



# New Hampshire Health Officers Association

*Full Board Meeting Minutes*

7/18/2023

**9:31 – 10:40 a.m.**

Zoom Meeting Format

1. Call to Order

2. Attendance

Wayne

Brian

Ren

Heidi

Denise

Liam

James

Ron

Sophia

Nancy

Beverly

3. Approved Minutes from 6/20/2023 Meeting

Brian made a motion to approve, seconded by Denise

4. Treasurer's Report – Nancy Kilbride/ Denise DeBlois

Total cash \$8871. Some vendors have not yet paid, still waiting on checks to come in. Nancy says we're expecting a \$700-\$800 surplus. If we had a giveaway, we would probably break even. Two vendors that may have come to the

conference were at another conference in Manchester. Still working on total numbers.

## 5. Fall Workshop

September 27 or 28<sup>th</sup>, date has not yet been confirmed for venue. Board members would all be available Wednesday September 27, several would be unavailable September 28.

Awards. Discussed the cost of awards versus certificates in order to save money. Award paperwork will be sent out via email. Board is leaning toward trophies like last year.

Professional Development subcommittee will not plan this conference, the Board will plan this Fall's conference. Sophia brought up the agriculture nuisance bill and having someone from department of agriculture speak to that. Septic is another topic that is brought up a lot on surveys. Governor's committee on disabilities. Sophia received contact from an individual from this committee to discuss ADA as applicable to Health Officers. Wayne brought up Dartmouth's ECHO training. Beverly talked about the new State Health Improvement Plan and potentially having a speaker. Beverly also brought up limiting the times for some speakers as an option to bring in more speakers. Brian said Trauma Services wanted to speak as well, possibly for a limited session. Sophia added that the Manchester Health Department recently had a situation where they had to sign off on a body being moved overseas, may be worth having the Manchester Health Department speak to that. Heidi would also speak on this panel. Ren said this conference would also be a good time to get readiness reports from towns. Beverly suggested moving the Health Officer Liaison update further down the agenda to help with

Agriculture – James

ADA – Sophia

Septic – Sophia

State Health Plan – Wayne & Beverly

Trauma – Brian & Heidi

## 6. Appointment Vote: Treasurer & Secretary

Nancy said that the previous conferences, minutes were not recorded for the meeting portion. We need to take minutes for membership votes for board members and officers. Denise announced that she will be stepping down as treasurer and from her position in June of 2024. Wayne asked if there were any volunteers for treasurer. Beverly said we may want to work on job descriptions for these positions to give clarity to what these positions entail. Wayne suggested possibly recruiting from the subcommittees, too early to tell if there's any interest. Denise clarified that she will remain as treasurer until next June. Existing bylaws need to be addressed as well.

## 7. Strategic Planning

Professional Development, Marketing and Communication, and Data Collection have already met. The other two subcommittees have not. Nancy said there was some overlap between the different subcommittees, specifically when it comes to survey data and fund raising. Beverly brought up the legislative subcommittee and the legislative tracking the board pays for. The legislative tracking is on an annual contract. Wayne and Brian expressed their satisfaction with the service. Nancy said that the only issue is the cost at \$2400 annually when there is no money coming in to make up for it. Discussed former Board Member Paul and his position as subcommittee champion. Wayne supports bringing Paul back regardless of status as Health Officer if he is interested in running the subcommittee. Ren volunteered to give updates on subcommittees at the conference.

## 8. Health Officer Liaison Updates – Sophia Johnson

Training on school inspections successful so far, Sophia is also working on the general 3-hour required training and updating it. A grant was received to assist in organizing regional meetings; due in May 2024. Sophia is working to have 6 meetings by December. North country specifically is being targeted at the moment. The regional public health networks are currently in contact to get these going. Sophia expects 2 hour meetings to meet and greet the local health officers and their local resources. 18 calls a month normally, currently at 21-22 calls per month to the liaison unit. State hovering around 10% vacancy. Federal grant for outreach and education – this brings the health officer liaison to full time with a part time position as well. Position will likely be open in the fall. The grant also includes \$95000 for education. May include potential stipends for Health Officers.

## 9. Sub-Committee Reports/Updates

### a. Seasonal Issues

### b. Legislative Topics

Brian's subcommittee will be meeting soon, will invite Natch from the Municipal Association as well. Since this is not legislative season, there have been few updates to discuss.

### c. Advocacy

### d. Professional Development

Meeting went well, introductory meeting. Looking to gather data on what the needs of the membership are in terms of professional development.

### e. Membership

- f. Communication/Marketing  
Nancy, Sophia, and Beverly met. Liam will be leading this subcommittee. August 17 will be the first meeting.
- g. Data Collection  
Ren held first meeting on June 28, next meeting in September. Looking at how to collect data across the state and addressing gaps in response rates. Discussed hard copies of surveys at workshops and getting buy-in from Select Boards to increase response rates. Also discussed standardizing forms to make data collection easier.

10. New Business

11. Next Meeting – third Tuesday of every month, 9:30 – 11:00 a.m. August 15, next meeting.

12. Adjournment for general board. Heidi makes a motion, Brian seconded.