

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the December 17, 2021 meeting.**

NEXT MTG DATE: Friday, January 14, 2022 – 10:30 am

LOCATION: IDOH 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 *
Karen Flanigan – 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 – Co-Chair, Wastewater Management Committee
L.A. Brown - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison (July 2021)
Amanda Lahners - Co-Chair, Wastewater Management Committee
Vacant – Indiana Department of Health (IDOH) 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
Amy Ayers & Mariah Allen, Co-Chairs - Food Protection Committee
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jennifer Heller - Terrorism and All-Hazards Preparedness Chair
Vacant – Website Committee Chair
Vacant – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the December 17, 2021 Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 11:05 am by President Jammie Bane.

Those attending all or part of the virtual meeting:

Jammie Bane – President* and NEHA Liaison
Jennifer Heller, Vice President* and Chair, TAHP Committee
Lisa Chandler – Secretary*
Gretchen Quirk – Treasurer (2019/2020) & (2021/2022)*
Tara Renner – COPED Committee Chair
Reba Taylor-Hill – Central Chapter Rep.*
Karl Glaze – Southern Chapter Rep*
Nicole Corwin – Northeast Chapter Rep.*
Stephanie Cain – East Central Chapter*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Mike Sutton – Nominations Committee Chair
Jason Ravenscroft – Membership Committee Chair
Kacie Schenck – General Environmental Health Services Committee Chair (2022)
Mariah Allen - Food Protection Committee Co-Chair
Kim Irwin – IPHA Liaison
Lynette Schrowe – IDEM Liaison
Tami Barrett – Board Secretary

Those not attending:

JoAnn Xiong Mercado – Past President and Awards Committee Chair (2022 FPC Co-Chair)
Holley Rose – President-Elect*
Krista Click, Vice President (2022)
Catherine Hess – Auditor
Matthew Herrick – Auditor
Karen Flanigan – Northwest Chapter Rep*
Lisa Harrison – West Central Chapter Rep.* and IDOH Liaison
Beth Bowlen – Southeastern Chapter Rep.*
Elizabeth Bowman – General Environmental Health Services Committee Chair
Amanda Lahners – Wastewater Management Committee Co-Chair
Amy Ayers, Co-Chair – Food Protection Committee
Amanda Deering – IAFP Liaison
Doug Mathis – NACCHO Liaison
Denise Derrer – BOAH Liaison
LA Brown - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Alice Quinn – Wastewater Management Committee Co-Chair

*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

Jammie Bane asked for comments or corrections to the November 12, 2021 minutes. Hearing none, he stated the minutes are accepted as presented.

TREASURER'S REPORT – submitted by Gretchen Quirk

Current November Budget Report

The BMO Harris Checking Account balance is \$2,415.45

The BMO Harris Savings Account balance is \$4,871.77

The Fall Conference Account balance is \$27,989.00 (last bank statement)

The Capital Fund (30-month CD) balance is \$30,124.52 (**as of January 2021 is now a 13-month CD**)

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

The COPED Available balance is \$4,371.77 (*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*)

Jammie stated the November Treasurer's Report is filed subject to audit.

The 2022 proposed budget was approved by the Finance Committee and submitted to the Board for review and approval. Reba Taylor-Hill made a motion to approve the 2022 proposed budget, it was seconded by Ed Norris and passed unanimously.

Gretchen reported the 990s have been submitted and they now have to be submitted electronically going forward.

Gretchen also reported that the Association will only have about \$700 left in the checking account at the end of the year. There was discussion. Ed Norris made a motion to have the silent auction money from the 2021 Fall Conference moved to the Association checking account until the membership money starts flowing in 2022, it was seconded by Reba Taylor-Hill and passed unanimously. Tami will contact Holley Rose and Mike Mettler to have the check cut and mailed.

AUDITORS – Catherine Hess & Matthew Herrick – **NO REPORT**

Tami reported that the NE and EC chapter books were submitted and audited.

LIAISON REPORTS

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

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Amanda Deering – **NO REPORT** (NOTE: Holley Rose 2022 IAFP dues are up to date via the complimentary membership certificate – no cost to IEHA (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 2022 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 thanked the Association for support for the IPHA Shifting Upstream Webinar.

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.)

Jennifer Heller commented that she has been accepted to participate on the NEHA Preparedness Program Committee.

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

INDIANA DEPARTMENT OF HEALTH (IDOH) LIAISON – Vacant – **NO REPORT**

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Lewis A. (LA) Brown – **NO REPORT**

COMMITTEE REPORTS

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

NOTE: Deadline for 2022 Fall Conference Award nominations is July 15, 2022.

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

Tara reported there is \$4,371.77 available for scholarships. There are no pending scholarship applications at this time. There was discussion about possibly donating to the Tami Barrett Public Health Scholarship. Discussion was tabled until the January 14, 2022 meeting.

MEMBERSHIP COMMITTEE – Jason Ravenscroft

Currently there are 44 active members with 306 pending renewals. Jason and Andrew Pappas met with representatives from the Richard M. Fairbanks School of Public Health about student outreach.

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

NOTE: 2022 Officers are: Jammie Bane, Past President; Holley Rose, President; Jennifer Heller, President-Elect; Krista Click, Vice President; Lisa Chandler, Secretary; Gretchen Quirk, Treasurer (2nd year of 2-year term); Matthew Herrick & Catherine Hess, Auditors. Currently, no nominations for 2023 officers have been submitted.

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the deadline for the Spring Journal is the end of March 2022.

FOOD PROTECTION COMMITTEE – submitted by Amy Ayers & Mariah Allen – Co-Chairs
(2022 Co-Chairs – Mariah Allen and JoAnn Xiong Mercado)

Mariah reported that the 2022 meetings will be held on March 17, June 16, September during the Fall Conference and November 17. Mariah reported they are considering a Kroger partnership for non-profits in which a percentage of money spent at Kroger by registered members would be paid back to the Association and then could be paid out to the Committee.

WASTEWATER MANAGEMENT COMMITTEE – Karl Glaze for Alice Quinn & Amanda Lahners - Co-Chairs

The next meeting is scheduled for January 13 at 1:00 pm. The Committee is finalizing the Pump Assisted Subsurface Drainage for OSS guidance document for posting to the website.

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Kacie Schenck for Elizabeth Bowman (2022 Chair – Kacie Schenck)

The 2022 Committee officers are: Kacie Schenck, Chair; Abby Messenger, Secretary; and Jason Ravenscroft, Treasurer. The next meeting is scheduled for January 20, 2022 via Teams.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller

Jennifer reported that TAHP is hoping to continue trainings in 2022.

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

FALL CONFERENCE (2021) – Holley Rose (2020 Conference was cancelled due to COVID-19) – **NO REPORT**

NOTE: Holley and Mike are still reconciling the last few items with the conference center.

SPRING CONFERENCE (2022) – Krista Click – **NO REPORT**

NOTE: The Spring Conference will be held on April 28, 2022 at the Embassy Suites in Plainfield. Krista will work on a Save the Date to be posted to the website.

FALL CONFERENCE (2022) – Jennifer Heller

Jennifer announced the Fall Conference dates are September 19, 20 & 21 at the Abe Martin Lodge in Nashville. Room costs are: \$79 for a cabin room; \$189 for a cabin suite; \$96 for deluxe room; \$189 for family cabin; \$79 for pet friendly room and \$96 for patio rooms. Plenary speakers secured thus far are: Sara Heger, President, NOWRA; Bill Marler, Marler Clark; Gale Prince, SAGE food safety; Clint Studabaker, Engineer; and Ramzi Nimry, IDOH. Dr. Kristina Box, IDOH and Dr. Bret Marsh, BOAH will be keynote speakers. Sylvia Garrison and Jo Anne Shimek are working on a super golf outing/tournament at the local Salt Creek course on the Sunday. The silent auction will be on Monday, September 19.

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

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

The draft letter to Dr. Box and the Governor’s Public Health Commission (GPHC) was distributed prior to the Board meeting for review, discussion and approval. There was much discussion and amendments were suggested. Ed Norris made a motion to send the amended letters to Dr. Box and GPHC, it was seconded by Reba Taylor-Hill and passed unanimously.

NEW BUSINESS - NONE

Jennifer Heller noted that the website needs some updating.

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

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

NORTHEAST CHAPTER – Nicole Corwin

Nicole reported the Northeast Chapter has had two meetings since the last IEHA Executive Board Meeting. The chapter met on November 18 in Jay County at the Portland Fire Station. Alice Quinn, IDOH spoke on recessionary moraines. Vivien Mccurdy, Food Scientist Supervisor Food Protection and Sarah Germann, Public Health Administrator with the IDOH Food Protection Program spoke on Produce Safety. The next meeting was held on December 16 at the American Legion in Kosciusko County. Jason LeMaster Administrator of Hamilton County Health Department spoke on All Hazards Preparedness-Nuclear Energy, and William Marler of Marler Clark Food Safety Law Firm spoke on Foodborne Illness Law and Food Policy. The next meeting is scheduled for January 20, 2022, in LaGrange County. More details TBD.

WABASH VALLEY CHAPTER – Ed Norris

Ed reported the last meeting was held at the Birk Golf Center on the Purdue campus. This was a change from the previously announced location but was easier for more members to attend. The speaker was Jeremy Wilkinson, Operations Director for Levy Foodservices, provider for food on Purdue’s campus and many other locations. He talked about the challenges pre- and post-COVID. With athletic events cancelled last year, business dropped, but athletic teams were still on campus and needed fed. He described his workforce as a combination of employees and volunteers. Besides regulatory inspections, the company also used third party audits that look for items beyond food safety, like workers using non-slip shoes.

WABASH VALLEY CHAPTER (Cont.) – Ed Norris

2022 Chapter officers were elected and are: Jennifer Asbury, President; Kasey Schenck, Vice President; Mackenzie Lovelace, Secretary; Dan Musselman, Treasurer, and Ed Norris, Chapter Representative.

Dates and locations for 2022 Chapter meetings were chosen. After the business meeting, members were treated to lunch catered by Levy, courtesy of the Chapter President. The next meeting is scheduled for February 3 in Lafayette. More details TBD.

EAST CENTRAL CHAPTER – Stephanie Cain

The last meeting scheduled for December 16 was canceled. The Chapter has not met since October. The next meeting is scheduled for January 20 in Hancock County. More details TBD.

WEST CENTRAL CHAPTER – Lisa Harrison – NO REPORT

SOUTHERN CHAPTER – Karl Glaze

The Chapter is planning their first in-person in January in Bedford, Lawrence County. More details TBD.

SOUTHEASTERN CHAPTER – Beth Bowlen – NO REPORT

CENTRAL CHAPTER – Reba Taylor-Hill – NO REPORT

Hearing no other business to come before the Board, Jammie Bane entertained a motion to adjourn the meeting. Reba Taylor-Hill moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 12:01 pm.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary