

## 12.4.2020 Executive Committee Meeting Minutes

### I. Call to Order

- a. Weed calls the meeting to order at 10:01 AM finding a quorum fit to conduct business.
- b. Horgan calls the roll: Pat Bachelder, David Berry, Ben Champagne, Chris Coates, Ross Cunningham, Robert Englund, Derek Ferland, Jennifer Fish, Jason Henry, Chris Heroux, Kathryn Kindopp (via Chuck Weed proxy), Alison Kivikoski, Carrie Klebe, Matt Lagos, Sara Lewko, Julie Libby (via Wendy Piper proxy), Chuck Nickerson, Shelley Richardson, David Ross, Bob Rowe, Willie Scurry, Debra Shackett, Stuart Trachy, Sheryl Trombly (via Chuck Weed proxy), Kara Wyman (via Sara Lewko proxy) of the NHAC Executive Committee; Sue Collins, Toni Pappas, Wendy Piper, Cathy Stacey, Tom Tombarello, and Chuck Weed of the NHAC Officers; Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group.

### II. Pledge of Allegiance

- a. Tombarello leads the Committee in the Pledge of Allegiance.

### III. Approval of past meeting minutes (11.6.2020)

- a. Weed presents the minutes of the November 6, 2020 meeting of the Executive Committee. Collins makes a **MOTION** to accept the minutes. Tombarello **SECONDS** the **MOTION**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

### IV. Elections

- a. Per bylaws section VI.4: Election: Officers shall be elected at the last meeting of even-numbered years, per the nominations process as defined in Section VI.4. Officers shall be elected by a majority vote of the Executive Committee. Every Officer must be from a member county in good standing for the term of their respective office in the Corporation.
- b. Per bylaws section VI.3.: Nominations: The nominations process shall be led by the Vice President. Nominations may be made by any member of the Executive Committee in good standing. The call for nominations will be made to the Executive Committee by the scheduled November Executive Committee meeting in even numbered years, including information regarding the roles and responsibilities of each Officer position. Nominations shall be accepted from the floor during the last meeting of the calendar year.
- c. Per bylaws Article VI: Officers: Appointed or elected officials of member counties in good standing are eligible to serve as and become an Officer, while 2 Officer positions must be filled by elected county officials.
- d. Per bylaws section VI.2.: Term: The Officers shall hold office for two years. All Officers shall assume their positions on adjournment of the last meeting of the calendar year. An Officer may serve for two continuous terms and then must take a one-term break before serving for two more terms. No limit on the number of terms.
- e. NHAC Vice President Piper presents the slate of nominations:
  - i. President: Wendy Piper
  - ii. Vice President: Tom Tombarello

- iii. Treasurer: Sue Collins
  - iv. At-large Officer: Toni Pappas
  - v. At-Large Officer: Cathy Stacey
  - vi. Bylaws Chair: Chris Coates
- f. Seeing no additional nominations from the floor, Henry makes a **MOTION** to accept the new slate of Officers as presented. Lewko **SECONDS** the **MOTION**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

**V. Financial update – Sue Collins**

- a. Collins presents the financials from November 2020 and notes:
  - i. Revenues mostly in but for 2 counties outstanding on the Corrections Academy; will work to close out the Conference revenues; have collected extra royalties from Usource.
  - ii. On expenses: the last copier payment will be in December, outstanding White Birch, 2 months to pay Rumford and Dupont Group.
  - iii. Collins presents one outstanding invoice for \$48.17 for Bob Bonsignore’s 2019 conference meal. Collins recommends writing it off. Stacey makes a **MOTION** to write off the \$48.17 charge. Piper **SECONDS** the **MOTION**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

**VI. Budget Approval – Sue Collins**

- a. Collins presents the 2021 budget as prepared by the Finance Committee per Section X.3. of the bylaws. Outlining: the new dues formula; assessments remain the same; revenues have in general remained the same or slightly lower; \$3,000 was used in fund balance to balance the budget. Expenses are very similar to the 2020 budget. Withheld upgraded computer and software in 2020, so is included in 2021. The 2020 down payment will be used for 2021 venue.
- b. Stacey asks the question of the fund balance. At the end of 2019 it was \$117,000. The 2020 numbers are not in. It is expected that there will be an increase in the fund balance at year’s end.
- c. The Finance Committee recommends no April 2021 Awards and for Awards to only occur during the Fall 2021 Annual Conference.
- d. The Finance Committee recommends NH Municipal Association participation.
- e. The Finance Committee fields questions regarding the budget and narrative.
- f. \$4,000 carry-over noted for legislative orientation. Stacey makes a **MOTION** to remove the \$4,000 from the line. The **MOTION** is **SECONDED**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.
- g. Executive Committee discusses to have the Commissioners Council re-evaluate the dues re: use fund balance to reduce dues.
- h. Collins makes a **MOTION** to approve the expense side of the budget. Coates **SECONDS** the **MOTION**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

**VII. Strategic Planning Committee**

- a. Coates/Ferland presents the letter from the Strategic Planning Committee asking for Executive Committee feedback on focus areas.
- b. Rockingham has submitted Tom Tombarello as their nominee to the Strategic planning Committee. Stacey makes a **MOTION** to approve Tom Tombarello to the Strategic Planning Committee. Coates **SECONDS** the **MOTION**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

#### **VIII. Awards Committee**

- a. Following discussion during the October 2 meeting, as well as the Association bylaws, President Weed has called for the creation of the following Committee:
- b. Awards Committee
  - i. Purpose: To design and execute the 2021 county awards and recognition program.
  - ii. Number of members: 10, one each per county
  - iii. Qualifications: Appointed or elected officials from counties in good standing with the Association.
  - iv. Term of Membership: Through the evening of the 2021 awards event.
- c. Nominations:
  - i. Coos
  - ii. Grafton – Julie Libby
  - iii. Belknap
  - iv. Carroll
  - v. Strafford
  - vi. Rockingham
  - vii. Hillsborough
  - viii. Cheshire – Bob Englund, Chris Coates alternate
  - ix. Sullivan
  - x. Merrimack
- d. Horgan reminds folks to submit nominations for the Committee before the January meeting.

#### **IX. NACo Master Agreement**

- a. Horgan provides an update on the NACo Master Agreement.
- b. Horgan explains still in negotiations on a few items:
  - i. 91-A v confidential
  - ii. Delaware v NH
- c. Stacey brings up question of page 3, section 3; Horgan will take an extra look at this.

#### **X. NHAC Academy Coordinator**

- a. Henry provides an update on the hiring of a new Academy Coordinator. The job posting has been published to Indeed and has been shared with each county. Corrections has selected a search committee to review the submitted resumes and for interviews to likely begin in January.

**XI. State Government Updates**

- a. Horgan and Monahan provide the following updates:
  - i. Horgan will send a list of proposed bills next week.
  - ii. Horgan asks for those interested in receiving Legislative Committee correspondence to please let her know. A new chair may be in order.
  - iii. Horgan explains that the Senate filing closes Dec. 15 so the first legislative call will likely be on Dec. 18. Regular weekly calls will begin Jan. 15.
  - iv. Monahan explains that the newly elected legislative members were sworn in this week. Committee organization comes next, predicted standing committee list to be released around the end of December. Filing deadlines in the House have come and gone.
  - v. Monahan provides an update on the state budget. The bottom line is improving from what was predicted in May 2020 with a current predicted deficit of \$65,000,000 due to less spending and reduced FMAP, offset by increased Medicaid enrollment.
  - vi. Horgan explains that the new member orientation video is posted to the resources page on the NHAC website.
  - vii. Commissioner orientation: need new Commissioners to come on board, get contact to schedule a meeting. Possible to have affiliate presidents and NACo to assist.
  - viii. State/County Finance Committee: Planning to meet Dec. 15

**XII. Affiliate updates**

- a. Commissioners Council: Pappas has no update from the last meeting. The Committee will meet in January to elect new Council leadership.
- b. Corrections: Berry explains 11.20 last meeting featuring an MAT presentation. Steve Church is retiring this month, Henry will fill the position. The next meeting is 12.18, the next certification board meeting will be in January.
- c. Deeds: Stacey explains meeting mid-November with election of Officers. Kelley Monahan is the new president of the Affiliate. No meeting currently scheduled.
- d. Sheriffs: No update.
- e. Attorneys: No update.
- f. HR: Kivikoski explains Nov. 20 meeting held. Next meeting Friday, Dec. 18.
- g. Nursing Homes: Lagos provided updated and explained weekly meeting and call.
- h. Administrators: Fish explains that the group meets every Wednesday. Many counties have not received last installment of GOFERR grants.

**XIII. Other business**

- a. Piper thanks Weed for his service as President of the NHAC.
- b. Weed will prepare a departing letter to the NHAC.

**XIV. Next meeting**

- a. Friday, January 8, 2021

**XV. Adjournment**

- a. Henry makes a **MOTION** to adjourn the meeting. Tombarello **SECONDS** the **MOTION**. Weed invokes unanimous consent. The **MOTION PASSES**.

*Minutes prepared by Danielle Duchesne on December 4, 2020.*

*Minutes approved on January 8, 2021.*