

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the March 21, 2014 meeting.

NEXT MTG DATE: Friday, May 16, 2014 – 10:00 am
LOCATION: ISDH Building, 3rd Floor Executive Board Room
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*
President & NEHA Liaison– Mike Mettler*
President-Elect – Denise Wright *
Vice President – Mike Sutton*
Treasurer – Jennifer Warner (2013/2014)*
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
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
Kate Nicholson Johnson – Indiana Public Health Training Center 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
Rachel Fuhr – Indiana Public Health Association (IPHA) Liaison
Sylvia Garrison & Ann Applegate – Co-Chairs – Food Protection Committee
Jason Ravenscroft – General Environmental Health Services Committee Chair & Legislation
Jennifer Heller & Jason LeMaster – Co-Chairs – Terrorism and All-Hazards Preparedness Committee
Denise Wright – Wastewater Management Committee Chair
Joshua Williams – Policy Committee Chair
Jason Doerflein – Safe Water Committee
Vacant – Information Technology (IT) Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the March 21, 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* (via phone)
Mike Mettler - President * & ISDH Liaison
Denise Wright – President-Elect*, Wastewater Management Committee Chair (via phone)
Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair
Kelli Whiting – Secretary*
Tara Renner - Auditor
Reba Taylor-Hill – Central Chapter Rep.*
Rita Hooton for Patty Nocek – Northwest Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Jennifer Heller – Southern Chapter Rep* & Co-Chair - TAHP Committee Chair
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair
Dr. Jim Hollis – BOAH Liaison (via phone)
Katie Clayton – IAFP Liaison
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)(via phone)
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Mike Sutton - IDEM Liaison & Nominations Committee Chair
Ann Applegate – Co-Chair – Food Protection Committee (via phone)
Jason Ravenscroft – Legislation & General Environmental Health Services Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett - Board Secretary

Those not attending:

Jennifer Warner – Treasurer (2013-2014)*
Joshua Williams – Policy Committee Chair*
Gary Chapple – Auditor
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Patrick Sovinski – Northeast Chapter Rep*
Lisa Harrison – West Central Chapter Rep*
Sylvia Garrison – Co-Chair – Food Protection Committee
Kate Nicholson Johnson – Indiana Public Health Training Center Liaison
Rachel Fuhr – IPHA Liaison
Jerry Maule – IOWPA 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 February 21, 2014 minutes. Hearing none he stated that the February minutes are accepted as presented.

TREASURER'S REPORT – Jennifer Warner

Current February Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$18,244.48

The Operations (Indiana Members) Savings Account balance is \$85.88

The MM/Equipment & Contingency Fund Account Total balance is \$40,233.89

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 \$1,908.92 (*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*)

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

AUDITORS – Gary Chapple and Tara Renner

Tara stated that they still need books from Southeast and Northwest Chapters and the 2013 Fall Conference. They also need the TAHP Committee books to audit since they now have a checking account.

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson

The deadline for award applications is July 15, 2014. The Awards Committee updated some of the nomination applications for Board comment. The updated applications will be reviewed at the May Executive Board meeting.

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

Todd reported the Committee members are himself, Dr. Bermudez, Stephanie Cain, Ed Norris and Patty Nocek. The Committee is working on redefining the procedures and criteria for scholarships. A scholarship was received for a Purdue University Better Food Processing Control Course. Currently, there is \$1,908.72 available for Scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 200 paid active members; 17 new members (not included in 200); 7 Sustaining members.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – 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.)

(NOTE: The 2014 IAFP Annual Educational Conference will be in Indianapolis. This conference will bring in about 2500 attendees. IAFP is looking to IEHA for approximately 100 volunteers and to participate on the local arrangements committee.)

The IAFP AEC is scheduled for August 3 to 6, 2014 at the Indianapolis Convention Center. She will send Mike Mettler info for volunteers to distribute through the website list serve. Katie previously shared information received from IAFP in regard to the IEHA's participation as the Local Arrangements Committee. IEHA needs to assemble 2,700 welcome bags. IEHA is also responsible for arranging donations of dairy foods to be distributed in the exhibit hall during the meeting (milk and ice cream). IEHA also needs to arrange for volunteers to help with many aspects of the conference. Volunteers are then able to attend portions of the conference. IEHA will receive \$8,000 from IAFP to help with packet stuffers, etc.

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 2014 NEHA AEC is July 7 to 10 in Las Vegas, Nevada. Mike will attend and has reserved his room using the Association credit card. The 2015 NEHA AEC will be in Orlando, Florida.

NOMINATIONS COMMITTEE – Mike Sutton

Nominations are needed for Vice President, Secretary, Treasurer & Auditors in 2015. Patty Nocek is running for Vice President. Please send nominations to Mike at msutton@idem.in.gov.

NOTE: The 2014 Officers are: Mike Sutton, Vice President; Denise Wright, President-Elect; Mike Mettler, President; Christine Stinson, Past President; Kelli Whiting, Secretary; Jennifer Warner, Treasurer (2013/2014); Tara Renner and Gary Chapple, Auditors.

PUBLICATIONS COMMITTEE – Ed Norris

The Spring Journal will be posted at the end of March. The deadline for articles for the Summer Journal is July 15.

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

Ann reported the last meeting was March 14 at the IDEM Shadeland Office. The speaker was from the Excise Police and the topic was the role of Excise Police with microbreweries. The next meeting is scheduled for May 9 from 10:00 to 12:00 at the IDEM Shadeland office.

WASTEWATER MANAGEMENT COMMITTEE – Denise Wright for Gary Chapple

Denise reported that soil interpretation guidelines for LHDs will be posted to the website soon.

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

Jason reported the last meeting was March 12 at 10:00 am at the ISDH Shadeland Office. There was discussion on the legislative session.

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

Jennifer reported the Committee met today at the ISDH at 9:00 am prior to the Executive Board meeting. The Committee is working with the Department of Homeland Security to host three targeted trainings for 2014 – one in Whitley and two in Brown County. The next meeting is scheduled for June 20 at the ISDH at 9:00 am.

Jason shared that IDEM and INEVRT will be having a field resources training day on the on April 2nd on the White River. He distributed the agenda, etc.

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

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) – Rachel Fuhr – **NO REPORT**

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

Mike Mettler reported that Jason Ravenscroft and Steve Yeary will be teaching the Certified Pool Operator courses this year.

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

Dr. Hollis distributed the BOAH Quarterly Newsletter to Board members. Three new veterinarians have been hired in Districts 7 and 10.

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

INDIANA PUBLIC HEALTH TRAINING CENTER – Kate Nicholson Johnson – **NO REPORT**

INFORMATION TECHNOLOGY (IT) COMMITTEE – Vacant

Mike reminded the Board that he is looking for a new Chair for this Committee in 2014.

POLICY COMMITTEE – Denise Wright for Joshua Williams

The Board provided suggested items for the Policy Committee to work on, i.e. the Association's role in legislation, conference surplus and separate checking accounts for Committees. There was discussion on the budget line items for the standing Committees.

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & STATE ASSOCIATION OF COUNTY & CITY OFFICIALS (SACCHO) LIAISON – Joshua Williams (new Committee) – **NO REPORT**

FALL CONFERENCE (2013) – Mike Mettler

There is still one outstanding check to collect from the East Chicago Health Department. They have been contacted.

SPRING CONFERENCE (2014) – Mike Sutton

Mike reported that the 2014 Spring Educational Conference will be held at the Indianapolis Zoo – Dolphin Pavilion on April 22 from 8:30 am to 4:30 pm. There was discussion on what to charge exhibitors. It was decided to charge \$100 which would include one registration.

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.

OLD BUSINESS (NOTE: ISU in Terre Haute has a new conference facility and is interested in hosting an IEHA Fall Conference – follow-up – Lisa Harrison will request information from the Terre Haute conference facility)

Jason Ravenscroft asked if the Policy on Committee use of Budget line items is ready for posting to the website.

NEW BUSINESS

Mike read a letter from the Association of Environmental Health Academic Programs (AEHAP) requesting help in linking AEHAP graduates with mentors and potential employees in the field of environmental health. IEHA would serve as a liaison to inform students of opportunities to participate in Chapter meetings and conferences where they could network with environmental health professionals. The Board agreed to this request and Mike Mettler will contact them.

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

NORTHWEST CHAPTER – submitted by Patty Nocek

The next meeting will be held in St. Joseph County at Javier's Bistro on March 20. The speaker was Mark Straw and Andie Mears with the Indiana State Egg Board. Rob Schafer was nominated as the NW Chapter to the GEHSC. The next meeting will be hosted by LaPorte County.

NORTHEAST CHAPTER - submitted by Patrick Sovinski and Russ Mumma

The last meeting was March 20 at The Gallery in Adams County. The speakers were Scott Gilliam and Joseph Baker. Their topics were Food Code Revisions and Soil Evaluations for On-Site Sewage Disposal Systems, respectively. The next meeting is scheduled for April 17 in Whitley County. There will be speakers from ISDH on swimming pools and weights and measures.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for April 3 at the Miami County Economic Redevelopment Authority inside the Grissom Aeroplex. The speaker is Lisa Krawczyk, Environmental Engineer at Grissom. She will share the environmental challenges of converting an active duty Air Force base facility to civilian use after the base was “realigned” by the Department of Defense. The Chapter is sponsoring a one-day Foods Training on May 20 from 9:00 to 3:00 at the Tippecanoe County Extension office in Lafayette. This training will be especially helpful to inspectors working toward standardization. For info and to register, you can contact Jennifer Asbury at jasbury@purdue.edu or visit the IEHA events calendar on the website.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was February 27 at Bell’s Aquaculture in Jay County. There were 19 in attendance. The next meeting is scheduled for March 27 in Greenfield at Montana Mikes. The speaker will be Brent Wakeland, ISDH and the topic will be swimming pools.

WEST CENTRAL CHAPTER – submitted by for Lisa Harrison

The next Chapter meeting is the Spring Educational Conference on April 22.

SOUTHERN CHAPTER – submitted by Jennifer Heller

The next meeting is scheduled for May 13 in Dubois County.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The next meeting is scheduled for March 20 at Second Helpings in Indianapolis. Nora Spitznogle will speak and provide a tour of the facility. The Chapter will meet on May 20 at the Johnson County Health Department.

Mike Mettler entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Reba Taylor-Hill and passed unanimously. The meeting adjourned at 11:30 am.

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