



New Hampshire Health Officers Association

Executive Board Meeting Minutes

Tuesday December 11, 2018

I. Call to order

President Arthur Capello called the meeting to order at 12:05PM at the Red Blazer Restaurant, Concord, NH.

II. Attendance

Arthur Capello, President
Wayne Whitford, Vice President
Brian Lockard, Treasurer
Dennise Horrocks, Secretary
Rene Beaudoin
James Murray
Ron Beard
Ron Eisenhart
Shawn Riley
Matt Cahillane, HOL
Nancy Kilbride, Events Your Way
Absent:
Heidi Peek
Dennis Roseberry

III. Approval of minutes from last meeting

The minutes of the October 17, 2018 meeting were approved. (There is no November meeting due to the NH HOA Fall Workshop)

IV. Introduction of New Board Members

General introduction of all board members and welcoming of new members, Ron Beard- Lincoln, Ron Eisenhart- Allenstown and Shawn Riley- Laconia.

V. Treasurer's Report

Brian and Nancy reported

- a) Checking and Money Market Account totals through 11/30/18 is \$19,855.46, with 3 payments still pending from the Fall workshop. Nancy will follow-up with those if not received soon. Hart's Turkey Farm has not billed us yet, Nancy will follow-up with them.
- b) Arthur would like to know where we were at financially last year at this time. Brian said he would get back to us with that info.
- c) The board voted to accept the treasurer's report.

VI. Update on Annual Fall Meeting & Workshop

- a) The board reviewed the survey results for the workshop. Overall, it was successful with positive comments on speakers, topics, food and exhibitors.
- b) Discussion regarding ideas for Fall workshop gifts. Clothing or hats were suggested. Nancy can get info together for styles and prices and send to board.
- c) Matt will send Nancy an up-to-date mailing list for Health Officers and Deputies.

VII. Health Officer Liaison Updates

- a) Matt reported on the importance of the Health Officer Manual and keeping it as current as possible. The manual has 48 chapters on various topics, and the current chapters being reviewed are bed bugs- tenant/ landlord responsibilities; septic systems and the role of the Health Officer; new chapters on pools/ spas that reflect the role of the Health Officer in working with the State pool/ spa inspector Tim Wilson; social services/ neglect for children or adults and reporting. The latter was suggested as a topic for the Spring workshop, and bring in a speaker from NH DHHS, and Christine Filmore for legal issues. We will also include reference to the Health Officer manual in our 2019 membership letter.
- b) Addiction Center email update. This organization emailed the board regarding putting their information on the NHHOA website as a resource. Matt did some checking on this organization and felt there was not enough information on who they represented (private group) and they did not list a board of directors for the organization. He will look for a one-stop resource for addiction. Public health networks can take on the role for substance misuse information and training.
- c) There is currently 5-10% vacancy or term expiration rate for Health Officers. Matt recommends to towns that have difficulty finding an individual to fill this position to reach out to nearby towns for possible interest from their Health Officers to accept the position.
- d) Policy Committee. There are currently no policies yet to oppose or favor. He suggests we look at an update to RSA 128, Appointment of Health Officer for changes in the

following year. This follows up past discussion about NH residency for Health Officers.

- e) No arboviral activity as yet. The arboviral illness task force meets in January 2019 for the end of the year (season) meeting.

VIII. New business

- a) Nancy reports that she will be emailing the membership applications in early January 2019. A prior email contained the draft membership letter, and Matt will provide a paragraph on the importance of the Health Officer manual as a resource, which will be included in the letter. Membership over the past few years is as follows: 2018= 201, 2017= 199, 2016= 193.
- b) Ron Eisenhart would like training to be a topic for the January agenda. Discussion took place regarding the training calendar on the NHHOA website; the possibility of videotaping workshops; the NHMA webinar- role of the Health Officer. There is an NHMA webinar in February 2019 on outdoor wood fired burners and open burning if anyone is interested in speaking on it. This is in reference to RSA 147.
- c) The next proposed date for the Spring workshop is Tuesday May 21, 2019. Wednesday May 22, 2019 will be a second choice. Arthur will check with NHMA for availability of both rooms.

IX. Next Meeting

Next Executive Board Meeting is proposed for Tuesday January 8, 2019 at 9:00AM at NHMA in Concord, NH.

X. Adjournment

Meeting was adjourned at 12:40PM

Minutes submitted by: Dennise Horrocks, Secretary