



New Hampshire Health Officers Association

Executive Board Meeting Minutes

Tuesday June 18, 2019

I. Call to order

Vice President Wayne Whitford called the meeting to order at 9:08AM at the New Hampshire Municipal Association, Concord, NH.

II. Attendance

Wayne Whitford, Vice President
Brian Lockard, Treasurer
Dennise Horrocks, Secretary
James Murray
Rene Beaudoin
Dennis Roseberry
Ron Eisenhart
Denise DeBlois
Matt Cahillane, HOL
Nancy Kilbride, Events Your Way

Absent:

Arthur Capello, President
Shawn Riley
Heidi Peek
Ron Beard

III. Approval of minutes from last meeting

The minutes of the April 16, 2019 meeting were approved.

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

- a) Checking and Money Market totals through May 2019 is \$16,583.49.
- b) Total membership is currently 184. (2018: 206 members, 2017:199 members, 2016:193 members)
- c) Nancy reported that with Harts Turkey Farm (from last Fall's Workshop), \$1300, Hats and lanyards, \$1671.50, the costs for the Spring Workshop \$2700 (food, printing, the sample jackets), and 2 months for the events planner \$1372.50, leaves us with a deficit. Nancy expressed concerns with ongoing deficits and not bringing in additional money. The Board discussed these concerns and agreed to address this topic at the next Board meeting.

V. Spring Workshop

- a) Nancy distributed the results of the survey. Overall, mostly positive feedback. There were some negative comments about the food.

- b) Nancy suggested we reach out to some new vendors for the Fall workshop, as some attending have been repeats.
- c) NHMA does not have a microphone now for workshops, and the group discussed purchasing our own.
- d) We need to confirm if there is still a sounds system for power point presentations.
- e) At the next meeting we will discuss agenda for the next workshop and potential speakers. Topics include lead paint program; crime scene cleanup; phone apps as resources for Health Officers; “taking care of you” presentation
- f) Nancy inquired if any board member had surveys and agendas from workshops prior to her taking over the event management so she could create a document to show us what topics we have done at workshops in the past and what the survey results show for their acceptance. Dennise will send any she has in her files.

VI. Health Officer Liaison Updates/ Health Officer Manual Update

- a) Matt reported on the chapters of the Health Officer manual that he is updating, septic failures, role of the Health Officer, bed bugs and mold. Ren has offered to assist with the mold chapter.
- b) Matt gave a status update on appointed HO’s in the State. There have been 125 appointments, or about 12 per month. There are currently 34 vacant or expired positions. He tries to connect expired term towns to nearby towns that have Health Officers to possibly bring them on with a stipend in the expired towns.
- c) Budget and funding for the HOL position will be discussed in our meeting with Lisa Morris. She would be happy to meet with us and will attend with one of her policy staff persons. Matt will send the Board a copy of the letter Arthur recently sent to her regarding the Boards’ position on the importance of the HOL to Health Officers.
- d) Matt discussed possibly having a meeting with Code Officials. Whereas they have joint interests, and some are already HO’s, perhaps there could be dual trainings.
- e) After the Legionella outbreak in Hampton, there is a possibility of increasing staffing in the pool program. Matt hopes to provide a quick/ easy inspection form/ outline for HO’s to determine if a pool is in compliance.

VII. Memo to invite NH DHHS DPHS to Board Meeting to discuss HOL position

- a) Matt will check with Lisa Morris to discuss her availability for our next meeting.
- b) The present proposal for changes to the hours for the HOL is to increase the position to 29.5-30 hours a week. This would become a new position that will perform the day- to- day operations, technical support, outreach, update database, listserv, vacancies. Matt would be the supervisor for this position and would also still attend our meetings. This won’t begin until 9/1/19, and the present goal is for 1-2 years based on the present workplan. Then we could propose changes.
- c) Some information we need to discuss with Lisa Morris is for help/ resources for training opportunities, especially for the Northern and Western parts of the State. There was discussion about Certification of Health Officers, and Lisa Morris feels that the next legislative session that HO’s with appropriate training could be certified. Voluntary certification (2009-2010) did not pass.
- d) The Board needs to develop questions for Lisa Morris. Some questions proposed: What are the public health networks with 3-4 FTE’s doing for HO’s? In regard to the expected role of the HO in the PHN for Emergency Preparedness, how can they help us with training, etc.? Behavioral health and addiction get quite a bit of funding, but what about environmental health? Why is environmental health not included in the PHN? Is there a resource for environmental health?

VIII. Committee Reports

- a) Seasonal Issues: Ticks and mosquito control programs are the current seasonal issues. Lab testing for WNV and EEE begins July 1, 2019.
- b) Emergency Preparedness: some Board members attended the conference and received some useful information.
- c) Legislative / NH Public Health Association: HB303 which involved the certification of Building Officials and CEO's was tabled.

IX. Review of RSA's for Health Officers

- a) Reviewed Matt's list of RSA's for HO's. Dennise had also prepared a list of additional RSA's to include. Matt and Dennise will coordinate the list and resend it to the Board.

X. Date for the Fall Workshop

- a) The Board suggested Thursday 10/24/19 for the Fall Workshop. Dennise will ask Arthur to reserve that date as room availability at NHMA is scarce in October.

XI. Next Meeting

Next Executive Board Meeting is proposed for Thursday July 18, 2019 at 9:00AM at NHMA in Concord, NH.

XII. Adjournment

Meeting was adjourned at 11:50 AM.

Respectfully submitted: Dennise Horrocks, Secretary