

NHAC Officers Meeting 12.4.2020

I. Call to Order

- a. Weed brings the meeting to order at 9:00 AM finding a quorum fit to conduct business.
- b. Horgan calls the roll: 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. Approval of past meeting minutes (11.6.2020)

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

III. Financial Update

- a. Collins presents the financials 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**.

IV. NACo Master Agreement Update

- a. Horgan provides an update on the NACo Master Agreement RE: professional development academy.
- 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.

V. Academy Coordinator

- a. Horgan provides an update on the hiring of the 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 begin in January.

VI. Copier Update

- a. Horgan provides an update on the copier lease and options to purchase (\$1,500) or return (\$136.76 for the December invoice).
- b. Horgan explains that the contract is done – no need for Executive Committee action.
- c. Future copies will be made by the Dupont Group – invoiced as needed per automated copy count.

d. Collins recommends the NHAC return the printer.

VII. Other Business

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

VIII. Next Meeting

- a. The next meeting will be Jan. 8, 2021.

IX. Adjournment

- a. Collins makes a **MOTION** to adjourn the meeting. Tombarello **SECONDS** the **MOTION**. Weed invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

Minutes prepared by Danielle Duchesne on December 4, 2020.

Minutes approved on January 8, 2021.