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Grafton County Commissioner

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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

11.17.2023 Executive Committee Meeting Minutes

I. Call to order

- a. Commissioner Piper calls the meeting to order at 10:02 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Administrator Shelley Richardson (via Administrator Shackett proxy), Administrator Debra Shackett, Administrator Heather Moquin (via Administrator Cunningham proxy), Commissioner Stuart Trachy (via Administrator Cunningham proxy), Superintendent Travis Cushman (via Administrator Cunningham proxy), Commissioner Peter Spanos (via Administrator Shackett proxy), Commissioner Steve Hodges (via Administrator Shackett proxy), Commissioner Glen Waring (via Administrator Shackett proxy), Administrator Chris Coates (via Administrator Kindopp), Commissioner Robert Englund (via Administrator Kindopp), Director Sheryl Trombly (via Administrator Kindopp), Treasurer Chuck Weed (via Administrator Kindopp), Attorney Carolyn Kirby (via Commissioner Pappas proxy), Administrator Derek Ferland (via Director Bourque proxy), Commissioner Ben Nelson (via Director Bourque proxy), Director Alison Kivikoski (via Director Nickerson proxy), Commissioner Brian Chirichiello (via Director Nickerson proxy), Administrator Laura Mills (via Kate Horgan proxy), Director Linda Matchett (via Superintendent Eldridge), Commissioner Terry McCarthy, Administrator Kathryn Kindopp, Commissioner Wendy Piper, Commissioner Toni Pappas, Administrator Chad Monier, Administrator David Ross, Administrator Ross Cunningham, Director Sara Lewko, Superintendent Jason Henry, Director Chuck Nickerson, Register Cathy Stacey, 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. NACo Leadership Academy Cybersecurity Simulation – Dr. Tim Raschulte

- a. Dr. Raschulte explains that the NACo Leadership Academy provides a free cyber security simulation quarterly.

IV. Approval of past meeting minutes (October 24, 2023)

- a. Commissioner Piper presents the minutes from the October 24 meeting of the Committee. Superintendent Henry makes a **MOTION** to approve the minutes. Superintendent Eldridge **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. Financial Update – Chuck Nickerson

- a. Director Nickerson provides a financial update and explains that the Corrections Academy expenses have surpassed the budget, but overall, the revenues still surpass the expenses overall. Director Register Stacey makes a **MOTION** to accept the financial report. Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VI. Executive Committee appointments

- a. No new appointments. Carroll County has two vacancies.

VII. National Center for Public Lands – Jonathan Shuffield, NACo

- a. Mr. Shuffield joins the group virtually to present on the National Center for Public Lands. Mr. Shuffield explains that roughly one third of necessary funds have been collected to launch the Center and begin research. Ms. Horgan explains that the program is not very applicable to New Hampshire and that the Association is not involved in the program.

VIII. 50th Anniversary Planning Committee – Kate Horgan

- a. Ms. Horgan presents the need for a planning committee to direct activities surrounding the 50th anniversary of the Association. Nominations for membership to the Committee will be entertained at the next meeting of the Executive Committee.

IX. Annual Conference

- a. Ms. Duchesne explains that the signed contract has been submitted for the 2024, 2025, and 2026 Annual Conferences of the Association, to be held at the Mt. Washington Hotel. The next Conference will be held November 10 – 13, 2024.
- b. Association staff will meet with Coos County, the 2024 host, along with Cheshire County, the 2023 host, to discuss the scope of work to inform a contract with Rumford Management to be presented to the Executive Committee in December.

X. Legislative Conference

- a. Ms. Horgan explains the premise of the event and Ms. Duchesne presents the hotel contract. Superintendent Henry makes a **MOTION** to approve the hotel contract as recommended by the Officers. Administrator Ross **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XI. County-State Finance Committee update – David Ross

- a. Administrator Ross explains that the Committee's focus is on rate utilization, monitoring bed usage, and the impact of recent rate increases, and cost increases. Administrator Ross explains that more work needs to be done before the next budget cycle.

XII. State Government updates

- a. Ms. Horgan explains that HB 308 became effective at the beginning of October 2023. That means anyone who attends an Association meeting virtually can count towards the quorum, as long as one third of the quorum is physically present at the meeting.
- b. Ms. Horgan explains that bill language has not been released; however, bills that the Association has submitted and those for which fiscal note information has been sought can be made available to the Legislative Committee to begin to form positions.
- c. Register Stacey explains that the Retirement Commission voted last week to put forth a recommendation regarding the \$5 million investment in the NHRS (New Hampshire Retirement System). Administrator Ross commends Sullivan County's work on the OSHA bill.

XIII. Affiliate updates

- a. Corrections: No report.
- b. Commissioners Council: The Council will meet in December to vote on dues and assessments.
- c. County Attorneys: No report.
- d. Deeds: No report.
- e. Sheriffs: No report.
- f. Human Resources: Director Lewko explains that the Affiliate is working on their bylaws and that the Affiliate will meet today to vote on leadership positions.
- g. Administrators: No report.
- h. Nursing Home: Administrator Lagos explains that the Affiliate last met during the Annual Conference and will meet next in December. Administrator Lagos is the new President of the Affiliate.

XIV. Other business

- a. The Executive Committee should be ready to present nominees to serve on the Awards Committee, 50th Anniversary Planning Committee, Finance Committee, and Bylaws Committee for the 2024 awards program during the December meeting of the Executive Committee.
- b. Horgan explains that the Association has received notice that the Corrections Advisory Committee, under 106L, section 5, needs a nomination from the Association to sit on the Board, as Superintendent Henry's term has expired.
- c. Following bylaws article IX, Commissioner Piper nominates Jason Henry to serve as the representative on the Corrections Advisory Committee.
- d. Administrator Ross makes a **MOTION** to approve of Commissioner Piper's nomination of Jason Henry to serve as the representative on the Corrections Advisory Committee. Administrator Cunningham **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XV. Next meeting

- a. The next meetings of the Executive Committee will be at Primex on:
 - i. Friday, December 15
 - ii. Friday, Jan. 19, 2024
 - iii. Friday, Feb. 16, 2024
 - iv. Friday, March 15, 2024

- v. Friday, April 19, 2024
- vi. Friday, May 17, 2024
- vii. Friday, June 21, 2024
- viii. Friday, Sept. 20, 2024
- ix. Friday, Oct. 18, 2024
- x. Friday, Nov. 15, 2024
- xi. Friday, Dec. 20, 2024

XVI. Adjournment

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

Minutes prepared by Danielle Duchesne on November 17, 2023.

Minutes approved on December 15, 2023.