



New Hampshire Health Officers Association

Executive Board Meeting Minutes

Tuesday March 19, 2019

I. Call to order

President Arthur Capello called the meeting to order at 9:06AM at the New Hampshire Municipal Association, Concord, NH.

II. Attendance

Arthur Capello, President
Wayne Whitford, Vice President
Brian Lockard, Treasurer
Dennise Horrocks, Secretary
Shawn Riley
James Murray
Rene Beaudoin
Dennis Roseberry
Ron Beard
Ron Eisenhart
Matt Cahillane, HOL
Absent:
Heidi Peek

III. Approval of minutes from last meeting

The minutes of the February 5, 2019 meeting were approved.

IV. Treasurer's Report- Brian Lockard

- a) Checking and Money Market totals through February 2019 is \$21,029.88.
- b) Total membership is currently 166.
- c) The Spring Workshop has 49 registered, and 8 vendors tables.

- d) Hats and lanyards for Spring workshop will be completed in next 2 weeks. HO Jackets for the Fall workshop will cost \$30, but free to all members. Jacket samples/ sizes will be available for sizing at the Spring workshop.

V. Neil Twitchell- Discussion of the Regional Public Health Networks

Neil discussed his position supervising Community Health Development and the Regional Public Health Networks (RPHN). They receive 80-85% Federal funds for public health emergency preparedness projects, addiction recovery, substance misuse. Each RPHN has 3 FT positions, the Substance Misuse Coordinator, Public Health Emergency Preparedness Coordinator and Continuum of Care Coordinator. Environmental tracking and climate adaptation are also funded through this division. Each RPHN coordinates a Public Health Advisory Council (PHAC). The role of the council is to identify regional public health priorities and to coordinate services among the partners. Neil discussed substance misuse and “The Doorway” website, which connects individuals to support, guidance, and community and access treatment, recovery and self-sufficient services. The “Hub and Spoke” concept of the NH Recovery Hub is to offer NH residents a reliable source of information and resources at any stage of their recovery. Seven to nine NH hospitals stepped up to be a “hub” for intake and referral to “spokes” who are the treatment and provider resources. Patients can get immediate individualized assessment for the particular needs of the patient, a one-stop shopping model.

VI. Health Officer Liaison Updates

- a) Matt discussed the Public Health grant that funds his position. A suggestion has been made for a new position to be 18.5 hours a week for an individual to perform administrative work to include appointments, HO database, etc. Matt would supervise this new position and do the technical work for the HOL position, but at only 3.5 hours a week. The Board expressed concerns that the HOL position is extremely important in supporting health officers and that over the years the HOL position has gone from full time, to part time, to eliminated, back to part time, and now proposed to 3.5 hours a week. The Board listed examples of public health concerns that HO’s have been involved with over the years where support from the HOL is needed and appreciated. Concerns such as rabies outbreaks, H1N1, WNV/ EEE, the Legionnaires outbreak, mold after extensive flooding, to name a few. The Board made suggestions for what HO’s expressed as “needs” that can be provided by the HOL, such as monthly training webinars, technical support, educational opportunities, visit the towns/ meet with the BOS, more “boots-on-the-ground”. The Board would like to invite representatives from Division of Public Health Services at DHHS to a future board meeting to discuss our concerns. Suggested attendees can be Lisa Morris, Michele Roberge, Beth Daly, Ben Chan. Matt will draft a memo to this list of invitees for the board to review. The Board needs to express to the DHHS DPHS the HO training needed, qualifications, highlight scenarios that HO’s face, and give examples of unusual circumstances.
- b) The Board discussed additional funding sources for HOL position. Suggestions included possible funding from the County, and the RPHN’s. The RPHN’s have 3 FTE per region

with 13 regions, that is 39 FTE's vs. ½ FTE for HOL. There is a 20% turnover rate for HO's, with 50% new to the position.

- c) How can we develop a mentoring program for HO's?
- d) Survey the needs of the HO's at the Spring workshop. Develop survey at next meeting.

VII. Committee Reports

- a) Seasonal Issues: Matt continues to get calls regarding mold. Discusses relationship of mold to leaks, water issues, moisture. The group noted an increase in calls about rats, mice, and squirrels. This can be attributed to large acorn availability this past year.
- b) Emergency Preparedness: the next conference is June 4, 2019 in Manchester. The group had suggested a "Health Officer 101" breakout session. Arthur contacted the Conference committee to propose that idea and they would like us to submit the presentation for review. Brian has the presentation and will send to Arthur to submit to the committee. Ron E. mentioned an upcoming training/ POD exercise on April 4, 2019 at Bow High School. He will see if he still has the information and send it out to the group.
- c) Legislative / NH Public Health Association: Matt had previously distributed a current list of RSA's that reference HO's. The group should review these and find if they are still pertinent to HO's. Suggestion was made to put this on the agenda for the next board meeting.

VIII. Health Officer Manual Update

- a) The reporting of neglect and abuse section is finished and will be published to the website. It will include the form that the State uses for intake. Copies of this revised section will be available at the Spring workshop and sent out through the listserv.
- b) The septic failure section has been reviewed with the subsurface bureau and is almost completed.
- c) The section on mold and moisture needs revision
- d) The legal issues section will be completed by the end of April or beginning of May.

IX. Spring Workshop

- a) Matt received a request from Bev Drouin, Section Administrator, Healthy Homes & Environment Section to speak about the HO role in RRP/ lead paint removal. Matt suggested it could fit in the afternoon session with the legal issues for Health Officers.

The board agreed that the entire afternoon section should be legal with Christine Fillmore, Esq., with the first part of the afternoon being the training and the last part of the afternoon a time for questions.

- b) Arthur will order a hot breakfast from First Impressions, and book Brown Bag for lunch sandwiches (wraps).
- c) Nancy should be invited to the next meeting to finalize the workshop.

X. Next Meeting

Next Executive Board Meeting is proposed for Tuesday April 16, 2019 at 9:00AM at NHMA in Concord, NH.

XI. Adjournment

Meeting was adjourned at 11:10AM.

Minutes submitted by: Dennise Horrocks, Secretary