

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the May 14, 2021 meeting.**

NEXT MTG DATE: Friday, June 18, 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
Lisa Harrison – 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 May 14, 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*
Jennifer Heller, Vice President* and Co-Chair, TAHP Committee
Gretchen Quirk – Treasurer (2019/2020) & (2021/2022)*
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jason Ravenscroft – Membership Committee Chair
Tara Renner – COPED Committee Chair
Mike Sutton – Nominations Committee Chair
Reba Taylor-Hill – Central Chapter Rep.*
Lisa Harrison – West Central Chapter Rep.* and IDOH Liaison
Nicole Corwin – Northeast Chapter Rep.*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Kim Irwin – IPHA Liaison
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – President* and NEHA Liaison
JoAnn Xiong Mercado – Past President and Awards Committee Chair
Lisa Chandler – Secretary*
Matthew Herrick – Auditor
Catherine Hess – Auditor
Amanda Lahners – Wastewater Management Committee Co-Chair
Mariah Allen - Food Protection Committee Co-Chair
Amy Ayers, Co-Chair – Food Protection Committee
Stephanie Cain – East Central Chapter*
Karl Glaze – Southern Chapter Rep*
Beth Bowlen – Southeastern Chapter Rep.*
Karen Flanigan – Northwest Chapter Rep*
Lynette Schrowe – IDEM Liaison
Doug Mathis – NACCHO Liaison
Amanda Deering – IAFP Liaison
Denise Derrer – BOAH 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 **NOT** present for this meeting.

SECRETARY'S REPORT – Lisa Chandler/Tami Barrett

Holley Rose asked for comments or corrections to the March 19, 2021 minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current April Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$12,597.34.

The BMO Harris Savings Account balance is \$4,647.41.

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

The Capital Fund (30-month CD) balance is \$30,086.78 (**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 \$4,147.41 (*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 stated the April Treasurer's Report is filed subject to audit.

AUDITORS – Catherine Hess & Matthew Herrick – NO REPORT

LIAISON REPORTS

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

Warmer weather means farmers markets will soon be open for business. LHDs working with their Market Supervisors may want to share some resources related to the sale of meat and poultry products. BOAH has some helpful guidance documents online:

Farmers Market: Sale of Meat & Poultry—What is allowed under law and what isn't?

<https://www.in.gov/boah/files/FarmerMkt-Sale-of-Meat-Poultry-Rabbit-2017.pdf>

Retail Sales Exemptions—Where are products allowed to be sold?

<https://www.in.gov/boah/files/Retail-Exemptions-1-2021.pdf>

Meat & Poultry Dealer Registration—Form for sellers to register with BOAH.

<https://forms.in.gov/Download.aspx?id=8623>

Indiana Meat & Poultry Buyer's Guide—Guide for sourcing Indiana-grown meat and poultry products.

<https://www.in.gov/boah/files/Meat and Poultry Buyers Guide 2020.pdf>

Indiana Dairy Buyer's Guide—Guide for sourcing Indiana-grown milk and dairy products.

<https://www.in.gov/boah/files/Dairy Buyers Guide 2020.pdf>

Avoid Raw Milk and Uninspected Dairy Products—Food safety advisory.

<https://www.in.gov/boah/files/Raw Milk Advy 12-2017.pdf>

Local health officials are always welcome to reach out to BOAH to verify the inspection/licensing status of any vendors. For meat and/or poultry products, contact: Dr. Kerri Suhr at ksuhr@boah.in.gov or 317-544-2405. For milk and/or dairy products, contact: Tina Zaring at tzaring@boah.in.gov or 317-544-2392.

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 SEA 5 which was vetoed by the Governor was overridden by both the house and senate on May 10, 2021. Marion and Monroe Counties continued their COVID restrictions with approval of their legislative bodies.

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 – Lisa Harrison

Lisa provided many updates for the Food Protection Program:

1. New Retail Supervisor – Lisa Harrison
2. Next month staff will be calling LHD’s to get updated contact information on current food safety inspection officers and computer capability to do virtual training.
3. We are very limited in staff at this time:
 - a. Sharon Pattee is full time retail;
 - b. David Schmidt is half wholesale half retail;
 - c. Donna Walker is divided between retail, RRT, and produce;
 - d. Dan Miller is doing variances, legislative issues, guidance documents; and
 - e. Lisa Harrison is retail supervisor and still doing inspections and training.
4. We have been in the planning stages of doing monthly state-wide virtual training. This will consist of a once a month virtual 2-hour meeting that will have a training topic that is useful to the work of LHD’s and then there will be a Q&A segment. The trainings will be recorded and put onto our website.
5. We will also be changing our FoodBytes newsletter. Starting very soon we will be sending a monthly “White Page”. The White Page will be a single page easy to use training page. It will have a training topic based on questions we get from LHDs or office training topics that are important for the daily work of the LHD. These pages will be sent monthly throughout email database and they will be saved on our website for quick access. FoodBytes will be changed and become a newsletter for industry, the thought is that we would send it out and the counties can distribute to your local facilities through email or hand out during inspection. As mentioned, we are in the planning stages but looking forward to rolling this training program.
6. Working on a training program for new county food safety inspectors. Since we are limited with staff this will help us to quickly engage in training of new people.

7. Lastly, we have openings, there are 2 wholesale positions open and 1 retail food position open, we are looking for experience so if you have thought you cannot work for the state because you do not have a college degree think again. We are looking for people who are experienced food safety inspection officers that have advanced knowledge of inspection process, food science understanding of some food processes, and someone who is outgoing and a hard worker...if you are interested - we are interested in interviewing you! We also now have the wholesale grant coordinator position available. Lots of possibilities to grow your career!

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn – **NO REPORT**

COMMITTEE REPORTS

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

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

Tara reported there is \$4,147.41 available for scholarships.

MEMBERSHIP COMMITTEE – submitted by Jason Ravenscroft

Jason reported there are currently 370 active paid members.

NOMINATIONS COMMITTEE – Mike Sutton

Mike announced the slate of 2022 Officers: Lisa Chandler, Secretary; Gretchen Quirk, Treasurer (2nd year of 2-year term); Matthew Herrick & Catherine Hess, Auditors; and Krista Click, Vice President. **There was not a quorum so the nominations could not be closed. This will be done at the June Board meeting.**

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the deadline for the Summer Journal is the end of June. The Food Protection Committee Newsletter has been put on hold at this point.

FOOD PROTECTION COMMITTEE – Amy Ayers & Mariah Allen – Co-Chairs – **NO REPORT**

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

Elizabeth reported the last meeting was May 13, 2021. The Committee is working on speakers for Fall Conference and plans to continue the photo contest this year.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller

Jennifer reported the TAHP Committee now has the Verbal Judo Training on May 26 open to all IEHA members to be held at the Seasons Conference center in Nashville. This training is to improve communications in difficult situations. E-mail Jennifer with name and email address to register for the 8:30 to 4:00 pm training.

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

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

Jennifer reported there were 65 attendees for the virtual Spring Conference on April 22, 2021.

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. A survey will be sent soon to gauge in-person attendance. The WWMC, FPC & GEHSC need to obtain ideas/topics for their respective concurrent sessions.

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

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 – **NO REPORT**

WABASH VALLEY CHAPTER – Ed Norris

Ed reported the next meeting is scheduled for June 3 in Lafayette at the Extension Office. There are tentative plans for Sharon Pattee to speak on both food and non-food topics. The Chapter is also planning to host a virtual food inspector training on June 9. Invitations were sent and there has been a good response so far.

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

WEST CENTRAL CHAPTER – Lisa Harrison – **NO REPORT**

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

SOUTHEASTERN CHAPTER – Holley Rose for Beth Bowlen

Holley reported the Chapter is working toward an in-person meeting in June.

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CENTRAL CHAPTER – Reba Taylor-Hill – **NO REPORT**

Hearing no other business to come before the Board, Holley Rose 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 11:28 am.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary