

Special Meeting of the  
**Hillsborough County Board of Commissioners**  
**January 11, 2017**  
**Bouchard Building, Goffstown, NH**  
(Not Official until Approved by the Board and signed by the Clerk.)

**Present:** Comm. Pappas, Comm. Rowe, Comm. Bergeron, D. Boyd, G. Fisher, C. Kirby, C. Monier, G. Wenger, M. Castonguay, and L. Stonner

**CALL TO ORDER**

Comm. Pappas called the meeting to order at 10:07 a.m. Comm. Bergeron led those present in the pledge to the flag.

Mr. Wenger noted that he has been a representative to the Region 3 Integrated Delivery Network (IDN) Board in addition to Comm. Ziehm. Comm. Pappas has been the County's representative to the Region 4 IDN. He noted that the Board may wish to consider appointing a representative from Hillsborough County for the new term.

**Motion:**

To appoint Comm. Bergeron as the Board's representative to the Region 3 IDN Board.  
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

**Motion:**

To re-appoint Comm. Pappas as the Board's representative to the Region 4 IDN Board.  
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

**RECRUITMENT PROCEDURE – ADMINISTRATOR**

Mr. Wenger and the Board discussed the Commissioners' goals and objectives for the position of County Administrator and revisions to the position description. A revised Draft Position Description was provided for the Board's review.

Mr. Wenger noted that the Administrator's authority derives directly from the Board of Commissioners.

Mr. Wenger explained that the County Administrator, at the direction and control of the Commissioners, has managed or provided oversight for a wide range of functions including:

- The Commissioner's Office of Administration & Finance
- Human Resources
- Human Services
- Computer Information Systems
- The County's buildings and property, facilities and leases
- A staff of 12 individuals
- Finance, budget, payroll, human resources, labor relations, information technology, facilities management, risk management, strategic planning, and compliance

Discussion ensued regarding how Counties in New Hampshire have different approaches to their administrative structure and operate differently. The Board agreed to continue having the position operate in the same manner that it is currently with the County Administrator working collaboratively with the Board, elected officials and department heads.

Discussions ensued regarding hiring a negotiator for collective bargaining and a consultant for the County's health benefit program. Mr. Wenger noted that a Request for Proposal (RFP) for a chief negotiator was recently published and another RFP for a benefits insurance consultant will be going out soon. Mr. Wenger noted that the Administrator could have oversight of the two functions, working collaboratively with a negotiator and a consultant.

In response to a question from Comm. Rowe regarding money in the COAF Consulting line, Mr. Wenger noted that the line supports the benefits insurance consultant and the funds were added in FY17 anticipating seeking consultant services relative to grants and looking at the SATCO or drug issues in particular. He suggested that a transfer might be necessary, noting that funds may be available in the salary line following his departure.

In response to a question, Mr. Wenger explained that the County's policy is to post the position internally within the department for five days, then across the County departments for five days, and then to advertise the position publicly, depending on what is necessary. A discussion ensued on various platforms to advertise the job posting publicly, if necessary.

Mr. Wenger explained that finance is likely to have a big impact on the County over the next few years because of the big issues facing the Nursing Home and the County.

Mr. Wenger noted that Ms. Boyd will need an approved Job Description prior to posting the position. The Board agreed to share the Draft Job Description with the departments and solicit comments and feedback at its next meeting.

Comm. Pappas entertained a motion for Non-Public Session.

### **NON-PUBLIC SESSION**

#### **Motion:**

To move into Non-Public Session consistent with RSA 91-A:3 II (a) relative to a personnel matter with Mr. Wenger.

Motion by Comm. Rowe, second by Comm. Bergeron. Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

The Board moved into Non-Public Session at 11:20 a.m.

The Board met with Mr. Wenger regarding a personnel matter. No action was taken by the Board.

The Board moved out of Non-Public Session at 11:53 a.m.

#### **Motion:**

To come out of Non-Public Session.

Motion by Comm. Rowe, second by Comm. Bergeron. Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

It was agreed that Mr. Wenger will see that the Administrator Job Description is posted internally within the department as soon as possible.

Mr. Wenger noted that he hopes to continue to serve on the Board of the Interlocal Trust, the County's health insurance provider; he added that the Board may wish to look at seeking to have another County representative on the Board.

Comm. Pappas asked if there was any further business to come before the Board.

**ADJOURN**

There being no further business to come before the Board, a motion to adjourn was entertained.

**Motion:**

To adjourn the meeting.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

The Board of Commissioners Meeting adjourned at 11:54 a.m.

*Approved on February 1, 2017*

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Comm. Paul G. Bergeron, Clerk  
Hillsborough County Board of Commissioners

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Date