

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the December 16, 2022, meeting.

NEXT MTG DATE: Friday, January 20, 2023 – 10:30 am

LOCATION: IDOH Building in Larkin Conference Room and Via Microsoft Teams

AGENDA: Chapter and Committee Reports/Old and New Business

FROM: Lisa Chandler - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President & Awards Committee Chair – Jammie Bane – Holley Rose (2023)
President and NEHA Liaison – Holley Rose* - Jennifer Heller (2023)
President-Elect – Jennifer Heller* - Krista Click (2023)
Vice President – Krista Click* - Andrew Pappas (2023)
Treasurer – Gretchen Quirk (2021/2022)* - Gretchen Quirk (2023/2024)
Secretary – Lisa Chandler* - Lisa Chandler (2023)

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Karl Glaze (Jennifer Heller, proxy) – Southern Chapter*
Beth Bowlen – Southeastern Chapter *
Sarah Dallas – West Central Chapter* - Mandy Bales (2023)
Ed Norris – Wabash Valley Chapter *
Nicole Corwin – Northeast Chapter*
Stephanie Cain – East Central Chapter *
Karen Teague – Northwest Chapter *

OTHERS

Matthew Herrick & Catherine Hess – Auditors – Matthew Herrick & Doug Mathis (2023)
Tara Renner – Committee on Professional Education and Development (COPEd) – Jennifer Asbury (2023)
Lynette Schrowe – IDEM Liaison
Jason Ravenscroft – Membership Committee & Website 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
Amanda Lahners - Co-Chair, Wastewater Management Committee
Sharon Pattee – 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 – Sara Suisman (2023)
Mariah Allen & JoAnn Xiong Mercado - Co-Chairs - Food Protection Committee – JoAnn Xiong Mercado & Abigail McInturff (2023)
Kacie Schenck – General Environmental Health Services Committee Chair
Jennifer Heller - Terrorism and All-Hazards Preparedness Chair – Jeff Corder (2023)
Tami Barrett – Board Secretary (Until the cows come home)
Vacant – Parliamentarian

Minutes of the December 16, 2022, Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 10:33 am by President Holley Rose.

Those attending all or part of the in-person and virtual meeting:

Holley Rose – President* and NEHA Liaison
Andrew Pappas, Vice President (2023)
Jennifer Heller, President-Elect* and Chair, TAHP Committee
Lisa Chandler – Secretary*
Gretchen Quirk – Treasurer (2021/2022)*
Catherine Hess- Auditor
Tara Renner – COPED Committee Chair
Jason Ravenscroft – Membership Committee & Website Committee Chair
L.A. Brown - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Karl Glaze – Southern Chapter Rep*
Stephanie Cain – East Central Chapter*
Reba Taylor-Hill – Central Chapter Rep.*
Nicole Corwin – Northeast Chapter Rep.*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Sara Suisman – IPHA Liaison
Sharon Pattee – IDOH Liaison
Jeff Corder – TAHP Committee Chair (2023)
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – Past President and Awards Committee Chair
Krista Click, Vice President*
Matthew Herrick – Auditor
Sarah Dallas – West Central Chapter Rep.*
Beth Bowlen – Southeastern Chapter Rep.*
Karen Teague – Northwest Chapter Rep*
Mike Sutton – Nominations Committee Chair
Amanda Lahners – Wastewater Management Committee Co-Chair
Lynette Schrowe – IDEM Liaison
Amanda Deering – IAFP Liaison
Denise Derrer – BOAH Liaison
Kacie Schenck – General Environmental Health Services Committee Chair
Doug Mathis – NACCHO Liaison
JoAnn Xiong Mercado - Food Protection Committee Co-Chair
Mariah Allen - Food Protection Committee Co-Chair
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

Holley Rose asked for comments or corrections to the November 18, 2022, minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current **November** Budget Report

The BMO Harris Checking Account balance is \$3,854.36

The BMO Harris Savings Account balance is \$3,957.29

The Fall Conference Account balance is \$ _____

The Capital Fund (30-month CD) balance is \$30,240.02 (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 \$3,457.29 (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 down payment for the 2023 Spring Conference was paid today. She asked that the Wabash Valley and Southern Chapters please cash their rebate checks.

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

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

NOTE: Matthew Herrick and Doug Mathis are Auditors in 2023.

LIAISON REPORTS

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

Avian Flu

- Highly pathogenic avian influenza (HPAI) continues to be an issue in Indiana and across the United States, with new cases in poultry in more than a dozen states in the last week.
- On December 11, a commercial turkey flock in Daviess County tested positive for H5N1.
- To date, the risk of human transmission has been considered very low and has not been crossing over to humans with contact with the birds.

Animal Welfare

- Recently, BOAH created a new position, Animal Welfare Operations Director (AWO), to assist local jurisdictions (mainly animal control and sheriffs' offices) with animal welfare investigations.
- Abuse and neglect are against state law, which clearly gives local law enforcement agencies enforcement authority. However, local agencies often do not have the expertise or availability of a subject matter expert to do a welfare assessment of animals and their environments.
- BOAH's AWO is tasked with coordinating support, when requested through official channels, to provide a veterinarian to do an assessment, then submit a report (often to sheriff or prosecutor). BOAH's veterinarians will testify in court, if needed. The AWO serves the local authorities by assisting them, if needed, with the shepherding the case through the legal system.
- If a citizen has an animal welfare complaint, the first report should go to local animal control (if available) or the county sheriff's office. BOAH has an online reporting form <https://www.in.gov/boah/boah-rules/compliance-issues/animal-welfare-dead-animal-complaint-form/>

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Amanda Deering – **NO REPORT** (NOTE: Jennifer Heller’s membership is up to date. Krista Click’s complimentary membership was processed for 2023. 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 2023 IEHA Delegate to IAFP)

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

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Sara Suisman

The LHD Administrators 101 Toolkit is now available on-line on the IPHA website. The 2023 Policy and Advocacy Forum is in the planning stages.

Also, here are a few ways to stay connected and engaged with IPHA all month long:

- ✓ If you are not already a member, [become a member today!](#) Did you know that the first year student memberships are free? By becoming a member of IPHA, you will be joining a network of other public health students and public health professionals across the state.
- ✓ Follow our social media accounts! We share a lot of information on [Facebook](#) and [Twitter](#).
- ✓ Sign up for our newsletter ([here](#)), and be sure to share it with fellow students, colleagues and friends.
- ✓ Check out our [upcoming events and committee meetings](#).
 - [Policy and Advocacy Committee](#) (third Wednesday of every month, 2-4 p.m.)
 - [Health Equity Action Team](#) (fourth Thursday of every month, 1:30-3 p.m.)

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Holley Rose

(NOTE: Jennifer Heller’s NEHA dues have been paid by the Brown County Health Department (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. Jennifer Heller is the 2023 IEHA Liaison to NEHA.)

Holley reported the NEHA AEC is July 31, to August 3, 2023, in New Orleans, Louisiana. Holley will send Tami a NEHA Journal article on The Ethics of Professionalism in Environmental Health to be shared with the Board members.

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

INDIANA DEPARTMENT OF HEALTH (IDOH) LIAISON – Sharon Pattee

Sharon reported there are 2 retail positions and 1 wholesale position posted in the Food Protection Division. Megan Lytle has replaced Shirley Payne as Assistant Commissioner for the Public Health Protection Commission.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Lewis A. (LA) Brown

LA reported the IOWPA annual conference will be held February 6 to 8, 2023 in Indianapolis. IOWPA will host a town hall meeting on the new septic rule.

COMMITTEE REPORTS

AWARDS COMMITTEE – Jammie Bane – **NO REPORT**

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

Tara reported that there is \$3,457.29 currently available for scholarships. She also announced that she will not continue as COPEd Chair in 2023.

MEMBERSHIP COMMITTEE – Jason Ravenscroft

Jason reported that currently there are 44 paid active members and 271 pending since the new invoices went out for 2023 memberships. As approved by the Board in November, he also sent an e-mail to lapsed members giving them an opportunity to renew their membership at a reduced rate until the end of December 2022.

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

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the Fall/Winter Journal has been posted to the website. Please submit articles for the Spring Journal by the end of February 2023.

FOOD PROTECTION COMMITTEE – submitted by JoAnn Xiong Mercado & Mariah Allen – Co-Chairs

Mariah announced that she will not continue as Co-Chair in 2023. Abigail McInturff, also from the Marion County Public Health Department, will join JoAnn as Co-Chair in 2023. An e-mail was sent to Committee members regarding a free AFDO “Inspector Bootcamp” training for both entry level and advanced inspectors in retail and manufacturing.

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

Karl reported that the last meeting was December 15, 2022.

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Kacie Schenck – **NO REPORT**

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller

Jennifer introduced Jeff Corder as the new TAPH Chair in 2023. Jeff has been with the Hendricks County Health Department for about 5½ years as the Public Health Emergency Preparedness Coordinator. He is a retired firefighter and paramedic and holds a bachelor’s degree in public administration and a master’s degree in emergency management. Jeff will be appointing the Secretary and Treasurer position for TAHP 2023.

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Jason Ravenscroft

Jason reported that he has cleaned up some links. He is also working on a better way to remove outdated job posting links.

FALL CONFERENCE (2022) – Jennifer Heller

The numbers are almost in for the conference, all bills are paid, checks deposited, and refunds granted to the tune of \$3,000.

Received only one comment on creating a conference committee from Jason Ravenscroft who felt that the program committee would suffice as a conference committee. I personally think the program committee could be adapted to serve as a conference committee but does not fulfill all the obligations I previously listed (and set forth here again with some changes). The conference Chairman (President-Elect) would then serve as a “general contractor” type position and make sure all work is being done and is in line with his/her conference goals and perceptions. This would necessitate program committee members with a specific set of duties. Here is a list of duties I came up with:

- **Banking /Treasurer** -- deposits/checks, Registration tracking - who, where, what County, amounts tendered, refunds Budget and Data reports - could be tied into registration tracking.
- **Marketing**- Sponsorships, printed advertising, online ads, informational blurbs in sister agencies, ads on our website Online advertising (both on website and expanded to twitter, facebook, whatever), Program design/printing, ads in the program sales, IT advertising on electronic media, Prizes for the sponsors if needed, Soliciting Door Prizes (donated/purchased) from businesses, individuals, chapters, committees.
- **Speaker management** -- sign up, actual event coordinator for the speakers (bios, headshots, presentations, downloading presentations) and back-up speakers and pre-event follow up to make sure all was working, virtual, in-house, microphones etc. Travel/room/per diem speaker arrangements. Side event planning and coordination (evening activities) work with banking for a budget on these.
- **Facility management** -- Food for the conference including the Awards banquet planning, vegetarian needs, alcohol at the event, breaks, Room rental/capacity of the room actual determination size estimates of classes, scheduling rooms based on estimated size of audience Lobby signs/directional signs/update sign in lobby for changes, Silent Auction coordination and promotion, Electronics in all presentation rooms and online for virtual options, knowledge of IT troubleshooting work with Speaker coordinator

So, in essence, the Program Committee now becomes the Fall Conference Committee.

There was discussion. Jennifer asked for the Board members to review and make suggestions for additional discussion at the January 2023 Board meeting.

SPRING CONFERENCE (2023) – Andrew Pappas

Andrew reported the IEHA Spring Educational Conference is set for April 13, 2023, at The Garrison at Fort Benjamin Harrison State Park.

FALL CONFERENCE (2023) – Lisa Chandler for Krista Click

Lisa reported the IEHA Fall Educational Conference is set for September 25, 26 & 27, 2023, at the Horizon Convention Center in Muncie. Mike Mettler has agreed to be the treasurer. Krista will be signing the contract soon.

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

OLD BUSINESS

Discussion on applying for the NEHA AEC in 2025 is now tabled indefinitely. More information was requested from NEHA, but no responses have been received.

Mariah Allen inquired whether IEHA had a Diversity, Equity & Inclusion Policy. She was not able to attend the November or December meetings, so this item is being tabled for a future meeting.

Tami distributed the 2023 Executive Board meeting dates. This information will be posted to the website.

NEW BUSINESS

Proper protocol when a member passes away, i.e., send flowers, send card to family, etc. will be discussed at the January 2023 meeting.

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

NORTHWEST CHAPTER – submitted by Karen Teague – **NO REPORT**

NORTHEAST CHAPTER – submitted by Nicole Corwin

Nicole reported the Chapter met on December 15 in Allen County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

Ed reported the last meeting was in West Lafayette at the Purdue Global Building on December 1. Amy Irwin, the new administrator at the Tippecanoe County Health Department, talked about human trafficking, how prevalent it is, and how to spot warning signs. Lee Green, IDOH Director of Entomology, provided an update of current program functions that change with the seasons, and the latest information in dealing with insects. It was the chapter's annual community outreach project with Operation Toy Box, with members donating toys, benefiting children in need. A luncheon was provided courtesy of the chapter president. There were twenty members and guests attending. Abby Messenger was chosen to fill out the last year of President Jennifer Asbury's term. Jennifer had to step down due to increasing work responsibilities. Members were interested in possibly hosting a NEHA convention but there was no interest if IEHA would lose money.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

Stephanie reported the last meeting was on December 8 at the Horseshoe Indianapolis Racing and Casino. There was a tour of the grounds including the many different kitchens. There were 12 in attendance. The next meeting will be held in Hancock County, but the date, time, and location TBD.

SOUTHERN CHAPTER – submitted by Karl Glaze

Karl reported there will not be a December meeting.

WEST CENTRAL CHAPTER – submitted by Lisa Chandler for Sarah Dallas

Lisa reported the last meeting was held on December 1 in Putnam County at the Emergency Operation Center. The next meeting will be held in February in Hendricks County with the exact date, time, and location TBD. 2023 Chapter Officers are as follows:

Sarah Dallas, President; Devin Brennan, Vice President; Lisa Chandler, Secretary/Treasurer; Mandy Bales, Chapter Rep; Amanda Shook, FPC Rep; Paul Jump, GEHSC Rep; Cheryl Lehman, WWMC Rep; and Jeff Corder, TAHP Rep.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

Reba reported the December meeting was canceled and planning is underway for a meeting in January. Andrew mentioned a possible gathering on January 26, 2023.

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 Reba Taylor-Hill and passed unanimously. The meeting adjourned at 11:20 am.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary