

- *Executive Board Minutes*
    - July 15, 2025
    - **9:30 am –11:00 am**
    - Zoom Meeting Format
- Call to Order - Brian Lockard, Vice President
- Attendance
  - Wayne Whitford, President – present
  - Brian Lockard, VP – present
  - Liam Ehrenzweig, Secretary – present
  - Courtney Bogaert – present
  - Lisa Bechok – present
  - Nancy Kilbride, Events Your Way – present
  - Sophia Johnson, DPHS Health Officer Liaison Unit – present
  - Joanne Cotton, DHHS staff – absent
  - Madison Bailey, -- present
  - Heidi Peek-Kukulka – present
  - Brian Santiago, Concord, NH Health Officer – absent
  - Angela Liberty, -- present
  - Kendell Hughes, --present
- Approval of June 17, 2025 minutes
  - Brian L. made a motion to approve the minutes from the previous Board meeting. The minutes were approved. Wayne announce he had another obligation at 10:00, and would have to leave the meeting at that time.
- Treasurer's Report – Nancy Kilbride
  - Nancy reported June expenses of -\$2,463.16 and revenue of \$1,302.12. Revenue was from payments received for Spring Conference and interest from checking account. A revised deficit from the conference was reported as -\$276, which is better than expected and attributable to payments received from some registrants who were unable to attend but paid in full.
  - A request for volunteer for the Treasurer's position vacated by Ren's departure was made without success. Brian L. suggested in jest that perhaps one of the absent Board members could be nominated. Brian L. will ask Brian S. if he's interested in accepting that role.
- Membership – Nancy Kilbride.
  - Current membership stands at 197 total.
- Fall Conference – October 1, 2025 @ The Puritan, Manchester

- Nancy confirmed the date for the Fall Conference and will send a save the date notice to membership. This notice is also planned to announce any increases in costs for membership and/or conference registration. A discussion was made to increase membership dues from \$45 to \$50, and it was noted there had been no increase for the past five or six years. That change was approved. Next the conference registration fees were discussed and it was noted those had not changed since 2023. The Puritan received positive response from attendees, but the \$50 registration fee did not cover Puritan's charge of \$57.50 per person total, which includes food, audio-visual use, and the room rental. Wayne mentioned general awareness of increased costs overall, and asked if there were any way to keep cost down. Nancy didn't think that was possible, especially with the food costs for two meals and a pared down lunch menu of sandwiches and chicken fingers. Liam suggested an increase at this time from \$50 to \$60 would be preferable to reduce the frequency of future increases, and Heidi agreed. Wayne asked if we should likewise increase the fee from \$75 to \$85 for non-members, and pondered if the change might induce some non-members to become members. A vote was made to increase conference fees to \$60 for members and \$85 for non-members and that was approved. A discussion was then made regarding vendor fees. Wayne and Brian L. both mentioned the difficulty in attracting vendors, and it was decided to hold the line on their \$125 cost.
- Sessions and speakers for the Conference were then discussed. Nancy asked for clarity regarding a survey respondent's suggestion to have Colleen Monks speak at a conference. Brian L. reported Colleen is the director of the Regional Public Health Network in his district. Sophia stated it is challenging to get overlap between RPHN and local health officers. Brian L. will reach out to Colleen. Wayne asked if there are other topics of interest for the conference. Sophia thought it would be beneficial to have NHMA return as elaborate on other legal information relevant to health officers such as administrative warrants. Nancy noted less than positive response to NHMA presentation at the Spring conference, and suggested they be approached to be specific about their task and limit organizational self-promotion when presenting. Nancy had prepared a list of potential topic which she shared with the Board in advance of the meeting, and suggested we go through the list. Brian L. noted sustained general interest in septic issues affecting health officers. Wayne remarked on Emergency Preparedness, and thought RPHN or Homeland Security might be able to present that topic. Courtney suggested NHMA's guide to effective code enforcement, but Sophia stated that course involves a NHMA cost to attend, and they might not be willing to do that in a different setting, but perhaps could give a pared down version. Sophia informed there is a new director at the Bureau of School Inspection, and perhaps we could invite them. Courtney suggested child care inspection as a topic, with focus on hazards in the home. Sophia informed the child care licensing inspection form content responsibility was recently

transferred to DHHS, and suggested the Administrator of Child Care Licensing could be invited.

- Nancy suggested we create action items with volunteers for possible topics; Brian L. will contact Colleen Monks and NHDES Subsurface Bureau. Sophia will contact for school inspection and child care licensing. Heidi will contact NHMA for a condensed version of their code enforcement.
  - Courtney mentioned that Asian spa's have recently been in the news, and her responsibility in Derry includes inspection of those, and she has been heavily involved in that work as part of Derry's prevention of sex trafficking through unlicensed massage parlors. Brian L. if the state had issued cease and desist orders for those places. Courtney responded that was misreported, and it was Derry's efforts through local ordinance that achieved results, and the state actually did very little to enforce state licensing laws. Wayne said we should consider that topic for the Fall. Sophia thought it would be best if Courtney could present that along with Brian L. Brian noted he might struggle to restrain his disapproval with the level of state involvement and lack of support from Office of Professional Licensing and Certification. He said it was too easy to get licensed, even if the applicant is a felon. Courtney said the state doesn't even license massage parlors, only nail salons.
  - Wayne excused himself from the meeting at 10:00, and Brian L. took the proverbial gavel.
  - Brian L. suggested blood bourn pathogens and biohazards as another topic. He noted Trauma Services has been a vendor and did a presentation in the past. Angela stated businesses often do not realize that biohazards are a special situation and the Health Officer needs to inspect before reopening. Sophia said it is important to note that inspection requirement is for food inspection self-inspecting communities, otherwise the state is responsible.
- IT volunteerSpring Conference – May 21 @ The Puritan, Manchester
    - Brian L. asked for an IT volunteer but none applied. He suggested we could reach out to NHHOA members, and Board membership should not be a requirement, only aptitude. Nancy described the IT role as not a heavy lift.
  - Health Officer Liaison Updates – Sophia Johnson
    - A member identification card printer has been purchased, and in early Fall she expects to be able to provide those once again to new members. Recent change to RSA 141-C was mentioned, and an attorney is working to input the new requirements to the confidentiality agreement which entails primarily HIPPA rule compliance. Training will be provided about the new confidentiality agreements. Nancy asked if the HOLU newsletter could save a space for NHHOA, and Sophia said she and Joanne could do that. The basis of the newsletter is to not overwhelm health officers by frequent notifications on listserve.

- New Business
  - Nancy asked Kendall about interest in joining the Board, and he replied it depended on time and availability. It was noted to him that the Board meets once per month with exception of the two conference months, and the duration of this meeting is typical.
- Action Items
  - Some action items were already created during discussion of conference topics, but Nancy asked for members to relate any suggestions about potential sponsors to her.
- Next meeting
  - Next meeting— August 19, 2025 at 9:30am.
- Adjournment – Brian Lockard, Vice President, 10:15am.