

Special Meeting of the
Hillsborough County Board of Commissioners
August 31, 2011
Bouchard Building, Goffstown, NH
Minutes of the Public and Non-Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. S. Ziehm, Comm. C. Holden, Comm. Pappas, C. Kirby, J. O'Mara, D. Reidy, M. Castonguay, and G. Wenger

Also Present: Ty Gagne and Carl Weber from Primex

1. Call to Order

Comm. Ziehm called the meeting to order 1:05 p.m.

2. Pledge to the Flag

Ms. Robinson led the Pledge of Allegiance.

Mr. Wenger explained that there were Payroll and Accounts Payable Vouchers as well as Extradition Vouchers, and requested that the Board consider them.

Approval of Payroll Registers

The Board reviewed and approved the Payroll Registers.

Motion: Comm. Holden moved to approve Payroll Registers for the following dates and amounts:

- August 24, 2011 in the amount of \$809.19
- August 26, 2011 in the amount of \$28,325.98
- August 26, 2011 in the amount of \$1,471.48
- August 29, 2011 in the amount of \$180.33

for a total miscellaneous payroll of \$30,786.98, subject to review and audit. Comm. Ziehm seconded the motion. Motion adopted.

Approval of Accounts Payable Registers

Motion: Comm. Holden moved to approve Accounts Payable Register August 30, 2011 in the amount of \$764,014.76. Comm. Ziehm seconded the motion. Motion adopted.

Extradition Vouchers

Motion: Comm. Holden moved to approve an Extradition Voucher dated July 13, 2011 in the amount of \$1,219.76, and a Voucher dated July 22, 2011 in the amount of \$3,190.15 for a grand total of \$4,409.91, noting that these have been approved by the County Attorney. Comm. Ziehm seconded the motion. Motion adopted.

Comm. Ziehm entertained a motion to move into Recess.

Motion: To move into Recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board moved into Recess at 1:10 p.m.

Comm. Pappas joined the meeting.

The meeting reconvened at 1:12 p.m.

Motion: To reconvene the meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

2. Superintendent Search

Mr. Wenger introduced T. Gagne, CEO of Primex and C. Weber, Director of Member Services. He added that they were present today to discuss assisting the Board with the search for a Superintendent and the opportunities before the Board. Mr. Wenger referred the Board to the outline provided by Primex titled, *"Hillsborough County, Recruitment and Selection Support, Superintendent, House of Corrections."* He added that it is his hope that Primex can assist the County with the search and selection process.

Mr. Wenger observed that subjects for discussion could include what process the Board would like to follow.

The Board discussed its concerns, including whether to appoint an Interim Superintendent, and the need to discuss the search process. Mr. Wenger offered that the Board may wish to define the process. He added that the policy requires that the job be posted.

Mr. Gagne thanked the Board for the opportunity to assist the Board in the search and explained that one of the reasons Primex engages in these kinds of activities is that it recognizes that its members have limited resources to hire firms and do some of the logistical requirements that it takes to make a really good hire; he added that Primex also sees a direct correlation between sound management and good risk management practices and so it has a vested interest in this process. He added that Primex is in no way trying to influence the decision of the Board or any governing board; they do not feel that they have a vote; they are simply offering to funnel the expertise that they have internally at Primex, along with the group the Board will be working with, to position the Board to make a sound hiring decision. Mr. Wenger added that he sees Primex as a facilitator, an outside entity that would help the County through the search process. Mr. Gagne added that Primex will be with the Board along the way when it feels that it is appropriate for them to be involved. He added that Mr. Weber and D. Whitham, who has worked with Hillsborough County in the past, will be the two staff members working with the County throughout the process. Mr. Gagne indicated that he will be involved in the background in supporting them and collecting resources and helping with certain screenings or tasks that go along with the search. He added that this is an important decision for the County and Primex is willing to offer its expertise to position the Board so that it can make a sound hiring decision; he added that this is a significant hire for the County and it is important to get it right.

In response to a question from Comm. Ziehm regarding privacy and the appropriateness of Primex' involvement, Attorney Kirby responded that if the Board sets it up as a committee that Primex staff is a part of, it is appropriate.

Mr. Weber explained that "facilitator" is a good definition of Primex' role. He referred the Board to the outline Primex provided. He added that Primex is there to help the Board along the way, and the first session becomes a session to define what the Board is looking for. He added that once that is defined, the information will give the Board a template to follow. He added that once they have information, they will provide a summary for the Board and provide the Board with tools and options it can use along the way.

Mr. Weber reviewed the selection process noting that this process will address the initial interviews, human factor assessment, final interview, and the timeline. He added that 90 days is a realistic timeline. There was discussion relative to appointing an Interim Superintendent.

Mr. Weber spoke about the importance of transitional planning; this includes facilitating discussion at the beginning relative to goal setting with the Board and the candidate as well as doing some checking at the six and eleven month mark; he added that it is important to set the stage well between the governing bodies and the senior executive to make sure that there is a clear plan in place for the first year of employment. He added that those who go through that first step end up with a candidate who is very successful and is in tune with the governing body's need.

Mr. Weber spoke about steps the Board might take regarding the final group of candidates, including giving the final candidates an assignment to see how each might address issues at the Department of Corrections.

Mr. Wenger reviewed the support that Primex would provide. Comm. Ziehm suggested that the group might include a team of individuals. Comm. Pappas indicated that she was hoping to explore a promotion within, and asked if that could be done today. Mr. Weber responded that the Board could do that today, but noted that if it did so, Primex would likely step away from the conversation. Comm. Ziehm asked for clarification. Supt. O'Mara explained that there is County policy that describes that when a vacancy occurs, the promotional process is to take place provided that there are a sufficient number of qualified applicants; he added that should there be no qualified applicants, it is his belief that the next step would be recruitment. He added that his concern is that if the Board moves directly to recruitment without following the promotional process, it is saying that those individuals who are currently in house are not qualified by virtue of not going through the process. Mr. Wenger respectfully disagreed and added that it is his belief that the promotional policy is consistent with the County's recruitment policy. He noted that the first step should be to post the job and give every in-house candidate the opportunity to apply for the job, and then to go through the recruitment process relative to promotion.

The Board addressed the need to first define what it is looking for in an applicant and the need to determine the process. Further discussion ensued relative to the importance of giving every in-house candidate an opportunity first, the recruitment process, and the need for the Board to determine the direction it wishes to follow. The Board favored utilizing the assistance that Primex offered. There was discussion relative to who might be included in the search group. The Commissioners each shared their opinions and concerns. Mr. Wenger added that if the Board wishes to work with Primex, a date and time should be set to meet with them. Mr. O'Mara observed that whoever is selected, some will be happy and others will not, but by working with Primex, the Board will be comfortable that it went through a process that resulted in a candidate.

There was agreement that the next meeting with Primex will be at 10:00 a.m. on September 14th. Mr. Wenger remarked that prior to the aforementioned meeting; the Board will want to decide who will be involved in the group. The Board agreed to consider who will be involved in the group at its meeting on September 7th, if time allows. The Board thanked Mr. Gagne and Mr. Weber for their insight and they excused themselves and left the meeting.

Mr. Wenger asked the Board how it would like to address the process of Mr. O'Mara's departure, specifically, the moment he was gone. In response to a question from Comm. Holden, Mr. O'Mara explained that he submitted a revised resignation, effective September 30th. Mr. Wenger explained that when an individual leaves employment at the County, the supervisor executes an E.I.S. sheet (Employee Information Sheet), which triggers the change, final pay and other related calculations. He added that in this case, the Board needs to execute the E.I.S. sheet with respect to the Superintendent.

Motion: To authorize the Chair to execute the final E.I.S. for the Superintendent. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

There was discussion relative to the desire to appoint an Interim Superintendent; Commissioners Pappas and Ziehm favored the appointment. Comm. Pappas favored a discussion in Non-Public Session relative to the appointment.

Motion: To appoint an Interim Superintendent at the Department of Corrections, effective at the time of the Superintendent's resignation. Motion by Comm. Pappas, second by Comm. Ziehm.

Comm. Holden indicated that she would not second the motion because she feels the action is premature. She added that there are people in place at the DOC currently, and she feels that there are things to work out first.

In response to a question from Comm. Ziehm relative to the need to appoint at this time, Supt. O'Mara responded that he does not feel that waiting a bit would hurt, but added that he does worry about staff because they are apprehensive, and added that it is his belief that the Board should have someone ready to step in on an interim basis.

Motion carried

Mr. Wenger referred to a grant opportunity that he discussed with the Board at the last meeting. Mr. Wenger informed the Board that this is a Challenge Grant and is a joint opportunity that the NH Planning Commission is spearheading; they have put together a group of Towns and entities that are participating and supporting the grant; this includes Southern NH Planning, Nashua Regional Planning Commission, Hillsborough County, the City and Towns of Manchester, Bedford, Goffstown, Merrimack, Litchfield, Londonderry, NH Department of Transportation, Manchester-Boston Regional Airport, Goffstown Industrial Corporation; also in support of the grant are the Manchester Chamber of Commerce, Manchester Transit Authority, Metro Center-NH, Anagnost Companies, and NeighborWorks of Greater Manchester. The grant provides an opportunity to look at zoning in the Airport Corridor, which includes the area on Rte. 114 to Goffstown and the County's land.

Mr. Wenger explained that the grant will enable a study of zoning throughout all the communities with a goal of developing consistent zoning throughout the corridor. He added that this project is consistent with plans the County had for this year and funds were appropriated in the Complex budget for the purpose of the County retaining its own consultant to do an analysis of the County's land to place the County in a position to bring forward requests and recommendations to the Town of Goffstown with respect to zoning for the County's land. He added that this is a more comprehensive approach that would include the County and address transportation issues, smart growth as opposed to being just the County on its own. It is a \$300,000 grant application, there is a required 20% match that will need to be provided by the combined participants; the request is for cash and "in-kind" contributions from the County of \$6,000; the application is due September 9th. He added that Hillsborough County will be a voting member as will the other participants; there will also be some non-voting members that would participate such as the Anagnost Company, NeighborWorks, and the Chamber of Commerce. As a result of this, there will be a report coming out with recommendations that would go to each of the communities, which in turn might need to have warrant articles and/or zoning amendments to make any changes. He added that Hillsborough County's emphasis will be to work with Goffstown. He explained that once the grant is awarded, there will be three years to complete the work. He noted that the County will be providing information including the Charrette Report. Mr. Reidy added that he spoke with David Preece from Southern NH Planning, who indicated that most of the partners are probably going to contribute staff time for their contribution as opposed to dollars; Mr. Reidy added that Goffstown Industrial Corporation and Dick Anagnost will be contributing a combination of dollars and staff time.

Motion: To approve participation in the 2011 Community Challenge Planning Grant application. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

Mr. Wenger asked for a discussion relative to the County's contribution and whether it will be cash, in-kind service, or a combination. He added that there is approximately \$19,000 designated for retaining a consultant, so use of those funds would be appropriate. Comm. Pappas suggested a \$6,000 contribution; Mr. Wenger offered that the Board could consider half-and-half. Mr. Reidy explained that the 20% contribution can be both dollars and/or in-kind contributions; it is flexible. Mr. Reidy added that Mr. Preece indicated that it would be helpful if the grant application included some cash component.

Motion: To contribute \$6,000 toward the grant, half of which is cash and half in-kind services and to authorize the Chair to execute a letter of support. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas explained that the Board needs to send a representative to work on the NHAC Awards Committee. There was a consensus that Comm. Ziehm will represent the Board. Comm. Holden added that nominations need to be received at the NHAC office by Monday, September 19th. The Nominating Committee will meet on September 23rd.

Motion: To appoint Comm. Ziehm to the Awards Nominating Committee. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Non-Public Session

Comm. Ziehm entertained a motion to move into Non-Public Session.

Motion: To move into Non-Public Session consistent with RSA 91-A:3 II (a) for discussion relative to personnel and hiring of an employee. Motion by Comm. Holden, second by Comm. Pappas. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public Session at 2:30 p.m.

The Board met with C. Kirby and G. Wenger to discuss a personnel matter.

The Board moved out of Non-Public Session at 3:18 p.m.

Motion: To move out of Non-Public Session. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

4. Adjourn

There being no further business, Comm. Ziehm entertained a motion to adjourn.

Motion: To adjourn the meeting. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

The meeting adjourned at 3:20.m.

Signed 10/5/2011

Comm. Carol H. Holden
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date