



# New Hampshire Health Officers Association

## Executive Board Meeting Minutes

Tuesday December 29, 2020

Via Zoom Video Meeting Platform

### I. Call to Order

Wayne Whitford, Vice President called the meeting to order at 9:04AM via Zoom Meeting Platform NH.

### II. Attendance

Wayne Whitford, Vice President  
Brian Lockard, Treasurer  
Dennise Horrocks, Secretary  
Rene Beaudoin  
Ron Beard  
Ron Eisenhart  
Denise DeBlois  
Heidi Peek  
Matt Cahillane, Program Manager, HOL  
Sophia Johnson, Health Officer Specialist  
Nancy Kilbride, Events Your Way

#### Absent:

Arthur Capello, President  
James Murray  
Dennis Roseberry

### III. Approval of Minutes

The minutes from November 10, 2020 were approved.

### IV. Treasurer's Report- Brian Lockard/ Nancy Kilbride

Zero activity except interest accrued on Total checking and Money Market. Nancy sent out 400 membership letters to HO's, DHO's and some business vendors. Nancy will have the Annual report next month. Treasurer's report accepted.

### V. Health Officer Liaison Updates/ Health Officer Manual Update- Sophia Johnson, Matt Cahillane

#### a) Update

- Sophia reported that 99% of her time is Covid related. In the past, an average number of calls were 20/ month. When Covid arrived, that increased to 50-70/ month. This December it has already been 115, with 100 Covid related. The calls she gets are about guidelines, role of the HO, the media, and she triages them. She will summarize the call list, which gets sent to DHHS leadership and share with the board. Sophia mentioned that the reopening task force would be releasing a contact tracing guide for businesses soon.

- Sophia discussed the meeting last month with the Board and DHHS leadership (Lisa Morris and Trish Tilley). She felt overall it went well. She feels the board should have a follow up meeting in the future. Matt and Sophia did meet with them after the Boards meeting, and Sophia felt it was not as helpful as she hoped it would be, but it was another step in the relationship, but they weren't able to get anything solved. Trish was to look at the HO as a First Responder, and Matt and Sophia had presented examples of that, but there has been no response. Lisa felt HO's should get in touch with their EMD's so they will share notifications with us, in the event we have not been previously informed of an issue. The board discussed using the AG's office to champion for our organization, and it was suggested that perhaps set up a meeting with the AG's office/ DHHS leadership/ NHHOA Board. It was discussed that we should work more with other organizations, Fire Chiefs, Police Chiefs, etc. And discuss how we can help each other out.
- b) Health Officer's Manual: The mold chapter is almost ready to send to the board for review. A mold webinar will happen in January 2021.

## **VI. Spring Workshop discussion**

- The board agreed it would be a virtual meeting. The format of 2 sessions and breaks between worked well for the Fall workshop, so we will continue with that for this workshop. One potential topic was "Unsanitary Investigations". We could discuss how the HO proceeds with this from the initial call/ complaint to the end resolution. There were interesting cases in Lancaster and Warner. Nancy mentioned that a few comments from the last workshop survey centered around wanting more interactions and conversations with speakers or panel. Tentative dates for workshop: Wed. May 12, 2021 or Thurs. May 13, 2021. This topic will be revisited at the January Board meeting.

## **VII. Covid-19 Updates/ Response/ Issues**

### a) State/ Locals

- Ren has a template letter/ email to business owners notifying them of a positive case in the business. It discusses identifying close contacts, where staff can go for testing. Also a template for owners to send to staff. The Board will review it and see if we should share with the listserv.

## **VIII. Committee Reports**

- Seasonal Issues: Nothing to report
- Emergency Preparedness: Nothing to report
- Legislative/ NH Public Health Association: Matt reported that no committee assignments have taken place as yet, so there have been delays in the narrative of the bills. Rep. Bill Marsh (Brookfield HO) is a great advocate for NHHOA. He may be the chair for DHHS, which will be very beneficial.

## **IX. New business: None**

## **X. Next Meeting**

- a) The next zoom meeting will be Wednesday January 20, 2021 at 9:00AM
- b) The meeting was adjourned at 9:55AM.

Respectfully submitted: Dennise Horrocks, Secretary