



New Hampshire Health Officers Association

Executive Board Meeting Minutes

Tuesday June 21, 2022

Via Zoom Video Meeting Platform

I. Call to Order

Wayne Whitford, President called the meeting to order at 9:33AM

II. Attendance

Wayne Whitford, President
Brian Lockard, Vice President
Denise DeBlois, Treasurer
Ron Eisenhart
Ren Beaudoin
Heidi Peek
Gwen Williams
Nancy Kilbride, Events Your Way
Matt Cahillane, Program Manager, HOLU
Sophia Johnson, HO Specialist

Absent:
Ron Beard
Arthur Capello
James Murray

III. Approval of Minutes

The minutes from April 13, 2022, were approved.

IV. Treasurer's Report- Reported by Nancy Kilbride

Total in Checking account and Money market is \$14,591.15. Expenses this month totaled \$1,980.00 for Events Your Way for a 2-month period. Revenue was \$90.00 from membership fees. Currently we have up to 170 members. Brian received an email from WIX, our website host, explaining that our annual fee will increase to \$192.00 vs. the current fee of \$117.00. Wayne requested that Nancy review the benefits associated and remove any items not needed. Treasurer's report accepted.

V. Association Secretary Vacancy

Wayne asked if anyone on the board is interested in the secretary position which is currently vacant with Dennise retiring. No takers. Wayne asked Gwen if she was interested. She will consider it and will respond to Wayne by the end of this week. Sophia suggested that we target potential new board members in order to build upon the current members.

VI. Health Officer Liaison Updates/ Health Officer Manual Update- Sophia Johnson

- Funding for Matt's position is coming to an end so he will be potentially transitioning to another position in the agency, or he will go off on his own. Sophia's position is part time and will be absorbing the workload left behind by Matt. NH DHHS will no longer be able to provide support to NHHOA at its current capacity. There will be a substantial decrease in the amount of support time. Everyone thanked Matt for his dedication throughout the four years of supporting the association. Many members disappointed with Matt departing. Wayne stated we have built strong partners with other organizations due to Matt's involvement and introductions to those groups.
- The HO training has launched with a trial period. 7 HO's took the course including Brian. Brian stated it went well overall. There were a few glitches but happy that he passed and secure for 3 years. Sophia stated there were a few suggested changes in content. The goal is to roll out in July with x# per group and should be completed by December for those that are required to renew.
- RSA 128 final rules meeting will be held August 2, 1:00 p.m. The rules will be forward to the board.
- Readiness report appendix – Matt reviewed the report looking for feedback from the committee. The oversight committee will accept solutions or ideas as long as it does not have a financial impact.

VII. Annual Awards

- Committee reviewed the awards categories and nomination form. This was developed last year and a few changes were made in the first round. There are 3 award categories with specific criteria. Committee agreed to remove the requirement of "a current paid member of NHHOA" for the partnership award. Wayne asked all to review and send along any additional comments to Nancy. The plan is to kick off the awards program at our annual meeting this fall which will hopefully be a live event. Committee discussed what to present as an award. Nancy will review different options and pricing.

VIII. Trish Tilley Meeting Invitation

Matt drafted an invite and will forward to Wayne for our meeting in July.

IX. Spring Workshop

90 registered with 76 or so in attendance. All positive comments from attendees. They were happy with the varying topics compared to previous workshops. Natch's presentation was well received as well as the round table discussion. We need to do a better job with setting up the times and length of each session. Discussed the fall workshop and whether to hold it live. Committee thought it was time to do so and hold it at NHMA as in the past. Wayne will reach out to check on the availability of dates during the week of October 24 or October 31st.

X. Strategic Planning

Nancy reached out to 2 potential facilitators that expressed interest in the past but cannot commit to the fall due to their schedule. Nancy recommended going with the facilitator that submitted a proposal to Sophia a couple of years ago. Sophia has worked with this person before and does recommend them for this task. Sophia and Nancy will work together on developing a scope of services and will negotiate with this person and will present a draft to the committee. The month of September or November will be the target dates.

XI. Committee Reports:

- a) Seasonal Issues: None. Ticks are in full force.
- b) Legislative/ NH Public Health Association: None

XII. New business: None

XIII. Next Meeting: Tuesday July 19, 2022, from 9:30- 11:30AM via Zoom

XIV. The meeting was adjourned at 10:52AM.

Respectfully submitted: Nancy Kilbride