



# New Hampshire Health Officers Association

## Executive Board Meeting Minutes

Tuesday February 15, 2022

Via Zoom Video Meeting Platform

### I. Call to Order

Wayne Whitford, President called the meeting to order at 9:32AM

### II. Attendance

Wayne Whitford, President  
Brian Lockard, Vice President  
Denise DeBlois, Treasurer  
Dennise Horrocks, Secretary  
Ren Beaudoin  
Heidi Peek  
Gwen Williams  
Nancy Kilbride, Events Your Way  
Sophia Johnson, Health Officer Specialist  
Matt Cahillane, Program Manager, HOLU

#### Absent:

Ron Beard  
Arthur Capello  
Ron Eisenhart  
James Murray

### III. Approval of Minutes

The minutes from January 18, 2022 were approved.

### IV. Treasurer's Report- Nancy Kilbride

Total in Checking account and Money market is \$13,838.74 No expenses this month. Revenue was \$1755 from membership fees. Currently we have 123 members with 30 new as of 2 years. Of those 123 members, 30% are FT, 46% are PT and 11% are volunteers. Discussion followed about the issues Nancy has depositing checks into accounts. There is a limit on how many checks can be uploaded, which can be time-consuming. Brian reviewed the current names on the accounts, and that needs updating. He will mail the bank a letter with the corrected information. A new debit card is also needed as the previous one has expired and in a previous President's name. Treasurer's report accepted.

### V. Update on Readiness Report to SHA/SHIP and HHS Oversight Committees- Wayne Whitford

The SHA/SHIP committee meets 3/11/22 and HHS Oversight Committee on 2/25/22, Wayne and Matt will be attending. It is important to talk about the needs of HO's, housing issues, hoarding, the large turnover in RPHN's and large amount of money that is provided to them. Discuss what HO's can and can't do. The Readiness Report should be posted on the NHHOA website, **\*Action Item** Wayne will

send Readiness Report to Nancy for posting. **\*Action Item** Matt will send the links for the YouTube channel to watch the committee meetings.

## **VI. Health Officer Liaison Updates/ Health Officer Manual Update- Sophia**

- a) HB79 3 hour training course: the IT dept. has accepted the content and are uploading it. It will include letter examples, completion certificates, etc. The first training will be on-demand, likely for an April/ May timeframe. Matt and Sophia will let us know when all is in place. There is also a new DHHS website coming soon. Other trainings will be topic specific. There will be a HO training on private drinking water system, roadside springs, water testing by DES on Thursday Feb. 17<sup>th</sup>. In March childcare licensing will be reviewing updates to the childcare manual. The Board asked for a message to go out through the listserv regarding the training timeline, and on the website.
- b) HSEM notifications to HO's: HSEM presently doesn't have all the HO contact and does not have a way to for the contact lists to be consistently updated. There will be no action for this for at least a year. Matt and Sophia noticed a 15% HO vacancy rate, and the rate is usually <10%. They are thinking of how to address this issue. For example in Grafton County there are clusters of towns with no HO's. Those with extended vacancies could possibly have a regional HO. Now that there is such an increase in burnout with HO's, how do we support the towns and get the HO's to stay.

**VII. Spring Workshop Planning:** The board discussed option of virtual, live or hybrid. Unfortunately hybrid tends to be pricey for equipment, etc. The Spring workshop will be virtual and will be Tuesday May 24, 2022 from 8:30am- 12:30PM. DHHS will confirm using the "Team" platform for that date. For topics, Sophia mentioned a short presentation on how to file with the court system, like condemnation, and how it has changed. Gwen mentioned data management and perhaps have 3 round table topic discussions. Short term rentals would be a good topic with upcoming legislative changes. Natch Greyes at NHMA was discussed as a presenter on this, and Brian offered to contact him. **\*Action Item** Nancy will send out a save- the-date.

**VIII. NHHOA Strategic Planning Preparation: \*Action Item-** Nancy and Sophia will work on a sample template for the RFP. The group decided on a September timeframe. We should revisit a vision and mission statements. The top 3 priorities in working with the facilitator are:

- ❖ Supporting the legitimacy and standard of the HO. Basic training for the HO's allows better visibility for the HO's
- ❖ Promoting the HO's
- ❖ Communications plan. The value of the HO, put us out in front of challenges, a direction for the association to go

**IX. Discussion on inviting Trish Tilley and DHHS reps to a Board meeting:** This will be an agenda item for March, and we will discuss what topics we would like to discuss with her. We would like to invite her perhaps for the June meeting.

**X. Discussion on NHMA and Legislation tracking:** NHMA currently works with building officials and assessors for tracking and reporting. They may not offer testimony, as they testify for NHMA. **The Board voted unanimously to move forward with this.**

**XI. Committee Reports:**

- Seasonal Issues: End of season Arboviral meeting is Thursday 2/24/22. NHHOA Board members on this task force are Brian, Heidi, Ren and Dennise.
- Legislative/ NH Public Health Association: Matt reviewed the legislative updates.
  - HB1268 “Limiting authority for city councilors and by laws”. An amendment dated 2/11/22 was added to the original bill to change RSA 47 “By-laws and ordinances”. This would limit specific items addressed by by-laws and ordinances from “for the well-being of the city” to “nuisances that interfere with the use and enjoyment of property”.
  - HB1429 Licensing of massage establishments. Brian already wrote a letter of opposition, as it takes away the authority of local HO’s.

**XII. New business:** Marjorie Schoonmaker from NHDOE told Nashua there will be changes to the school inspection form, and more specifically follow-up inspections. Any notes will require a follow-up. She also offered that we HO’s could accompany their inspectors when they come to cities and towns.

**XIII. Next Meeting**

- a) The next meeting will be Wednesday March 16, 2022 from 9:30- 11:30AM via Zoom
- b) The meeting was adjourned at 11:20AM.

Respectfully submitted: Dennise Horrocks, Secretary