



# New Hampshire Health Officers Association

- *Executive Board Minutes*
  - January 21, 2025
  - **9:30 am –11:00 am**
  - Zoom Meeting Format
  
- Call to Order - Wayne Whitford, President
  
- Attendance
  - Wayne Whitford, President – present
  - Brian Lockard, VP & Chair for Advocacy Subcommittee – absent
  - Rene Beaudoin, Treasurer Pro Tempore; Chair for Data Subcommittee – present
  - Liam Ehrenzweig, Secretary; Chair for Communication/Marketing Subcommittee – present
  - Courtney Bogaert – present
  - Lisa Bechok - present
  - Nancy Kilbride, Events Your Way – present
  - Sophia Johnson, DPHS Health Officer Liaison Unit – present
  - Joanne Cotton, DHHS staff – absent
  - Madison Bailey, -- present
  - Heidi Peek-Kukulka -- absent
  - Brian Santiago, Concord, NH Health Officer – present
  - Angela Martin-Giroux, -- present
  
- Approval of November 19 and December 10, 2024 minutes
  - The minutes were approved.
  
- Treasurer’s Report – Nancy Kilbride
  - Nancy reported very little financial activity in December, with \$17,528.04 in money market account and checking account combined. Nancy mentioned possibility of transferring \$7,500 funds to a money market account account with Live Oak Bank 4.4% and closing the Citizens Bank account. Wayne asked what the term duration was with Citizens Bank? He suggested the term with another bank should not be too long so as to tie up funds’ fluidity, and said Leadership subcommittee will do an analysis. Lisa agreed with idea of investing funds. Wayne motioned to move funds and Ren seconded. Nancy to check when current term ends with Citizens. Wayne said we should wait until that expires before moving funds so as not to incur penalties.
  
- Membership Update – Nancy

- Nancy reports 113 current 2025 members, expects to reach goal of 200 as enrollment usually takes until end of February to fill out. Wayne spoke with the NH Fire Chief's Association about joining the NHHOA and sensed interest from them and possible NHHOA reciprocal interest in participating in their trainings. Nancy said number of health officers doesn't evenly match number of municipalities because some health officers server multiple municipalities while some municipalities have multiple health officers. Wayne noted that Coos county was well represented while Belknap was not and asked Sophia if she had any understanding why that might be. Sophia didn't think it was a geographic reason. Wayne asked if Belknap was included in Regional Public Health Network outreach, and Sophia affirmed. Nancy stated that current Health officers and previously serving Health Officers receive membership invitations, and in February she will send general listserve and targeted email invitations then reassess in March whether to send another mailing. Sophia informed of receipt of \$1897 from state for membership assistance. Nancy asked for suggestions for use of those funds, such as free membership to those who haven't joined. Wayne disagreed with free membership, said maybe fund a portion of membership fee. Courtney asked if direct phone solicitations were made and by whom. Nancy answered yes, and calls were made by staff. Courtney volunteered to make calls to provide outreach from one health officer to another. Wayne said we should identify those who have never been members and try to get a board member to reach out to them. He stated we have a total list of health officers in state and by comparing to NHHOA members we can identify those who are not. Courtney asked if we have phone numbers of those who are not. Nancy asked about interest in increasing membership fees, stated 2020 was last increase from \$35 to \$45. Ren recommended an increase to \$50 which was approved. Wayne suggested publicize in next newsletter. Courtney said \$65 would be a better fee, but Ren disagreed and countered that smaller towns might have trouble with a larger increase, that we should begin at \$50 for 2026 then reassess.
- Spring Conference – Nancy
  - Nancy stated she has been in contact with Doubletree, formerly Holiday Inn, in Concord. They are taking bookings in mid-May for June openings for conference room. (Doubletree is performing renovations to their facility). The cost for rent will increase to \$1000-\$1500. Nancy was able to get reduced rate \$500 in 2024 but expects unlikely to get that discount in 2025. She reminded she did extensive research last year for alternative venues, but is still looking for alternatives. She expects to have solid numbers from Doubletree for food and rental costs by February NHHOA meeting. Wayne noted that availability of the venue means unable to schedule Spring conference until June. He asked if 2024 conference, which occurred in June, had a different attendance than normal. Nancy informed of higher than normal attendance in June 2024. Wayne suggested National Guard Training Center, or another venue in the Concord area if they have sooner availability. Brian Santiago offered to assist with the search. Angela informed nonprofit organizations are allowed to rent the National Guard facility. Courtney inquired other Holiday Inns had been researched. Nancy noted that very few hotels in NH have sufficient meeting space, but noted it would be helpful if others have knowledge of potential venues. Wayne asked for suggestions about topics to be presented at the spring conference. Nancy noted the Professional Development subcommittee needs members and a champion. Lisa is willing to join. Wayne prefers two conferences per year. Ren agreed that members benefit from two conferences. NHHOA will stay with the two conferences schedule.
- Health Officer Liaison Updates – Sophia Johnson

- Three regional public health network meetings are planned for 2025: North Country, Carroll and Monadnock. A new team is in place at the DES Subsurface Bureau and they will provide septic training along with NHHLO in May/June. Health Officer Manual updates are ongoing to convert subjects into the new improved format. DHHS has roughly \$10,000 funding for training, and some of that will be applied to Cornerstone training platform for subject of environmentally caused cancer.
- Readiness Report – Wayne Whitford
  - Wayne is working on a presentation to the legislature with Sophia, and said past presentations have been positively received. Other Board members are welcome to attend the presentation.
- Subcommittee Reports
  - Ren reported Data has not met. He informed the Bylaws are available to view and input for suggested updates was too. Wayne suggested that topic be included in the February Board meeting agenda.
- New Business
  - Wayne asked when next newsletter planned. Nancy recommended publish shortly prior to next conference. Courtney inquired who should receive the newsletter. Nancy stated the Executive Board decided it should go out to the full listserve of state health officers. Courtney asked if there was any feedback about previous newsletters. Nancy was disappointed that she hadn't received comments about them.
  - Sophia noted end of March Granite State Wastewater conference is planned. \$435 cost for two members for two days, lunch included, for members of that organization to participate as vendors. Courtney and Madison expressed interest in participating. Wayne asked if both volunteers would participate in both days or each participate once. To be determined. Courtney said they will need marketing materials. Sophia reminded of banner and tablecloth. Ren suggested NHHOA membership applications. Nancy stated we need to consider how to recoup the \$435 cost. Ren said membership enrollment could offset some cost. Ren motioned to sponsor and that was approved. Sophia reminded the \$435 is for members and will increase after February 7. She informed Brian Lockard is a member and suggested he perform the registration to obtain the discounted fee.
  - Discussion was made about the Northampton, MA food inspectors conference. Ren said it is not in NHHOA's interest to provide sponsorship at this time to that conference. Nancy said she had been in contact with them, and they said sponsorship could include merely publicity. Ren suggested it be included in the next newsletter.
  - Wayne asked about presenting to the Building Officials at their conference. Liam noted they have monthly meetings, not a full conference. Nancy noted they host a golf tournament annually. Liam was nominated to reach out to Tim Herily NHBOA president to inquire about NHHOA presenting at one of their meetings or golf tournament.
  - Ren introduced discussion regarding the NHMA legislative tracking and whether it is worth the cost. He does similar tracking for Nashua and is willing to share data. Wayne asked duration of current contract with NHMA for that service. Nancy to check but believes we are locked in for 2025 for \$1250. Wayne said we relied a great deal on the ability of Natch before he left NHMA, and we might not get the same level of service from whoever his replacement is. Sophia said two new employees have started with NHMA, and she can provide contact info. She also said

DHHS tracks legislation and could share. Wayne said we should reintroduce topic at next meeting so Brian Lockard could weigh in.

- Next meeting – February 18, 2025 at 9:30am.
- Adjournment – Wayne Whitford, President, 10:40 am.