

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the December 18, 2020 meeting.**

NEXT MTG DATE: Friday, January 15, 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 *
Patty Nocek – 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 – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison – Amanda Lahners, Co-Chair (2021)
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-Amy Ayers & Mariah Allen (2021)
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 December 18, 2020 Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 11:05 am by President-Elect Holley Rose.

Those attending all or part of the virtual meeting:

JoAnn Xiong Mercado – Past President and Awards Committee Chair
Holley Rose – President-Elect*
Jennifer Heller, Vice President* and Co-Chair, TAHP Committee
Gretchen Quirk – Treasurer (2019/2020)* & (2021/2022)*
Lisa Chandler – Secretary*
Catherine Hess – Auditor
Jason Ravenscroft – Membership Committee Chair
Amanda Lahners – Wastewater Management Committee Co-Chair (2021)
Mariah Allen - Food Protection Committee Co-Chair (2021)
Lisa Harrison – West Central Chapter Rep.*
Nicole Corwin – Northeast Chapter Rep.*
Karl Glaze – Southern Chapter Rep*
Patty Nocek – Northwest Chapter Rep*
Beth Bowlen – Southeastern Chapter Rep.*
Reba Taylor-Hill – Central Chapter Rep.*
Ed Norris – Wabash Valley Chapter Rep.* & Publications Committee Chair
Doug Mathis – NACCHO Liaison
Kim Irwin – IPHA Liaison
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – President* and NEHA Liaison
Matthew Herrick – Auditor
Stephanie Cain – East Central Chapter*
Sarah Dallas, Co-Chair – Food Protection Committee
Amy Ayers, Co-Chair – Food Protection Committee
Alice Quinn – Wastewater Management Committee Chair
Mike Sutton – Nominations Committee Chair
Tara Renner – COPED Committee Chair
Elizabeth Bowman – General Environmental Health Services Committee Chair
Jennifer Warner – Co-Chair – Terrorism and All Hazards Committee Co-Chair
George Jones – ISDH Liaison
Lynette Schrowe – IDEM Liaison
Denise Derrer – BOAH Liaison
Amanda Deering – IAFP Liaison
Alice Quinn – Wastewater Management Committee Co-Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison

Guest:

Margaret Voyles

*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 present for this meeting.

SECRETARY'S REPORT – Lisa Chandler/Tami Barrett

Holley Rose asked for comments or corrections to the November 20, 2020 minutes. Hearing none, she stated the minutes are accepted as presented.

TREASURER'S REPORT – Gretchen Quirk

Current November Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$9,828.98

The BMO Harris Savings Account balance is \$5,008.82

The Fall Conference Account balance is \$17,981.30 (last bank statement)

The Capital Fund (30-month CD) balance is \$30,056.90

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

The COPED Available balance is \$4,508.82 *(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 November Treasurer's Report is filed subject to audit.

Gretchen did remind the Board that the Association finished up the year approximately \$3,000 in the red according to the 2020 budget. Gretchen presented the proposed 2021 budget for approval. Jennifer Heller made a motion to approve the 2021 budget, it was seconded by Ed Norris and passed unanimously.

AUDITORS – Catherine Hess & Matthew Herrick

Catherine reminded all that it will soon be time to submit the 2020 books for auditing (when December bank statements have been received). They can be scanned and e-mailed to both Catherine and Matthew depending on how large the submittal will be.

LIAISON REPORTS

BOARD OF ANIMAL HEALTH (BOAH) LIAISON – 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

Doug reported that NACCHO has virtual committees that anyone can join. There is also a lot of COVID-19 information on their website.

INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON – Kim Irwin

Kim reported that the IPHA Policy & Advocacy Forum will be held on January 19 and January 26 from 10:00 am to 12:00 noon each day to cover the Why, What, and How of Public Health Policy and Advocacy in Indiana and Beyond. Registration link is www.inpha.org/2021policyforum/.

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.)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON – Lynette Schrowe – **NO REPORT**

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

George announced he is retiring effective December 31, 2020. A new 2021 liaison needs to be appointed the President.

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

Karl reported that IOWPA has hired Julia Whitson as the new Executive Director. IOWPA plans to hold trainings, classes and business meetings virtually in 2021.

COMMITTEE REPORTS

AWARDS COMMITTEE – JoAnn Xiong Mercado – **NO REPORT**

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

Gretchen reported that three COPEd scholarships have been awarded. Alice Quinn, IDOH; Amy Ayers, Boone County; and Abby Messenger, Boone County. There is currently \$3,838.82 available for scholarships. (NOTE: this amount is different from the Treasurer's report that was submitted)

MEMBERSHIP COMMITTEE – Jason Ravenscroft

Jason reported there are currently 356 total paid members in the database. Two honorary members, 41 life members, 296 regular members, four retired members, three sustaining non-profit members, four student members and six sustaining members with website links. Jason cleaned up the database prior to the release of the auto-generated membership dues notice reminders. Jason asked the Board for approval to grant free memberships for 2021 to the current sustaining members based on their long-standing support of the Association. Jason will send an e-mail notification to all if approved by the Board. This would include Trident Environmental, IOWPA, Crisis Cleaning, Meijer, Infiltrator, and the Indiana Restaurant and Lodging Association. There was discussion. Ed Norris made a motion to approve the six current sustaining members for free membership in 2021, it was seconded by Jennifer Heller and passed unanimously.

NOMINATIONS COMMITTEE – Mike Sutton – **NO REPORT**

NOTE: All 2020 State Officers will continue their respective roles in 2021. Krista Click will then start her term as Vice President in 2022.

PUBLICATIONS COMMITTEE – Ed Norris

Ed reported the Fall/Winter Journal and Food Protection Committee newsletter are posted to the website. He will continue to send e-mails reminding members of the postings will include the link for easier access.

FOOD PROTECTION COMMITTEE – Amy Ayers & Sarah Dallas – Co-Chairs – Mariah Allen – Co-Chair 2021 –
NO REPORT

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 and Jennifer Warner - Co-Chairs

Jennifer Heller reported the Committee still needs a Treasurer to replace Stanley Danao. The Board suggested that Jennifer add herself to the checking account so Stanley can turn over the checkbook. No trainings have been scheduled at this time.

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

SPRING CONFERENCE (2021) – Jennifer Heller (2020 Conference was cancelled due to COVID-19)

NOTE: Jennifer is cautiously hoping this event will still happen in-person, but it may move to a virtual platform. The Spring Conference is currently scheduled for April 22, 2021 at the Season's Conference Center in Nashville. This is also Earth Day. Jennifer is planning to give more time to Awards and the Committees and Chapters to report on what they're doing to hopefully boost participation.

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

NOTE: Holley Rose reiterated Jennifer's comments above for her Fall Conference this year as well. The 2021 Fall Conference is currently scheduled for September 20 to 22 in Lawrenceburg.

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

There was discussion about keeping the PayPal payment system currently in place on the IEHA Wild Apricot database. It will continue as is currently set up.

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

NORTHWEST CHAPTER – Patty Nocek – **NO REPORT**

NORTHEAST CHAPTER – Nicole Corwin

The last meeting scheduled for this same week was canceled due to scheduling conflicts.

WABASH VALLEY CHAPTER – Ed Norris

The last meeting was December 10 at the Purdue Extension Office in Lafayette. The featured speaker was Eric Butt, Director, Environmental Health and Public Safety at Purdue. He discussed the extensive “Protect Purdue Plan” and explained how the school took on the risks and challenges early in the pandemic to assure safety for staff and students. Everyone was asked to sign a “pledge” to adhere to specific safety practices. He said nearly everyone bought into the plan and it has worked well. He mentioned that anyone logged into the Purdue wi-fi system can be tracked on campus, which allows easy contact tracing, if needed. Because of planning, Purdue is able to have the most students safely in classrooms of all Big Ten schools.

For the chapter’s community outreach project, members donated several dozen toys for Operation Toybox, to benefit families in need in Montgomery County. The next meeting is scheduled for February 3 in Lafayette.

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

WEST CENTRAL CHAPTER – Lisa Harrison

The meeting scheduled for December 10 was canceled. The next meeting may be held virtually.

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

SOUTHEASTERN CHAPTER – Beth Bowlen – **NO REPORT**

CENTRAL CHAPTER – Reba Taylor-Hill

Andrew Pappas will cover the role of President and Vice President until other Chapter members step up. Andrew is also the Secretary and Treasurer. Reba will remain Chapter Rep to the Board. The Chapter is still looking for a rep to the Food Protection Committee as the current rep wants to step down from that toll at this time. The Chapter will meet quarterly in 2021 starting in February. Additional Education meetings will be added in 2021. The Giving Garden was not planted in 2020 with only routine maintenance done. The sustainability office will continue to maintain it.

Hearing no other business to come before the Board, Holley Rose entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Karl Glaze and passed unanimously. The meeting adjourned at 11:35 am.

Submitted by:

Lisa Chandler, Secretary
Tami Barrett, Board Secretary