

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the January 15, 2021 meeting.**

**NEXT MTG DATE: Friday, February 12, 2021 – 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 \*  
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 & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
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 and Jennifer Warner, Co-Chairs - Terrorism and All-Hazards Preparedness  
Vacant – Website Committee Chair  
Vacant – Parliamentarian  
Tami Barrett – Board Secretary

Minutes of the January 15, 2021 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 virtual meeting:

Holley Rose – President-Elect\*  
Gretchen Quirk – Treasurer (2019/2020)\* & (2021/2022)\*  
Lisa Chandler – Secretary\*  
Matthew Herrick – Auditor  
Tara Renner – COPED Committee Chair  
Jason Ravenscroft – Membership Committee Chair  
Amy Ayers, Co-Chair – Food Protection Committee  
Reba Taylor-Hill – Central Chapter Rep.\*  
Stephanie Cain – East Central Chapter\*  
Lisa Harrison – West Central Chapter Rep.\*  
Nicole Corwin – Northeast Chapter Rep.\*  
Karl Glaze – Southern Chapter Rep\*  
Karen Flanigan – Northwest Chapter Rep\*  
Ed Norris – Wabash Valley Chapter Rep.\* & Publications Committee Chair  
Denise Derrer – BOAH 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  
Jennifer Heller, Vice President\* and Co-Chair, TAHP Committee  
Catherine Hess – Auditor  
Beth Bowlen – Southeastern Chapter Rep.\*  
Alice Quinn – Wastewater Management Committee Chair  
Mike Sutton – Nominations Committee Chair  
Amanda Lahners – Wastewater Management Committee Co-Chair  
Mariah Allen - Food Protection Committee Co-Chair  
Elizabeth Bowman – General Environmental Health Services Committee Chair  
Vacant – ISDH Liaison  
Doug Mathis – NACCHO Liaison  
Lynette Schrowe – IDEM Liaison  
Amanda Deering – IAFP Liaison  
Alice Quinn – Wastewater Management Committee Co-Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison

\*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

Holley Rose asked for comments or corrections to the December 18, 2020 minutes. Hearing none, she stated the minutes are accepted as presented.

**TREASURER'S REPORT** – Gretchen Quirk

Current December Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$9,409.32

The BMO Harris Savings Account balance is \$4,370.33

The Fall Conference Account balance is \$17,981.30 (last bank statement)

The Capital Fund (30-month CD) balance is \$30,056.90 (**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 \$3,870.33 (*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*)

Gretchen reported the taxes are done, the annual Committee funds have been distributed, and she had to roll-over the 30-month CD due to the expiration date, so she rolled it over into a 13-month CD.

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

**AUDITORS** – Catherine Hess & Matthew Herrick

Matthew reported they have received the FPC books and the state books for auditing. Once the December bank statements have been received, books can be submitted to the PO Box or via e-mail.

**LIAISON REPORTS**

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

The Indiana State Board of Animal Health (BOAH) Meat & Poultry Inspection division staff have been especially busy through the pandemic. Compliance cases associated with illegal slaughter and/or sale of uninspected meat have been six times higher than usual throughout the summer. With the major meat packers back online and shortages in grocery stores resolved, cases seem to have slowed in the last couple of months. BOAH compliance officers continue to pursue known cases and are available to assist or consult with LHDs.

**New Facilities & Poultry Exemptions**

The outcome of several compliance investigations is a number of individuals who do seasonal hunter-harvested deer processing are working to obtain licensing as custom-exempt meat processors. (Meat products must be marked as "Not for Resale" and returned to the animal owner for their own personal use at home.)

Inquiries continue to come in about opening meat processing facilities. After discussing plans and goals with the callers, BOAH staff are making referrals to local health departments to assist with retail exemptions and local licensing.

The number of requests for special permits under the poultry slaughter exemption has increased, too—particularly the Retail HRI (hotel-restaurant-institution) limited permit. More info is online at: <https://www.in.gov/boah/files/FarmerMkt-Sale-of-Meat-Poultry-Rabbit-2017.pdf>

### **Sewage Systems**

With new meat processors coming online, LHDs need to be aware that the business owners need to secure signatures of approval from the local or state health department for their sewage systems. A signature is needed before BOAH can approve the grant of inspection for the new facility.

### **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 provided information on ways to get more engaged in the Indiana Public Health Association in 2021 and beyond. IPHA's mission – building capacity among public health professionals and partners to achieve health equity and well-being for all across the state of Indiana – requires a robust network of people and resources. Please join us in the work to strengthen Indiana's public health infrastructure and to advance IPHA's organizational potential. Below are five ways to get more involved now to strengthen Indiana's public health infrastructure and to advance IPHA's organizational potential:

- Register for our virtual **Policy & Advocacy Forum**, taking place next Tuesday, January 19, AND then on Tuesday, January 26, from 10 a.m. – 12 Noon EST each day. The agenda is structured to cover the *Why, What, and How of Public Health Policy and Advocacy* in Indiana and beyond. We're thrilled to be joined by Dr. Georges Benjamin, APHA's Executive Director, and more than ten other national- and state-level experts. If your schedule doesn't allow 'live' participation, an event recording will be available to registrants. Scholarships remain available.
- **IPHA membership** is the simplest and most direct way to support the organization. Join or renew online here, as an individual or organizational member. Gift memberships are also an option for your public health friends and colleagues. You can read more about the value and benefits of membership here.
- Are you getting IPHA **email updates** via Constant Contact? If not, sign-up online here. You can review past updates here.
- Every month, we host meetings of the **Policy & Advocacy Committee and the Health Equity Action Team**, and we are continuing our virtual **Meet-Ups** monthly here in 2021. Get all of the details and RSVP here.
- Lastly, will you please consider a **donation in support of IPHA**? Financial contributions are used to support our program and policy initiatives, and any amount is helpful!

### **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.)

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

### **INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Vacant**

NOTE: Jammie has requested a replacement for George Jones.

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

Karl reported that IOWPA Board ballots are now on-line. The annual meeting scheduled for January 28 at noon will be held via zoom.

**COMMITTEE REPORTS**

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

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

Tara reported that three COPEd scholarships were awarded in 2020. Alice Quinn, IDOH; Amy Ayers, Boone County; and Abby Messenger, Boone County. There is currently \$3,870.33 available for scholarships. The IDOH EPH Division is collecting money to donate to COPEd in memory of Barry McNulty.

**MEMBERSHIP COMMITTEE** – Jason Ravenscroft

Jason reported there are currently 116 total paid members in the database with 231 renewals overdue and 152 lapsed. Jason will send notices to the lapsed members to hopefully get them to join again.

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

NOTE: All 2020 State Officers will continue their respective roles in 2021. Krista Click will then start her term as Vice President in 2022.

**PUBLICATIONS COMMITTEE** – Ed Norris

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

**FOOD PROTECTION COMMITTEE** – Amy Ayers & Mariah Allen – Co-Chairs

Amy reported the Committee is working with IDEM for conference room use. They also have a WebEx number for off-site attendees. At this time the dates for the 2021 meetings are March 18, June 17, August 26 & November 18.

**WASTEWATER MANAGEMENT COMMITTEE** – Karl Glaze for Alice Quinn

The meeting scheduled for January 14 was canceled.

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

Elizabeth reported the Committee met via phone on January 14. There was discussion on the image library and plans for 2021 meetings. The Committee also reviewed the legislative tracking document which will be e-mailed to members and posted to the website. The next meeting is scheduled for February 11 at 2:00 pm.

**TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE** – Jennifer Heller

No trainings have been scheduled at this time but when scheduled they will be held virtually.

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

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

NOTE: Jennifer reported the conference will be held virtually. She plans for 2 to 3 speakers, Chapter presentations and the Business meeting to round out the ½-day agenda. She is exploring platform options. There will be a nominal fee to cover administrative costs.

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

The 2021 Fall Conference is currently 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**

Tami reported that flowers were sent to the funeral home for Barry McNulty and a card was sent to his wife and family from the Board.

**NEW BUSINESS**

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

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

**NORTHEAST CHAPTER** – Nicole Corwin

The Chapter President announced that chapter meetings are canceled until further notice, due to COVID-19 response and vaccine clinics.

**WABASH VALLEY CHAPTER** – Ed Norris

The next meeting is scheduled for February 3 in Lafayette at the Tippecanoe County Extension Office. Two speakers are planned with details to be finalized.

**EAST CENTRAL CHAPTER** – Stephanie Cain

They hope to meet sometime in February, but it will depend on COVID-19 response and vaccine clinics.

**WEST CENTRAL CHAPTER** – Lisa Harrison

No future meetings scheduled at this time due to COVID-19 response and vaccine clinics.

**SOUTHERN CHAPTER** – Karl Glaze

No future meetings scheduled at this time due to COVID-19 response and vaccine clinics.

**SOUTHEASTERN CHAPTER** – Holley Rose for Beth Bowlen

No future meetings scheduled at this time due to COVID-19 response and vaccine clinics.

**CENTRAL CHAPTER** – Reba Taylor-Hill

Andrew Pappas will cover the role of President and Vice President until other Chapter members volunteer. Andrew is also the Secretary and Treasurer. Reba will remain Chapter Rep to the Board. The Chapter plans to meet quarterly in 2021 starting in February. The February meeting will likely be virtual with a speaker TBD.

Hearing no other business to come before the Board, Holley Rose 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 11:35 am.

Submitted by:

Lisa Chandler, Secretary  
Tami Barrett, Board Secretary