



New Hampshire Health Officers Association

- *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 NPHPL for Spring Conference was received, along with one membership fee.
 - Net gain Spring Conference \$603, thanks to NPHPL.
 - 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.

