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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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Chuck Weed
Cheshire County Commissioner

At-Large
Toni Pappas
Hillsborough County Commissioner

At-Large
Ross Cunningham
Merrimack County Administrator

4.19.2024 Executive Committee Meeting Minutes

I. Call to order

- a. Commissioner Piper calls the meeting to order at 10:00 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Administrator Heather Moquin (via Administrator Cunningham proxy), Commissioner Stuart Trachy (via Administrator Cunningham proxy), Attorney Carolyn Kirby (via Commissioner Pappas proxy), Administrator David Ross (via Commissioner Pappas proxy), Administrator Ray Bower (via Commissioner Pappas proxy), Commissioner George Maglaras (via Commissioner Pappas proxy), Commissioner Deanna Rollo (via Commissioner Pappas proxy), Commissioner Robert Watson (via Commissioner Pappas proxy), Commissioner Robert Englund (via Davis Burnstein proxy), Administrator Kathryn Kindopp (via Davis Burnstein proxy), Director Sheryl Trombly (via Davis Burnstein proxy), Treasurer Chuck Weed (via Davis Burnstein proxy), Director Alison Kivikoski (via Director Nickerson proxy), Administrator Chris Coates (virtual), Superintendent Ben Champagne (virtual), Treasurer Suzanne Collins (virtual), Superintendent Sean Eldridge, Administrator Richard Leboeuf, Director Linda Matchett, Commissioner Terry McCarthy, Commissioner Bob Rowe, Administrator Ross Cunningham, Director Sara Lewko, Superintendent Travis Cushman, Superintendent Jason Henry, Director Chuck Nickerson, Commissioner Brian Chirichiello, 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. Kim May of the Human Resources Affiliate. Paul Chiarantona of the UNH Cooperative Extension; *** of HealthTrust; Kim May of the Human Resources Affiliate.

II. Pledge of Allegiance

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

III. HealthTrust Presentation – David Salois

- a. Mr. Salois introduces Janet Foley, Member Relations Representative, and Scott DeRoche, Executive Director. Ms. Foley presents the mission, vision, values, and overall program opportunities via HealthTrust.

IV. Approval of past meeting minutes (March 15, 2023)

- a. Commissioner Piper presents the minutes from the March 15 meeting of the Committee. Administrator Cunningham makes a **MOTION** to approve the minutes. Commissioner Pappas **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. Financial Update – Chuck Nickerson

- a. Director Nickerson presents the financial report, as approved by the Officers, and notes that the Legislative Conference earned double the expected revenue. Director Nickerson explains that another \$25,000 will be paid to the Mt. Washington Hotel as part of the deposit schedule. Director Nickerson explains that the Association is in good financial shape. Commissioner Chirichiello makes a **MOTION** to accept the financial report. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VI. Executive Committee appointments

- a. Carroll County and Strafford County each have one vacancy.

VII. Bylaws Amendments

- a. Administrator Coates reviews comments and questions from Register Stacey regarding the travel policy:
 - i. Register Stacey asked if there is a reimbursement form. Ms. Horgan confirms that a reimbursement form is available.
 - ii. Register Stacey suggested that Uber, Lyft, and other ridesharing be permissible reimbursable expenses. The Committee agrees.
 - iii. Register Stacey asked if there should be a flat or adjustable per diem rate. Commissioner Piper suggests that there not be a limit. Director Nickerson explains that the Government Services Administration supplies per diem rates that the Association could utilize. The Committee agrees that the following language be included in the travel policy, “the per diem shall not exceed 150% of the relative Government Service Administration.”
 - iv. Register Stacey recommended no reimbursement for liquor. The Committee agrees.
 - v. Register Stacey recommended no reimbursement for hotel room service (food). Commissioner Piper suggests that because it is food, should be reimbursable. The Committee agrees that hotel room service for food is reimbursable.
 - vi. Register Stacey noted that Section II should read: “This policy applies to the Association’s Officers and others who participate in National Association of Counties (NACo) meetings or other activities on behalf of the Association, at Association’s invitation or request. The Association will not reimburse travel expenses for in-state Association events and such expenses are the responsibility of the member. All members of the Association are responsible for complying with the travel policies.” The Committee agrees.
 - vii. Director Nickerson suggests that language be added to the travel policy that outlines that “a detailed receipt should be provided whenever possible.” The Committee agrees.
 - viii. Administrator Cunningham makes a **MOTION** to accept all recommended changes to the travel policy. Superintendent Henry

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

- b. Administrator Coates presents the following changes recommended by the Bylaws Committee:
 - i. New article: “Code of Ethics: Association membership (Officers, Executive Committee, and Affiliates) will abide by the laws, rules, and regulations of the Corporation. Members will act with integrity, fidelity, and honesty and take responsibility for their actions and agreement.”
 - ii. New article: “Travel Policy: Association membership (Officers, Executive Committee, and Affiliates) will abide by the travel policy of the Corporation as outlined in the addendum. Members will sign the addendum before any travel is undertaken on behalf of the Corporation.”
 - iii. Removal of the following language from Article XI, “by written request with the President at least thirty (30) days prior to a meeting of the Executive Committee.”
 - iv. Change the following dates in Article X Section X.3.: “October 1” to “November 1” and “November 1 to “December 31.”
 - v. Following the bylaws, “Amendments must be approved by a majority vote of the Executive Committee, including votes from representatives from at least (6) member counties in good standing in order to become effective.”
 - vi. Administrator Cunningham makes a **MOTION** to approve the slate of amendments. Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

VIII. Annual Conference

- a. Superintendent Champagne presents the Carriage Lane Players contract as recommended by the Officers. There is discussion regarding the cost of the Conference. Ms. Duchesne explains that, per the Association’s 2024 budget, only needs to profit \$1,000. Administrator Cunningham makes a **MOTION** to approve the contract. Superintendent Henry **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.
- b. Roughly six breakout session slots are confirmed (information to be published to the website as collected) while the rest are in the works. As of yesterday afternoon, there are 29 registrations. Coos County is reviewing the sponsorship opportunities so enrollment should begin soon.
- c. Ms. Duchesne reminds the Committee that awards nominations are due by June 28 and that the early bird registration rate for the Annual Conference ends September 20.

IX. ROCKit

- a. Ms. Horgan presents problem-solving methodology group ROCKit. Ms. Horgan explains that a formal partnership is available. Should the Association partner with ROCKit and counties hire their services, the Association would receive a premium. The Committee agrees that the Association staff should not pursue a contract for such a partnership as the counties will likely not seek such services.

X. County-State Finance Committee update – David Ross

- a. Ms. Horgan explains that because of the Medicaid redeterminations, the nursing homes and long-term care are facing the burden of uncompensated care.

Administrator Lagos explains that there is a cash-flow problem across the long-term care system. Preemptive eligibility is a policy that may be sought.

XI. State Government updates

- a. Ms. Horgan explains that the legislative report went out this morning. Superintendent Henry explains that 4 bills regarding bail reform have been crammed into one bill. Ms. Horgan explains that there is a new section in the legislative report, indicated by orange, which lists items where participation in-person is needed.

XII. Affiliate updates

- a. Corrections: Superintendent Eldridge explains that the Superintendents Affiliate and Corrections Board will meet next Friday ahead of the 122nd Correction Academy's graduation.
- b. Commissioners Council: No report.
- c. County Attorneys: No report.
- d. Deeds: No report.
- e. Sheriffs: No report.
- f. Human Resources: Director Kim May explains that the Affiliate will meet today, on the heels of a state-wide human resources conference held last week. The Affiliate will discuss which speaker they'd like to feature at the Annual Conference.
- g. Administrators: Ms. Horgan explains that the participation in the last meeting was low. No report.
- h. Nursing Homes: Administrator Lagos explains that new mandates are expected at any time. Commissioner Chirichiello brings up the rate for travel nurses and that the Association should consider a bill for the next session to deal with this issue.

XIII. Other business

- a. Ms. Duchesne reminds the Committee to please RSVP for meetings so that staff can ensure a quorum before meetings.
- b. Ms. Duchesne asks if anyone would like to take the leftover Dunkin coffee.

XIV. Next meeting

- a. The next meetings of the Executive Committee will be at Primex on:
 - i. Friday, June 21, 2024
 - ii. Friday, Sept. 20, 2024
 - iii. Friday, Oct. 18, 2024
 - iv. Friday, Nov. 15, 2024
 - v. Friday, Dec. 20, 2024

XV. Adjournment

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

Minutes prepared by Danielle Duchesne on April 19, 2024.

Minutes approved on May 17, 2024.