



New Hampshire Health Officers Association

Executive Board Meeting Minutes

Tuesday November 26, 2019

I. Call to order

Vice President Wayne Whitford called the meeting to order at 9:06AM at the New Hampshire Municipal Association, Concord, NH.

II. Attendance

Arthur Capello, President (arrived at 10:20AM)

Wayne Whitford, Vice President

Brian Lockard, Treasurer

Dennise Horrocks, Secretary

Rene Beaudoin

James Murray

Ron Eisenhart

Dennis Roseberry

Denise DeBlois

Matt Cahillane, HOL

Nancy Kilbride, Events Your Way

Absent:

Ron Beard

Heidi Peek

III. Approval of minutes from last meeting

No minutes due to Fall workshop.

IV. Treasurer's Report- Brian Lockard and Nancy Kilbride

- a) Checking and Money Market totals through October 2019 is \$13,961.12. The fall workshop expenses included the jackets and the Hart's Turkey Farm dinner, putting expenditures higher than revenue. The increase in membership fees and adding a fee for exhibitors should help with recoup some of the expenses. Nancy suggested perhaps thinking of having a sponsor that would pay an annual fee for advantages TBD. Additionally, a bill was received from Drummond Woodsum for Christine Fillmore's expenses related to the Fall workshop of over \$3000. The Board members thought that seemed high, with many hours billed for research and prep work for the workshop. Matt explained that this may be because of the collaborative presentation between Bev Drouin on lead and Christine on the lead laws. Brian had to transfer money from the money market account to the checking account to cover the cost. Nancy will contact Drummond Woodsum for further explanation and look into whether the retainer money we paid had been used. Treasurer's report accepted.

- b) Nancy distributed the membership letter and application for the board to review. She will email them to the board and email her with changes or suggestions.

V. Neil Twitchell, Administrator, Community Health Dev. Section, NH DPHS

- a) Neil introduced himself to the group and explained his various job responsibilities. He explained that much of the funding his section receives is for planning and strengthening public health emergency response. He mentioned that the Public Health Emergency Planning and Response section of the Health Officer manual is still current and has not changed. Public health events such as Anthrax or a pandemic are what activates the MACE (Multi-Agency Coordinating Entities). The Public Health Regions have not activated the MACE in many years (since H1N1), but do have notification drills, and activation drills. The MACE needs all stakeholders in a region to assist if there was an event. Many of the individuals who are involved in the MACE are involved because of their town and their function/ job in their town. The HO role in the MACE is to be a communication conduit. He encouraged all HO's to be a member of the MACE team, engaging our towns in the process. By being at the table, the HO can help with decision making. Non-public health events like floods or snowstorms, the response is more town specific, and a municipality based response.
- b) Currently the Public Health Regions have received some funding to set up some small scale Hepatitis A vaccination clinics. These are targeted at homeless shelter populations, congregate meal sites, and HO's play a key role in defining in their own community where the needs are for this type of population. Dennise described her involvement with her Public Health Network for an upcoming Hep A clinic in her town in December. She secured a facility, helped with advertising and secured the CERT team to assist with set-up. The State provides the vaccine and supplies, and MRC (Medical Reserve Corps) perform the vaccinations.
- c) Wayne mentioned that each region (he is in Greater Sullivan) has a different role for HO's, and that some don't often include HO's that often. The Networks are funded by the State, but sometimes the coordinators are not always aware of the HO and what they do. There seems to be a disconnect with HO's. Neil said he would put this on the agenda for the January Emergency Preparedness Coordinators meeting.
- d) Neil discussed how all Networks are funded for preparedness and substance misuse. The State also funds special projects. The last one that was funded was for lead education for community leaders and HO's in the regions. There is a new round of awards in February 2020 for lead planning through June 2020.
- e) Dennise discussed how our Board is always searching for new training opportunities for HO's and are there training opportunities available through the Public Health Regions. Neil wants to be sure all HO's are on the email lists for their region so that if there were training opportunities they would be notified. Neil mentioned specific trainings in the past that were focused on HO's and the low turnout. Matt mentioned the importance of the training component because of the proposed change to RSA 128 for a training requirement for HO's. Being that HO's have police powers, this is an essential requirement. Neil mentioned that the Fire Academy has a TV studio and ability to make videos. Perhaps a video specific to the duties of the MACE would be beneficial for HO's.
- f) Neil encouraged the Board to email him or Matt with ideas or suggestions.

VI. Fall Workshop/ Healthy Homes Presentation/ Monadnock Training

- a) 69 attendees (lower than normal) and 6 vendors (some that were invited had other commitments)
- b) Nancy questioned if we should reduce the amount of time allotted for the opening comments for Arthur and Matt, as only about 15 minutes was utilized. Several comments in the survey indicated requests for more detailed information and legislative updates. The board agreed perhaps we have a template with a list of topics to cover during the time allotted.
- c) The survey indicated the attendees liked the food. The Crime and Death Scene presentation and the Legal issues for HO's were very well received. Regarding the questions about training, 64% would be interested in regional trainings, 72% are interested in online trainings.
- d) Discussion followed about types of training: webinars with instructor and options to ask questions; short training videos.
- e) Several comments from the survey stated the lead presentation should have been geared more toward HO's and RSA's, and examples of enforcement.
- f) Wayne feels it may be helpful to have a depository of successes available to assist HO's. He suggested a list of topics/ subjects of how the issue was handled, what to do next, what didn't work, what RSA was used. James suggested a panel discussion at the workshop (instead of legal). This has been done in the past on housing issues and it was well received.
- g) Matt reviewed the material he presented at the Healthy Homes Conference on how local HO's can support Healthy Homes. This included what laws we enforce, the issues and nuisances we encounter, how to contact the HO.
- h) Matt and James traveled to the Monadnock area to present Health Officer 101. This was a 3 hour presentation that was well received. Matt would like to add more pictures to the presentation. Unfortunately, there were only 4 people and the PHN Coordinator in attendance.

VII. Health Officer Liaison Updates/ Health Officer Manual Update

- a) Matt is updating the Indoor Smoking Chapter to reflect recent changes to the law that included vaping. The role of the HO is complete, and Matt will send to the board for review. The next two chapters to work on are moisture/ mold and bed bugs.
- b) Matt will reach out to Ron Beard in Lincoln who offered a facility in his town for HO training.
- c) Appointments from 10/1/18 to 9/30/19 were 152 out of the 370 HO's. This year he has had 9 in October and 5 in November.
- d) The .5 FTE HO liaison position (with benefits and hoping to increase to .75 FTE and supervisor hours) will be posted by the end of December with a start date of January/ February. Matt will send this out through the listserv.

VIII. Action Items

- a) Matt will send the draft Legislation and fiscal statement for RSA 128 changes to the board.
- b) Arthur to check with Christine on the RSA list, HO's lobbying, and HB259/ HO's.
- c) Denise will work on a draft cheat sheet for HO's.
- d) The board will tour the NH National Guard Edward Cross Training Complex and then decide on location of the Spring workshop. First choice for dates is May 14th, second choice, May 13th.

IX. Committee Reports

- a) Seasonal Issues: End of arboviral season. Matt reminded the board about the recent change where the EMD will be notified of positive findings if the HO cannot be reached.
- b) Emergency Preparedness: No date for the next conference.

c) Legislative / NH Public Health Association: Nothing to report.

X. Next Meeting

- a) The next Executive Board Meeting is proposed for Tuesday December 10, 2019 at 11:30AM at The Red Blazer 72 Manchester St. in Concord, NH. Following the meeting the Board will tour the NH National Guard Edward Cross Training Complex, 722 Riverwood Drive. Pembroke, NH.

XI. Adjournment

Meeting was adjourned at 11:06AM..

Respectfully submitted: Dennise Horrocks, Secretary