

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the March 9, 2017 meeting.

**NEXT MTG DATE: Thursday, June 8, 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 – 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 March 9, 2017 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:32 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  
JoAnn Xiong Mercado – Vice President\*  
Gretchen Quirk – Treasurer (2015/2016)\*  
Jennifer Warner - Auditor  
Jennifer Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Todd Webb – Southeastern Chapter Rep\*  
Ed Norris – Wabash Valley Chapter Rep\* & Publications Committee Chair (via phone)  
Russ Mumma – Northeast Chapter Rep.\* and Parliamentarian  
Lisa Chandler for Lisa Harrison – West Central Chapter Rep\*  
Stephanie Cain – East Central Chapter\*  
Lisa Chandler, Co-Chair – Food Protection Committee  
Margaret Voyles – Membership Committee Chair and Website Committee Chair  
Ellie Hansotte – General Environmental Health Services Committee Chair and COPED  
Larry Beard – IAFP Liaison (via phone)  
Dr. Jim Hollis – BOAH Liaison (via phone)  
Tami Barrett – Board Secretary

Those not attending:

Kelli Whiting – Secretary\*  
Tara Renner – Auditor  
Karen Flanigan – Northwest 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 January 12, 2017 minutes. Under the COPED Committee, Ellie Hansotte should be listed as Chair for 2017. Hearing no other comments, she stated the minutes are accepted as amended.

**TREASURER'S REPORT** – Gretchen Quirk

**Current February Budget Report (submitted by Gretchen Quirk)**

The BMO Harris Checking Account balance is \$8,557.23

The Operations (Indiana Members) Savings Account balance is \$86.24

The MM/Equipment & Contingency Fund Account Total balance is \$41,680.03

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 \$16,493.61

The COPED Principal 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, and \$1,117.75 from the 2016 Fall Conference Silent Auction)*

Gretchen reported she is working on the quarterly taxes.

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

**AUDITORS** – Tara Renner and Jennifer Warner

The East Central Chapter and Fall Conference 2016 books were turned in today for auditing. The Auditors noted that Chapter Treasurer's need to keep a check ledger (not just the bank statements) for auditing purposes.

**LIAISON REPORTS**

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

Surveillance for TB in cattle herds is ongoing at this point due to the TB found in a herd of white-tailed deer. A mass of bats were found in a sorority house in Bloomington.

**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 reported that IEHA members (Region V) can register for one-day at the NEHA AEC at \$195. JoAnn submitted a letter to host the NEHA AEC in Indianapolis in 2020; however the sites have already been chosen. The request will be considered for the 2021 NEHA AEC.

**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 on staff changes at IDEM: Nancy King, General Counsel; Brian Rockensuess, Chief of Staff; Peggy Dorsey, Assistant Commissioner for Office of Land Quality; and Ryan Clem, Director of Media. The Generator Improvement Rule will be in place at the federal level soon and will significantly impact facilities, as well as the states regulation of those facilities. Staff are gearing up for Earth Day presentations around the state.

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

George submitted a report on staff changes at ISDH: Tracy Hawkins, Rapid Response Team (RRT) Epidemiologist; Delnaaz Daruwala will be transitioning from Voluntary National Retail Foods Regulatory Program Standards Coordinator to the RRT Manufactured Foods Regulatory Program Standards (MFRPS) Assistant. Misty Harvey will be transitioning from the MFRPS Coordinator to the Food Scientist II position. Retail Food Establishment Sanitation Requirements Rule 410 IAC 7-26 – comments are welcome until March 31, 2017. The Environmental Public Health Division will be conducting inspector and installer training for IOWPA on April 3 to 6 in Lawrence County and on April 18 to 20 in Porter County. The Bi-annual meeting with consulting soil scientists will be held on May 10.

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

Jason reported that the Environmental Public Health Division will be conducting inspector and installer training for IOWPA on April 3 to 6 in Lawrence County and on April 18 to 20 in Porter County.

**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)** – Ellie Hansotte

Ellie reported the COPEd announcement and application for Spring Conference scholarships is on the website. Currently there is \$2,575.75 available for scholarships. Todd Webb turned over all the COPEd files to Ellie.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 348 paid active members (all inclusive) and 97 lapsed members. In February there were 113 active members and in March there were 260 active members.

**NOMINATIONS COMMITTEE** – Mike Sutton

Mike is accepting nominations for 2018 Officers specifically for Vice President, Secretary and 2 Auditors to be reported at the Spring Conference. Jamie Bane, Delaware County, is on the ballot for VP.

**PUBLICATIONS COMMITTEE** – Ed Norris

Articles for the Summer Journal are due by July 1, 2017. Patty thanked Ed for a great job on the Spring Journal.

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

Lisa reported that the next meeting is scheduled for March 23 at the IDEM Shadeland Office from 10:00 to 12:00. Lisa Harrison, ISDH, will be presenting on Farmers' Markets and providing an update on any new guidance. Future meeting dates are: June 29, August 31 and November 30 – a conference call line will be provided for all meetings.

**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 Committee members attended the House Environmental Affairs Subcommittee meeting at the State House on March 8. The 2017 Indiana Legislative Bills Relevant to Environmental Health will be posted to the IEHA website this week. The Committee is facilitating CPO and RWI courses in April and May.

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

Jennifer reported the Committee now has three training sessions booked for 2017: Bombing Prevention Awareness on June 2; Radiation Awareness on June 26 and Managing Food Emergencies on 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 INEHR team will be conducting 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. The Committee is working on securing speakers for the Fall Conference.

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

Margaret reported the Spring Conference on-line registration is posted.

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

The Committee is meeting on a regular basis to update the Constitution and By-Laws.

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

The books are now closed out and a check for the surplus of \$14,516.33 was given to the State Treasurer. Patty asked that \$7,000 be put into the general operating checking account and \$7,000 be put into the Money Market Principal account. The books were handed over for auditing.

**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, 2017. There are currently 2 poster presenters. JoAnn requested photos for the ppt that will be shown during the lunch. JoAnn also asked that a member of each Chapter be designated to introduce a speaker.

**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. Crisis Cleaning will be the \$1,500 sponsor for registration and stipend for poster presenters. Someone from the Fall Conference venue will speak and provide a give-away at the Spring Conference.

**OLD BUSINESS**

Patty Nocek provided a demo of the Association's new "business" Facebook Page. Admin rights will go to Patty Nocek and Ann Klute.

**NEW BUSINESS**

Patty Nocek asked for discussion on the Social Media Policy that was distributed prior to the meeting. Ed Norris suggested the words "on a bi-weekly basis" be taken out. A vote on the policy was tabled until the June meeting to give members more time to review it.

Patty reported that Tami is scheduling a call with the Association's Insurance carrier in February for anyone who wants to participate.

Gretchen Quirk asked about having two signatures on the checking account – not for each transaction but in case of an emergency situation. The two members would be the President and the Treasurer. There was discussion. The vote was tabled until the June meeting. There will be discussion on the Money Market and COPED funds at the June meeting as well.

**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 April 20 at 10:00 am and will begin at the Hanson Beverage Company, in South Bend. The business meeting is to follow at Top Notch Restaurant in South Bend.

**NORTHEAST CHAPTER** - submitted by Joe Rakoczy

The last meeting was February 16 in Steuben County. There were 22 members and seven guests in attendance. Kristine Hawkins, IDEM, presented on cross connections and backflow prevention in food establishments. Joe Williams, IDEM, discussed confined feeding operations. The next meeting is scheduled for March 16 in Wabash County. Speakers will be John Scheiber, US Army Corps of Engineers Salamonie Lake Project Manager and Jamie Noble, BOAH.

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

The last meeting was February 2 at the Tippecanoe County Extension Office. Speakers were Glen Hegewald, Director of Operations, Copper Moon Coffee and Jason LeMaster, INEHRT. The next meeting is scheduled for April 6 with a tentative tour of RDM Farm, an aquatic facility that raises shrimp.

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

The last meeting was February 23 at Little Sheba's in Richmond. Mark Linderman, Wayne County Health Department, spoke about effective communication via social media. There were 16 in attendance. The next meeting is scheduled for March 30 in Rush County at the Elks Club. The speaker will be Chuck Kemker, Rush County Emergency Manager and his topic will be the intersection of emergency management and environmental management.

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

The last meeting was February 9 at the LaQuinta Inn and Suites in Plainfield. A representation from Ecolab discussed their automatic pool dispensing system. The Chapter members ate at the Oasis Diner and the business meeting followed. The next meeting is scheduled for June 8 in Putnam County – speaker and/or tour TBD.

**SOUTHERN CHAPTER** – submitted by Jennifer Rugenstein

The last meeting was February 9 with a tour of DeWig's Meat Market. There were 13 in attendance. Crisis Cleaning presented on Meth Remediation of homes. The next meeting is scheduled for May 9 with a tour of the Rex-Odon Vault Company – they manufacture septic tanks from concrete. Lunch will be at Casa Savilla in Odon.

**SOUTHEASTERN CHAPTER** – submitted by Todd Webb

The last meeting was February 3 in Jackson County. Speakers were Jim Hollis, BOAH and Clark County provided a demo of iToss with a Q&A session following.

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

The last meeting was February 15 at the MCL Cafeteria in Carmel. Ryan Weaver, Bio Recovery Specialist was the speaker. The next meeting is scheduled for March 15 and the speaker will be Dr. Sandy Norman, BOAH.

Patty Nocek entertained a motion to adjourn the meeting. Jason Ravenscroft moved that the meeting be adjourned; it was seconded by Reba Taylor-Hill and passed unanimously. The meeting adjourned at 12:30 noon.

Submitted by:

Kelli Whiting, Secretary  
Tami Barrett, Board Secretary