

KYEHA Board Meeting Minutes
For
November 24, 2020
Hosted through Conference Call due to COVID19 gathering restrictions

This meeting was called to order by President Charlie Ward at 9:00 am.

Those attending the meeting call were as follows:

Erica Brakefield, Leanna Caven, Jessica Davenport, Jay Fillman, Kathy Fowler, Vonja Grabeel, Jeff Lanter, Annhall Norris, Clint Pinion, Justin Pittman, Nathan Powell, Tony Powell, Heath Stone, Charlie Ward, Brittany Wells and Sarah Wilhoite.

President: Charlie Ward reported-

1. The September 15th, 2020 meeting minutes have been sent to the Board for review and needs to be approved.

A motion to accept the minutes of the September meeting was made by Mr. Jay Fillman.

A second to the motion was made by Ms. Vonja Grabeel.

The motion passed by oral majority.

President Elect: Clint Pinion reported-

1. No new information to report.

Vice-President: Brittany Wells reported-

1. No new information to report.

Treasurer: Laura Strevels- not present

1. Mrs. Strevels was unable to attend this meeting but provided the "KYEHA Fiscal Year Recap" Spreadsheet showing our Disbursement and Budgets for the Financial Recap Year to Date between July 2020 and December 2020.

Secretary: Sarah Wilhoite reported-

1. Roll call was taken by oral confirmation over phone at the beginning of the call.
 - a. No proxies were identified
 - b. Fourteen board members were present, quorum was met.
2. Members absent were: Laura Strevels, Joel Barrett, Jackie Cole, Chad Lynch and April Merkel.

3. Minutes of September meeting were sent out via email. One correction for language error was sent by Mr. Jay Fillman via email and error was corrected.

Membership – Leanna Caven reported –

1. Life Member nominations were accepted in October. One nomination was received for Matt Rhodes and submitted by Gene Thomas.
2. Current membership totals for 2020 includes:
 - a. 298 Total Members
 - b. 122 Life Members
 - c. 153 Active Members
 - d. 23 Student Members

Directors Reports-

Region 1 –

Jay Fillman reported-

1. The Local Health Departments that were contacted reported COVID-19 issues continuing to dominate their efforts and energies at this time.
2. Green River District Health Department is advertising for a Health Environmentalist position for Henderson County. Interested candidates may contact Rebecca Logan, Environmental Health Program Manager.
3. Christian County –
 - a. Bluegrass Cavern Popcorn has recently opened a processing facility. The popcorn is organically grown over a cave area/system in Christian County.

Joel Barrett – Not Present

Region 2-

Jessica Davenport reported

1. Local Health Departments are dealing with COVID-19 related issues.
 - a. Barren River District has currently stopped completing COVID-19 tracing.

Region 3-

Kathy Fowler reported –

1. Oldham County-
 - a. Mr. Matt Rhodes was appointed as the new Local Health Department Director of Oldham County.
 - b. A new environmentalist, Ms. Karmen Woods, was hired in Oldham County.

2. North Central District-

- a. Ms. Pam Hendren, previous State Food Safety Branch Manager, was appointed as the new Environmental Health Director.

3. Majority of counties have been inundated with COVID-19 questions and complaints. Due to COVID, Local Health Departments have been behind on regular inspections.

Chad Lynch- Not Present

Region 4-

Vonia Grabeel reported-

1. Local Health Departments are dealing with COVID-19 related issues.
2. No new information to report at this time.

Region 5-

Erica Brakefield reported-

1. The State Food Safety Branch is looking to hire a new branch manager and supervisor for retail food.
2. Environmental Management Branch Facilities Section-
 - a. General Core Training was hosted virtually in October 2020. The Facilities Section hopes to provide the next core training in-person.

Nathan Powell reported-

1. Local Health Departments are behind in their regular inspections due to COVID-19.
2. Lexington-Fayette County-
 - a. Environmentalists have been receiving numerous COVID-19 related complaints on open facilities and restaurant capacity.
 - b. Citations are being issued in tiers.
 - I. First citation is a warning.
 - II. Second citation is a \$25 fine.
 - III. Third citation is a \$50 fine.
 - IV. Fourth citation is a \$100 fine.

Annhall Norris reported-

1. Food Safety Branch-
 - a. Pam Hendren is no longer the Branch Manager. As of November 1st, she is the Environmental Director for the North Central District Health Department.

- b. Sally Dabb is the new Food Manufacturing Supervisor.
 - c. Troy Wilkerson is a new food manufacturing inspector and is located in Mt. Sterling, KY.
 - d. Leslie Cobb is the new RRT Coordinator.
 - e. Virginia Hamilton is the Food Labeling Coordinator.
 - f. Lewis Ramsey left the Branch Manager position with Milk Safety and is now the Home-based Processing and Micro-processing Coordinator.
2. Multiple counties are behind with their regular inspections in all programs due to COVID complaints and contact tracing.

Region 6-

Tony Powell – reported

1. Northern KY District –
 - a. COVID-19 has taken precedence in many counties due to contact tracing and disease investigations. Several environmental employees were called to assist epidemiologist.
 - b. The Local Health Departments have worked to implement the mandates set forth by Governor Andy Beshear.
 - c. While in the midst of COVID-19, Northern KY have been training four new employees.

Region 7-

Jackie Cole – Not Present

Industry at Large

Jeff Lanter reported-

1. Kroger is attempting to deal with COVID-19 related issues in the best way possible as an essential place of business when it comes to contact tracing.
2. Kroger has a new hot holding system where it has an electronic temperature check and transfers that temperature to their database. The thermometer is calibrated every morning.
3. Due to COVID-19 not being a foodborne illness, the Kroger HR department has been tasked by the corporate office to handle contact tracing.

April Merkel – Not Present

A motion was made to accept the Directors reports as written by Mrs. Erica Brakefield.

A second to the motion was made by Mr. Jay Fillman.

The motion passed by oral majority vote.

Parliamentarian- Heath Stone reported-

1. No new information to report at this time.
-

COMMITTEE REPORTS

Standing Committees- (A) is appointed; (R) is required by Constitution, Bylaws, Procedures

Audit- Chair- Charlie Ward

No new information to report at this time.

Awards-Chair – Brittany Wells reported-

1. An email for award nominations was sent out in October to membership and Environmental directors. No nominations have been received as of November 23, 2020. Another email for nominations will be sent to membership and the Environmental Directors on November 30, 2020.

Budget –(R) Charlie Ward/ Clint Pinion

1. No new information to report at this time.
2. Mr. Charlie Ward stated that he will check with Ms. Laura Strevels to see if financials are still up to date.

Exhibits (A)– Chair – Don Jacobs- not present

There was no updates on exhibits at this time.

Legislative (A) – Chair- Joel Barrett – not present

Nominations/ Elections (A) Chair- Brittany Wells

1. Positions available for election in 2021 will be Vice President, Treasurer, Region IV Director, Two Region V Directors, Administrative and Procedures, and Industry at Large. The following is an update on the ballot:
 - a. Vice President- Open
 - b. Treasurer- Vonja Grabeel
 - c. Region IV- Open
 - d. Region V- Nathan Powell and Erica Brakefield agreed to run for their positions again.
 - e. Industry at Large Directors- Jeff Lanter agreed to run for his position again.
 - f. Administrative and Procedures- Open

2. According to the By-Laws, ballots can be sent out as late as December 10th. Ms. Brittany Wells continues working on filling the officer and director positions.

Program (R)- Chair-Clint Pinion reported

1. Mr. Charlie Ward contacted the 2021 KYEHA conference location, Marriott Griffin Gate Hotel in Lexington, KY to discuss extending out the hotel procurement an additional year so that the 2021 conference can be held virtually. If the location agrees upon this request, the contract for the hotel procurement will be to host the KYEHA conference at the Marriott Griffin Gate for 2022, 2023, and 2024. Currently, Mr. Ward is waiting on a response from Marriott Griffin Gate Hotel.
2. Mr. Clint Pinion discussed the plan to host the 2020 conference virtual using a platform like Zoom.
 - a. As of November 24, the program consist of three presentations.
 - I. Food
 - II. Vectors
 - III. Occupational Health and Ergonomics during COVID-19
 - b. Another call for presenters will be sent out. Anyone interested in presenting may reach out to Mr. Pinion.
 - c. Mr. Pinion and Mr. Ward discussed that there would not be a field trip for the 2021 conference due to COVID-19.
 - d. A decision needs to be made on whether the 2021 conference will be hosted on two or three days.
 - e. Mr. Ward explained that a virtual conference would consist of 10 CEU hours.
3. A discussion was held between Mr. Ward, Ms. Erica Brakefield, and Ms. Vonja Grabeel concerning the cost for registration of the conference due to not attending in person. A decision was made that if the conference was to be held virtually then the registration fee would be \$25 for membership plus any technology fees.
 - a. Ms. Brakefield stated that based on the By-laws there would need to be gift provided for the membership fee.
 - I. A discussion was held on what could be provided as a gift and a decision was made that the 10 CEU hours would be the gift.

A motion was made by Ms. Vonja Grabeel to support the 2021 KYEHA Virtual Conference registration fee of \$25 for membership plus any additional technological cost.

Ms. Erica Brakefield made a second to the motion.

Motion was passed by majority oral vote.

Publications (A)– Justin Pittman reported-

There was no updates on publications at this time.

Scholarship (A)– Chair -Brittany Wells reported

1. There were seven applications received from the following schools: UK, EKU, Western, and Louisville. The Scholarship committee this year included Laura Strevels, Charlie Ward, Tony Powell, and Brittany Wells. This year's winner is Hannah Darnell. She is completing her bachelor's degree in Environmental Health Science at Eastern Kentucky University. She has a GPA of 3.71 and is heavily involved. Her future plans involve being part of disease control and possibly working for the CDC. Ms. Wells noted that she will contact Ms. Strevels in near future to get a check for the scholarship recipient and will also be sending out the letter to all applicants to let them know the results.

Silent Auction (A)- Chair – Nathan Powell reported

1. There is concern on how to host the silent auction virtually. Mr. Powell asked if anyone had any ideas on how to approach this.
 - a. Ms. Jessica Davenport led a discussion concerning shipping costs of various won items via mail.
 - b. Ms. Kathy Fowler provided an idea of changing the silent action to a "Go Fund Me" donation.
 - I. Mr. Ward proposed the idea of combining a raffle with the Go Fund Me by setting a limit of one ticket per \$5.00 donation.
 - II. The winning prize for the raffle would be a gift card.

A motion was made to accept the Standing Committee Reports by Ms. Annhall Norris.

A second to the motion was made by Mr. Jay Fillman.

The motion passed by oral majority vote.

AD HOC COMMITTEES

Interstate Environmental Health Seminar (A)- Vonja Grabeel reported

1. The Interstate Environmental Health Seminar was held on October 13, 2020. It was held via WebX and Facebook Live Streaming
2. Approximately 600 persons attended or viewed during the day. 164 attendees were seeking CEU's and of those, 42 were from Kentucky. This means 25% of attendees were from KY.

Students (A)– Clint Pinion reported

1. There is estimated to be 8 students to graduate Fall 2020 from Eastern Kentucky University.
2. Eastern Kentucky University is hosting an ice challenge to raise \$250 to help a local student food bank.

Website Coordinator (A)– Justin Pittman reported-

1. KYEHA meeting minutes are being uploaded once they are approved by the board and sent out by Ms. Sarah Wilhoite.
2. Once the KYEHA Conference is confirmed to be virtual, additional information can be put on the website.

A motion was made to accept AD HOC Committee Reports by Ms. Vonja Grabeel.

A second to the motion was made by Mr. Tony Powell.

The motion passed by oral majority vote.

OLD BUSINESS

None

NEW BUSINESS

1. Ms. Leanna Caven stated that one nomination for life membership was received for Mr. Matt Rhodes. Mr. Rhodes does qualify for life membership.

A motion was made by Ms. Vonja Grabeel to accept Mr. Matt Rhodes nomination for life membership.

A second to the motion was made by Mrs. Brittany Wells.

Motion was passed by majority oral vote.

A motion was made to accept New Business by Ms. Jessica Davenport.

A second to the motion was made by Ms. Annhall Norris

The motion passed by oral majority vote.

MOTION TO ADJOURN

Ms. Erica Brakefield made a motion to adjourn this meeting.
Ms. Jessica Davenport made a second to the motion.
Motion passed by majority oral vote.

Respectfully submitted by Sarah J. Wilhite Date 2/22/2021
Accepted by [Signature] Name KYRA PRINCE Title President Date 2/25/21

