



New Hampshire Health Officers Association

Executive Board Meeting Minutes

8/15/2023

9:33 – 10:34 a.m.

Zoom Meeting Format

1. Call to Order

Call to order at 9:33

2. Attendance

Beverly
James
Wayne
Nancy
Sophia
Ron
Liam
Heidi

3. Approved Minutes from 7/11/2023 Meeting

Heidi makes a motion to approve, James seconds. Approved

4. Treasurer's Report – Nancy Kilbride

Expenses, \$278 for mailer for members. \$2800 for Events Your Way. \$31 for Website \$625 for legislative tracking.
Total revenue \$430; \$200 from vendors.
Lowest amount in checking account we've ever had. Transferring money from money market to supplement.

More revenue needed from Fall workshop.

James makes a motion to approve, Heidi seconds. Approved.

5. Fall Workshop – September 27, 2023

Agenda does not have full details yet, but has a layout of all agenda items. Nancy will be reaching out to all speakers to confirm information and how much time they will each need as well as biographical information for each. Board confirms the conference attendance rates will remain the same. Beverly suggested a prorated membership rate for nonmembers who want to attend the conference. Heidi said that this is something NHHOA used to do, but had moved away from. There was general interest in returning to a similar model in the future. Facility for the conference has been confirmed. Setup and cleanup will need to be addressed better at this conference. No award nominations have been received yet. Nancy will also work with food vendors. Looking at similar foods as last conference. Septic discussion scheduled for the end of the day, will likely prevent people from leaving early due to general interest in the topic. Septic discussion will be higher level this year, reviewing septic legislation and expectations of health officers instead of case studies as have been done in the past. More information will be given to membership prior to the conference.

6. Health Officer Liaison Updates – Sophia Johnson

Sophia anticipates school inspection course going live shortly for the early fall. After this, she plans to revitalize the three-hour health officer course. 4 regional health officer meetings have been scheduled.

- o North Country: September 13th 9-11am at the UNH Cooperative extension building in Lancaster
- o Monadnock: September 19th 9-11am Location Monadnock Community Hospital,
- o Carrol County: September 22th 9-11am Location: Carroll County Annex Conference Room: 10 County Farm Road, Ossipee
- o Central NH: October 11th 9-11 at the Pease Library in Plymouth

Invitations have gone out. RPHNs have given some pushback, likely due to misunderstanding the purpose of the meetings. The true purpose is to engage RPHNs, not take over their meetings. Other municipal officials have also been invited to these meetings to further explain the role of the Health Officer. These meetings would help introduce Health Officers to resources including the NHHOA as a resource.

Sophia also met with Lakes Region towns to discuss Regional Health Officer. The

individual hired could not complete duties as assigned due to health issues and COVID-19. Funding went away and the region did not renew. They are now discussing reopening the position. Other areas also have interest in regional Health Officers. Vacancies in Grafton County specifically are concentrated. Federal funding and town contributions pay for the Regional Health Officer. Wayne said there may be resistance from within communities as to why this is needed, just as the communities had resisted Public Health Networks when they first started. Lakes Region had a good experience with their Regional Health Officer.

Sophia has been invited to the UNH MPH program to talk about the role of the Health Officer. MPH students may be able to help serve as Health Officers while going through their program. Heidi brought up difficulties with small town politics and said credentialing would help legitimize the role of the Health Officer.

Heidi said she has a couple employees in Nashua that are interested in being resources for cultural competency and equity for DHHS in future trainings. Race, ethnicity, and background training may not be as applicable in some parts of the state, but general health equity training would be beneficial everywhere.

Wayne asked Sophia to clarify if the MPH program at UNH would host similar trainings as the Dartmouth ECHO program. Sophia clarified this would be different and the goal of UNH would be more clinical hours for their students.

7. Secretary Vacancy: James is leaving in September. Beverly suggested having the agenda on the screen and the secretary taking notes while the meeting is taking place. Wayne asked for any volunteers. He also suggested bringing these vacancies to the conference. There is also an upcoming vacancy for treasurer. Beverly suggested bringing specific descriptions to the conference so that potential volunteers know what they would be getting into. Nancy said the descriptions of these positions are in the bylaws. Heidi said she was thankful for the work Nancy does for the group. Beverly also volunteers to take notes for the October meeting if no secretary has been chosen.

8. Sub-Committee Reports/Updates/Strategic Planning

Beverly said Ren would be making a push at the conference for more subcommittee involvement from membership. 2 committees currently do not have a champion. Paul is no longer with the board, so membership subcommittee only has one member. James is leaving, so professional development subcommittee will not have a leader. Beverly recommends meeting with the membership subcommittee. James will reach out to April on the professional development subcommittee to gauge her interest in championing the committee. Beverly is going to speak with Ren before the conference to ensure that he has the information he needs to reach out to membership to recruit for these

subcommittees. No subcommittees have had meetings since last Board meeting. In future Board Meetings, subcommittee champions will be expected to update the Board on any developments or meetings.

9. Readiness Report

Readiness report is due this fall, the Board needs to approved a template and complete the report. Beverly wanted to confirm that Liam was familiar with the readiness report; Liam confirmed he was familiar and that Sophia had presented the report at last year's fall conference. Report is due in two months. Wayne said he will start updating the report and asked Sophia to send him any new information. Report due November 1. No readiness reports have been submitted by municipalities. Beverly asked if it was of value to mention these readiness reports at the conference. Wayne agreed that it would be helpful to get the word out.

10. New Business

No new business.

11. Next Meeting – October 17, 2023 9:30 – 11:00 a.m.

12. Adjournment

Heidi makes a motion to adjourn, Liam seconds at 10:34.