

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the August 19, 2016 meeting.

NEXT MTG DATE: Friday, October 21, 2016 – 11:00 pm (Note new time for this one and Finance Committee will meet from 1:30 to 2:30 pm)

LOCATION: ISDH Building, 3rd Floor Yoho Board Room

AGENDA: Chapter and Committee Reports/Old and New Business

FROM : Kelli Whiting - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President and Awards Committee Chair – Denise Wright*
President and NEHA Liaison– Mike Sutton *
President-Elect – Patty Nocek*
Vice President – Jason Ravenscroft*
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 *
Joe Rakoczy – Northeast Chapter*
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
Ed Norris – Publications Committee Chair
Margaret Voyles - Membership Committee Chair & Website Committee Chair
Larry Beard – International Association for Food Protection (IAFP) Liaison
Jason Ravenscroft – 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 and City Health Officials (NACCHO) & Indiana Public Health Association (IPHA) Liaison
Jennifer Asbury - Food Protection Committee Co-Chair
Sharon Pattee – Food Protection Committee Co-Chair
Ellie Hansotte – General Environmental Health Services Committee Chair
Jennifer Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness
Gary Chapple – Wastewater Management Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the August 19, 2016 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 1:00 pm by President-Elect Patty Nocek.

Those attending all or part of the meeting:

Denise Wright* – Past President & Awards Committee Chair
Mike Sutton – President*, IDEM Liaison & Nominations Committee Chair (via phone)
Patty Nocek – President-Elect*
Jason Ravenscroft – Vice President*, GEHSC Secretary & IOWPA Liaison (via phone)
Gretchen Quirk – Treasurer (2015/2016)*
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair (via phone)
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Ed Norris – Wabash Valley Chapter Rep* & Publications Committee Chair
Karen Flanigan – Northwest Chapter Rep* (via phone)
Sharon Pattee, Co-Chair – Food Protection Committee (via phone)
Ellie Hansotte – General Environmental Health Services Committee Chair
Margaret Voyles – Membership Committee Chair & Website Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Kelli Whiting – Secretary*
Tara Renner – Auditor
Gary Chapple – Auditor
Larry Beard – IAFP Liaison
Joe Rakoczy – Northeast Chapter Rep.*
Lisa Harrison – West Central Chapter Rep*
Stephanie Cain – East Central Chapter*
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Jennifer Asbury, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Dr. Jim Hollis – BOAH Liaison
Doug Mathis – NACCHO/IPHA 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

Patty Nocek asked for corrections and/or additions to the July 15, 2016 minutes. The IOWPA and Website Committee reports were updated. Hearing no further corrections, she stated the minutes are accepted as amended.

TREASURER'S REPORT – Gretchen Quirk

Current July Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$3,387.22

The Operations (Indiana Members) Savings Account balance is \$86.17

The MM/Equipment & Contingency Fund Account Total balance is \$40,691.98

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 \$2,705.38 *(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, \$61 donation from the Karaoke night at 2013 Fall Conference, \$881.50 from the 2015 Fall Conference Silent Auction.*

Patty Nocek stated the July Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Per Tara Renner, the TAHP Committee books have been submitted for auditing.

COMMITTEE REPORTS

AWARDS COMMITTEE – Denise Wright

Denise reported the Committee met and awards have been ordered to be presented at the Fall Conference. Unfortunately, there were no applications for the Tim Sullivan Memorial Award this year.

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPED) – submitted by Todd Webb (NOTE: There was discussion on updating the COPED criteria for students. Todd Webb will work on the criteria for Board approval)

Currently there is \$2,705.38 available for scholarships. One application has been received for Fall Conference.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are currently 390 paid active members (all inclusive) and 500 contacts in the data base. Margaret distributed the list of lapsed members for the Board to review.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard – **NO REPORT**
(NOTE: 2016 Membership for Mike Sutton 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 2016 IEHA Delegate to IAFP.)

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Mike Sutton – **NO REPORT**
(NOTE: 2016 Membership for Mike Sutton 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 Sutton is the 2016 Liaison to NEHA.)

Mike reported that Adam London, NEHA President-Elect will attend the Fall Conference on Tuesday and will be saying a few words during the Business meeting.

NOMINATIONS COMMITTEE – Mike Sutton

Tami sent the ballots for the offices of Vice President (Jammie Bane and Joann Xiong Mercado) and Auditor (Tara Renner, Gary Chapple and Jennifer Warner) via e-mail. Gretchen Quirk has agreed to continue as Treasurer for two more years (2017-2018); Kelli Whiting has agreed to continue as Secretary for another year. Ballot responses must be received and/or postmarked by August 27, 2016 and will be counted and reported on at the Fall Conference business meeting.

PUBLICATIONS COMMITTEE – Ed Norris

The Summer Journal is posted to the website in both PDF and flip versions. Articles for the Fall Journal are due by November 1.

FOOD PROTECTION COMMITTEE – Sharon Pattee and Jennifer Asbury – Co-Chairs

Sharon reported the next meeting is scheduled for August 31 at 9:30 am at the IDEM Shadeland Office. There will be a speaker from Purdue University.

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

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

The Committee is working on a photo competition for the Image Library with a cash prize to be awarded – currently there are 5 photos in the running. An e-mail was sent on July 13 with competition guidelines. The winner will be announced at the Fall Conference. The next meeting is scheduled for October 12.

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

The Committee is hosting an “Emergency Response to Domestic Biological Incidents” training on December 1 and 2 and there are a few spots left. This training focuses on biomedical agents utilized to produce weapons, personal protective gear and agency interactions. Contact Jennifer if interested in attending. The INEHRT team is actively pursuing two grants – \$25,000 for boost vector control preparedness (Zika) and \$7,500 renewal grant for State Public Health and Medical Team funding. The next meeting is scheduled for November 18 at 9:00 am prior to the Executive Board meeting.

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

Mike reported that Bruce Palin retired after 40 years of state service.

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Denise Wright

Denise reported that Alice Quinn has been promoted and is replacing Alan Dunn in Environmental Public Health.

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

Dr. Hollis sent a press release update to the Board members prior to the meeting.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Jason Ravenscroft

Jason reported that IOWPA is hosting a test on Sunday, September 25 from 1:00 to 5:00 pm at the Blue Chip Hotel and Conference Center.

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Margaret Voyles
– NO REPORT

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Doug Mathis – NO REPORT

FALL CONFERENCE (2016) – Patty Nocek

The 2016 Fall Educational Conference will be held September 26 to 28 at the Blue Chip Stardust Event Center, 777 Blue Chip Drive, Michigan City. The theme is “Ignite the Future”. Patty reported there will be “value added” speakers on Sunday night from 6:30 to 8:00 pm and then a mix and mingle with refreshments from 8:00 to 10:00 pm. The Bed Bug preconference workshop information is on the home page and you need to register if you plan to attend. Patty asked that each Chapter consider donating \$100 for Fall Conference. Chapters are reminded to donate bag stuffers (mainly food and snack items – 250), door prizes and silent auction items.

OLD BUSINESS

Reviewing and updating the Constitution and By-Laws – Ad Hoc Committee currently consisting of Jason Ravenscroft, Rosy Hansell, Russ Mumma, Margaret Voyles and Tami Barrett will meet on September 15 at the Marion County Public Health Department, 3901 Meadow Drive, Indianapolis to begin the process.

Patty Nocek stated she would like to change the number of Board meetings in 2017. Patty is still taking comments and will discuss again at a future Executive Board meeting.

NEW BUSINESS

Jennifer Rugenstein reported that April Reeves left the Brown County Health Department for a position with a local health department in Florida and Ernie Reed has been hired to replace her. Ernie has extensive experience as a septic installer in Brown County.

There was discussion about discontinuing the Bulk Mail Account. Denise H. Wright moved to discontinue the account and get a refund of the surplus, it was seconded by Ed Norris and passed unanimously. Tami Barrett will take care of this.

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

NORTHWEST CHAPTER – submitted by Karen Flanigan

The next meeting is scheduled for September 18 in Walkerton with a tour of the Hoosier Shrimp Farm. The business meeting will follow at Renee's Café in Kingsford Heights.

NORTHEAST CHAPTER - submitted by Joe Rakoczy

The last meeting was August 18 and members conducted the annual river clean-up project on the Eel River in Whitley County. Six bags of trash and metal debris were removed from the riverbank and roadside. The next meeting is scheduled for October. Date and location TBD.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for August 25 at the Ivy Tech Campus in Logansport hosted by the Cass County Health Department. Ken Kavanagh and Jennifer Coleman, ISDH, will be the speakers.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting is scheduled for August 25 in Anderson. There will be a tour of the water treatment plant followed by a business meeting and lunch at the Grandview Golf Course.

WEST CENTRAL CHAPTER – submitted by Margaret Voyles for Lisa Harrison

The last meeting was August 16 in Bridgeton with a tour of the Bridgeton Mill.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The last meeting was August 9 at the OFS Company to tour the Algaewheel wastewater treatment plant and facility in Huntingburg, Indiana. There were 14 in attendance with a tour of the Cool Springs Facility in Huntingburg. The next meeting is scheduled for November 9. The Chapter voted to donate \$200 to the Fall Conference.

SOUTHEASTERN CHAPTER – submitted by Todd Webb

The Committee is meeting today, August 19 at the Charlestown State Park with a cookout and tour of Rose Island planned.

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The annual picnic was held August 18 at Broad Ripple Park. There were 20 in attendance. The Chapter voted to donate \$100 to the Fall Conference. Central Chapter plans to buy REHS study guides and books for members to use. The 2017 Officers will be: Sara Hallyburton, President; Anna Doerflein, Vice President; Amy Ayres, Secretary/Treasurer and Reba Taylor-Hill, Board Rep.

Patty Nocek entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Denise H. Wright and passed unanimously. The meeting adjourned at 2:25 pm.

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