

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the November 20, 2020 meeting.**

NEXT MTG DATE: Friday, December 18, 2020 – 11:00 am

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 – Amanda Lahners, Co-Chair (2021)
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-Amy Ayers & Mariah Allen (2021)
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 November 20, 2020 Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 11:06 am by Jason Ravenscroft, Membership Committee Chair on behalf of Jennifer Heller as she had technical difficulties.

Those attending all or part of the virtual meeting:

Jennifer Heller, Vice President* and Co-Chair, TAHP Committee
Gretchen Quirk – Treasurer (2019/2020)* & (2021/2022)*
Catherine Hess – Auditor
Jason Ravenscroft – Membership Committee Chair
Mike Sutton – Nominations Committee Chair
Tara Renner – COPED Committee Chair
Elizabeth Bowman – General Environmental Health Services Committee Chair
Lisa Harrison – West Central 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
Lynette Schrowe – IDEM Liaison
Kim Irwin – IPHA Liaison
Tami Barrett – Board Secretary

Those not attending:

JoAnn Xiong Mercado – Past President and Awards Committee Chair
Jammie Bane – President* and NEHA Liaison
Holley Rose – President-Elect*
Lisa Chandler – Secretary*
Matthew Herrick – Auditor
Sarah Dallas, Co-Chair – Food Protection Committee
Amy Ayers, Co-Chair – Food Protection Committee
Alice Quinn – Wastewater Management Committee Chair
Jennifer Warner – Co-Chair – Terrorism and All Hazards Committee Co-Chair
George Jones – ISDH Liaison
Denise Derrer – BOAH Liaison
Amanda Deering – IAFP Liaison
Doug Mathis – NACCHO Liaison
Alice Quinn – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Patty Nocek – Northwest Chapter Rep.*
Beth Bowlen – Southeastern Chapter Rep.*

*Indicates a voting member of the Board. There must be 8 voting members present (in person or virtual) for an official quorum. A quorum was present for this meeting.

SECRETARY'S REPORT – Lisa Chandler/Tami Barrett

Jason Ravenscroft asked for comments or corrections to the August 14, 2020 minutes. Hearing none, he stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current October Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$10,697.09

The BMO Harris Savings Account balance is \$5,126.25

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

The Capital Fund (30-month CD) balance is \$30,056.90

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

The COPED Available balance is \$4,626.25 (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)

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

Gretchen also presented the proposed 2021 budget for the Board members to review and provide comments. There will be an updated budget for the Board members to vote on at the December Executive Board meeting. Gretchen also asked that the Central, Southeastern and Northeast Chapters please cash their rebate checks as soon as possible.

AUDITORS – Catherine Hess & Matthew Herrick

Catherine stated that all 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 2021 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 2021 IEHA Delegate to IAFP.)

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) LIAISON – Doug Mathis – **NO REPORT**

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Kim Irwin

Kim reported that the IPHA Policy Forum scheduled for December has been bumped to January 2021.

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 2021 IEHA Liaison to NEHA.)

Note: NEHA is offering free courses on-line for CEUs and will hold their 2021 Conference virtually.

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

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

Stanley Danao, Rapid Response Team Food Specialist and Hank Wolfe, Wholesale Food Program Area Representative have retired from the IDOH. Sarah Germann, Food Safety Farm Consultant and Michelle Hanse, Manufactured Foods Regulatory Program Standards Project Coordinator are new hires. Open positions include the Voluntary National Retail Food Regulatory Program Standards Coordinator and three Food Scientist 2 Inspectors.

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

Karl reported that IOWPA is in the final stages of hiring an Executive Director. The 2021 annual meeting will be held virtually.

COMMITTEE REPORTS

AWARDS COMMITTEE – JoAnn Xiong Mercado – **NO REPORT**

COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd) – Tara Renner

Tara reported that two COPEd scholarships have been awarded. Alice Quinn, IDOH, received reimbursement for conference fees and Amy Ayers, Boone County, received reimbursement for CP-FS testing. There is a third application that is being reviewed. There is currently \$4,626.25 available for scholarships.

MEMBERSHIP COMMITTEE – Jason Ravenscroft

Jason reported there are currently 350 active & new paid members. Jason is working on cleaning up the database prior to the auto-generated membership dues notice reminder going out.

NOMINATIONS COMMITTEE – Mike Sutton

Mike reiterated that all 2020 State Officers will continue their respective roles in 2021. Krista Click would then start her term as Vice President in 2022.

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the Fall/Winter 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.

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

The last meeting was held virtually on November 19. Bret Marsh, DVM, Commissioner of BOAH provided an update. There was discussion on 2021 Committee Officers.

WASTEWATER MANAGEMENT COMMITTEE – Jason Ravenscroft for Alice Quinn

The last meeting was held virtually on November 12, 2021. Committee officers were elected. Alice Quinn and Amanda Lahners will be Co-Chairs and Jason Ravenscroft will continue as Secretary.

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

The last meeting was held November 12. There was discussion about this year's successful photo contest. Committee officers were elected. Elizabeth Bowman, Chair and Jason Ravenscroft, Secretary will continue in their respective roles in 2021. The Committee will begin Legislation Tracking in January 2021. The first virtual certified pool operator class was held the week of November 16 by Steve Yearly and Jason Ravenscroft.

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

Jennifer Heller reported the Committee canceled all trainings this year but is hopeful to get them re-scheduled in 2021. The Brown County Health Department received a grant for verbal judo training for staff. There are podcasts for NCBRT on COVID and more that are free on Spotify.

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. Jennifer is planning to give more time to Awards and the Committees and Chapters to report on what they're doing to hopefully boost participation.

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

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

The 2021 Executive Board meeting dates were distributed for comment. The start time will be changed to 11:00 am due to the 10:00 to 11:00 am IDOH webcast for LHDs.

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

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

NORTHEAST CHAPTER – Nicole Corwin

The last meeting scheduled for November 19 was canceled due to rising COVID numbers. Matt Meersman, Director of the St. Joe River Basin Committee was scheduled to speak on Watershed Management. It is hoped that he can speak to the Chapter at the December meeting.

WABASH VALLEY CHAPTER – Ed Norris

The last meeting was August 8 at the Extension Office in Lafayette with members wearing masks and suitable social distancing. The featured speaker was Dwayne Caldwell, Senior Environmental Manager, IDEM, and he talked about IDEM's emergency response, what happens during a spill response, and compliance with state law. The next meeting is scheduled for December 10 at the same location. This is the Chapter Christmas celebration and will likely be held at a suitable restaurant. The Chapter's Community Outreach Project is a toy drive to benefit an area charity.

EAST CENTRAL CHAPTER – Stephanie Cain

The last meeting was October 29 at 1,000 Degree Pizza. There were ten in attendance. There was a roundtable discussion of COVID response issues. The December 20 meeting has been canceled. The Chapter is donating to the Second Harvest Food Bank.

WEST CENTRAL CHAPTER – Lisa Harrison

There is a meeting scheduled for December 10, but it may be canceled if COVID numbers are on the rise. There will be a roundtable discussion of COVID response issues. The Chapter has five potential new members.

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

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

CENTRAL CHAPTER – Reba Taylor-Hill

The next meeting is scheduled for December 10 from 12:00 to 1:00 pm. There will be a financial update and election of Chapter Officers. Eddie Hill and Andrew Pappas are working on agenda items.

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

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary