

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

**NEXT MTG DATE: Thursday, December 7, 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 November 9, 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  
JoAnn Xiong Mercado – Vice President\*  
Jammie Bane – Vice President (2018) (via phone)  
Gretchen Quirk – Treasurer (2017/2018)\*  
Kelli Whiting – Secretary\*  
Tara Renner – Auditor (via phone)  
Jennifer Warner - Auditor  
Russ Mumma – Northeast Chapter Rep.\* and Parliamentarian  
Jennifer Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair  
Lisa Harrison – West Central Chapter Rep\*  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\* & Publications Committee Chair  
Stephanie Cain – East Central Chapter\* (via phone)  
Lisa Chandler, Co-Chair – Food Protection Committee  
Dr. Jim Hollis – BOAH Liaison (via phone)  
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\*  
Karen Flanigan – Northwest Chapter Rep\*  
Margaret Voyles – Membership Committee Chair and Website Committee Chair  
George Jones – ISDH Liaison  
Jennifer Asbury, Co-Chair – Food Protection Committee  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Ellie Hansotte – General Environmental Health Services Committee Chair and COPED  
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 August 10, 2017 minutes. There was one correction: Lisa Chandler provided the report under the Food Protection Committee (not Jennifer Asbury). Hearing no other corrections, she stated the minutes are approved as amended.

**TREASURER'S REPORT** – Gretchen Quirk

Current October Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$7,480.28 (different from report sent on November 8)

The BMO Harris Savings Account balance is \$2,957.14

The Fall Conference Account balance is \$16,351.20

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 \$2,457.14(*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 October Treasurer's Report is filed subject to audit.

There will be a Finance Committee meeting immediately following the Executive Board meeting today to discuss the 2018 budget.

**AUDITORS** – Tara Renner and Jennifer Warner

Tara and Jennifer requested that Chapter Treasurer's get their 2016 books in order for auditing at the end of the year. Please send copies of the books (not originals) to the PO Box with the December bank statement included by January 31, 2018.

**LIAISON REPORTS**

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

Dr. Hollis reported there is still TB in Franklin County so surveillance will continue. BOAH is working on puppy mill disease issues with the ISDH. Trace work for salmonella in dairy cows is in process. There is an animal health inspection position open in southeast Indiana.

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

(NOTE: 2018 Complimentary Membership for Jason Ravenscroft and \_\_\_\_\_ 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. \_\_\_\_\_ is the 2018 IEHA Delegate to IAFP.)

Larry and Kelli Whiting reported that IAFP call for abstracts are due January 16, 2018 for the IAFP AEC in Salt Lake City, Utah from July 8 to 11, 2018. The IAFP Annual Report is due February 1, 2018 (Tami will take care of this). There is a multi-state outbreak that has stemmed from products from Latin America.

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Patty Nocek – **NO REPORT**

(NOTE: 2018 Membership for Jason Ravenscroft has been paid (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. Jason Ravenscroft is the 2018 Liaison to NEHA.)

**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

Effective November 13, Paul Krievins will be the new Director of the Lead and Healthy Homes Program. Paul previously worked for the Indiana Housing and Community Development Authority. Margaret Voyles has rejoined the program as a contractor working on updating the wholesale rule.

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

Jason reported the IOWPA Board meeting is this afternoon. The IOWPA winter meeting is scheduled for January 23 & 24, 2018 at the Primo South in Indianapolis. The Wet Show (formerly the Pumper Show) is February 22 to 24, 2018 at the Indiana Convention Center.

**COMMITTEE REPORTS**

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

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

Currently there is \$2,457.14 available for scholarships. There were two scholarships for registration for the Fall Conference this past September.

**MEMBERSHIP COMMITTEE** – submitted by Margaret Voyles

Currently there are 569 contacts in the data base with 482 being paid active members.

**NOMINATIONS COMMITTEE** – Patty Nocek for 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 (2017/18); and Jennifer Warner and Tara Renner, Auditors.

NOTE: Nominations for 2019 Officers will include Vice President, Secretary, Treasurer and two Auditors.

**PUBLICATIONS COMMITTEE** – Ed Norris

The Fall/Winter Journal is posted to the website in two formats. The deadline for the Spring Journal is March 1, 2018.

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

Lisa reported the next meeting is scheduled for November 30 at 10:00 am at the IDEM Shadeland Office. Topics TBD. The 2018 Co-Chairs will be elected at this meeting. A conference call line will be available. The \$125 line item for 2017 was used for gas cards for Fall Conference speakers.

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

The Committee is meeting today at 1:00 pm.

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

The next meeting is scheduled for November 16 at 11:00 am at the ISDH Shadeland Office. The 2018 Secretary and Treasurer positions will be elected at this meeting. The Photo Contest at the Fall Conference was a success with 39 photos submitted. The photos have been uploaded to the Image Library on the website. There were four poster presenters at the Fall Conference.

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

Jennifer reported the next meeting is in January, 2018 and the date/time is dependent on the Executive Board meeting schedule. The Committee is sponsoring the “Managing Food Emergencies: A Strategy for Community Response” on November 14 & 15 at the Brown County Annex. Currently there are 34 registered. TAHP is working on a possible partnership with the Brown County Training Center which is a grant funded center to begin in 2018. TAHP would help with logistics and course needs for several training sessions. The INEVRT met on September 20. Jason LeMaster is applying for another \$7,500 grant to maintain and replace items that have an expiration date. The next INEVRT meeting is December 8. Committee elections were held for 2018: Jennifer Rugenstein and Jason LeMaster will remain the Co-Chairs; Stanley Danao will remain the Secretary/Treasurer.

**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

All expenses have been paid. There are still a few outstanding checks to be collected before the final surplus amount can be determined (estimated \$5,000+). The Silent Auction amount is \$1,047, which is to be added to the COPED available line item per Jason Ravenscroft.

**SPRING CONFERENCE (2018)** – Jammie Bane

Jammie is looking at April 12, 2018 for the date and is considering both Muncie and Anderson as possible locations.

**FALL CONFERENCE (2018)** – JoAnn Xiong Mercado

JoAnn is looking at several locations for the 2018 Fall Conference, i.e. Indiana State University in Terre Haute, Purdue University in West Lafayette. She will stick to either the 3<sup>rd</sup> or 4<sup>th</sup> week of September, 2018.

**OLD BUSINESS**

None

**NEW BUSINESS**

Kelli Whiting announced that Tom Prendergast and Ron Muncie are retiring from the Marion County Public Health Department.

Jennifer Rugenstein submitted the request for the TAHP line item disbursement for 2018. The Finance Committee is meeting immediately following the Executive Board meeting to review the budget for 2018.

**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 November 14 at 9:30 am at the Fulton County Fairgrounds. There will be an evidence-based training and food safety roundtable.

**NORTHEAST CHAPTER** - submitted by Russ Mumma

The last meeting was October 19 at the Pickle Lounge. There were three speakers – Jennifer Scott, Wabash County; Rich Bowfield, Digital Health Department; and Troy Kaufman, Addiction Program. The next meeting is scheduled for November 16 in DeKalb County. The speakers are Spencer Mize and Ryan Smith with the Fork & Fiddle Food Truck and Stan Smith with Protechs.

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

The last meeting was October 5 at the Tippecanoe County Extension Office in Lafayette. The speaker was Executive Chef Josh Timmons, Levy Restaurant at Purdue University. He is in charge of the food vendors for Ross-Ade Stadium and he described the challenges of serving thousands of meals on game days from an under-sized facility. There was also a roundtable discussion on current environmental issues. The meeting dates for 2018 were set. The next meeting is scheduled for February 1, 2018 with the time and topics TBD.

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

The last meeting was October 26 at the Fall Creek Regional Waste District in Pendleton. There were 16 in attendance. There was a brief presentation of how the facility got started and what areas they service followed by a tour of the facility. The next meeting is scheduled for December 7 at the Kopper Kettle in Shelbyville. The 2018 Officers will be elected at this meeting.

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

The last meeting was October 12 in Vigo County. Christina Keller, Vigo County Health Department, spoke about the opioid crisis. The next meeting is scheduled for December 12 at Hoover Hall at DePauw University in Greencastle. Sharon Pattee, ISDH, will be the speaker and her topic will be problems with Indiana Toll Road Facilities. Elections were held and the 2018 Officers are: Devin Brenan, President; Marcie Shaw, Vice President; Lisa Chandler, Secretary; Margaret Voyles, Treasurer; Chapter Rep, Lisa Harrison; Diana Peterson, TAHP Rep; Sarah Dallas, FPC Rep; Lisa Zeiner, WWMC Rep; and Lisa Zeiner, GEHSC.

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**SOUTHERN CHAPTER** – submitted by Jennifer Rugenstein

The last meeting was July 11 at St. Meinrad Abbey and wastewater treatment plant. 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 Chapter now has a photo archive on their website. The next meeting is scheduled for December 12 with a tour of the French Lick Hotel and West Baden Springs historic hotel. Officers will be elected at this meeting.

**SOUTHEASTERN CHAPTER** – submitted by Todd Webb

The next meeting is scheduled for December 1 in Bartholomew County. The speaker will cover well water and water quality.

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

The last meeting was October 18 at the IMPD North District office. There were 16 in attendance. The next meeting is scheduled for November 15 at the MCL Cafeteria in Castleton. There will be a speaker from the Julian Center.

Patty Nocek 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 11:25 am.

Submitted by:

Kelli Whiting, Secretary  
Tami Barrett, Board Secretary