

New Hampshire
Health Officers Association
Executive Board Meeting Minutes

Tuesday, February 18, 2020

I Call to order

President Arthur Capello called the meeting to order at 9:07 AM at the NH Municipal Association, Concord, NH

II. Attendance

Arthur Capello, President
Wayne Whitford, Vice President
Brian Lockard. Treasurer
Rene Beaudoin
Ron Eisenhart
Denise DeBlois
Matt Cahillane, HOL
Nancy Kilbride
Absent
Dennise Horrocks
James Murry
Dennis Roseberry
Ron Beard
Heidy Peek

III. Approval of the minutes from the last meeting

Motion to accept was made by Wayne Whitford and seconded by Brian Lockard. The minutes of the January 23, 2020 meeting were approved

IV. Treasurer's Report - Nancy Kilbride

- a) Checking and money market totals through January \$10,862.61. Membership dues received \$3,840.00
- b) Expense: Mailings and administrative services: \$1,359.94
- c) Motion to accept was made by Brian Lockard, seconded by Arthur Capello and approved by the board

Nancy will send an email to the health officers who have not renewed their membership for 2020.

Matt has spoken to Beverly regarding the \$2,470 invoice from Christine for consulting service. Beverly has agreed to a sponsorship in that amount for the spring workshop from the DHHS Healthy Homes and Lead Program.

Nancy will contact Christine about billing. What to the monthly bills for: "General Representation" cover? Find out if retainer is still available. No more surprises!

V. Spring Workshop Discussion

a) Role of the Health Officer, 9:00-12:00 Matt two hours training and one-hour questions. Break half-way through. Send comments to Matt on his HO roles handout within ten days.

b) Afternoon: Panel discussion by board members (individuals to be determined) Arthur will moderate. Questions will be gathered from the attendees prior to the session. Handouts will be available on the laws. Case studies and inspection photos to be part of background PowerPoint. Matt will send his PowerPoint from the Healthy Homes Conference.

c) Nancy to draft agenda for workshop registration and send it to the board. Once approved the registration website will go live.

d) Raffle: \$10 Dunkin Donuts gift cards, Nancy will pick up

e) Caterers: Options Washington Street Café, Alans, Panera. Plan on Continental Breakfast and hot lunch. Nancy will put together comparison of the pricing of the three vendors.

f) Vendors: Nancy will contact the vendors on the listing to see who is interested. The introduction PowerPoint will list the vendors and thank them for supporting the Association.

VI. Healthy Homes: The Healthy Homes Conference is being cancelled because of low attendance

VII. Regional Training: One done in Monadnock Region. Still considering training in the north country. Will not happen until the new person is on board and training is completed

VIII. Health Officer Cheat Sheet: Denise obtained pricing for the printing. Business card stock is \$35 for 100 cards, plastic (Credit card style) cards are \$95 for 100 cards. Will go for paper cards and if popular make plastic cards next time. Proofs of the cards will be reviewed at the next board meeting.

IX. health Officer Update, Matt

a) Working on the Health Officer Manual updates for Moisture & Mold and Smoking/Vaping

b) Staffing for Program Specialist: Currently have two candidates, more to be interviewed, additional mailing for the position has gone out. He is hoping for someone to be hired and in place in four to six weeks.

c) Health Officer Appointments: Four appointments in January, ten in February. Reminders will be sent to towns where the Health Officer's appointment has expired.

d) Seasonal Flu/Coronavirus: DHHS is currently in Phase I; Protect yourself, clean and disinfect information is being distributed. Phase II would involve Isolation and Quarantine. The Health officers would be involved if the state went to Phase II. Do not trust data on Coronavirus received from China. Recommend to public that they get their flu shot.

- X. Action Items: Finalize vendors for the workshop, request questions from Health officers for workshop
- XI. Committee Reports
 - a) Seasonal Issues: Flu/Coronavirus:
 - 1. Health Officers should carry gloves, masks and alcohol sanitizer.
 - 2. Soap and water is best for cleaning and sanitizing.
 - 3. Chlorine based sanitizer is more effective on surfaces.
 - 4. Wash surfaces with soap and water using cloth, not sponge, then sanitize.
 - 5. Provide surgical masks to sick patients, healthcare workers should use N95 masks.
 - 6. Rene will distribute fact sheet on sanitizing
 - b) Emergency Preparedness Conference on June 23
 - c) Legislation: Bill on bed bugs in temporary housing ruled inexpedient to legislate by the committee. Proposed bill would require Health Officers to inspect for bed bugs. Training would have to be established. Training could be done as part of HO workshop if bill passes.
- XII. Next Meeting: Thursday, March 18, 2020
- XIII Adjourn: Motion by Brian, second by Denise, approved by board at 11:05 AM.

Respectfully submitted: Wayne Whitford, Vice President