



New Hampshire Health Officers Association

- *Executive Board Minutes*
 - February 18, 2025
 - **9:30 am –11:00 am**
 - Zoom Meeting Format

- Call to Order - Wayne Whitford, President

- Attendance
 - Wayne Whitford, President – present
 - Brian Lockard, VP & Chair for Advocacy Subcommittee – present
 - Rene Beaudoin, Treasurer Pro Tempore; Chair for Data Subcommittee – present
 - Liam Ehrenzweig, Secretary; Chair for Communication/Marketing Subcommittee – present
 - Courtney Bogaert – present
 - Lisa Bechok - absent
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – present
 - Joanne Cotton, DHHS staff – absent
 - Madison Bailey, -- present
 - Heidi Peek-Kukulka -- present
 - Brian Santiago, Concord, NH Health Officer – present
 - Angela Liberty, -- absent

- Approval of January 21, 2025 minutes
 - The minutes were approved.

- Treasurer’s Report – Nancy Kilbride
 - Nancy reported she had transferred \$2600 last week from existing money market account to checking account in preparation for inventing that in Live Oak Bank where 4.4% return was available. She suggested investing \$5000. Ren stated the rate of return was a good number. Madison suggested waiting until Spring Conference fee was determined before investment was made. Nancy replied the minimum investment was \$2500, so could invest perhaps \$3000 now then add remainder once conference details confirmed. Conference location and costs to be discussed as agenda item on today’s meeting, and if approved then investment amount could be revisited.

- Review of Subcommittees and current process
 - Wayne noted a lack of participation in subcommittees, and thought it appropriate to pull back those duties into full Board. Ren stated that subcommittee referrals would need to be voted on

by full Board anyway, and felt that the full Board size was small enough to allow for effective decisions and communications about those duties previously assigned to subcommittees. Wayne informed the Leadership Board will plan to meet as a group prior to full Board meeting in order to streamline the full Board meetings and allow for more discussion of subcommittee topics. Brian Lockard said he had tried several times to get the Advocacy subcommittee up and running but the effort was time consuming and ultimately fruitless. Wayne asked Courtney her thoughts and she asked to clarify the subcommittees would no longer meet. Wayne confirmed and stated that since only one subcommittee was active then we might as well function as a full group. Courtney stated that it seems some Board members perform more duties than others, and it would be beneficial to have a package to present to new members to explain the purpose and responsibilities of Board members. Brian L. said he had had that question asked of him previously. Nancy thought two years ago a discussion was started about preparing a package was initiated but not finalized, and that the by-laws elaborate Board duties also. Wayne asked Sophie her thoughts, and she stated her understanding why the subcommittees would be eliminated since they did not receive the participation hoped for. Even though good work was accomplished she can understand why it was not enough to sustain for the long term. Nancy hoped improved communication would be the outcome. A motion was made and approved to eliminate the subcommittees.

- Membership Update – Nancy
 - 155 members is the current total, Nancy will reach out to those who have not renewed their membership.
 - DHHS scholarship for members: how to disperse \$1,897.00
 - Wayne suggested it be used to offset the conference cost to entice attendees who might not otherwise participate. Nancy suggested \$20 membership discount to municipalities that had not been members for 5 years. Sophia hesitated to reduce the conference cost as a one time offer because it might not be sustainable and could devalue the conference in some minds. Brian L. wanted to target those who had never been members and be clear up front that the \$20 was a one-time offering. A motion was made and approved to allocate \$20 one-time only membership discount.
- Spring Conference – Nancy
 - Nancy provided an extensive list of venues she had researched as potential locations for the Spring Conference. Most were unsuitable due to cost or size constraints. She had narrowed possibilities down to: Derryfield in Manchester and Puritan in Manchester. She noted the Puritan might have parking concerns but meets the other criteria. Wayne liked the central location of Manchester and had heard the food was good at Puritan. Brian S. and Sophia related their understanding that parking can be a challenge at Puritan. Madison related her experience at a conference held at Puritan, and said parking behind the building did not fill up. Courtney affirmed she was experienced with the location and thought the parking could work out okay there. Nancy suggested May dates 13,20,21,22,28. Madison had schedule conflicts with the 13th. Congratulations on your Masters graduation, Madison. May 20 was voted and approved as the Spring Conference date (this was later altered to May 21 due to venue scheduling unavailability).
 - Wayne asked for suggestions about topics to be presented at the spring conference. Nancy suggested septic as it had been a while since that topic was presented. Sophia noted the 3 scheduled regional meetings were septic focused. She noted that case studies were being prepared for those meetings. Madison agreed septic case studies could be discussed in round-

table format at the conference. Nancy figured the fee for legal advice would be too costly but be nice to have if possible. Sophia responded NHMA does not perform that role but she could reach out to them and see if they could assist. Brian L. also said he could reach out to them. Courtney offered well water testing as a good topic and noted her positive experience with a Derry community well water testing event. Brian L. also related his positive experience with that. Sophia provided Amy Hudson as DES contact person for that program. Sophia mentioned a DHHS pilot program was being initiated this year for tick surveillance. Volunteers presented themselves to assist with conference topics: Brian L. for NHMA Margaret Burns; Sophia for tick surveillance; Courtney for Amy Hudnor well water testing; and Sophia is already working on representative septic case studies.

- Conference registration fee consideration. Nancy noted Puritan charges \$45 per person for meals. She stated the 2024 fall conference fees were \$50 for members, \$75 for non-members, and \$125 for vendors. Wayne did not want to increase fees to offset venue costs because fees were increased last year and he thought it was too soon. Brian L. noted we have a chance to break even on costs, even with the increase in venue meal fee. Madison wondered if a discount for early registration might increase attendance. Nancy responded that had been attempted before but was not worth maintaining. Conference fees were approved to remain at 2024 levels.

- By-Laws Review

- Ren will re-send the link to google docs for by-law revisions. Three responses have been inputted to the google docs so far.

- Health Officer Liaison Updates – Sophia Johnson

- The locations for the three regional meetings were selected from areas that have not traditionally had strong attendance at the conferences. These regional meetings are septic focused and 1.5 hours presentations by DES Subsurface are planned, with 45 minute representative case studies to follow for discussion. Sophia emphasized that attendance at these meetings is not restricted to health officers from those regions, and all are welcome.
- Tick surveillance is being initiated because the state desires to establish base line data. Courtney asked if we could possibly partner with vendors such as tick pest control companies. Madison said Tick Free NH does a lot of outreach and she has a contact there. Sophia hopes to provide an opportunity for feedback on this program in March.
- RSA 141-C is being altered and a confidentiality agreement is being developed that health officers will be expected to sign upon their appointment. Brian L. thought HIPPA training would be a beneficial part of health officer training. Wayne hoped this information could be introduced at the spring conference.
- A survey of Health Officers is being prepared by DHHS and is expected to be distributed soon.

- Subcommittee Reports

- The now defunct Communication & Marketing subcommittee had previously discussed purchasing items to present at the vendor's table for Granite State On-Site Wastewater conference. Madison brought for consideration the purchase of 100 flashlights for \$210. Wayne asked Nancy if that cost was good, Nancy to check with her contacts. Ren prefers pens or notebooks based on his experiences, and noted prior vendors will have our logo on file which will reduce setup costs. Nancy mentioned thermometers had been a hit in the past and she suggested we increase the quantity to 250 items. Wayne would like to have some items for our conferences. Courtney likes the thermometer suggestion.

- Courtney said she and Madison have a goal to recruit 10 members at the two day Granite State conference, and asked the Board for suggestions about recruiting techniques. Ren responded that perhaps they could network at our conferences. Nancy said maybe we could recruit vendors who are at their conference to be vendors at ours. Brian L. said that since we don't offer CEUs it might be difficult to get their members to attend our conferences. Madison asked about the other intention for the NHHOA vendor table to have a candy jar that would be used (guess how many are in the jar) to award a gift certificate to Northwoods Brewery and perhaps a free membership. Nancy said it is important to control cost. Ren suggested two raffles, one for each day, at \$25 each and a free membership. Courtney asked about reimbursement, Madison to obtain the gift certificates and candy and Courtney to bring the jar. Nancy said send receipt to her.
- New Business
 - Wayne reiterated the action items mentioned previously about the spring conference preparations.
- Next meeting – March 18, 2025 at 9:30am.
- Adjournment – Wayne Whitford, President, 10:55am.