

***VITAL RECORDS IMPROVEMENT FUND
ADVISORY COMMITTEE***

To The New Hampshire Department of State

- MINUTES -

Friday

January 23, 2015

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Vital Records Improvement Fund Advisory Committee Meeting

January 23, 2015

Archives & Records Building
2nd Floor Conference Room
71 South Fruit Street
Concord, New Hampshire 03301-2410

COMMITTEE MEMBERS PRESENT:

Stephen M. Wurtz, State Registrar
Tricia Piecuch, Nashua City Clerk, NHC&TC Association Appointment
Joanne Linxweiler, Auburn Town Clerk, NHC&TC Association Appointment
Janice Bonenfant, Concord City Clerk, NHC&TC Association Appointment
Bruce Riddle, Data User, DHHS Appointment

COMMITTEE MEMBERS EXCUSED:

David Scanlan, Deputy Secretary of State, SOS Appointment
Brian Burford, State Archivist
Thomas A. Andrew, MD, Medical Examiner Appointment
Nelson Allan, Public Member, SOS Appointment
Brook Dupee, DHHS Appointment
Theresa Pare-Curtis, OIT CIO Appointment
Ashley Conley, Municipal Data User, DHHS Appointment
Erin Piazza, Health Information Specialist, NHHA Appointment
Peter Morin, Funeral Director Association Appointment
Debra Clark, Charlestown Town Clerk, NHC&TC Association Appointment

GUESTS:

Chris Bentzler, SOS IT
Dan Cloutier, SOS IT
Laurie Harrigan, SOS IT
Nicholl Marshall, Vital Records

1. Discussion:

- *Ms. Tricia Piecuch at 09:42 noted that there was no quorum present, even though some members absent had indicated that they would be present. Ms. Piecuch thanked all for attending. Ms. Piecuch asked if the meeting could be rescheduled because there are numerous matters on which to vote and that this must be accomplished in the next few weeks, not months. After discussion, it was suggested that either Thursday January 29 or Friday February 6 would be the date of the next meeting.*
- *Ms. Janice Bonenfant asked that if she had a family emergency, could she send someone in her place; Ms. Piecuch responded that there may not be a proxy.*
- *Ms. Piecuch stated her repeated belief that the amount of a quorum may have to be re-evaluated and re-examine the appointment of members. Mr. Dan Cloutier observed that the Department of Information Technology appointment may be one such example. Mr. Cloutier also said that he was once on the Broadband Committee for the State, and because that committee could not get quorums, legislation was introduced so that a quorum for that committee would be less than fifty percent. Ms. Piecuch noted that it was also done with the Privacy Board, but she does not want to lower the quorum by too much.*
- *Dr. Bruce Riddle said that Survey Monkey is often used to determine meeting dates and times. Mr. Cloutier said he has no problem with Survey Monkey, but because it is public, information is shared, thus people who use it become advertising targets.*
- *Mr. Stephen Wurtz stated that if he had known that the Committee would not be close to having a quorum, the meeting may have been cancelled. Ms. Piecuch said that as of Wednesday, it appears that a quorum would have been present.*
- *Ms. Laurie Harrigan indicated that there will be a teleconference with the software vendor later today.*
- *The meeting concluded at 10:00.*