



# New Hampshire Health Officers Association

## Executive Board Meeting Minutes

Thursday January 23, 2020

### I. Call to order

President Arthur Capello called the meeting to order at 9:05AM at the NH Municipal Association, Concord, NH.

### II. Attendance

Arthur Capello, President  
Wayne Whitford, Vice President  
Brian Lockard, Treasurer  
Dennise Horrocks, Secretary  
Rene Beaudoin  
James Murray  
Ron Eisenhart  
Dennis Roseberry  
Denise DeBlois  
Matt Cahillane, HOL

#### Absent:

Ron Beard  
Heidi Peek

### III. Approval of minutes from last meeting

The minutes from December 10, 2019 meeting were approved.

### IV. Treasurer's Report- Brian Lockard

- a) Checking and Money Market totals through December 2019 is \$8651.45, but with a pending deposit of \$3,120, for a total of \$11,502.41. The board reviewed the expense/ revenue worksheet distributed by Brian and the board agreed that 2019 was an expensive year for workshops and HO gifts, and this year should be more frugal. The Treasurer's report was approved.
- b) Nancy will be receiving all invoices from Drummond & Wilson. There is currently no retainer for Christine Fillmore's services and currently we are just being billed. The board is wondering what is the most feasible way to move forward, a retainer or hourly billing? Could we negotiate a rate specifically for Christine to speak at the workshops, and her legal fee for legal inquiries? The board would like Nancy to reach out to Drummond & Wilson or Christine to discuss options. Brian will let Nancy know.
- c) There are currently 79 members signed up for this year, 7 of them are new.

## **V. Spring Workshop Discussion**

- a) The Board decided that the morning session will consist of “The Role of the Health Officer” presentation, and legislative updates, and how the new bill could affect HO’s. The afternoon session will be a panel discussion of Health Officers on Housing issues and Nuisance issues. The Board will ask Nancy to send out an email in advance to the listserv asking HO’s to send in their issues or questions for these two topics. The Board needs to decide who the HO’s would be on the panel. Wayne also suggested a representative from Healthy Homes. Arthur agreed to be the moderator for the event. The moderator will keep the conversations on topic, not let one audience member take over the afternoon. HO’s will also be reminded that in most instances, you should always take another person with you for an issue, such as a Deputy HO, Building Inspector, Fire Dept, PD, and always check with your Town’s legal department.
- b) The Board would like Nancy to research caterer’s in the area. A continental breakfast and a lunch of sandwiches (make your own), salad and desserts was decided on.
- c) Because of more space in the new workshop venue, there is room for more vendors. Some suggestions were, subsurface bureau, crime scene cleanup vendor, beach testing program, mosquitoes/ ticks, Asthma program, smoking/ vaping, Pest Control- Weaver, Fats, oils & grease programs (Ray Gordon), Ren will reach out to him.
- d) The Board agreed on 10 \$10 Dunkin Donuts gift cards as raffles. Arthur will get these.
- e) We are responsible for setting up and breaking down tables and chairs for the workshop. This includes for the audience, speakers, vendors and food. We should plan to arrive early to accomplish this before the workshop begins.

**VI. Health Officer Cheat Sheet/ Card with Important Phone #'s** The Board made additional revisions to the card. Dennise will correct the card and forward to Denise to get a quote from the printer she has used before.

## **VII. Health Officer Liaison Updates/ Health Officer Manual Update- Matt Cahillane**

- a) Matt will do the final update to the Mold/ Moisture chapter for the HO manual, then send to the board for review. The Indoor smoking act chapter needs to be updated regarding vaping. He reminded that HO’s don’t do enforcement of the ISA, Tobacco Control does.
- b) The posting for the new HOL position will be on the State website. The position is 30 hours per week. Once posted we can advertise it on the NHHOA website, and Matt will send it out through the listserv. Responsibilities include training, HO manual updates, managing the data base, messaging, working with vacancies and new appointments. The goal is to get this position to FT. Matt and the HOL will attend our meetings. The HOL position has been busier, with 225 calls/ year vs. 150-170 calls/ year previously. The Lakes Region is also going to be looking for their Regional Health Officer, who will cover 16 Towns

## **VIII. Action Items**

- a) Brian will contact Nancy for the items directed by the Board in previous sections.

## **IX. Committee Reports**

- a) **Seasonal Issues-** The end of the year Arboviral Illness Task Force meeting has not yet been announced.

- b) **Emergency Preparedness**- The date for the Emergency Preparedness Conference is 6/23/2020 in Manchester. Neil Twitchell requested Matt to attend a meeting of the Emergency Preparedness Coordinators to speak on sheltering and the HO role.
- c) **Legislative/ NH Public Health Association**- Matt reviewed multiple bills that could impact HO's. HB 1207- Rentals & pesticides; HB 1428 Bedbugs & lodging. Dennise also mentioned HB 1120- Requiring periodic water testing of rental property; HB 1195 Pesticide use and notification of such use on community playgrounds; HB 1207- requiring landlords to notify prospective tenants of the use of pesticides or other toxins in the premises; HB 1425- requiring the removal of all containers containing PFAS compounds from public schools and hospitals; HB 1527- requiring radon testing for all public schools in NH.

**X. New Business**

**XI. Next Meeting**

- a) The next meeting will be Tuesday February 18, 2020.

**XII. Adjournment**

- a) The meeting was adjourned at 11:00AM

Respectfully submitted: Dennise Horrocks, Secretary