

KYEHA Board Meeting Minutes

For

February 15, 2017

This meeting was called to order by Ms. Erica Brakefield at 9:10AM.

Ms. Brakefield recognized Sue Jewel who made a motion to adjourn this meeting at 10:45 AM as several Board members needed to attend the Environmental Directors meeting in this same room.

Motion passed by majority oral vote.

Rollcall

This meeting was stated to be a combined annual meeting and Board meeting.

Twenty-four (24) Board members and five (5) members were present.

Quorum requirements were met to conduct the Board meeting and/ or the annual business Meeting

No proxies were identified.

President: Erica Brakefield -

1. Ms. Brakefield wanted to thank everyone for a great year.
2. Carl Rust provided treats for this meeting and thanked him for the snacks.
3. Heath Stone took care of ordering and picking up the awards and thanked him for doing so.
4. Reminded everyone that the field trip required a parking permit which can be obtained from Don Jacobs prior to the trip.

President Elect: Don Jacobs – no report

Vice-President: Jessica Davenport reported-

1. She is working on setting up the Board meeting dates and locations.

Treasurer: Laura Strevels –

1. Mrs. Strevels recapped the July through December journals and account balances.
 - a. Mrs. Strevels discussed reasons for the losses experienced over the past fiscal year through December.
 - b. Mrs. Strevels reminded the Board voted to not increase registration fees for this conference but the Board needs to consider a small increase as the projected budget may cause additional losses.
 - i. A brief discussion about increasing student registration fees as the current fee no longer covers the cost of the awards luncheon meal.

Secretary: Sue Jewell-

1. Corrections to the November Board meeting minutes were made prior to this meeting and one report needed to be added.

A motion was made by Kenny Cole to accept the minutes as corrected then seconded by Dr. Gary Brown.

The oral vote passed by majority.

Membership – Chair- Leanna Cavin-

Member – Laura Strevels

1. Ms. Cavin reported this organization has 142 Active members, 111 Life members, and 5 student members.
2. For this annual conference 153 have registered including 56 students.
3. Ms. Cavin will be presenting the life memberships at the award luncheon.
 - a. Life members inducted this year include: Wayne Biddle and Larry Trussell

Motion to accept Officers reports:

Motion was made by Kenny Cole to accept the Officer's reports

2nd – Sarah Oak

Motion passed by majority of an oral vote.

Directors Reports-

Region 1 –

Jay Fillman reported

1. Harper's Country Ham facility has burned to the ground. They are hoping to rebuild but not absolutely sure. Sixty-seven employees worked at the facility.
2. On March 6th, there will be a regional meeting to prepare for public health protection during the solar eclipse and monthly after that.
3. Raquel Rouse will be leaving the Food Branch at the end of the month and Sheri Freeman has already left.

Joel Barrett reported

1. In Graves county, a nutritionist is transferred to food inspection.
2. The Public Health Director, Randy Gooch has resigned to go to the state level as a Deputy Commissioner
3. The Paducah Sun has run three stories on environmental and food inspections based on scores (mainly the bad scores).

Region 2-

Margaret Ann starting 2018 term

Vacant

Region 3-

Charles Ward reported

1. Kathy Fowler has been hired to fill the environmental position.

Scott Nethery reported

1. John David has left the Louisville Metro Health Department.
2. It has been an exceptionally busy festival season, but all went well.

Greg Dott reported

1. Installer's class is scheduled for February 23, 2017.
2. Bullitt County is now in the enforcement and fining stages of their food handler/ food manager ordinance.

Region 4-

Vonia Grabeel -no report

Region 5-

Gene Thomas reported

1. Country Boys will be opening Friday near the industrial park on the way to Cynthiana
2. Galvins is relocating to a larger facility.
3. The lead program has become very active due to the new standards, Legislators are calling and asking what the environmental division of the health department can do.
4. Mobile environmental inspections are about to begin. Discussions occurred with a CDP representative and equipment has been purchased.

Nathan Powell – no report

Annhall Norris- no report

Kenny Cole reported

1. Epi has been busy with a pertussis outbreak. So far there have been 49 cases. The health Department is asking schools to close.

Region 6-

Sarah Oak reported

1. Installer training courses will be held on March 9, 2017 in Gallatin County and March 16, 2017 in Pendleton County.
2. Pool school will be held May 10. 2017 in Carroll County and May 24, 2017 in Pendleton County.

Brittany Wells reported

1. We have 21 people in the health department to apply pesticide. On April 4, 2017, we have a class scheduled for CEUs.
2. The pool inspection cheat sheet developed for our inspectors has been updated and from this list we developed a presentation for pool operators. There is a shortened version on our website to help operators identify critical items that must be corrected prior to opening their pools for the season.
3. With the expectation to issue and inspect 1100 temporary food permits in 2017, we have changed our application policy:
 - a. Applications and fees have to be submitted at least 3 business days prior to their proposed operating date.
 - b. Vendors who do not meet this requirement will not be permitted to operate.
 - c. Refunds are available for vendors who cancel at least one (1) day prior to the event.
 - d. NKIDHD is working on an online application and payment process.
4. An installer's course will be offered March 28, 2017

Region 7-

Cassie Prather reported

1. She has accepted the position of Public Health Director with Woodford County

Farm Methods-

Lewis Ramsey – not present

Industry at Large

Jeff Lanter reported

1. Fast tags are now division wide. The installation was completed in the latter part of 2016. These tags take temperatures every thirty minutes and send a store alert for one degree of variance.
2. Another class I recall for listeria occurred. Kroger currently has a 24-hour response but have now set the goal for a two-hour response.
3. Kroger is going through re-organization offering retirement and "buy out" packages.

Carl Rust reported

1. The public works recycling event served 2605 residents of northern Kentucky.
2. On April 29, 2017, a river walk is scheduled to clean up the river front and we are looking for volunteers.
3. I am currently searching for a recycler that handles food wrap films rather than send them to the land fill.

Dr. Brown reported

1. Flyers and registration forms are at the registration desk for the UK Environmental Seminar. The seminar is sponsored by UK environmental students.

Motion to accept Directors Reports:

Motion- A motion was made to accept the Directors reports as given by Greg Dott.

The motion was seconded by Joel Barrett

Directors reports were accepted as given by majority oral vote.

Parliamentarian-

Heath Stone – no report

COMMITTEE REPORTS

Standing Committees Reporting-

Awards-Chair - Jessica Davenport reported

1. All awards were given this year with the exception of the Bubba award.
2. Thanks to all for submissions.
3. Thank you to Heath Stone for ordering and taking care of the actual awards.

Budget – Jessica Davenport reported-

1. An estimate of registration fees indicates a small amount of increase.
2. The committee is hoping that by having the conference in Bowling Green Western and Murray students may get to attend. Dr. Brown will contact both universities.
3. Discussion on increasing the student registration by \$10.

Exhibits (A)– Chair - Gene Thomas reported

1. All exhibitors getting ready and setting up. The exhibitors will be recognized at the awards luncheon. Exhibitors this year include CDP, Evergreen, EKU, NSF, NEHA, and the Radon Branch.

Legislative (A) – Chair- Tony White reported

1. It appears 115 House bills and 173 Senate bills are currently proposed.
2. The session ends on March 30, 2017

3. The breast-feeding bill and the radon testing at child day care centers are similar to previous proposals that did not pass.
4. Bill 88 addresses pesticide application notification looks like it could impact local health departments.
5. House bill 97 proposes mandatory house inspections before a house is sold in Kentucky. If evaluation of septic systems is included in required assessments this may impact local health department.
6. Senate bill 95 proposes amending 211.350 and requirements for onsite sewage reports.
7. A bill has been proposed to remove the 14 day on one location for food trucks.
8. There is also discussion on food donations and tanning beds.
9. Mr. White asked for assistance in monitoring all the bills and attachments.

Nominations/ Elections (A) Chair- Jessica Davenport reported

1. Margaret Ann has been appointed for the 2018 term
2. Gene Thomas was elected as Vice -President.
3. Re-elections included Scott Nethery, Annhall Norris, Brittany Wells, Carl Rust, and Vonja Grabeel.
4. Dr. Brown accepted appointment as an Industry Director.
5. Dr. Rosale accepted appointment as well.

Program(R)- Chair-Don Jacobs reported

1. Thank you to Kroger for printing the programs.
2. Preparedness training will be presenting at this conference.
3. The committee is looking to add preparedness and epi credits/ CEUs to future programs.
4. Thursday night is the student mixer.
5. No changes to the agenda at this time.
6. Thanks to the program committee for all their assistance.

Publications (A)- Justin Pittman reported

1. The spring newsletter will be coming out soon.

Scholarship (A)- Chair - Sarah Oak reported

1. Jeff Cannady from ECU is the recipient of our scholarship award. He will be receiving a certificate at the awards luncheon. His monetary award was given to him in November 2016.

Silent Auction (A)- Chair – Nathan Powell reported

1. A big thank you to Kroger for submitting UK Vanderbilt game tickets including admission to the Big Blue zone.
2. Several very nice donations including hotel rooms, admission certificates, Churchill Downs, books, and wines. If anyone has anything else bring it on in to the silent auction room.
3. Raffle tickets are available at the registration desk for the iPad.

AD HOC COMMITTEES REPORTING

Administrative and Procedures (A)- Cathy Akins – no report

Interstate Environmental Health Seminar (A)- Vonja Grabeel, Erica Brakefield reported

1. They attended the planning meeting. Laura Strevels and Vonja Grabeel will be going as speakers. Jessica Davenport and Erica Brakefield will also be going.
2. Erica Brakefield will forward the registration materials to members and the website.

Students (A)– Kenny Cole reported

1. In 2016, there were 32 student members, however for this conference there are 56 registered.
2. The committee will be working on contacting and including Western and Murray universities for the next conference.

Website Coordinator (A)– Justin Pittman reported

1. The annual maintenance bill of \$400 was just paid which is still a reasonable amount.

Motion to accept committee reports?

Motion-Motion made to accept committee reports as submitted by Vonja Grabeel

A second to the motion was made by Jay Fillman

Motion passed by majority oral vote.

OLD BUSINESS- NONE

NEW BUSINESS

1. Discussion presented on requirement for appointed Directors to be members. Discussions review the existing requirements set forth in the Constitution and Bylaws. The conclusion was a directive by President -Elect Don Jacobs to the Secretary to draft a letter.
2. Discussions on the legislation concerning notification of officials prior to application and the inclusion of an onsite wastewater system in home inspections.
 - a. Notification prior to pesticides are required to be in person rather than electronic or messaging methods. There are also concerns pertinent to HIPPA regulations as to exact locations of application.
 - b. Two views were presented on the inclusion of onsite inspection anytime a home is sold. First the increased work load for onsite inspectors. Second the clarification of registered sanitarian and soils certification requirements for home inspectors not employed by the health department.
3. Ms. Pamela Hendren presented a request for KYEHA to finance and handle registration for the 2018 FDA Central meeting.

- a. Ms. Hendren presented a registration fee of \$225 and requested three breakfasts, two lunches, and four breaks be included in this registration. Ms. Hendren chose the Brown hotel as the location for the meeting.
- b. Discussion included: 1. KYEHA Officers or Director not involved in location choice; 2. the contract does not seem to benefit the organization; 3. KYEHA would operate registration however since this is not a KYEHA meeting expenses would have to be paid for those conducting registration; 4. There was no line item budget presented (equipment rental, room night requirement and penalty for not meeting the quota, and other possible expenses); 5. Number of attendees estimated on previous year meeting and registration cost; 6. Return or profits on sponsorship of this meeting (expenses estimated from the current Brown hotel website at "low" ranges estimated a loss to KYEHA of \$14, 800) 7. Acknowledgement by the state that KYEHA would absorb any profits (This is a state level initiated meeting and will be replacing the Retail Food Seminar); 8. Questions concerning the intended use of the complimentary one bedroom suite; 9. The current budget does not address any expenditures for this additional meeting.
- c. A motion was made to table this proposal until the May meeting when a budget could be developed and there was more time to discuss meeting factors in depth by Gene Thomas.
 The motion was seconded by Sarah Oak.
 The motion passed by majority of oral vote.

MOTION TO ADJOURN

The time of adjournment was established at the beginning of this meeting for 10:45 am and it was noted the time was currently 10:50am. Meeting was adjourned.

Respectfully submitted by _____ date _____

Accepted by _____ date _____

Name

Title