

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the May 15, 2020 meeting.**

NEXT MTG DATE: Friday, June 12, 2020 – 11:00 am

LOCATION: ISDH Building (Via WebEx Conference Call Only)
AGENDA: Chapter and Committee Reports/Old and New Business

FROM: Lisa Chandler - Secretary
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President & Awards Committee Chair – JoAnn Xiong Mercado
President and NEHA Liaison – Jammie Bane*
President-Elect – Holley Rose*
Vice President – Jennifer Heller*
Treasurer – Gretchen Quirk (2019/2020)*
Secretary – Lisa Chandler*

CHAPTER REPRESENTATIVES

Reba Taylor-Hill – Central Chapter *
Karl Glaze (Jennifer Heller, proxy) – Southern Chapter*
Beth Bowlen – Southeastern Chapter *
Lisa Harrison – West Central Chapter*
Ed Norris – Wabash Valley Chapter *
Nicole Corwin – Northeast Chapter*
Stephanie Cain – East Central Chapter *
Patty Nocek – Northwest Chapter *

OTHERS

Matthew Herrick & Catherine Hess – Auditors
Tara Renner – Committee on Professional Education and Development (COPEd)
Lynette Schrowe – IDEM Liaison
Jason Ravenscroft – Membership Committee Chair
Ed Norris – Publications Committee Chair
Mike Sutton – Nominations Committee Chair
Amanda Deering – International Association for Food Protection (IAFP) Liaison
Alice Quinn – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
George Jones – Indiana State Department of Health (ISDH) Liaison
Denise Derrer – Board of Animal Health (BOAH) Liaison
Doug Mathis – National Association for County and City Health Officials (NACCHO) Liaison
Kim Irwin - Indiana Public Health Association (IPHA) Liaison
Sarah Dallas and Amy Ayers – Co-Chairs - Food Protection Committee
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jennifer Heller and Jennifer Warner, Co-Chairs - Terrorism and All-Hazards Preparedness
Vacant – Parliamentarian & Website Committee Chair
Tami Barrett – Board Secretary

Minutes of the May 15, 2020 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 11:05 am by President-Elect Holley Rose.

Those attending all or part of the meeting:

JoAnn Xiong Mercado – Past President and Awards Committee Chair
Holley Rose – President-Elect*
Jennifer Heller, Vice President* and Co-Chair, TAHP Committee
Lisa Chandler – Secretary*
Gretchen Quirk – Treasurer (2019/2020)*
Tara Renner – COPED Committee Chair
Elizabeth Bowman – General Environmental Health Services Committee Chair
Kim Irwin – IPHA Liaison
Doug Mathis – NACCHO Liaison
Sarah Dallas, Co-Chair – Food Protection Committee
Nicole Corwin – Northeast Chapter Rep.*
Stephanie Cain – East Central Chapter*
Beth Bowlen – Southeastern Chapter Rep.*
Reba Taylor-Hill – Central Chapter Rep.*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Patty Nocek – Northwest Chapter Rep*
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – President* and NEHA Liaison
Catherine Hess – Auditor
Matthew Herrick – Auditor
Lisa Harrison – West Central Chapter Rep.*
Karl Glaze – Southern Chapter Rep*
George Jones – ISDH Liaison
Denise Derrer – BOAH Liaison
Amanda Deering – IAFFP Liaison
Lynette Schrowe – IDEM Liaison
Mike Sutton – Nominations Committee Chair
Jason Ravenscroft – Membership Committee Chair
Amy Ayers, Co-Chair – Food Protection Committee
Alice Quinn – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison
Jennifer Warner – Co-Chair – Terrorism and All Hazards Committee Co-Chair

*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 – Lisa Chandler/Tami Barrett

Holley Rose asked for comments or corrections to the April 17, 2020 minutes. Patty Nocek submitted a correction to remove Karen Flanigan from the “those not attending” list as she is no longer the Chapter Rep. Hearing no further corrections, Holley stated the minutes are accepted as amended.

TREASURER'S REPORT – Gretchen Quirk

Current April Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$19,699.29

The BMO Harris Savings Account balance is \$4,933.97

The Fall Conference Account balance is \$18,256.30 (March Bank Statement)

The Capital Fund (30-month CD) balance is \$30,034.37

The COPED Principal Account (60-month CD) balance is \$16,889.00.

The COPED Available balance is \$4,433.97 *(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, interest from the 60-month CD & \$844 from 2018 Fall Conference Silent Auction)*

Holley Rose stated the April Treasurer's Report is filed subject to audit.

AUDITORS – Catherine Hess & Matthew Herrick – **NO REPORT**

NOTE: The Auditors still need the Central Chapter and 2019 Fall Conference books to audit. Tami e-mailed a reminder to Reba Taylor-Hill and Jammie Bane.

LIAISON REPORTS

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – submitted by Denise Derrer – **NO REPORT**

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Amanda Deering – **NO REPORT**

(NOTE: Jammie Bane's IAFP dues have been paid (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 2020 IEHA Delegate to IAFP.)

NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) LIAISON – Doug Mathis

The NACCHO AEC scheduled for July 2020 in Denver, Colorado has been canceled but they are working on a virtual meeting platform.

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Kim Irwin

Kim reported IPHA is reviewing their committee structure.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON – Jammie Bane – **NO REPORT**

(NOTE: Jammie Bane's NEHA dues have 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. Jammie Bane is the 2020 IEHA Liaison to NEHA.)

NOTE: The 84th AEC scheduled for July 13 to 16, 2020 in New York City has been canceled due to the COVID-19 Pandemic.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Lynette Schrowe – **NO REPORT**

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

Derek Dayhuff joined the Wholesale Staff of the Food Protection Program effective May 4. He is stationed in Terre Haute and will be covering the West Central Area 4. He may be reached by cell at 317-910-3238 or ddayhuff@isdh.in.gov. Guidance for COVID-19 matters have been posted on the web pages for the various Environmental Public Health programs.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn – **NO REPORT**

COMMITTEE REPORTS

AWARDS COMMITTEE – JoAnn Xiong Mercado

Reminder that Fall Conference Award nominations are due July 15, 2020.

COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd) – Tara Renner

There is currently \$4,433.97 available for scholarships.

MEMBERSHIP COMMITTEE – submitted by Jason Ravenscroft

As of today, there are 340 active paid members.

NOMINATIONS COMMITTEE – Tami Barrett for Mike Sutton

Tami and Mike are working on the e-mail to go to all members for the 2021 slate of officers.

PUBLICATIONS COMMITTEE – Ed Norris

The Spring Journal has been posted to the website in both the PDF and Flip versions. Ed will continue to send an e-mail reminding members the Journal has been posted and will include the link for easier access.

FOOD PROTECTION COMMITTEE – Amy Ayers & Sarah Dallas – Co-Chairs

The March meeting was canceled due to the COVID-19 Pandemic. The June 18 meeting will be held virtually but the scheduled tour was canceled. The Committee is working on confirming all Chapter reps. They are also working on Fall Conference Speakers. The remaining 2020 meeting dates are as follows: August 27 & November 19.

WASTEWATER MANAGEMENT COMMITTEE – submitted by Jason Ravenscroft for Alice Quinn

The May meeting was canceled due to the COVID-19 Pandemic.

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

The last meeting was held virtually on May 14. The Committee is working on Fall Conference speakers. The Committee still plans to continue with the Photo Contest at the Fall Conference.

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller and Jennifer Warner - Co-Chairs

The Committee met today via zoom. There were four in attendance. Steve Broniarczyk of CISA is available to consult on security for testing centers or other structures during this pandemic. The two Bombing Prevention Classes scheduled for May have been canceled due to the COVID-19 pandemic and may be rescheduled in the fall if circumstances permit it. The remaining 2020 Committee meetings are August 14 & November 20.

WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE) – Vacant

SPRING CONFERENCE (2020) – Jennifer Heller

The Spring Conference scheduled for April 16 at the Season's Conference Center in Nashville, Indiana was canceled due to the COVID-19 pandemic.

FALL CONFERENCE (2020) – Holley Rose

After much discussion, Holley announced that the 70th Annual Fall Conference scheduled for September 21 to 23 at the Lawrenceburg Event Center is now canceled due to the global COVID-19 pandemic. She will contact the event center to request a refund of the deposit. It was agreed that the nominations for the Fall Conference awards will proceed as normal.

STRATEGIC PLAN UPDATES – Jason Ravenscroft – **NO UPDATES**

NOTE: The Strategic Plan has been posted to the website under “About IEHA”. The Strategic Plan Goals for 2019 are:

- 1) Increase the number of counties represented in IEHA by 10% (Membership Committee) (Jason is working on updating counties in the Membership database so we can contact those with no participating members)
- 2) Increase membership with younger professionals, with less than 5 years of experience, and students by 20% (Membership Committee)
- 3) Increase members with nationally recognized certifications by 10% (COPEd) (Jason and Ellie are working on a survey monkey survey to send to all members)

OLD BUSINESS

NEW BUSINESS

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

NORTHWEST CHAPTER – Patty Nocek

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

NORTHEAST CHAPTER – Nicole Corwin

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

WABASH VALLEY CHAPTER – Ed Norris

The Chapter has not met since the last Executive Board meeting but do plan to meet again on June 4 via conference call.

EAST CENTRAL CHAPTER – Stephanie Cain – **NO REPORT**

WEST CENTRAL CHAPTER – Lisa Chandler and Lisa Harrison

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

SOUTHERN CHAPTER – Jennifer Heller for Karl Glaze

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

SOUTHEASTERN CHAPTER – Beth Bowlen

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

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CENTRAL CHAPTER – Reba Taylor-Hill

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

Hearing no other business to come before the Board, Holley Rose entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Reba Taylor-Hill and passed unanimously. The meeting adjourned at 11:50 am.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary