

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

NEXT MTG DATE: Friday, December 19, 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)* - 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 *
Stephanie Cain – East Central Chapter *
Patty Nocek – Northwest Chapter *

OTHERS

Gary Chapple & Tara Renner – Auditors – Tara Renner and Gary Chapple (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 – Website Committee (formerly IT Committee) Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the November 21, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:00 am by President Mike Mettler.

Those attending all or part of the meeting:

Mike Mettler - President *, ISDH Liaison & Website Committee Chair
Denise Wright – President-Elect* & ISDH Liaison (via phone)
Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair
Jennifer Warner – Treasurer (2013-2014)*
Tara Renner – Auditor
Lisa Harrison – West Central Chapter Rep* (via phone)
Terri Hansen for 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)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Jennifer Heller Rugenstein– Southern Chapter Rep* & Co-Chair – TAHP Committee Chair
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee (via phone)
Jason Ravenscroft – General Environmental Health Services Committee Chair
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Alice Quinn – IOWPA Liaison (via phone)
Dr. Jim Hollis – BOAH Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Christine Stinson – Past President*
Kelli Whiting – Secretary*
Gary Chapple – Auditor
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Ann Applegate & Sylvia Garrison – Co-Chairs – Food Protection Committee
Joshua Williams – Policy Committee Chair
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 October 17, 2014 minutes. All information under New Business should be under Old Business. Hearing no other corrections, he stated that the October 17, 2014 minutes are accepted as amended.

TREASURER'S REPORT – Jennifer Warner

Current October Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$6,837.76

The Operations (Indiana Members) Savings Account balance is \$85.96

The MM/Equipment & Contingency Fund Account Total balance is \$40,348.98

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 \$2,024.09 (*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.*)

Jennifer Warner has ordered additional checks. Jennifer also distributed Chapter Rebate checks. Tami gave the Northwest Chapter check to Patrick Sovinski to deliver.

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

AUDITORS – Gary Chapple and Tara Renner

Tara reminded all that Association, Chapter, Committee and Fall Conference books are to be audited as soon as the last bank statement has arrived.

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson – **NO REPORT**

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

NOTE: Currently there is \$2,024.09 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 300 paid active members. This number does not reflect the 23 Lifetime members. There are 8 Sustaining members. Margaret reported that information from all data inventory forms has been entered into Wild Apricot.

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 – 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.)

The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28. There was discussion on the 2015 IAFP Liaison. Tara Renner will bring this up at the next Food Protection Committee meeting and report back to the Board.

NOMINATIONS COMMITTEE – submitted by Mike Sutton

The 2015 State Officers are: Mike Mettler, Past President; Denise Wright, President; Mike Sutton, President-Elect; Patty Nocek, Vice President; Gretchen Quirk, Treasurer; and Kelli Whiting, Secretary. The Auditors will be Tara Renner and Gary Chapple.

PUBLICATIONS COMMITTEE – Ed Norris

The Fall/Winter Journal has been posted to the website.

FOOD PROTECTION COMMITTEE – Sylvia Garrison and Ann Applegate – Co-Chairs – **NO REPORT**

WASTEWATER MANAGEMENT COMMITTEE – Alice Quinn for Gary Chapple

Alice reported that she will be the WWMC Secretary in 2015. The Committee met on November 13. The Committee is working on additional guidance documents in addition to updating existing guidance documents. The next meeting is scheduled for January 8, 2015.

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

The last meeting was November 12. Jason reported the Committee is considering another RWI Course sponsored by the LaPorte County Health Department in the spring of 2015. The Committee will be updating the legislative watch list for the 2015 session. The next meeting is scheduled for December 10, 2014.

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

The Committee sponsored training on November 12 & 13 from the University of Tennessee Center for Agriculture and Food Security and Preparedness. The Course was titled “Food Safety Issues in the Event of Disasters; Practical Applications” and was held at the Brown County Annex Building. Class included a tabletop exercise on how to deal with food for responders and victims during a disaster and what could be salvaged as far as food after the disaster. The Committee officers are: Jennifer Heller Rugenstein, Co-Chair; Jason LeMaster, Co-Chair; Stanley Danao, Treasurer; and the Secretary position is currently vacant. The Committee plans to distribute monthly e-mails to all members with timely info on Terrorism and All-Hazards Preparedness. The next Committee meeting is November 21 prior to the Executive Board meeting and officers will be elected at this meeting.

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 Food Protection Program Director position is still vacant. Eric Eldridge has been hired to fill the Environmental Public Health Northwest position. Jennifer Walthall, MD, MPH has been hired as the Deputy State Health Commissioner. The Environmental Health Specialist Orientation was held December 3 and 4 in Rice Auditorium.

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

Dr. Hollis distributed FAQs about the Cooperative Interstate Shipment (allows state inspected meat processors to ship product across state lines when they participate in the program). There are currently two open Dairy positions in Southeast Indiana and the Southern border including Dubois County. BOAH has developed guidelines for pets exposed to Ebola.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn

Alice reported the AEC and Trade Show will be February 9 & 10, 2015 at Camp Camby. There will be silent auction items and exhibitors. New officers will be elected at the Board meeting on February 10, 2015.

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

There was open discussion on Wild Apricot.

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

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

SPRING CONFERENCE (2014) – Mike Sutton

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. Still reconciling payments due to mail missing from the PO Box.

FALL CONFERENCE (2014) – Denise Wright

Checks are still being collected. There was approximately \$20,000 received in sponsorship money. The amount collected from the Silent Auction is \$841.60. Denise is reviewing the master account to reconcile discrepancies.

SPRING CONFERENCE (2015) – Patty Nocek

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

OLD BUSINESS

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 30-days prior to the next meeting. This change takes only one vote by the membership to change the By-Laws.

NEW BUSINESS

There was discussion about the Board filling a State Officer vacancy. Margaret Voyles was originally approved as State Treasurer but will not be able to fulfill this duty. Gretchen Quirk has volunteered to fill this vacancy. Mike Mettler entertained a motion. Patty Nocek moved that Gretchen Quirk replace Margaret Voyles as State Treasurer for 2015/16, it was seconded by Reba Taylor-Hill and passed unanimously. The membership will need to reaffirm this change at the upcoming Spring Conference.

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 December 11 at 10:00 am at the LaPorte County Health Department. The speaker will be Lori Kyle Endris, IDEM and the topic will be Meth Rule Update.

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was November 20 in Grant County. There were 25 members and 2 guests in attendance. The speakers were Michael Liechty, Quality Manager Café Valley, Inc. and Rhonda Stidham, ISDH Laboratories. The next meeting is scheduled for December 18 in Huntington County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for December 4 at the Tippecanoe County Extension Office. Lori Kyle Endris, IDEM will present on IDEM's rule on controlled substance clean-up and Sherry Fulk-Bringman, Purdue University will present on soils. The next Chapter sponsored training event "Training and Certification on Onsite Sand Lined Systems" is scheduled for January 6, 2015. More details to come.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was October 30 at the Tour of Italy Restaurant in Shelbyville. Denise Holland, Major Hospital and Director of Healthy Shelby County was the speaker and her topic was community health and wellness efforts in Shelby County. The next meeting is scheduled for December 11 at the Hoosier Park Racing and Casino and will be the Christmas Party.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The next meeting will be December 11 in Mooresville. There will be a tour of PacMoore Technologies. The business meeting and holiday lunch will be held at Gray's Cafeteria.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The last meeting was November 10. Lee Christenson, ISDH spoke about Ebola Virus Disease. There was a tour of the Ramsey Popcorn plant that produces “Cousin Willie’s” popcorn. The next meeting is scheduled for February 10 with the exact location TBD.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was October 24 at Kelsey Farms. There was a tour of the milking barn. The next meeting is scheduled for December 14. The exact time and location TBD.

Mike Mettler entertained a motion to adjourn the meeting. Jennifer Warner moved that the meeting be adjourned; it was seconded by Jennifer Heller Rugenstein and passed unanimously. The meeting adjourned at 11:25 am.

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