

- *Executive Board Minutes*
      - August 19, 2025
      - **9:30 am –11:00 am**
      - Zoom Meeting Format
- Call to Order – Wayne Whitford, President
- Attendance
  - Wayne Whitford, President – present
  - Brian Lockard, VP – present
  - Liam Ehrenzweig, Secretary – present
  - Courtney Bogaert – present
  - Lisa Bechok – absent
  - Nancy Kilbride, Events Your Way – present
  - Sophia Johnson, DPHS Health Officer Liaison Unit – present
  - Madison Bailey, -- absent
  - Heidi Peek-Kukulka – present
  - Brian Santiago, Concord, NH Health Officer – absent
  - Angela Liberty, -- present
  - Kendall Hughes, --present
- Approval of June 17, 2025 minutes
  - A motion to approve the minutes from the previous Board meeting. The minutes were approved.
- Treasurer’s Report – Nancy Kilbride
  - Nancy reported \$17,724.35 available funds. Wayne asked if there was any success establishing the money market account. Nancy is still waiting to hear back from the bank. Everything else has been straightened out with the state, and now the bank needs to move through their process.
  - Brian Santiago has agreed to assume the treasurer’s role.
- Membership – Nancy Kilbride.
  - Current membership stands at 203 total.
- Fall Conference – October 1, 2025 @ The Puritan, Manchester
  - Nancy expressed concern that the agenda has not been finalized. Wayne asked if we should begin with the education department’s presentation. Brian L. stated DES Subsurface would prefer a morning session, and that they were anticipating a 45-60 minute time allotment. Wayne asked if 10:30 would work for DES. Sophia suggested DES discuss new rules for septic evaluations at waterfront properties. Nancy noted that we could adjust times to accommodate presenters, but the pressing matter is that we currently have time for five presenters but only

have four readied. Brian L. said he had spoken with Colleen Monk this morning and she is interested in presenting, but would like to consult with Sophia first. Sophia offered to assist, but was not sure what Colleen's presentation would encompass. Brian L. offered to work with Colleen on her commitment. Sophia suggested we postpone the Child Care topic until Spring 2026 because some rules are planned to change before then and she will have more relevant info to discuss. Wayne asked if department of education would fit better at 11:15. Nancy suggested reserving the afternoon for a 'heavy hitter'. NHMA is tentatively planned for the afternoon. Courtney suggested Beverly Druin from DHHS could fill the remaining topic with Lead Inspector/ Risk Assessor. Sophia noted the upcoming dates for LI/RA trainings. Kendall agreed with the LI/RA topic and mentioned he had received that training. Wayne asked if the 1:00-2:00 time slot was open, and questioned whether education should be presented before or after lunch. Brian L. suggested Regional Public Health Network topic for the afternoon.

- Nancy encouraged the discussion to focus on settling on one additional topic to present. Wayne suggested since we are heading towards winter perhaps minimum housing would be a good topic. Sophia thought RSA 48-A had not been covered in a conference for several years. Nancy thought it was presented about three years prior. Sophia affirmed she could present that topic but had reservations about the amount of her presence at the podium since she was already expected to assist with RPHN and would provide the HOLU update too. Sophia was unable to suggest a presenter for the minimum housing topic, but thought it would be good if a health officer could do it. Courtney suggested bed bugs as another topic. Brian L. suggested Aaron Krycki, the Environmental Health Manager for Manchester was a good candidate to present on bed bugs, and he would reach out to Aaron. Angela suggested we should solicit questions from attendees about their bed bug concerns prior to the conference for time management purposes. Nancy said she would include a solicitation for queries for all topics with the conference registration info.
- Nancy reported there is only one vendor signed up at this time, Beverly Druin from DHHS. Nancy only received feedback from Brian L. for her previous request for vendor suggestions.
- Nancy reminded that we still need an IT assistant. Courtney volunteered to do that as long as she can use an Apple laptop. Nancy and Courtney will collaborate to work out details. Brian L. wanted to affirm Powerpoint is compatible with Apple. Courtney said she uses Powerpoint with her Apple.
- Nancy noted the Fall conference also functions as our annual meeting. Brian L. mentioned that Brian S. can be voted in as Treasurer then. Sophia asked if Kendall needs vote confirmation to join the Board. Nancy responded the Board votes in Board members, but the NHHOA membership votes for officers.

- Readiness Report

- Sophia said any changes to last years' report were included this year. The biannual demographic survey was done this year, and if the Board wanted a different format for that the Board should discuss. Sophia will send out a draft of the Readiness Report to the Board for review and comment. Brian L. offered a brief summary of the legislative requirement for the report to Brian S. and Kendall. Sophia noted the report is presented to the Joint Oversight Committee on Health and Human Services and State Health Assessment and State Health Improvement Advisory Council. Wayne informed that Kim \_\_\_\_\_, the previous health officer representative to SHASHI had resigned, and he wasn't certain if they wanted another health officer representative. Sophia will provide contact information to Wayne so he can reach out. Courtney asked for clarification of SHASHI responsibilities, and Sophia said they operate at a state level for health initiatives.
  
- Health Officer Liaison Updates – Sophia Johnson
  - Sophia provided a quick update on upcoming trainings:
    - Kim Kirkwood would be providing Lead Paint renovation repair and painting training, and her training would be recorded and later provided to health officers via Cornerstone.
    - Adult and Elderly Services training will be upcoming at the seacoast.
    - In-person training will be offered as an alternative to the required three-hour training on Cornerstone.
    - DHHS has a printer available to produce membership cards, but photo identification is not a feature.
  - Brian L. asked if confidentiality training is included in the 3-hour course. Sophia said she was involved in a meeting this morning on that subject with DHHS, and once finalized their legal confidentiality requirements would be rolled into health officer confidentiality requirements for efficiency and consistency.
  
- New Business
  - Nancy informed she has not received any negative comments about the recent price increase.
  - Heidi announced Mike McGuinness has been hired by Nashua to replace Ren. Brian L. inquired about Ren's well-being, and Heidi reported that Ren is doing well and enjoying his new position with DES. Wayne commented that perhaps Ren could be persuaded to present at a future conference.
  
- Action Items
  - Wayne noted the conference agenda will need to be finalized. He asked who will contact NHMA, and Nancy will do that task.
  
- Next meeting
  - Next meeting– September 16, 2025 at 9:30am.

- Adjournment – Wayne Whitford, President—10:10 am.