

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the April 17, 2020 meeting.
NOTE: March 20 Exec Board Meeting & April 16 Spring Conference canceled due to COVID-19

NEXT MTG DATE: Friday, May 15, 2020 – 10:30 am

LOCATION: ISDH Building, (**Via 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)
Jay Hanko – 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 April 17, 2020 Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 12:00 pm 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)*
Catherine Hess – Auditor
Matthew Herrick – Auditor
Tara Renner – COPED Committee Chair
Jason Ravenscroft – Membership Committee Chair
Elizabeth Bowman – General Environmental Health Services Committee Chair
Kim Irwin – IPHA Liaison
Doug Mathis – NACCHO Liaison
Lynette Schrowe – IDEM Liaison
Sarah Dallas, Co-Chair – Food Protection Committee
Nicole Corwin – Northeast Chapter Rep.*
Karl Glaze – Southern 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
Karen Flanigan – Northwest Chapter Rep.*
Lisa Harrison – West Central Chapter Rep.*
George Jones – ISDH Liaison
Denise Derrer – BOAH Liaison
Amanda Deering – IAFP Liaison
Mike Sutton – Nominations 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 February 14, 2020 minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current February & March Budget Reports (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$18,924.02/\$20,682.13

The BMO Harris Savings Account balance is \$4,870.93/\$4,901.40

The Fall Conference Account balance is \$18,256.30 (February & March Bank Statements)

The Capital Fund (30-month CD) balance is \$30,023.17

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

The COPED Available balance is \$4,370.93/\$4,401.40 *(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 February & March Treasurer's Reports are filed subject to audit.

Tami reported that all Spring Conference refunds have been processed.

AUDITORS – Catherine Hess & Matthew Herrick

Catherine & Matthew reported they have completed audits of all books that were submitted. They still need the Central Chapter and 2019 Fall Conference books to audit.

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 that was scheduled for July 2020 in Denver, Colorado has been canceled.

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Kim Irwin

Kim asked local health departments to contact them if they need any assistance during the COVID-19 Pandemic.

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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

IDEM volunteers are working at COVID-19 remote testing locations.

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

The Food Protection Program staff continue to assist the COVID-19 agency response. Staff are assisting in the Call Center as well as serving as runners for the Strike Teams in transporting samples to the ISDH Lab and returning supplies as needed. Local health departments should contact Manda Clevenger if they are not receiving COVID-19 updates.

INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON – Karl Glaze for Alice Quinn

The IOWPA 2021 annual conference is tentatively scheduled for January 18 to 20 at the Primo Conference Center in Indianapolis. IOWPA is in the process of restructuring management. Jane Breeding, Executive Director, is leaving at the end of April.

COMMITTEE REPORTS

AWARDS COMMITTEE – JoAnn Xiong Mercado

Note: Nominations for 2020 Fall Conference Awards are due July 15, 2020.

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

There is currently \$4,401.40 available for scholarships.

MEMBERSHIP COMMITTEE – Jason Ravenscroft

As of today, there are 338 active paid members.

NOMINATIONS COMMITTEE – Tami Barrett for Mike Sutton

Tami sent an e-mail to the Board suggesting a procedure to handle nominations from the membership since the April 16 Spring Conference was canceled. Basically, an e-mail will be sent to the entire membership with the slate of officers and will include a deadline response date to add any other nominees. Then the Board, on behalf of the membership, at the next Executive Board meeting will vote to close the nominations. The Board agreed to this procedure. Tami will get the slate of 2021 officers from Mike Sutton.

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PUBLICATIONS COMMITTEE – Ed Norris

The Spring Journal has been posted to the website in both the PDF and Flip versions. Ed may discontinue the Flip Version due to the amount of work involved and the lack of hits it gets on the website.

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

The March meeting was canceled due to the COVID-19 Pandemic. Melissa Ackerman, Danger Zone Consulting, LLC, has agreed to present at the Fall Conference. The next meeting is tentatively scheduled for June 18. The current plan is to tour the N.K. Hurst Bean Company depending on the COVID-19 situation. The remaining 2020 meeting dates are as follows: August 27 & November 19.

WASTEWATER MANAGEMENT COMMITTEE – Jason Ravenscroft for Alice Quinn

The last meeting was March 12 at 1:00 pm at the IDEM Shadeland Office. Gary Chapple has set up the Committee checking account. Work continues on the perimeter drain pump assisted guidance document and trouble-shooting documents.

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

The last meeting was held on March 12 at 2:00 pm. The final legislative tracking document was distributed on April 2. The next meeting is scheduled for May 14 and will be a virtual meeting. The Committee is working on Fall Conference speakers.

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

The two Bombing Prevention Classes scheduled for May have been canceled due to the COVID-19 Pandemic. The speakers scheduled for the Spring Conference will be moved to the Fall Conference based on their availability. The INEHT has not yet been called up for any COVID-19 response actions at this time. The remaining 2020 Committee meetings are May 15, August 14 & November 20.

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

FALL CONFERENCE (2019) – Jammie Bane

There is a \$756.30. Four refunds were requested. Two met the criteria and have been refunded - \$90 to Jo Anna Shimek and \$275 to IOWPA. Jammie asked that the Board approve changing the names on the IEHA Fall Conference Account from Jammie Bane and Doug Mathis to Holley Rose and Mike Mettler. The Board approved this change via majority consensus. Tami sent the appropriate documents to Holley Rose and Mike Mettler to take to the bank.

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

The 70th Annual Fall Conference is scheduled for September 21 to 23 at the Lawrenceburg Event Center, 91 Walnut Street, Lawrenceburg 47025. The DoubleTree is offering rooms at the rate of \$94+tax with free parking. There was agreement that the registration form is to be updated to remove the statement about refunds. There was discussion of pushing it to October depending on the COVID-19 situation.

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

There was continued discussion on conference call numbers for the Board and Committees to use. Tami and Jason are checking into options for the Board to consider for 2021. Patty Nocek suggested using Zoom, WebEx, Microsoft Teams or Meeting on the Move. Kim Irwin will share info on the Zoom account that IPHA uses in case we want to try that out.

NEW BUSINESS

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

NORTHWEST CHAPTER – Patty Nocek

The March 20 meeting was canceled due to the COVID-19 Pandemic.

NORTHEAST CHAPTER – Nicole Corwin

The Chapter meetings have been canceled in the foreseeable future due to the COVID-19 Pandemic.

WABASH VALLEY CHAPTER – Ed Norris

The April 2 meeting was held by conference call. There were over 12 attendees participating by phone. There was no speaker. The Chapter did hold its last “Foods 101” training on March 4 for inspectors. There were over 30 in attendance. The response has been so great that the chapter is beginning preparation for a “Foods 102” training.

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EAST CENTRAL CHAPTER – Stephanie Cain

The last meeting was February 27 in Henry County at 1000 Degree Pizza. There were 17 in attendance. Tom Adams was the speaker and his topic was septic installation. The March meeting at Ball State University was canceled due to the COVID-19 Pandemic. The next meeting is scheduled for May 20 in Madison County depending on the COVID-19 situation.

WEST CENTRAL CHAPTER – Lisa Chandler for Lisa Harrison

The next meeting is scheduled for April 16, in conjunction with the Spring Conference. The June meeting is tentatively scheduled to take place in Putnam County depending on the COVID-19 situation.

SOUTHERN CHAPTER – Karl Glaze

The last meeting was February 20. There was a tour of the Brown County Music Center. The May 6 tour of the Azalea Path Arboretum was canceled due to the COVID-19 Pandemic. The next meeting TBD.

SOUTHEASTERN CHAPTER – Beth Bowlen

At this time, future meetings are canceled due to the COVID-19 Pandemic.

CENTRAL CHAPTER – Reba Taylor-Hill

The last meeting was February 20 at City Barbecue. Speakers were Mark Foster, Marion County rodent control and Dr. Indra Frank. The March 26 meeting was canceled due to the COVID-19 Pandemic.

Holley Rose entertained a motion to adjourn the meeting. Reba Taylor-Hill moved that the meeting be adjourned; it was seconded by Karl Glaze and passed unanimously. The meeting adjourned at 12:54 pm.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary