

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the June 18, 2021 meeting.**

NEXT MTG DATE: Friday, July 16 (moved to July 23), 2021 – 11:00 am

LOCATION: ISDH Building (**Via Microsoft Teams 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 *
Karen Flanigan – 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 – Co-Chair, Wastewater Management Committee
L.A. Brown - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison (July 2021)
Amanda Lahners - Co-Chair, Wastewater Management Committee
Lisa Harrison – Indiana Department of Health (IDOH) 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
Amy Ayers & Mariah Allen, Co-Chairs - Food Protection Committee
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jennifer Heller - Terrorism and All-Hazards Preparedness Chair
Vacant – Website Committee Chair
Vacant – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the June 18, 2021 Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 11:02 am by President-Elect Holley Rose.

Those attending all or part of the virtual meeting:

Holley Rose – President-Elect*
Jennifer Heller, Vice President* and Chair, TAHP Committee
Gretchen Quirk – Treasurer (2019/2020) & (2021/2022)*
Catherine Hess – Auditor
Reba Taylor-Hill – Central Chapter Rep.*
Stephanie Cain – East Central Chapter*
Karl Glaze – Southern Chapter Rep*
Karen Flanigan – Northwest Chapter Rep*
Lynette Schrowe – IDEM Liaison
Nicole Corwin – Northeast Chapter Rep.*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Kim Irwin – IPHA Liaison
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – President* and NEHA Liaison
JoAnn Xiong Mercado – Past President and Awards Committee Chair
Lisa Chandler – Secretary*
Matthew Herrick – Auditor
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jason Ravenscroft – Membership Committee Chair
Tara Renner – COPED Committee Chair
Mike Sutton – Nominations Committee Chair
Amanda Lahners – Wastewater Management Committee Co-Chair
Mariah Allen - Food Protection Committee Co-Chair
Amy Ayers, Co-Chair – Food Protection Committee
Lisa Harrison – West Central Chapter Rep.* and IDOH Liaison
Beth Bowlen – Southeastern Chapter Rep.*
Doug Mathis – NACCHO Liaison
Amanda Deering – IAFP Liaison
Denise Derrer – BOAH Liaison
Alice Quinn – Wastewater Management Committee Co-Chair
LA Brown - Indiana Onsite Wastewater Professionals Association Liaison (July 2021)
Association (IOWPA) Liaison

*Indicates a voting member of the Board. There must be 8 voting members present (in person or virtual) for an official quorum. A quorum was **NOT** present for this meeting.

SECRETARY'S REPORT – Lisa Chandler/Tami Barrett

Holley Rose asked for comments or corrections to the May 14, 2021 minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current May Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$12,133.80.

The BMO Harris Savings Account balance is \$4,678.93.

The Fall Conference Account balance is \$17,891.30 (last bank statement)

The Capital Fund (30-month CD) balance is \$30,086.78 (as of January 2021 is now a 13-month CD)

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

The COPED Available balance is \$4,178.93 (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 stated the May Treasurer's Report is filed subject to audit.

AUDITORS – Catherine Hess & Matthew Herrick – NO REPORT

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 2021 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 2021 IEHA Delegate to IAFP.)

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

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Kim Irwin – NO REPORT

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 2021 IEHA Liaison to NEHA.)

Note: JoAnn Mercado Xiong received the agenda for the Affiliate President's Council & Regional Caucus meeting to be held virtually on July 13, 2021 and forwarded it to Jammie Bane.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Lynette Schrowe

Lynette will send Tami a link to an article about Indianapolis launching a free lead screening initiative that can be shared with the IDOH Lead and Healthy Homes Director.

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Lisa Harrison

Lisa reported that the Residential Sewage Disposal and Food Protection Programs will be moving from the IGC-N back to the 2 North Meridian Street location.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Alice Quinn (LA Brown as of July 2021) – NO REPORT

COMMITTEE REPORTS

AWARDS COMMITTEE – JoAnn Xiong Mercado – NO REPORT

NOTE: Award nominations for Fall Conference are due by July 15, 2021.

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

Tara reported there is \$4,178.93 available for scholarships.

MEMBERSHIP COMMITTEE – submitted by Jason Ravenscroft

Jason reported there are currently 373 active paid members.

NOMINATIONS COMMITTEE – Mike Sutton

Mike announced the slate of 2022 Officers: Lisa Chandler, Secretary; Gretchen Quirk, Treasurer (2nd year of 2-year term); Matthew Herrick & Catherine Hess, Auditors; and Krista Click, Vice President. At the May 14 Board meeting there was not a quorum so the nominations could not be closed and the ballots destroyed. Mike asked for a motion to close the nominations and destroy the e-mail ballots. Ed Norris made a motion, it was seconded by Jennifer Heller and passed unanimously.

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the deadline for the Summer Journal is the end of June. Feedback and suggestions are always welcome.

FOOD PROTECTION COMMITTEE – submitted by Ed Norris for Amy Ayers & Mariah Allen – Co-Chairs

The last meeting was held virtually on June 17. Dr. Jill Hollingsworth, VP of Retail Food Safety and Industry Relations at EcoLab Retail Services discussed some recent FDA initiatives such as surveying retail establishments to determine that having a Certified Manager on-site has a positive relationship to inspection scores. It was mentioned that many of the food safety recalls are connected to leafy greens and fruits. FDA is encouraging implementation of a Food Safety Management system. The next meeting dates are August 26 and November 18.

WASTEWATER MANAGEMENT COMMITTEE – Alice Quinn – NO REPORT

GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Elizabeth Bowman – **NO REPORT**

TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE – Jennifer Heller

Jennifer thanked the TAHP Committee for the support and sponsorship of the coffee section of the Verbal Judo Class that was held in the Season's Conference Center on May 26. The class was funded by a grant from the Smithville Charitable Foundation and taught by the Verbal Judo Institute, instructor Mike "Ziggy" Siegfried. The Season's conference room was provided to the group at no charge through the generosity of the Season's Lodge Conference Center and their talented staff. 32 people attended, with about 1/3 of the participants being from local Brown County Agencies. The class gave valuable information for person-to-person communication and how to de-escalate tense situations. Participants indicated that they took away many valuable tips and ideas to improve their own work environments and also their home communication.

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

FALL CONFERENCE (2021) – Holley Rose (2020 Conference was cancelled due to COVID-19)

The 2021 Fall Conference is currently scheduled for September 20 to 22 in Lawrenceburg. Holley will send survey results and a draft agenda to Tami to share with the Board members. The fall conference bank account signatories have been updated to Holley and Mike Mettler. There was discussion about raising the registration fee to help defray costs this year.

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 – Karen Flanigan – **NO REPORT**

NORTHEAST CHAPTER – Nicole Corwin – **NO REPORT**

WABASH VALLEY CHAPTER – Ed Norris

Ed reported the last meeting was June 2 at the Tippecanoe County Extension Office in Lafayette. Sharon Pattee, IDOH Food Protection Program spoke about proper sewage and grease disposal at temporary events. The Chapter hosted the virtual food safety training event for inspectors and had about 80 people registered. Responses have been positive. Chapter members have discussed offering another virtual training later in the year if there is interest. The next meeting will be in Cass County on August 5. Specific details TBD.

EAST CENTRAL CHAPTER – Stephanie Cain

Stephanie reported the next meeting is scheduled for June 24 with a tour of the local vaccine mobile unit.

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

SOUTHERN CHAPTER – Karl Glaze – **NO REPORT**

SOUTHEASTERN CHAPTER – submitted by Beth Bowlen

The next meeting is scheduled for June 25 at Starve Hollow State Recreational Area for their annual summer picnic.

CENTRAL CHAPTER – Reba Taylor-Hill – **NO REPORT**

Hearing no other business to come before the Board, Holley Rose entertained a motion to adjourn the meeting. Reba Taylor-Hill moved that the meeting be adjourned; it was seconded by Ed Norris and passed unanimously. The meeting adjourned at 11:31 am.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary