

Sullivan County NH

Type of meeting: Board of Commissioners, Executive Session Meeting
Date/Time: Tues, Dec. 4, 2007; 5:32 PM – Per RSA 91-A:3.ii.a. & c.
Place: Newport County Complex, Remington Woodhull County Complex, 14 Main Street, 1st Floor Commissioners Conference Room

Attendees: Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette - *Clerk*; Greg Chanis – *Interim County Manager*; Ted Purdy – *SCHC Administrator*; Ross Cunningham – *DOC Superintendent*; Peter Farrand – *Human Resource Director* (arrived later); and Sharon Johnson-Callum (minute taker).

5:32 Commissioner Barrette moved to go into Executive Session for a personnel issue [Per RSA 91-A:3.ii.a & c]. Commissioner Nelson seconded the motion. There was no discussion. A role call vote was taken. The motion carried, unanimously.

5:32 The group recessed.

5:40 The group returned from their recess. Those in Executive Session were: Commissioner Jarvis, Nelson & Barrette; Greg Chanis; Ted Purdy; Ross Cunningham; Peter Farrand (joined later in meeting) and Sharon Johnson-Callum (minute taker).

Commissioner Barrette apologized for no forewarning of the management change and noted they wanted to discuss how they would move forward. Commissioner Barrette noted he knew the Commissioners need to be more available, they need to create a point person, and that the three Commissioners have good communications among themselves. Chanis concurred it would be important to the DOC Superintendent and Nursing Home Administrator to have easy and quick access to the Board. The Board decided on the following point of contact for each Department Head:

- Commissioner Jarvis will handle all departments that Mr. Chanis is involved with,
- Commissioner Nelson will handle DOC, and
- Commissioner Barrette will handle the nursing home

Mr. Chanis noted at times there may be an overlap and would defer the Department Head to call. The Board tasked Mr. Chanis to write an emergency contact policy for the change. Mr. Chanis confirmed he would create a policy with wording such as: "In event of an emergency, DOC will go to Comm. Nelson, nursing home contact will be Comm. Nelson and all others would report to Comm. Jarvis".

The Board requested they be notified of all County holiday parties and to place these events on the agenda.

5:59 *Mr. Farrand, per request of the Board, joined the Executive Session.*

Mr. Chanis pointed out that Mr. Farrand typically brings termination hearings to the Board. Mr. Farrand indicated his job is to represent Sullivan County, the Board and the

employee, at the same time, and cannot align with either side. He pointed out that each part of the organization has different cultures. Mr. Chanis and Farrand spoke regarding the dangers of Mr. Farrand reporting directly to the Board. The group discussed Mr. Farrand's role and whom he would report to. Mr. Farrand confirmed his focus is whoever administrates the nursing home. The group discussed policies that might be out there, which include the words: "County Manager", and that those policies would need to be updated. It was noted there would be a need to address those areas in the personnel policy.

One of Mr. Chanis's goal is to come up with reports useful to the Board and Delegates. Commissioner Barrette requested they include this in their next public meeting.

6:16 Commissioner Barrette moved to come out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,



*Jeffrey Barrette, Clerk
Board of Commissioners*

JB/s.j-c.

Date signed: 