

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the January 19, 2018 meeting.

**NEXT MTG DATE: Friday, February 16, 2018 – 1:00 pm (change in time)**

**LOCATION: ISDH Building, 3<sup>rd</sup> Floor Larkin Conference Room (change in location)**

**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 – Patty Nocek\*  
President and NEHA Liaison – Jason Ravenscroft\*  
President-Elect – JoAnn Xiong Mercado\*  
Vice President – Jammie Bane\*  
Treasurer – Gretchen Quirk (2017/18)\*  
Secretary – Kelli Whiting\*

**CHAPTER REPRESENTATIVES**

Reba Taylor-Hill – Central Chapter \*  
Jennifer 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**

Jennifer Warner & Tara Renner – Auditors  
Ellis Hansotte – Committee on Professional Education and Development (COPEd)  
Vacant – IDEM Liaison and Nominations Committee Chair  
Ed Norris – Publications Committee Chair  
Margaret Voyles - Membership Committee Chair & Website Committee Chair  
Amanda Deering – International Association for Food Protection (IAFP) Liaison  
Jason Ravenscroft – National Environmental Health Association (NEHA) Liaison  
Emme Lohr – Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
George Jones – Indiana State Department of Health (ISDH) Liaisons  
Denise Derrer – 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 and Lisa Chandler – Co-Chairs - Food Protection Committee  
Elizabeth Bowman – General Environmental Health Services Committee Chair  
Jennifer Rugenstein and Jason LeMaster, Co-Chairs - Terrorism and All-Hazards Preparedness  
Alice Quinn – Wastewater Management Committee Chair  
Vacant – Parliamentarian  
Tami Barrett – Board Secretary

Minutes of the January 19, 2018 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:00 am by President Jason Ravenscroft.

Those attending all or part of the meeting:

Patty Nocek – Past President \* & Awards Committee Chair (via phone)  
Jason Ravenscroft – President\*  
JoAnn Xiong Mercado – President-Elect\*  
Brodie Cook for Jammie Bane\* – Vice President (via phone)  
Kelli Whiting – Secretary\*  
Gretchen Quirk – Treasurer (2017/2018)\*  
Tara Renner – Auditor  
Jennifer Warner - Auditor  
Jennifer Rugenstein– Southern Chapter Rep\* and Co-Chair – TAHP Committee Chair  
Reba Taylor-Hill – Central Chapter Rep.\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep.\* & Publications Committee Chair (via phone)  
Emme Lohr - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
Stephanie Cain – East Central Chapter\* (via phone)  
Lisa Chandler, Co-Chair – Food Protection Committee  
Denise Derrer – BOAH Liaison  
Amanda Deering – IAFP Liaison (via phone)  
Margaret Voyles – Membership Committee Chair and Website Committee Chair  
Holley Rose – Southeast Chapter TAHP Rep.  
Tami Barrett – Board Secretary

Those not attending:

Vacant – IDEM Liaison & Nominations Committee Chair  
Todd Webb – Southeastern Chapter Rep.\*  
Karen Flanigan – Northwest Chapter Rep.\*  
Joe Rakoczy – Northeast Chapter Rep.\*  
George Jones – ISDH Liaison  
Jennifer Asbury, Co-Chair – Food Protection Committee  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Doug Mathis – NACCHO/IPHA Liaison  
Ellie Hansotte – Committee on Professional Education and Development (COPEd) Chair  
Elizabeth Bowman – General Environmental Health Services Committee Chair  
Lisa Harrison – West Central Chapter Rep.\*  
Vacant – 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 present for this meeting.

### **SECRETARY'S REPORT** – Kelli Whiting/Tami Barrett

Jason Ravenscroft asked for corrections and/or additions to the December 7, 2017 minutes. Under the IOWPA report, the Wet Show should be the Water & Wastewater Equipment, Treatment & Transport (WWETT) Show. Hearing no other corrections, he stated the minutes are approved as amended.

**TREASURER'S REPORT** – Gretchen Quirk

Current December Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$5,376.00 (different from report)

The BMO Harris Savings Account balance is \$4,068.24

The Fall Conference Account balance is \$17,763.02 (November amount)

The Capital Fund (30-month CD) balance is \$28,809.07

The COPED Principal Account (60-month CD) balance is \$16,689.00.

The COPED Available balance is \$3,568.24(*which includes interest from \$10,000 former CD, \$1,000 donation, \$4,000 from 2003 Fall Conference surplus, \$571.25 from 2004 Fall Conference silent auction, and \$1,117.75 from the 2016 Fall Conference Silent Auction, and interest from the 60-month CD*)

Gretchen reported the W2 forms are completed. The quarterly taxes have been submitted. The Association books are ready for auditing.

Jason Ravenscroft stated the November Treasurer's Report is filed subject to audit.

**AUDITORS** – Tara Renner and Jennifer Warner

Jennifer reported they have the Southeast and West Central Chapter books, as well as the General Environmental Health Services Committee books to audit. Please make sure you complete the cover sheet and send copies of the books (not originals) to the PO Box with the December bank statement included by the February 16, 2018 Board meeting.

**LIAISON REPORTS**

**BOARD OF ANIMAL HEALTH (BOAH) LIAISON** – Denise Derrer

Denise reported that surveillance in cattle herds is winding down. There is still one farm under quarantine. BOAH is also working with USDA Wildlife Services and DNR on surveillance of wildlife in the region. There are now ten meat processing plants under the Cooperative Interstate Shipping Program, which are allowed to ship meat products across state lines. Patrick Hash is the new Dairy Division Director and Nathan Campbell is the Deputy Director.

**INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON** – Amanda Deering

(NOTE: 2018 Complimentary Membership for Jason Ravenscroft and \_\_\_\_\_ 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. Amanda Deering is the 2018 IEHA Delegate to IAFP.)

NOTE: The IAFP AEC will be in Salt Lake City, Utah from July 8 to 11, 2018. The IAFP Annual Report is due February 14, 2018 (Tami is working on it).

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Jason Ravenscroft

(NOTE: 2018 Membership for Jason Ravenscroft has been paid (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. Jason Ravenscroft is the 2018 Liaison to NEHA.)

NOTE: The NEHA AEC will be in Anaheim, California from June 25 to 28, 2018.

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

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON** – VACANT

**INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON** – submitted by George Jones

The Environmental Public Health (EPH) Division has posted a field staff position in the Tippecanoe County area. Contact Mike Mettler at 317-233-7183 for more information. Maddy Liyokho recently resigned as the Manufactured Foods Regulatory Program Standards Coordinator. The position will be posted soon. Contact Krista Click for more information. Magan Meade will be leaving the EPH Program for the Food Protection Program (FPP). Patty Cochran resigned as the FDA Contract Inspection Program Coordinator. The position will be posted soon. Contact George Jones for more information. The updated Wild Mushroom Identified Application form is now posted to the FPP website. The accompanying policy will be posted soon.

**INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON** – Emme Lohr

Emme reported the IOWPA winter meeting is scheduled for January 23 & 24, 2018 at the Primo South in Indianapolis. The WWETT Show is February 22 to 24, 2018 at the Indiana Convention Center. Jane Breeding is the new Executive Director of IOWPA.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Patty Nocek

Award nomination applications are due July 15, 2018. Jason Ravenscroft will contact Mike Sutton to see if he can still participate on the Awards Committee.

**COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd)** – Ellie Hansotte – NO REPORT

NOTE: Currently there is \$3,568.24 available for scholarships.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 250 active members.

**NOMINATIONS COMMITTEE** – VACANT

2018 Association Officers are: Patty Nocek, Past President; Jason Ravenscroft, President; Jo Ann Xiong-Mercado, President-Elect; Jammie Bane, Vice President; Kelli Whiting, Secretary; Gretchen Quirk, Treasurer (2017/18); and Jennifer Warner and Tara Renner, Auditors. Nominations for 2019 Officers are being accepted now, which will include Vice President, Secretary, Treasurer and two Auditors.

**PUBLICATIONS COMMITTEE** – Ed Norris

The deadline for the Spring Journal is March 1, 2018.

**FOOD PROTECTION COMMITTEE** – submitted by Jennifer Asbury and Lisa Chandler – Co-Chairs

Lisa reported the 2018 meeting dates have been set: March 22, June 28, August 30 and November 29. All meetings will be held at the IDEM Office on Shadeland from 10 to 12. A call-in line will be provided. Robert Geiger, Feed Administrator, Office of State Chemist will be speaking about pet food regulations at the first meeting.

**WASTEWATER MANAGEMENT COMMITTEE** – Jason Ravenscroft for Alice Quinn

The Committee is close to finalizing the troubleshooting guidance document and template for easement agreements for posting to the website. The Committee is also working on an on-line training program for septic disposal areas.

**GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE** (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Elizabeth Bowman

Elizabeth reported the last meeting was January 10 at the ISDH Epidemiology Resource Center at Shadeland. The Committee is tracking new, environmental health related bills currently in the general assembly. Some that may be of interest are HB 1120 “State Department of Health Matters” concerning meth labs and HB 1233 “Environmental Health Matters”. The Committee is planning a legislative trip to the State House in mid-February. Contact Elizabeth if interested in attending. The Committee is also looking at having posters at the Spring Conference this year. The next meeting is scheduled for February 14 from 11 to 12 at the same location as above.

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

Jennifer reported the Committee met just prior to the Executive Board meeting today. A course has been secured for April 17 and 18 at the Brown County Annex Building from 8 to 5 each day from the NCBRT. This course is “Team Approach to Foodborne Outbreak Response”. This course is newly revamped and would be suitable for food inspectors, environmental health specialists, epidemiologists, public health nurses and laboratorians.

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

**CONSTITUTION & BYLAWS AD-HOC COMMITTEE** – Jason Ravenscroft

Jason reported the draft Constitution & By-Laws have been sent to the membership for discussion at the Spring Conference business meeting.

**FALL CONFERENCE (2017)** – Jason Ravenscroft

Jason reported the surplus from the Fall Conference is \$8,400. He returned enough of the Fall Conference surplus to the Fall Conference bank account to keep it at \$20,000. He proposed spending some of the Fall Conference surplus money on a projector as a back-up and a portable PA system for conferences or other trainings. Kelli Whiting made a motion to purchase these items for under \$1,000, it was seconded by Ed Norris and passed unanimously. The remaining surplus will be put into the general account.

**SPRING CONFERENCE (2018)** – Brodie Cook for Jammie Bane

The Spring Conference will be held on April 12, 2018 at the Horizon Convention Center in Muncie. Jammie is finalizing the agenda and registration form.

**FALL CONFERENCE (2018)** – JoAnn Xiong Mercado

The Fall Conference will be held in Evansville from September 24 to 26, 2018 at the Old National Events Plaza, 715 Locust Street, Evansville. The room rate is \$93 at the Double Tree. Parking is free at the convention center. JoAnn will need \$1,150 as a deposit for the convention center. Jason Ravenscroft and Gretchen Quirk are to be removed from the Fall Conference bank account and JoAnn Xiong and Adam Rickert are to be added.

**OLD BUSINESS**

Tami reported that the Association still owed a final payment of \$222 to Hanover for the insurance policy that was canceled. It was paid via the credit card.

**NEW BUSINESS**

There was discussion on filling the parliamentary role that Russ Mumma recently vacated.

Tami stated that the annual fee of \$175 for Digicert is due. She asked the Board for approval to proceed with the payment and received a favorable consensus.

Jason asked the Board to bring goals and strategic planning ideas to the February Executive Board meeting.

Jason Ravenscroft and the Board thanked Patty for her leadership as President in 2017.

**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 Joe Rakoczy – **NO REPORT**

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

The last meeting was December 14, 2017 at Ross-Ade Stadium at Purdue University. There was a guided tour of the facility and Mackey Arena. The business meeting and annual Christmas carry-in lunch followed. The next meeting is scheduled for February 1 in Lafayette – other details TBD.

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

The last meeting was December 19 at the Kopper Kettle in Morristown. There were 13 in attendance. 2018 Chapter Officers are: Brent Wakeland, President; Brandon Clidence, Vice President; George Horning, Secretary; William Pursley, Treasurer; Stephanie Cain, Chapter Rep; Sharon Breckenridge, FPC Rep; William Pursley, WWMC Rep; Brodie Cook, GEHSC Rep; and Lisa Frost, TAHP Rep. The next meeting is scheduled for January 25 at the Bamboo Gardens in Greenfield. Bryan Price will speak about ticks.

**WEST CENTRAL CHAPTER** – submitted by Lisa Harrison

The last meeting was December 12, 2017 at Hoover Hall at DePauw University in Greencastle. Sharon Pattee, ISDH, spoke about problems with Indiana Toll Road Facilities. The 2018 Officers are: Devin Brenan, President; Marcie Shaw, Vice President; Lisa Chandler, Secretary; Margaret Voyles, Treasurer; Lisa Harrison, Chapter Rep; Diana Peterson, TAHP Rep; Sarah Dallas, FPC Rep; Lisa Zeiner, WWMC Rep; and Lisa Zeiner, GEHSC. The next meeting is scheduled for February 8 – other details TBD.

**SOUTHERN CHAPTER** – submitted by Jennifer Rugenstein

The last meeting was December 12, 2017. 20 members toured the Historical French Lick Hotel (now the #1 historic hotel in America). The next meeting is scheduled for February 9 at the Ivy Tech Community College campus in Bloomington. There will be a tour of the new culinary kitchen. Crisis Cleaning will speak about meth lab clean-up and a fentanyl lab clean-up. 2018 Chapter Officers are: Jennifer Rugenstein, President; Karl Glaze, Vice President; Addison Harper, Secretary; Josh Purvis, Treasurer; Jennifer Rugenstein, Chapter Rep; Sylvia Garrison, FPC Rep; Josh Purvis, WWMC Rep; Josh Purvis, GEHSC Rep; and Jennifer Rugenstein, TAHP Rep.

**SOUTHEASTERN CHAPTER** – submitted by Todd Webb

The next meeting is scheduled for February 2 at the Jackson County Community Foundation Building in Seymour. Speakers are from the Jackson County Health Department and EMA to discuss the recent Hazmat incident on I-65. The business meeting and lunch will follow at the Pizza Palace in Seymour.

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

The last meeting was December 20, 2017 at the Blind Owl Brewery. The 2018 Chapter Officers are: Sara Hallyburton, President; Anna Doerflein, Vice President; Megan Roe, Secretary/Treasurer; Reba Taylor-Hill, Chapter Rep; Larry Beard, FPC Rep; Jason Ravenscroft, WWMC Rep; Gretchen Quirk, GEHSC Rep; and Jason LeMaster, TAHP Rep.

Jason Ravenscroft entertained a motion to adjourn the meeting. Jennifer Warner moved that the meeting be adjourned; it was seconded by Jennifer Rugenstein and passed unanimously. The meeting adjourned at 11:15 am.

Submitted by:

Kelli Whiting, Secretary  
Tami Barrett, Board Secretary