

NEW HAMPSHIRE HEALTH OFFICER'S ASSOCIATION

Executive Board Meeting

MINUTES

July 30, 2015

MEETING: The meeting was called to order at 9:00am at the NH Municipal Assoc., Concord, NH

ATTENDANCE: Arthur Capello/President, Dennise Horrocks, Brian Lockard/Treasurer, Judy Jervis/Past President, Jess Morton/HOL (quorum was noted; also noted Jess is a voting member as she is HO for several of the north country townships)

MINUTES: The minutes of June 24, 2015 were approved as written. Brian mad the motion to accept, Dennise seconded, all were in favor.

TREASURER'S REPORT: Checking account balance \$12,428. We have not paid Cornerstone invoices since March.

COMMITTEE REPORTS:

Arboviral: Dennise and Brian reported no postive pools of EEE or WNV across the state at this time.

Legislation: Jess reported the lead bill went to committee to review the change in reportable blood level. She will let the Board know when they act on the lead abatement. Discussion followed regarding lead and asbestos abatement—what is the HO responsibility to inform, stop the renovation...depending if the property is owner owned and occupied or if it is a rental. Possible topic for the fall workshop- Christine?

Emergency Preparedness: No news, conference was in June. Jess will check with Lori on having a HO on the planning board.

NH PHA: No news. Judy will update with email forward their news letters.

HOL UPDATE: Jess reported she has reviewed and revised the emergency response section of the HO Manual. She handed out the draft. She met with the PHN group in the Concord area. She was invited to discuss the HO role with emergency management. The EMD felt the HOs need training. Discussion followed with the Board thinking the EMD may need training on HO duties and responsibilities. Maybe we should look at NIMS and ICS training for HO. It was noted that these classes can be taken on –line free. Suggestion from the PHN was to a have a 1 page contact list. Jess will work on this.

Jess reported she has review and revised the neglect and abuse section of the manual.

Jess had a question regarding temporary events. Derry had fielded the question to her. Discussion followed of where to find this information.

**BUSINESS:**

Cornerstone: Brian handed out the invoices from Cornerstone which we have not yet paid. We had not agreed to pay as there were outstanding questions which never got answered. As we have notified them of termination of contract September 30, 2015; the Board agreed to pay the outstanding invoices.

Jess is going to check with CHI to see if they do financials. She will send a couple links for the Board to look at of companies who do financials for non-profits. Arthur has a lead. Lisa was scheduled to come in to our next board meeting to review the services we are looking for. Should the person be bonded? The Board said yes.

Could the Board do all the work of financials, website etc? No, was the general feeling. Best to have an outside person doing the financials.

We will need a mailing address. PO box? Not to any one member's home. All said probably could not use their work address or office for receiving money etc.

**Fall Workshop and Annual Meeting/Oct 21, 2015**

Arthur reported DEA wanted a 2 hour slot and a time frame which the Board felt would not work well for the scheduling. Jess said the Healthy Homes Conference the following week was going to have 2 sessions covering drug enforcement etc. The Board decided not to go with the DEA for this workshop.

Christine for the afternoon to cover lead and asbestos, HO responsibility and legal issues with.

Phil for a topic on emergency management for the HO? Judy will contact him

Jess will contact Tim at DES/Pools for a possible presentation.

See attached DRAFT AGENDA

FOOD discussion—First Impressions for a hot breakfast. Brown Bag Deli for cold platter lunch.

Arthur brought up the discussion of the workshop being free. The Board's general consensus was no. Possible scholarships?

OTHER: Judy asked about having retired HOs email being removed from the Listserv. Jess said she could do it. Others felt it was not an issue as most remove themselves.

**NEXT MEETING: FRIDAY AUGUST 14, 2015, 9am-12 noon at the NH Municipal Assoc.**

Meeting adjourned at 11:20am

Submitted by; Judy Jervis