

New Hampshire Health Officers' Association

Executive Board Meeting

MINUTES

14 June 2016

MEETING: The meeting was called to order at 9:36 am at New Hampshire Municipal Association, Concord, NH

ATTENDANCE: Arthur Capello, president; Dennise Horrocks; Judy Jervis, ex-officio; Nancy Kilbride, Events Your Way; Brian Lockard, treasurer; Jess Morton, HOL; Wayne Whitford, vice-president

MINUTES: The minutes of the 19 April 2016 meeting were approved.

TREASURER'S REPORT: There is \$16,597.41 in the checking account. There was a recent deposit for memberships and conference registrations of approximately \$708. Invoices paid to Events Your Way (\$360-8hrs at 45 an hour), Pay Pal, and First Impressions (Breakfast cost: \$414.14 minus a \$103 discount and Lunch cost: \$1,268.50 minus \$317 discount. Bank statements have been corrected and they are now being sent to Brian. Brian will follow up on money market account before the next meeting.

EVENTS YOUR WAY UPDATE:

Membership – Nancy handed out the current membership list. There are 192 members, which is approximately 51% of the health officers. Nancy suggested using Pay Pal for memberships in 2017 since many used the service for the spring workshop. She has corrected inaccurate emails and in the hopes of capturing more memberships in 2017.

Taxes – Jess gave Nancy the IRS account and password. Board discussed that this may have been due in May. Nancy will follow up on doing the postcard.

Website - Nancy reported that the consultant has created a template with pictures. The template is on WIX and costs a \$100 per year. Nancy and Jess to complete website in June/July. Nancy to send the BOD a link to the template for viewing.

COMMITTEE REPORTS:

Arboviral- no update – testing starts in July

Legislation/NHPHA – no update – Jessica mentioned that she will be working with Marie Mulroy from the NHPHA to bring together key stakeholders to look at the Minimum Housing Standards (RSA 48-A:14)

Emergency Preparedness – good conference – a number of interesting sessions

HOL UPDATE

- **Manual** – Jess reviewed and handed out a copy of a revised manual outline and suggested we add some sample letters for enforcement on housing standards and nuisances.
- **Regional Meetings** - Jessica shared that she sent a survey to 20+ Health Officers in the North Country to obtain information on how to provide education and outreach in the North Country the end result shows they would like a full day training on a Wednesday and sessions should focus on housing complaints, nuisances, laws and regulations, inspections (child care, foster, schools etc...). Jess hopes to schedule this training over the summer. She is looking for speakers and topics.
- **Webinars** – Jess was seeking ideas on topics for webinars – suggestion was for one on enforcement/legal – reach out to Christine and/or Phil for this training.
- **Healthy Homes Conference** – agenda is almost final and registration has begun. It should be another interesting conference with sessions on drinking water, radon, lead, tenant rights, safe sleep, and identifying substance misuse.
- Jessica also shared a few of the things she would be working on for the next year:
 - Host 3 trainings or webinars for Health Officers (beyond the spring and fall workshops).
 - Access the current needs of the Health Officers
 - Develop a Health Officer training and communications plan
 - Update Health Officers manual with template letters for administration inspections, housing complaints, and public health nuisances – update at least 3 areas of the manual.
 - Host a minimum of two meetings with the Code Work Group.
 - Research radon and do a brief literature review on Radon in new construction.
 - Interview and discuss radon mitigation in new construction with a radon mitigator with at least 10 years of experience.
 - Collaborate with Healthy Homes to create a real estate presentation on drinking water, radon in air, lead paint, asbestos, etc...

BUSINESS:

- **SPRING WORKSHOP:** 72 people were registered and 66 attended the evaluations showed that everyone enjoyed the sessions. The DES compliance inspections regarding asbestos had a few comments for more clarity on the code issues. The food was good, but we had a lot of left overs.

- **FALL WORKSHOP:** Arthur reserved the NH Municipal Association for Tuesday, October 18 from 8:30-4:00, we also reserved the room across the hallway from the large room for possible exhibitors.

Nancy asked if we want to invite paying exhibitors to the workshops. We could charge \$100/300/500 per vendor. The group was split on wanting to charge exhibitors. The board also discussed looking into an alternative location with exhibitors since we are at our maximum at the Municipal Association. Nancy said she would look around the in Concord, Manchester, to Plymouth areas for a potential alternative location. The board will need to vote if/when we would like to charge exhibitors.

The board also brought up purchasing a taser/flashlight/personal alarm Nancy will do some research and get back to the board with some suggestions.

- **DOE Checklist** – Jess met with Marjorie from the DOE and she did not think the school health inspection still needed to be done considering: 1) Fire Departments go in annually, 2) Schools are required to do an IAQ Checklist, and 3) DOE are trying to do 10% (approximately) of school inspections annually. Jessica isn't sure if DOE will send a letter to the Health Officers or the surveys will no longer be requested.

Meeting adjourned at 11:35 am.

Next meeting- 20 July 2016 from 12-4 at NHMA – lunch will be provided