



New Hampshire Health Officers Association

Executive Board Meeting Agenda

Tuesday June 20, 2023

9:30 – 11:00 a.m.

Zoom Meeting Format

1. Call to Order

2. Attendance

Present:

Wayne Whitford

Brian Lockard

Nancy Kilbride

Liam Ehrenzweig

Beverly Drouin

Sophia Johnson

Ren Beaudoin

Denise DeBlois

Ron Eisenhart

Absent:

Heidi

3. Approved Minutes from April 19, 2023, Meeting

Motion to approve: Brian

Second: Ren

Approved unanimously

Liam introduced to the Board as a potential new Board Member.

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

May – no expenses

Current – \$10580.49

124 Members – Membership currently lower than normal. Mailer will be sent out to potential members.

5. Spring Workshop Review

Nancy gave a review on the workshop. 75 attendees, 6-8 no-shows, 8 vendors. \$645 pending, has not been received yet. \$500 pending from vendors. Beverly clarified State's fiscal year begins July 1, so payments from State vendors may come after that. Speaker ratings were all positive, food ratings were positive, venue reviews were mixed. Board discussed the venue. More legwork on Sophia and Beverly's part. Beverly expanded that the first time using the venue made for more work, but that in the future, it will be easier. Comment on the survey that it felt like DHHS was running the organization. Board to consider clarifying the role of DHHS to membership to clear up any confusion. Negative comments from survey regarding audio at the conference; technical issues with microphone. Strategic planning may have led to confusion on the state's role in the association. Wayne and Brian suggest using DHHS to host the fall meeting. Several other conferences were occurring at the same time, potentially leading to lower attendance. Sophia suggests pitching the benefits of NHHOA at next conference. Potential dates for next conference discussed. Ren and Beverly mentioned an environmental health conference on October 26. Liam mentioned building code officials meeting on October 4. **September 27 and 28 – Nancy asked Board to check with other industries to ensure there are no conflicts on these days.** Clean up crew to be assigned for next conference. Beverly has caterer suggestions for next conference. Brian stated the interactions between Health Officers were better at this venue. Liam stated this was his first in-person conference. He said the venue compared favorably over the fire academy's auditorium. Missed opportunity for the Board to address the audience. All Board members seem to agree that the venue was good.

Board Member Paul's email returned undeliverable.

6. Health Officer Liaison Updates – Sophia Johnson

Moving forward with planning regional planning meetings. Survey sent out to Health Officers; positive responses overall. Training being brought to other regions would benefit regions across the state that don't normally get local training opportunities. More information to come. Working to find regional representatives for other agencies to assist. Logistics will be the focus this summer. Ren commented that regional public health networks are conducting gap

analyses currently, may present a strain on their time and they may not be able to participate much in regional trainings. May present an opportunity to work with health officers and address gaps there. Beverly suggested membership subcommittee to address this to drive membership. Sophia suggested that a Board member attend these regional trainings.

Sophia is working on learning management platform. Training is being uploaded to platform; school inspection training being uploaded, end of summer early fall timeframe for launch. Housing inspection module may be coming soon as well. Ren commented that the training so far is very well done. ECHO training with Dartmouth was very successful, Dartmouth has expressed interest in doing more training.

7. Strategic Planning – Beverly Drouin

Beverly reviewed the 6 objectives from the strategic planning sessions. Suggested structure for the Board includes executive leadership, vendors, and subcommittees. Role of the Liaison Unit to be addressed. Subcommittees broken down, Marketing and Communication currently empty. Each level of the Board structure has its own objectives/activities. Suggested meeting schedule discussed, would include working sessions for subcommittees, full board meetings, and executive board meetings with two conferences annually. Ren brought up the subcommittee meeting schedule. As presented, there are 5 subcommittee meetings, but it was presented to committee members that there would be 4 annually. Nancy shared concern about full board not meeting as regularly and potential communication breakdown. Membership may benefit from new meeting schedule as more focus would be brought to subcommittees. Planning of the conferences would be different as those tasks would be assigned to the subcommittees and presented to the executive board. Beverly clarified the executive board and subcommittee meetings would occur separately. Potential for scheduling conflicts or burnout from too many meetings. Nancy asked to be invited to initial subcommittee meetings to provide data. Sophia and Beverly also asked to attend first meetings. Liam asked about the strategic planning origins. Beverly explained the Board's strategic planning goals to this point. Sophia and Ren also explained the Board's past organization and where the Board wants to go in the future. Wayne explained the way the Board had always done things and expressed enthusiasm for the strategic planning and potential for the organization. Beverly clarified difference between advocacy and communication/marketing subcommittees. Ron added that being effective as Health Officers is key and remembering other responsibilities.

8. Lead Poisoning Prevention – Beverly Drouin

Beverly explained the state's lead program rule changes being open to public comment. The Listserv update was a courtesy email.

9. Committee Reports
 - a. Seasonal Issues
 - b. Legislative Topics
 - c. Other

10. New Business

No new business

11. Next Meeting – July 18, 9:30 – 11:00 a.m. This meeting will be a full board meeting for the first half, then an executive board session. Subcommittees will need to schedule their meetings separately.

Liam will read through the strategic plan and make decision on joining a subcommittee.

Motion to welcome Liam to the Board by Wayne.

Approved unanimously

12. Adjournment

Motion: Ren

Second: Brian

Approved unanimously