

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the March 20, 2015 meeting.

NEXT MTG DATE: Friday, May 15, 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 March 20, 2015 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:05 am by Past President Mike Mettler.

Those attending all or part of the meeting:

Mike Mettler - Past President & Awards Committee Chair
Patty Nocek – Vice President* (via phone)
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Larry Beard – IAFP Liaison
Lisa Harrison – West Central Chapter Rep*
Ed Norris – Wabash Valley Chapter Rep*
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Stephanie Cain – East Central Chapter Rep.* (via phone)
Patrick Sovinski – Northeast Chapter Rep & Awards Committee (at-large member)*
Mike Caddell – IOWPA Liaison (via phone)
Jason Ravenscroft – General Environmental Health Services Committee Chair
Margaret Voyles – Membership Committee Chair
Doug Mathis – NACCHO/IPHA Liaison
Tami Barrett – Board Secretary

Those not attending:

Denise Wright – President* & ISDH Liaison
Mike Sutton – President-Elect*, IDEM Liaison & Nominations Committee Chair
Kelli Whiting – Secretary*
Gary Chapple – Auditor
Karen Flanigan – Northwest Chapter Rep*
Dr. Jim Hollis – BOAH Liaison
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Sylvia Garrison, Co-Chair – Food Protection Committee
Kris Thomas, Co-Chair – Food Protection Committee
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 NOT present for this meeting.

SECRETARY'S REPORT – Kelli Whiting/Tami Barrett

Mike Mettler asked for corrections and/or additions to the February 20 2015 minutes. Hearing none, he stated that the February 20, 2015 minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current February Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$14,324.47

The Operations (Indiana Members) Savings Account balance is \$86.00

The MM/Equipment & Contingency Fund Account Total balance is \$40,079.22

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 \$1,760.52 *(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 February Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Tara reported that Southern, Northeast and Southeastern Chapter books and the 2014 Fall Conference books are still needed for auditing.

COMMITTEE REPORTS

AWARDS COMMITTEE – Mike Mettler – **NO REPORT**

NOTE: Award Nomination Applications are due July 15, 2015.

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

NOTE: Currently there is \$1,760.52 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 260 paid active members.

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. Mike distributed the NEHA AEC Brochure.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard

(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.)

The 2015 IAFP AEC will be in Portland, Oregon – July 25 to 28. Larry Beard personally paid his IAFP membership dues and he has been reimbursed as approved by the Board at the February meeting.

NOMINATIONS COMMITTEE – Mike Sutton – **NO REPORT**

NOTE: Jason Ravenscroft is on the ballot for 2016 Vice President.

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

FOOD PROTECTION COMMITTEE – Sylvia Garrison & Kris Thomas – Co-Chairs - **NO REPORT**

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

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 11 at the ISDH Shadeland Office. The Committee, along with the LaPorte County Health Department, sponsored a Recreational Water Illness Course on March 10 - 28 attended the Course. The Committee is sponsoring a Certified Pool Operator Training on April 28 & 29 at the ISDH building at 2 North Meridian Street and on May 18 & 19 at the Indiana Government Center-South. Jason Ravenscroft and Steve Yearly will be conducting this training. Jason also reported that the Committee's BMO Harris checking account has been established.

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

Jennifer reported the Committee will be hosting an NCBRT Course titled: "A Coordinated Response to Food Emergencies: Practice and Execution" (PER-273) on July 9 & 10 at the Brown County Annex Building in Nashville. This course will be organized by the ISDH. The Committee is also coordinating a tabletop exercise for the Fall Conference on Radiological issues with various speakers to coordinate with the exercise. The Committee has requested a course from the Office of Bombing Prevention but has yet to hear from them.

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 – **NO REPORT**

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Mike Caddell

Mike reported that IOWPA's Winter Conference was held on February 9. The 2016 Winter Conference will be held on January 25 & 26.

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

Margaret Voyles provided some suggested changes to the website design and organization. She will meet with Mike Mettler to discuss and then work with the webmaster.

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

Doug reported that he can be the liaison for NACCHO and IPHA.

FALL CONFERENCE (2014) – Mike Mettler for Denise H. Wright

Mike report that \$10,121 (surplus from the 2014 Fall Conference) is in the account for the 2015 Fall Conference.

SPRING CONFERENCE (2015) – Patty Nocek

The date for the 2015 Spring Conference is April 16 at Butler University. There will be CEUs available – both from NEHA and State Chemist Office. There will be several fabulous donations given at this Conference. A \$300 donation is coming from Igenic Lab in California.

FALL CONFERENCE (2015) – Mike Sutton – **NO REPORT**

NOTE: The 2015 Fall Educational Conference will be held September 21 to 23 at the Morris Inn on Notre Dame Campus. Per Mike's e-mail Committee Chairs need to be working on speakers for their Fall Conference concurrent sessions.

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.)

NEW BUSINESS

There was discussion on the NEHA/IAFP Conference attendance motion that was previously made. Tami will check past minutes.

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 March 19 in LaGrange County. The speakers were Craig Chivers, LaGrange County Health Department and Jeremy Snowden, Vigo County Information Technology. The topics were Raw Milk Cheese and Indiana's First iPad/Cloud Environmental Health Software-iToss and CodePal, respectively. The next meeting is scheduled for April 23 in Whitley County.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The Chapter has not met since the last Executive Board meeting. The next meeting is scheduled for April 2 in Rochester at the Fulton County Health Department. Tentatively the speakers will be presenting on the local solid waste district now accepting solid waste and GMO's in food. Bill Ciriello may also be presenting about plumbing issues as it affects inspectors. Specific details are being confirmed.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was February 26 in Muncie, Lori Kyle Endris, IDEM, spoke about proper meth clean-up requirements. There were 19 in attendance. The next meeting will be held on March 26 in Rush County.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The last meeting was February 19 in Greencastle. Debbie Calder, Communications Director for the Department of Transportation, Crawfordsville District. She provided info on INDoT's responsibility from snow removal to construction. The business meeting followed at Buffalo Wild Wings. The next meeting will be held during the Spring Conference.

SOUTHERN CHAPTER – submitted by Jennifer Heller Rugenstein

The last meeting was February 12 in Brown County. There were 34 in attendance. Lisa Harrison, ISDH, spoke about microbreweries and distilleries. There was a tour of the Bear Wallow Micro-distillery and the Big Woods Brewhouse in Nashville. The next meeting is scheduled for May 12 at Frey Farms near Poseyville. The meeting will begin at Little Red Wagon in Poseyville at 8:30 am. The speakers will be Tony Phillips, Food Safety Director at Frey Farms and Joanna Beck, ISDH. Both speakers will present on the Food Safety Modernization Act (FSMA).

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The last meeting was February 19 at the German-American Club with a speaker from IDEM Office of Air Quality. There were 31 in attendance. The next meeting is scheduled for March 26 at Ben Davis High School. The April meeting will be held on April 9 at the MCL Cafeteria in Carmel and the speaker will be Mary Stiker, Indiana Department of Homeland Security.

Mike Mettler 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 11:00 am.

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