

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the June 19, 2015 meeting.

**NEXT MTG DATE:** Friday, July 17, 2015  
**LOCATION:** ISDH Building, 3<sup>rd</sup> 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 June 19, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by President Denise Wright.

Those attending all or part of the meeting:

Mike Mettler - Past President & Awards Committee Chair  
Denise Wright – President\* & ISDH Liaison  
Mike Sutton – President-Elect\*, IDEM Liaison & Nominations Committee Chair  
Gretchen Quirk – Treasurer (2015/2016)\*  
Tara Renner – Auditor  
Gary Chapple – Auditor (via phone)  
Margaret Voyles – Membership Committee Chair  
Patrick Sovinski – Northeast Chapter Rep & Awards Committee (at-large member)\*  
Lisa Chandler for Lisa Harrison – West Central Chapter Rep\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\*  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Stephanie Cain – East Central Chapter Rep.\* (via phone)  
Dr. Jim Hollis – BOAH Liaison  
Christiana Mann – Publications Committee Chair (via phone)  
Tami Barrett – Board Secretary

Those not attending:

Patty Nocek – Vice President\*  
Kelli Whiting – Secretary\*  
Larry Beard – IAFP Liaison  
Mike Caddell – IOWPA Liaison  
Doug Mathis – NACCHO/IPHA Liaison  
Jason Ravenscroft – General Environmental Health Services Committee Chair  
Todd Webb – Southeastern Chapter Rep\* & COPED Committee Chair  
Sylvia Garrison, Co-Chair – Food Protection Committee  
Kris Thomas, Co-Chair – Food Protection Committee  
Karen Flanigan – Northwest Chapter Rep\*  
Jennifer Heller Rugenstein– Southern Chapter Rep\* & Co-Chair – TAHP Committee Chair  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Russ Mumma – Parliamentarian

\*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 May 15, 2015 minutes. Dr. Hollis stated that under the BOAH Liaison report he suggested Dr. Maria Cooper or Dr. Mike Kopp as speakers for the Fall Conference. Hearing no other comments or corrections, she stated that the May 15, 2015 minutes are accepted as amended.

**TREASURER'S REPORT** – Gretchen Quirk

**Current May Budget Report (submitted by Gretchen Quirk)**

The BMO Harris Checking Account balance is \$15,413.91 (as of 6/19/15 – different than report)

The Operations (Indiana Members) Savings Account balance is \$86.03

The MM/Equipment & Contingency Fund Account Total balance is \$40,105.58

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 \$1,780.76 (*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 May Treasurer's Report is filed subject to audit.

**AUDITORS** – Gary Chapple and Tara Renner

Tara and Gary reported that the Northeast Chapter books have been audited. All books have now been audited.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Mike Mettler

Mike reminded all that Award Nomination Applications are due July 15, 2015. An e-mail from the website was sent reminding all members about the deadline.

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

NOTE: Currently there is \$1,780.76 available for scholarships.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 333 paid active members (all inclusive) with 130 pending.

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Mike Mettler for 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.)

The 2015 NEHA AEC will be in Orlando, Florida – July 13 to 15. NEHA will not be hosting a silent auction this year but will be accepting a door prize from each affiliate. Steve Cale is working on the Door Prize and Denise Wright will hand deliver it.

**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. Steve Cale is working on the silent auction item. Tami will find out if Larry is attending this year so he can take the silent auction item.

**NOMINATIONS COMMITTEE** – Mike Sutton

Jason Ravenscroft is the only one on the ballot for 2016 Vice President; Kelli Whiting is the only one on the ballot for Secretary, and Tara Renner and Gary Chapple are the only ones on the ballot for Auditor, therefore, the 2016 officers will be: Jason Ravenscroft, VP; Kelli Whiting, Secretary; Tara Renner and Gary Chapple, Auditors and Gretchen Quirk will be Treasurer.

**PUBLICATIONS COMMITTEE** – Christiana Mann

Christiana reported that the deadline for submission of articles is June 15. Please send articles to Christiana at [cmann47303@aol.com](mailto:cmann47303@aol.com). The Journal should be ready for posting by July 1, 2015.

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

Sylvia reported (via e-mail) that the next meeting is scheduled for July 31, 2015 at the IDEM Shadeland Offices (change in date due to State Fair schedules).

**WASTEWATER MANAGEMENT COMMITTEE** – Gary Chapple

Gary reported that the Committee is working with the ISDH on upcoming training for engineers on designing systems. There will be a fee charged for CEUs for this training and the Committee would like to deposit the fee into their line item of the budget. The Board agreed to this request. The Committee is also working on a guidance document for trouble-shooting septic systems.

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

Jason reported (via e-mail) that the last Committee meeting was May 13. The June meeting was canceled due to scheduling conflicts. The next meeting will be July 9 at the ISDH Shadeland Offices. One poster presentation has been received as of today for the Fall Conference. The Committee is working on finalizing speakers for the Fall Conference concurrent session. The Committee hosted CPO classes in April and May which were well attended (20 in each class). The Committee is hosting a RWI Course on July 28 at the ISDH in Rice Auditorium. Jason requested that the Committee be allowed to use their \$125 line item as reimbursement for expenses for the CPO classes and RWI course – the amount to be reimbursed to Jason is \$82.15. Mike Mettler made a motion that Gretchen reimburse Jason for these expenses from the \$125 GEHSC line item in the budget upon receipt of the appropriate paperwork, it was seconded by Ed Norris and passed unanimously.

**TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE** – Jennifer Heller Rugenstein and Jason LeMaster - Co-Chairs – **NO REPORT**

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

Mike reported that there is information on the IDEM website about the air quality sulfur dioxide study as part of the Indiana State of the Air Report. IDEM needs groundwater monitoring survey volunteers for sampling.

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

Mike reported that Patrick Sovinski has now moved from the fluoridation program to the on-site sewage systems program. The Lead and Healthy Homes Program will soon have a new health educator. The Childhood Lead Report is now on the Division's website. A couple of employees from the Food Protection Program will be leaving the agency for other employment opportunities.

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

Dr. Hollis reported that the high pathogen avian influenza H5N8 is in Indiana. H5N2 avian influenza multi-state outbreak has been detected in over 223,000 fowl and over 48,000,000 have been affected (euthanized). Currently Indiana has a ban against showing fowl at 4-H events, county and state fairs.

**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)** – Mike Mettler

Mike reported that Tami Barrett locked in the Wild Apricot fee for 2-years as per the Board's recommendation. He also reported that Margaret Voyles 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 – **NO REPORT**

**SPRING CONFERENCE (2015)** – Patty Nocek – **NO REPORT**

Note: There is one check to collect at this point.

**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. team building on Sunday, Talent Show on Tuesday, Golf on Sunday, poster session, etc. Mike sent an e-mail to Committee Chairs with info about the concurrent session timelines.

**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.)

No old business.

**NEW BUSINESS**

No new business.

**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

The last meeting was in Kosciusko County on June 18 at the Wawasee Area Conservancy Foundation (WACF). There were 20 members and 2 guests in attendance. The speakers were Diane Castell, WACF Ecology/Education Chair and on Board of Directors; Jennifer Coleman, ISDH Food Protection Program; and Sheriff Aaron Rovenstine.

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

The last meeting was June 4 at the Tippecanoe County Extension Office hosted by Purdue University. Dr. Bruce Applegate, Purdue, discussed genetically modified organisms, plant biotechnology, and plant genetic engineering, and the effects of social media and regular media on perceptions. 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

The last meeting was May 28 at the Primo Italian Restaurant in New Castle. Ron Clark, ISDH Indoor Air Quality, spoke about mold. There were 21 in attendance, including 4 Ball State interns from the Delaware County Health Department. There was also someone from the Fayette County Health Department in attendance (there has been no representation from this county for the past ten years). Currently, staff from both Rush County and Fayette County have been active with the Chapter this year.

**WEST CENTRAL CHAPTER** – submitted by Lisa Chandler for Lisa Harrison

The last meeting was June 11 in Parke County. The Chapter toured the Rockville Produce Auction which is operated by Amish families. There was also a tour of a nearby Amish farm to learn about their growing techniques. The next meeting is scheduled for August 13 in Hendricks County. Topics TBD.

**SOUTHERN CHAPTER** – submitted by Jennifer Heller Rugenstein – **NO REPORT**

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

**CENTRAL CHAPTER** – submitted by Reba Taylor-Hill

The last meeting was June 18 at Fire House Subs in Greenwood. There were 22 in attendance. The Giving Garden is now located at 3327 East 42<sup>nd</sup> Street, Indianapolis. Volunteers to help with maintenance, etc. are needed during the week. The Giving Garden will also provide donations to a local food pantry. There will be Chapter educational opportunities on June 3 and July 15 - more details to come. 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.

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IEHA Executive Board Meeting  
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Denise Wright entertained a motion to adjourn the meeting. Ed Norris 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