***2020 Annual Meeting Ballot***

*To confirm voting status, please review the voting organization member list attached to this ballot. Each organization or individual member may cast one vote.*

**Board Officers:**

**Board Vice-President**

**Jason Gregoire, JD, second term ending 6/30/2023**

Jason’s health care practice consists of advising providers of all types on regulatory, corporate, contracting, licensing, billing, reimbursement, risk management, privacy, employment, and patient care issues. He has a wealth of experience in health care regulatory matters including HIPAA, HITECH, 42 CFR Part 2, Stark and Anti-Kickback, EMTALA, Section 330 of the Public Health Service Act, Medicare, and Medicaid. He represents physicians, dentists, and other professionals in negotiating employment contracts, navigating credentialing issues, and separating from employment. He assists providers in responding to government investigations of health care fraud and abuse. He also procures guardianships over incapacitated persons, pursues collection of overdue accounts, assists long-term care facilities with transfers and discharges, drafts facility admission agreements, consents and policies, buys and sells professional practices, reviews managed care and payor contracts, and represents individual practitioners before their licensing boards such as the Board of Medicine and Board of Nursing. Jason’s business litigation practice involves representing individuals and businesses in a wide range of disputes before state and federal trial and appeals courts, administrative tribunals, arbitrators, and in mediation. Typical litigation matters include health care, contract, collection, mechanic’s lien, construction, landlord-tenant, insurance coverage, business tort, probate, and employment disputes. He has tried cases to both a judge and a jury, and has briefed and argued cases before the New Hampshire Supreme Court. Jason frequently speaks to health care industry groups such as the NH Health Care Association, Home Care, Hospice & Palliative Care Alliance of NH, BiState Primary Care Association, Medical Group Management Association, and NH Providers Association. Jason also provides in-house HIPAA and Part 2 privacy trainings.

**Members at Large:**

**Ryan Fowler, CRSW, second term ending 6/30/2023**

A native of New Hampshire, Ryan Fowler is a person in sustained recovery and a Certified Recovery

Support Worker. He is a former injection drug user and credits being alive and his clean bill of health to

harm reduction and evidence-based treatment. After working in addiction treatment and recovery for

several years, Ryan began focusing on harm reduction, public health strategies and overdose prevention

efforts. Using both his negative lived experience and positive professional experience, he has grown in

effectiveness and is passionate about helping other people who use drugs to stay alive and find

recovery. In January 2020 Ryan began his current position as the Harm Reduction Coordinator at the

Claremont Exchange. He will be operating and expanding this legal syringe services program into Sullivan and Grafton counties, with hopes to have harm reduction services available to everyone living in the Granite State. In Ryan’s free time he can be found gardening, writing editorials, reading, and hiking with his dog Zebi. Certified Recovery Support Worker (CRSW), HIV Update Trainer, Naloxone Trainer, Peer Support Supervisor, Acupuncture Detoxification Specialist, Harm Reductionist, Recovery Coach Academy Trainer, Board Member - NH Providers Association.

**Greg Williams, first term ending 6/30/2023**

Greg has lived in NH since the fall 2000. Since 2016, Greg has been with the North Country Health Consortium as the Substance Misuse Prevention Coordinator for the Regional Public Health Network. In 2019, he became a Certified Prevention Specialist.He has been teaching martial arts (Jujitsu) for over 27 years. He owned and operated a martial arts studio for 25 of those years. He has worked with students of all ages but the largest age group is typically children age 4-16. He uses martial arts to provide children with a safe space to not only gain confidence though learning self-defense but also to give them a sense of community and belonging. In the past, he has also taught at the North Country Charter Academy in Lancaster NH. This school provides alternative education for at risk and dis-advantaged youth. It was there that he started a youth led, adult supported conference to empower our youth to take action on the opioid problem our region was experiencing. He has continued to work with youth through his martial arts school and continues to hold an annual UP conference every spring.

**Brian Mooney, first term ending 6/30/2023**

Brian Mooney is a manager for the Manchester Regional Public Health Network (Makin’ It Happen Coalition). In this position he facilitates the Manchester Safe Station Committee, the Substance Use Disorder Collaborative and the Youth SUD Task Force bringing stakeholders together to community problem solve, evaluate system performance, assets, and gaps. Brian works with the business community through the New Hampshire Recovery Friendly Workplace Initiative. He serves on the NH Recovery Task Force, and the Commission for the Study of Environmental Factors on Chronic Illness. Previous experience includes the role of Executive Director for Hope for NH Recovery. Mooney has over 20 years of experience in hospital financial management, healthcare analytics, executive decision support, business intelligence, and healthcare reimbursement systems. He holds a B.A. in Health Management and Policy and a Masters in Health Administration from the University of New Hampshire, Durham. Previous employers include Partners Healthcare in Boston, and Eastern Maine Healthcare Systems. He is a USAF Veteran (Medic/Firefighter), with service in the Pacific, Europe, and United States.

**Peter Burke, first term ending 6/30/2023**

Peter Burke is a marketing professional  with considerable experience working in New Hampshire's substance use disorder field. In 2016, Peter joined the Farnum Center to direct its marketing strategy and community relations initiatives. (Farnum is a program of Easter Seals of New Hampshire). In that role, Peter has engaged regularly with the state's medical community, substance use disorder treatment providers, community coalitions, behavioral health centers, nonprofit organizations and associations as well as public health and other state government agencies. His focus has been to boost the visibility of Farnum's programs and facilities and develop beneficial relationships with providers across the state while also educating the public about all options available to those in need of treatment.

Prior to joining Farnum, Peter was the founder and principal of Linchpin Communications. Linchpin was a marketing and public relations consultancy specializing in communications campaigns for healthcare practices and medical organizations. The firm provided a comprehensive range of marketing/public relations and marketing communications services: community relations; stakeholder outreach; media relations; publicity; business development and social media. Peter is a graduate of Rutgers University. In addition, he holds a master's degree in Journalism from Penn State.

**Jessica Parnell, CRSW, first term ending 6/30/2023**

Jessica Parnell, CRSW, is the Executive Director of Revive Recovery Resource Center. Jessica has been engaged in crisis interventions and navigation both professionally and in the community for the last four years. Jessica supervises a staff of 6 Recovery Coaches at Revive Recovery Center and assists in the training and supervision of two Recovery Community Centers. Jessica has trained CCAR’s Recovery Coach Academy, CCAR Ethical Considerations for Recovery Coaches, Developing Excellence in Recovery Coaching and Recovery Coaching, a Harm Reduction Pathway in the state of New Hampshire for several years now. Jessica also provides Narcan training to community members and provides the training of Outreach workers for the Syringe Service Alliance of the Nashua Area.

**By-law changes:**

Changes to the organizational by-laws are highlighted below. Please cast one vote on behalf of you/your organization to approve or disapprove changes in whole.

**BYLAWS OF THE ~~NEW HAMPSHIRE~~NH ALCOHOL ~~AND~~ & OTHER DRUG**

**SERVICE PROVIDERS ASSOCIATION**

**Mission Statement:** The mission of the ~~New Hampshire~~NH Alcohol ~~and~~ & O~~o~~ther Drug Service Providers Association is to represent its members in advancing substance use prevention, treatment, and recovery through public policy, leadership, professional development, and quality member services.

# ARTICLE I – NAME, PURPOSE, LOCATION AND STATUS

**Section 1:** The name of the organization shall be the **~~New Hampshire~~ NH Alcohol ~~and~~ & Other Drug Service Providers Association.**

**Section 2**: The ~~New Hampshire~~NH Alcohol ~~and~~ & O~~o~~therDrug Service Providers Association is organized for charitable, scientific and educational purposes, more specifically to: serve as a unified voice for Association members ~~and consumers~~ to advocate for and support alcohol and other drug services and issues at a statewide and national level; facilitate information sharing, networking and collaboration among members on a regular basis; provide opportunities for members to learn about funding resources; build service capacity and improve quality of services for clients in our state; facilitate the provision of increased professional development and training opportunities; and include other relevant purposes that support the development and maintenance of effective prevention, intervention, treatment and recovery services for all persons in need throughout New Hampshire. Where appropriate, the above purposes will be implemented in collaboration with other relevant professional organizations.

**Section 3:** The ~~New Hampshire~~NH Alcohol ~~and~~ & **O~~o~~**therDrug Service Providers Association is a non-profit, voluntary Association established in 2003 in accordance with the laws of the state of New Hampshire and with the Internal Revenue Code of the United States, as amended.

**Section 4:** No part of the net earnings of the corporation shall inure to the benefit of any private individual, no substantial part of the activities of the corporation shall be carrying on propaganda or otherwise attempting to influence legislation that could benefit any one individual, and the corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

**Section 5:** The Association office is located within the state of New Hampshire.

# ARTICLE II – MEMBERSHIP

**Section 1: Membership:** Membership shall be available upon application to the Association, and payment of annual dues. The Board of Directors has the authority to establish the specific categories and/or types of members as well as the level of annual dues that these and/or other member categories are required to contribute to support the Association.

# ARTICLE III – ANNUAL MEETING

**Section 1: Annual Meeting.**  The date of the regular annual membership meeting shall be set by the Board of Directors who shall also set the time and place.

**Section 2: Special Meetings**. Special meetings may be called by the President or the Governance Committee.

**Section 3: Notice.**  Notice of each meeting shall be given to each voting member by mail or electronic communication not less than ~~ten~~ seven days before the meeting.

# ARTICLE IV – BOARD OF DIRECTORS

**Section 1: Board Role, Size, and Composition.** The Board is responsible for overall policy and direction of the ~~organization, and~~organization and can delegate responsibility ~~to~~ for day-to-day operations to the organization Executive Director and committees. The Board shall have up to 15 members and not fewer than 9 members. The Board receives no compensation other than reasonable expenses.

**Section 2: Meetings**. The Board shall meet at least quarterly at an agreed upon time and place.

**Section 3: Board Elections.** Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the corporation. Directors will be elected by a majority vote of the membership. The Board has the authorization to fill vacancies between annual meetings to then be voted on by full membership at the annual meeting.

**Section 4: Voting.** Each Board member in good standing as an Association member at the time a vote is taken, may cast one vote. There is to be one vote for each member ~~agency represented~~ on the Board. When a matter must be voted on between Board meetings, the Board may vote electronically, virtually or telephonically. Such votes must be ratified in the next Board of Directors meeting and noted in the minutes.

**Section 5: Terms.** ~~After the first year,~~ A~~a~~ll Board members ~~shall~~ are able to serve two, threeyear terms. ~~, but are eligible for reelection. The first year Board election will include one-year~~ ~~terms for about half of the members and two year terms for the other half of the members.~~

~~The terms of membership for Board members shall be three years.~~ Upon completion of the first three-year term, Board members are eligible to serve a second term. After serving two consecutive terms, Board members must take one year off the Board before being eligible for another three-year nomination.

**Section 6: Quorum.** A Quorum must be attained by more than 50 percent of the Board members in attendance, in person, virtually or telephonically, before business can be ~~transacted~~transacted, or motions made or passed.

**Section 7: Notice.** An official Board meeting requires that each Board member have written email notice two weeks in advance.

**Section 8: Officers and Duties.** There shall ~~initially~~ be four officers of the Board consisting of a President, Vice President, Secretary and Treasurer. Once a second President is elected, there ~~shall~~ may be five officers of the Board, including those four noted above, plus the Immediate Past President, if able.

**The President** shall convene regularly scheduled Board meetings, shall appoint and arrange for other members of the Governance Committee to preside at each meeting in the following order: any of the Vice Presidents, Secretary and/or Treasurer.

The **Vice President** shall fulfill the roles of the President in absence of the President.

The **Secretary** shall be responsible for keeping records of Board actions, including the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

The **Treasurer** shall make a report at each Board meeting. The Treasurer shall chair the Finance Committee, assist in preparation of the budget, help develop fundraising plans, and make financial statements available to Board members and the public.

**Section 9: Other Board Members.** Board members may include one individual who comes from a family impacted by alcohol and/or other drug problems. Other Board members will be nominated from the membership with encouraging representation from students, prevention, treatment, recovery, collaborating partners, and individual member advocates committed to the purposes of the Association.

**Section 10: Vacancies.** When a vacancy on the Board exists, nominations for new members may be received from present Board members ~~by~~ to the Secretary. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the unexpired Board member’s term.

**Section 11: Resignation, Termination and Absences**. Resignation from the Board must be in writing and received by the Secretary. A Board member may be removed from the Board if s/he misses more than three regularly scheduled Board meetings in a ~~12 month~~12-month period. Upon missing two meetings, the Board President will instruct the Board Secretary to send a letter ~~will be sent~~ to the Board member ~~by the Executive Director or Board President~~ reminding him/her of this policy. Board members may be excused from this policy due to extenuating circumstances and must relay this in email to the Board President at least 24 hours in advance of the regularly scheduled meeting whenever possible. Board members must make every effort to attend regularly scheduled meetings in person, but when unable to do so, may ~~call~~ participate virtually or telephonically into the meeting provided that the Board President is notified of the intent to ~~call in~~do so.

A Board member may be removed for other reasons by a three-fourths vote of the remaining directors. A Board member facing termination will receive notice from the Secretary at least two weeks prior and the opportunity to address in a non-public session.

**Section 12: Special Meetings.**  Special meetings of the Board shall be called at the request of the President or one-third of the Board. Whenever possible, notices of special meetings shall be sent out by the Secretary to each Board member postmarked or emailed one week in advance.

**Section 13: Board Authority Related to Staff and Agents**: The Board of Directors shall have the power to choose, appoint and employ the Executive Director as it may deem in the interest of the organization and shall define the powers and duties of the Executive Director. The Executive Director shall be subject to the order of the ~~Board, and~~Board and may be removed at any time by the Board at its discretion, or as outlined in the Executive Director’s Employment Agreement.

**Section 14: Action by the Consent of the Board of Directors.** Any corporate action which can be authorized at a meeting of the Board, or a Committee thereof, may be authorized by the Board without such a meeting, provided that two-thirds of the Board of Directors vote by written proxy to confirm such action virtually, electronically or telephonically.

**Section 15: Liability of Directors.** No Director shall have any personal liability for any action taken in his or her capacity as a Director in good faith of the Association. At all ~~times~~times, the Association will have Directors and Officers Liability Insurance for all Board members.

# ARTICLE V – COMMITTEES

**Section 1:** The Board may create committees as needed, beyond the Finance Committee and the Governance Committee. The Board President appoints all committee C~~c~~hairs.

**Section 2: Finance Committee.**  The Treasurer is Chair of the Finance Committee, which includes at least three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board or the Governance Committee. The fiscal year shall be from July 1st through June 30th. Annual reports are required to be submitted to the Board showing income, ~~expenditures~~expenditures, and pending income. The financial statements of the organization are public information and shall be made available to Board members, the general ~~membership~~membership, and the public.

**Section 3: Governance Committee.** The President shall appoint the Chair of the Governance

Committee, which includes at least three other Board members. The purposes of the Governance Committee of the Board of Directors shall be to recruit and recommended potential individuals for appointment on the Board of Directors; to advise the Board with respect to the Board composition and procedures; to develop and recommend to the Board a set of governance principles applicable to the organization; to assist the Board in developing and evaluating potential candidates for executive positions; to develop and review management and succession plans; develop and implement Board on-boarding procedures; and to oversee regular evaluations of the Board.

# ARTICLE VI – PROCEDURE

**Section 1:** During the Annual Meeting and the Board of Directors meetings the members present will seek to decide issues and reach positions by general agreement. However, the President may invoke and follow Robert’s Rules of Order in all cases where s/he believes that it is necessary or helpful to do so. In such instance, the act of a majority of the members and/or Board members present at a meeting in which a quorum is present shall be the act of the membership of the Board of Directors unless the act of a greater number of directors is required by law, these Bylaws, or the Articles of Incorporation.

# ARTICLE VII – CONTRACTS, CHECKS AND DEPOSITS

**Section 1: Contracts.**  The Board of Directors may authorize any officer or agent of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Association.

**Section 2: Checks.** All checks or orders for payments of money, or other evidences of indebtedness issued in the name of the Association shall be signed by such officers or agents of the Association as the Board of Directors shall designate by resolution. In the absence of such resolutions, all such instruments shall be signed by the Treasurer and countersigned by the President.

**Section 3: Deposits.**  All funds of the Association shall be deposited in the name of the Association in such banks, trust companies, or other depositories as the Board of Directors may designate.

# ARTICLE VIII – POLICY OF NON-DISCRIMINATION

**Section 1**: It is the policy of the Association to not discriminate on the basis of race, national origin, religion, age, gender, sexual orientation, or disability in regard to: membership in the Association; service on the Board of Directors or as an officer; the recruitment, hiring or retention of otherwise qualified employees; or any other aspect of the Association’s operations.

# ARTICLE IX – CONFLICT OF INTEREST

**Section 1**: Employees and Board members have a responsibility to avoid conflicts of interest. The Board of Directors will adopt a Conflict of Interest Policy that will be shared with all Board members and employees, who shall acknowledge receipt of such policy in writing and the policy and acknowledgements shall be kept in the Association’s files.

# ARTICLE X – AMENDMENTS

**Section 1:** These Bylaws may be amended when necessary by a two-thirds majority of the full membership who are present at the Annual Meeting or at a duly called Special Meeting. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements at least 30 days before the meeting. The~~se~~ original Bylaws were approved at a meeting of the Board of Directors of The ~~New Hampshire~~NH Alcohol ~~and~~ & O~~o~~ther Drug Service Providers Association on October 19, 2004.

**CONFLICT OF INTEREST POLICY (Adopted 2/19/2008)**

Any possible conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars ($500) but is less than five thousand dollars ($5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars ($5,000) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

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| A&D Recovery Counseling |
| Addiction Recovery Services |
| Alyssia Lin |
| AmeriHealth Caritas New Hampshire |
| Annamarie Ciofarri |
| Better Life Partners |
| Cairn Consulting |
| Capital Area Public Health Network |
| Carroll County Public Health Network |
| Compass Counseling LLC |
| Dismas Home of New Hampshire |
| Donna Lennon Counseling Services, LLC |
| Dover Coalition for Youth |
| Elizabeth Ropp |
| Elyssa Clairmont |
| Families In Transition - New Horizons |
| Farnum Center |
| Foundations Counseling |
| GateHouse Treatment |
| Granite Pathways |
| Greater Seacoast Community Health |
| Headrest |
| HIV/HCV Resource Center |
| Hope on Haven Hill |
| Horizons Counseling Center |
| Jason Gregoire, Esq. |
| John Mark Blowen |
| Judith Fournier |
| Karen McNamara, LADC |
| Kasey Talon |
| Kat Guyet MLADC, LLC |
| Keystone Hall |
| Laura Cooley |
| Lori Seog |
| Luke Gagne Counseling & Coaching |
| Makin' It Happen |
| Meredith Blom |
| Navigating Recovery of the Lakes Region |
| New Futures |
| New LIfe Counseling and Wellness Center, LLC |
| NH Council on Problem Gambling |
| NH Healthy Families |
| North Country Health Consortium |
| PATH Integrated Healthcare |
| Patricia Martick Campbell |
| Paula Hebert Counseling |
| Peter Burke |
| Phoenix House of New England |
| PWS Counseling Services |
| Revive Recovery Center |
| Riverbend Community Mental Health |
| Sandi Bouchard |
| Seacoast Mental Health Center |
| Sobriety Centers of NH |
| Stonewall Counseling |
| The Upper Room |
| Theresa McCafferty |
| Wisdom & Well-being PLLC |