, Indiana.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

An educational activity was held on July 7 at the St. Joe Brewing Company and donations were collected for the “Fight the Bite” campaign. The next meeting is scheduled for August.

Jason Ravenscroft entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Denise H. Wright and passed unanimously. The meeting adjourned at 11:00 am.

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