

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the August 17, 2018 meeting.

NEXT MTG DATE: Friday, October 19, 2018 (changed to October 26, 2018 and then canceled due to events in downtown Indy) – Friday, November 16, 2018

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 August 17, 2018 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 1:00 pm by President-Elect JoAnn Xiong Mercado.

Those attending all or part of the meeting:

Patty Nocek – Past President * & Awards Committee Chair (via phone)
Jason Ravenscroft – President* (via phone)
JoAnn Xiong Mercado – President-Elect*
Stephanie Cain – East Central Chapter* (via phone)
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)
Jennifer Heller – Southern Chapter Rep.* and Co-Chair – TAHP Committee Chair (via phone)
Margaret Voyles – Membership Committee Chair and Website Committee Chair (via phone)
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – Vice President*
Gretchen Quirk – Treasurer (2017/2018)*
Kelli Whiting – Secretary* & Nominations Committee Chair
Tara Renner – Auditor
Jennifer Warner – Auditor
Todd Webb – Southeastern Chapter Rep.*
Lisa Harrison – West Central Chapter Rep.*
Joe Rakoczy – Northeast Chapter Rep.*
George Jones – ISDH Liaison
Jennifer Asbury, Co-Chair – Food Protection Committee
Jay Hanko – IDEM Liaison
Denise Derrer – BOAH Liaison
Emme Lohr - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Lisa Chandler, Co-Chair – Food Protection Committee
Amanda Deering – IAFF Liaison
Doug Mathis – NACCHO/IPHA Liaison
Ellie Hansotte – Committee on Professional Education and Development (COPEDE) 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

JoAnn asked for comments or corrections to the May 17, 2018 and July 13, 2018 minutes. Corrections were made to the May and July minutes are requested and both sets of minutes were accepted as amended.

TREASURER'S REPORT – Gretchen Quirk

Current July Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$12,427.01

The BMO Harris Savings Account balance is \$3,791.30

The Fall Conference Account balance is \$18,850.00

The Capital Fund (30-month CD) balance is \$29,206.75

The COPED Principal Account (60-month CD) balance is \$16,889.00.

The COPED Available balance is \$3,291.30 (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)

JoAnn Xiong Mercado stated the July Treasurer's Report is filed subject to audit.

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

LIAISON REPORTS

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Denise Derrer – **NO REPORT**

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Amanda Deering – **NO REPORT**

(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.)

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.)

Jason noted that NEHA is offering a water quality virtual conference in October.

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 – **NO REPORT**

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

Environmental Public Health – Andrew Pappas replaced Jeff Wingstrom (now retired) as manager of the General Environmental Health Program.

Food Protection Program – Staff conducted inspections at the State Fair. They continue to work on a revision of 410 IAC 7-21, Wholesale Food Establishment Sanitation Requirements, to include model shellfish language. Interviews are underway for the Food Safety Farm Consultant and Retail Food Scientist positions.

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

Jason reported the Board met on August 9. A field day is scheduled for August 16 in Lafayette. IOWPA had a distribution box and chamber demo at the State Fair this year.

COMMITTEE REPORTS

AWARDS COMMITTEE – Patty Nocek

Patty reported the Committee met and the awards for the Fall Conference have been ordered.

COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd) – Ellie Hansotte – **No Report**

NOTE: There is \$3,291.20 available for Fall Conference scholarships. No applications have been received at this time.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 360 active members. 77 memberships have lapsed.

NOMINATIONS COMMITTEE – Kelli Whiting – **NO REPORT**

NOTE: State Officers for 2019 are: Holley Rose, Vice President; Lisa Chandler, Secretary; Gretchen Quirk, Treasurer (2019/2020); and Jennifer Warner and Tara Renner, Auditors. No ballots required prior to the Fall Conference.

PUBLICATIONS COMMITTEE – Ed Norris

The Summer Journal is now posted to the website. The deadline for articles for the Fall Journal is November 1, 2018.

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

The August meeting has been cancelled. Jennifer Asbury and Lisa Chandler both will be attending the FDA Central Region Conference in Louisville, KY during the same time. The next meeting is scheduled for November 29 at 10:00 at the ISDH Shadeland Office. There will be a speaker from Indiana Disability Rights. Elections for 2019 Co-Chairs will also be held at this meeting. Fall Conference speakers have been finalized.

WASTEWATER MANAGEMENT COMMITTEE – Jason Ravenscroft for Alice Quinn

The last meeting was August 9. The Committee is working on guidance documents for pump assisted perimeter drains and soil reporting forms to post on the website.

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

The last meeting was August 15 at the ISDH Shadeland Office. There are no poster abstract submissions for the Fall Conference. Photo contest entries are still being accepted – there is a prize for each category winner. The next meeting is scheduled for October 10 at 11:00 am at the ISDH Shadeland Office.

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

Don Simpson will present on mass fatalities at the TAHP concurrent session. He teaches the Indiana Department of Homeland Security Mass Fatality Course. There are still seats available for the November 14 NCBRT Course on Campus Emergencies, Preparedness, Response and Recovery and the December 13 Course on Improvised Explosive Device Search Procedures.

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

Margaret reported that we currently pay Wild Apricot \$160/month and that there is still an option to pay one-year in advance with a 10% discount or two years in advance with a 15% discount. After some discussion, Patty Nocek made a motion to lock in for two years with the 15% discount, it was seconded by Jason Ravenscroft and passed unanimously. Margaret will contact Wild Apricot.

CONSTITUTION & BYLAWS AD-HOC COMMITTEE – Jason Ravenscroft

Ballots went out for the 2nd vote on the proposed changes. If approved at the Fall Conference all changes will be made and the updated version will be posted on the website.

SPRING CONFERENCE (2018) – Jammie Bane – **NO REPORT**

NOTE: The Spring Conference surplus is \$144.95.

FALL CONFERENCE (2018) – JoAnn Xiong Mercado

JoAnn distributed an updated draft agenda for comment. After the Monday night banquet there will be a trivia and board game event. The Tuesday night outing will be held at the Pagoda on the river.

OLD BUSINESS

Jason Ravenscroft distributed a list of strategic plan goals. He asked the Board to pick three of the ten items listed for action. He will also talk about it at the Fall Conference Business meeting.

NEW BUSINESS

Patty reported that she will no longer be the keeper of the IEHA Facebook page as of January 2019.

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

NORTHWEST CHAPTER – submitted by Karen Flanigan

The last meeting was August 16. There was a tour of Metro Recycling, 2155 West Lincolnway in Valparaiso. A lunch meeting followed at Figure Eight Brewing in Valparaiso. The next meeting is scheduled for October 18 in South Bend.

NORTHEAST CHAPTER - submitted by Joe Rakoczy – **NO REPORT**

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 23 in Cass County at the Ivy Tech Campus. Tentatively, the Cass County Health Educator, Debbie Grimes, will talk about preparedness and how lay persons can respond when suddenly confronted with a trauma situation.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting will be held on August 30 at 1000 Degree Pizza in Mount Summit. Mike Sutton, ISDH, will talk about private drinking water wells.

WEST CENTRAL CHAPTER – submitted by Margaret Voyles for Lisa Harrison

The last meeting was August 9 in Danville. A representative from IDEM spoke about open burning. The next meeting will be in October.

SOUTHERN CHAPTER – submitted by Jennifer Heller

The next meeting is scheduled for August 22 at the Squire Boone Caverns in Corydon. There will be a speaker on caves and bats.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was July 18 at the 3 Wise Men Brewery in Broad Ripple. Angela Frank, Hoosier Environmental Council, spoke about CAFOs. The next meeting is scheduled for August 22 at Broad Ripple Park.

JoAnn Xiong Mercado entertained a motion to adjourn the meeting. Jason Ravenscroft moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 1:55 pm.

Submitted by:

Kelli Whiting, Secretary
Tami Barrett, Board Secretary