

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the December 18, 2015 meeting.

NEXT MTG DATE: Friday, January 15, 2016 – 10:00 am
LOCATION: ISDH Building, 3rd Floor
AGENDA: Chapter and Committee Reports/Old and New Business

FROM : Kelli Whiting - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President and Awards Committee Chair – Denise Wright*
President and NEHA Liaison– Mike Sutton *
President-Elect – Patty Nocek*
Vice President – Jason Ravenscroft*
Treasurer – Gretchen Quirk (2015/16)*
Secretary – Kelli Whiting*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Jennifer Heller Rugenstein – Southern Chapter*
Todd Webb – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Patrick Sovinski – Northeast Chapter and Awards Committee (at-large member) *
Stephanie Cain – East Central Chapter *
Karen Flanigan – Northwest Chapter *

OTHERS

Gary Chapple & Tara Renner – Auditors
Todd Webb – Committee on Professional and Educational Development (COPEd)
Mike Sutton – IDEM Liaison and Nominations Committee Chair
Christiana Mann – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Website Committee Chair
Larry Beard – International Association for Food Protection (IAFP) Liaison
Jason Ravenscroft – Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Mike Mettler/Denise Wright – Indiana State Department of Health (ISDH) Liaisons
Jim Hollis – Board of Animal Health (BOAH) Liaison
Doug Mathis – National Association for County and City Health Officials (NACCHO) & Indiana Public Health Association (IPHA) Liaison
Jennifer Asbury - Food Protection Committee Co-Chair
Sharon Pattee – Food Protection Committee Co-Chair
Jason Ravenscroft – General Environmental Health Services Committee Chair & IOWPA Liaison
Jennifer Heller Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness
Gary Chapple – Wastewater Management Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the December 18, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:07 am by President Denise H. Wright.

Those attending all or part of the meeting:

Mike Mettler - Past President and Awards Committee Chair
Denise Wright – President* and ISDH Liaison
Patty Nocek – Vice President* (via phone)
Kelli Whiting – Secretary*
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Ellie Hansotte - General Environmental Health Services Committee Secretary
Margaret Voyles – Membership Committee Chair & Website Committee Chair
Lisa Harrison – West Central Chapter Rep* (via phone)
Ed Norris – Wabash Valley Chapter Rep*
Karen Flanigan – Northwest Chapter Rep* (via phone)
Patrick Sovinski – Northeast Chapter Rep and Awards Committee (at-large member)*
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Larry Beard – IAFP Liaison (via phone)
Dr. Jim Hollis – BOAH Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Mike Sutton – President-Elect*, IDEM Liaison & Nominations Committee Chair
Gary Chapple – Auditor
Mike Caddell – IOWPA Liaison
Doug Mathis – NACCHO/IPHA Liaison
Jason Ravenscroft – General Environmental Health Services Committee Chair
Jennifer Heller Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Sylvia Garrison, Co-Chair – Food Protection Committee
Kris Thomas, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Christiana Mann – Publications Committee Chair

*Indicates a voting member of the Board. There must be 8 voting members present (in person or via phone) for an official quorum. A quorum was present for this meeting.

SECRETARY’S REPORT – Kelli Whiting/Tami Barrett

Denise H. Wright asked for corrections and/or additions to the November 20, 2015 minutes. Updates to the minutes are that Sylvia Garrison attended the Board meeting and under the Membership Committee Report the Board previously voted that once your membership has lapsed for a period of two years or more, you are suspended in the database. Hearing no other corrections, she stated that the November 20, 2015 minutes are accepted as amended.

TREASURER'S REPORT – Gretchen Quirk

Current November Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$2,589.57

The Operations (Indiana Members) Savings Account balance is \$86.09

The MM/Equipment & Contingency Fund Account Total balance is \$40,100.81

The MM/Equipment & Contingency Funds Principle balance is \$21,933.87

The MM/Equipment & Contingency Funds Available balance is \$819.87

The COPED Principle Account balance is \$15,571.25

The COPED Available balance is \$2,657.55 *(which includes interest from \$10,000 CD, \$1,000 donation, \$4,000 from 2003 Fall Conference surplus, \$571.25 from 2004 Fall Conference silent auction, \$1,215 donation from the 2007 budget, \$634.50 from 2008 Fall Conference silent auction and all interest from the Beacon Savings Account as of 6/24/11 – to be added before Spring and Fall Conferences, \$1,238 donation from 2011 Fall Conference Silent Auction, \$1,200 donation from 2012 Fall Conference Silent Auction, \$61 donation from the Karaoke night at 2013 Fall Conference, \$881.50 from the 2015 Fall Conference Silent Auction.*

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

Gretchen reported that the inactivity fee is every six months (not annually as she previously reported). She will e-mail a draft 2016 budget to the Finance Committee for review.

Gretchen made a motion to give the Board Secretary a \$500 bonus for 2015, it was seconded by Patrick Sovinski. There was discussion about cash and gift cards. Russ Mumma made a motion to rescind Gretchen's motion, it was seconded by Mike Mettler and passed unanimously. Mike Mettler then made a motion for the Board to purchase \$500 in gift cards to be distributed as the Board sees fit, it was seconded by Ed Norris and passed unanimously.

AUDITORS – Gary Chapple and Tara Renner

Tara asked all Chapters, Committees (GEHSC & TAHP) and Conference Treasurers to submit copies of their books for auditing upon receipt of the December bank statement.

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Mettler – **NO REPORT**

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPEd) – Todd Webb – **NO REPORT**

NOTE: Currently there is \$2,657.55 available for scholarships. This amount includes the Silent Auction proceeds from the 2015 Fall Conference.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 59 paid active members (all inclusive) in 2016. There were 369 active paid members in 2015.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard

(NOTE: 2015 Membership for Denise H. Wright has been processed (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. Larry Beard is the 2015 IEHA Delegate to IAFP.)

Larry reported that abstracts for the Annual Educational Conference must be submitted by January 19, 2016.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Denise H. Wright

(NOTE: 2015 Membership for Denise H. Wright has been processed (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. Denise Wright is the 2015 Liaison to NEHA.)

Denise reported that she is reviewing abstracts for the on-site sessions for the 2016 Annual Educational Conference.

NOMINATIONS COMMITTEE – Mike Sutton

Mike asked that nominations for 2017 state officers be submitted prior to the Spring Conference. The 2017 nominations will be for Vice President, Secretary, Treasurer and two Auditors.

PUBLICATIONS COMMITTEE – Christiana Mann – **NO REPORT**

FOOD PROTECTION COMMITTEE – submitted by Sylvia Garrison & Kris Thomas – Co-Chairs

The last meeting was November 20 at the ISDH building immediately following the IEHA Executive Board meeting. Sharon Pattee and Jennifer Asbury were elected to be the Co-Chairs in 2016. Sharon and Jennifer would like the monthly meetings to be the 3rd Wednesday of the month at the IDEM Shadeland Office.

WASTEWATER MANAGEMENT COMMITTEE – Gary Chapple – **NO REPORT**

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Ellie Hansotte for Jason Ravenscroft

The next meeting is scheduled for January 13, 2016 at 11:00 am at the ISDH Shadeland Office. Jason reported that Ellie Hansotte will be Chair in 2016 and he will be the Secretary.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – submitted by Jennifer Heller Rugenstein and Jason LeMaster - Co-Chairs

The Committee is also hosting a "Railroad Incident Response" training on January 15, 2016 from 8:00 am to 5:00 pm at the Brown County Annex Building. You can register at bcenvironmental@localhealth.in.gov or 812-988-2255. Currently there are 26 registered for this training. The INEHRT team did FIT testing training. Five members are now certified. NEHA has some on-line courses that are free (membership not required). TAHP will offer a training in Hamilton County in 2016. Jennifer reminded Chapter Reps that Jason LeMaster can give talks on radiation and the new state Concept of Operations from the State of Indiana. He can be contacted at jason.lemaster@hamiltoncounty.in.gov. Jennifer and Jason will remain Co-Chairs in 2016.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Mike Sutton – **NO REPORT**

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Mike Mettler/Denise Wright

Mike reported that the Environmental Public Health Division will have a new program for private well owners due to a 5-year grant from the CDC.

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Dr. Jim Hollis

Dr. Hollis reported that high pathogen avian influenza was the hot topic at the State/Federal Veterinarians meeting.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Jason Ravenscroft for Mike Caddell – **NO REPORT**

NOTE: 2016 Winter Conference will be held on January 25 & 26 at Primo South (Keystone and South I-65).

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Margaret Voyles

Margaret is working with webmaster and Committees on their respective website pages and resources documents. She is also work on the Southern Chapter page.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – submitted by Doug Mathis – **NO REPORT**

FALL CONFERENCE (2015) – Mike Mettler for Mike Sutton

There are a couple more bills and some refunds to be paid and the books will be closed out and ready for auditing. There will be approximately \$17,000 surplus left in the Fall Conference account.

SPRING CONFERENCE (2016) – submitted by Jason Ravenscroft

The Spring Conference is scheduled for April 14, 2016 at the University Place Hotel, 850 West Michigan Street, Indianapolis. There will be a presentation about drones and climate change assessment. Committees please send suggested speakers for consideration. The updated Save the Date is now on the website.

FALL CONFERENCE (2016) – Patty Nocek

The 2016 Fall Educational Conference will be held September 26 to 28 at the Blue Chip Stardust Event Center, 777 Blue Chip Drive, Michigan City. The theme is “Ignite the Future”. Patty reported there will be “value added” speakers on Sunday night from 6:30 to 8:00 pm and then a mix and mingle with refreshments from 8:00 to 10:00 pm which will include a ppt celebrating members years of service to the Association. Patty asked if ribbons indicating years of membership would be a conference or Association expense. Denise Wright responded it would be a conference expense. Margaret and Patty will contact bank to see what they need to change names on the Fall Conference checking account.

OLD BUSINESS

(NOTE from November 2014 meeting: There was discussion about changing the By-Laws to allow for ballots to be sent electronically. The resolution to change the By-Laws must be sent to the membership prior to the next meeting. This change takes only one vote by the membership to change the By-Laws.)

For discussion at the December Board meeting:

Reviewing and updating the Constitution and By-Laws – Denise H. Wright will investigate best practices on electronic balloting (tabled until 2016)

There was discussion on updating the COPED criteria. Denise H. Wright will contact Todd Webb and report back at the December Board meeting (tabled until 2016)

NEW BUSINESS

San Bernardino, CA follow-up consideration of donations for families of survivors (tabled until 2016)

Margaret reported there are currently 444 contacts in the website – when we go over 500 there will be additional costs to continue using Wild Apricot.

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

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was December 17 in Wells County. The speaker was Lee Green, ISDH – topic Bed Bugs. There were several roundtable discussions on various topics. The next meeting is scheduled for January 21 in Adams County.

NORTHWEST CHAPTER – submitted by Karen Flanigan

The Northwest Chapter highway cleanup was held on November 3 and 7. Eight members volunteered and eight bags of trash were collected. In 2015, the Chapter picked up a total of 19 bags of trash plus two bags of recycle material. Information about the Railroad Incident Response training and the recent losses of IEHA members were distributed.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The last meeting was December 3 at the Tippecanoe Co. Extension Office. Dr. Amanda Deering, Purdue University, gave an update on the latest food safety research happening at Purdue and how vegetables become contaminated with bacteria and what might be done to prevent it. Delnaaz Daruwala, Voluntary Standards Coordinator at the ISDH, gave an outline of the program and encouraged more LHDs to be involved. As the Chapter's community outreach project, members provided donations of needed items to the Trinity Mission Recovery Center, which serves those in need in Crawfordsville and Lafayette. Phil Gabriel, Director, spoke about how the recovery program works. This was also the chapter's annual carry-in holiday luncheon.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was December 10 at 18 on the Square in Shelbyville. There were 15 in attendance. There was a tour of the building that was built in the 1800's and was once an opera house. They are trying to secure funds for renovation to bring it back to its original décor. There was then a tour of The Strand which was the theatre in town. Community volunteers have renovated it and hold performances there.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The last meeting was December 10 at the Claddagh Irish Pub in Plainfield. Bella Lledos from One Water, Inc was the speaker. She spoke about their wastewater treatment technologies for commercial use. There is one currently at Dunes State Park. They pride themselves on their use of wheel technology in smaller space that looks more astatically pleasing. This was also the Christmas meeting with gift exchanges and collection of gloves for a local Hendricks County charity. The next meeting will be in February with the location and date TBD.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The next meeting is scheduled for February 9 at the Golden Corral Restaurant in Bedford. Jason LeMaster, Hamilton County, will talk about the newly adopted "Concept of Operations" on radiation. Mary Stiker, Homeland Security, will talk about radiation and give a demonstration of some testing equipment.

SOUTHEASTERN CHAPTER – submitted by Todd Webb – **NO REPORT**

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was December 17 at the Blink Owl Brewery. Socks and money were collected for a local charity. The next meeting is scheduled for February – date and location TBD.

Denise H. Wright entertained a motion to adjourn the meeting. Patrick Sovinski moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 11:00 am.

Submitted by: Kelli Whiting, Secretary
Tami Barrett, Board Secretary