

NEW HAMPSHIRE HEALTH OFFICERS ASSOCIATION

EXECUTIVE BOARD MEETING

JANUARY 10, 2013

Meeting commenced at 9:10 am – Local Government Center, Concord, NH

Attendance: Judy Jervis-President, Cec Curran-Vice President, Brian Lockard-Treasurer, Arthur Capello, Chuck Stata, Wayne Whitford, Don Bent, Dennise Horrocks

Absent: Bill Oleksak, Bev Drouin-HOL

Guests: Heidi Peek-HO Nashua, Kim McNamara-HO Portsmouth

MINUTES: Minutes of Dec. 13, 2012 accepted as written; Cec made the motion, seconded by Brian—all in favor; abstained by Chuck, Arthur and Dennise

TREASURER'S REPORT: Brian reported the signatures and paper work has been completed with Citizens Bank for the change of board members. The 2 CD's that had come to term were placed into 2 separate accounts. One \$5000 was placed into a 15 month CD and the other \$5000 was placed into a money market account. Balance in the checking is \$10,003.32.

Walter Perry of Cornerstone sent a bill for services rendered to date. It was not itemized. We will ask for an itemized bill next time if it is not itemized or in a quickbooks form.

NEW BUSINESS:

Dues and workshop charges—Should they be increased? Discussion followed. Decision to increase dues for the 2014 year, to be announced at the May workshop so members can plan for that year's budget. Arthur made a motion to increase the dues from \$25 to \$35. Dennise seconded the motion. All in favor; the motion passed to increase the dues to \$35 for the 2014 year. Arthur made a motion to increase the workshop/conference fee from \$35 to \$45. Dennise seconded. All in favor; the motion passed to increase the member workshop/conference fee to \$45. This fee will be started for the May 2013 workshop. The walkin fee for the workshop/conference was discussed as to the issue of including a membership if one was not a member and to increase the cost. Arthur made a motion to increase the walkin cost to \$60 with no membership attached. Dennise seconded. All in favor; motion passed to have the walkin cost of \$60. ((PLEASE not we will need to review this at the next meeting. I have looked at the past announcements. There is no walkin charge. It is a member and non-member fee schedule with the non-member fee including the membership))

NEHA Membership—Our sustaining membership with NEHA is due for renewal. Discussion followed as to stay with the membership. We had joined to enable HOA members to take advantage of the on-line e-learning program. For the past 3 years no one has taken advantage of this opportunity. The membership is \$425 for 5 members at a time to be signed on for the e-learning and 3 journals; as well as any other benefits from NEHA. Arthur made a motion not to renew the membership at this time.

Dennise seconded the motion. All were in favor of not renewing the NEHA sustaining membership at this time. We will discuss this change at the workshop in May.

Workshop-Conference May 16, 2013—Workshop topics to look into include; Elderly & Adult Services; USDA Rural Development; FEMA-Center For Domestic Preparedness Environmental Health Program, Flood Mapping-is there a State liaison to FEMA on flood mapping; Housing and occupancy permits; Dragon Mosquito—Sarah McGregor, 734-4144. Judy will ask Bev if she has any contacts for any of the above topics.

Committees-- NH PHA—Judy keeps contact with Jeanie Holt, pres. She will contact her to see if they are continuing with their legislative group. NH PHA is looking for a HOA member to be on their committee. Kim maybe interested in this committee.

Arboviral—Dennise and Brian. There is no information at this time.

Nuisance—Judy, Chuck, Don. There is no information at this time. DHHS is looking to contract with someone to review.

Emergency Preparedness—Rodney Bascom is our rep on the committee. Judy will email him for an update.

Legislation—Judy will ask Bev to get the bill list from Kate Frye to send out to the HOA. Judy will check with Wayne to see who the building officials use for their lobbyist. Judy thought the charge was quite expensive, more so than Nancy Johnson who had given a proposal to the HOA in the past. Wayne suggested we try to contact Steve Cunningham. No one has heard from him and Wayne thinks the email address is no longer valid. Judy and Dennise have looked at the LSR listing. There appears to be 12-15 possible issues for HO. Heidi said she is unable to work on leg. Issues.

There is a bedbug bill draft out. Phil has made some suggestions. There is a committee that is meeting at this time to review. Kristin Shaw of Portsmouth is attending and will send out any info she has.

Judy will fwd everyone the newsletter from the NH Municipal Assoc. The newsletter has a list of the LSRs.

Goals for 2013—

Webinar—with Bev

Review By-laws—add the HO manual review?

Membership Drive

Health Officer Manual Review

Health Officer Manual—Discussion followed of who should be involved in the review—DHHS, Health Officers, Health Officer Liaison. Who did the manual originally? The last revision was done by DHHS- Mike Dumond, Bureau Chief. He asked the HOA for input on 2 sections. Kim asked how the statement of the regionalization issue got in the manual. Judy said that was through Neil Twitchell and Mike Dumond. Heidi and Kim expressed interest in working on the review of the manual. The manual needs to be “Best Practices”, a working / living document. The board discussed reviewing the manual ourselves and presenting to DHHS. ((Note—I looked at the old manuals again. DHHS seems to be the originator of the manual. The HOA members reviewed all sections of the manual and gave input and suggestions for revisions on all sections.))

New Board Member Seats—Heidi expressed an interest to be a board member; as did Kim. They would like to help promote the HOA and professional leadership to HO.

Brian asked if we needed to go to the assoc. first, before adding members. Judy said no we can vote in members as we see the need. By-Laws state we can have as many members as, but no less than 5. Brian made a motion to open 2 seats on the board and extend the open positions to Heidi and Kim. Dennise seconded the motion. All in favor of the motion for Heidi and Kim to be board members. ((NOTE- procedure by-laws—Kim and Heidi appointed members until the fall annual meeting. At that time the seats are open to all for appointment by assoc. nomination—Heidi and Kim can be re-nominated by themselves or others or others can be nominated or the seats can go empty)). Thank you Kim and Heidi.

Meeting dates for February: 14th, 19th or 21st. Judy will check with LGC and notify everyone.

We all agreed to review the HO Manual for the next meeting and be prepared for discussion of.

No other business was presented.

Meeting adjourned at 11:20 am

Submitted by;

Judy Jervis, president