

Indiana Environmental Health Association, Inc. **Executive Board Meeting Minutes of the July 17, 2020 meeting.**

**NEXT MTG DATE: Friday, August 14, 2020 – 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  
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 July 17, 2020** Indiana Environmental Health Association, Inc. Executive Board Meeting. The Executive Board meeting was called to order at 11:07 am by Past President, JoAnn Xiong Mercado.

Those attending all or part of the meeting:

JoAnn Xiong Mercado – Past President and Awards Committee Chair  
Jennifer Heller, Vice President\* and Co-Chair, TAHP Committee  
Lisa Chandler – Secretary\*  
Catherine Hess – Auditor  
Lynette Schrowe – IDEM Liaison  
Kim Irwin – IPHA Liaison  
Doug Mathis – NACCHO Liaison  
Amy Ayers, Co-Chair – Food Protection Committee  
Jennifer Warner – Co-Chair – Terrorism and All Hazards Committee Co-Chair  
Nicole Corwin – Northeast Chapter Rep.\*  
Karl Glaze – Southern Chapter Rep\*  
Lisa Harrison – West Central Chapter Rep.\*  
Stephanie Cain – East Central Chapter\*  
Reba Taylor-Hill – Central Chapter Rep.\*  
Ed Norris – Wabash Valley Chapter Rep.\* & Publications Committee Chair  
Tami Barrett – Board Secretary

Those not attending:

Jammie Bane – President\* and NEHA Liaison  
Holley Rose – President-Elect  
Gretchen Quirk – Treasurer (2019/2020)\*  
Matthew Herrick – Auditor  
Sarah Dallas, Co-Chair – Food Protection Committee  
Mike Sutton – Nominations Committee Chair  
Jason Ravenscroft – Membership Committee Chair  
Beth Bowlen – Southeastern Chapter Rep.\*  
Patty Nocek – Northwest Chapter Rep\*  
George Jones – ISDH Liaison  
Denise Derrer – BOAH Liaison  
Amanda Deering – IAFP Liaison  
Tara Renner – COPED Committee Chair  
Elizabeth Bowman – General Environmental Health Services Committee Chair  
Alice Quinn – Wastewater Management Committee Chair & Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison

Guest:

Margaret Voyles, West Central Chapter

\*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

JoAnn Xiong Mercado asked for comments or corrections to the June 12, 2020 minutes. Hearing none, she stated the minutes are accepted as presented.

**TREASURER'S REPORT** – Gretchen Quirk

Current June Budget Report (submitted by Gretchen Quirk)

The BMO Harris Checking Account balance is \$18,011.48

The BMO Harris Savings Account balance is \$4,988.06

The Fall Conference Account balance is \$17,981.30 (June Bank Statement)

The Capital Fund (30-month CD) balance is \$30,034.37

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

The COPED Available balance is \$4,498.06 *(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)*

JoAnn Xiong Mercado stated the June Treasurer's Report is filed subject to audit.

**AUDITORS** – Catherine Hess & Matthew Herrick

Catherine stated they still need the Central Chapter and 2019 Fall Conference books to audit. She will deliver the audited books to Tami to send back to all the Chapters. Matthew will send Tami the report to go with the returned books.

**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

NACCHO is hosting a podcast with Dr. Fauci entitled This Week in Virology.

**INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON** – Kim Irwin

Kim reported that IPHA has launched four recurring events:

Weekly Meet-Up – Wednesdays at 12:00 noon;

Policy & Advocacy Committee – First Wednesday of each month from 2 to 4 pm; and

IPHA Membership & Communications Committee – Third Wednesday of each month from 1 to 3 pm

Health Equity Action Team – Fourth Thursday of each month from 1:30 to 3:00 pm

Feel free to sign up for IPHA e-mails at <https://inpha.org/> under the Subscribe tab or directly at <https://cutt.ly/INPHASubscribe>.

**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.)

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

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

The Environmental Public Health (EPH) Division has created a pre-recorded webinar (39 minutes) for school officials discussing reopening of their building water systems. It is available on the EPH website. The Food Protection Division is working toward returning to field inspection work soon. Standard operating procedures are being developed and tested to assure the safety of staff and those they interact with during regulatory work.

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

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – JoAnn Xiong Mercado

JoAnn reported the following award nomination applications have been received: 3 Werkowski, 2 EHS of the Year, 1 Rookie, 1 Emeritus and 1 Tim Sullivan. The Committee will meet virtually to discuss. The winners will be announced at the virtual fall business meeting but will be officially presented at the 2021 spring conference.

**COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd)** – Tara Renner – **NO REPORT**

NOTE: There is currently \$4,498.06 available for scholarships. No scholarship applications have been received as of today.

**MEMBERSHIP COMMITTEE** – Jason Ravenscroft – **NO REPORT**

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

NOTE: An e-mail was previously sent to all members with the slate of 2021 officers and requesting any other nominations be received by June 19, 2020. The 2021 slate of officers are: Vice President – Krista Click; Secretary – Lisa Chandler; Treasurer – Gretchen Quirk (2-year term); and Auditors – Matthew Herrick and Catherine Hess. Since the 2020 Spring Conference was canceled, the Board can vote to close the nominations on behalf of the Association. JoAnn Xiong Mercado entertained a motion to close the nominations, it was seconded by Reba Taylor-Hill and passed unanimously.

Jammie Bane suggested that based on COVID-19 issues, the current slate of officers for 2020 pause and remain in their respective positions through 2021. Krista Click would then start her term as Vice President in 2022. This will allow Jennifer Heller and Holley Rose to continue with their respective conferences in 2021. Per Article 4 of the By-Laws, the voting members shall annually elect officers; therefore, an e-mail requesting votes will be sent to the entire membership to approve the 2020 officers retaining their respective positions in 2021. The results of this vote will be announced at the virtual annual fall business meeting.

**PUBLICATIONS COMMITTEE** – Ed Norris

Ed reported the Summer Journal is now posted to the website. He will continue to send e-mails reminding members the Journal has been posted and will include the link for easier access. Please submit articles for the Fall Journal by the end of October.

**FOOD PROTECTION COMMITTEE** – Amy Ayers & Sarah Dallas – Co-Chairs – **NO REPORT**

NOTE: The remaining 2020 meeting dates are as follows: August 27 & November 19.

**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

The last meeting was June 11 and the next meeting is scheduled for August 13. The Committee is hosting its 5<sup>th</sup> annual photo contest entirely electronically. This year there are only five categories: Terrorism and All Hazards, Wastewater, Food Protection, General Environmental Health, and COVID-19. Entries are due by August 31. Please submit photo contest entries with the Image Library Submission Form to: [gehsc.ieha@gmail.com](mailto:gehsc.ieha@gmail.com). You can submit multiple times. Winners will be announced during the virtual fall business meeting.

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

The remaining 2020 Committee meeting dates are August 14 & November 20.

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

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

The Spring Conference is now scheduled for April 22, 2021 at the Season's Conference Center in Nashville. This is also Earth Day.

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

There will be an annual fall business meeting scheduled for September 21, 2020 from 10:30 to 12:00 via Microsoft Teams. Tami will send the meeting notice to all members. The 2021 Fall Conference is now scheduled for September 19 to 21 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**

None

**NEW BUSINESS**

None

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

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

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

**NORTHEAST CHAPTER** – Nicole Corwin – **NO REPORT**

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

**WABASH VALLEY CHAPTER** – Ed Norris

The next meeting is scheduled for August 27 in Logansport but may be moved to August 20 to avoid conflict with the Food Protection Committee meeting. The chapter is trying to find a way to meet in-person if a suitable location can be found; but may have to meet via conference call again. Details are being worked out.

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

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

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

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

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

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

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

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

**CENTRAL CHAPTER** – Reba Taylor-Hill

Chapter meetings have been canceled until further notice due to the COVID-19 pandemic.

Hearing no other business to come before the Board, JoAnn Xiong Mercado entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Reba Taylor-Hill and passed unanimously. The meeting adjourned at 12:00 pm.

Submitted by:

Lisa Chandler, Secretary  
Tami Barrett, Board Secretary