

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the November 18, 2022, meeting.

NEXT MTG DATE: Friday, December 16, 2022 – 10:30 am

LOCATION: IDOH Building in Larkin 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  
President and NEHA Liaison – Holley Rose\*  
President-Elect – Jennifer Heller\*  
Vice President – Krista Click\* - Andrew Pappas (2023)  
Treasurer – Gretchen Quirk (2021/2022)\*  
Secretary – Lisa Chandler\*

**CHAPTER REPRESENTATIVES**

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

**OTHERS**

Matthew Herrick & Catherine Hess – Auditors – Doug Mathis (2023)  
Tara Renner – Committee on Professional Education and Development (COPEd)  
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  
Mariah Allen & JoAnn Xiong Mercado - Co-Chairs - Food Protection Committee  
Kacie Schenck – General Environmental Health Services Committee Chair  
Jennifer Heller - Terrorism and All-Hazards Preparedness Chair  
Tami Barrett – Board Secretary  
Vacant – Parliamentarian

Minutes of the November 18, 2022, Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 2:01 pm by President Holley Rose.

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

Holley Rose – President\* and NEHA Liaison  
Krista Click, Vice President\*  
Andrew Pappas, Vice President (2023)  
Jennifer Heller, President-Elect\* and Chair, TAHP Committee  
Lisa Chandler – Secretary\*  
Gretchen Quirk – Treasurer (2021/2022)\*  
Catherine Hess- Auditor  
Karl Glaze – Southern Chapter Rep\*  
Stephanie Cain – East Central Chapter\*  
Reba Taylor-Hill – Central Chapter Rep.\*  
Nicole Corwin – Northeast Chapter Rep.\*  
Sara Suisman – IPHA Liaison  
Sharon Pattee – IDOH Liaison  
Doug Mathis – NACCHO Liaison  
JoAnn Xiong Mercado - Food Protection Committee Co-Chair  
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – Past President and Awards Committee Chair  
Matthew Herrick – Auditor  
Ed Norris – Wabash Valley Chapter Rep.\* & Publications Committee Chair  
Sarah Dallas – West Central Chapter Rep.\*  
Beth Bowlen – Southeastern Chapter Rep.\*  
Karen Teague – Northwest Chapter Rep\*  
Tara Renner – COPED Committee Chair  
Mike Sutton – Nominations Committee Chair  
Jason Ravenscroft – Membership Committee & Website Committee Chair  
L.A. Brown - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
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  
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 October 21, 2022, minutes. Hearing none, she stated the minutes are accepted as presented.

**TREASURER'S REPORT** – Gretchen Quirk

Current **October** Budget Report

The BMO Harris Checking Account balance is \$17,157.47

The BMO Harris Savings Account balance is \$3,925.31

The Fall Conference Account balance is \$ \_\_\_\_\_

The Capital Fund (30-month CD) balance is \$30,209.62 (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 \$3,425.31 (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 October Treasurer's Report is filed subject to audit. Gretchen presented the 2023 proposed budget for discussion and approval. The Finance Committee had no changes to this proposed budget. Holley Rose entertained a motion for approval. Reba Taylor-Hill moved to accept the 2023 budget as proposed, it was seconded by Krista Click and passed unanimously.

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

**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: 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: Holley Rose 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. Holley Rose is the 2022 IEHA Liaison to NEHA.)

Holley reported that NEHA is now accepting abstracts for 2023.

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

**INDIANA DEPARTMENT OF HEALTH (IDOH) LIAISON** – Sharon Pattee

Sharon reported the LHD EHS Orientation is scheduled for December 6 & 7 at the IDOH building. Registration is full and closed. IDOH EPH has an on-site sewage (OSS) field staff position open and a water fluoridation field staff position open. EPH Division is accepting feedback on the OSS rule draft. The Food Protection Division is working on a series of training sessions for LHD staff that will be held in-person at Ivy Tech. The freeze-dried guidance and HBV FAQs are almost finalized. Revisions to the variance process is in the works. There is an inspector position open in the Food Protection Division.

**INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON** – Karl Glaze  
for Lewis A. (LA) Brown

Karl reported that the IOWPA annual conference will be held February 6 to 8, 2023 in Indianapolis.

## **COMMITTEE REPORTS**

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

**COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd)** – Tara Renner – NO REPORT

**NOTE:** There is \$3,425.31 currently available for scholarships.

**MEMBERSHIP COMMITTEE** – submitted by Jason Ravenscroft

Currently there are 370 paid active members. This number is down three from the last report due to deletion of duplicates.

Jason reported that he reconfigured a drop-down box for members to choose a Chapter. This way they can only choose one Chapter or choose unaffiliated. He also added a spot to upload a profile photo.

Jason proposed to send an e-mail to all lapsed members with a notation that if they pay new membership prior to the end of this year, it will roll over to be their 2023 membership. Gretchen just asked that any money in PayPal prior to December 1 be transferred to the bank account to keep the 2022 and 2023 membership dues separate.

The Board members had no issues with the reconfiguration or the e-mail to lapsed members.

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

**PUBLICATIONS COMMITTEE** – submitted by Ed Norris

Ed reported the Fall/Winter Journal has been posted to the website.

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

JoAnn reported the last meeting was November 17 at the IDEM office on Shadeland Avenue. There were 7 in-person and 30 virtual attendees. The 2023 meetings were scheduled. The Committee will hold election of officers before the end of the year.

**WASTEWATER MANAGEMENT COMMITTEE** – Alice Quinn & Amanda Lahners  
- Co-Chairs – **NO REPORT**

**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 reported there was no fall meeting of the Committee. The Committee provided \$50 as a silent auction prize at the Fall Conference. The Committee is missing voting representatives from academia, industry, and environmental consultants/service providers. The Committee does have voting representatives from IDEM, IDOH and each Chapter.

**WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE)** – Jason Ravenscroft – **NO REPORT**

**FALL CONFERENCE (2022)** – Jennifer Heller

Jennifer report the Fall Conference registrations were at 199. The Banquet had 144. Twenty-six participated in the 2 Distillery Tours, 160 attended the cookout and band. She is still finishing up the books, and as of today, have not finalized numbers with the Abe Martin Lodge. The facility was very stretched with the number of attendees which were 50 more than expected. Forty-four counties sent personnel to the conference (out of 92) which makes 48% of the State attending the conference. The silent auction coordinated by Kasey Schenck and Abby Messenger raised \$1,466 to be split between the four standing committees. There were 11 sponsors. Golf, coordinated by Sylvia Garrison and JoAnna Shimek raised \$50. There were 34 speakers in total. Infiltrator Technologies sponsored the band on Tuesday night. Door prizes were donated by Chapters, Thermoworks, and Clarke.

Jennifer stated that due to the amount of work involved in putting together the fall conference and also in consideration that Tami will someday retire, she wants to propose the consideration of the creation of a Conference Committee. Having a committee that has members with prior knowledge of what is needed to put on the conference, and the President-elect being able to delegate many duties would avoid having to start the process from scratch every year, provide consistency in policy, possibly provide more stability in sponsorships, and allow time for finding more funding sources. It may also as well allow scheduling facilities out further in advance, such as IAFFP does – with site selection three years out.

Jennifer is suggesting that the responsibilities be divided among committee members. Below is a list of duties that she is proposing:

- Online advertising (both on website and expanded)
- Registration tracking
- Banking
- Data reports
- Marketing
- Speaker coordinator (bios, headshots, presentations, downloading presentations) and back-up speakers and pre-event follow up
- Program design/printing
- Sponsorships
- Door Prizes (donated/purchased)
- Side event planning and coordination (evening activities)
- Food for the conference including Awards banquet planning and vegetarian needs
- Budget/Banking
- Travel/room/per diem speaker arrangements
- Room rental/capacity determination
- Electronics in all presentation rooms and on-line for virtual options, knowledge of IT
- IT advertising on electronic media
- Sponsor prizes if needed
- Lobby signs/directional signs/update sign in lobby for changes
- Silent Auction coordination and promotion

There was discussion. Please send comments, ideas, suggestions to Jennifer prior to the December 16 IEHA Executive Board meeting at [bcenvironmental@browncounty-in.us](mailto:bcenvironmental@browncounty-in.us). This will be discussed further at that time.

### **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)** - Krista Click

Krista 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.

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

### **OLD BUSINESS**

There was discussion about IEHA applying to have Indianapolis host the NEHA AEC in 2025. JoAnn Xiong Mercado is working on survey questions to go to members to gauge interest and involvement. There was more discussion about the survey questions (see attached e-mail traffic that JoAnn originated and send comments to her so this can be discussed again at the December 16 IEHA Executive Board meeting.

**OLD BUSINESS** (continued)

Mariah Allen inquired whether IEHA had a Diversity, Equity & Inclusion Policy. She was not able to attend the November meeting. This will be discussed at the December 15 IEHA Executive Board meeting.

**NEW BUSINESS**

Nicole Corwin, Northeast Chapter Rep, brought up a Chapter concern about the amount of sponsorship they provided to sponsor a break at the Fall Conference. It did not appear that the break items matched the amount of money provided. The Chapter was wondering about getting a refund for part of their donation. Tami explained that the sponsorship entitled "Friends of IEHA" will be reworded so avoid this confusion in the future. Jennifer stated that after all the bills are paid, she will review all the refund requests that have been received.

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

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

**NORTHEAST CHAPTER** – Nicole Corwin

Nicole reported the Chapter met in October in Wells County at the Hoosier House Restaurant. There were 18 members in attendance and 1 guest. Dawn McDevitt, IDOH Epi Resource Center presented on Communicable Disease Investigations for Food Protection, Environmental Health, and Public Health Nurse Professionals. Peter Schubert, PhD, IUPUI Director, Richard G. Lugar Center for Renewable Energy, and Professor of Electrical and Computer Engineering spoke on the Messy Bits in Making Clean Energy: Part 1 Solar PV. The last meeting was held on November 17 at 2 Brothers Restaurant in Adams County. There were 16 members in attendance and 1 guest. Sharon Pattee, IDOH Food Protection Division presented on Micro Markets. The next meeting is scheduled for December 15 in Allen County.

**WABASH VALLEY CHAPTER** – submitted by Ed Norris

Ed reported the next meeting is scheduled for December 1 at the Purdue University Global Building in West Lafayette. Amy Irwin, new Administrator for the Tippecanoe County Health Department, has been invited to speak about her challenging life experiences helping others prior to coming to Indiana. This will also be the Chapter's annual community outreach project with Operation Toy Box that benefits children in need.

**EAST CENTRAL CHAPTER** – Stephanie Cain

Stephanie reported the next meeting is scheduled for December 8 in Shelby County.

**WEST CENTRAL CHAPTER** – Lisa Chandler for Sarah Dallas

Lisa reported the next meeting is planned for December 1 in Putnam County at the Emergency Operation Center. Three speakers have been invited to present about their current roles with the IDOH – Kim Wolfla, Diana Peterson, and Mark Miller. The business meeting will be held at the Fairway Restaurant.

**SOUTHERN CHAPTER** – Karl Glaze

Karl reported the next meeting is scheduled for December 13. Location and topics still TBD.

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

Holley reported their meeting is scheduled for today, November 18 in Madison, Jefferson County. There will be a speaker from Infiltrator Technologies. Doug Bentfield, Clark County Health Department, will also make a presentation about LHD Cores Services.

**CENTRAL CHAPTER** – Reba Taylor-Hill

Reba reported the last meeting was November 17 via Teams. There were 16 members in attendance. Dr. Daniel Johnson, Associate Professor of Geography in the Center for Aerial Unmanned Systems Imaging at IUPUI was the speaker. He works to provide public health and environmental science data to improve community health. During the business meeting there was discussion about the annual dessert get together in December. The Chapter will be holding meetings in 2023 both in-person and virtual.

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 Karl Glaze and passed unanimously. The meeting adjourned at 2:55 pm.

Submitted by:

Lisa Chandler, Secretary  
Tami Barrett, Board Secretary