

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

NEXT MTG DATE: Thursday, August 10, 2017 – 10:30 am

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 – 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 – 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 June 8, 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:

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
Jennifer Warner - Auditor
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Ed Norris – Wabash Valley Chapter Rep* & Publications Committee Chair
Lisa Harrison – West Central Chapter Rep*
Karen Flanigan – Northwest Chapter Rep* (via phone)
Jennifer Asbury, Co-Chair – Food Protection Committee (via phone)
Ellie Hansotte – General Environmental Health Services Committee Chair and COPED
Larry Beard – IAFP Liaison (via phone)
Tami Barrett – Board Secretary

Those not attending:

Mike Sutton* – Past President, Awards Committee Chair, IDEM Liaison & Nominations Committee Chair
Todd Webb – Southeastern Chapter Rep*
Russ Mumma – Northeast Chapter Rep.* and Parliamentarian
Stephanie Cain – East Central Chapter*
Margaret Voyles – Membership Committee Chair and Website Committee Chair
Dr. Jim Hollis – BOAH Liaison (via phone)
Lisa Chandler, 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 March 9, 2017 and the May 24, 2017 (Special Meeting on Finances) minutes. In the March 9 minutes under the Fall Conference Report Crisis Cleaning is sponsoring at \$3,000 (not \$1,500) and in the May 24 minutes under #4 the credit union should be Indiana Members (not Indiana State). Hearing no other comments, Patty stated the minutes are approved as amended.

TREASURER'S REPORT – Gretchen Quirk

Current May Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$26,397.54

The Operations (Indiana Members) Savings Account balance is \$86.27

The MM/Equipment & Contingency Fund Account Total balance is \$41,732.53

The MM/Equipment & Contingency Funds Principal balance is \$21,933.87

The MM/Equipment & Contingency Funds Available balance is \$819.87

The Fall Conference Account balance is \$12,393.61

The COPED Principal Account balance is **\$16,689.00.**

The COPED Available balance is \$2,628.28(*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*)

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

AUDITORS – Tara Renner and Jennifer Warner – **NO REPORT**

LIAISON REPORTS

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

Dr. Hollis sent his update to all Board members on June 8 at 2:48 pm.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard

(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.)

The IAFP AEC is July 9 to 12, 2017 in Tampa, Florida.

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.)

The NEHA AEC is July 10 to 13, 2017 in Grand Rapids, Michigan. Patty send notes from the NEHA Member Representatives Conference Call to all Board members.

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 – **NO REPORT**

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

Tami sent the report submitted by George Jones to all Board members.

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

Jason reported that the IOWPA Board meeting was today. IOWPA has a system installation scheduled for June 27 in Lawrence County.

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Sutton – **NO REPORT**

NOTE: 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) – Ellie Hansotte

Ellie reported the COPEd announcement and application for Fall Conference scholarships will be posted to the website next week. Currently there is \$2,628.28 available for scholarships.

MEMBERSHIP COMMITTEE – Tami for Margaret Voyles

Currently there are 367 paid active members (all inclusive).

NOMINATIONS COMMITTEE – Mike Sutton

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

PUBLICATIONS COMMITTEE – Ed Norris

Articles for the Summer Journal are due by July 1, 2017.

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

Jennifer reported that the next meeting is scheduled for June 29 at the IDEM Shadeland Office from 10:00 to 12:00. The Committee is working on the last two speaker sessions for the Fall Conference concurrent session.

WASTEWATER MANAGEMENT COMMITTEE – Jason Ravenscroft for Alice Quinn

Jason reported that the Committee is meeting today at 1:00 pm which is why Alice could not attend the Executive Board meeting. 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

Ellie reported that the next meeting is scheduled for June 14 at 11:00 am at the ISDH Shadeland Office. Two applications for Fall Conference posters have been received. The Committee is 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

Jennifer reported there were 27 attendees at the Bombing Prevention Awareness on June 2; Radiation Awareness Training is scheduled for June 26 and Managing Food Emergencies is scheduled for November 14 & 15. All courses are free and open to all. Contact Jennifer or see the IEHA Events calendar for information on each course. The INEHRT team conducted a field training exercise on the mosquito larvaecides and equipment received from a CDC grant on May 17 at the Kotewi Park in Hamilton County. Jennifer is on a FIRSTNET Workgroup which is working on a national communication system draft plan.

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

Patty reported that the website is now secure with the purchase of Digicert.

CONSTITUTION & BYLAWS AD-HOC COMMITTEE – Jason Ravenscroft

The Committee is wrapping up monthly meetings to update the Constitution and By-Laws. The draft will be sent to the Executive Board for review and approval.

SPRING CONFERENCE (2017) – JoAnn Xiong Mercado

JoAnn reported that all bills have been paid and all outstanding checks have been collected. The surplus is \$182.40.

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.

OLD BUSINESS

Patty Nocek requested photos from Northeast, Central & West Central Chapters for the Association Facebook page.

Patty asked for discussion on the Social Media Policy. The vote on the policy was tabled from the March Executive Board meeting. Reba Taylor-Hill made a motion to approve the policy as amended from the previous meeting, it was seconded by Ed Norris and passed unanimously by roll call vote.

Patty reported that she is working on getting other quotes for insurance. She is also adding Director/Elected Officers insurance protection from lawsuits. She will share the quotes with the Board.

NEW BUSINESS

Patty Nocek will write an article for the Journal to include information on how members can donate to the Association via the State Employee Community Campaign or United Way.

The Conference for Food Protection has applied for an FDA grant for small companies for training on the Food Safety Modernization Act (FSMA).

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

NORTHWEST CHAPTER – submitted by Karen Flanigan

The last meeting was May 17 in Michigan City at the Krueger Middle School to experience their “Living History” program. The next meeting is scheduled for July 21 in Marshall County starting with a tour of Homestead Dairy in Plymouth.

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

WABASH VALLEY CHAPTER – submitted by Ed Norris

The last meeting was on June 1 at Purdue University. There was a tour lead by Erik Kurdelak, Manager of the Pilot Plant Food Processor Lab. Members got an inside look at the facility that provides testing and research for the food industry and for faculty members. The business meeting and lunch followed at Christo’s Restaurant in West Lafayette. The next meeting is scheduled for August 24 in Cass County.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain – **NO REPORT**

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The Chapter is meeting today, June 8 in Putnam County at the Heritage Landfill. The next meeting is scheduled for August – the date/time TBD.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The last meeting was May 9 with a tour of the Rex-Odon Vault Company. They manufacture septic tanks from concrete. There were 25 in attendance. The tour was very extensive and the owner answered many questions on tanks. Doug Ginder, ISDH, also presented on Zika carrying mosquitoes and Emily Potts, ISDH presented on the physical aspects of Zika infection. The next meeting is scheduled for July 11 at St. Meinrad’s Abbey for a special environmental tour.

SOUTHEASTERN CHAPTER – submitted by Todd Webb

The next meeting is scheduled for June 14 at the Friendship Tavern and Restaurant. Lisa Harrison, ISDH, will present on Home Based Vendors.

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CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was on May 17. Dr. Indra Frank, Hoosier Environmental Council, presented. The Chapter is working on the Giving Garden. The next meeting is scheduled for August 10.

Patty Nocek entertained a motion to adjourn the meeting. Reba Taylor-Hill moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 11:20 am.

Submitted by:

Kelli Whiting, Secretary
Tami Barrett, Board Secretary