



## **COURSES**

### **I. Wednesday, June 9, 2021 – Virtual Course (online)**

#### **Governing Body Roles & Responsibilities**

Good governance starts with understanding the roles and responsibilities of the governing body. In this kickoff session, attendees will learn what governing body members can and cannot do and the extent of their authority. The presenters will review the most important statutes applicable to governing body members for both towns and schools, with some time spent discussing the differences between them.

**Presented by:** Margaret Byrnes, Executive Director, NH Municipal Association  
Barrett Christina, Executive Director, NH School Boards Association

#### **Biographies:**

Margaret serves as Executive Director and oversees all activities of the New Hampshire Municipal Association. Margaret joined NHMA in September 2014 as a staff attorney providing legal advice to NHMA members, speaking at NHMA workshops and other training programs, and writing for NHMA's many publications. Before joining NHMA, Margaret was an associate attorney with the firm Hage Hodes, P.A. She has also taught legal research and writing at Northeastern University School of Law, Suffolk Law School, and The Massachusetts Schools of Law. Margaret earned her B.A. in English Language and Literature and Classical Languages from Smith College in 2008 and her J.D. from the Massachusetts School of Law in 2011, *summa cum laude*. She is currently an M.B.A. candidate at The University of New Hampshire Paul School of Business, with an expected completion date of December 2020.

Barrett has been working at NHSBA since 2005 in the roles of Staff Attorney, Director of Policy Services, and Deputy Executive Director. He was named NHSBA Executive Director in July 2017. Barrett is a 2004 graduate of UNH School Law (formerly Franklin Pierce Law Center).

### **II. Wednesday, June 23, 2021 – Virtual Course (online)**

#### **Financial Responsibilities**

This session will explain the fundamental concepts of governmental budgeting, finance and taxation. Statutory financial duties of the governing body will be addressed, including relationships with other elected officials, importance of internal controls, and measures to help mitigate the opportunity for fraudulent activities to occur in your municipality or school district.

**Presented by:** Natch Greyes, Municipal Services Counsel, NH Municipal Association

#### **Biographies:**

Natch Greyes provides both legislative and legal services to NHMA's member municipalities. Before joining NHMA, Natch was a prosecutor in northern Grafton County. Natch received his B.A from Clark University and his J.D. from William & Mary.

### **III. Wednesday, September 8, 2021 - Virtual Course (online)**

#### **How to Run an Effective Meeting (And Comply with the Right-to-Know Law)**

An effective public meeting requires knowledge of the Right-to-Know Law, an appreciation for the First Amendment, tact, poise and a healthy dose of humor and humility. This session will cover all those topics and more.

**Presented by:** Stephen C. Buckley, Legal Services Counsel, NH Municipal Association  
Will Phillips, Staff Attorney & Director of Policy Services, NH School Boards Association

**Biographies:**

Stephen Buckley is Legal Services Counsel for the New Hampshire Municipal Association, and in that capacity directs NHMA's legal services program, with responsibility for providing legal advice to members and overseeing training and publications for municipal officials. In his hometown of Bow, Steve was a member of the planning board for 12 years and served as a member of the budget committee, and he is currently an alternate member of the Bow Zoning Board of Adjustment. He is a past chairman and current member of the executive committee of the Central New Hampshire Regional Planning Commission, and he is currently chairman of the New Hampshire Association of Regional Planning Commissions. Steve received his B.A. from San Diego State University and his J.D. from Franklin Pierce Law Center/UNH School of Law.

William "Will" Phillips joined NHSBA in September 2017, having represented various New Hampshire school districts since 1994. Will is a 1991 graduate of the University of Maine School of Law.

**IV. Wednesday, September 22, 2021 - Virtual Course (online)****Understanding Employee Benefits**

This session will provide elected officials with an overview of employee health benefits focusing on cost saving strategies while providing comprehensive coverage for employees and their families.

**Presented by:** Melisa Briggs, Benefits Assistant Manager, HealthTrust  
David Salois, Member Relations Representative, HealthTrust

**Biographies:**

Melisa Briggs is the Benefits Assistant Manager at HealthTrust, overseeing the team of Benefits Advisors who provide account management services and benefit consultations to Members. In addition, Melisa also serves Member Groups throughout the state and works closely with vendor partners. Melisa has been with the organization since 1996 and holds a Certificate of Achievement in Public Plan Policy through the International Foundation of Employee Benefit Plans with a concentration in Employee Benefits.

David Salois is a Member Relations Representative at HealthTrust. He holds a bachelor's degree with a concentration in Public Administration. David joined HealthTrust after serving as the Police Chief for the Town of Raymond for almost 20 years. During that time, David developed a thorough understanding of the inner workings of municipal government, budgeting and negotiations, as well as a deep appreciation for the importance of comprehensive, cost-effective benefit plans to both employers and employees.

**V. Wednesday, October 6, 2021 - Virtual Course (online)****Preventing Discrimination, Retaliation and Workplace Hostility in the Public Sector: The Essential Role of Good Governance**

Laws and employee expectations continue to evolve and expand regarding individual rights in the workplace. Legal conflicts arise when treatment is perceived as falling short of expectations. The key to avoiding the many costs and impacts of litigation is awareness, commitment and follow-through on basic notions of respect and fairness. Governing boards are uniquely positioned to establish the right policy, lead by example and set the tone.

**Presented by:** Mike Ricker, General Counsel, Primex

**Biography:**

Mike Ricker has served as Primex General Counsel since 2007, and also supervises the Primex Legal & HR Services team. His prior experience includes judicial clerkships with the NH Supreme and Superior Courts, serving as an Assistant Attorney General at the NHDOJ, working as a litigation attorney at



Devine, Millimet, and operating his own general law practice. Mike has devoted the majority of his career to serving the NH public sector, with extensive focus on civil rights, employment, regulatory and business law matters. Mike received his BA in History from UNH; JD with honors from New England Law; and Masters in Management with honors from Harvard University Extension School, where he also received a Graduate Certificate in Strategic Management.

#### **VI. Wednesday, October 20, 2021 - Virtual Course (online)**

##### **Managing Your Public Entity's Liability Risk**

This session explores those risks associated with situations you frequently encounter through managing your daily operations, such as the use of volunteers and use of your public facilities. The goal of this interactive session is to share best practices and preventive measures so that you oversee your operations in an environment that encourages proactive management of risk and overall safety.

**Presented by:** Monica Panait, Risk Management Services Manager, Primex

##### **Biographies:**

Monica Panait has been with Primex3 since 2001. She holds a leading role in the Risk Management Services department, supervising and mentoring risk management consultants and other staff in conjunction with the Director of Risk Management.

She continues to work with Primex3 school and county members to address their training, consulting and risk management needs. Monica holds a Bachelor's Degree in Business Administration with a major in Marketing and has earned the Certified Risk Manager (CRM) and Certified School Risk Manager (CSRM) designations through the National Alliance for Insurance Education and Research. She has also earned the Program in General Insurance (INS) certification through the American Institute for CPCU and Insurance Institute of America.

Her areas of expertise include loss mitigation in conjunction with the development of a risk management plan, advising regarding complex liability issues, reinsurance negotiation and placement, training development and delivery, and playground safety.