New Hampshire
Health Officers Association

Executive Board Meeting Minutes

[11/22/2022]

9:15-11:30

Zoom Meeting Format

I. Call to Order

II. Attendance

Present:
Wayne Whitford – President
Ren Beaudoin – Nashua
Brian Lockard – Salem
Denise Dubois – Treasurer
Gwen Williams – Secretary
Ron Eisenhart – Allenstown
James Murray – Exeter
Sophia Johnson – Health Officer Liaison Unit
Beverly Drouin – State of NH

Absent:
Arthur Capello
Ron Beard
Heidi Peek-Kulkulka – Nashua
Nancy Kilbride

III. Approved Minutes from [09/22/2022], Meeting

Moved by: Brian Lockard    Seconded by: Ren Beaudoin

IV. Treasurer’s Report – Nancy Kilbride/ Denise DeBlois

Not available at time of meeting, will update minutes with report when submitted at a later date.

V. Health Officer Liaison Updates – Sophia Johnson

a. Regional PHN coordinators met last week. Interest in better coordination between regional PHNs and Health Officers. Please share points of contact so Board can reach out to regional PHNs.

b. Health Officer survey distributed; report on results planned for December or January

c. Health Officer Manual – Julie Lane from Bureau of Adult and Elderly Services consulting for a hoarding chapter. Beach inspections and water quality being updated.
Office of Professional Licensure training broadly well received

Post-Fall Workshop, North Country Health Officers requested a meeting for a gathering that specifically addresses unique challenges of the North Country Health Officers.

Block grant report (funds Health Officer program) due December 15th, report of outcomes anticipated to be available for the January Meeting

VI. NHMA Contract
   a. Initial contract that began last year accounted for ¾ of the year
   b. Does the Board want to renew for a full calendar year?
   c. Cost of $2,500 ($625/quarter)
   d. Bill tracking system - ~30 estimated to pertain to Health Officers, system would allow us to sign up to track status of relevant bills.
   e. Moved to renew contract – Brian Lockard. Vote passed.

VII. Legislative Update

VIII. Strategic Planning
   a. Facilitators being evaluated, with cost in mind (Nancy researching)
   b. Sophia and Beverly may volunteer to facilitate the training/planning.
   c. Beverly does have strategic planning specific training, may be able to produce a plan by late summer, 2023 with strong commitment from the Board
   d. Wayne Whitford moved to continue Strategic Planning process with Beverly and Sophia, seconded by Gwen Williams, motion passed.

IX. Fall Workshop
   a. 91 registered, 82 attending
   b. Have outgrown the space, comments regarding sound system as a challenge.
   c. Need to improve coordination with timing for speakers
   d. Broke even – food costs have increased, but increase in registrations balanced out the added cost
   e. For speakers in the future, minimum font size for slides, audio support so questions are clearly articulated

X. Spring Workshop
   a. Typically held mid-May
   b. Looking into larger space for this conference – James Murray and Gwen Williams will look into alternatives
   c. Administrative Inspection Warrants as a topic?
   d. “Stage manager” recommended for next meeting (who stands where, when, lights, sound, etc.)

XI. NH Municipal Association Conference presentation
   a. Sophia presented last Thursday at the NHMA conference on Health Officers and RSA 128

XII. Readiness Report
   a. Report has been submitted to Legislative committees on time for end of October
   b. No feedback as of yet

XIII. New Business - none

XIV. Next Meeting
a. December Meeting in person, Red Blazer Restaurant
b. 12/13/22 – Gwen Williams will make reservation for 11AM

XV. Adjournment

a. Moved by Brian Lockard, Seconded by Gwen Williams, Motion passed.