

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
July 8, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Present Remotely: MVC Administrator Howie Chandler
Others Present: Executive Coordinator Mellisa Seamans,
Public Present: Rep. Ed Comeau (www.governmentoversite.com), Susan Ticehurst (Zoom)

Call to Order
Pledge of Allegiance

Additions to the Agenda

Comm'r Babson received an email from County Attorney Michaela Andruzzi who questioned the payout made to the former human resources director. He suggested Atty. Andruzzi be added to the next meeting agenda to discuss further. Chmn. Bevard asked Coord. Seamans to invite Atty. Andruzzi to the next meeting to discuss her interpretation of salary versus hourly employees.

Approval of Minutes

MOTION: "Approve the minutes of July 1, 2020" by Comm'r Babson, 2nd Comm'r McCarthy.
Passed 3-0.

Media Questions: None

Public Comment:

Rep. Glenn Cordelli asked the commissioners to:

1. That the commissioners be copied on all communications with the auditors and the Avenu system vendor.
2. Have Avenu perform staff training rather than burdening the finance manager with this task. Commissioners review security and planned access to the system and add a seat on the system for the public.
3. Imperative for the commissioners to form a committee to work on plans for implementation for the accounts payable and purchasing system modules.
4. Has a supplemental document been issued in relation to the 2018 annual report with the audit results as according to state law.

Manifest

Chmn. Bevard announced the manifest of week ending July 3, 2020 - \$103,719.84

Department Head Report – CCHOC Superintendent Jason Henry

Supt. Henry presented a written report (attached). He will provide a similar written report monthly. The board thanked Supt. Henry for purchasing a picnic table as a gift to staff. The recidivism rate for inmates who have completed the T.R.U.S.T. program is 22%, the average rate is 50%. The rate is only based on inmates that re-offend and are sent to Carroll County Jail. There is no way to track if graduates of the program reoffend but are admitted to another correctional facility.

91-A Procedure

MOTION: "No 91-A responses go out to the requestor without the approval from the majority of the board" by Comm'r Babson.

MOTION: 'To table this discussion until the July 15 meeting' by Chmn. Bevard, 2nd Comm'r McCarthy. Passed 3-0

Coord. Seamans will provide a copy of the current policy to the commissioners for review.

Budget Review – Commissioners' (100.4100)

Comm'r Babson read the list of office supplies and related costs incurred to date in 2020. Chmn. Bevard said most of the charges are actually finance office and that office should have its own budget separate from the commissioners' office. The commissioners agreed they believed the new finance software purchasing module was intended to move the County towards central purchasing but now realizing this is not true. Coord. Seamans suggested with the new module and intention to develop central purchasing the board review the County purchasing policy and consider creating a purchasing department in the 2021 budget.

Administration Building Office Space

Discussion passed over. Chmn. Bevard said office space needs could be addressed by using the Annex.

Annex Subcommittee

Access to the building is limited due to Covid-19 restrictions at the nursing home. Storage, the laundry and maintenance office for MVC are located in the Annex. Coord. Seamans will schedule the first subcommittee meeting for July 20, 2020 at 10 a.m. The three commissioners, Reps. Edie DesMarais and Glenn Cordelli, Maintenance Director Bob Murray, HR Generalist Leslie Heaton form the subcommittee with IT Contractor Jon Rich as an advisory member. Coord. Seamans will photograph the building and attend meetings to record the minutes.

Executive Coordinator Report – Mellisa Seamans

Job Description:	The board reviewed an updated draft of the executive coordinator job description. Coord. Seamans will reformat the description and include the recommendations of Chmn. Bevard and HR Director Heroux and bring to the July 15 meeting for approval.
Health Insurance:	Comm'r Babson will contact the insurance consultant he previously spoke to about the process of contracting to explore employee health insurance plans for 2021.
Auditing:	The commissioners agreed to put out to request for proposals for the 2021 audit. The county currently has a one-year (2019) agreement with Melanson Heath.
2018 Audit:	Melanson Heath provided an electronic copy of the 2018 audit and governance letter. The commissioners asked Coord. Seamans to send it out to all towns as required in NH RSA 28:3-a.
Annual Report:	The 2018 audit will be published, in part, in the 2019 annual report with a footnote that the 2019 audit will be sent as a supplement when it is complete and reference that the full 2018 audit can be viewed on the County website or in the commissioners' office.
Avenu:	The commissioners reviewed the licenses and permissions for the current list of 11 County employees with access to the software. Admin. Chandler said the MVC finance director and the purchasing agent should have write access to record the MVC revenues into the system. The finance director will be asked to attend the July 15 meeting to discuss the seats and training. Coord. Seamans will send a copy of the Avenu contract to the commissioners.

Chief Financial Officer

Dir. Heroux was asked to work on creating a job description and advertisement for an additional employee in the finance office. Chmn. Bevard said there is currently no cross training that that is a problem. The ideal

candidate would be someone skilled in municipal finance. Comm'r Babson said there is currently no one who can perform the finance duties in the absence of the finance director.

Other

Comm'r Babson said the delegation should have been notified that the contract between County and Plodzick and Sanderson was suspended.

Coord. Seamans was asked to contact each county and ask the status of their annual audits and how many meet the 120-day requirement in NH RSA 28:3-a

Comm'r Babson asked why, when asked when the 2019 books were closed, the response from the finance office was that the books are still open in July.

Wage and Compensation Study

The delegation appropriated \$15,000 in the 2020 budget to hire an outside firm to conduct a wage and compensation study. Dir. Heroux will provide more information about the NH Department of Labor salary study to the commissioners to review. This discussion will continue at the July 22 meeting.

Supplemental Budget

Comm'r Babson again suggested that the delegation and commissioners jointly support the supplemental budget process to increase transparency regarding the Covid funding and expenses. Delegation Chair Edie DesMarais said there is an awful lot of Covid money floating around and transparency is important. Comm'r Babson said it is important that people do not think a supplemental budget is due to a financial problem but rather just for transparency.

MOTION: "Send a letter to the Carroll County Convention asking for a supplemental hearing for the Covid finances" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Public Input/Media Questions

None

Non-Public Sessions (11:51am)

MOTION: "To enter into nonpublic sessions as follows:

Session I - **RSA 91-A:3, II(a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; Session II, III - **RSA 91-A:3, II(c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. By Comm'r Babson, 2nd Comm'r McCarthy. Passed on roll call 3-0. Meeting reconvened and a motion passed 3-0 to seal the minutes of all sessions.

Minutes approved on July 15, 2020

Amanda J. Bevard
Amanda Bevard, Chairman

David L. Babson, Jr.
David Babson, Clerk

Terry McCarthy
Terry McCarthy, Vice-Chairman

