

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the February 16, 2018 meeting.

NEXT MTG DATE: Friday, March 16, 2018 – 10:00 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 – Patty Nocek*
President and NEHA Liaison – Jason Ravenscroft*
President-Elect – JoAnn Xiong Mercado*
Vice President – Jammie Bane*
Treasurer – Gretchen Quirk (2017/18)*
Secretary and Nominations Committee Chair – 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 *
Joe Rakoczy – 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)
Jay Hanko – IDEM Liaison
Ed Norris – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Website Committee Chair
Amanda Deering – International Association for Food Protection (IAFP) Liaison
Jason Ravenscroft – National Environmental Health Association (NEHA) Liaison
Emme Lohr – Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
George Jones – Indiana State Department of Health (ISDH) Liaisons
Denise Derrer – 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
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jennifer Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness
Alice Quinn – Wastewater Management Committee Chair
Vacant – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the February 16, 2018 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 1:00 pm by President Jason Ravenscroft.

Those attending all or part of the meeting:

Patty Nocek – Past President * & Awards Committee Chair (via phone)
Jason Ravenscroft – President*
JoAnn Xiong Mercado – President-Elect*
Kelli Whiting – Secretary* & Nominations Committee Chair
Gretchen Quirk – Treasurer (2017/2018)*
Tara Renner – Auditor
Jennifer Warner - Auditor
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Karen Flanigan – Northwest Chapter Rep.* (via phone)
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair (via phone)
Emme Lohr - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Elizabeth Bowman – General Environmental Health Services Committee Chair
Lisa Chandler, Co-Chair – Food Protection Committee (via phone)
Denise Derrer – BOAH Liaison (via phone)
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane* – Vice President
Vacant – IDEM Liaison & Nominations Committee Chair
Todd Webb – Southeastern Chapter Rep.*
Joe Rakoczy – Northeast Chapter Rep.*
George Jones – ISDH Liaison
Jennifer Asbury, Co-Chair – Food Protection Committee
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Stephanie Cain – East Central Chapter*
Lisa Harrison – West Central Chapter Rep.*
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Amanda Deering – IAFP Liaison
Margaret Voyles – Membership Committee Chair and Website Committee Chair
Doug Mathis – NACCHO/IPHA Liaison
Ellie Hansotte – Committee on Professional Education and Development (COPED) Chair
Vacant – Parliamentarian

*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

Jason Ravenscroft asked for corrections and/or additions to the January 19, 2018 minutes. Hearing none he stated the minutes are approved as presented.

TREASURER'S REPORT – Gretchen Quirk

Current January Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$19,645.37 (different from report submitted)

The BMO Harris Savings Account balance is \$4,100.87

The Fall Conference Account balance is \$18,850.00 (different from report submitted)

The Capital Fund (30-month CD) balance is \$28,942.48

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

The COPED Available balance is \$3,600.87(*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*)

Jason Ravenscroft stated the January Treasurer's Report is filed subject to audit.

AUDITORS – Tara Renner and Jennifer Warner

Jennifer reported they have the Southeast and West Central Chapter books, as well as the GEHSC, TAHP and State books to audit. The Southern, Northwest, Northeast and Wabash Valley Chapter books and 2017 Fall Conference books were received today for auditing. They still need the East Central and Central Chapter books to audit. Please make sure you complete the cover sheet and send copies of the books (not originals) to the PO Box with the December bank statement included by the March 16, 2018 Board meeting.

LIAISON REPORTS

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Denise Derrer

Denise reported that BOAH continues to monitor the one beef cattle herd under quarantine in Franklin County for bovine tuberculosis. All test-positive animals have been removed from the herd. Regular testing continues and will continue until they meet USDA standards for declaring the heard no longer infected. At that point, general monitoring tests will continue for up to five years after the quarantine is lifted. Dr. Jim Hollis (former BOAH Liaison to IEHA) officially retired on February 9, 2018. His position has been posted.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Amanda Deering

(NOTE: 2018 Complimentary Membership for Jason Ravenscroft 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. Amanda Deering is the 2018 IEHA Delegate to IAFP.)

NOTE: The IAFP AEC will be in Salt Lake City, Utah from July 8 to 11, 2018. Tami submitted the IAFP Annual Report.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Jason Ravenscroft

(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.)

NOTE: The NEHA AEC will be in Anaheim, California from June 25 to 28, 2018.

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

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Jay Hanko

Jason reported that Jay Hanko will be the 2018 IDEM Liaison to IEHA.

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

The 2017 FDA Model Food Code has been published. Magan Meade joined the Food Protection Program (FPP) as a Food Scientist with the Wholesale Food Section. SB 331 to adopt the Federal Produce Safety Rule has passed the Senate and will now be heard in the House. The Conference for Food Protection (CFP) will be held April 16 to 20, 2018 in Richmond, VA. The FPP is applying for an FDA grant to extend funding for the Wholesale Program Standards, Rapid Response Team (RRT) and Task Force Initiatives. Information relevant to a policy to recognize a Mushroom Identification Expert will soon be finalized and posted to the FPP website.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Emme Lohr

Emme reported the WWETT Show is February 21 to 24, 2018 at the Indiana Convention Center. Jane Breeding is the new Executive Director of IOWPA. There will be an inspector certification on April 18, 2018 near the Primo Banquet Center in Indianapolis.

COMMITTEE REPORTS

AWARDS COMMITTEE – Patty Nocek

Award nomination applications are due July 15, 2018. Jason reported that Sylvia Garrison will continue on the Awards Committee representing the most recent Tim Sullivan Memorial Award winner. Anna Doerflein will be the at-large member. Jason is still trying to reach Mike Sutton to confirm his availability to continue on the Committee.

COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd) – Ellie Hansotte – NO REPORT

NOTE: Currently there is \$3,600.87 available for scholarships. The COPEd announcement is posted to the website and the deadline to submit applications for Spring Conference is April 1, 2018.

MEMBERSHIP COMMITTEE – Tami Barrett for Margaret Voyles

Currently there are 306 active members – five are new members.

NOMINATIONS COMMITTEE – Kelli Whiting

Kelli has agreed to be Nominations Committee Chair this year. Currently the slate of officers for 2019 is: Holley Rose, Vice President; Lisa Chandler, Secretary; Gretchen Quirk, Treasurer (2019/2020); and Jennifer Warner and Tara Renner, Auditors. Kelli will take nominations from the floor at the Spring Conference business meeting.

PUBLICATIONS COMMITTEE – Ed Norris

The Spring Journal is almost complete. It will be posted to the website soon.

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

Lisa reported the 2018 meeting dates have been set: March 22, June 28, August 30 and November 29. All meetings will be held at the IDEM Office on Shadeland from 10 to 12. A call-in line will be provided. Robert Geiger, Feed Administrator, Office of State Chemist will be speaking about pet food regulations at the March 22 meeting. The Committee is working on Fall Conference speakers.

WASTEWATER MANAGEMENT COMMITTEE – Alice Quinn – **NO REPORT**

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Elizabeth Bowman

The next meeting is scheduled for February 14 from 11 to 12 at the ISDH Epidemiology Resource Center – Shadeland Office. The next meeting is scheduled for March 14 – same time/same location. Currently there is one poster submission for the Spring Conference.

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

Jennifer reported the Managing Food Emergencies; Strategies for a Community Response class in November 2017 sponsored by the TAHP Committee had 30 attendees. The class involved multiple agency coordination and was attended by various health departments, IU emergency preparedness, Department of Homeland Security, ISDH Rapid Response Team and Indiana State Department of Health. Emphasis was on Incident Command structure and response to a foodborne intentional contamination.

The TAHP committee will be providing an active shooter/bomb awareness class in June 2018, date to be finalized, and an Improved Explosive Device Course on December 13, 2018 from the Office of Bombing prevention.

INEHRT Team report- Jason LeMaster is currently working on a \$7500 grant for the upcoming statewide ingestion pathway exercise that will include RadResponder training. This software and app will allow agencies to participate and be involved in live ongoing activities at the exercise and it has photo capabilities. Viewers can ask questions. There will be a RadResponder training probably in Hamilton County, a two-day course with hands-on field equipment. Jason is invited to a water purification system demonstration at Camp Atterbury in March. This system can process 4,000 gallons a day and be carried on a truck. The next meeting will be in February – date TBD.

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

CONSTITUTION & BYLAWS AD-HOC COMMITTEE – Jason Ravenscroft

Jason reported the draft Constitution & By-Laws have been sent to the membership for discussion at the Spring Conference business meeting.

FALL CONFERENCE (2017) – Jason Ravenscroft

Jason reported the official Fall Conference surplus is \$7,932.59. Jason has purchased an Epson Projector and has a portable PA system on order for Association use as approved previously by the Board.

SPRING CONFERENCE (2018) – Jammie Bane

The Spring Conference will be held on April 12, 2018 at the Horizon Convention Center in Muncie. The draft agenda was distributed for Executive Board comment prior to sending to all members.

FALL CONFERENCE (2018) – JoAnn Xiong Mercado

The Fall Conference will be held in Evansville from September 24 to 26, 2018 at the Old National Events Plaza, 715 Locust Street, Evansville. The room rate is \$93 at the Double Tree. Parking is free at the convention center. JoAnn will need \$1,150 as a deposit for the convention center. Adam Rickert, Marion County Public Health Department, has agreed to serve as the Fall Conference Treasurer. Chris Borowiecki, Vanderburgh County Health Department, has agreed to take the lead on the Golf Outing on Sunday, September 23. JoAnn reported that the Convention and Visitor's Bureau has volunteered to prepare the name tags for the Fall Conference and can help at the registration desk as well.

OLD BUSINESS

Jason is still looking for someone to replace Russ Mumma as the Association's Parliamentarian.

Jason also distributed an article on Five Steps to a Strategic Plan for future consideration.

NEW BUSINESS

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 21 at Kathros Café at Ivy Tech in South Bend. A food truck manufacturer tour prior to the meeting is pending.

NORTHEAST CHAPTER - submitted by Joe Rakoczy

The last meeting was February 15. The speakers were Daniel Sturzen, Jr., USDA and Lee Green, ISDH. There were 32 in attendance. 2018 Chapter Officers are: Judy Fox, President; Linda Briles, Vice President; Robert DeBeck, Secretary; and Kayla Madden, Treasurer. Joe Rakoczy will serve as interim Chapter Rep to the Board. The Chapter now has a social media page on their website.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The last meeting was February 1 in Lafayette at the Food Finders Food Bank. Members helped repack several cases of food items for later distribution to those in need. There was also continued discussion about hosting future trainings for IEHA members. The next meeting is scheduled for April 5 at the Government Annex Building in Lebanon where members will learn more about Narcan.

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

WEST CENTRAL CHAPTER – submitted by Lisa Chandler for Lisa Harrison

The last meeting was February 8 in Hendricks County. Lori Endris, ISDH, spoke about meth labs and clean-up. The next meeting will be held in Putnam County in June. Speaker TBD.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The last meeting was February 9. The Chapter toured the Ivy Tech Culinary Kitchen and Donetta Held, Crisis Cleaning spoke about meth labs. The next meeting is scheduled for June.

SOUTHEASTERN CHAPTER – submitted by Todd Webb

The last meeting was February 2 at the Jackson County Community Foundation Building in Seymour. Speakers from the Jackson County Health Department and EMA discussed the recent Hazmat incident on I-65. The business meeting and lunch followed at the Pizza Palace in Seymour.

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was held at the Firehouse Subs in Greenwood. The Chapter collected donations for the Julian Center.

Jason Ravenscroft entertained a motion to adjourn the meeting. Kelli Whiting moved that the meeting be adjourned; it was seconded by Gretchen Quirk and passed unanimously. The meeting adjourned at 1:50 pm.

Submitted by:

Kelli Whiting, Secretary
Tami Barrett, Board Secretary