

**New Hampshire Health Officers' Association**

**Executive Board Meeting**

**MINUTES**

**22 March 2016**

**MEETING:** The meeting was called to order at 9:10 am at New Hampshire Municipal Association, Concord, NH

**ATTENDANCE:** Dennise Horrocks; Judy Jervis, ex-officio; Wayne Whitford, vice-president; Arthur Capello, president; Heidi Peek, secretary; Brian Lockard, treasurer; Jess Morton, HOL; Courtney Bogaert; Dennis Roseberry

**MINUTES:** The minutes of the 19 February 2016 meeting was approved.

**TREASURER'S REPORT:** As of 3/18, have \$15,864.80 in checking account. Are getting applications in, took care of up-dating accounts. Conversation regarding taxes, 990 form, how best to proceed. Hire someone to do the taxes. Arthur to follow up with Nancy.

**COMMITTEE REPORTS:**

Arboviral-Dragon Mosquito getting Zika virus questions. Earlier surveillance this year, discussion regarding differing communities approaches, activities. Discussion regarding Lyme, tick tubes, etc.

Legislation/NHPHA-Kim's email regarding legislation that was tabled or inexpedient to legislate or killed. Personal liability. HB 1647-hawker's and peddlers may not need to be licensed by State. Radon bill, DES changed fact sheet, bill was killed. Problem with consistent radon standards.

Emergency Preparedness-Conference June 9<sup>th</sup>.

**HOL UPDATE:**

Calls from renters recently. Manual-rabies person will look at rabies section. Communicable Disease section being worked on. DES will look into changing septic section. Housing section, maybe too.

CDC coming for inspection on block grant.

**BUSINESS:**

DOE-Joined by Keith Burke (phone number 525-3333) from DOE, who serves as a consultant to the Commissioner of DOE. Is revamping school approval process, using on-line survey, computerized system, and visiting 10% of schools. Fire Chiefs compelled by RSA to inspect every year, school

principals are accountable. Wanted HO inspection done every year. Looks like HO responsible for only first two pages of checklist. Wants to work with HOs. Discussed inspection process/checklist-problem with school personnel not completing form accurately. Delineate who fills out what part of the checklist-take parts that don't pertain to HOs out of HO portion. Frequency of every year is problematic. KB stressed need for annual checking, in synch with Fire Departments. HOs can set own frequency according to DOE records? Annual inspections may be too difficult to accomplish if entire building is inspected. Need to eliminate duplications on checklist. DOE open to HOs changing checklist. Where are the standards for checklist? Will review forms, see if duplications exist, etc. No RSA requirement for HO inspection. DOE has had complete changeover in personnel, so no historical information of how lists were developed exist. Two parts-adequacy report and school approval part-both to be merged for single school approval process. Acknowledged no requirement for HO annual inspection-but would like it annually, and will work with us to change process. DOE can generate list and deadline dates. Are questions all necessary, considering differing strengths of different HOs. No urgency in getting checklist updated. Can negotiate inspection date directly with DOE. Ultimately educate HOs. Can conduct representative sampling of inspections, despite lack of standard. Can DOE set standard?

Small group to work on checklist. Need to shorten and eliminate other portions. Conduct representative sampling.

Spring Workshop-May Conference-Food vendors booked. Agenda complete. 1 ½ coffee, double cookies. Brochures, etc. available? Moose pamphlet printed ok?

Meeting adjourned at 11:32 am.

Next meeting---Tuesday, 19 April 2016 9:00-12:00 at NHMA