

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the August 15, 2014 meeting.

NEXT MTG DATE: Friday, October 17, 2014
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 –Christine Stinson* - Mike Mettler (2015)
President & NEHA Liaison– Mike Mettler* - Denise Wright (2015)
President-Elect – Denise Wright * - Mike Sutton (2015)
Vice President – Mike Sutton* - Patty Nocek (2015)
Treasurer – Jennifer Warner (2013/2014)* - Margaret Voyles (2015/16)
Secretary – Kelli Whiting*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Jennifer Heller – Southern Chapter*
Todd Webb – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Patrick Sovinski – Northeast Chapter *
Stephanie Cain – East Central Chapter *
Patty Nocek – Northwest Chapter *

OTHERS

Gary Chapple & Tara Renner – Auditors – Tara Renner, Gary Chapple or Amanda Lahners (2015)
Todd Webb – Committee on Professional and Educational Development (COPEd)
Mike Sutton – IDEM Liaison and Nominations Committee Chair
Ed Norris – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Awards Committee (at-large member)
Katie Clayton – International Association for Food Protection (IAFP) Liaison
Alice Quinn – 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
Sylvia Garrison & Ann Applegate – Co-Chairs – Food Protection Committee
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
Joshua Williams – Policy Committee Chair
Mike Mettler - Information Technology (IT) Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the August 15, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by President Mike Mettler.

Those attending all or part of the meeting:

Christine Stinson – Past President*
Mike Mettler - President *, ISDH Liaison & IT Committee Chair
Denise Wright – President-Elect* & ISDH Liaison
Kelli Whiting – Secretary*
Tara Renner – Auditor
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Patrick Sovinski – Northeast Chapter Rep*
Patty Nocek – Northwest Chapter Rep* (via phone)
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Jennifer Heller Rugenstein– Southern Chapter Rep* & Co-Chair – TAHP Committee Chair (via phone)
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Jason Ravenscroft – General Environmental Health Services Committee Chair
Dr. Jim Hollis – BOAH Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair
Jennifer Warner – Treasurer (2013-2014)*
Gary Chapple – Auditor
Stephanie Cain – East Central Chapter Rep.*
Lisa Harrison – West Central Chapter Rep*
Ann Applegate & Sylvia Garrison – Co-Chairs – Food Protection Committee
Joshua Williams – Policy Committee Chair
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Alice Quinn – IOWPA Liaison
Katie Clayton – IAFP Liaison

*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

Mike Mettler asked for corrections and/or additions to the July 18, 2014 minutes. There was one error under the TAHP Committee – it was marked as No Report, however Jennifer Heller Rugenstein gave a report. Hearing no other corrections, he stated that the July minutes are accepted as amended.

TREASURER'S REPORT – Jennifer Warner

Current July Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$11,785.17

The Operations (Indiana Members) Savings Account balance is \$85.93

The MM/Equipment & Contingency Fund Account Total balance is \$40,328.65

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 \$2,003.73 (*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.*)

Mike Mettler stated the July Treasurer's Report is filed subject to audit.

The following Chapters have not cashed their rebate checks – Central, Northeast, Northwest and Southeast. Jennifer asked that all checks be cashed in a timely manner.

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

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson

The deadline for award applications for the Fall Conference was July 15, 2014. The Awards Committee will meet to review Award Nomination Applications immediately following today's Executive Board meeting.

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPED) – Todd Webb

The COPED Committee members are Todd Webb, Chair, Ed Norris, Dr. Eliezer Bermudez, Stephanie Cain and Patty Nocek. By majority vote the Committee established a policy of non-eligibility to receive COPED scholarships. There must be a period of 3 years or more between the last scholarship received and application for another scholarship. If you received a scholarship within 4 or 5 years, you are still eligible but would be at the bottom of the list. After 5 years, you are eligible for full scholarship again.

Currently there is \$2,003.73 available for scholarships. At this time only 1 eligible scholarship has been received for Fall Conference registration. The NEHA CEU application has been sent for consideration. The IEHA Fall Conference is on the NEHA events webpage.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 275 paid active members; of the 275 34 are new, 1 is free, and 3 are students. These numbers do not reflect the 23 Lifetime members. There are 8 Sustaining members.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Mettler

(NOTE: 2014 Membership for Mike Mettler 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. Mike Mettler is the 2014 Liaison to NEHA.)

The 2015 NEHA AEC will be in Orlando, Florida – July 13 to 15.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – submitted by Katie Clayton

(NOTE: 2014 Membership for Mike Mettler 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. Katie Clayton is the 2014 IEHA Delegate to IAFP.)

Katie reported the IAFP Conference was a success with record-setting attendance of over 2,850 people. She sends a huge “thank you” to all the volunteers whose hard work made attendees feel welcome in Indiana. Volunteers stuffed 2,900 welcome bags on August 1 and 2,900 bags of program materials on August 2. The IAFP Silent Auction raised over \$12,000 for the IAFP Foundation. The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28.

There was discussion to allow a \$2,000 line item in the budget for 2015 for the IAFP delegate to offset conference costs. This is the same as the NEHA line item in the budget. Kelli Whiting moved that the IAFP line item be added to the 2015 budget, it was seconded by Reba Taylor-Hill and passed unanimously.

NOMINATIONS COMMITTEE – submitted by Mike Sutton

The 2015 State Officers are: Denise Wright, President; Mike Sutton, President-Elect; Patty Nocek, Vice President; Margaret Voyles, Treasurer; and Kelli Whiting, Secretary.

The ballots for 2015 Auditor have been mailed. The nominees are Tara Renner, Gary Chapple and Amanda Lahners. The Auditors will be announced at the Fall Conference business meeting.

PUBLICATIONS COMMITTEE – Ed Norris

The Summer Journal is posted to the website in both PDF and flip version. The deadline for articles for the Fall/Winter Journal is November 1.

FOOD PROTECTION COMMITTEE – submitted by Sylvia Garrison and Ann Applegate – Co-Chairs

The next meeting will be in November and new Co-chairs will be elected at this meeting.

WASTEWATER MANAGEMENT COMMITTEE – Denise Wright for Gary Chapple

Denise reported that Gary Chapple will be presenting at the Fall Conference. The Committee is finalizing the Interpretation of Soil Reports document for posting to the website.

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

The Committee is finalizing Fall Conference speakers and there was more discussion on the Environmental Health Outreach Subcommittee. The Committee is sponsoring a recreational water course on August 28 and currently there are 17 registered to attend.

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

Jason asked for volunteers to help set up the INEHRT shelter system on Sunday prior to the Fall Conference.

Jennifer reported that the last meeting was July 18. There were 8 attendees at the traffic incident management training. The Committee is also sponsoring training on November 12 & 13 from the University of Tennessee Center for Agriculture and Food Security and Preparedness. The Course is titled “Food Safety Issues in the Event of Disasters; Practical Applications” and will be held at the Brown County Annex Building. The Fall Conference speakers are confirmed. The next Committee meeting is November 21.

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

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 BOAH is now fully staffed. He participated in an Agro-terrorism vibrant response workshop in Louisville in July.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn – **NO REPORT**

INFORMATION TECHNOLOGY (IT) COMMITTEE – Mike Mettler - **NO REPORT**

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & STATE ASSOCIATION OF COUNTY & CITY OFFICIALS (SACCHO) LIAISON

NOTE: Joshua Williams has moved to Colorado. He will look for someone else to serve as liaison.

SPRING CONFERENCE (2014) – Mike Sutton – **NO REPORT**

Checks are still being collected but it appears there will be a surplus of approximately \$1,636.12. Tami has contacted everyone that has an outstanding check.

FALL CONFERENCE (2014) – Denise Wright

Denise reported that the 2014 Fall Educational Conference will be held on September 22, 23 & 24 at the Belterra Hotel, 777 Belterra Drive, Florence, Indiana. Rooms will be \$79 per night – get your reservations made sooner than later. You must be registered by September 7 to participate in the Team building exercise.

SPRING CONFERENCE (2015) – Patty Nocek

The date for the 2015 Spring Conference is April 16 at Butler University. Mark your calendars now.

OLD BUSINESS

NEW BUSINESS

There was discussion about the Association Treasurer also doing the Fall Conference books.

There was also discussion about changing the Constitution and By-Laws to allow for ballots to be sent electronically.

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

NORTHWEST CHAPTER – submitted by Patty Nocek

The next meeting is scheduled for August 21 at the Lake County Solid Waste District Environmental Educational Center in Hammond.

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The next meeting is scheduled for September 18 in Blackford County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 28 at the Tippecanoe County Extension Office in Lafayette. The Chapter will honor three members who are retiring. There will also be a tour of the Creekside Subdivision in Lafayette.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting is scheduled for August 28 at the East Central Solid Waste District. There will be a tour of the facility. Lunch and business meeting is to follow at the Pizza Hut across the street.

WEST CENTRAL CHAPTER – submitted by Margaret Voyles for Lisa Harrison

The next meeting is scheduled for August 21 at Indy's Kitchen. There will be a tour of the facility. This meeting is a joint meeting with Central Chapter.

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SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The last meeting was August 12 at the Ameri-Qual food processing plant in Evansville. They produce MREs for the military. The 2015 Chapter Officers are Jennifer Heller Rugenstein, President and Chapter Rep; Bill Tuley, Vice President; Tracy Monroe, Secretary; and Josh Purvis, Treasurer. The next meeting is scheduled for November 18 in Harrison County.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was July 24. The Chapter will be voting on names for the Community Garden. The Summer picnic is scheduled for August 21 at Broad Ripple Park.

Mike Mettler entertained a motion to adjourn the meeting. Kelli Whiting moved that the meeting be adjourned; it was seconded by Denise Wright and passed unanimously. The meeting adjourned at 2:10 pm.

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