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Grafton County Commissioner

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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

12.15.2023 Executive Committee Meeting Minutes

I. Call to order

- a. Commissioner Piper calls the meeting to order at 10:06 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Superintendent Sean Eldridge, Commissioner Robert Englund (via Administrator Coates proxy), Administrator Kathryn Kindopp (via Administrator Coates proxy), Director Sheryl Trombly (via Administrator Coates proxy), Treasurer Chuck Weed (via Administrator Coates proxy), Commissioner Wendy Piper (via Administrator Coates proxy), Administrator Chad Monier (via Attorney Kirby proxy), Administrator David Ross (via Commissioner Pappas proxy), Commissioner Omer Ahern, Jr. (via Commissioner Piper proxy), Administrator Craig Labore (via Commissioner Piper proxy), Commissioner Toni Pappas (via Commissioner Piper proxy), Administrator Ross Cunningham (via Director Lewko proxy), Administrator Heather Moquin (via Director Lewko proxy), Commissioner Stuart Trachy (via Director Lewko proxy), Superintendent Travis Cushman (via Director Lewko proxy), Administrator Ray Bower (via Commissioner Pappas proxy), Commissioner George Maglaras (via Commissioner Pappas proxy), Commissioner Deanna eRollo (via Commissioner Pappas proxy), Commissioner Robert Watson (via Commissioner Pappas proxy), Dr. Tory Jennison (via Commissioner Pappas proxy), Commissioner Brian Chirichiello (via Director Nickerson proxy), Administrator Laura Mills (virtual), Director Alison Kivikoski (virtual), Director Linda Matchett, Commissioner Terry McCarthy, Administrator Chris Coates, Superintendent Ben Champagne, Administrator Mark Brady, Attorney Carolyn Kirby, Director Sara Lewko, Superintendent Jason Henry, Director Chuck Nickerson, Director Mary Bourque, Administrator Matt Lagos, Director Hilary Snide of the NHAC Executive Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group.

II. Pledge of Allegiance

- a. Commissioner Piper leads the Executive Committee in the Pledge of Allegiance.

III. Approval of past meeting minutes (November 17, 2023)

- a. Commissioner Piper presents the minutes from the November 17 meeting of the Committee. Administrator Coates makes a **MOTION** to approve the minutes.

Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. Financial Update – Chuck Nickerson

- a. Treasurer Nickerson provides a financial update and explains that year to date the Association is over on revenues and under budget on expenses. Superintendent Henry makes a **MOTION** to accept the financial report. Director Lewko **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. 2024 Association Budget

- a. Director Nickerson presents the budget as recommended by the Finance Committee with dues and assessments as approved by the Commissioners Council. Director Nickerson explains that the revenues are to increase by about \$60,000, mainly due to increased costs for the Annual Conference and supplies. However, only a \$13,000 increase will be seen in dues and assessments. Superintendent Henry makes a **MOTION** to approve the 2024 budget. Superintendent Eldridge **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VI. Executive Committee appointments

- a. Carroll County has two vacancies.

VII. Awards Committee formation

- a. Commissioner Piper calls for a special committee to be created called the “Awards Committee” with the purpose of designing and implementing a program to recognize county employees, appointed, and elected officials as well as other people as appropriate. The Committee will be made up of one representative per county and members shall serve on the Committee until the conclusion of the awards presentation. Any member of the Executive Committee may serve on the Awards Committee.
- b. The following nominations are taken from the floor: Superintendent Eldridge (Carroll), Commissioner Englund (Cheshire), Superintendent Champagne (Coos), Administrator Libby (Grafton), Commissioner Pappas (Hillsborough), Director Lewko (Merrimack), Director Kivikoski (Rockingham), Administrator Bower (Strafford), and Director Snide (Sullivan). No representative from Belknap was nominated.
- c. Attorney Kirby makes a **MOTION** to approve the nominations from the floor. Director Nickerson **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VIII. Finance Committee

- a. The current slate of Finance Committee members, Commissioner Brian Chirichiello, Director Sheryl Trombly, Director Sara Lewko, Commissioner George Maglaras, and Director Chuck Nickerson, have their terms expire in December 2023.
- b. Per the bylaws, “Section VIII.2.a. Nominations for members to serve on standing Committees shall be requested from the Executive Committee by the President; Section VIII.2.b. Confirmation The Executive Committee shall confirm members

to serve on standing Committees, other Committees of the Corporation, and Affiliates.”

- c. The Committee should be made up of four members who are elected or appointed members from active member Counties. Other than the Treasurer, no Officers shall serve on the Committee. Two members of the Committee must be elected County Commissioners. The term of membership is two years.
- d. Superintendent Henry makes a **MOTION** to approve Commissioner Brian Chirichiello, Director Sheryl Trombly, Director Sara Lewko, Commissioner George Maglaras, and Director Chuck Nickerson to the Finance Committee with terms expiring in December 2025. Commissioner McCarthy **SECONDS** the **MOTION**. Piper invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

IX. Bylaws Committee

- a. Committee members Administrator Chad Monier and Superintendent Jason Henry had their terms expire in February 2023. Administrator Chris Coates is an automatic member and chair of the Committee per the bylaws.
- b. Per the bylaws, “Section VIII.2.a. Nominations for members to serve on standing Committees shall be requested from the Executive Committee by the President; Section VIII.2.b. Confirmation The Executive Committee shall confirm members to serve on standing Committees, other Committees of the Corporation, and Affiliates.”
- c. The Committee should be made up of 3 members that are elected or appointed county officials. The term of membership is 2 years.
- d. Director Nickerson makes a **MOTION** to approve Superintendent Cushman and Superintendent Henry to the Bylaws Committee with terms expiring in December 2025. Commissioner Pappas **SECONDS** the **MOTION**. Piper invokes unanimous consent. Seeing no objection, the **MOTION PASSES**.

X. 50th Anniversary Celebration Planning Committee

- a. Commissioner Piper calls for a special committee to be created called the “50th Anniversary Planning Committee” with the purpose of designing and implementing the means to celebrate the 50th anniversary of the creation of the Association in 2025. The Committee will be made up of one representative per county and members shall serve on the Committee through 2025. Any member of the Executive Committee may serve on the 50th Anniversary Celebration Planning Committee.
- b. The following nominations are taken from the floor: Director Matchett (Carroll), Davis Bernstein (Cheshire), Administrator Mills (Coos), Commissioner Piper (Grafton), Mary Kay MacNichol (Hillsborough), Administrator Cunningham (Merrimack), Director Kivikoski (Rockingham), Commissioner Maglaras (Strafford), and Director Snide (Sullivan). There was no representative from Belknap nominated.
- c. Superintendent Eldridge makes a **MOTION** to approve the nominations from the floor. Director Nickerson **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XI. NHAC Corrections Certification Board appointments

- a. According to Chapter 200, Section 200-B:1 (c) of the Code of Administrative Rules and Certification Standards for the County Corrections Officers, until the

Executive Committee confirms Certification Board appointment, appointees will not have voting rights.

- b. On December 5, 2023, Grafton County nominated DoC Superintendent Timothy Lethbridge to the Corrections Certification Board to replace Captain Christopher Kendall.
- c. Superintendent Champagne makes a **MOTION** to approve the nomination of Superintendent Lethbridge to the Certification Board. Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XII. Annual Conference

- a. Ms. Horgan explains that Association staff will meet with Cheshire County and Coos County to design the scope of work to create an amendment to the Rumford contract for the Conference work.

XIII. County-State Finance Committee update – David Ross

- a. No update as no meeting has been scheduled.

XIV. State Government updates

- a. Ms. Horgan explains that about \$4,000 in pledged sponsorships have come through for the Legislative Conference. Ms. Horgan explains that registration is open and can be found at nhcounties.org/legislativeconference.
- b. Ms. Horgan explains that the Legislative Committee has met and has prepared a report for available bills. Administrator Coates makes a **MOTION** to accept the positions as recommended by the Legislative Committee. Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- c. Commissioner Piper brings up HB 1283, regarding medically assisted suicide, per Administrator Craig Labore's request. Ms. Horgan recommends that the Association participate in the stakeholders' group on this bill, but to not take a position on the bill.

XV. Affiliate updates

- a. Corrections: Superintendent Eldridge explains that the Corrections Academy dates have been set: 122nd will run March 25th to April 26th; 123rd will run from August 12th to September 13th; 124th will run from September 23rd to October 25th.
- b. Nursing Home Administrators: Administrator Lagos explains the group met yesterday in-person, but the Affiliate is looking to reschedule regular meetings.
- c. Commissioners Council: Ms. Horgan explains that the Council met last week and approved the dues and assessments for the 2024 budget.
- d. County Attorneys: Ms. Horgan explains that the Affiliate met with the AG's office and that Attorney Tom Velardi will be the legislative point of contact with the AG's office.
- e. Deeds: No report.
- f. Sheriffs: No report.
- g. Human Resources: Director Kim May explains that she is the new president of the Affiliate, and that Karen Clough is the new Vice President.
- h. Administrators: Administrator Coates explains that legislative issues and workforce issues are in focus for this group.

XVI. Other business

- a. Superintendent Henry explains that the Opioid Abatement Commission has proposed \$6 million/year for 3 years to run through the Housing Authority specifically for housing projects for those in recovery. The proposal awaits Governor and Council approval.
- b. Director Nickerson explains that a new credit card, under Commissioner Piper, is in the works from the bank. In addition to a primary credit card to be held by Association staff, a smaller spending credit card will be made available.

XVII. Next meeting

- a. The next meetings of the Executive Committee will be at Primex on:
 - i. Friday, Jan. 19, 2024
 - ii. Friday, Feb. 16, 2024
 - iii. Friday, March 15, 2024
 - iv. Friday, April 19, 2024
 - v. Friday, May 17, 2024
 - vi. Friday, June 21, 2024
 - vii. Friday, Sept. 20, 2024
 - viii. Friday, Oct. 18, 2024
 - ix. Friday, Nov. 15, 2024
 - x. Friday, Dec. 20, 2024

XVIII. Adjournment

- a. Superintendent Henry makes a **MOTION** to adjourn the meeting. Superintendent Eldridge **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

Minutes prepared by Danielle Duchesne on December 15, 2023.

Minutes approved on January 19, 2024.