

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**January 6, 2016**  
Bouchard Building, Goffstown, NH  
**Minutes of the Public Session**  
(Not Official until Approved by the Board and signed by the Clerk.)

**Present:** Comm. Ziehm, Comm. Holden, Comm. Pappas, D. Hogan, D. Dionne, C. Kirby, M. Montminy, B. Moorehead, G. Wenger, C. Monier, and L. Stonner.

**Also Present:** J. Maccarone

**CALL TO ORDER**

Comm. Ziehm called the meeting to order at 9:08 a.m. Attorney Hogan led those present in the Pledge of Allegiance.

**GRIEVANCE # PM-808 – NURSING HOME**

Comm. Ziehm welcomed Mr. Maccarone who requested that the Grievance be withdrawn because a settlement was reached just prior to the meeting.

**ADMINISTRATIVE BUSINESS**

**Approval of Minutes**

**Motion:**

To approve the minutes of the Board of Commissioner's Regular Meeting held on December 23, 2015.  
Motion by Comm. Holden, second by Comm. Pappas.

At the request of Register Coughlin, Comm. Holden proposed that the second to last paragraph on Page 5 be changed to read: *Register Coughlin reported that the Registry was audited on December 16<sup>th</sup> by the New Hampshire Department of Revenue Administration; she added that the auditor will be sending suggestions, but was very satisfied with the procedures and commented favorably on the checks and balances in place at the Registry of Deeds.*

Comm. Holden moved to accept the correction. Comm. Pappas seconded. The motion carried.

The motion to accept the minutes, as corrected, carried unanimously.

**Supplemental Payroll**

**Motion:**

To approve Supplemental Payroll Registers on the following dates for the following amounts:

- 12/24/15           \$ 540.50
- 12/28/15           25.88
- 12/29/15           941.04
- 12/30/15           2,243.33
- 12/31/15           2,343.28
- 01/04/16           195.59
- 01/05/16           5,875.98

The total Supplemental Payroll is \$12,165.60, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## Regular Payroll

### Motion:

To approve a Regular Payroll Register dated December 31, 2015 for the amount of \$1,115,845.66, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## Accounts Payable

### Motion:

To approve Accounts Payable Registers on the following dates for the following amounts:

- 12/31/15           \$ 11,286.70
- 01/05/16           977,536.26

The total Accounts Payable is \$988,822.96, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## Sheriff's Extradition Vouchers

### Motion:

To approve Extradition Vouchers on the following dates for the following amounts, noting that they have been previously approved by the County Attorney:

<i>Date</i>	<i>Amount of Claim</i>
10/19/15	\$ 248.26
10/21/15	183.65
10/30/15	210.54
11/02/15	355.72
11/05/15	183.65
11/18/15	322.89
11/20/15	183.65
11/25/15	706.35
12/01/15	206.61
12/09/15	206.61
12/11/16	172.18
12/15/15	126.26
12/16/15	404.58
<b>Grand Total</b>	<b>\$3,510.95   Total Extraditions</b>

Motion to approve Extradition Vouchers made by Comm. Pappas, second by Comm. Holden. Motion carried.

## PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the Public who wished to comment on Agenda Items.

## DEPARTMENT OF CORRECTIONS

### Census

Supt. Dionne presented the Department of Correction's (DOC's) Census; he noted that as of December 29, 2015, the total in custody was 467 and there were also 9 in the community. The Census included 363 men; 122 of the men had been sentenced and 241 were being held pre-trial. There were 104 women; 32 of the women had been sentenced and 72 were being held pre-trial.

Supt. Dionne added that the facility was holding 37 female inmates from Rockingham County. He informed the Board that 144 individuals were diverted through the Mental Health Courts including 79 from Manchester and 65 from Nashua,

### **Overtime Impact Report**

Supt. Dionne noted that the Overtime Impact Report for the current Fiscal Year has been included in the Board's packet.

Supt. Dionne informed the Board that a response to the Executive Committee's request for information regarding the use of overtime is being prepared, and when complete, will be presented to the Board of Commissioners.

Supt. Dionne added that a recent meeting was held regarding the crisis of hiring and retention at NH Department of Corrections. He noted that he was not invited, but will be receiving the meeting minutes. He observed that his most recent information was that the State Prison had 58 unfilled Correctional Officers (CO's) and that overtime was mandatory for the existing CO's. He explained that retention and turnover is an issue at all prison facilities throughout the State. He described some of the challenges of the Correctional Officer position and what the CO's are exposed to and noted that the CO's starting wage is only \$15.02 as compared to the starting wage at Walmart, for example, which is \$14.39/hour.

### **NURSING HOME**

#### **Census**

Mr. Moorehead noted that the Census at the Nursing Home for the period ending December 31, 2015 was 280; it included 208 Medicaid residents, 34 private pay residents and 38 Medicare residents. He added that the Medicare Census is 40, as of today.

#### **Bid # 08-2016 – C-4 SNF Bathroom Renovation**

Mr. Moorehead explained that Bid # 08-2016 is for bathroom renovations in Unit C-4 and the Skilled Nursing Unit at the Nursing Home. He added that the goal is to renovate one or more bathrooms each year until all are renovated; this bid will be for two bathrooms and the total cost includes labor.

#### **Motion:**

To approve Bid # 08-2016 for Unit C-4 and SNF bathroom renovations at the Nursing Home; the lowest responsible bidder meeting the specifications is AD Ceramic Tile, Marlborough, NH at a price of \$29,738.00. Motion by Comm. Pappas, second by Comm. Holden. Motion

#### **Bid # 10-2016 – Non-Skid Patient Trays (600)**

Mr. Moorehead explained that Bid # 10-2016 is for 600 non-skid patient trays at the Nursing Home. He recommended Central Paper Products, Manchester, NH, as the lowest responsible bidder at a price of \$9,834.

#### **Motion:**

To approve Bid # 10-2016 for 600 non-skid patient trays, and to award the bid to Central Paper Products, Manchester, NH, as the lowest responsible bidder meeting the specifications at a price of \$16.39 each and a total price of \$9,834. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## **OLD/NEW BUSINESS**

### **2016 Board of Commissioner's Meeting Schedule**

Mr. Wenger explained that the Draft Meeting Schedule follows the same format of meeting every two weeks. The Board discussed the Draft Meeting Schedule and agreed to adopt the schedule, as proposed, through the end of June.

### **Standard Mileage Rate**

Mr. Wenger informed the Board that the IRS has reduced the standard mileage rate for business travel from 57.5 cents to 54 cents per mile.

#### **Motion:**

To adopt the Federal mileage rate of 54 cents per mile for travel effective January 1<sup>st</sup>. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### **County Attorney – Prosecutor by Karpel**

Mr. Wenger explained that in December, 2014, the Board had approved the purchase of Karpel Case Management Software for the County Attorney's office, subject to review and approval of the contracts. He was here today to present two contracts for the Board's execution. They are the contracts for "*Prosecutor by Karpel*" and the "*Hosted by Karpel Agreement*." Mr. Wenger noted that the contracts have been reviewed by Legal Counsel and Primex, and added that Karpel has agreed to many of the County's recommendations. He observed that the software will likely be in use no later than August or September of this year.

#### **Motion:**

To authorize the Chair to execute the following agreements: Hillsborough County Attorney's Office, New Hampshire Contract for *Prosecutor by Karpel* and Hillsborough County Attorney's Office, New Hampshire, *Hosted by Karpel Agreement*. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### **NHAC/DHHS Meeting Follow up – Uncompensated Care**

Mr. Wenger noted that he and Comm. Holden had the opportunity to attend a meeting the previous Monday at the Dept. of Health & Human Services along with the various Counties to discuss the uncompensated care issue. He observed that today's Union Leader has an article that mentions a \$150,000,000 Medicaid grant and noted that it was the subject of discussion at the meeting. He noted that the State has applied for a Medicaid waiver, which was granted, that aims to recoup County taxpayer dollars. He explained that Jeff Meyers, who will soon be DHHS Interim Commissioner, gave an overview of the State's process to obtain the waiver. It appears that the State will be receiving \$30,000,000 in matching funds each year for five years that must be used for behavioral health programs and that the focus is to encourage the thirteen Health Districts to get involved and develop behavioral health programs that would qualify for grants. He added that the DHHS is also encouraging the Counties to look at uncompensated care within the Departments of Corrections and noted that it will be County taxpayer dollars that the State will be using to receive the matching funds that the State can use to develop programs that will offset costs for behavioral health issues; it was represented that the waiver will not allow the funds to be used to balance the State budget.

Comm. Holden noted that the Counties will be competing with each other and with the private providers for grant opportunities. She added that it was mentioned that the County Nursing Homes would still receive MQIP and ProShare.

Discussion ensued relative to the cost reports and how they are prepared; it was noted at the meeting that MQIP and ProShare were considered when they looked at uncompensated care, but it was not clear how that was done.

Mr. Moorehead noted that Hillsborough County's Nursing Home has a behavioral unit, but does not have uncompensated care. Mr. Wenger observed that there will be a match of \$20,000,000 to 30,000,000 for the State each year; the State will receive the money and the State will distribute the money.

Comm. Holden noted that the State will be determining where the money will be spent and added that it behooves the County to develop programs that meet the qualifications for the grants.

Mr. Wenger explained that the NH DHHS expects to have a proposed project schedule and timeline by the end of January or early February; it will seek bids for a third party entity that will evaluate proposed programs and make recommendations to DHHS, which in turn, will award the grants to various programs. He noted that DHHS is apparently looking for larger programs that address issues in the various health districts as opposed to miscellaneous small projects. He added that there is an opportunity for the Counties working independently or with other entities to develop programs that address behavioral health issues such as opioid abuse, dementia, and other behavioral issues. The goal is to reduce the costs facing the State and Federal governments related to behavioral health issues.

In response to a question from Comm. Ziehm, Mr. Wenger noted that there were Nursing Home Directors who attended the meeting although they had not been included in the invitation.

Discussion ensued regarding how budget neutrality drives the uncompensated care issue, and it was noted that it is also affected by the per diem rate, ProShare and MQIP.

Mr. Wenger noted that he anticipates that a Drug Court could be a part of the project as well as programs at the Nursing Home and Department of Corrections.

Mr. Moorehead noted that Managed Care Organizations (MCO's) will kick in in September; he added that based on a meeting he attended the previous day with NHAC, the NH Healthcare Association, and NH Healthy Families (one of the MCO's), it is obvious that the MCO's are nowhere near ready to take over; they have not even met with pharmacies yet, and that is a \$35,000 monthly cost to Hillsborough County. He added that the formularies of the two MCO's don't match, which makes it extremely difficult for a resident to choose which MCO to select. He noted that with all visits to doctors, dentists, podiatrists, etc., the facility will have to call for pre-approvals within a 24-hour window, which is new for the facility and will require additional staff.

Discussion ensued regarding the direction the State is taking and how the State will utilize the funds.

### **RFQ Real Estate Services – Follow Up**

Mr. Wenger noted that he would like to follow up with the Board regarding the meeting with the Building Committee and the NAI Norwood Group relative to the direction the Board wishes to take going forward. Discussion ensued relative to the steps the Board would wish to follow. Mr. Wenger noted that the proposal from the NAI Norwood group included a recommendation that the County commit to making a small investment now with the hope of a greater return in the future. He added that in order to do that, the Board would need to develop a project plan and request funding in the next budget. He noted that in any case, the Board has the option to work with the NAI Norwood Group to market the property.

Comm. Ziehm expressed her belief that it is important to include the Delegation in the process so that it has knowledge of the Board's direction. Mr. Wenger asked if the Board is comfortable with a fee structure where

there is no rent and there is a percentage for the leased space of a building or for the ground lease. The Board agreed to consider that option. The Board agreed to move forward to negotiate and explore the fee structure further with the NAI Norwood Group. Mr. Wenger noted that he will work with Comm. Ziehm and her resources regarding the negotiation of fees.

Mr. Wenger referred to the letter that the Board received from Ron White, Executive Director of the New Hampshire Association of Counties (NHAC). The Board discussed the letter and the County's concerns, and agreed to ask Mr. White to attend a meeting of the Board of Commissioners. The Board agreed that it was important to convey the County's concerns to Mr. White and NHAC, of particular concern is the dues structure and the voting rights. A date of March 16<sup>th</sup> was proposed; Mr. Wenger will contact Mr. White to arrange the date.

Supt. Dionne informed the Board that he attended the last Superintendent's affiliate meeting at which time Cheshire County requested approval to hold its own Correctional Officer Training Academy, but the request was not approved. Subsequently, Cheshire County nominated four Officers for certification, and that request was unanimously approved by reciprocity, but not for going through an Academy. He added that Cheshire County has been giving its Correctional Officers 200 to 300 hours of on the job training, and then requesting certification, however, the State Statute requires that Corrections Officers go through an approved Academy. Supt. Dionne added that while Cheshire County follows the same guidelines for its Academy curriculum as Hillsborough County, the difference is that Hillsborough County's training curriculum has been approved by the Police Standards & Training, but Cheshire County's has not.

Supt. Dionne reported that Hillsborough County Department of Corrections has held 53 Correctional Officer Training Academies while the NHAC has done 100 Academies. He added that he has concerns about what might happen with Hillsborough County's Academy going forward and that there may be a move to bring all Academies to the Mc Leod Building in Merrimack County. Mr. Wenger and Comm. Pappas noted that this is an issue of concern. It was noted that Hillsborough County has certified an average of 10-12 officers per Academy and pays \$6,000 to \$7,000 per year to the Association for the Correctional Officers that attend Hillsborough County's Academy.

The Board discussed who would attend the NHAC Officer's meetings and it was noted that the NHAC Commissioner's Council does not yet have a President nor have the Bylaws been shared yet.

Comm. Ziehm explained that she received a request for a proclamation asked if the Board wished to adopt the request for "*A Proclamation Commemorating Hillsborough County School Choice Week.*" Following discussion, the Board agreed that the request does not fall within the authority of the Board. Comm. Ziehm noted that she will respond to the request.

**Motion:**

To enter Non-Public Session consistent with RSA 91-A:2 I (b) relative to negotiations. Motion by Comm. Holden, second by Comm. Pappas. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 10:52 a.m.

The Board took a brief Recess.

The Board reconvened and met with Mr. Moorehead, Attorney Kirby, Mr. Monier and Mr. Wenger to discuss collective bargaining. No action was taken.

The Board moved out of Non-Public Session at 11:26 a.m.

**Motion:**

To come out of Non-Public Session. Motion by Comm. Holden, second by Comm. Pappas. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

**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. Holden, second by Comm. Pappas. Motion carried.

The meeting adjourned at 11:27 a.m.

**Approved January 20, 2016**

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Comm. Toni Pappas, Clerk  
Hillsborough County Board of Commissioners

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Date