



# New Hampshire Health Officers Association

## Executive Board Meeting Minutes

Thursday June 18, 2020

Via Zoom Video Meeting Platform

### I. Call to Order

President Arthur Capello called the meeting to order at 2:04 PM via Zoom Meeting Platform NH.

### II. Attendance

Arthur Capello, President  
Wayne Whitford, Vice President  
Brian Lockard, Treasurer  
Dennise Horrocks, Secretary  
Rene Beaudoin  
Ron Beard  
Heidi Peek  
Ron Eisenhart  
Dennis Roseberry  
Denise DeBlois  
Matt Cahillane, Program Manager, HOL  
Sophia Johnson, Health Officer Specialist  
Nancy Kilbride, Events Your Way  
Absent:  
James Murray

### III. Approval of Minutes –

The minutes from February 18, 2020, April 28, 2020, May 18, 2020 were approved.

### IV. Treasurer's Report- Brian Lockard/ Nancy Kilbride

Currently there are 158 members, there were 203 last year. Nancy will send out an email after July 4, 2020 to those who did not send in their membership. Total checking and Money Market = \$14,667.63. We received a check for \$2470 from DHHS for the time spent by DHHS with the NHHOA Attorney from the fall workshop. There is \$1180 in the actuals from the Spring Workshop, which is for people who had paid and have agreed to carry over to the Fall workshop. Nancy asked that we decide how we want to proceed with our Attorney, whether to bill hourly or a retainer. The Board agreed to require that we do hourly and we will determine approximate hours needed, and preauthorization from Arthur or Nancy. Arthur and Nancy will both receive emails from Attorney Filmore to assure we have accurate information. Treasurer's report accepted.

## **V. Notification to the Board from President Arthur Capello for consensus**

Arthur notified the Board that Attorney Christine Filmore is now the attorney for the Town of Farmington, and he wanted to disclose that to the Board. The consensus of the Board was that this was not a conflict because he disclosed it to Board.

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

- a) The Board reviewed the training needs survey developed by Sophia. Several additions were discussed, and the survey will be revised and sent out to all HO and DHO's.
- b) Sophia reviewed the COVID-19 inquiries to the HOLU tracked during the pandemic. Calls were from HO's DHO's and the general public. There was a drastic increase in assistance, and requests for clarification. Typically, the office receives 21 calls/ emails per month, and they have received 38 from January to June 14th. There were 229 calls and 157 were COVID related. The technical assistance was then broken down by type, i.e. campgrounds, graduations, restaurants, etc. This information was further broken down by caller type, HO's 122, DHO's 16, Other 122.
- c) HOLU also provided 7 ZOOM trainings for Health Officers, with an average of 38 attendees. The trainings included "The Role of the Health Officer in COVID-19, Retail and Cosmetology Guidance; Restaurant Guidance – in collaboration with DPHS Food Protection; Childcare Guidance; Pools and Beaches – in collaboration with DES; Updated Restaurant Guidelines and Municipal Guidance. The Board agreed these webinars were very helpful and provided just-in-time training for HO's. Dennise suggested we consider monthly webinars moving forward, as this platform worked so well. Sophia will be updating the checklists to reflect any new guidance, and they will be posted to NHHOA website.
- d) There was a request on the Municipal Guidance webinar that the Board send a letter to Gov. Sununu to request better communication and notifications to HO's, and clarification on enforcement. They also would like it shared with Municipal authorities. Wayne mentioned that enforcement with police right now in light of the atmosphere of the country regarding Police, could be a concern for safety for HO's. Sophia and Dennise will work on a draft.

## **VII. COVID-19 Recovery Issues**

- a) State- Matt reviewed a draft letter from Lisa Morris, NHDPH Director to clarify the enforcement powers of HO's, and where DHHS *requires* the assistance of HO's to conduct sanitary investigations to help compliance with the guidelines issued by the Governor to decrease the spread of the virus. He anticipates this will go out sometime in the coming week.
- b) Locals- Communication still seems to be an issue. It is difficult to prepare the response when HO's find out the new guidelines the same time it is announced at a press conference. If we had the information ahead of time, we could have more time to plan and prepare.

## **VIII. Committee Reports**

- a) Seasonal Issues- Matt spoke with the SEOC and they are developing guidelines for cooling centers during the COVID-19 pandemic, and those guidelines will be released soon.
- b) Emergency Preparedness- nothing to report.
- c) Legislative/ NH Public Health Association- Clarification on the letter from Lisa Morris is that we will receive a letter and protocols, deputizing us during COVID-19 response and we will be agents of the State for this issue.

**IX. New business**

None

**X. Next Meeting**

- a) The next zoom meeting will be meeting will be July 23, 2020 at 9:00AM
- b) The meeting was adjourned at 3:04PM.

Respectfully submitted: Dennise Horrocks, Secretary