



New Hampshire Health Officers Association

Executive Board Meeting Minutes

[01/18/2023]

09:00AM-10:00AM

Zoom Meeting Format

I. Call to Order

II. Attendance

Present:

Wayne Whitford – President

Ren Beaudoin – Nashua

Brian Lockard – Salem

Nancy Kilbride – Events Your Way

Denise Dubois – Treasurer

Gwen Williams – Secretary

Ron Eisenhart – Allenstown

James Murray – Exeter

Beverly Drouin – State Health Officer Liaison Unit

Heidi Peek-Kulkulka – Nashua

Absent:

Sophia Johnson – Health Officer Liaison

III. Approved Minutes from [12/13/2022], Meeting

Treasurer's Report – Denise DeBlois

Total in Checking account and Money market is \$9,006.08. Expenses in December totaled \$625 for Legislative Tracking, \$189.16 for lunch totaling \$814.16. Revenue was \$3115 from the Fall Workshop and money moved from the money market account. Currently we have 187 members. During the December 13th 2022 meeting, a motion was made to move \$3,000 from the money market account into the checking account to accommodate increased expenses. This transfer was made.

YTD – deficit of \$400 for Fall Workshop, should be addressed by increasing registration fees. For Fall Workshop, least expensive caterer was selected.

IV. Membership

- a. In the past, a package was mailed, typically cost ~\$1,000. This year issued via email, which resulted in ~37 renewals. This is on track for previous years at the same time. Should members have access to the legislative tracking services? Brian researched this, and yes, we can share this resource. When members join, we can share the link to this resource
- b. Current health officer listserv used to solicit memberships generated by Health Officer Liaison Unit. Listserv appears to be the most accurate contacts.

V. Health Officer Liaison Updates – Sophia Johnson/Beverly Drouin

- a. Sophia will be back on Monday (1/23/23). Working with instructional designer for School Inspection video training. Videos scheduled for February and March.
- b. Survey for Health Officer demographics is being analyzed – explains what Health Officers do, responsibilities, etc. Should be ready between May and June. Regular updates tentatively anticipated. Typically, a survey is done every 3-5 years.
- c. Federal CDC workforce and data informatics grant (\$25M) awarded to DHHS, includes a full-time health officer liaison position creation.
- d. New data system out to bid currently, that will incorporate radiological health, lead poisoning and health officer liaison information.

VI. Strategic Planning

- a. Common Man February 3rd from 1130-1530 for first meeting, lunch will be served. Email with notice is pending, this is a working meeting. Save the date has been sent.
- b. Data reporting and database development should be part of this conversation.
- c. New Members
- d. Website Updates – draft bios, 250 words or less, send a photo

VII. Spring Conference – May 17th

- a. NHMA Building – only opens at 8:30.
- b. Concord Community Center ~\$560 for the day, may have some parking difficulty, would need to provide a projector and audio.
Reservation pending
- c. Fire Academy – only 60 days in advance of requested date allowed

- d. **Edward Cross Training Complex – excellent location on Rte. 106 in Pembroke. Has free parking, 1 very large room that can be broken into different sections. Screen and microphone available, also projector. Price at the initial review in 2020 was \$70 for the day. SECOND CHOICE**
 - e. Spring Conference as a webinar, Fall Conference live? Additional option to consider.
 - f. **DHHS Auditorium is free, available. Cafeteria available as well. Parking available. Podium with speakers, AV available on site. Rooms across the hall may be available to vendors, coffee in atrium. FIRST CHOICE**
 - g. Vendor fee for NHHOA Conferences - \$100 – Moved by Gwen, Seconded by Ren
\$50 for members
\$65 for non-members
 - h. Need to make sure we review feedback before soliciting speakers
 - i. Consider having a designated MC for the conference.
 - j. Can finalize topics by February, send out notices as soon as a list of topics is determined
- VIII. Recruiting New Board Members
- a. Arthur Capello, Ron Beard no longer Board members.
 - b. Sophia and Beverly and Nancy do not vote
 - c. Some interest expressed at the Conference – no response yet.
 - d. If not available for the Board, maybe they'd be interest in being on a sub-committee
 - e. To be discussed during Strategic Planning, as well
- IX. New Business
- a. Written testimony for HB 154 has been submitted encouraging legislature to vote inexpedient to legislate.
 - b. DHHS not testifying, RSA141C – Health Officer SHALL assist with isolation etc. – that's a responsibility which requires urgent response; public beaches posted for non-swimming, etc. Some of our duties must have “spin on a dime” response.
- X. Next Meeting – February 21st. at 09:30AM. Transition to third Tuesday of the month for future meetings. Meeting to be held via Zoom for February.
- XI. Adjournment