

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the March 18, 2016 meeting.

NEXT MTG DATE: Friday, May 20, 2016 – 1:00 pm (**NOTE NEW TIME FOR THIS ONE**)

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 – 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 *

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

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

Jason Ravenscroft – General Environmental Health Services Committee Chair & IOWPA Liaison

Jennifer Heller 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 March 18, 2016 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by President Mike Sutton.

Those attending all or part of the meeting:

Denise Wright – Past President & Awards Committee Chair
Mike Sutton – President*, IDEM Liaison & Nominations Committee Chair
Patty Nocek – Vice President* (via phone)
Jason Ravenscroft – Vice President*, GEHSC Secretary & IOWPA Liaison
Kelli Whiting – Secretary*
Gretchen Quirk – Treasurer (2015/2016)*
Doug Mathis – NACCHO/IPHA Liaison (via phone)
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Lisa Harrison – West Central Chapter Rep* (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)
Margaret Voyles – Membership Committee Chair & Website Committee Chair
Dr. Jim Hollis – BOAH Liaison (via phone)
Tami Barrett – Board Secretary

Those not attending:

Gary Chapple – Auditor
Tara Renner – Auditor
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Stephanie Cain – East Central Chapter*
Reba Taylor-Hill – Central Chapter Rep.*
Karen Flanigan – Northwest Chapter Rep*
Patrick Sovinski – Northeast Chapter Rep and Awards Committee (at-large member)*
Ellie Hansotte – General Environmental Health Services Committee Chair
Jennifer Asbury, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Russ Mumma – Parliamentarian

Guest:

Andrew Naumann, IDEM

*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 February 19, 2016 minutes. Hearing none, he stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current February Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$10,759.24

The Operations (Indiana Members) Savings Account balance is \$86.12

The MM/Equipment & Contingency Fund Account Total balance is \$40,902.68

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 \$2,671.03 (*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.*)

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

AUDITORS – Gary Chapple and Tara Renner

All chapter and committee books have now been submitted for auditing. The only set of books left to audit is for the 2015 Fall Conference.

COMMITTEE REPORTS

AWARDS COMMITTEE – Denise Wright – **NO REPORT**

NOTE: Award nomination applications are on the website and are due by July 15, 2016.

Mike Sutton stated that he would follow-up with Patrick Sovinski on his availability to continue on Awards Committee as the appointed at-large member.

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

NOTE: Currently there is \$2,671.03 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are currently 355 paid active members (all inclusive).

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 IAFP is using social media to communicate food recalls. IAFP AEC is July 31 to August 8 in St. Louis, Missouri.

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IEHA Executive Board Meeting
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NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Sutton

(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.)

Mike will be presenting on SWIG and the purifier that IEHA purchased and donated at the NEHA AEC which is June 13 to 16 in San Antonio, Texas. NEHA has a tribute to San Bernardino, CA on their website that includes a link to donate. There was discussion about donating the surplus from the Spring Conference – Jason Ravenscroft will take this under consideration when the checks have been collected and bills have been paid.

NOMINATIONS COMMITTEE – Mike Sutton

Mike asked that nominations for 2017 state officers be submitted prior to the Spring Conference. The 2017 nominations will be for Vice President, Secretary, Treasurer and two Auditors. At this point Mike has confirmed that Tara Renner and Gary Chapple have agreed to run for Auditors; Gretchen Quirk has agreed to continue as Treasurer for two more years; Kelli has agreed to continue as Secretary for another year; and Jamie Bane has agreed to run for Vice President.

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the Spring Journal is posted to the website. The deadline for the Summer Journal is July 1.

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

Sharon reported the next meeting is scheduled for June 15, 2016 at the Shadeland Offices. Ed Norris has agreed to continue as editor for the Committee's newsletter. The ISDH FPP will be distributing staff maps as they have undergone a reorganization, both in the central office and field staff.

WASTEWATER MANAGEMENT COMMITTEE – Denise H. Wright for Gary Chapple

The last meeting was March 10, 2016. The Committee is working on trouble-shooting documents for the website. The Committee is also working on Fall Conference speakers. Elgen is hosting an on-site training in Allen County on April 7, 2016.

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

The last meeting was March 9 at the ISDH Indoor Air Quality office at Shadeland. The Committee is working speakers for the Fall Conference. The Committee is hosting CPO training on April 26 & 27 and May 24 & 25 at the Indiana Government Center-South.

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

The Committee is sponsoring a training on May 23 and 24 from 8:00 am to 5:00 pm entitled "A Coordinated Response to Food Emergencies: Practice and Execution" at the Hamilton County Health Department. There is no charge to attend and CEU credits are available. Please contact Jennifer Rugenstein at bcenvironmental@localhealth.in.gov to register. Currently there are 29 registrants. Fall Conference speakers are lined up – the Indiana Pipeline Awareness Association will give a training session and CSX Special Agent Jake Zygmuntowski will speak about railroad incident awareness.

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

Mike reported that IDEM has launched an external data framework to collect water quality data. This year underground storage tank legislation passed making it easier to access funds. Mike introduced Andrew Naumann, IDEM Office of Land Quality/Compliance and Response Branch.

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

Denise reported that Magan Meade, Environmental Public Health Division has submitted and been accepted for poster sessions at NEHA and the Council for State & Territorial Epidemiologists. The posters are Childhood Lead Poisoning in Indiana: Older Housing Still an Issue and Lead Poisoning in Indiana: A Collaborative Effort to Prevent Lead Exposures to a Burmese Population, respectively. The Food Protection Program will be distributing coverage area maps and a customer satisfaction survey soon. They are also reviewing the Food Safety Modernization Act to determine the impact for Indiana.

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

Dr. Hollis reported that BOAH will be conducting environmental sampling at farms for the Avian Influenza Virus. BOAH will also be testing for TB in Northwest Indiana currently 3,090 cattle have been tested.

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

Jason reported the IOWPA is hosting the following events: Installer's Exam Only (no training) in Steuben County on March 24, 2016; and Installer's Exam and Inspector's Training & Exam at Red Mill State Park from May 17 to 19. Reminder that recertification deadline has been extended from March 15 to May 30, 2016.

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

Margaret sent an e-mail to Wild Apricot about the cost of upgrading the database to "Professional Level – 2000 database size". There was discussion about the cost and pros and cons of upgrading the database. Kelli Whiting made a motion that the Association find the money to upgrade the database, it was seconded by Patty Nocek and passed unanimously.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Doug Mathis

Doug reported that NACCHO has extended the deadline to submit the 2015 County Profile Data.

SPRING CONFERENCE (2016) – Jason Ravenscroft

The Spring Conference is scheduled for April 14, 2016 at the University Tower, 911 West North Street, Indianapolis (located on the IUPUI Campus). Currently there are 74 pre-registered attendees and 5 exhibitors.

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. Bill Marlar will present a foods break-out session. The Tuesday night event will be a 70s theme. There will also be an on-site wastewater tour at the Indiana Dunes. Patty reminded all that the deadline to submit artwork for the Fall Conference Program Cover is March 31, 2016. The winner will be announced at the Spring 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.)

Reviewing and updating the Constitution and By-Laws – best practices on electronic balloting. Christine Stinson found out that Ball State University has been doing electronic ballots for years with no problems. Jason Ravenscroft made a motion for an Ad Hoc Committee to review the Constitution and By-Laws, it was seconded by Denise H. Wright and passed unanimously. Jason, Rosy Hansell, Russ Mumma, Margaret Voyles and Tami Barrett volunteered for this Ad Hoc Committee.

There was discussion on updating the COPED criteria for students. Todd Webb will work on the criteria for Board approval.

There was also discussion on COPED covering mileage reimbursement, etc – Russ Mumma stated that COPED was set up primarily for education-based scholarships specifically

Patty Nocek stated she would like to change the Board meeting start times in 2017. The Board had no issues with this change.

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 the May 20 Executive Board meeting.

At the February 19, 2016 meeting there was discussion on adding a transaction fee (\$2) to cover the administrative fee cost associated with PayPal. Jason Ravenscroft moved that a \$2 transaction fee be added to cover the PayPal administrative fee beginning July 1, 2016, it was seconded by Todd Webb and passed unanimously. Tami will talk to Margaret about checking into this and report back to the Board at the March meeting. Margaret reported that according to PayPal a transaction fee cannot be added based on the Visa/Master Card Merchant Rule.

NEW BUSINESS

There was discussion about increasing membership rates \$5.00 to help defray the cost of the increase in the Wild Apricot upgrade. The Chapter Reps will discuss at their chapter meetings and report back to the Board in May.

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 – **NO REPORT**

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for April 7, 2016 at the Tippecanoe County Extension Office in Lafayette. Additional details TBD.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was February 25, 2016 at the Vivolac Corporation in Greenfield. There was a tour of the facility and the labs. This company produces starter cultures for cultured produces such as cheeses and yogurts. There were 16 in attendance. Good news is that 4 members from Wayne County are now active in chapter activities. The next meeting is scheduled for March 31 at the Elks Lodge in New Castle. Andrew Pappas, ISDH will be the speaker.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The last meeting was February 4, 2016 in Hendricks County. Speakers were Kim Ferraro, Hoosier Environmental Council and Krista Click, ISDH Food Protection Program. Topics were Feeding Operations and Program Updates, respectively. The next meeting is scheduled for June 9, 2016.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The next meeting is scheduled for May 12 at the Azalea Gardens near Jasper (should be in full bloom). Environmental issues will be covered and a tour especially for environmentalists is being arranged. All chapter are invited to attend, please contact Jennifer at bcenvironmental@localhealth.in.gov if you plan to attend. The Chapter has a new website – www.iehasouthern.com.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The Chapter hosted an educational activity (tour) on March 16, 2016 at the ISDH Lab at 550 West 16th Street. The next meeting is scheduled for May 18, 2016 at Firehouse Subs in Greenwood. There will be a speaker from the ISDH.

Mike Sutton entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Jason Ravenscroft and passed unanimously. The meeting adjourned at 11:55 am.

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