

- Executive Board Minutes
  - August 20, 2024
  - 9:30 am -11:00 am
- Zoom Meeting Format
- Call to Order Wayne Whitford, President
- Attendance
  - Wayne Whitford, President present
  - Brian Lockard, VP & Chair for Advocacy Subcommittee present
  - Rene Beaudoin, Treasurer Pro Tempore; Chair for Data Subcommittee present
  - Liam Ehrenzweig, Secretary; Chair for Communication/Marketing Subcommittee present
  - Courtney Bogaert absent
  - Lisa Bechok present
  - Nancy Kilbride, Events Your Way present
  - Sophia Johnson, DPHS Health Officer Liaison Unit present
  - Joanne Cotton, DHHS staff present
  - Heidi Peek, -- absent
  - Madison Bailey, -- present
- Approval of July minutes
  - Wayne noted two omissions: Ren had agreed to temporarily serve as Treasurer until the
    position could be permanently filled, and Liam had agreed to serve as Secretary. All other
    minutes approved.
- Treasurer's Report Nancy Kilbride
  - \$500 deposit was placed with Holiday Inn, Concord the previous week. And payment was made to Events Your Way for the prior 3 months.
  - \$3000 payment from NHPHL for Spring Conference was received, along with one membership fee.
  - Net gain Spring Conference \$603, thanks to NHPHL.
  - 196 members currently in NHHOA.
- Fall Conference Update Nancy Kilbride
  - October 8 date is set. Same logistical setup with large conference room for presentations and smaller room for food. Menu options are forthcoming from Holiday Inn, hot meals were preferred by the Board instead of sandwiches.

- Nancy has requested from NHPHL a Q&A period to coincide with each session, with the hope of interaction with attendees.
- Presenters will introduce themselves, not Board introductions.
- Wayne and Ren to present opening remarks.
- Brian to preside over election of Liam and re-election of Wayne and Brian to their current Board positions. Wayne suggested doing election of officers during lunch, and that was agreed. Nancy reminded the proper procedure was to ask individuals formally if they agreed to serve. With no additional candidates all three agreed to serve. Wayne will solicit new members to join Board during conference remarks. Nancy reminded Liam to take minutes of election process during conference.
- Wayne asked about use of microphone, Nancy said same setup as Spring. Sophia repeated PHL comments that they are scientists not public speakers, and Nancy will remind speakers of optimal use of the AV equipment.
- Nancy reported on email sent via list serve July 23 for registration, and 30 registrations received in 3 weeks, which is impressive. Since agenda was sent out 2 registrations have been received, probably because summer vacation season, and expect to resume pace in September.
- Sophia reported 6 scholarship requests have been received for the conference.
- Wayne asked if any comments had been received from membership objecting to a single entity (PHL) giving all the presentations, but Nancy said there were none. She said 30 quick registrations was a sign that the presentation topics were attractive. Sophia stated additional PHL staff had volunteered to assist conference tasks if desired.
- Nancy said 2 vendors had committed so far and requested Board assistance with other vendor solicitations from the vendor list that had been updated in the Spring.
- Health Officer Readiness Report Due November 1, 2024 Sophia Johnson
  - Sophia explained to new members that the readiness report needs to be completed each year for submission to the state legislature. The process starts in August with data collection. She asked the Board to review last year's report and offer any comments, changes, or highlights of 2024 achievements.
  - Wayne asked if there had been any comments from the Legislature about the 2023 report, since there had been a number of comments about the 2022 report. Sophia said there were not, and assumption is the format is aggregable to the Legislature.
  - Sophia and Joanne will send out survey to NHHOA members in early September regarding local readiness.
  - Wayne asked if the Regional Public Health Network meetings had been completed, and when Sophia responded affirmatively Wayne suggested a summary of the meetings be provided for inclusion in the Readiness report.
- Health Officer Liaison Updates Sophia Johnson & Joanne Cotton
  - Joanne reported the rabies chapter of Health Officer manual is complete and live on the DHHS website.
  - A Cornerstone housing inspection training course is complete and available along with the required three-hour training and the school health inspection training. Next Cornerstone topic expected to involve how health officers notified by state agencies of investigations and how would health officers be required to assist with those investigations.

• 19 applications have been received for scholarships, and 16 approved applications. Most for Fall conference, some for lead training, college courses, and a fire inspector course. One application per applicant was the initial process, but a second round will be available for additional applications per person. 2024 grant monies to be used by November 2024. Discussion was had between Sophia and Nancy regarding funding of NHHOA memberships, with final determination that 2025 memberships could be paid in advance for 2024 applications for that purpose if received prior to grant deadline.

## Leadership Review of Bylaws

Nancy again noted NHHOA has outdated bylaws that should be addressed by Leadership Subcommittee. She will forward the bylaws in Word format to all for edits, highlighting, etc. Leadership to review then present updates to full Board.

## Committee Reports

- Communication Subcommittee Approved marketing materials for Conference and future uses at July meeting.
- Other subcommittees had not met.

## New Business

- Brian mentioned that several state laws/rules have been adopted/changed without awareness or notification of NHHOA: Foster Home Notifications and Septic Rules. Sophia was also unaware of the septic rule changes and asked that information about the changes be forwarded to her so she could consult with DES Subsurface Bureau Outreach and Compliance, Dave Aiton. Wayne stated no NHMA updates were proffered either, and Sophia suggested Natch Greyes at NHMA be contacted directly for input on the history of the changes.
- Sophia informed that a table is available at the upcoming Environmental Health Conference for NHHOA, no fee required. She will send a signup spreadsheet for volunteers to manage the table.
- Wayne thanked Madison for attending and hoped she would have interest in joining the Board. As soon as she answered affirmatively Nancy suggested a vote for inclusion! All were in favor! Welcome Madison!
- Wayne asked Sophia if there was any update on the recent legionnaires in Lincoln. No update is available, but she suggested the state epidemiologist might be willing to present on that topic at a future conference. Madison was also interested in the source of the outbreak, but Ren said it was still not completely determined. Sophia also recommended contacting Marco at DHHS for information about arboviral updates which are also a recent concern. Ren mentioned that mosquito borne illness bulletins were still being produced by DHHS.
- Next virtual meeting is scheduled for September 17, 2024, at 9:30-11:00AM.
- Adjournment Wayne Whitford, President