

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the January 12, 2017 meeting.

**NEXT MTG DATE: Thursday, March 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 (2015/16)\*  
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 - 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  
Alice Quinn – Wastewater Management Committee Chair  
Russ Mumma – Parliamentarian  
Tami Barrett – Board Secretary

Minutes of the January 12, 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 (via phone)  
Patty Nocek – President \* (via phone)  
Jason Ravenscroft – President-Elect\*, GEHSC Secretary & IOWPA Liaison  
JoAnn Xiong Mercado – Vice President\*  
Kelli Whiting – Secretary\*  
Gretchen Quirk – Treasurer (2015/2016)\*  
Tara Renner – Auditor  
Jennifer Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair (via phone)  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\* & Publications Committee Chair (via phone)  
Karen Flanigan – Northwest Chapter Rep\* (via phone)  
Russ Mumma – Northeast Chapter Rep.\* and Parliamentarian  
Lisa Harrison – West Central Chapter Rep\*  
Stephanie Cain – East Central Chapter\* (via phone)  
Lisa Chandler, Co-Chair – Food Protection Committee  
Margaret Voyles – Membership Committee Chair & Website Committee Chair  
Tami Barrett – Board Secretary

Those not attending:

Jennifer Warner – Auditor  
Larry Beard – IAFP Liaison  
Dr. Jim Hollis – BOAH Liaison  
Ellie Hansotte – General Environmental Health Services Committee Chair  
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  
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 December 16, 2016 minutes. Hearing none, she stated the minutes are accepted as distributed.

**TREASURER’S REPORT** – Gretchen Quirk

Current December Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$5,406.49

The Operations (Indiana Members) Savings Account balance is \$86.22

The MM/Equipment & Contingency Fund Account Total balance is \$41,653.09

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 **\$16,689.00.**

The COPED Available balance is \$2,548.79 *(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, \$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, and \$1,117.75 from the 2016 Fall Conference Silent Auction)*

Patty asked that the Fall Conference account balance be added to the monthly status section of the budget. She also asked that the line item for the Fall Conference See Money be changed to “Re-Payment of Seed Money from 2013 Fall Conference. Gretchen will make these changes to the budget reports.

Patty Nocek stated the December Treasurer’s Report is filed subject to audit.

**AUDITORS** – Tara Renner and Jennifer Warner

The State Association, WCC and TAHP books have been turned in for auditing. Chapter Reps – remember to make a copy of your books and send them in for auditing.

**LIAISON REPORTS**

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

**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.)

**NOTE:** IAFP AEC is July 9 to 12 in Tampa, Florida.

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

**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 distributed the NEHA News for Affiliate Environmental Health Associations. The NEHA AEC is July 10 to 13 in Grand Rapids, Michigan. Patty reported that IEHA members (Region V) can register for one-day at the NEHA AEC at \$195. When you start the registration process there is a “Registration Options” button for Tuesday Only which will allow you to register for the one-day.

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

Mike reported that Bruno Pigott is the new IDEM Commissioner.

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

George submitted a report outlining vacant positions, i.e. Food Scientist II, Produce Safety Grant Project Coordinator, Rapid Response Team (RRT) Epidemiologist, and RRT Food Specialist in the Food Protection Division – contact George for additional information. The Environmental Public Health Division hired Marc Hancock as the new Plan Review Supervisor. Marc comes from IDEM with 24 years of experience in drinking water and wastewater.

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

Jason reported that the IOWPA Conference is scheduled for January 19 to 20, 2017 at the Primo Banquet and Conference Center. The Pumper Show will be in Indianapolis in February 2017.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Mike Sutton

Mike reported that award nomination applications are due July 15, 2017. Forms are on the website – start working on them now!

**COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd)** – Todd Webb –**NO REPORT**

**NOTE:** Currently there is \$2,548.79 available for scholarships.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 170 paid active members (all inclusive) and 540 contacts in the Wild Apricot data base.

**NOMINATIONS COMMITTEE** – Mike Sutton

Mike is accepting nominations for 2018 Officers specifically for Vice President, Secretary and 2 Auditors.

**PUBLICATIONS COMMITTEE** – Ed Norris

Articles for the Spring Journal are due by March 1, 2017.

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

Lisa reported that all Committee meeting dates are posted to the Events Calendar on the website. They are all at the IDEM Shadeland Office.

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

Jason reported that the Committee is meeting today in Hamilton County which is why Alice could not attend the Executive Board meeting.

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

Ellie reported the Committee is working on a list of relevant legislation to be posted to the website. She will also post the Committee meeting dates to the Events Calendar on the website. The Committee is planning a field trip to the State House this year. Jason added that there will be two CPO Courses and one RWI/CPO Course offered this year in April and May. The next meeting is scheduled for February 8 at 11:00 am at the ISDH Shadeland Office.

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

Jennifer reported the Committee is in the process of obtaining a course from NCBRT entitled: "Managing Food Emergencies: Strategies for a Community Response" and is waiting on IDHS approval. They are also working with the Office of Bombing Prevention to bring another course as a follow-up to the Bomb Making Materials Awareness Course. The Committee is working with a radiological team to provide a training in mobile radiation detection through new portable equipment. The INERHT Team is meeting on February 15 in Hamilton County. There are currently 12 volunteers on the INERHT Team – if you would like to join this team please contact Jason LeMaster at the Hamilton County to get details.

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

Margaret reported updates have been made and all is working well at this point.

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

The Committee is meeting on a regular basis to update the Constitution and By-Laws. The meetings will be held at one of the Marion County Public Health Department offices and a call-in number will be available. The next meeting is scheduled for January 23 from 10:00 to 12:00.

**FALL CONFERENCE (2016)** – Patty Nocek

There are two outstanding checks being collected. All bills have been paid. All approved refunds have been made. The books can be closed out as soon as the checks are collected. There will be a surplus of \$14,766.63 (when all is collected). Patty reported the surplus will be deposited into the Association operating budget. NOTE: The names on the Fall Conference account will need to be changed from Patty Nocek and Margaret Voyles to Jason Ravenscroft and Gretchen Quirk. Gretchen will be the Treasurer for the Fall Conference in 2017.

**SPRING CONFERENCE (2017)** – JoAnn Xiong Mercado

JoAnn reported the Spring Conference will be held at Ivy Tech Culinary and Conference Center in Indianapolis on April 18 (date may change due to student participation). She is working on the agenda and registration form.

**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. There may be an opportunity to provide the REHS exam on Sunday. He is updating the sponsor, exhibitor and advertiser forms. There will be a new sponsor option of \$1,500 for registration and stipend for poster presenters.

**OLD BUSINESS**

There was discussion on who should have admin rights to the website. The Board agreed that the President, Treasurer, Committee Chairs and one member from each Chapter should have admin rights. Margaret will take care of this.

Patty requested that the Officers have a conference call with the Insurance Agent to understand the policies. Tami is scheduling the call in February.

Patty Nocek proposed the Association have a “business” Facebook Page. Admin rights would go to Patty Nocek, Ann Klute, Jennifer Warner and Tami Barrett. There was discussion about how to police the page to make sure appropriate information is being displayed and shared. Mike Sutton stated that a plan needs to be laid out to keep it policed. Patty will draft the plan/policy for Board approval. Items to be posted would need to be approved by the admins. Patty suggested a demo of the proposed Facebook page at the January meeting. Mike tabled the vote until after the demo. The demo was not ready for the January meeting so it will be done at the March meeting.

**NEW BUSINESS**

Tami reported that the Bulk Mail account has been closed out and a refund of \$575.73 was given to Gretchen. This refund will be reflected in the budget.

Patty Nocek reminded Chapter Reps that their participation on the Board is very important so they can report back to their respective Chapters.

Patty also reported that roll call votes will begin at the March meeting.

**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 March 16 at 10:00 am beginning with a tour of Hanson Beverage Company in South Bend. The business meeting will follow at a soon to be determined location.

**NORTHEAST CHAPTER** - submitted by Russ Mumma for Joe Rakoczy

The next meeting is scheduled for January 19 in Noble County. The speakers will present on PERF and restaurant backflow preventers.

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

The next meeting is scheduled for February 2 at the Tippecanoe County Extension Office in Lafayette. Agenda items yet to be determined.

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

The last meeting was December 1 at the Kopper Kettle in Morristown. There were 14 in attendance. The 2017 Chapter Officers were elected: Brodie Cook, President; Terri Nigh, Vice President; George Horning, Secretary; William Pursley, Treasurer; Stephanie Cain, Chapter Rep; Sharon Breckenridge, FPC Rep; William Pursley, WWMC Rep; Brodie Cook, GEHSC Rep; and Lisa Frost, TAHP Rep. The next meeting is scheduled for January 26 in Hancock County.

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

The last meeting was December 8 at DePauw University Campus in Putnam County. The speakers were John Hecko, GM of DePauw Food Service and Lisa Harrison, ISDH. Their topics were updates on the newly constructed dining hall and farm-processed poultry products, respectively. The next meeting is scheduled for February – date and topics TBD.

**SOUTHERN CHAPTER** – submitted by Jennifer Rugenstein

The next meeting is scheduled for February 9 at the Carriage House in Haubstadt. There will be a tour of DeWig's Meat Market and a presentation by Crisis Cleaning on cleaning up properties that contained meth labs.

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

NOTE: Lisa Harrison did report that the SE Chapter is having a Food Safety 101 training on January 24.

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

The last meeting was December 21 at the Blind Owl Brewery held jointly with the East Central Chapter. There were over 20 in attendance. Eric Kaufman will be the Secretary/Treasurer in 2017. The Chapter held a sock drive and collected 233 pair of socks, 8 hats and 9 pair of gloves that were delivered to a shelter. The next meeting is scheduled for February 15 at 11:00 am at a location TBD. Ryan Weaver, Bio Recovery Specialist will be the speaker.

Patty Nocek entertained a motion to adjourn the meeting. Reba Taylor-Hill moved that the meeting be adjourned; it was seconded by Kelli Whiting and passed unanimously. The meeting adjourned at 12:00 noon.

Submitted by:

Kelli Whiting, Secretary  
Tami Barrett, Board Secretary