

KYEHA Board Meeting Minutes

For

October 13th, 2021

Hosted through Conference Call

This meeting was called to order by President Dr. Clint Pinion at 9am EDT.

Those attending the meeting call were as follows:

Erica Brakefield, Leanna Caven, Jessica Davenport, Jay Fillman, Vonja Grabeel, Annhall Norris, Clint Pinion, Justin Pittman, Nathan Powell, Tony Powell, Brittany Wells and Sarah Wilhoite.

President: Dr. Clint Pinion reported-

1. The May 13, 2021 meeting minutes were sent to the Board for review on July 28, 2021 and needs to be approved.

A motion to accept the minutes of the May 13, 2021 meeting was made by Ms. Vonja Grabeel.

A second motion was made by Mr. Jay Fillman.

The motion passed by oral majority.

2. Dr. Pinion and Ms. Brittany Wells held a phone conversation to discuss the program for the 2022 KYEHA Conference. Dr. Pinion will be contacting the Marriott Griffin Gate Hotel to schedule a visit in November in order to finalize details for the conference.

President Elect: Brittany Wells reported-

1. Northern Kentucky District is hiring a Registered Environmental Health Specialist to work within the onsite program for their district.
2. No new information to report. More information will be reported within the Planning Committee reports.

Vice-President: Nathan Powell- Not Present during directors reports

Treasurer: Vonja Grabeel reported-

1. A budget report will be sent out via email to the board.
 - a. General Check Fund: \$17,236.84
 - b. Base Account: \$317
 - c. Checking Account: \$990.80

- d. Revenue Account: \$15,509.27
 - e. Scholarship Account: 3,749.12
 - f. CD 33: 10,900
 - g. CD 34: 10,943.80
2. The association did not spend much of its budget in 2020/2021 due to the COVID-19 pandemic. KYEHA funds were used for regular activities like website editing and the scholarship award. A total of \$2,874 was used.
 3. Revenue from 2021 KYEHA Conference was collected through membership fees. The total collected was \$4,700.
 4. IEHS will be hosting their 2021 conference virtual. Unless the KYEHA president would like to attend the conference in person, there will be no money from the KYEHA budget allocated for in person attendance to IEHS.

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. Twelve KYEHA members were present, quorum was met.
2. Board members absent were: Chad Lynch, Kathy Fowler, Jackie Cole, Jeff Lanter, and April Merkel.
3. Ms. Wilhoite sent out an email on July 12, 2021 explaining that she was missing reports due to her absence of the May 13th meeting. Ms. Wilhoite asked members to please send any information they might have to help complete the minutes. Replied emails from Clint Pinion, Annhall Norris, Tony Powell, Vonja Grabeel and Brittany Wells were received. The May 13, 2021 meeting minutes were sent out via email on July 28, 2021. No corrections were received.

Membership: Leanna Caven reported-

1. The Kentucky Environmental Health Association has a total of 326 members.
 - a. 180 Active Members
 - b. 23 Students Members
 - c. 123 Life Members
2. Information for life membership nominations will be sent out to KYEHA members via email. The nominations will be due by the end of November.

Motion to accept Officers reports:

A motion to accept Officers reports as written was made by Ms. Erica Brakefield.

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

Motion passed by oral majority vote.

Directors Reports-

Region 1 –

Jay Fillman reported-

1. Green River District Health Department (GRDHD)
 - a. Festivals and Events are being promoted within the communities again.
 - b. COVID-19 issues still dominate their activities.
2. Hopkins County
 - a. Their environmentalist have added on two additional tasks. One Environmentalist delivers groceries to home bound COVID-19 patients. One Environmentalist is delivering COVID-19 vaccine supplies to the schools for their school health program. The same Environmentalist will return to the school to pick up unused or outdated vaccines.
3. Purchase District Health Department
 - a. Vaccination Clinics have been arranged to provide vaccines directly to restaurant workers onsite at the facilities.
 - b. On July 21st, 2021 the Cryogenics plant in Paducah, Ky had a massive explosion. The facility is still closed.

Region 2-

Jessica Davenport reported-

1. Barren River District Health Department (BRDHD) has one new environmentalist in Christian County.
2. The community is returning back to semi-normal operations while dealing with COVID-19.

Region 3-

Kathy Fowler- Not Present

Chad Lynch- Not Present

Region 4-

Vacant

Region 5-

Erica Brakefield reported-

1. No information to report for region 5 at this time.
2. A discussion was held between Ms. Brakefield and Mr. Charlie Ward. Mr. Ward stated that he is willing to help with the 2022 conference in any way he can.
3. Questions have been received asking if the 2022 conference will be in person. Dr. Pinion explained that the conference is required to be in person unless there are new mandates ordered by the governor.

Annhall Norris- No report

Region 6-

Tony Powell reported-

1. Northern Kentucky District has been receiving declining COVID-19 numbers over the last three weeks.
2. No new information to report.

Vacant

Region 7-

Jackie Cole- Not Present

Industry at Large

Jeff Lanter – Not Present

April Merkel- Not Present

Vacant-

Motion to accept Directors Reports:

A motion was made to accept the Directors reports as written by Ms. Jessica Davenport.

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

The motion passed by oral majority vote.

Parliamentarian-

Heath Stone- Not Present

COMMITTEE REPORTS

Standing Committees-

Audit- Chair- Brittany Wells- No report

1. Dr. Pinion stated that a meeting will be scheduled with the budget and audit committee.

Awards-Chair – Nathan Powell reported-

1. Ms. Brittany Wells provided Mr. Powell with information needed for awards. Mr. Powell will be working on awards within the following weeks.

Budget –(R) Clint Pinion reported-

1. No additional information than what Ms. Grabeel provided within the directors reports.

Exhibits (A)– Chair – Don Jacobs- Don Jacobs is no longer within the exhibits chair. Ms. Wilhoite will be contacting Nathan Powell to confirm if he will be lead of the exhibits chair.

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

Nominations/ Elections (A) Chair- Nathan Powell reported-

1. Ms. Brittany Wells provided Mr. Powell with information needed for nominations/elections. Mr. Powell will be working on awards within the following weeks.

Program(R)- Chair-Brittany Wells reported-

1. Currently there are 12 speakers committed for the KYEHA program. The program needs 6 more speakers to create a full agenda. Ms. Wells asked the board to please think of any speakers that might be available for the conference and send any information to her.
2. Ms. Wells is attempting to book a field trip with Alltec Distillery in Lexington, KY.

Publications (A)– Justin Pittman – Not present while doing Standing Committee reports.

Scholarship (A)– Chair – Brittany Wells reported-

1. Information for the KYEHA scholarship has been provided to different KY college contacts. One application submission was received. Applicants have until the November 31st, 2021 to submit for the KYEHA scholarship

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

1. Very little participation in donations for the silent auction has occurred. Not many businesses are giving away anything this year due to COVID-19. Mr. Powell stated that he is still waiting on responses.

AD HOC COMMITTEES

Administrative and Procedures (A)- Tony Powell- No report

Hotel Procurement – (R) Dr. Clint Pinion- No Report

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

1. IEHS will be hosted virtually on October 28 and 29, 2021. Ms. Grabeel sent information for IEHS registration to the KYEHA board via email.

Students (A)– Dr. Clint Pinion- No Report

Website Coordinator (A)– Justin Pittman reported-

1. Conference Information for registration needs to be added to the website.
2. The 2020 version of the student scholarship application is available through the website. Mr. Pittman stated he can update the application if it needs to be updated.
3. Previous KYEHA meeting minutes need to be added to the website. Ms. Wilhoite will be sending Mr. Pittman the signed meeting minutes for 9/15/2020, 11/24/2020, 2/8/2021 and 5/13/2021.

Motion to accept committee reports

A motion was made to accept AD HOC Committee Reports by Mr. Nathan Powell.

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

The motion passed by oral majority vote.

OLD BUSINESS

1. **No Report was made.**

NEW BUSINESS

1. Ms. Vonja Grabeel stated within the directors reports that IEHS has been approved for 8.5 CEU credits for attendance. The first day of the conference will provide 6 CEU's and the second day will provide 2.5 CEU's. Registration for IEHS is \$40 and the conference will be provided virtually.
2. Ms. Leanna Caven started a discussion to determine when the KYEHA board should vote on the KYEHA registration fee. Mr. Pittman stated that the board should vote on it within this meeting in order to upload registration information to the website by November 2021. A discussion was held to determine the cost of registration. Members of the board agreed that the registration fee should not be raised if possible.
 - a. It was determined that the registration fee would be based on cost of food for the conference. Dr. Pinion stated that he would be contacting the Griffin Gate Marriott for additional information on pricings. Pricing of the registration fee will confirmed once this information is collected.
 - b. Dr. Pinion will schedule a meeting with the KYEHA board for the first week of November to further discuss the registration fee price. As of 11/13/2021, the registration fee will be priced at \$100 but changes might occur in the future.

A motion was made by Ms. Erica Brakefield to set the regulation fee at \$100, determine any additional costs, and revise the cost within the next 15 days. Life membership fees will be priced at the cost of registration price minus \$25. Student fee will be dependent on food cost.

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

The motion passed by oral majority vote.

MOTION TO ADJOURN

A motion made to adjourn this Board meeting by Ms. Vonja Grabeel.

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

Motion was passed by majority vote.

Respectfully submitted by _____ date _____

Accepted by _____ date _____

Name

Title