

Indiana Environmental Health Association, Inc. Executive Board Meeting Minutes of the October 20, 2023, meeting.

NEXT MTG DATE: Friday, November 17, 2023 – 10:30 am

LOCATION: IDOH Building in 3<sup>rd</sup> Floor Yoho Board Room and Via Microsoft Teams

AGENDA: Chapter and Committee Reports/Old and New Business

FROM: Lisa Chandler - Secretary  
Tami Barrett – Board Secretary

TO: **OFFICERS**

Past President & Awards Committee Chair – Holley Rose  
President and NEHA Liaison – Jennifer Heller\*  
President-Elect – Krista Click\*  
Vice President – Andrew Pappas\* - Zak McKinley (2024)  
Treasurer – Gretchen Quirk\* (2023/2024)  
Secretary – Lisa Chandler\*

**CHAPTER REPRESENTATIVES**

Reba Taylor-Hill – Central Chapter \*  
Matt Baker – Southern Chapter\*  
Beth Bowlen – Southeastern Chapter \*  
Mandy Bales – West Central Chapter\*  
Ed Norris – Wabash Valley Chapter \*  
Nicole Corwin – Northeast Chapter\*  
Stephanie Cain – East Central Chapter \*  
Karen Teague – Northwest Chapter \* - Patty Nocek (2024)

**OTHERS**

Matthew Herrick & Doug Mathis – Auditors – Doug Mathis & Shalei Hunt (2024)  
Jennifer Asbury – Committee on Professional Education and Development (COPEd)  
Lynette Schrowe – IDEM Liaison  
Jason Ravenscroft – Membership Committee & Website Committee Chair  
Ed Norris – Publications Committee Chair  
Mike Sutton – Nominations Committee Chair  
Amanda Deering – International Association for Food Protection (IAFP) Liaison  
Alice Quinn & Amanda Lahners – Co-Chairs, Wastewater Management Committee  
Karl Glaze - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
Sharon Pattee – Indiana Department of Health (IDOH) 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  
JoAnn Xiong Mercado & Abigail McInturff - Co-Chairs - Food Protection Committee  
Kacie Schenck – General Environmental Health Services Committee Chair  
Jeff Corder - Terrorism and All-Hazards Preparedness Chair  
Tami Barrett – Board Secretary  
Vacant – Parliamentarian

Minutes of the October 20, 2023, Indiana Environmental Health Association, Inc. Executive Board Meeting.

The Executive Board meeting was called to order at 10:30 am by President Jennifer Heller

Those attending all or part of the in-person and virtual meeting:

Holley Rose – Past President & Awards Committee Chair  
Jennifer Heller, President & NEHA Liaison\*  
Krista Click, President-Elect\*  
Andrew Pappas, Vice President\*  
Gretchen Quirk – Treasurer (2023/2024)\*  
Reba Taylor-Hill – Central Chapter Rep.\*  
Karen Teague – Northwest Chapter Rep.\*  
Nicole Corwin – Northeast Chapter Rep.\* (via phone)  
Matt Baker – Southern Chapter Rep.\*  
Beth Bowlen – Southeastern Chapter Rep.\*  
Ed Norris – Wabash Valley Chapter Rep.\* & Publications Committee Chair  
JoAnn Xiong Mercado - Food Protection Committee Co-Chair  
Jason Ravenscroft – Membership Committee & Website Committee Chair  
Abby Messenger for Kacie Schenck – General Environmental Health Services Committee Chair  
Mike Sutton – Nominations Committee Chair  
Allison Aultman for Kim Irwin – Indiana Public Health Association (IPHA)  
Denise Derrer – BOAH Liaison  
Sharon Pattee – IDOH Liaison  
Lynette Schrowe – IDEM Liaison  
Tami Barrett – Board Secretary

Those not attending:

Lisa Chandler – Secretary\*  
Matthew Herrick – Auditor  
Stephanie Cain – East Central Chapter\*  
Mandy Bales – West Central Chapter Rep.\*  
Abigail McInturff - Food Protection Committee Co-Chair  
Amanda Lahners – Wastewater Management Committee Co-Chair  
Jeff Corder – TAHP Committee Chair  
Jennifer Asbury – COPED Committee Chair  
Karl Glaze - Indiana Onsite Wastewater Professionals Association (IOWPA) Liaison  
Doug Mathis – Auditor & NACCHO Liaison  
Amanda Deering – IAFP Liaison  
Alice Quinn – Wastewater Management Committee Co-Chair

\*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

Jennifer Heller asked for comments or corrections to the August 18, 2023 minutes. Hearing none, she stated the minutes are accepted as presented.

**TREASURER'S REPORT** – Gretchen Quirk

Current **September** Budget Report

The BMO Harris Checking Account balance is \$28,862.37

The BMO Harris Savings Account balance is \$3,995.91

The Fall Conference Account balance is \$ \_\_\_\_\_

The Capital Fund (30-month CD) balance is \$30,330.40 (as of January 2021 is now a 13-month CD)

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

The COPED Available balance is \$3,495.91 (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)

Gretchen reported she will send the 2024 draft budget to the Finance Committee and present it to the Board at the November meeting.

Jennifer Heller stated the September Treasurer's Report is filed subject to audit.

**AUDITORS** – Matthew Herrick & Doug Mathis (Shalei Hunt – 2024) – **NO REPORT**

**LIAISON REPORTS**

**BOARD OF ANIMAL HEALTH (BOAH) LIAISON** – submitted by Denise Derrer

Denise reported that BOAH frequently receives calls and emails from citizens who want to report suspected cases of animal neglect and/or abuse. Unfortunately, BOAH often does not have the legal authority to investigate or pursue these cases. Neglect and abuse of animals is against Indiana law. The clear authority for cases involving companion animals lies with local law enforcement and (when available) animal control.

Many citizens reach out to BOAH because they are unaware of the division of authority. To help route people to the right resources, BOAH's website has a new feature: An interactive map that displays the correct contact(s) by county. The map may be found online at: <https://www.in.gov/boah/animal-care-and-welfare/>

Local agencies may request assistance from BOAH. They will dispatch a district veterinarian to work with the local officials to do a veterinary assessment of the animals and their environment(s) and collect evidence, then write a formal report/documentation for the requesting agency. The BOAH veterinarian will make follow up visits, as needed to verify progress on recommendations. If needed, the veterinarian will testify in court as a subject matter expert.

During 2022, BOAH received 159 animal welfare complaints from 86 counties that resulted in approximately 3,500 staff hours spent on investigations and follow-up.

**INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION (IAFP) LIAISON** – Amanda Deering – **NO REPORT** (NOTE: Jennifer Heller's membership is up to date. Krista Click is a current member. The 2024 complimentary membership was processed for JoAnn Xiong Mercado. No cost to IEHA (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 2023 IEHA Delegate to IAFP)

**NATIONAL ASSOCIATION OF COUNTY & CITY OFFICIALS (NACCHO) LIAISON** – Doug Mathis –  
**NO REPORT**

**INDIANA PUBLIC HEALTH ASSOCIATION (IPHA) LIAISON** – Allison Aultman for Kim Irwin/Sara  
Suisman

Allison reported that the IPHA Celebration and Awards Event is scheduled for November 30 from 11 am to 1 pm at the Ritz Charles in Carmel.

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) LIAISON** – Jennifer Heller  
(NOTE: Jennifer Heller's NEHA dues have been paid by the Brown County Health Department (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. Jennifer Heller is the 2023 IEHA Liaison to NEHA.)

Jennifer reported NEHA now has a Disaster Toolkit available on-line.

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) LIAISON** – Lynette Schrowe

Lynette reported that IDEM presented the What's in my Neighborhood (interactive GIS platform) at the Southern Chapter meeting in Brown County. It was well received. Please contact her if other Chapters would like this presentation at a future meeting.

**INDIANA DEPARTMENT OF HEALTH (IDOH) LIAISON** – Sharon Pattee

Environmental Public Health (Mike Mettler)

- Website for Technical Review Panel where meeting notices and county ordinances can be reviewed will be posted.
  - <https://www.in.gov/health/eph/onsite-sewage-systems-program/technical-review-panel/>
- Commercial Plan Review Engineer position posted to the job bank.
- Regional Environmental Health Specialist position approved – will be posted soon.

Food Protection (Vivien McCurdy)

- Second Ivy Tech Special Processing Training was a success however out of 80 participants signed up, 19 were no shows.
- Mariah Allen former FPC Co-Chair, became the new FPD Retail Food Manager on Monday, Oct 16.
- New Retail Food Code 410-IAC-7-24-26 will hopefully be approved in March 2024.
- Training Tuesday is Oct 24 at 2 pm with IDOH presenting "Second Annual Tips and Tricks for Holiday Inspections". Anyone who has not received this invitation should contact Kim Wolfla at [kwolfla@health.in.gov](mailto:kwolfla@health.in.gov).

Preparedness (Holly Rose)

- Funding is being provided for the Indiana Emergency Response Teams.

**INDIANA ONSITE WASTEWATER PROFESSIONALS ASSOCIATION (IOWPA) LIAISON** – Karl Glaze  
**– NO REPORT**

**COMMITTEE REPORTS**

**AWARDS COMMITTEE** – Holley Rose – **NO REPORT**

**COMMITTEE ON PROFESSIONAL EDUCATION and DEVELOPMENT (COPEd)** – submitted by Jennifer Asbury

**NOTE:** COPEd available is \$3,495.91.

**MEMBERSHIP COMMITTEE** – Jason Ravenscroft

Jason reported there are currently 406 active members and 3 sustaining members. The Committee met on October 3 and is reviewing the membership forms. There was discussion about offering students a free one-year membership. Holley Rose moved that IEHA offer a one-year membership to new student members, it was seconded by Gretchen Quirk and passed unanimously. Jason noted that members can now print their own membership cards off the website.

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

**NOTE:** 2024 Officers were set at the 2023 Spring Conference.

**PUBLICATIONS COMMITTEE** – Ed Norris

Ed reported the Fall/Winter Journal is in progress and will be posted in November.

**FOOD PROTECTION COMMITTEE** – JoAnn Xiong Mercado & Abigail McInturff – Co-Chairs

JoAnn reported the next meeting is scheduled for November 16. 2024 officers will be elected at this meeting.

**WASTEWATER MANAGEMENT COMMITTEE** – Alice Quinn & Amanda Lahners - Co-Chairs – **NO REPORT**

**GENERAL ENVIRONMENTAL HEALTH SERVICES COMMITTEE** (includes Legislation and Environmental Health Outreach Subcommittee (formerly Safe Water Committee) – Abby Messenger for Kacie Schenck

Abby reported the next meeting is scheduled for November 9 at 2 pm via teams. Contact Abby if you want to the link to join the meeting.

**TERRORISM AND ALL-HAZARDS PREPAREDNESS COMMITTEE** – submitted by Jeff Corder

Jeff reported the Fall Conference speakers were well received and conveyed a lot of good information. Eclipse planning for the April 8 eclipse is underway state-wide. This event will have a big impact on all health department operations for the day. A class is scheduled for March 14 & 15 at the MADE Center in Plainfield: Enhancing Planning, Preparedness and Response to Pandemics and Other Large-Scale Public Health Emergencies”. Look for additional information coming soon.

**WEBSITE COMMITTEE (formerly the INFORMATION TECHNOLOGY (IT) COMMITTEE** – Jason Ravenscroft

Jason requested Fall Conference pictures for the website.

**FALL CONFERENCE (2023)** – Krista Click

Krista thanked everyone who attended the Fall Conference to make it a success. There are a few checks still to be collected and notifications have been made.

**SPRING CONFERENCE (2024)** – Zak McKinley

Tami sent Zak a Spring Conference registration/agenda template to work from. He may be looking at Valle Vista in Greenwood as the location.

**FALL CONFERENCE (2024)** – Andrew Pappas

Andrew is looking at Bloomington, Lawrenceburg, or Michigan City as locations for the 2024 Fall Conference. The conference dates at this point are September 23 to 25, 2024.

**STRATEGIC PLAN UPDATES** – Jennifer Heller – **NO REPORT**

**OLD BUSINESS**

Ed Norris presented the updated COPED Application and Announcement to the Board for final approval. The Board members approved the updated forms. Jason Ravenscroft will get them posted to the website.

**NEW BUSINESS**

Amanda Deering, IAFP Liaison, sent a letter from IAFP's Student Professional Development Group (SPGD) asking if IEHA would be interested in sponsoring one of their virtual events for the 2023-2024 period. These sponsorships typically range from \$50 to \$200, but they would appreciate any level of support. There was discussion about the number of Indiana students this sponsorship would benefit. Jennifer Heller will reach out to Tyler Chandross-Cohen at IAFP for additional information to be presented and discussed at the November meeting.

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

**NORTHWEST CHAPTER** – Karen Teague

Karen reported the next meeting is scheduled for November 30 at the Journeyman Distillery in Porter County.

**NORTHEAST CHAPTER** – Nicole Corwin

Nicole reported the last meeting was October 19 in Whitley County. There were 17 members in attendance. Sheila Paul, North Regional Administrator, spoke about Health First Indiana. Jessica Stanczak, IDOH Food Protection, spoke about home-based vendors. The Chapter implemented a new tradition of the host county choosing a local non-profit for members to collect and make donations. The Humane Society of Whitley County was chosen for the October meeting. The next meeting is scheduled for November 16 in Kosciusko County. More details TBD.

**WABASH VALLEY CHAPTER** – Ed Norris

Ed reported the last meeting was October 5 at the new Tippecanoe County Health Department facility in Lafayette. The speaker was Purchhoki Sherpa, Purdue University, Medical Entomology Program Coordinator. His topic was arthropods that live in Indiana and their associated diseases. The next meeting is scheduled for December 7 at the Purdue Global building in West Lafayette. This will be the Chapter Christmas gathering and annual toy drive for Operation Toy Box. Meeting dates and location for 2024 will be decided at this meeting.

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

**WEST CENTRAL CHAPTER** – Krista Click for Mandy Bales

Krista reported the last meeting was October 19 at The Terminal in Terre Haute. Katie Mundy and Chelsea Willis, Vigo County Health Department, presented about Lead Risk Assessment. The business meeting and lunch was held at the same location. The next meeting is scheduled for December 23. Election of 2024 officers will be held at this meeting.

**SOUTHERN CHAPTER** – Matt Baker (had to leave meeting early so no report)

**SOUTHEASTERN CHAPTER** – Beth Bowlen

Beth reported she is working on scheduling the Chapter winter meeting.

**CENTRAL CHAPTER** – Reba Taylor-Hill

Reba reported a November meeting is being planned with Donna Walker, IDOH Food Protection. A dessert event is being planned for December 13 at the IDEM Shadeland Offices. A presentation about emergency response and local health department collaboration is being planned.

Hearing no other business to come before the Board, Jennifer Heller entertained a motion to adjourn the meeting. Ed Norris moved that the meeting be adjourned; it was seconded by Krista Click and passed unanimously. ***Reba already left the meeting so she could have lunch!*** The meeting adjourned at 11:21 am.

Submitted by:

Lisa Chandler, Secretary  
Tami Barrett, Board Secretary