

New Hampshire Health Officer's Association

Executive Board meeting

October 17, 2018

MINUTES

MEETING: The meeting was called to order at 9:17 AM at the New Hampshire Municipal Association, Concord, NH

ATTENDANCE: Arthur Capello, president; Matthew Cahillane HOL; Wayne Whitford, vice-president; Brian Lockard, treasurer; Dennise Horrocks ; Dennis Roseberry; James Murray, Nancy Kilbride

MINUTES: The minutes of the September meeting was approved

Motion made to accept the minutes by Dennis, 2<sup>nd</sup> by Arthur

TREASURER'S REPORT

Nancy Kilbride reported

- September expense \$135 for Event Planner
- No action is needed on the legal retainer fee
- Year to date expenses \$7,955.40
- Total year to date revenue \$8,138.08
- Total Checking & Money Market \$19,225.03

Motion to accept treasurer's report was made by Brian, seconded by Wayne, approved by the members

Membership currently at 202 (193 in 2016, 199 in 2017) includes those who joined when registering for the conference.

WEBSITE:

- Directors agreed to have Nancy update the logo on the website
- Nancy will list towns with health officer vacancies on the Health Officer's Association website

COMMITTEES

Fall Conference

- 47 attendees have registered
- There are 4 speakers and 9 vendors
- Food has been ordered, lunch from Harts Turkey Farm, breakfast from Brown Bag
- Matt will do summary of Hampton Beach Legionnaire's outbreak as part of his summary

## Arboviral

- One human case of West Nile Virus in New Hampshire
- Has given Bureau of Infectious Diseases the health officer contact list

## Legislative

- Matt has not received the listing of bills for the upcoming legislative session

## Emergency Planning

- Nothing new

## HEALTH OFFICER LIAISON

- Pool program
  - Tim Wilson needs to be notified of new pools and spas by the owner
  - Nashua closed a number of pools this summer because of issues
  - Condo pools need to be licensed
- One case of polio like disease has been identified in new Hampshire (2 in Mass)
- New bureau supervisor; Michelle Robarge (mat invited her to workshop and board meeting)
- DHHS is conducting a capacity study, Mast stressed need for a full time health officer liaison
- Matt will be participating in a webinar on hoarding in Maine

## EXECUTIVE BOARD TERMS

- Nancy sent out a blast inviting health officers to join the executive board
- Terms expiring this year: Arthur, Wayne, Heidi, Brian
- Heidi will step down as secretary, will remain on the board
- Dennise will become secretary
- Slate of officers to be presented at the annual meeting
  - Arthur Capello, President
  - Wayne Whitford, Vice-President
  - Brian Lockard, Treasurer;
  - Dennise Horrocks, Secretary

## SCHOOL INSPECTION FORM

- Print a copy of the rules prior to the inspection (match checklist numbers)
- Identify a list of prohibited pets
- Check town assessor list for age of buildings and if on water & sewer
- Take photo of form with smart phone (form no longer in duplicate)

OTHER BUSINESS

- Dennis and Brian to present at NHMA Webinar on health officers after the meeting
- FDA Food conference is coming to Manchester in September 2019
- Christmas lunch December 11 at the Red Blazer

CONFERENCE AND ANNUAL MEETING: November 7

NEXT MEETING; December 11, 12:00 Noon at Red Blazer

MEETING ADJOURNED: 11:15 AM

Submitted by: Wayne Whitford, Vice President