

President
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Grafton County Commissioner

Vice President
Cathy Stacey
Rockingham County Register of Deeds

Treasurer
Chuck Nickerson
Rockingham County Finance Director

Bylaws Chair
Chris Coates
Cheshire County Administrator



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Immediate Past President
Chuck Weed
Cheshire County Commissioner

At-Large
Toni Pappas
Hillsborough County Commissioner

At-Large
Ross Cunningham
Merrimack County Administrator

2.10.2023 Executive Committee Meeting Minutes

I. Call to order

- a. Register Stacey calls the meeting to order at 10:12 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Director Mary Bourque, Administrator Ray Bower (via Commissioner Pappas proxy), Commissioner Brian Chirichiello, Administrator Chris Coates (virtual), Treasurer Suzanne Collins, Administrator Ross Cunningham (via Superintendent Cushman proxy), Superintendent Travis Cushman, Commissioner Robert Englund (via Administrator Coates proxy), Administrator Derek Ferland (via Director Bourque proxy), Superintendent Jason Henry (via Superintendent Cushman proxy), Dr. Tory Jennison (via Commissioner Pappas proxy), Commissioner Omer Ahern, Jr. (via Register Stacey proxy), Administrator Kathryn Kindopp (via Administrator Coates proxy), Attorney Carolyn Kirby (Commissioner Pappas proxy), Director Alison Kivikoski, Administrator Matt Lagos (via Director Bourque proxy), Director Sara Lewko (via Superintendent Cushman proxy), Commissioner George Maglaras (via Commissioner Pappas proxy), Administrator Laura Mills (via Treasurer Collins proxy), Administrator Chad Monier (Commissioner Pappas proxy), Commissioner Ben Nelson (via Director Bourque proxy), Director Chuck Nickerson, Commissioner Toni Pappas, Commissioner Wendy Piper (via Register Stacey proxy), Administrator Shelley Richardson (via Administrator Shackett proxy), Commissioner Deanna Rollo (via Commissioner Pappas proxy), Administrator David Ross, Commissioner Bob Rowe, Administrator Debra Shackett, Director Hilary Snide, Register Cathy Stacey, Director Sheryl Trombly (via Administrator Coates proxy), Commissioner Robert Watson (via Commissioner Pappas proxy) of the NHAC Executive Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group.

II. Pledge of Allegiance

- a. No flag is present so there is no Pledge of Allegiance.

III. Approval of past meeting minutes (January 20, 2023)

- a. Register Stacey presents the minutes from the January 20 meeting of the Committee. Treasurer Collins makes a **MOTION** to approve the minutes.

Superintendent Cushman **SECONDS** the **MOTION**. The **MOTION PASSES** with one abstention from Director Kivikoski.

IV. Executive Committee appointments

- a. Ms. Duchesne explains that since the last meeting of the Executive Committee, Cheshire County has submitted their slate of Executive Committee appointments: Commissioner Robert Englund, Treasurer Charles “Chuck” Weed, County Administrator Chris Coates, Finance Director Sheryl Trombly, and Nursing Home Administrator Kathryn Kindopp. Belknap County is working to revise their formal letter. Carroll County has not submitted a formal letter.
- b. Ms. Duchesne reviewed the bylaws regarding the Executive Committee appointment process.

V. Finance Committee

- a. Register Stacey explains that Commissioner Pappas and Administrator Coates are not eligible to serve on the Committee as they are Officers. No Officers, other than the Treasurer, may serve on the Committee.
- b. Register Stacey nominates Commissioner Chirichiello and Director Sheryl Trombly to replace Commissioner Pappas and Administrator Coates on the Finance Committee. Administrator Ross makes a **MOTION** to approve the nominations of Commissioner Chirichiello and Director Trombly to replace Commissioner Pappas and Administrator Coates on the Finance Committee. Administrator Shackett **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.
- c. Director Nickerson explains that the Finance Committee met on January 20, 2023. The Committee discussed the information to be included in the RFP for an audit of the Association, and where that RFP can be posted. Director Nickerson will prepare a draft of the RFP. Once the Finance Committee agrees on the RFP, it will be posted. The Finance Committee plans to field responses and recommend a preferred vendor to the Officers and Executive Committee once one is identified.

VI. Annual Conference

- a. Mr. Monahan presents the Rumford Management contract addendum as approved by the Officers. Director Kivikoski makes a **MOTION** to approve the contract. Treasurer Collins **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.

VII. County-State Finance Committee update – David Ross

- a. Administrator Ross explains that no meeting has taken place.
- b. Ms. Horgan explains that, because Commissioner Lauer has left her position as Commissioner, a seat on the County-State Finance Committee will need to be filled. Administrator Ross makes a **MOTION** to recommend Commissioner Piper to fill the vacant seat on the County-State Finance Committee. Treasurer Collins **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.

VIII. State Government updates

- a. Mr. Monahan explains that the budget process will kick off on Tuesday, February 14. Mr. Monahan explains he will watch for county cap details once budget documents are available.

- b. Ms. Horgan explains that the Association has no official position on HB 284 (relative to financial information regarding requests for bids and proposals) and that the original competitive bidding bill will appear as a non-germane amendment. Ms. Horgan explains that as soon as the relevant hearing is scheduled, she will let members of the Association know so that folks can participate. There is a possibility that HB 284 will increase the competitive bidding limit to \$20,000 from the already supported \$10,000.
- c. Register Stacey asks that the Association oppose SB 92, a bill regarding probate.
- d. Register Stacey presents the recommendations from the Legislative Committee. Commissioner Pappas makes a **MOTION** to accept the positions recommended by the Legislative Committee and to authorize the Legislative Committee to make adjustments to Association's positions on bills that remain consistent with the underlying position of the Association and the intent of the bill as it was drafted. Commissioner Chirichiello **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IX. Affiliate updates

- a. Corrections: Superintendent Cushman reports that the Superintendents are currently meeting so he will have an update at the next Executive Committee meeting.
- b. Commissioners Council: No report.
- c. County Attorneys: No report.
- d. Deeds: Register Stacey reports that the Affiliate has not met in some time and does not currently have a meeting scheduled.
- e. Sheriffs: No report.
- f. Human Resources: Director Kivikoski explains that the Affiliate may move meetings to the fourth Friday of every month. Director Kivikoski asks to utilize \$900 of Association funds for a workforce training that will likely take place in April and can be open to the rest of the Association to attend. No vote is needed as funds are included in the budget for this purpose.
- g. Administrators: Administrator Coates explains that the administrators have discussed legislative issues as they arise. Administrator Ross explains that CMS has authorized the continuation of enhanced FMAP with a decreasing percent through the end of the year. Director Nickerson talks about funds available to counties for nursing home projects, etc.
- h. Nursing Homes: Administrator Ross explains that the Nursing Home Affiliate has had discussions regarding the end of the federal Public Health Emergency, including discussions with the Federal Delegation around CMS regulations and costs for testing supplies.

X. Other business

- a. Ms. Duchesne explains that the Association should aim to create an Awards Committee at the next meeting of the Executive Committee.
- b. Ms. Duchesne explains that Hillsborough County is the only county that needs to turn in their directory updates.
- c. Director Nickerson explains the lack of a financial report and notes that just a few payments have been processed since the last meeting of the Executive Committee.
- d. Mr. Monahan explains developments with the Governor's Office for Emergency Relief and Recovery (GOFERR) funds for capital projects. Mr. Monahan explains

that not all of the funds have been allocated and would like to ask GOFERR for another round of applications with the aim to spend down the funds.

XI. Next meeting

- a. The next meetings of the Executive Committee will be at Primex on:
 - i. Friday, March 10
 - ii. Friday, April 21
 - iii. Friday, May 19
 - iv. Friday, June 16
 - v. Friday, September 22
 - vi. Friday, October 20
 - vii. Friday, November 17
 - viii. Friday, December 15

XII. Adjournment

- a. Director Kivikoski makes a **MOTION** to adjourn the meeting. Director Nickerson **SECONDS** the **MOTION**. The **MOTION PASSES** with a unanimous voice vote.

Minutes prepared by Danielle Duchesne on January 20, 2023.

Minutes approved on March 10, 2023.