

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the January 17, 2014 meeting.

**NEXT MTG DATE:** Friday, February 21, 2014 – 10:00 am  
**LOCATION:** ISDH Building, 3<sup>rd</sup> Floor Executive Board Room  
**AGENDA:** Chapter and Committee Reports/Old and New Business

**FROM :** Kelli Whiting - Secretary  
Tami Barrett – Board Secretary

**TO:** **OFFICERS**  
Past President & Awards Committee Chair –Christine Stinson\*  
President & NEHA Liaison– Mike Mettler\*  
President-Elect – Denise Wright \*  
Vice President – Mike Sutton\*  
Treasurer – Jennifer Warner (2013/2014)\*  
Secretary – Kelli Whiting\*

**CHAPTER REPRESENTATIVES**

Reba Taylor-Hill – Central Chapter \*  
Jennifer Heller – Southern Chapter\*  
Todd Webb – Southeastern Chapter \*  
Lisa Harrison – West Central Chapter\*  
Ed Norris – Wabash Valley Chapter \*  
Patrick Sovinski – Northeast Chapter \*  
Stephanie Cain – East Central Chapter \*  
Patty Nocek – 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 & Awards Committee (at-large member)  
Katie Clayton – International Association for Food Protection (IAFP) Liaison  
Kate Nicholson Johnson – Indiana Public Health Training Center Liaison  
Jerry Maule – 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  
Rachel Fuhr – Indiana Public Health Association (IPHA) Liaison  
Sylvia Garrison & Ann Applegate – Co-Chairs – Food Protection Committee  
Jason Ravenscroft – General Environmental Health Services Committee Chair & Legislation  
Jennifer Heller & Jason LeMaster – Co-Chairs – Terrorism and All-Hazards Preparedness Committee  
Denise Wright – Wastewater Management Committee Chair  
vacant – Information Technology (IT) Committee Chair  
Joshua Williams – Policy Committee Chair  
Jason Doerflein – Safe Water Committee  
Russ Mumma – Parliamentarian  
Tami Barrett – Board Secretary

Minutes of the January 17, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:10 am by President-Elect Mike Mettler.

Those attending all or part of the meeting:

Christine Stinson – Past President\*  
Mike Mettler - President \*  
Jennifer Warner – Treasurer (2013-2014)\*  
Patrick Sovinski – Northeast Chapter Rep\*  
Reba Taylor-Hill – Central Chapter Rep.\*  
Patty Nocek – Northwest Chapter Rep\* (via phone)  
Jennifer Heller – Southern Chapter Rep\* & Co-Chair - TAHP Committee Chair  
Lisa Harrison – West Central Chapter Rep\* (via phone)  
Ed Norris – Wabash Valley Chapter Rep\* & Publications Chair (via phone)  
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member) (via phone)  
Joshua Williams – Policy Committee Chair\* (via phone)  
Mike Sutton - IDEM Liaison & Nominations Committee Chair (via phone)  
Ann Applegate – Co-Chair – Food Protection Committee (via phone)  
Jason Ravenscroft – Legislation & General Environmental Health Services Committee Chair  
Gretchen Quirk – GEHSC and TAHP Secretary  
Jerry Maule – IOWPA Liaison (via phone)  
Tami Barrett - Board Secretary

Those not attending:

Denise Wright – Vice President\* & Wastewater Management Committee Chair  
Kelli Whiting – Secretary\*  
Gary Chapple – Auditor  
Tara Renner - Auditor  
Stephanie Cain – East Central Chapter Rep.\*  
Todd Webb – Southeastern Chapter Rep\* & COPED Committee Chair  
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee  
Sylvia Garrison – Co-Chair – Food Protection Committee  
Kate Nicholson Johnson – Indiana Public Health Training Center Liaison  
Dr. Jim Hollis – BOAH Liaison (via phone)  
Katie Clayton – IAFP Liaison  
Rachel Fuhr – IPHA Liaison  
vacant – ISDH Liaison  
Jason Doerflein – Safe Water Committee Chair  
Russ Mumma – 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

Mike Mettler asked for corrections and/or additions to the December 20, 2013 minutes. Under the TAHP Committee the word “outbreak” was missing from the title of the training and under Southern Chapter the last meeting was November and not December. Hearing no other comments he stated that the December minutes are accepted as amended.

**TREASURER'S REPORT** – Jennifer Warner

**Current December Budget Report (submitted by Jennifer Warner)**

The BMO Harris Checking Account balance is \$13,828.19

The Operations (Indiana Members) Savings Account balance is \$85.85

The MM/Equipment & Contingency Fund Account Total balance is \$40,214.06

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 \$1,895.98(*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*)

Mike Mettler stated the December Treasurer's Report is filed subject to audit.

Jennifer reported that the W2 form is completed. She will file the WH-1 tax form for State of Indiana on-line by January 31, 2014.

**AUDITORS** – Gary Chapple and Tara Renner – **NO REPORT**

NOTE: Books are due for auditing by the February 21 Executive Board meeting.

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Christine Stinson

The deadline for award applications is July 15, 2014. Margaret Voyles will continue as the member-at-large on the Awards Committee.

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

NOTE: There is \$1,895.98 available for Spring scholarships.

**MEMBERSHIP COMMITTEE** – Margaret Voyles

Currently there are 157 paid active members; 10 new members (not included in 157); 1 Sustaining member and 1 Student member.

**INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON** – Ann Applegate for Katie Clayton

(NOTE: 2014 Membership for Mike Mettler 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. Katie Clayton is the 2014 IEHA Delegate to IAFP.)

(NOTE: The 2014 IAFP Annual Educational Conference will be in Indianapolis. This conference will bring in about 2500 attendees. IAFP is looking to IEHA for approximately 100 volunteers and to participate on the local arrangements committee.)

The IAFP AEC is scheduled for August 3 to 6, 2014 at the Indianapolis Convention Center. Katie previously shared information received from IAFP in regard to the IEHA's participation as the Local Arrangements Committee. IEHA needs to assemble 2,700 welcome packets. IEHA is also responsible for arranging donations of dairy foods to be distributed in the exhibit hall during the meeting (milk and ice cream). IEHA also needs to arrange for volunteers to help with many aspects of the conference. Volunteers are then able to attend portions of the conference. IEHA will receive \$8,000 from IAFP to help with packet stuffers, etc.

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Mike Mettler

(NOTE: 2014 Membership for Mike Mettler 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 Mettler is the 2014 Liaison to NEHA.)

The 2014 NEHA AEC is July 7 to 10 in Las Vegas, Nevada. Mike also reported there will be a NEHA Radon Conference in Washington DC from March 25 to 27, 2014.

**NOMINATIONS COMMITTEE** – Mike Sutton

**NOTE:** The 2014 Officers are: Mike Sutton, Vice President; Denise Wright, President-Elect; Mike Mettler, President; Christine Stinson, Past President; Kelli Whiting, Secretary; Jennifer Warner, Treasurer (2013/2014); Tara Renner and Gary Chapple, Auditors.

If you are interested in running for Vice President, Secretary, Treasurer or Auditor for 2015, please contact Mike Sutton to get on the ballot during the Spring Conference.

**PUBLICATIONS COMMITTEE** – Ed Norris

The deadline for articles for the Spring Journal is March 15. The Spring Journal will be posted by the end of March.

**FOOD PROTECTION COMMITTEE** – Sylvia Garrison and Ann Applegate – Co-Chairs

Ann reported the last meeting was January 10 at the IDEM Shadeland Office. The speaker was a mobile food truck operator. The next meeting is scheduled for March 14 at the IDEM Shadeland Office.

**WASTEWATER MANAGEMENT COMMITTEE** – Denise Wright – **NO REPORT**

NOTE: Please contact Denise if you're interested in serving as chair of the WWMC in 2014.

**GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE** – Jason Ravenscroft

Jason reported the next meeting is scheduled for February 12 at 10:00 am at the ISDH Shadeland Office. Jason gave an overview of SB 107 – transfer of sewage system regulatory authority and HB 1143 – restricts state rules/regulations from being more stringent than federal rules/regulations. Joshua Williams asked that the Committee take a position in opposition of SB 107. The Committee will draft a letter to legislators.

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

Jennifer reported the Committee met prior to the Executive Board meeting. The next meeting is scheduled for March 21 at the ISDH immediately prior to the Executive Board meeting. The Committee is hosting three targeted trainings for 2014 – one in Whitley and two in Brown County.

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

**INDIANA PUBLIC HEALTH ASSOCIATION (IPHA)** – Rachel Fuhr – **NO REPORT**

**INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON** – submitted by Mike Mettler/Denise Wright – **NO REPORT**

**BOARD OF ANIMAL HEALTH (BOAH) LIAISON** – Dr. Jim Hollis – **NO REPORT**

**INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON** – submitted by Jerry Maule

Jerry reported the IOWPA Winter Conference is scheduled for January 27 & 28 at Camp Camby. LHD staff can attend this conference for \$40 and also take the installer certification exam at no charge. Installers can receive 25 continuing education units at this conference. IOWPA is also looking for LHDs to host installer training this winter and early next spring. Please contact Donna Sheets if interested.

**INDIANA PUBLIC HEALTH TRAINING CENTER** – Kate Nicholson Johnson – **NO REPORT**

**INFORMATION TECHNOLOGY (IT) COMMITTEE** – Vacant – **NO REPORT**

NOTE: A new Chair is needed for this Committee in 2014. Please contact Mike Mettler if interested.

**POLICY COMMITTEE** – Joshua Williams

Joshua asked for ideas for the Committee to tackle in 2014. Association's role in legislation was suggested.

**NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) & STATE ASSOCIATION OF COUNTY & CITY OFFICIALS (SACCHO) LIAISON** – Joshua Williams (new Committee) – **NO REPORT**

**SAFE WATER COMMITTEE** – Mike Mettler for Jason Doerflein

Mike report that a survey was sent out via the website. 106 responded Yes to form a Safe Water Subcommittee under another existing Committee. Discussion on the future of this Committee will continue at the February Board meeting.

**FALL CONFERENCE (2013)** – Mike Mettler

There is one outstanding check to collect from the East Chicago Health Department.

**SPRING CONFERENCE (2014)** – Mike Sutton

Mike reported that the 2014 Spring Educational Conference will be held at the Indianapolis Zoo – Dolphin Pavilion on April 22 from 8:30 am to 4:30 pm. Please send Mike recommendations for speakers.

**FALL CONFERENCE (2014)** – Denise Wright

Denise reported that the 2014 Fall Educational Conference will be held on September 22, 23 & 24 at the Belterra Hotel, 777 Belterra Drive, Florence, Indiana. Rooms will be \$79 per night.

**OLD BUSINESS** (NOTE: ISU in Terre Haute has a new conference facility and is interested in hosting an IEHA Fall Conference – follow-up – Lisa Harrison will request information from the Terre Haute conference facility)

**NEW BUSINESS**

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

**NORTHWEST CHAPTER** – submitted by Patty Nocek

The next meeting will be held in St. Joseph County. The date/time/place TBA.

**NORTHEAST CHAPTER** - submitted by Patrick Sovinski

The last meeting was January 16 at the Elks Lodge #471 in Wabash. The speakers were Michael Pfister, Ecolab and Stuart Meade, Meade Septic Design, Inc. The topics were restaurant sanitation and incorporating aero-tech ATU secondary treatment in the design – how and why, respectively. The next meeting is scheduled for February 20 in Wells County.

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

The next meeting is scheduled for February 27 at the Tippecanoe County Extension Office in Lafayette. Laurie Kidwell, ISDH and Katie Clayton, Purdue University will be the speakers. The Chapter is sponsoring a one-day Foods Training on May 20 from 9:00 to 3:00 at the Tippecanoe County Extension office in Lafayette. This training will be especially helpful to inspectors working toward standardization. For info and to register, contact Jennifer Asbury at [jasbury@purdue.edu](mailto:jasbury@purdue.edu).

Minutes of the January 17, 2014  
IEHA Executive Board Meeting  
Page Seven

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

**WEST CENTRAL CHAPTER** – submitted by for Lisa Harrison – **NO REPORT**

**SOUTHERN CHAPTER** – submitted by Jennifer Heller

The next meeting is scheduled for February 11 at the Golden Corral Restaurant in Bedford. Master Trooper Chip Ayers, Indiana State Police Meth Suppression Task Force will talk about Meth hazards from an environmental standpoint. There will be a tour of the Cresthaven Funeral Home & Memory Gardens and their cremation operations.

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

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

The last meeting was January 23 at the ISDH. Mark Straw from the Egg Board was the speaker. The next meeting is scheduled for May 14 in Johnson County.

Mike Mettler entertained a motion to adjourn the meeting. Patrick Sovinski moved that the meeting be adjourned; it was seconded by Jason Ravenscroft and passed unanimously. The meeting adjourned at 11:40 am.

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