

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the August 14, 2020 meeting.**

NEXT MTG DATE: Friday, November 20, 2020 – 11:00 am (NOTE: October 9, 2020 meeting was canceled & Fall Conference Business meeting was held September 21, 2020)

LOCATION: ISDH Building (**Via Microsoft Teams only**)

AGENDA: Chapter and Committee Reports/Old and New Business

FROM: Lisa Chandler - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President & Awards Committee Chair – JoAnn Xiong Mercado
President and NEHA Liaison – Jammie Bane*
President-Elect – Holley Rose*
Vice President – Jennifer Heller*
Treasurer – Gretchen Quirk (2019/2020)*
Secretary – Lisa Chandler*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Karl Glaze (Jennifer Heller, proxy) – Southern Chapter*
Beth Bowlen – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Nicole Corwin – Northeast Chapter*
Stephanie Cain – East Central Chapter *
Patty Nocek – Northwest Chapter *

OTHERS

Matthew Herrick & Catherine Hess – Auditors
Tara Renner – Committee on Professional Education and Development (COPEd)
Lynette Schrowe – IDEM Liaison
Jason Ravenscroft – Membership Committee Chair
Ed Norris – Publications Committee Chair
Mike Sutton – Nominations Committee Chair
Amanda Deering – International Association for Food Protection (IAFP) Liaison
Alice Quinn – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
George Jones – Indiana State Department of Health (ISDH) Liaison
Denise Derrer – Board of Animal Health (BOAH) Liaison
Doug Mathis – National Association for County and City Health Officials (NACCHO) Liaison
Kim Irwin - Indiana Public Health Association (IPHA) Liaison
Sarah Dallas and Amy Ayers – Co-Chairs - Food Protection Committee
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jennifer Heller and Jennifer Warner, Co-Chairs - Terrorism and All-Hazards Preparedness
Vacant – Parliamentarian & Website Committee Chair
Tami Barrett – Board Secretary

Minutes of the August 14, 2020 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 11:05 am by President-Elect Holley Rose.

Those attending all or part of the meeting:

JoAnn Xiong Mercado – Past President and Awards Committee Chair
Jennifer Heller, Vice President* and Co-Chair, TAHP Committee
Holley Rose – President-Elect
Gretchen Quirk – Treasurer (2019/2020)*
Lisa Chandler – Secretary*
Catherine Hess – Auditor
Jason Ravenscroft – Membership Committee Chair
Amy Ayers, Co-Chair – Food Protection Committee
Patty Nocek – Northwest Chapter Rep*
Beth Bowlen – Southeastern Chapter Rep.*
Nicole Corwin – Northeast Chapter Rep.*
Karl Glaze – Southern Chapter Rep*
Stephanie Cain – East Central Chapter*
Reba Taylor-Hill – Central Chapter Rep.*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – President* and NEHA Liaison
Matthew Herrick – Auditor
Lisa Harrison – West Central Chapter Rep.*
Sarah Dallas, Co-Chair – Food Protection Committee
Alice Quinn – Wastewater Management Committee Chair
Jennifer Warner – Co-Chair – Terrorism and All Hazards Committee Co-Chair
Mike Sutton – Nominations Committee Chair
George Jones – ISDH Liaison
Denise Derrer – BOAH Liaison
Amanda Deering – IAFP Liaison
Lynette Schrowe – IDEM Liaison
Kim Irwin – IPHA Liaison
Tara Renner – COPED Committee Chair
Doug Mathis – NACCHO Liaison
Elizabeth Bowman – General Environmental Health Services Committee Chair
Alice Quinn – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison

Guest:

Margaret Voyles, West Central Chapter

*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 – Lisa Chandler/Tami Barrett

Holley Rose asked for comments or corrections to the July 17, 2020 minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current July Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$17,208.39

The BMO Harris Savings Account balance is \$5,029.58

The Fall Conference Account balance is \$17,981.30 (July Bank Statement)

The Capital Fund (30-month CD) balance is \$30,045.57

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

The COPED Available balance is \$4,529.58 *(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, interest from the 60-month CD & \$844 from 2018 Fall Conference Silent Auction)*

Holley Rose stated the July Treasurer's Report is filed subject to audit.

AUDITORS – Catherine Hess & Matthew Herrick

Catherine stated they still need the Central Chapter and 2019 Fall Conference books to audit (received partial info). All other books have been audited and returned.

LIAISON REPORTS

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

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

(NOTE: Jammie Bane's IAFP dues have been paid (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 2020 IEHA Delegate to IAFP.)

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) LIAISON – Jennifer Heller for Doug Mathis

Jennifer reported that NACCHO has a template to send to legislators to request public health funding. She will send the info to Board members to distribute.

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Kim Irwin

Kim reported that IPHA has launched four recurring events:

Weekly Meet-Up – Wednesdays at 12:00 noon;

Policy & Advocacy Committee – First Wednesday of each month from 2 to 4 pm; and

IPHA Membership & Communications Committee – Third Wednesday of each month from 1 to 3 pm

Health Equity Action Team – Fourth Thursday of each month from 1:30 to 3:00 pm

Feel free to sign up for IPHA e-mails at <https://inpha.org/> under the Subscribe tab or directly at <https://cutt.ly/INPHASubscribe>.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Jammie Bane – **NO REPORT**

(NOTE: Jammie Bane's NEHA dues have 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. Jammie Bane is the 2020 IEHA Liaison to NEHA.)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Lynette Schrowe – **NO REPORT**

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – George Jones – **NO REPORT**

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Karl Glaze for Alice Quinn

Karl reported the IOWPA Board met on August 13. The annual meeting in 2021 will not be held in-person. IOWPA still has an interim Executive Director at this point but the position has been posted.

COMMITTEE REPORTS

AWARDS COMMITTEE – JoAnn Xiong Mercado

JoAnn reported the Committee met and winners were chosen. They will be announced at the virtual fall business meeting on September 21 but will be officially presented to the winners at the 2021 spring conference.

COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd) – Tara Renner – **NO REPORT**

NOTE: There is currently \$4,529.58 available for scholarships.

MEMBERSHIP COMMITTEE – Jason Ravenscroft

Jason reported there are currently 344 active paid members.

NOMINATIONS COMMITTEE – Mike Sutton – **NO REPORT**

NOTE: An e-mail was previously sent to all members with the slate of 2021 officers and requesting any other nominations be received by June 19, 2020. The 2021 slate of officers are: Vice President – Krista Click; Secretary – Lisa Chandler; Treasurer – Gretchen Quirk (2-year term); and Auditors – Matthew Herrick and Catherine Hess. Since the 2020 Spring Conference was canceled, the Board voted to close the nominations on behalf of the Association. JoAnn Xiong Mercado entertained a motion to close the nominations, it was seconded by Reba Taylor-Hill and passed unanimously.

Jammie Bane suggested that based on COVID-19 issues, the current slate of officers for 2020 pause and remain in their respective positions through 2021. Krista Click would then start her term as Vice President in 2022. This will allow Jennifer Heller and Holley Rose to continue with their respective conferences in 2021. Per Article 4 of the By-Laws, the voting members shall annually elect officers; therefore, an e-mail requesting votes was sent to the entire membership to approve the 2020 officers retaining their respective positions in 2021. 150 responses were submitted with all in favor of keeping the officers the same in 2021.

The results of this vote will also be announced at the virtual annual fall business meeting on September 21.

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the Summer Journal is now posted to the website. He will continue to send e-mails reminding members the Journal has been posted and will include the link for easier access. Please submit articles for the Fall/Winter Journal by the end of October.

FOOD PROTECTION COMMITTEE – Amy Ayers & Sarah Dallas – Co-Chairs

Amy reported the next meeting is scheduled for August 27.

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 last meeting was August 13. The Committee is hosting its 5th annual photo contest entirely electronically. This year there are only five categories: Terrorism and All Hazards, Wastewater, Food Protection, General Environmental Health, and COVID-19. Entries were due by August 31 however the deadline has been extended to September 11. Please submit photo contest entries with the Image Library Submission Form to: gehsc.ieha@gmail.com. You can submit multiple times. Winners will be announced during the virtual fall business meeting on September 21. The next meeting is scheduled for November 12.

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

Jennifer Heller reported the Committee has submitted a grant to pay for a verbal judo training when it is safe for in-person trainings again. The TAHP Committee will not be meeting the rest of 2020 since many of the members are heavily involved in the COVID-19 response and the usual location is now being used for testing site. There are no trainings scheduled yet for 2021.

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Vacant

SPRING CONFERENCE (2021) – Jennifer Heller (2020 Conference was cancelled due to COVID-19)

The Spring Conference is now scheduled for April 22, 2021 at the Season's Conference Center in Nashville. This is also Earth Day.

FALL CONFERENCE (2020) – Holley Rose (2020 Conference was cancelled due to COVID-19)

There will be an annual fall business meeting scheduled for September 21 from 10:30 to 12:00 via Microsoft Teams. Tami will send the meeting notice to all members. The 2021 Fall Conference is now scheduled for September 20 to 22 in Lawrenceburg.

STRATEGIC PLAN UPDATES – Jason Ravenscroft – **NO UPDATES**

NOTE: The Strategic Plan has been posted to the website under "About IEHA". The Strategic Plan Goals for 2019 are:

- 1) Increase the number of counties represented in IEHA by 10% (Membership Committee) (Jason is working on updating counties in the Membership database so we can contact those with no participating members)
- 2) Increase membership with younger professionals, with less than 5 years of experience, and students by 20% (Membership Committee)
- 3) Increase members with nationally recognized certifications by 10% (COPED) (Jason and Ellie are working on a survey monkey survey to send to all members)

OLD BUSINESS

None

NEW BUSINESS

Jennifer Heller reported that Stanley Danao is retiring as of August 21, 2020.

Patty Nocek suggested someone help Andrew Pappas with the Central Chapter books since they were to be submitted by the end of March.

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

NORTHWEST CHAPTER – Patty Nocek – **NO REPORT**

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

NORTHEAST CHAPTER – Nicole Corwin – **NO REPORT**

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

WABASH VALLEY CHAPTER – Ed Norris

The next meeting is scheduled for August 20 (changed from 8/27) to avoid conflict with the Food Protection Committee meeting at the Pavilion at Houston Park. This is an outdoor location to allow suitable social distancing. Planned speakers include Jan Fawley, Parks Administrator, Logansport Parks Department and Jennifer Asbury, Purdue University, to cover how campus food service had to change to accommodate the pandemic.

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

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

WEST CENTRAL CHAPTER – Lisa Chandler for Lisa Harrison

August 20 meeting has been canceled. The next meeting is schedule for October.

SOUTHERN CHAPTER – Karl Glaze – **NO REPORT**

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

SOUTHEASTERN CHAPTER – Beth Bowlen – **NO REPORT**

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

CENTRAL CHAPTER – Reba Taylor-Hill

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

Hearing no other business to come before the Board, Holley Rose entertained a motion to adjourn the meeting. Patty Nocek moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 11:40 am.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary