

**KYEHA Board Meeting Minutes**  
**For**  
**September 15, 2020**  
Hosted through Conference Call due to COVID19 gathering restrictions

This meeting was called to order by President Charlie Ward at 10:30 am.

Those attending the meeting call were as follows:

Charlie Ward, Clint Pinion, Brittany Wells, Jay Fillman, Jessica Davenport, Chad Lynch, Kathy Fowler, Vonja Grabeel, Annhall Norris, Nathan Powell, Erica Brakefield, Tony Powell, Leanna Caven, Sarah Wilhoite .

**President:** Charlie Ward reported-

1. The June 17<sup>th</sup>, 2020 meeting minutes have been sent to the Board for review and needs to be approved.

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

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

The motion passed by oral majority.

2. The method of attendance for the Kentucky Environmental Health Association 2021 Conference scheduled to be hosted at the Marriott Griffin Gate Hotel in Lexington, Kentucky needs to be discussed due to potential COVID-19 restrictions of in-person attendees.
  - a) Mr. Ward will be contacting the Marriott Griffin Gate Hotel to identify a solution if there were to be a virtual or webinar based conference.
  - b) The Kentucky Food Safety Branch Manager, Pam Hendren, has contacted the Association to inquire about incorporating more Food safety into the conference program.

**President Elect:** Clint Pinion reported-

1. No new information to report.
2. Mr. Charlie Ward and Mr. Clint Pinion have been discussing what needs to be done if the Association is resorted to preparing a virtual or webinar based conference.
  - a) It was discussed that two plans were in the process of being created. One plan would focus on an in-person conference with split groups. The second plan would focus on a virtual conference.

**Vice-President:** Brittany Wells reported-

1. Ms. Brittany Wells stated that she will be sending out an email to members asking for nominations for KYEHA awards in late September/early October.
2. Nominations and Elections for Executive Board Members will be in progress and suggestions for potential candidates will be open.
  - a) Positions available will be Vice President, Treasurer, Industry at Large, Administrative and Procedures.

3. Information regarding scholarship applicants for the Judy Truman Scholarship will be sent out to Kentucky Universities starting the week of 9/14/2020.

**Treasurer:** Laura Strevels- not present

1. Mrs. Laura Strevels was unable to attend due to prior commitments but provided the "KYEHA Fiscal Year Recap" Spreadsheet showing our Disbursement and Budgets for the Financial Recap Year to Date between July 2019 and June 2020.
2. Mr. Charlie Ward noted that he can provide a copy of Ms. Strevels financial report if needed.

**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, April Merkel and Jeff Lanter.
3. Minutes of June's meeting were sent out and no corrections were received via email.

**Membership – Chair-** Leanna Caven reported –

1. The membership committee will send out life member nominations information in October.
2. Current membership totals for 2020:
  - a) 298 Total Members
  - b) 123 Life Members
  - c) 152 Active Members
  - d) 23 Student Members
3. Detailed report of members:
  - a) Out of State: Life-7, Member-5
  - b) Region 1: Life-11, Member-11
  - c) Region 2: Life-17, Member-5
  - d) Region 3: Life-27, Member-31
  - e) Region 4: Life-11, Member 15
  - f) Region 5: Life-26, Member-49, Student-23
  - g) Region 6: Life-15, Member-17
  - h) Region 7: Life-7, Member-19

## **Directors Reports-**

### **Region 1 –**

Jay Fillman reported-

1. Local Health Departments are mainly dealing with COVID-19 related issues relating to the mandates set forth by Governor Andy Beshear.
  - a. Catholic Schools have reopened for session five days per week and there has not been any reported major issues.
2. Christian County –
  - a. Oak Grove Race Track and Casino will open Friday, September 18<sup>th</sup>, 2020.
    - i. A large influence on the community is expected once restrictions are lifted.

Joel Barrett – Not Present

### **Region 2-**

Jessica Davenport reported

1. Local Health Departments are dealing with COVID-19 related issues.
  - a. Several schools systems have reopened.
    - i. Numbers of COVID-19 cases are still relatively low.
  - b. Mrs. Davenport stated that the Allen County Detention Center had a new COVID-19 outbreak where 22 people in jail have contracted COVID-19. Currently waiting for new updates and information.

Vacant

### **Region 3-**

Kathy Fowler reported –

1. Local Health Departments are dealing with COVID-19 related issues.
  - a. There have been clusters of cases in daycares.
  - b. Schools have started session.
  - c. Catholic schools have started session.
  - d. There has been reports of ball teams having positive cases, but sports activities are still occurring.
  - e. The Local Health Department is hopeful to have compliance with school facilities to keep schools open.
2. Environmental has slowed down.
  - a. Regular inspections are due.

- b. A discussion was held regarding if other counties will be completing routine school inspections. Ms. Fowler expressed her concerns of bringing COVID-19 into or out of a school facility.
  - I. Mr. Chad Lynch noted that their LHD answers all complaints received but some of the regular inspections have been delayed due to COVID-19.

3. Mr. Ward stated that Oldham County Health Department has hired a new environmentalist.

Chad Lynch reported-

1. All issues have been COVID-19 related.
2. Almost all schools have started the new school year around the same time.
  - a. Jefferson County-
    - I. Some private schools and catholic schools have been in session.
    - II. There has been between 80-83 reported COVID-19 cases with students and staff as of September 14<sup>th</sup>, 2020.
3. Mr. Lynch had asked if there was a new Environmental Health Director hired at North Central District Health Department.
  - a. Ms. Kathy Fowler answered that she was informed that the position has not been filled.

vacant

**Region 4-**

Vonia Grabeel – No Report

**Region 5-**

Erica Brakefield reported-

1. No new information regarding re-scheduling of Core I and Core II dates.
  - a. Around 15 new LHD Environmentalists are expected to attend the Fall 2020 session.
2. The Environmental Management Branch – Facility Section has been on multiple calls working with Kentucky Department of Education (KDE).
  - a. Any misinformation received by KDE about the Environmental Management Branch can be addressed by Ms. Brakefield.

Nathan Powell reported-

1. Lexington-
  - a. School Inspections have been delayed.
  - b. Restaurant inspections are being focused on at the moment.
  - c. COVID-19 cases are being reported into Kentucky Ready-Op.
  - d. Pool inspections are trying to be completed. Many pool facilities have closed due to not being able to maintain restrictions.
  - e. Complaints are being answered.

- f. Environmental Inspectors are working from home.
- g. The Lexington – Fayette County Local Health Department is working with local COVID-19 testing services such as Walgreens.

Annhall Norris- no report

#### **Region 6-**

Tony Powell – reported

- 1. Food Inspections –
  - a. Food service inspections have been in progress since April, 2020.
  - b. New protocols have been placed to call ahead for scheduled inspections to ensure the safety of the facilities staff and the health department’s staff.
  - c. Confirmations for inspection are sent out to facilities with Healthy at Work information, requirements for businesses, and minimum requirements.
  - d. The health department is advising facilities to contact them if anyone may be sick.
  - e. Temporary inspections are being completed on weekends.
- 2. Hotel/Motel Inspections –
  - a. One inspector will enter a facility.
- 3. Mobile Home Communities –
  - a. Several environmentalist were assigned inspections in March, 2020.
- 4. School Inspections –
  - a. Started school inspections in August, 2020.
  - b. Called the facilities ahead of time to schedule inspection and trying to complete them before September 28<sup>th</sup>, 2020.
- 5. The health department is not completing long term care facilities’ food inspections at this time.
- 6. Onsite Inspections are continuing –
  - a. Paperwork is exchanged outside of the building.
- 7. Private water is being tested if there is an outdoor spigot.
- 8. The Lead program is continuing but cases are low.

#### **Region 7-**

Jackie Cole – Not Present

#### **Industry at Large**

Jeff Lanter – Not Present

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.

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**Parliamentarian-** Heath Stone – Not Present

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## **COMMITTEE REPORTS**

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

**Audit-** Chair- Charlie Ward

No information was provided at this time.

**Awards-Chair –** Brittany Wells reported-

1. An email for nominations will be sent out in late September/early October.

**Budget –(R)** Charlie Ward/ Clint Pinion

1. Mr. Charlie Ward noted that he can provide a copy of Ms. Strevels financial report if needed. (See Treasures reports above)

**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. Nominations and Elections for Executive Board Members will be in progress and suggestions for potential candidates will be open.
2. Positions available will be Vice President, Treasurer, Industry at Large, Administrative and Procedures.

**Program (R)- Chair-**Clint Pinion reported

1. There will be an email sent out to Registered Sanitarians in efforts to get speakers for the program. Any suggestions for speakers is welcomed.

**Publications (A)– Justin Pittman-** Not present

There was no updates on publications at this time.

**Scholarship (A)**– Chair -Brittany Wells reported

1. Information regarding scholarship applicants for the Judy Truman Scholarship will be sent out to Kentucky Universities starting the week of 9/14/2020.

**Silent Auction (A)**- Chair – Nathan Powell reported

1. There is concern for businesses not donating to the silent auction because businesses are afraid of not being open in the future. Any suggestions on how to pursue this is helpful.

**AD HOC COMMITTEES**

**Interstate Environmental Health Seminar (A)**- Vonja Grabeel reported

1. The Interstate Environmental Health Seminar will be on October 13<sup>th</sup>, 2020 and the one day conference will be hosted virtually or in person in Tennessee.
  - a. The conference will be offering a FDA round table and COVID-19 round table.
  - b. Speakers from Tennessee will be talking about outbreaks they were recently involved in.
  - c. If a person is wanting to attend, Mr. Eric Coffey needs to be contacted and informed of attendance to ensure the technology is available.
  - d. Kentucky has two speakers currently: Rebecca Gillis on the COVID-19 round table and a Professor from ECU to provide a school's perspective.

**Students (A)**– Clint Pinion reported

1. A big student group is expected to attend the 2021 KYEHA Conference.
2. Eastern Kentucky University is still planning on having their annual symposium but it will most likely be virtual.

**Website Coordinator (A)**– Justin Pittman,

No information was provided at this time.

**OLD BUSINESS**

None

**NEW BUSINESS**

1. Ms. Vonja Grabeel had contacted Ms. Laura Strevels to request donating \$500 to IEHS in efforts to support their endeavors in providing a virtual 2020 Conference.

A motion was made by Ms. Vonja Grabeel that KYEHA assist Tennessee in providing the IEHS Conference virtually through a \$500 donation. This donation would be given to support TN in the purchase of technology that will be needed to host the Conference online.

A second to the motion was made by Mrs. Erica Brakefield.

Motion was passed by majority oral vote.

**MOTION TO ADJOURN**

Mr. Jay Fillman 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 Suzanne J. Wilkshire Secretary Date 1/7/2021  
Accepted by [Signature] Name Title Date 1/6/21