

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the June 17, 2016 meeting.

NEXT MTG DATE: Friday, July 15, 2016 – 10:00 am
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 *
Joe Rakoczy – Northeast Chapter*
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 June 17, 2016 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:30 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
Gretchen Quirk – Treasurer (2015/2016)*
Tara Renner – Auditor
Jennifer Rugenstein– Southern Chapter Rep* and Co-Chair – TAHP Committee Chair (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)
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
Kelli Whiting – Secretary*
Gary Chapple – Auditor
Lisa Harrison – West Central Chapter Rep*
Stephanie Cain – East Central Chapter*
Karen Flanigan – Northwest Chapter Rep* (via phone)
Todd Webb – Southeastern Chapter Rep* and COPED Committee Chair
Jennifer Asbury, Co-Chair – Food Protection Committee
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Dr. Jim Hollis – BOAH Liaison
Doug Mathis – NACCHO/IPHA 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 May 20, 2016 minutes. Hearing none, he 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 \$9,013.22 (current – different from distributed report)

The Operations (Indiana Members) Savings Account balance is \$86.15

The MM/Equipment & Contingency Fund Account Total balance is \$40,923.30

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 \$2,691.68 (*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 May Treasurer's Report is filed subject to audit.

AUDITORS – Gary Chapple and Tara Renner

Tara reported that she has audited the 2015 Fall Conference books and Gary has them to audit now. 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 \$2,691.68 available for scholarships.

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

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are currently 382 paid active members (all inclusive). Margaret has provided the membership list by Chapter to Gretchen for the Spring Chapter rebate checks. There was discussion on annual membership cards. The Board agreed that a question should be posed to the membership on the 2017 state officer ballot to be e-mailed by July 27, 2016.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – Larry Beard – **NO REPORT**
(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.)

NOTE: 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.)

Mike reported that his presentation on SWIG was well received. The NEHA AEC will be in Grand Rapids, MI in 2017.

NOMINATIONS COMMITTEE – Mike Sutton

Ballots for the offices of Vice President (Jammie Bane and Joann Xiong Mercado) and Auditor (Tara Renner, Gary Chapple and Jennifer Warner) will be sent via e-mail by July 27, 2016. 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. Ballot responses must be received and/or postmarked by August 27, 2016. As discussed in the Membership Committee report above, the Board agreed that a question should be posed to the membership on the 2017 state officer ballot regarding annual membership cards.

PUBLICATIONS COMMITTEE – Ed Norris

The Summer Journal is being finalized and will be posted to the website in both PDF and flip version in July.

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

Sharon reported the last meeting was June 15. The next meeting is scheduled for August 15 with topics and speakers TBD.

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 next meeting is scheduled for July 13 at 10:00 am at the ISDH Shadeland Offices.

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

The next meeting is scheduled for July 15 immediately prior to the IEHA Executive Board meeting. The IEHA calendar of events has been updated on the website. TAHP is hosting an "Emergency Response to Domestic Biological Incidents" training on December 1 and 2. This training focuses on biomedical agents utilized to produce weapons, personal protective gear and agency interactions. There were 30 attendees at the Coordinated Response to Food Emergencies, Practice and Execution training held in Fishers. INEHRT has applied for a Zika funding grant for mosquito control.

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

Dr. Hollis distributed a press release update on the Franklin County Bovine TB Investigation. BOAH is completing the Avian Influenza Plan. He reported that hunting preserves are now under BOAH and not DNR.

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

Jason reported the IOWPA is hosted Inspector's Training in Putnam and Brown Counties. There is one scheduled for June 21 in La Porte County.

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

Margaret reported there is now a link to past conference presentations on the website.

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

SPRING CONFERENCE (2016) – Jason Ravenscroft

There are still some outstanding checks to be collected. At this time, there is approximately \$1,600 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. The Bed Bug preconference workshop information is on the home page and you need to register if you plan to attend. 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 review process.

Updating By-Laws regarding e-mailing ballots - Margaret Voyles distributed a draft resolution to update the By-Laws language in regard to sending ballots via e-mail and increase membership fees by \$5.00 (with the exception of the Sustaining member fees) to the Board for review and approval. There was discussion and minor changes were suggested. Margaret will provide an updated version to the Board for review and approval at the July meeting.

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 a future Executive Board meeting.

NEW BUSINESS

No new business at this meeting.

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

NORTHWEST CHAPTER – submitted by Karen Flanigan

The last meeting was held on May 26 at The Wheel Restaurant in Hammond. Attendees toured the Washington Park Greenhouse in East Chicago to learn about the Environmentally Controlled Sustainable Integrated Agriculture (ECSIA) program. The next meeting date/time is TBD.

NORTHEAST CHAPTER - submitted by Patty Nocek

The last meeting was June 16 at the Mid-America Windmill Museum in Kendallville. The speakers were Jennifer Coleman, ISDH; Patty Nocek, La Porte County; and Anita Gaillard, ISDH. Their topics were Food Safety Farm Produce, Update; IEHA Fall Conference; and Tobacco Prevention and Cessation, respectively.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The last meeting was 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. These are donated at no cost. Mary Wollenberg, a volunteer, explained the project. Also speaking was Dr. Christian Butzke, Purdue University, on the science and history of fermented foods including wine making. Purdue offers classes in fermented foods and provides guidance for start-up companies. The next meeting is scheduled for August 25 at the Tippecanoe County Extension Office in Lafayette.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was May 26 at Merk’s Restaurant at the Delaware County Airport. Bryan Price was the speaker and his topic was the Zika Virus.

WEST CENTRAL CHAPTER – submitted by Lisa Harrison

The last meeting was June 9 at Buzzi Unicem USA in Greencastle. There was a tour of this cement manufacturing company. At the tour there was a business meeting and lunch at the Putnam Inn. The next meeting is scheduled for August 16.

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. There were 14 members and 1 guest in attendance. The next meeting is scheduled for August 19 at OFS, a company with a working Algaewheel Wastewater Treatment Plant in Huntingburg. There will be a tour and lunch at the Old School Café.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

An educational activity is scheduled for June 22 from 12:00 to 2:00 at a dairy farm. The chapter annual picnic is scheduled for August 15. Election of 2017 Chapter officers will be held at this meeting.

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 12:15 pm.

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