

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the July 17, 2015 meeting.

NEXT MTG DATE: Friday, August 21, 2015
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 & Awards Committee Chair - Mike Mettler*
President & NEHA Liaison– Denise Wright*
President-Elect – Mike Sutton*
Vice President – Patty Nocek*
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 & 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
Larry Beard – International Association for Food Protection (IAFP) Liaison
Mike Caddell – 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 & City Health Officials (NACCHO) & Indiana Public Health Association (IPHA) Liaison
Sylvia Garrison - Food Protection Committee Co-Chair
Kris Thomas – Food Protection Committee Co-Chair
Jason Ravenscroft – General Environmental Health Services Committee Chair & Legislation
Jennifer Heller Rugenstein & Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness
Gary Chapple – Wastewater Management Committee Chair
Mike Mettler – Website Committee (formerly IT Committee) Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the July 17, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:10 am by President Denise Wright.

Those attending all or part of the meeting:

Denise Wright – President* & ISDH Liaison
Mike Sutton – President-Elect*, IDEM Liaison & Nominations Committee Chair
Patty Nocek – Vice President* (via phone)
Kelli Whiting – Secretary*
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Margaret Voyles – Membership Committee Chair
Sylvia Garrison, Co-Chair – Food Protection Committee
Jennifer Heller Rugenstein– Southern Chapter Rep* & Co-Chair – TAHP Committee Chair
Patrick Sovinski – Northeast Chapter Rep & Awards Committee (at-large member)*
Lisa Harrison – West Central Chapter Rep* (via phone)
Ed Norris – Wabash Valley Chapter Rep* (via phone)
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Dr. Jim Hollis – BOAH Liaison (via phone)
Doug Mathis – NACCHO/IPHA Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Mike Mettler - Past President & Awards Committee Chair
Gary Chapple – Auditor
Larry Beard – IAFP Liaison
Mike Caddell – IOWPA Liaison
Jason Ravenscroft – General Environmental Health Services Committee Chair
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Stephanie Cain – East Central Chapter Rep.*
Kris Thomas, Co-Chair – Food Protection Committee
Karen Flanigan – Northwest Chapter Rep*
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 Wright asked for corrections and/or additions to the June 19, 2015 minutes. Hearing none, she stated that the June 19, 2015 minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current June Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$12,336.14 (as of 7/17/15 – different than report)

The Operations (Indiana Members) Savings Account balance is \$86.04

The MM/Equipment & Contingency Fund Account Total balance is \$40,112.17

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 \$1,787.36 *(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, and \$61 donation from the Karaoke night at 2013 Fall Conference.*

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

Gretchen reported that Spring Chapter rebate checks are being distributed.

AUDITORS – Gary Chapple and Tara Renner – **NO REPORT**

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Mettler

Tami Barrett reported that nomination applications have been received for each award.

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

NOTE: Currently there is \$1,787.36 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 339 paid active members (all inclusive).

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 attended the conference and reported they had great motivational speakers on public health. The 2016 NEHA AEC will be in San Antonio, Texas. The 2017 NEHA AEC will be in Grand Rapids, MI. Denise made great contacts for possible vendors at the IEHA Fall Conference. She also has submitted a request to FDA to donate bags for IEHA to use at Fall Conference.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard – **NO REPORT**

(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.)

NOTE: The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28. Tami Barrett has lined up someone that may be able to transport the silent auction item since Larry Beard is unable to attend.

NOMINATIONS COMMITTEE – Mike Sutton

The 2016 officers will be: Denise H. Wright, Past President; Mike Sutton, President; Patty Nocek, President-Elect; Jason Ravenscroft, Vice President; Kelli Whiting, Secretary; Tara Renner and Gary Chapple, Auditors and Gretchen Quirk will remain as Treasurer (2-year term).

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

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

Sylvia reported that the next meeting is scheduled for July 31, 2015 at the IDEM Shadeland Offices (change in date due to State Fair schedules). The speakers will be Dr. Barbara Almanza, Purdue University and Joann Xiong, Marion County Public Health Department. Their topics will be Results of Inspection Survey and Public Health Significance of Gyro Meat Preparation, respectively. The Committee has finalized concurrent session speakers for Fall Conference.

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

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

The last meeting was July 9 at the ISDH Shadeland Offices. The Committee is working on finalizing speakers for the Fall Conference concurrent session. The Committee is hosting a RWI Course on July 28 at the ISDH in Rice Auditorium. Currently, three poster presentations have been received with a possibility of two more.

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

Jennifer reported the Committee hosted a course by NCBRT entitled: “Coordinated Response to Food Emergencies”. There were 16 in attendance. The Committee is hosting a Course on November 19 entitled: “Bomb-making Materials Awareness Program”. This course is a basic introduction to increasing public and private awareness of homemade explosives, point of sale awareness and suspicious activity reporting. The class will be taught by a Department of Homeland Security team. It is a one-day course and there is no charge to attend. The class is limited to 25 and is half-full at this point. Contact Jennifer at bcenvironmental@localhealth.in.gov. The Committee has arranged for Paul Purcell from CDC to speak at the Fall Conference plenary session and for Jere Jenkins to speak at the GEHSC/TAHP concurrent session.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Mike Sutton

Mike reported that Tom Easterly, Commissioner of IDEM will be retiring as of August 28, 2015.

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Mike Mettler/Denise Wright – **NO REPORT**

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

Dr. Hollis reported that the avian influenza is getting better. 48 million birds were affected. No positive tests since June 17. It is OK for non-poultry birds to be shown at the county fairs and state fair. On September 17, all bans will be reconsidered.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Mike Caddell – **NO REPORT** NOTE: The 2016 Winter Conference will be held on January 25 & 26.

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

Margaret has been working with Rick Schroeder, webmaster, to make changes to the website home page.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON - Doug Mathis

Doug attended the NACCHO AEC the week of July 6 in Kansas City, Missouri. There were over 1,300 attendees at the three-day conference.

SPRING CONFERENCE (2015) – Patty Nocek

Patty reported there is one check to collect (\$90). With the collection of this check, the surplus will be \$2,326. Patty has requested that Tami Barrett order a table cover for the IEHA registration table for future conferences at a cost of about \$300. This amount will be taken from the Spring Conference surplus and Patty requested the remaining surplus be deposited into the Fall Conference account.

FALL CONFERENCE (2015) – Mike Sutton

The 2015 Fall Educational Conference will be held September 21 to 23 at the Morris Inn on Notre Dame Campus. The room rate is \$89 per night. There are several events being planned, i.e. networking event on Sunday evening in addition to the Executive Board meeting, Golf on Sunday, poster sessions on Monday, etc.

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.)

Tami Barrett reported that she received a letter from the Post Office indicating there were be NO change to the Association PO Box location or PO Box number.

Tami presented a letter from the US Department of Justice, Southern District of Indiana reporting that the person who stole mail (some of it IEHA) has been charged with postal service crimes.

It was requested that discussion on reviewing the Constitution and By-Laws be on the August Executive Board meeting agenda.

NEW BUSINESS

There was general discussion about posting employment opportunities on the IEHA website.

Denise H. Wright reported that she received information from NEHA about a nomination for a Certificate of Merit had been received. According to the NEHA nomination form the President is to be listed. According to the NEHA Constitution and By-Laws, the nomination form must be submitted by the affiliate president. Therefore, the nomination was rescinded.

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

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

NORTHEAST CHAPTER - submitted by Patrick Sovinski – **NO REPORT**

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 28 at the Tippecanoe County Extension Office. This date is changed due to conflicts with the State Fair schedule.

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

WEST CENTRAL CHAPTER – submitted by Lisa Chandler for Lisa Harrison

The next meeting is scheduled for August 13 in Hendricks County. Topics and location TBD.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The next meeting is scheduled for August 11. There will be tour of the Wabash Correctional Facility. The business meeting will be held at the “crackerbox” (local restaurant) after the tour. Topics will include air quality, kitchen, wastewater and environmental issues.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

There will be an educational activity on July 22. The next Chapter meeting is scheduled for August 20 at Broad Ripple Park which will be the annual picnic and election of Officers for 2016.

Denise H. Wright entertained a motion to adjourn the meeting. Mike Sutton moved that the meeting be adjourned; it was seconded by Patrick Sovinski and passed unanimously. The meeting adjourned at 11:30 am.

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