

**Family Mediator Certification Board
Public Minutes
May 2, 2017 at 4:15
121 South Fruit Street, Concord, NH 03301**

A meeting of the Family Mediator Certification Board was held on May 2, 2017. The meeting was called to order at 4:20 by Chairperson M. Rousseau. Also in attendance were: P. Goldsmith, C. Dochstader, M. Garner, E. Jasina, T. Sturke, S. Towle, A. Matrumalo and M. Ciocca. Not present was R. Cram, L. Aaby and C. Sadler. Also in attendance was C. Horne.

1. Welcome Mark Ciocca- The Board welcomed M. Ciocca to the Board with introductions from everyone.

2. Reading and Approval of April 4, 2017 Minutes-

a. Public Minutes- P. Goldsmith made a motion to approve the public minutes as written, C. Dochstader seconded, M. Ciocca and S. Towle abstain, motion passes.

b. Non-Public Minutes- M. Garner made a motion to accept the non-public minutes with a small noted change. C. Dochstader seconded, S. Towle and M. Ciocca abstain, motion passes.

3. Continuing Education Approval Requests-

a. Working With Batterers in Mediation-3 DV CEUs- Staff will notify Teresa Mahoney Mullen and let her know that the Board needs an agenda with times as well as the fact that a certified mediator is required on the panel. S. Towle has said she will be the mediator. The Board will need this in writing as well as requiring a copy of S. Towle's resume.

4. Work Session on Rules-

a. Continuation of 200's- R. Lamberti let the Board know that the Board's Rules all expire in April of 2018. He told the Board if they felt they would progress faster, he would work with them in small groups for each area and then report back to the entire Board. The Rules modification/ review process takes a long time and he wants to make sure the Rules don't expire. Staff will make sure the Board has R. Lamberti's email and contact information.

Based on the discussion the Board had with R. Lamberti, he is going to have a draft sent of changes discussed to the Board prior to the next meeting for review at this meeting.

There are some definitions the Board would like to add: i.e., Family Mediator, Investigation, ADR, and Disciplinary Proceeding.

The Board also had a discussion about what constitutes a quorum and inquired whether this definition changes during investigations. R. Lamberti will get back to the Board next month on this, although he believes the quorum can't change per statute.

Board would like a subsection added to 203.03 (3) (b) to include former Board members.

The Mental Health Boards have separate categories of recused people who assist with investigations as needed. The Board would like to have access to someone who could act as a liaison to help with complaints that can be available within 45 days. This person would volunteer on a case by case basis.

When a complaint comes in, one Board member would be recused from the beginning of the process.

This Board is using the format that the Board of Mental Health has in their Rules: A two tier process(Step 1-letter of concern, Step 2 Investigation).

The Board is also wondering if they can continue with a complaint even if the person who filed the complaint withdraws the complaint.

What is the statute of limitations on a complaint? RSA 541-A reads for 5 years. Not sure if this can be shortened. Three years from last mediation would be acceptable to the Board.

5. Board Communication-

a. When renewal letters are sent out they clearly state that "a delay in submitting your renewal packet could result in a loss of your certification"- Board reviewed the letters that are sent out.

b. Updated Course listing -The Board reviewed the list of courses. Staff is going to go through the courses and asterisk the online/ webcasts. Staff will make a note on the website to let mediators know those courses are good only for one year after the initial approval of the course.

c. FTP site-The Goal is to have everyone on the FTP site so the Board does not need to review any documents at the meeting- Staff will send an email to Board members to get a list of problems if any, they are having receiving / opening documents. Staff will contact the person who can troubleshoot problems and then get back to the Board members. Staff will also get a password and login for M. Ciocca.

d. June 6th meeting has to be changed- the new meeting date for June is June 13, 2017 at 4:15. The Board will decide on remainder of calendar year meetings schedule at a June meeting.

6. Non-Public Session-

a. Upon the motion of P. Goldsmith and the second of M. Garner, the Board, by roll call vote, voted to conduct a non-public session at 6 p.m. Such a non-public session is authorized by RSA 91-A:3, II(j), RSA 91-A:5, IV, Lodge v. Knowlton, 118 N.H. 574(1978), and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by unanimous vote of all members present.

b. Upon return to Public-Session, vote to seal the minutes- T. Sturke made a motion to seal the non-public minutes, M. Garner seconded, all in favor, motion passes.

7. Adjournment- S. Towle made a motion to adjourn the meeting at 6:35 p.m., C. Dochstader seconded, all in favor, motion passes.

a. Next meeting is June 13, 2017 at 4:15