

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the June 8, 2017 meeting.

**NEXT MTG DATE: Thursday, November 9, 2017 – 10:30 am**

LOCATION: ISDH Building, 3<sup>rd</sup> 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 – Mike Sutton\*  
President and NEHA Liaison– Patty Nocek\*  
President-Elect – Jason Ravenscroft\*  
Vice President – JoAnn Xiong Mercado\*  
Treasurer – Gretchen Quirk (2017/18)\*  
Secretary – Kelli Whiting\*

**CHAPTER REPRESENTATIVES**

Reba Taylor-Hill – Central Chapter \*  
Jennifer Rugenstein – Southern Chapter\*  
Todd Webb – Southeastern Chapter \*  
Lisa Harrison – West Central Chapter\*  
Ed Norris – Wabash Valley Chapter \*  
Russ Mumma – Northeast Chapter\*  
Stephanie Cain – East Central Chapter \*  
Karen Flanigan – Northwest Chapter \*

**OTHERS**

Jennifer Warner & Tara Renner – Auditors  
Ellis Hansotte – Committee on Professional Education and 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  
Patty Nocek – National Environmental Health Association (NEHA) Liaison  
Jason Ravenscroft – Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
George Jones – 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 and Lisa Chandler – Co-Chairs - Food Protection Committee  
Ellie Hansotte – General Environmental Health Services Committee Chair  
Jennifer Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness  
Alice Quinn – Wastewater Management Committee Chair  
Russ Mumma – Parliamentarian  
Tami Barrett – Board Secretary

Minutes of the August 10, 2017 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:30 am by President Patty Nocek.

Those attending all or part of the meeting:

Mike Sutton\* – Past President, Awards Committee Chair, IDEM Liaison & Nominations Committee Chair  
Patty Nocek – President \*  
Jason Ravenscroft – President-Elect\*, GEHSC Secretary and IOWPA Liaison (via phone)  
JoAnn Xiong Mercado – Vice President\*  
Gretchen Quirk – Treasurer (2015/2016)\*  
Kelli Whiting – Secretary\*  
Tara Renner – Auditor (via phone)  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\* & Publications Committee Chair  
Stephanie Cain – East Central Chapter\*  
Karen Flanigan – Northwest Chapter Rep\* (via phone)  
Margaret Voyles – Membership Committee Chair and Website Committee Chair  
Lisa Chandler, Co-Chair – Food Protection Committee (via phone)  
Ellie Hansotte – General Environmental Health Services Committee Chair and COPED (via phone)  
Dr. Jim Hollis – BOAH Liaison (via phone)  
Larry Beard – IAEP Liaison (via phone)  
Tami Barrett – Board Secretary

Those not attending:

Jennifer Warner - Auditor  
Todd Webb – Southeastern Chapter Rep\*  
Russ Mumma – Northeast Chapter Rep.\* and Parliamentarian  
Jennifer Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair  
Lisa Harrison – West Central Chapter Rep\*  
Jennifer Asbury, Co-Chair – Food Protection Committee  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Doug Mathis – NACCHO/IPHA Liaison

\*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

Patty Nocek asked for corrections and/or additions to the June 8, 2017 minutes. Hearing none she stated the minutes are approved as presented.

**TREASURER'S REPORT** – Gretchen Quirk

Current July Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$12,959.36 (different from report sent on August 8)

The BMO Harris Savings Account balance is \$3,147.24

The Fall Conference Account balance is \$18,718.61

The Capital Fund (30-month CD) balance is \$28,809.07

The COPED Principal Account (60-month CD) balance is \$16,689.00.

The COPED Available balance is \$2,647.24(*which includes interest from \$10,000 former CD, \$1,000 donation, \$4,000 from 2003 Fall Conference surplus, \$571.25 from 2004 Fall Conference silent auction, and \$1,117.75 from the 2016 Fall Conference Silent Auction, and interest from the 60-month CD*)

Patty Nocek stated the July Treasurer's Report is filed subject to audit.

Patty thanked Gretchen for getting the accounts updated in order to build the COPED available and Capital funds.

**AUDITORS** – Tara Renner and Jennifer Warner

Tara asked that Chapter Treasurer's keep accurate records and cash checks quickly.

**LIAISON REPORTS**

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

Dr. Hollis distributed the latest map with BOAH District Veterinarians. He reported there is still TB in Franklin County so surveillance will continue. He will be speaking at the Fall Conference during one of the concurrent sessions.

**INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON** – Larry Beard – **NO REPORT**

(NOTE: 2017 Membership for Patty Nocek and Larry Beard 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 2017 IEHA Delegate to IAFP.)

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Patty Nocek

(NOTE: 2017 Membership for Patty Nocek 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. Patty Nocek is the 2017 Liaison to NEHA.)

Patty attended the NEHA AEC which was July 10 to 13, 2017 in Grand Rapids, Michigan. She submitted a nomination for a NEHA Certificate of Merit award.

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

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

Mike reported that IDEM is working on a Certificate of Appreciation to given out at one of the IEHA conferences. The nominations will be submitted by IDEM employees. It may be ready in time for the 2018 Spring Conference.

**INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON** – submitted by George Jones

The Meth Lab Clean-up Program was moved from IDEM to ISDH effective July 10. This change should improve coordination with LHDs. USAFoodSafety System (database replacing CodePal) is in the pilot program phase. Any LHDs interested should contact the ISDH Food Protection Program for information.

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

Jason reported that Donna Sheets is retiring and IOWPA is looking for a replacement.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Mike Sutton

The Awards Committee will meet on August 11 to review and select winners for the upcoming Fall Conference.

**COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd)** – Ellie Hansotte

Currently there is \$2,647.24 available for scholarships. There was discussion on submitting applications for NEHA CEUs. It was decided to continue the current practice.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 382 paid active members (all inclusive). Additional rebate checks have been sent to appropriate Chapters.

**NOMINATIONS COMMITTEE** – Mike Sutton

State Officers for 2018 will be: Patty Nocek, Past President; Jason Ravenscroft, President; Jo Ann Xiong-Mercado, President-Elect; Jammie Bane, Vice President; Kelli Whiting, Secretary; Gretchen Quirk, Treasurer; and Jennifer Warner and Tara Renner, Auditors

**PUBLICATIONS COMMITTEE** – Ed Norris

Articles for the Fall/Winter Journal are due by November 1, 2017.

**FOOD PROTECTION COMMITTEE** – Jennifer Asbury and Lisa Chandler – Co-Chairs

Jennifer reported the last meeting was June 29 at the IDEM Shadeland Office. Speakers were JoAnna Beck, ISDH and JoAnn Xiong-Mercado, Marion County Public Health Department. They both spoke about their research projects with the International Food Protection Training Institute. There was discussion on the Food Protection Committee concurrent session speakers at the upcoming Fall Conference.

**WASTEWATER MANAGEMENT COMMITTEE** – Jason Ravenscroft for Alice Quinn

The Committee is working on refining guidance documents on the website.

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

The last meeting was August 9. Speakers for Fall Conference are finalized. The Committee is also hosting a photo gallery contest again this year at the Fall Conference.

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

The last meeting was June 8. The Bomb Prevention Awareness Course was held on June 6. There was also a Radiation Awareness Course held on June 26. Both courses were informative and well attended. The Committee has confirmed two speakers for the Fall Conference. The INERHT Team hosted a mosquito training field day at the Hamilton County Health Department where technical skills for sampling and mosquito control were practiced.

**WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE)** – Patty Nocek for Margaret Voyles – **NO REPORT**

**CONSTITUTION & BYLAWS AD-HOC COMMITTEE** – Jason Ravenscroft

The Committee has wrapped up monthly meetings and is working on the draft to be sent to the Executive Board for review and approval.

**FALL CONFERENCE (2017)** – Jason Ravenscroft

Jason reported the Fall Conference will be held at the Lawrenceburg Event Center/Double Tree Hotel on September 25, 26 & 27. The theme is Evidence-Based Practice. Jason asked for a volunteer to help with AV needs at the Conference. Attendees can reserve their hotel rooms now at a rate of \$91 + tax. More rooms were added to the block. An updated agenda will be posted to the website soon.

**OLD BUSINESS**

The Social Media Policy approved at the June 8, Executive Board meeting will be posted to the website.

**NEW BUSINESS**

Kelli Whiting announced that Toni Baker Burts, Marion County Public Health Department, passed away.

Patty submitted insurance quotes for the Commercial Policy only for review and approval. Kelli Whiting made a motion to go with the quote from MJ Schuetz Insurance, it was seconded by Ed Norris, and passed unanimously via roll call vote. The Crime Policy is staying with Hanover via USI.

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

**NORTHWEST CHAPTER** – submitted by Karen Flanigan

The last meeting was July 21 in Marshall County starting with a tour of Homestead Dairy in Plymouth. The business meeting followed at J's Pub in Argos. The next meeting is tentatively scheduled for October 19. Location TBD.

**NORTHEAST CHAPTER** - submitted by Russ Mumma – **NO REPORT**

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

The next meeting is scheduled for August 24 in Cass County at Ivy Tech Community College. A speaker from Four County Counseling Center in Logansport is scheduled to talk about the rising suicide rate in the counties within the Wabash Valley Chapter and what efforts are being made to improve this statistic.

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

The last meeting was June 30 at the Alexandria Beulah Park. This was the Summer Outing. There was a speaker from Poet Biorefining, an ethanol production facility. The Chapter is planning on a tour in the fall when construction is complete. The next meeting will be August 24 with the location and time TBD.

**WEST CENTRAL CHAPTER** – submitted by Lisa Harrison – **NO REPORT**

**SOUTHERN CHAPTER** – submitted by Jennifer Rugenstein

The last meeting was July 11 at St. Meinrad Arch Abbey. There was a tour of the lagoon system wastewater plant in addition to the tour of the Arch Abbey. There were 16 in attendance. The next meeting date/time/location TBD.

**SOUTHEASTERN CHAPTER** – submitted by Todd Webb

The last meeting was August 4 at Muscatatuk Park in Jennings County. This was the annual cookout. There was a guided tour to the tunnel mill following the business meeting.

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

The next meeting is scheduled for August 23 from 11:00 to 1:00 at Broad Ripple Park. 2018 Officers will be elected at this meeting.

Patty Nocek 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 12:10 pm.

Submitted by:

Kelli Whiting, Secretary  
Tami Barrett, Board Secretary