

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the June 20, 2014 meeting.

NEXT MTG DATE: Friday, July 18, 2014 – 1:00 pm (NOTE TIME CHANGE)
LOCATION: ISDH Building, 3rd Floor - Larkin Conference Room (NOTE LOCATION CHANGE)
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* - Mike Mettler (2015)
President & NEHA Liaison– Mike Mettler* - Denise Wright (2015)
President-Elect – Denise Wright * - Mike Sutton (2015)
Vice President – Mike Sutton* - Patty Nocek (2015)
Treasurer – Jennifer Warner (2013/2014)* - Margaret Voyles (2015/16)
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 – Tara Renner, Gary Chapple or Amanda Lahners (2015)
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
Alice Quinn – 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
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
Gary Chapple – Wastewater Management Committee Chair
Joshua Williams – Policy Committee Chair
Mike Mettler - Information Technology (IT) Committee Chair
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Minutes of the June 20, 2014 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 10:07 am by President Mike Mettler.

Those attending all or part of the meeting:

Mike Mettler - President * & ISDH Liaison
Denise Wright – President-Elect*, Wastewater Management Committee Chair (via phone)
Mike Sutton – Vice President*, IDEM Liaison & Nominations Committee Chair (via phone)
Kelli Whiting – Secretary*
Tara Renner – Auditor
Ed Norris – Wabash Valley Chapter Rep* & Publications Chair
Reba Taylor-Hill – Central Chapter Rep.* (via phone)
Jennifer Heller – Southern Chapter Rep* & Co-Chair – TAHP Committee Chair
Stephanie Cain – East Central Chapter Rep.* (via phone)
Lisa Harrison – West Central Chapter Rep*
Rita Hooton for Patty Nocek – Northwest Chapter Rep* (via phone)
Margaret Voyles – Membership Committee Chair & Awards Committee (at-large member)
Jason Ravenscroft – Legislation & General Environmental Health Services Committee Chair (via phone)
Dr. Jim Hollis – BOAH Liaison
Katie Clayton – IAFP Liaison (via phone)
Russ Mumma – Parliamentarian
Tami Barrett – Board Secretary

Those not attending:

Christine Stinson – Past President*
Jennifer Warner – Treasurer (2013-2014)*
Gary Chapple – Auditor
Patrick Sovinski – Northeast Chapter Rep*
Todd Webb – Southeastern Chapter Rep* & COPED Committee Chair
Ann Applegate & Sylvia Garrison – Co-Chairs – Food Protection Committee
Joshua Williams – Policy Committee Chair
Jason LeMaster – Co-Chair – Terrorism and All Hazards Committee
Rachel Fuhr – IPHA Liaison
Jerry Maule – IOWPA 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.

Rick Roudebush, Improving Kids Environment (IKE) spoke about the 2014 Midwest Healthy Homes and Childcare Conference sponsored by IKE and the Indiana Healthy Homes Alliance. This conference is scheduled for October 8 and 9 at the Ivy Tech Corporate and Culinary Conference Center in Indianapolis.

SECRETARY'S REPORT – Kelli Whiting/Tami Barrett

Mike Mettler asked for corrections and/or additions to the May 21, 2014 minutes. There was one error – these are the May minutes and not the March minutes. Hearing no other corrections, he stated that the May minutes are accepted as amended.

TREASURER'S REPORT – Jennifer Warner

Current May Budget Report (submitted by Jennifer Warner)

The BMO Harris Checking Account balance is \$20,271.24

The Operations (Indiana Members) Savings Account balance is \$85.91

The MM/Equipment & Contingency Fund Account Total balance is \$40,315.17

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 \$1,990.23 (*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, and \$61 donation from the Karaoke night at 2013 Fall Conference.*)

Mike reported that the credit card limit was increased to \$5,000. The original limit was \$3,000.

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

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

COMMITTEE REPORTS

AWARDS COMMITTEE – Christine Stinson

The deadline for award applications for the Fall Conference is July 15, 2014. There was discussion about the Lifetime Certificate presented to Dave Gries upon his retirement from the Vanderburgh County Health Department after 39 years. The Awards Committee will discuss the wording on the Lifetime nomination in further detail at the meeting to review Fall Conference award nominations in August.

COMMITTEE ON PROFESSIONAL AND EDUCATIONAL DEVELOPMENT (COPEd) COMMITTEE –
submitted by Todd Webb

Todd sent an e-mail stating that he is still working on the wording on the policy for repeat scholarships. The unwritten policy is to give one and only one to a member. The Committee is considering an amount of time for repeat applications, i.e. 5 years.

NOTE: Currently, there is \$1,990.23 available for Scholarships.

MEMBERSHIP COMMITTEE – Margaret Voyles

Currently there are 227 paid active members; 23 of the 227 are new members. There are 8 Sustaining members.

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 is attending this meeting. The 2015 NEHA AEC will be in Orlando, Florida. Nelson Fabian, NEHA Executive Director is resigning effective July 1, 2014.

INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON – 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.)

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 bags. IEHA is also responsible for arranging donations of dairy foods to be distributed in the exhibit hall during the meeting (milk and ice cream - Update: Dean Foods is not able to donate so IAFP is working with another vendor to supply the 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 at no cost. IEHA will receive \$8,000 from IAFP to help with packet stuffers, etc (at conclusion of the conference). Katie asked the Board for approval to order polo shirts (75) with IEHA logo for volunteers; the cost would be approximately \$15 per shirt with a one-time \$25 set up fee for a total of about \$1,150. Ed Norris moved that this expenditure be approved, it was seconded by Jennifer Heller and passed unanimously.

NOMINATIONS COMMITTEE – Mike Sutton

Kelli Whiting nominated Margaret Voyles for the 2015/16 Treasurer position. Margaret did not decline so Mike Sutton announced that she will be the Treasurer for 2015/16.

The 2015 State Officers are: Denise Wright, President; Mike Sutton, President-Elect; Patty Nocek, Vice President; Margaret Voyles, Treasurer; and Kelli Whiting, Secretary.

The nominees for Auditor are Tara Renner, Gary Chapple and Amanda Lahners. Ballots will be sent prior to the Fall Conference to vote for two of the three Auditors for 2015. The Auditors will be announced at the Fall Conference business meeting.

PUBLICATIONS COMMITTEE – Ed Norris

The deadline for articles for the Summer Journal is July 15.

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

The Committee is finalizing speakers for the Fall Conference. They are requesting their \$125 line item to defray speaker costs for the conference. Lisa Harrison moved that this expenditure be approved, it was seconded by Kelli Whiting and passed unanimously.

WASTEWATER MANAGEMENT COMMITTEE – Gary Chapple – **NO REPORT**

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

Jason reported the last meeting was June 11 at 11:00 am at the ISDH Shadeland Office. The Committee is finalizing Fall Conference speakers. Jason requested \$53 of their line item for reimbursement of expenses used for the Certified Pool Operator training. Denise Wright moved that this expenditure be approved, it was seconded by Reba Taylor-Hill and passed unanimously. The Committee will also be sponsoring a recreational water course in August.

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

Jennifer reported the Committee is sponsoring a course on Traffic Incident Management Responder Training at the Brown County Annex Building on June 24 from 1:00 to 5:00 pm. The Committee is finalizing speakers for the Fall Conference. The IN Environmental Health Response Team (INEHRT) is working with the National Guard to ship tent/equipment to other states in emergency situations. Jason LeMaster will be setting up the INEHRT tent/equipment at the Fall Conference. The next meeting is tentatively scheduled for July 19 at 9:00 am at the ISDH building.

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

INDIANA STATE DEPARTMENT OF HEALTH (ISDH) LIAISON – Mike Mettler/Denise Wright

Mike reported that Scott Gilliam, Rhonda Madden and Margaret Voyles are retiring from the Food Protection Program on August 29. This will be a great loss of experience for the program.

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – Dr. Jim Hollis

Dr. Hollis distributed a map of the field veterinarians and their respective contact information. He also reported there is an outbreak of Porcine Epidemic Diarrhea (PED) in the swine population.

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

NOTE: IOWPA's inspector certification is scheduled for August 19 to 21 at Camp Camby.

INFORMATION TECHNOLOGY (IT) COMMITTEE – Mike Mettler

Mike reported that the Committee met on June 1 to work on website upgrades/changes. Members of the Committee are Mike Metter, Chair; Margaret Voyles, Joann Xiong, Tori Thorn and Rick Schroeder (webmaster).

POLICY COMMITTEE – Joshua Williams – **NO REPORT**

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

FALL CONFERENCE (2013) – Mike Mettler

There is still one outstanding check (\$470) to collect from the East Chicago Health Department. An affidavit has been signed and they are re-issuing a check.

SPRING CONFERENCE (2014) – Mike Sutton

NOTE: Checks are still being collected but it appears there will be a surplus. Tami has contacted everyone that has an outstanding check.

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. The Save the Date info is posted to the website with the number to call for reservations. Christine Stinson is chairing the Sponsorship Committee. There will be a Leadership/Team Building exercise offered on Sunday and the cost is included in the registration.

OLD BUSINESS

Rita Hooton announced that the Patty Nocek has arranged for the 2015 Spring Conference to be held at Butler University in Indianapolis on April 16, 2015.

NEW BUSINESS

Mike Mettler announced that Josh Williams is taking a job in Colorado and will be leaving the Delaware County Health Department at the end of the month. Christiana Mann will be the interim Administrator.

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

NORTHWEST CHAPTER – submitted by Rita Hooton for Patty Nocek

The last meeting was June 12 in LaPorte County. The Chapter does not have a rep for the WWMC at this time. The Chapter voted to donate \$100 to the Fall Conference. The Chapter will also be donating two \$25 debit cards for door prizes at the Fall Conference. The next meeting is scheduled for August 21 at the Lake County Solid Waste District Environmental Educational Center in Hammond.

NORTHEAST CHAPTER - submitted by Patrick Sovinski

The last meeting was June 19 in DeKalb County. There were 16 members and 1 guest in attendance. The speaker was Lori Endris, IDEM and her topic was Methamphetamine. There were various roundtable discussions prior to lunch.

WABASH VALLEY CHAPTER – submitted by Ed Norris

The Chapter sponsored a Food Safety Training class for inspectors on May 20. There were over 30 in attendance. The last meeting was June 4 at the Tippecanoe County Extension Office in Lafayette. The speakers were Mark Straw and Anide Mears, State Egg Board; and Dave Ortel, ISDH. The topics were Eggs and Egg Board duties and major on-site sewage disposal challenges and solutions in LaPorte County, respectively. The next meeting is scheduled for August 28 at the Tippecanoe County Extension Office in Lafayette. The Chapter will honor three members who are retiring.

EAST CENTRAL CHAPTER – submitted by Stephanie Cain

The last meeting was May 29 at the Williamson Dairy located in Frankton. There were 17 in attendance. The dairy has approximately 1500 cows. There was tour of the Dairy. The next meeting is scheduled for June 26 in Muncie. Details still TBA.

WEST CENTRAL CHAPTER – submitted by for Lisa Harrison

The last meeting was June 12 at the Hendricks County Health Department. Paul Mahoney, IDEM Office of Water Quality spoke about their program. The next meeting is scheduled for August 14. Details still TBA.

SOUTHERN CHAPTER – submitted by Jennifer Heller

The last meeting was May 13. Bryan Price, ISDH spoke about Chikungunya Virus. There was a tour of a turkey processing plant. The next meeting is August 12 in Evansville. There will be a tour of the Meals Ready to Eat factory.

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

CENTRAL CHAPTER – submitted by Reba Taylor-Hill

The next meeting is scheduled for May 22 at the Johnson County Health Department. Larry Lobdell, Marion County Health Department, will talk about bed bugs. The Chapter's community project for the next three years is an urban garden which is located at 3515 North Parker Avenue. The next meeting is scheduled for June 26 at United Water. There will be a tour of the Belmont Wastewater Treatment Plant as well.

Mike Mettler entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Patrick Sovinski and passed unanimously. The meeting adjourned at 11:35 am.

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