

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

**NEXT MTG DATE: Friday, June 15, 2018 – 10:00 am (this meeting was canceled due to schedule conflicts)**

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 – 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 May 17, 2018 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:30 am by President Jason Ravenscroft.

Those attending all or part of the meeting:

Jason Ravenscroft – President\*  
JoAnn Xiong Mercado – President-Elect\*  
Gretchen Quirk – Treasurer (2017/2018)\*  
Jay Hanko – IDEM Liaison (via phone)  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Stephanie Cain – East Central Chapter\* (via phone)  
Karen Flanigan – Northwest Chapter Rep.\* (via phone)  
Emme Lohr - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison (via phone)  
Ed Norris – Wabash Valley Chapter Rep.\* & Publications Committee Chair (via phone)  
Jennifer Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair (via phone)  
Tami Barrett – Board Secretary

Those not attending:

Patty Nocek – Past President \* & Awards Committee Chair  
Jammie Bane – Vice President\*  
Kelli Whiting – Secretary\* & Nominations Committee Chair  
Tara Renner – Auditor  
Jennifer Warner – Auditor  
Lisa Harrison – West Central Chapter Rep.\*  
Todd Webb – Southeastern Chapter Rep.\*  
Joe Rakoczy – Northeast Chapter Rep.\*  
George Jones – ISDH Liaison  
Jennifer Asbury, Co-Chair – Food Protection Committee  
Elizabeth Bowman – General Environmental Health Services Committee Chair  
Margaret Voyles – Membership Committee Chair and Website Committee Chair  
Lisa Chandler, Co-Chair – Food Protection Committee  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Amanda Deering – IAFFP Liaison  
Doug Mathis – NACCHO/IPHA Liaison  
Denise Derrer – BOAH 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 March 16, 2018 minutes. Reba Taylor-Hill reported an update to the date of the last Central Chapter meeting. Hearing no other comments, Jason stated the minutes are approved as amended.

**TREASURER'S REPORT** – Gretchen Quirk

Current April Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$22,669.27

The BMO Harris Savings Account balance is \$4,195.57

The Fall Conference Account balance is \$18,850.00

The Capital Fund (30-month CD) balance is \$29,073.58

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

The COPED Available balance is \$3,695.57 *(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 April Treasurer's Report is filed subject to audit.

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

**LIAISON REPORTS**

**BOARD OF ANIMAL HEALTH (BOAH) LIAISON** – submitted by Denise Derrer

County fair and exhibition season is just around the corner so BOAH is reminding fair organizers about good public health practices – handwashing after visiting livestock and poultry exhibits. BOAH has a link on-line to a guidance document compiled by the National Association of State Public Health Veterinarians and National Association of State Veterinarians. While the “Measures to Minimize” document is very swine influenza-focused, many of the recommendations are good practice for other species and disease concerns. Find it online at:

[https://www.in.gov/boah/files/Measures%20to%20Minimize%20Influenza%20Transmission%20at%20Swine%20Exhibitions 2018.pdf](https://www.in.gov/boah/files/Measures%20to%20Minimize%20Influenza%20Transmission%20at%20Swine%20Exhibitions%202018.pdf)

**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: Amanda Deering is attending the IAFP AEC in Salt Lake City, Utah from July 8 to 11, 2018. Gretchen Quirk sent Amanda reimbursement for her IAFP membership.

**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. There is a virtual conference on vector control on the NEHA website.

**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 that SEA 362 becomes effective July 1, 2018. It requires new or modified permits for public water or wastewater utilities to submit a cost benefit analysis, capital asset management plan and security plan for approval.

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

George reported that Jeff Wingstrom retired at the end of April after 44 years with the ISDH. Legislation will become effective July 1, 2018 that formally transfer the authority for the meth lab clean-up rule from IDEM to ISDH. The Environmental Public Health Division has formed a task force to consider changes to the rule. The task force is made up of state and local health department staff, along with qualified inspectors. The first meeting is May 31, 2018. Diane Allen has accepted the position of Manufactured Food Regulatory Program Standards (MRFPS) Project Specialist in the Food Protection Program at the ISDH.

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

Emme reported there was Installer/Inspection Training 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. Anna Doerflein is the at-large member of the Awards Committee and it is confirmed that Mike Sutton will serve in his capacity as previous Committee Chair.

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

A \$500 scholarship was awarded to Ginger Harrington, Hendricks County Health Department, for continuing education.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 462 members (all inclusive). 122 memberships have lapsed; therefore, Margaret distributed a list of lapsed members to Chapter Reps to review.

**NOMINATIONS COMMITTEE** – Kelli Whiting

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 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 last IEHA Food Protection Committee was held on March 22 at IDEM Shadeland Office. Robert Geiger with the Indiana State Chemist Office spoke about pet food regulations, specifically at Farmers Markets. Sharon Farrell also gave updates from ISDH. The next meeting will be held on June 28 at same location from 10:00 am to 12:00 pm. A conference call-in line will be available and the topic is to be determined. On May 10, a conference call was held for any FPC members who wanted to be a part of the Fall Conference Speaker Committee. Several speaker ideas were discussed. Jennifer and Lisa will be beginning to contact speakers and get them scheduled for the conference.

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

The last Committee meeting was canceled. The Committee is working on Fall Conference concurrent session speakers.

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

The last meeting was on May 9 from 11-12 at the ISDH Epidemiology Resource Center Annex E-3 at 2525 North Shadeland Ave in Indianapolis. Amy Kent, Director of Legislative Affairs at ISDH was the guest speaker. She introduced herself, talked about what her role is, etc. In regard to fall conference, the Committee is planning to have a photo contest again this year. There was also discussion on poster presenters and how best to attract more students. Fall Conference concurrent session speakers were finalized, pending additional communication with the speakers. The next meeting is scheduled for June 13 from 11-12 in the same location.

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

The Committee-sponsored training on April 17 and 18, 2018: “Team Approach to Foodborne Outbreak Response” was attended by 33 participants. The Active Shooter class scheduled for June 12 is full. The Committee has added six new members from the training and 33 new members from the Active Shooter class. The next meeting is scheduled for June 15 prior to the Executive Board meeting.

**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

The proposed changes to the Constitution and By-Laws were approved at the Spring Conference. The By-Laws are effective immediately. The Constitution will be sent to the full membership 60 days prior to the Fall Conference for a vote to be returned 30 days prior to the Fall Conference. The votes will be tallied and reported on at the Fall Conference Business meeting.

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

Gretchen has paid the Horizon Conference Center but there are still some checks to be collected. The surplus will be announced at a future meeting.

**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. The deposit for the hotel has been paid.

**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. Tami sent the logo to Jessica.

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**

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

**NORTHWEST CHAPTER** – submitted by Karen Flanigan

The last meeting was held on March 21 in South Bend at Kathros Café. The spring highway clean-up with Adopt-A-Highway was completed May 6 to 8 in La Porte County. The next meeting is scheduled for May 18 at the Community Meeting Room of the Community Resource Center in Plymouth. Jim Weingart, IDEM, will be the speaker and Narcan training will also be offered.

**NORTHEAST CHAPTER** - submitted by Joe Rakoczy

The last meeting was May 17 in Kosciusko County at the Courthouse. The speakers were Brooke Hamstra, Bill Baxter, Tony Ciriello and Mike Mettler. The topics were Food Allergies, Kosciusko County Lab, Opioid Epidemic and On-Site Sewage Disposal and Environmental Health Updates, respectively. Lunch and business meeting followed.

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

The last meeting was April 5 at the Government Annex Building in Lebanon where members learned about the legal requirements under the law and were shown how to administer Narcan. The next meeting is scheduled for June 7 in Carroll County.

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

The next meeting is scheduled for May 24 at the POET Bio-refining plant in Alexandria. There will be a tour and then the business meeting at the El Chile Poblano in Alexandria.

Minutes of the May 17, 2018  
IEHA Executive Board Meeting  
Page Seven

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

The last meeting was held in conjunction with the Spring Conference.

**SOUTHERN CHAPTER** – submitted by Jennifer Rugenstein

The next meeting is scheduled for June – the exact date/time TBD.

**SOUTHEASTERN CHAPTER** – submitted by Todd Webb

The last meeting was May 4 at the Sherman in Batesville, Ripley County.

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

The last meeting was May 16 at Bakersfield on Mass Avenue in Indianapolis. The new Vice Chair for the Chapter will be Kristol Ward.

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 11:30 am.

Submitted by:

Kelli Whiting, Secretary  
Tami Barrett, Board Secretary