

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

**NEXT MTG DATE:** Friday, March 18, 2016 – 10:00 am  
**LOCATION:** ISDH Building, 3<sup>rd</sup> Floor  
**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 \*  
Patrick Sovinski – Northeast Chapter and 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  
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  
Jason Ravenscroft – General Environmental Health Services Committee Chair & IOWPA Liaison  
Jennifer Heller 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 February 19, 2016 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:40 am by President Mike Sutton.

Those attending all or part of the meeting:

Mike Sutton – President\*, IDEM Liaison & Nominations Committee Chair  
Patty Nocek – Vice President\* (via phone)  
Jason Ravenscroft – Vice President\*, GEHSC Secretary & IOWPA Liaison  
Kelli Whiting – Secretary\*  
Gretchen Quirk – Treasurer (2015/2016)\*  
Doug Mathis – NACCHO/IPHA Liaison (via phone)  
Karen Flanigan – Northwest Chapter Rep\* (via phone)  
Jennifer Heller Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair (via phone)  
Todd Webb – Southeastern Chapter Rep\* and COPED Committee Chair  
Stephanie Cain – East Central Chapter\* (via phone)  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\* & Publications Committee Chair  
Larry Beard – IAFP Liaison (via phone)  
Ellie Hansotte – General Environmental Health Services Committee Chair  
Sharon Pattee, Co-Chair – Food Protection Committee (via phone)  
Russ Mumma – Parliamentarian  
Tami Barrett – Board Secretary

Those not attending:

Denise Wright – Past President & Awards Committee Chair  
Gary Chapple – Auditor  
Tara Renner – Auditor  
Margaret Voyles – Membership Committee Chair & Website Committee Chair  
Lisa Harrison – West Central Chapter Rep\*  
Patrick Sovinski – Northeast Chapter Rep and Awards Committee (at-large member)\*  
Jennifer Asbury, Co-Chair – Food Protection Committee  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Dr. Jim Hollis – BOAH 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 Sutton asked for corrections and/or additions to the December 18, 2015 and January 19, 2016 minutes. Hearing none, he stated that both sets of minutes are accepted as presented

**TREASURER'S REPORT** – Gretchen Quirk

**Current January Budget Report (submitted by Gretchen Quirk)**

The BMO Harris Checking Account balance is \$931.85

The Operations (Indiana Members) Savings Account balance is \$86.11

The MM/Equipment & Contingency Fund Account Total balance is \$40,896.18

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 \$2,664.52 *(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, \$61 donation from the Karaoke night at 2013 Fall Conference, \$881.50 from the 2015 Fall Conference Silent Auction.*

Mike Sutton stated the January Treasurer's Report is filed subject to audit.

Gretchen presented the 2016 proposed budget for approval. After some discussion Mike entertained a motion to approve the budget as presented. Ed Norris made the motion, it was seconded by Jason Ravenscroft and passed unanimously.

**AUDITORS** – Gary Chapple and Tara Renner

NOTE: Auditors have received two chapter and one committee books currently. Southeast, Northwest and West Central were submitted today. Still need one committee, 2015 fall conference and association books – please submit copies as soon as the December bank statement is received.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Denise Wright – **NO REPORT**

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

Todd reported there is currently \$2,664.52 available for scholarships.

**MEMBERSHIP COMMITTEE** – Tami Barrett for Margaret Voyles

Currently there are currently 400 paid active members (all inclusive).

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

(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.)

Larry reported that Jason secured a speaker from the IAFP Speaker Bureau.

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Mike Sutton

(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 NEHA has requested he present on SWIG and the purifier that IEHA purchased and donated.

**NOMINATIONS COMMITTEE** – Mike Sutton

Mike asked that nominations for 2017 state officers be submitted prior to the Spring Conference. The 2017 nominations will be for Vice President, Secretary, Treasurer and two Auditors.

**PUBLICATIONS COMMITTEE** – Ed Norris

Ed reported the deadline for submitting articles is March 1. Ed distributed changes to the Journal deadlines and sustaining member benefits for Board discussion. Board members were in favor of these changes. Updated information will be posted to the website.

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

The last meeting was February 17 at the IDEM Shadeland Office. There were 20 in attendance. There was a presentation on grants made easy. The next meeting is scheduled for June 15, 2016.

**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 last meeting was February 10 at the ISDH Indoor Air Quality office at Shadeland. The Committee is working on poster sessions, legislative bills for the website, image library for the website, and the Monday breakout session speakers for the Fall Conference. There are currently two poster session submissions for the Spring Conference.

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

The Committee sponsored a training entitled "Railroad Incidents". There were 36 in attendance from various agencies, i.e. IDEM, local law enforcement, various fire departments and LHDs. The Committee gained ten new members. The Committee is sponsoring a training on May 23 and 24 from 8:00 am to 5:00 pm entitled "A Coordinated Response to Food Emergencies: Practice and Execution" at the Hamilton County Health Department. There is no charge to attend and CEU credits are available. Please contact Jennifer Rugenstein at [bcenvironmental@localhealth.in.gov](mailto:bcenvironmental@localhealth.in.gov) to register. The Committee is working on holding a follow-up Bomb Making Materials Awareness Course in Brown County in the fall.

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

Mike reported that IDEM has launched an external data framework to collect data.

**INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON** – Denise Wright – **NO REPORT**

**BOARD OF ANIMAL HEALTH (BOAH) LIAISON** – Dr. Jim Hollis – **NO REPORT**

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

Jason reported that Gary Steinhardt is the new IOWPA Board President.

**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** – submitted by Doug Mathis

Doug will have more info at the March meeting.

**SPRING CONFERENCE (2016)** – Jason Ravenscroft

The Spring Conference is scheduled for April 14, 2016 at the University Tower, 911 West North Street, Indianapolis (located on the IUPUI Campus). Registration forms were distributed. Jason asked that attendees carpool if possible to save money on parking vouchers.

**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 which will include a ppt celebrating members years of service to the Association. Bill Marlar will present a foods break-out session. The Tuesday night event will be a 70s theme. There will also be an on-site wastewater tour at the Indiana Dunes. Margaret and Patty need to get with Mike Mettler to get the signatures changed on the bank account for Fall Conference.

**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.)

Reviewing and updating the Constitution and By-Laws – best practices on electronic balloting. Christine Stinson has volunteered to review and report back to the Board.

There was discussion on updating the COPED criteria for students. Todd Webb will work on the criteria for Board approval.

There was also discussion on COPED covering mileage reimbursement, etc – Russ Mumma stated that COPED was set up primarily for education based specifically scholarship.

**NEW BUSINESS**

Jennifer Rugenstein requested that the Committee line item in the budget be increased to \$500. There was some discussion. This request will be tabled until the fall when the Finance Committee will be working on the 2017 budget.

Patty Nocek stated she would like to change the Board meeting start times in 2017. The Board had no issues with this change.

Patty Nocek stated she would also like to change the number of Board meetings in 2017. There was some discussion. Further discussion was tabled until the March Board meeting.

Margaret sent an e-mail to Wild Apricot about the cost of upgrading the database to “Professional Level – 2000 database size” but has not yet received a response. Further discussion was tabled until the March Board meeting.

There was discussion on using a transaction fee (\$2) to cover the administrative fee cost associated with PayPal. Jason Ravenscroft moved that a \$2 transaction fee be added to cover the PayPal administrative fee beginning July 1, 2016, it was seconded by Todd Webb and passed unanimously. Tami will talk to Margaret about checking into this and report back to the Board at the March meeting.

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

**NORTHEAST CHAPTER** - submitted by Patrick Sovinski

The last meeting was February 18 in Fort Wayne. Speakers were Mindy Waldron, Allen County Health Department on Food Protection Program Enforcement Procedures and Stephen Adair, Beers Mallers Backs & Salin Law Firm on Protecting your Financial Assets. There were 19 in attendance.

**NORTHWEST CHAPTER** – submitted by Karen Flanigan

The last meeting was February 18 in South Bend. The speaker was Betty Bekemeier, University of Washington’s NW Center for Public Health Practice on the PHAST program for standardization and access of public health data. The next meeting is scheduled for May 19 at 11:00 am with Smoke Free St. Joe –location TBD.

**WABASH VALLEY CHAPTER** – submitted by Ed Norris

The last meeting was February 4 at the Tippecanoe County Extension Office in Lafayette, hosted by the Tippecanoe County Health Department. Speakers were Jing Ma and Tony Kim, doctoral students at Purdue University. They shared results of surveys they conducted on how the internet and social media is, or can be, used to share food safety information with the public. They also spoke about how consumers evaluate risk when eating in a restaurant. The next meeting is scheduled for April 7 again at the Tippecanoe County Extension Office in Lafayette.

**EAST CENTRAL CHAPTER** – submitted by Stephanie Cain

The last meeting was January 21 at the Hoosier Park Racing and Casino. There were 16 in attendance. Mike Flanders, Green Tire Reclamation, spoke about the reuse of recycled tires. California reuses 90% of the used tires they dispose of. The next meeting is scheduled for February 25 in Hancock County. There will be a tour of the Vivolac Cultures Corp.

**WEST CENTRAL CHAPTER** – submitted by Lisa Harrison – **NO REPORT**

**SOUTHERN CHAPTER** – submitted by Jennifer Heller Rugenstein

The last meeting was February 9 in Bedford. Speakers were Jason LeMaster and Mary Stiker on radiation issues. The next meeting is scheduled for May 12 at the Azalea Gardens near Jasper (should be in full bloom). Environmental issues will be covered and a tour especially for environmentalists is being arranged. All chapter are invited to attend, please contact Jennifer at [bcenvironmental@localhealth.in.gov](mailto:bcenvironmental@localhealth.in.gov) if you plan to attend.

**SOUTHEASTERN CHAPTER** – submitted by Todd Webb

The next meeting is scheduled for March 4 at the Milan Reservation for a meeting and then carools to the Krieger-Maddux Greenhouse for a tour.

**CENTRAL CHAPTER** – submitted by Reba Taylor-Hill

The last meeting was February 17 in Indianapolis. Eric Kaufman, Marion County Public Health Department, was the speaker. The Chapter is collecting seed for the Giving Garden. The next meeting is scheduled for May 18 at Firehouse Subs in Greenwood. There will be a speaker from the ISDH>

Mike Sutton entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Jason Ravenscroft and passed unanimously. The meeting adjourned at 11:55 am.

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