Minutes from the January 10, 2013 meeting were reviewed by the directors present. A motion was made by Art and seconded by Chuck to approve the minutes. The minutes were approved by a vote of the directors.

Treasurer’s Report
- Checking balance $8,202.17
- Bills
  - Catering: $1,500
  - Cornerstone: $153

Cornerstone:
- It took six weeks to send out renewal billings
- Our contact at Cornerstone is Eileen
- Check with Cornerstone on their ability to handle electronic payments

DHHS Database
- DHHS health officer’s database is not current?
- Some of the invoices that went out from Cornerstone had out of date health officer information. Did the data come from LGC or DHHS?
- Bev will check with Janice on vacancies – 16 vacancies are noted on the list
- Next mailing will be for the spring conference – mail to members with email, email to all health officers

Bev
- Working with Mike Dumond and Elizabeth Manard and the Policy Institute of Maryland on the nuisance task force information. There have been two monthly conference calls
- The NH RSAs are written loosely, like most other states
- Addressing five nuisances: Outdoor wood burning; smoke; mold, trash
- End product of the exercise: Model language for towns, Definition of nuisance
- Open item: Health officers as agents of the state
- Webinar: Nothing done yet

Committees
- NH Public Health Assoc Legislative Group: Kim gave an opinion of HB 608
- **DOH tracking list for Bev, will get DES Legislation list**
  - Bed Bug bill – working group
  - Arboviral: Dennise and Brian -- Pre-Season meeting on February 27
  - Emergency Preparedness Conference on June 27 -- Judy sent out the information from Rodney

- **Workshop (Conference)**
  - The afternoon sessions are set
  - CDP not coming – the morning is open
    - 9:30-12 2-3 speakers
    - Flood mapping
    - Fusion Center-Jen Harper
    - Legal: HIPPA, DCYF, mandatory reporting
    - Bloodbourne pathogens-Heidi will work on this item
    - State lab, chain of custody
    - Rabies reporting
  - Fall conference: Regional planning, climate change
  - Vendors: Skip vendors, speakers can leave handout material
  - What did LGC do that we will need to do for the conference? Printing, assembling packets, ? mailing-how long will it take Cornerstone to do
  - Raffle/Give away: 10/$10.00 Dunkin Donuts gift certificates
  - Menu: Do the same as last year-executive lunch sandwiches
  - Bev will send out the date email
  - Conference fee: $45.00 to pre-register, $60.00 for walk-ins and non-members. Membership is $25.00 not included in the registration.

- **Health Officer Manual**
  - The 1994 Edition is the most complete. Bev will send out copies to all
  - The 2006 Edition is the most recent printed manual
  - Current edition is only on line and on the thumb drives
    - Bev is updating the web site manual
  - Manual needs to reference the RSAs
  - Need to have templates of letters and orders
  - For the next meeting review and comment on the communicable diseases section

- **Meeting schedule**
  - Second Thursday of each month ?
  - Next meeting March 14 ? Judy will check with LGC

- **Meeting adjourned at 11:45 am**
- Minutes submitted by Wayne Whitford