

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

NEXT MTG DATE: Friday, May 18, 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 March 16, 2018 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:00 am by President Jason Ravenscroft.

Those attending all or part of the meeting:

Patty Nocek – Past President * & Awards Committee Chair (via phone)
Jason Ravenscroft – President*
Jammie Bane – Vice President* (via phone)
Kelli Whiting – Secretary* & Nominations Committee Chair
Gretchen Quirk – Treasurer (2017/2018)*
Tara Renner – Auditor
Jennifer Warner – Auditor
Jay Hanko – IDEM Liaison (via phone)
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Stephanie Cain – East Central Chapter* (via phone)
Lisa Harrison – West Central Chapter Rep.* (via phone)
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair (via phone)
Denise Derrer – BOAH Liaison (via phone)
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair (via phone)
Margaret Voyles – Membership Committee Chair and Website Committee Chair
Tami Barrett – Board Secretary

Those not attending:

JoAnn Xiong Mercado – President-Elect*
Todd Webb – Southeastern Chapter Rep.*
Joe Rakoczy – Northeast Chapter Rep.*
George Jones – ISDH Liaison
Jennifer Asbury, Co-Chair – Food Protection Committee
Karen Flanigan – Northwest Chapter Rep.*
Emme Lohr - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Elizabeth Bowman – General Environmental Health Services Committee Chair
Lisa Chandler, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Amanda Deering – IAFP Liaison
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 February 16, 2018 minutes. Hearing none he stated the minutes are approved as presented.

TREASURER’S REPORT – Gretchen Quirk

Current February Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$20,687.99 (different from report submitted)

The BMO Harris Savings Account balance is \$4,133.48

The Fall Conference Account balance is \$18,850.00

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

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

The COPED Available balance is \$3,633.48 *(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 February Treasurer’s Report is filed subject to audit.

The Checking account and Fall Conference account signers have all been updated for 2018. During the Finance Committee meeting it was decided that a debit card for the Fall Conference account would be helpful.

AUDITORS – Tara Renner and Jennifer Warner

Jennifer and Tara reported that all books have been audited. Comments will be sent to all.

LIAISON REPORTS

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Denise Derrer

Denise requested that as farmers market season gets started, if county health officials see milk, cheese or other dairy products being sold at markets without proper packaging and labels—or if it is questionable—please call the BOAH Dairy Division (317-544-2391). If you can provide a name (and address), BOAH can do a database search to see if they are licensed and inspected. Some products may bear a pet food label; those are issued through the Indiana Feed Commissioner’s office. One other note on the dairy industry: Fluid milk prices are very, very low right now. As some farmers seek opportunities for additional income, raw (unpasteurized) milk/products may be offered for sale. The only legal way to sell raw milk products is with a pet food label, under the State Feed Commissioner’s office.

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.)

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

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 will be attending the NEHA AEC 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

Jay reported the second notices have been processed for renewing water quality standards (metals criteria). Mary Hollingsworth is the contact if you need additional information.

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

George reported that Jim King has transferred from the Lead & Healthy Homes Program to the General Environmental Health Program. He will take care of the territory formally handled by Ken Kavanagh. Senate Bill 331 to adopt the Federal Produce Safety Rule at state level is awaiting the Governor's signature. This will be enforced by the ISDH Food Protection Program. The Food Protection Program will soon be posting for two contractor positions to assist with administrative work related to federal cooperative agreements (grants). Please contact Krista Click at 317-234-8570 for specifics.

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

Jason reported there will be residential on-site workshops on March 21 in Dubois County, March 27 in Putnam County, April 5 in Wells County and April 10 in Ripley County. Installer/Inspection Training is scheduled for Marion County from April 23 to 26 and in Marshall County from May 15 to 16, 2018.

COMMITTEE REPORTS

AWARDS COMMITTEE – Patty Nocek

Patty reminded all that award nomination applications are due July 15, 2018.

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

NOTE: Currently there is \$3,633.48 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 – Margaret Voyles

Currently there are 355 active members. According to the data base there is a total of 469 members and 558 contacts. 122 memberships have lapsed; therefore, Margaret distributed a list of lapsed members to Chapter Reps to review.

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

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

The first meeting is March 22 at 2525 North Shadeland Ave, Indianapolis. Robert Geiger with Indiana State Chemist Office is speaking about pet food regulations. We will also be forming a subcommittee for “Fall Conference Speakers” and will begin working on that right away. A list of 2018 meeting dates was sent to Margaret Voyles so she can update the website. Brandy Sheehan with www.Iwaspoisoned.com contacted us about speaking at Fall Conference. Here is the info: Patrick Quade, founder of Iwaspoisoned.com, the food safety crowdsourcing social platform, has spoken at a number of conferences and seminars across the county, including FDA Regional food safety conferences, and state environmental health association conferences. His talk entitled "Food Safety in the Age of Social Media" has been very well received and we welcome the chance to share more about this emerging technology and food safety surveillance with your members. He is from NY and asking for some travel fees. I told Brandy that I don't know what we could offer if anything and there is a possibility of a Skype presentation. Patty Nocek shared this information with JoAnn Xiong-Mercado.

WASTEWATER MANAGEMENT COMMITTEE – Jason Ravenscroft for Alice Quinn

The Committee is close to finalizing the troubleshooting document, easement agreement document, and pump assisted perimeter drain document for the website.

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

The Committee met on March 14, 2018 at the ISDH Shadeland office. We are wrapping up our tracking of environmental health related bills from the 2018 Indiana general assembly. A final update will go out in April via email, and will be available online on the IEHA website. The next meeting is scheduled for May 9 at 11:00 am at the IDEM Shadeland Office.

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

The TAHP committee sponsored training on April 17 and 18, 2018 is almost full: “Team Approach to Foodborne Outbreak Response”. TAHP has coordinated with the Office of Bombing Prevention for a half day course in June on Active Shooter/Threat Awareness/Intro to Explosives/WMD Threat Credibility. This will be coordinated and presented by the FBI, Homeland Security and the OBP. It is a non-credit course, informational only. The OBP is also processing a request from TAHP for a course in December on “Improvised Explosive Device Search Procedures”. Fall conference speakers are lined up. The next meeting is scheduled for May 18.

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

Margaret reported that Wild Apricot is increasing their fee effective July 13, 2018. For two years it will increase from \$1,450 to \$1,728.

CONSTITUTION & BYLAWS AD-HOC COMMITTEE – Jason Ravenscroft – **NO REPORT**

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.

FALL CONFERENCE (2018) – JoAnn Xiong Mercado – **NO REPORT**

NOTE: 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.

OLD BUSINESS

Jessica Bergdall, Northeast Chapter, requested to use the IEHA logo only on hats and shirts. Jason Ravenscroft entertained a motion for approval. Patty Nocek moved that the Northeast Chapter be approved to use the IEHA logo only on hats and shirts, it was seconded by Kelli Whiting and passed unanimously.

Jason suggested the Board discuss strategic planning goals, i.e. increase student membership, reach out to counties not represented in IEHA, increase membership by 10%, etc. Discussions will continue during Board meetings.

NEW BUSINESS

There was discussion about reimbursing Amanda Deering for her IAFP dues as she is the IAFP Liaison to the IEHA Board. Jason entertained a motion. Ed Norris made the motion to reimburse her, it was seconded by Kelli Whiting and passed unanimously.

Patty Nocek reported that NEHA has electronic voting thru simplyvoting.com. This may be something that IEHA wants to check into.

Tami reported that Russ Mumma, former Parliamentarian to the Board, is in the hospital recovering from surgery.

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

NORTHWEST CHAPTER – submitted by Karen Flanigan – **NO REPORT**

NORTHEAST CHAPTER - submitted by Joe Rakoczy

Several members recently attended the Indiana Vector Control Association annual meeting in Evansville. The last chapter meeting was held in Jay County. George Shields of INPRS spoke on the PERF program and Luke Britt, Indiana Public Access Counselor spoke on the public access laws. The Chapter has created a Facebook page “Northeast Chapter – Indiana Environmental Health” to share info with our associated counties. Please “like” us to follow along with our activities. Russ Muma is still in the hospital – please keep Russ and his family in your thoughts and prayers. There have been several new hires at LHD’s over the last couple of months, with new staff in Grant, Wells, and Whitley Counties. MaryAnn McClusky recently retired from the Whitley County Health Department where she served as Food Safety Specialist. The next meeting will be in Whitley County and will be the annual Eel River clean-up project. More details to follow.

WABASH VALLEY CHAPTER – submitted by Ed Norris

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

The last meeting was on February 22 at the Elm Street Brewing Company in Muncie. Lisa Harrison, ISDH, spoke about farmers markets. There were 18 in attendance. The next meeting is scheduled for May 24 at the POET Bio-refining plant in Alexandria.

WEST CENTRAL CHAPTER – submitted by 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 on June 14.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The Chapter toured the Ivy Tech new Culinary Kitchen at the Bloomington Ivy Tech on February 9. 21 people participated. Donetta Held, Crisis Cleaning, spoke on mitigating meth and fentanyl labs. The next meeting is scheduled for June – the exact date/time TBD.

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. The next meeting is scheduled for April 6 in Ripley County.

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was June 18 at the Firehouse Subs in Greenwood. Jeanette McGavic, ISDH, spoke about Lyme Disease. The Chapter collected donations for the Julian Center.

Jason Ravenscroft entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Gretchen Quirk and passed unanimously. The meeting adjourned at 11:00 am.

Submitted by:

Kelli Whiting, Secretary
Tami Barrett, Board Secretary