

**County of Sullivan, NH**

**Type of meeting:** Board of Commissioners Executive Session Meeting Minutes – Per RSA 91-A:3.II.a. – Compensation of any public employee  
**Date/Time:** Monday, November 18, 2013, 4:59 PM  
**Place:** Unity, NH – County Complex, Sullivan County Health Care, Frank Smith Living Room – 1<sup>st</sup> Floor, 5 Nursing Home Drive, 03743

**Attendees:** Commissioners Jeffrey Barrette - Chair, Bennie Nelson – Vice Chair and Ethel Jarvis – Clerk; Cindy Vezina – Victim Witness Coordinator and Sharon Callum – Administrative Assistant | Minute Taker.

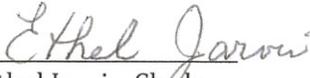
**Agenda Item No. 8. Possible Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee**

**4:59 Motion: to go into Executive Session per RSA 91-A:3.II.a. to discuss the compensation of a public employee. Made by: Jarvis. Seconded by: Nelson. Roll call vote was taken. All voted in favor of the motion. Those in Executive Session included: the three Commissioners, Cindy Vezina – Victim Witness Coordinator, and Sharon Callum – Minute Taker.**

It was noted, the Board, followed by the Delegation, approved the Victim Witness Coordinator's increase in salary for Fiscal Year 2014. As the current job description pay grade is below the amount approved, Human Resources (HR) requested the job description be updated. This was completed by Ms. Vezina's supervisor at the end of September and sent to HR. HR rejected the request indicating the position did not fit the County classification and compensation criteria noted in the Position Rating Manual [provided by Bennett Associates in 1999]. Ms. Vezina pointed out NH State received the data about her approved FY14 salary and she has since submitted a request for Earned Time Buy Back, which when received, will not reflect the correct rate as it will be based on the FY13 salary. Vezina noted she received differing minimum and maximum salary rates from Ms. Fletcher based on a Grade 12. Vezina has two job description documents that show different grade levels for her job; one shows Grade 12, and, another, dated 2007, reflects Grade 13. After a brief discussion, the Board noted they approved the Fiscal Year 2014 salary and requested Ms. Callum to contact HR to have the job description updated to reflect the grade that the approved salary would fit into; they requested the update to be retro to July 1, 2013.

**5:11 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Jarvis. Voice vote: all in favor.**

Respectfully submitted,

  
Ethel Jarvis, Clerk  
Board of Commissioners

EJ/sjc

Date minutes approved and released: 12-02-2013