

**New Hampshire Health Officers' Association**

**Executive Board Meeting**

**MINUTES**

**23 September 2015**

**MEETING:** The meeting was called to order at 9:00 am at LGC, Concord, NH

**ATTENDANCE:** Judy Jervis, president ex-officio; Dennise Horrocks; Brian Lockard, treasurer; Jessica Morton, HOL; Wayne Whitford, vice-president; Heidi Peek, secretary

**MINUTES:** The minutes of the 14 August 2015 meeting were approved as amended. Wayne made the motion to accept, Brian seconded; all were in favor.

**TREASURER'S REPORT:** Brian reported the HOA had a balance of \$11,803.75 in the checking account and that would increase slightly due to workshop money coming in. Has paid Cornerstone.

**SPECIAL ANNOUNCEMENT:** Brian Lockwood received the 2015 Yankee Conference's ROBERT C. PERIELLO MEMORIAL AWARD as Sanitarian of the Year. Judy, Dennise and Brian had attended some of the conference, but not the awards presentation, so the award was presented during the NHHOA meeting. Congratulations, Brian!

**COMMITTEE REPORTS:**

Arboviral-WNV+ mosquito batches-in Manchester, East Kingston and Keene.

Legislation-proposed bills being accepted in Fall. May be one regarding albuterol and school nurses.

Emergency Preparedness Conference-still need HO for planning committee. Should be mentioned at Fall workshop.

NHPHA- Judy had forwarded an email from NHPHA Executive Committee regarding their formation of a new specialty section. NH HOA may need to explore this type of partnership sometime in the future. Board members are encouraged to read their 2014 Annual Report.

**HOL UPDATE:**

Clarification regarding frequency of school inspections requested. May be yearly? The IAQ Checklist is supposed to be completed annually.

RSA 128-HO law-discussion regarding residency. Agreed we need to review entire RSA, could take a year.

HH Conference -27 October-new brochure distributed.

**BUSINESS:**

CORNERSTONE-status, last day will be 30 September

REPLACEMENT-Jessica suggested contacting NH Non-Profits Services.  
Jessica to contact the NH Public Health Association, NH Project Learning Tree, and BreatheNH to find out where their work is being done. We might be able to approach their vendor.

Jessica also may have found someone who is interested in doing the financial piece in Massachusetts. She will supply the individual with more specifics.

Other discussion regarding high price of CHI, maybe have private CPA do financials? Maybe clarification of needs to CHI? Can they handle the financial portion?

FALL WORKSHOP-Should be there at 8:30am.

Jess to verify room

Arthur to touch base with Christine regarding topic, needs to mention some specific items in annual report to members

Judy to contact Arthur re box of supplies-tickets, receipt books, badges, pens

Heidi to do registration

Brian to verify food-both vendors and remind about invoices

Jess to do certificates

Dennise to generate evaluations, and will email Arthur about the website logins and passwords to so she and Jess can update

Judy to get DD gift cards and Market Basket gift cards for raffles

Jess is reaching out to Common Man for a gift card

OTHER ISSUES/CONCERNS: Heidi to contact Arthur re December meeting: 8 December 2015 at Red Blazer?

Meeting adjourned at 11:20am

Next meeting---(AFTER 9 September 2015 Workshop)-12 November 2015 9:00am-12:00pm-Jess to book room