

Sullivan County NH

Type of meeting: Board of Commissioners Public Business Meeting
Minutes

Date / Time: Tuesday - February 7, 2006; 1:30 p.m.

Place: Newport County Complex, 14 Main Street, 1st Floor,
Commissioners Conference Room.

ATTENDEES: Commissioners Donald S. Clarke – *Chair*, Ben C. Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Sharron King – *Registrar of Deeds*; Mark Pitkin – *County Treasurer*; Chuck Hersey – *Sullivan County Forester*; Sharon Johnson-Callum (minute taker).

PUBLIC ATTENDEES: Rep. Larry Converse.

1:30 Commissioner Clarke brought the meeting to order. Commissioner Nelson led the *Pledge of Allegiance*.

AGENDA ITEM NO. 1 MEETING MINUTES

AGENDA ITEM NO. 1.A. JANUARY 17, 2006 PUBLIC BUSINESS MEETING

1:31 A motion was made, by Comm. Nelson, to approve the Jan. 17, 2006 Public Business Meeting minutes. Comm. Jarvis seconded the motion. Discussion: the word “hirer” should be “hire” on page 8. Minute taker will correct this. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. JANUARY 17, 2006 EXECUTIVE SESSION MEETING MINUTES

Mr. Gil de Rubio recommended keeping the minutes sealed until negotiations are finalized.

1:32 A motion was made, by Comm. Nelson, to approve the January 17, 2006 Executive Session meeting minutes and to keep them sealed. Comm. Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.C. JANUARY 27, 2006 SPECIAL MEETING MINUTES

1:33 A motion was made, by Comm. Nelson, to approve the January 27, 2006 Special Meeting Minutes. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

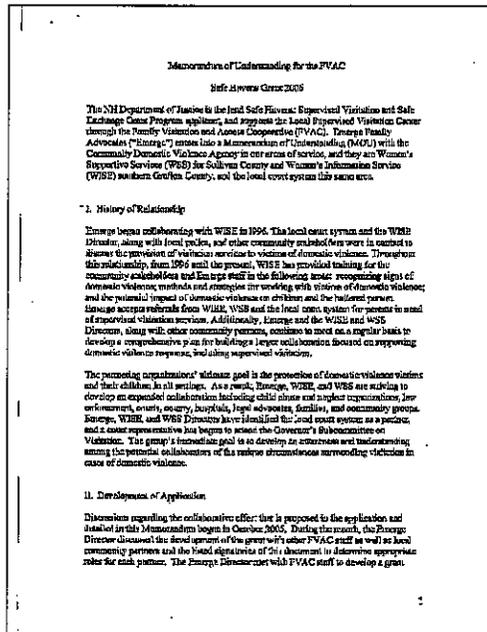
AGENDA ITEM NO. 2 EMERGE MOU

Mona Russell, President of Emerge Family Advocates, sent an MOU to the Board, which was disbursed earlier, that she was requesting a Commissioner’s signature on. The Board

reviewed the MOU. Johnson-Callum noted Ms. Russell had indicated she would be in attendance, but had not arrived. Mr. Gil de Rubio noted he received the okay from the County Attorney on the MOU. Mr. Gil de Rubio read through the Jan 19th e-mail from Ms. Russell to Johnson-Callum (see copy that follows).

1:42 A motion made, by Commissioner Nelson, to approve the [Board of Commissioner] Chairman to sign the MOU [for the FVAC Safe Havens Grant 2006]. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

(See signed MOU copy that follows).



application response. This document was crafted as a result of these discussions and meetings. Representatives and agencies provided input to the initial development phase and feedback throughout the process. Recent meetings among the PVAC members and their discussions with algorithms have led to the agreement reflected in the Memorandum and the submission of this grant application.

III. Roles and Responsibilities

Community Domestic Violence Agency

The WISE and WSS Directors will provide co-leadership with the Emergency Program Coordinator and/or Director for the non-administrative duties related to developing a cross-agency coalition among the child abuse and neglect organizations, law enforcement, courts, hospitals, legal advocates and community groups.

The WISE and WSS training staff will continue to provide regular domestic violence awareness training sessions that the Emergency staff may attend. Additional collaboration members will be invited to participate in these sessions.

The WISE and WSS staff will provide all domestic violence victims, who have children, and are in need of supervised visitation or exchange services, with information regarding the Family Visitation and Access Cooperative, Emergency, and follow-up on the outcome of the referral through being members of the court's Advisory Board.

The WISE and WSS staff will assist in promoting training/education of local law enforcement agencies and court members regarding domestic violence issues and supervised visitation.

Local Court System

The Court will submit referrals and relevant case information to Emergency and follow-up on the outcome of referrals.

The Court will continue to designate a representative and alternate representative to participate in the on-laboral meetings, i.e. the Governor's Subcommittee meetings.

Provide training for collaboration partners on the legal system and if unable to work with victims of domestic violence, child abuse, sexual assault, and stalking.

Supervised Visitation Center

All staff will be trained in the following areas on a regular basis:

- The history of violence against women
- Myths and pervasive victim-blaming

2

- Why battered women remain with abusers
- The forms of domestic violence
- The effects of domestic violence on women and children
- Causes of battering
- Child assessment with batterers
- Child development
- Child abuse and neglect
- Services available to the public concerning domestic violence
- The overlap between domestic violence and child abuse
- Substance abuse issues
- Batterer's intervention
- HIV and communicable disease awareness
- Cultural diversity
- Child intervention
- Confidentiality
- Intra-personal communication
- Collaboration training

Visitation Center staff will participate on community District Court Councils as well as other councils, when appropriate, in order to effectively respond to community need.

Visitation Center staff will participate in the statewide PVAC. All participating Centers will adhere to New Hampshire state standards, which are based on the national standards for best practice.

Visitation Centers will provide an appropriate facility and activities for children to engage in for the program service objectives.

The Visitation Center Program Coordinator and/or Director will support the growth of this collaborative effort, and supervision of Visitation Center activities. Additionally, the Program Coordinator and/or Director will submit program construction information to local and national evaluators as required by the grantor.

Visitation Center staff will submit financial documentation for accounting as needed.

Visitation Centers will dedicate a certain number of staff and volunteers to providing supervised visitation services to families impacted by domestic violence, child abuse, sexual assault and stalking.

Visitation Centers will provide appropriate and adequate security while providing services.

Visitation Centers will refer individuals to appropriate counseling and parenting services within the community when those services are not provided directly at the Center.

3

Violence Center will maintain the confidentiality of individuals and families using the Center services.

Violence Center staff will participate in collaborative training between community partners and Violence Center.

Emerging Family Advocates

Emerging Family Advocates will act as the fiscal agent for the grant project and ensure compliance with the reporting requirements of the Office of Violence Against Women. Additionally, Truog will support the administrative efforts of this project by providing a conference room for the monthly partner meetings when needed.

IV. Timeline

The roles and responsibilities described above are contingent on the Family Violence and Abuse Cooperative receiving the funds requested for this project in the VAWA grant application. The beginning and end dates of this collaborative effort would coincide with the grant period. The dates are unknown.

Approval

We, the undersigned, have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.

We, the undersigned, have read and agree with this MOU.

BY _____	_____	Date _____
BY 	Sullivan County Commissioner Ronald G. Clinton - Chair	Date 02/22/06
BY _____	Women's Information Services	Date _____
BY _____	Women's Supportive Services	Date _____
BY _____	Sullivan County Attorney	Date _____
BY _____	Sullivan County Attorney	Date _____
BY _____	Regional Clerk of the Court	Date _____
BY _____	Police Chief	Date _____
BY _____	Chief of local Behavior's Intervention Program	Date _____
BY _____	_____	Date _____
BY _____	_____	Date _____

1:45 Mark Pitkin arrived.

AGENDA ITEM NO. 3 COUNTY FORESTER REPORT

Chuck Hersey, County Forester, introduced Dave Kent, New England Forestry Consultant. Mr. Hersey noted they were beginning their review of County forestry stands D & E, as noted in the County Forestry Work Plan for 2003 that Brooks MacCandlish composed. Both Hersey and Kent discussed the wood types in each lot and the current market for pulp. Kent, noted he is encouraging landowners to act upon the market. He

indicated, with changes in fuel, the market for pulp should stabilize and possibly improve. He feels the market is strong as all are anxious about acquiring raw materials. Commissioners discussed weather conditions impeding log work on property. Mr. Kent agreed it's the worst weather he's seen in his 26-year career. He confirmed he met with Mr. Gil de Rubio and Mr. Chanis to discuss future work and was currently in a holding pattern. They anticipate beginning the bid process in summer, with work to begin late fall or winter. Mr. Kent likes to provide an eighteen-week timeframe for loggers to complete their projects and encourages foresters to use a "cut to length" system. They anticipate two landing sites. After Kent marks the wood, he'll be in a better place to provide logistics on the project. He'll be responsible for creating work orders. Mr. Gil de Rubio recommended he work with Chuck Hersey and Greg Chanis on the project. Comm. Clarke and County Manager discussed an area where debris was left from a previous log job that loggers crossed county land to get to a neighboring lot. Mr. Kent confirmed he would make sure clean up was completed on all projects he worked on.

1:55 A motion was made, by Commissioner Nelson, to authorize New England Forestry [Mr. Kent] to work with Greg [Chanis] and Chuck [Hersey] to move ahead with RFP's for selective harvesting of the parcels mentioned. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

**AGENDA ITEM NO. 4 L.S.B. CORPORATE RESOLUTION – REGISTRAR OF DEEDS
EQUIPMENT ACCOUNT**

Ms. King noted the *Registrar of Deeds Equipment Account*, at the Lake Sunapee Bank, still held signature cards on file for former County Treasurer, Peter Lovely, and former Deputy Treasurer, Jonathan Howard; and requires updating to in order to do any withdrawals or changes. They will also be placing a two signature requirement on the account, in order to process transactions. Accordingly, Ms. King presented a *Corporate Authorization Resolution* form for the Board of Commissioners Clerk to approve, which required two witnesses, Clerk and another Board Officer. Mr. Pitkin also suggested to Ms. King they place the majority of the funds in a CD, and to add Peter Lovely's signature as Deputy – in case the Treasurer was not available. Two signatures would still be required on the CD to do any transactions. Mr. Pitkin noted, currently, the Registrar of Deeds Equipment Account is earning .49%, and is a Savings Account. Mr. Pitkin noted, obviously, he looked first at Sugar River Savings for rates and was able to quote an eleven month CD at 4.01%, if they moved \$100,000; retaining \$26,000 @ Lake Sunapee Bank. Mr. Pitkin noted this transfer would require a resolution form to originate the \$100,000 CD at Sugar River Savings Bank. King reiterated, from a previous meeting, that funds were being transferred from the L.S.B. Equipment Account to pay for rolling shelving and a laptop computer, and were placed into the General Fund account. Mr. Gil de Rubio confirmed the funds would be reflected in a Registry of Deeds line on the revenue side. Commissioner Jarvis questioned why more was not placed into a CD. Ms. King noted she wanted to maintain some funds in the Savings Account in case there was an emergency. Commissioner Jarvis requested the Registrar of Deeds to review the Equipment Account with the Board more frequently.

2:05 A motion was made by, Comm. Nelson, to sign the letter of signature page for Registry of Deeds, Treasurer, and Deputy Treasurer to get to the registry of deeds equipment account. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

(Copies on file at Commissioners Office)

2:06 A motion was made, by Comm. Nelson, to authorize the County Treasurer to take \$100,000 [from the Registry of Deeds Equipment Account] and invest it in an interest bearing CD @ Sugar River Savings Bank. Comm. Jarvis seconded the motion. Discussion – would like to see King come down more often to the meetings. A voice vote was taken. The motion carried, unanimously.

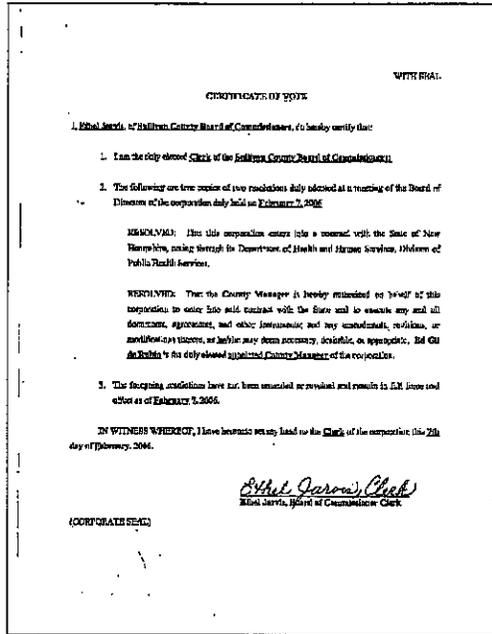
(Copy on file at Commissioners Office)

AGENDA ITEM NO. 5 GOVERNORS' COMMISSION FY07 CERTIFICATE OF VOTE & AMENDMENT

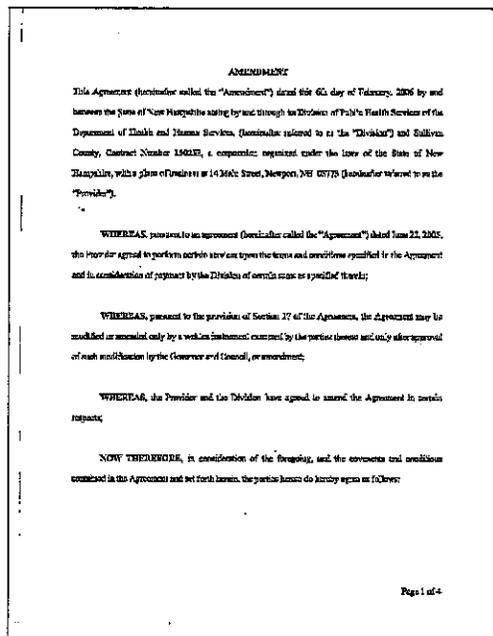
Johnson-Callum and Mr. Gil de Rubio noted this was to extend the grant funds for the Governor's Commission programs that include: Strengthening Families, Parents As Teachers, Sullivan County Intervention Program, and the Student Assistant Program (S.A.P). Mr. Gil de Rubio noted the S.A.P. was changing, and would be under the direction of the Newport Enrichment Team, no longer in the schools, as the schools were not funding the program in FY07. Johnson-Callum noted a revised budget for S.A.P. for FY07 was submitted, prior to receiving the amendment, but she had not heard from the Governor's Commission on this change. Mr. Gil de Rubio noted it required authorization from the Clerk of the Board of Commissioners on the Certificate of Vote, and his signature on the Amendment.

2:10 A motion was made, by Comm. Nelson to authorize the Clerk to sign the Certificate of vote and for Ed [Gil de Rubio, County Manager] to sign the Agreement. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

(See copy of Certificate of Vote that follows)



(See copy of Four Page Amendment that follows.)



STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

On this the 14th day of February, 2006, before me, Richard J. O'Connell,
(an undersigned officer, Notary Public, personally appeared who subscribed hereunto
to be the County Manager of the County of Sullivan, NH
a corporation, and that he/she, as such County Manager, being lawfully so do,
execute the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by his/her name, County Manager of the County of Sullivan, NH
To witness whereof I have hereunto set my hand and official seal.

My Commission expires: December 31, 2007
By Richard J. O'Connell
Notary Public for the State of New Hampshire

Approved as to form, execution and substance:
OFFICE OF THE ATTORNEY GENERAL
By: _____
Title: _____

I hereby certify that the foregoing instrument was approved by the Governor and Council of the
State of New Hampshire at the Meeting on: _____
OFFICE OF THE SECRETARY OF STATE
By: _____
Title: _____

Page 4 of 4

AGENDA ITEM NO. 6 COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 6.A. RFQ FOR BUSINESS PLAN – FEASIBILITY ASSESSMENT

Mr. Gil de Rubio noted he provided draft copies of the RFQ for Business Plan \ Feasibility Assessment, for senior care and assisted care living, to the full Board. He requested their review and comments prior to Feb 14th.

AGENDA ITEM NO. 6.B. UPDATE ON SIX MONTH TRIAL BALANCE

Mr. Gil de Rubio noted he met with Ms. Violette and independent accountant, Jeff Graham, last week; and Mr. Graham will be creating a trial balance. An update and presentation will be provided before the Executive Finance Committee, at their February 17th meeting.

AGENDA ITEM NO. 6.C. BUDGET UPDATE

Mr. Gil de Rubio noted budget reviews with Department Heads\Elected Officials began this past Monday. He feels it is going smoothly and has received positive feed back from the department heads pertaining to the new software. Mr. Gil de Rubio noted when the Board reviews the budget, they will receive two booklets: financials and comprehensive notes.

AGENDA ITEM NO. 6.D. UNION NEGOTIATION UPDATE

Mr. Gil de Rubio indicated he would be placing an Executive Session item last on the agenda at the Feb 21st Board meeting in Unity, in order to discuss route Union contract is taking.

NOT ON AGENDA

HEALTH CARE FACILITY CENSUS – Mr. Gil de Rubio noted they are aiming to fill the nursing home by the end of the week and had 154 as of yesterday, with two beds

available. He noted they need a long-range plan regarding respite / hospice. Mr. Gil de Rubio discussed ideas of Sanders Building renovations for respite or hospice, in order to meet code. Mr. Gil de Rubio will be reviewing the current nursing home licensure - as it pertains to respite, and will be looking in to details with NH State DHHS. He will be meeting with Mr. Marshall and Ms. Koscielniak to map out their recommendations. He noted the nursing home facility budget has a totally different approach, treating it more as an enterprise fund, emphasizing on revenues and ProShare.

AGENDA ITEM NO. 7 COMMISSIONERS REPORT

Comm. Clarke report:

- **Regional correctional conversations** - Board met with other Commissioners from Grafton (3) and Coos (2) for regional correctional discussions. They held an in-depth discussion on problems facing each county. As it pertained to the travel distance on the men's side, he feels it makes sense for each county to go their own way, but to keep discussions open as it pertains to female population. Mr. Nelson added discussions included population size to run a successful program, which could be referred to experts when Sullivan County does the RFP. Mrs. Jarvis noted the female population in Grafton was older than Sullivan, and requires different programs than a younger population.
- SB638 - Feb 15th, the Senate will hold a hear pertaining to SB638.

Comm. Nelson – Asked about the consolidation of the smaller accounts under the purview of the County Treasurer, as noted in the last County audit report. Mr. Gil de Rubio noted Ms. Violette sent e-mails to department heads \ elected officials to advise that all small savings should be closed. He added, theoretically, it's done.

Comm. Jarvis's report:

- Unity Town meeting – Mrs. Jarvis distributed copies of notes from the Unity Town select board meeting Mr. Gil de Rubio attending, where the County Farm Road maintenance was discussed.

AGENDA ITEM NO. 8 PUBLIC PARTICIPATE

Rep. Converse and the County Manager discussed the format of the budget that would be presented before the Board of Commissioners and Executive Finance Committee when they meet to begin reviews. Mr. Gil de Rubio assured him the format would be easier than last years.

Rep. Converse asked about the status of the County Farm Road. Mr. Gil de Rubio discussed the Unity Town selectman's meeting he attended, their tentative meeting to occur in spring, and that he would be meeting with the Unity Road Foreman to address maintenance issues. He noted, during the meeting it was brought to his attention that when the access road was created, it caused a lot of stress on the County Farm Road.

Rep. Converse asked about the status of the sugaring museum. Comm. Nelson noted he did not attend the association's January meeting, but will follow up on the status at the February meeting.

2:55 A motion was made, by Comm. Nelson, to adjourn the meeting. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis".

*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.