



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.

- d. Office of Professional Licensure training broadly well received
- e. Post-Fall Workshop, North Country Health Officers requested a meeting for a gathering that specifically addresses unique challenges of the North Country Health Officers.
- f. 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 $\frac{3}{4}$ 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.