

**New Hampshire Health Officers' Association**

**Executive Board Meeting**

**MINUTES**

**20 July 2016**

**Action Items in RED**

**MEETING:** The meeting was called to order at 12:15 pm at New Hampshire Municipal Association, Concord, NH

**ATTENDANCE:** Courtney Bogaert; Arthur Capello, president; Dennise Horrocks; Judy Jervis, ex-officio; Brian Lockard, treasurer; Jess Morton, HOL; Dennis Roseberry; Wayne Whitford, vice-president

**MINUTES:** The minutes of the 14 June 2016 meeting were approved with one change to the month for the next meeting.

**TREASURER'S REPORT:** There is \$15,946.83 in the checking account, 5041.98 in CD (which matures in October), 5392.36 in money market. Brian has reached out to Citizens Bank for options for the NHHOA on CDs/money markets, etc...

**COMMITTEE REPORTS:**

**Arboviral** – There is a webinar on Zika scheduled for 7/27 – Practical Approaches to Zika Virus. There has been a positive test for WNV in Vermont, but nothing in NH yet.

**Legislation/NHPHA** – no update – Jessica mentioned that she will be working with Marie Mulroy from the NHPHA to bring together key stakeholders to look at the Minimum Housing Standards (RSA 48-A:14) in August or September. Courtney will be on the committee representing the NHHOA. There will be other health officers and code officials on the committee. Judy recommended looking at the NEHA housing standards. She also suggested the NHMA Code Enforcement book.

**Emergency Preparedness** – no update

**Bed Bug Action Committee** – Judy mentioned that the BBAC would be meeting again on September 7 from 9:30 to 11:30 at the Manchester Health Department.

**HOL UPDATE**

- **Manual** – Jessica mentioned that she is working on updates to the manual. The Arboviral section will hopefully be updated soon. She was thinking that a directory of people who be a first priority since she gets a lot of calls just trying to find out who the

right person is to speak with either at the State or otherwise. **Jessica will try and get a draft of the directory for the next meeting.**

- **Regional Meetings** - Jessica mentioned that she is looking for places in the north country to have this meeting. She asked the board if they would be willing to pay for food if she wasn't able to accommodate that cost. The board agreed based on previous discussions with the HOL on these type of trainings. Jessica will keep the board informed if this is necessary. Judy mentioned that Phil has a number of presentations/trainings that he did for health officers in the past. **Jessica will follow up with Phil to get a copy of his introduction to a health officer training.**
- **Webinars** – No further update on this, but Jess will look into this – suggestion was for one on enforcement/legal – reach out to Christine and/or Phil for this training.

#### **BUSINESS:**

- **FALL WORKSHOP:** Arthur reserved the NH Municipal Association for Tuesday, October 18 from 8:30-4:00, we also reserved the room across the hallway from the large room for possible exhibitors. Courtney and Jessica looked at the room we could possibly have 8 vendors. Possible vendors would include: Atlantic Pest, DES (Beaches, Drinking Water, Air Resources, Septic), DHHS (childcare, infectious disease, lead, WISDOM, climate change), and NH Legal Aid...other suggestions? We discussed the following for sessions: septic systems, review minimum housing standards, administrative warrant with a judge, dos and don'ts of legal, David Ropeik "how risky is it really?". The outcome was to have Christine speak on legal issues for either the whole morning or the whole afternoon. Arthur confirmed during the meeting that Christine is available that day. The other portion of the meeting would be enforcement of the minimum housing standards with Phil Alexakos. **Jessica is going to follow up with Phil** to see if he is available. Arthur is looking into the cost to buy attendees a taser/personal alarm.
- **Website** – who should be the contact on the new website – have email go to President and VP (Arthur and Wayne). **Jessica will provide this to Nancy.**
- **Taxes** – Nancy told Jessica she hasn't been able to do them since our login doesn't work. Can we create a new log in? **Jessica will ask.** If not, someone should follow up with the IRS.

Meeting adjourned at 2:30pm.

**Next meeting- August 17 2016 from 11-2 at NHMA – lunch will be provided**