

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

To The New Hampshire Department of State

- MINUTES -

Wednesday

April 5, 2023

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Vital Records Improvement Fund Advisory Committee Meeting

April 5, 2023

Archives & Records Building
2nd Floor Conference Room
9 Ratification Way
Concord, New Hampshire 03301-2455

COMMITTEE MEMBERS PRESENT:

Kelli Barnaby, Portsmouth City Clerk, NHC&TC Association Appointment
Patricia D. Piecuch, Acting State Registrar
Erin Hennessey, Deputy Secretary of State, SOS Appointment
Ashley Miller, State Archivist
Andrea Kohler, Exeter Town Clerk, NHC&TC Association Appointment
Kristin Kenniston, Lebanon City Clerk, NHC&TC Association Appointment
Patricia M. Tilley, DHHS Appointment

COMMITTEE MEMBERS EXCUSED:

Jennie V. Duval, MD, Medical Examiner Appointment
Sue McKinnon, Newfields Town Clerk, NHC&TC Association Appointment
Judith Rees, Data User, DHHS Appointment
Jaime Hoebeke, Manchester Public Health, DHHS Appointment
Robert Carrier, Funeral Director Association Appointment
Peter Schmidt, NH House of Representatives, Public Member, SOS Appointment
Carrie Kelly, Health Information Specialist, NHHA Appointment
Denis C. Goulet, OIT CIO Appointment

GUESTS:

Christopher Bentzler, SOS IT
Brian Murphy, SOS IT
Alfred Leitao, SOS IT
Christopher Wilder, Vital Records
Nicholl Marshall, Vital Records

1. Call to Order:

- Ms. Kelli Barnaby called the meeting to order at 09:40 without a quorum present.

2. Introductions:

- Introductions were made of all Committee members present and guests.

3. Approval of Minutes of December 20, 2022:

- Without a quorum present, the approval of the minutes of December 20, 2022 could not be taken.

4. Vital Records Improvement Fund statement:

- Discussion turned to the Fund's statement, which was available to members upon arrival. Ms. Erin Hennessey explained the statement. During the next meeting, costs of updated the remaining modules will be discussed.

5. Legislative Update:

- Discussion turned to legislation proposed in the recent session which may affect DVRA. One bill regarding the collection of abortion statistics by DVRA was defeated.
- Another bill, SB105, is still working its way through the legislative process. This would affect collection of birth data and potential funding from the CDC. The New Hampshire Department of Health & Human Services has concerns about this bill, which was also on the New Hampshire City & Town Clerks Association legislative watch. The next legislative committee hearing for this bill is believed to be scheduled for Wednesday April 19.

6. IT Update:

- Discussion turned to information technology. The most recent update to NHVRIN*plus* was in February, and another update will occur in April. Much of the technical support of NHVRIN*plus* has shifted from CNSI to WSD. The NeCOD mobile app is still available in the app store, but it is under the name of the State of New Hampshire. The marriage module is next to transition to NHVRIN*plus*. The divorce module and the common components, such as daily inventory, will make the transition later. Town clerks must use Microsoft Edge in IE Mode, but after the divorce module and the common components are transitioned, town clerks will be able to use NHVRIN*plus* on any browser.

7. Digital Preservation Update:

- Discussion turned to the preservation of birth records. The process of writing births of 2017 on microfilm is now complete. Births of 2018 are now being written on five rolls of microfilm. The process of writing births of 2019 on microfilm will start soon.

8. Field Agent Update:

- Discussion turned to the addition of new users of NHVRIN*plus*. Most of the recent applications to use NHVRIN*plus* are registered nurses. The application forms will be revised.

9. Old Business:

- No old business.

10. New Business:

- Ms. Kristin Kenniston will be the new State Registrar effective Monday April 24.
- Ms. Hennessy left the meeting at 10:10.

11. Next Meeting:

- The next meeting is scheduled for Wednesday, July 26, 2023.

12. Adjournment:

- Ms. Barnaby closed the meeting at 10:14 without a quorum.