

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

*To The New Hampshire Department of State*

***- MINUTES -***

***Wednesday***

***May 12, 2021***

**-MINUTES-**

**Vital Records Improvement Fund Advisory Committee Meeting**

May 12, 2021

Virtually via Zoom

<https://zoom.us/j/96399986462?pwd=UE1PZHluZFBpa2tKMEovWU5yMFRmQT09>

Meeting ID: 963 9998 6462

Passcode: 303484

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***COMMITTEE MEMBERS PRESENT:***

David Laflamme, Data User, DHHS Appointment

Denise M. Gonyer, State Registrar

Jennie V. Duval, MD, Medical Examiner Appointment

Kelli Barnaby, Portsmouth City Clerk, NHC&TC Association Appointment

Andrea Kohler, Exeter Town Clerk, NHC&TC Association Appointment

Sue McKinnon, Newfields Town Clerk, NHC&TC Association Appointment

Timothy Horrigan, NH House of Representatives, Public Member, SOS Appointment

Judith Rees, Data User, DHHS Appointment

Carrie Kelly, Health Information Specialist, NHHA Appointment

***COMMITTEE MEMBERS EXCUSED:***

David Scanlan, Deputy Secretary of State, SOS Appointment

Brian Burford, State Archivist

Katie Gargano, Franklin City Clerk, NHC&TC Association Appointment

Theresa Pare Curtis, OIT CIO Appointment

vacant, Funeral Director Association Appointment

***GUESTS:***

Christopher Bentzler, SOS IT

Catherine Cheney, SOS IT

Christopher Wilder, MSA, Vital Records

Nicholl Marshall, Vital Records

Jaime Hoebeke, Manchester Public Health

## **1. Call to Order:**

- Ms. Denise Gonyer called the attendance roll at 09:32. Dr. David Laflamme read a notice from the governor that the Committee is authorized to meet electronically.

## **2. Approval of Minutes:**

- Ms. Gonyer moved to approve the minutes of the December 9, 2020 meeting. Ms. Kelli Barnaby seconded. Ms. Gonyer administered a roll call vote; the Committed voted 9-0 to approve the minutes.

## **3. Committee Vacancies:**

- Ms. Jaime Hoebeke of the Manchester Health Department is a new member of the Committee, filling the municipal data user seat. Mr. Peter Morin is trying to find a replacement for the funeral director seat of the Committee.

## **4. Situational Surveillance/COVID Update:**

- Discussion turned to the increased timeliness of death data, especially out-of-state deaths. The temporary questions regarding COVID in the Situational Surveillance feature in the death module were turned off. A change was made in one of the questions in the Situational Surveillance feature in the birth module.

## **5. Budget:**

- Discussion turned to the Fund's budget, which was distributed to members electronically before the meeting. Transfers to the state Department of Information Technology have significantly decreased over the last decade. Much of the balance of the Fund is allocated for ongoing projects. The sale of certified copies of vital records by the town/city clerks and by DVRA contributes to the revenue of the Fund.

## **6. Annual Report:**

- Discussion turned to the annual report submitted by the Office of the New Hampshire Secretary of State for state Fiscal Year 2020, which was distributed to members electronically before the meeting. By law, the annual report contains information about gross revenue, expenditures, accomplishments during the fiscal year, projects to be conducted during the ensuing fiscal year, and other relevant matters.

- Ms. Sue McKinnon moved to accept the annual report for Fiscal Year 2020. Ms. Andrea Kohler seconded. Ms. Gonyer administered a roll call vote; the Committed voted 9-0 to accept the annual report as presented.

#### **7. IT Update:**

- Discussion turned to the issue of internet browsers, with the fact that NHVRIN still depends on Internet Explorer, which will be going away, but the State is working to make Microsoft Edge compatible with NHVRIN. A few releases have been made since the last meeting, notably one release which put the time of death on certified copies of death records. NeCOD remains stable.
- Discussion turned to the contracts which DVRA has with the CDC. One contract addresses interoperability and the FHIR standard, which is going very well. Another contract addresses the expansion of the Electronic Death Registration System (EDRS), including enhancement of the security module. Another contract addresses which death certifiers are putting insufficient causes of death on death records.
- Discussion turned to the current development of the new birth module, which is being created by a vendor different from the one who created the new death module.

#### **8. MSA Update:**

- Mr. Christopher Wilder, the Mortality Surveillance Agent (hereinafter “MSA”) has been working to get registered nurses to pronounce deaths electronically. The MSA is working with the registered nurses of one hospital and will schedule with two other hospitals in the near future.

#### **9. Other Old Business:**

- No other old business.

**10. Other New Business:**

- Discussion turned to getting the Committee to think of ideas to improve and automate vital records in accordance with state statute. COVID and better user friendliness has increased electronic registration of vital records. Accurate reporting of data within vital records is absolutely necessary.

**11. Next Meeting:**

- The next meeting is scheduled for Wednesday October 13, 2021.

**12. Adjournment:**

- Ms. Gonyer moved to adjourn and Ms. McKinnon seconded. Ms. Gonyer administered a roll call vote; the Committee voted 9-0 to adjourn. Meeting adjourned at 10:32.