

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the May 20, 2016 meeting.

NEXT MTG DATE: Friday, June 17, 2016 – 10:30 am (note updated start time)
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 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 May 20, 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:

Patty Nocek – Vice President*
Jason Ravenscroft – Vice President*, GEHSC Secretary & IOWPA Liaison
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Doug Mathis – NACCHO/IPHA Liaison (via phone)
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair
Lisa Harrison – West Central Chapter Rep* (via phone)
Stephanie Cain – East Central Chapter* (via phone)
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Karen Flanigan – Northwest Chapter Rep* (via phone)
Ed Norris – Wabash Valley Chapter Rep* & Publications Committee Chair
Larry Beard – IAFP Liaison (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:

Denise Wright – Past President & Awards Committee Chair
Mike Sutton – President*, IDEM Liaison & Nominations Committee Chair
Kelli Whiting – Secretary*
Gary Chapple – Auditor
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
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

Patty Nocek asked for corrections and/or additions to the March 18, 2016 minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current April Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$9,544.32 (current – different from distributed report)

The Operations (Indiana Members) Savings Account balance is \$86.14

The MM/Equipment & Contingency Fund Account Total balance is \$40,916.35

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 \$2,684.72 (*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 April Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Tara reported that they are auditing the 2015 Fall Conference books and they still need the TAHP Committee books to audit.

COMMITTEE REPORTS

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

NOTE: Award nomination applications are on the website and are due by July 15, 2016.

NOTE: Mike Sutton stated that he would follow-up with Patrick Sovinski on his availability to continue on Awards Committee as the appointed at-large member.

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

NOTE: Currently there is \$2,684.72 available for scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are currently 378 paid active members and 495 contacts in database (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.)

The IAFP AEC is July 31 to August 8 in St. Louis, Missouri.

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.)

NOTE: Mike will be presenting on SWIG and the purifier that IEHA purchased and donated at the NEHA AEC which is June 13 to 16 in San Antonio, Texas.

NOMINATIONS COMMITTEE – Mike Sutton

There was discussion on sending 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. The Board agreed that sending via e-mail is appropriate. Tami will bring the suggested e-mail and ballot to the June Board meeting for approval prior to sending. The info must be sent to the membership by July 27 and responses received and/or postmarked by August 27.

PUBLICATIONS COMMITTEE – Ed Norris

The deadline for the Summer Journal is July 1.

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

Sharon reported the next meeting is scheduled for June 15, 2016 at the Shadeland Offices. The concurrent session for the Fall Conference is finalized.

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 May 18, 2016. Ellie requested approval for reimbursement to Jason Ravenscroft for expenses involved with the CPO training classes. The Board agreed that the reimbursement can come from the Committee's budget line item (\$125).

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

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 to register as there is only one slot available. Fall Conference concurrent session speakers are finalized. The Committee is sending out a monthly e-mail with emergency preparedness links and information.

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

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 the IOWPA is hosting an Inspector's Training next week in Putnam and Brown Counties.

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Margaret Voyles

Margaret reported that Fall Conference forms are being posted to the website. There is now a link to past conference presentations.

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

Doug reported that NACCHO has extended the deadline to submit the 2015 County Profile Data and this resulted in Indiana meeting the statistical threshold to be included in the annual report (65% of LHDs responded).

SPRING CONFERENCE (2016) – Jason Ravenscroft

There are still some outstanding checks to be collected. At this time, there is approximately \$1,400 surplus.

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. Patty reminded the Board that Elizabeth Schultz, Johnson County Health Department, is the winner of the Fall Conference Program Cover contest. Currently there is \$20,000 in the Fall Conference account. 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

(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 – Ad Hoc Committee currently consisting of Jason Ravenscroft, Rosy Hansell, Russ Mumma, Margaret Voyles and Tami Barrett will meet at some point to start the process.

Updating By-Laws regarding e-mailing ballots - Margaret Voyles will draft a resolution to update the By-Laws language in regard to sending ballots via e-mail and present it to the Board at the June meeting.

Updating By-Laws regarding increase membership dues – There was discussion at the March meeting about increasing membership rates \$5 to help defray the cost of the increase in the Wild Apricot upgrade. The Chapter Reps were to discuss at their respective meetings and report back to the Board in May. Chapters in favor: NW, NE, WV, S, C and WC. Margaret Voyles will draft a resolution to update the By-Laws language with new dues amounts. Adding \$5 to all across the board except for sustaining members.

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. Patty is still taking comments and will discuss again at the June 17 Executive Board meeting.

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

NEW BUSINESS

Reba Taylor-Hill asked about the possibility of getting membership cards. Margaret Voyles will check to see if this can be done through the Wild Apricot database.

Patty Nocek and Amanda Lahners will represent IEHA during the IN Zika Statewide meeting on June 10, 2016.

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

NORTHWEST CHAPTER – submitted by Karen Flanigan

The Chapter picked up trash on April 30 at their Adopt-A-Highway section. Their efforts were recognized and reported in the La Porte newspaper. The next meeting is now scheduled for May 26 at The Wheel Restaurant in Hammond. Prior to the meeting members will meet at the Washington Park Greenhouse in East Chicago to tour the Environmentally Controlled Sustainable Integrated Agriculture (ECSIA) program.

NORTHEAST CHAPTER - submitted by Russ Mumma and Robert DeBeck

The last meeting was April 21 in Whitley County. The speakers were Christine Stinson, IDEM; Lucio Ternieden, IDEM and Luke Britt, Indiana Office of Public Access Counselor and their topics were opening burning, drinking water community and non-community water supplies, and public records laws, respectively. The next meeting is scheduled for May 19 in DeKalb County. The June meeting is schedule for the 16th.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The next meeting is scheduled for June 2 at the Tippecanoe County Extension Office in Lafayette. Members will offer support for “Angels Wrapped in Love” – a group that accepts wedding, bride’s maid or prom dresses to be remade into burial gowns for premature babies who have passed away. There are donated at no cost.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The next meeting is scheduled for May 26 at Merk’s Restaurant at the Delaware County Airport. Bryan Price will be the speaker and his topic will be the Zika Virus.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The next meeting is scheduled for June 9 at Buzzi Unicem USA in Greencastle. There will be a tour of this cement manufacturing company. At the tour there will be a business meeting and lunch at the Putnam Inn.

SOUTHERN CHAPTER – submitted by Jennifer Rugenstein

The last meeting was May 12 at the Azalea Path Arboretum in Hazelton. There are 60 acres with over 3,000 azaleas, exotic trees and plantings. You can see photos on the Chapter website at www.iehasouthern.com. Doug Ginder, ISDH spoke about pesticides. The next meeting will be in August.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The next meeting is scheduled for May 18, 2016 at Firehouse Subs in Greenwood. Alexandra Boland, Epidemiology Resource Center spoke about waterborne illnesses and legionella in Indiana. Reba reported that a local day care center is volunteering with the Giving Garden. The next meeting is scheduled for June 15.

Patty Nocek entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Gretchen Quick and passed unanimously. The meeting adjourned at 2:45 pm.

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