

Regular Meeting of the
Hillsborough County Board of Commissioners
January 7, 2015
Bouchard Building, Goffstown, NH
Minutes of the Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Holden, Comm. Ziehm, P. Coughlin, D. Fredette, J. Hardy, D. Hogan, D. Dionne, G. Fisher, L. Gero, C. Kirby, B. Moorehead, D. Reidy, M. Rioux, E. Robinson, G. Wenger, and L. Stonner.

1. CALL TO ORDER

The meeting convened at 9:25 a.m. Mr. Fredette led the pledge to the flag. Mr. Wenger observed that the first item of business would be to appoint a Chair.

2. NOMINATION OF OFFICERS

Motion:

To nominate Commissioner Sandra Ziehm as Chair. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger observed that NH RSA's require that the Board also elect a Clerk and noted that it has been past practice to elect a Vice-Chair. Comm. Ziehm assumed the chairmanship and opened the floor for nominations.

Motion:

To nominate Commissioner Carol Holden as Vice Chair. Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

Motion:

To nominate Commissioner Toni Pappas as Clerk. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

3. ADMINISTRATIVE BUSINESS

Payroll Registers

Motion:

To approve Miscellaneous Payrolls in the following amounts on the following dates:

- December 24, 2014 in the amount of \$320.00
- December 31, 2014 in the amount of \$636.14
- January 5, 2015 in the amount of \$421.75

The total Miscellaneous Payroll is \$1,377.89, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To approve a Regular Payroll dated December 31, 2014 in the amount of \$1,125,338.06, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Accounts Payable Register

Motion:

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

- December 23, 2014 in the amount of \$3,066,692.28
- January 6, 2015 in the amount of \$496,041.93

The total Accounts Payable is \$3,562,734.21. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Sheriff's Extraditions

Motion:

To approve an Extradition Voucher dated November 5, 2014, in the amount of \$92.54, noting that it had been previously approved by former County Attorney, P. LaFrance. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

4. PUBLIC COMMENT ON AGENDA ITEMS

There was no one present from the public who wished to speak.

5. DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's Census. He noted as of December 30, 2014, the total in-house was 428 and there were 21 in the community for a total custody of 449; he explained that there were 353 men including 116 that had been sentenced and 237 that were being held pre-trial; there were 96 women; 43 of the women had been sentenced and 53 that were being held pre-trial. Supt. Dionne informed the Board that 145 individuals were diverted through the Mental Health Courts; 74 were from Manchester and 71 from Nashua. He added that the DOC was holding 33 female inmates from Rockingham County.

The Board addressed a Transfer that was not addressed earlier under Administrative Business.

Transfer # 2015-03 – Sheriff's Department

Motion:

To approve Transfer # 2015-03 for the Sheriff's Department to transfer the amount of \$4,000 from Social Security, line 4211-7100 and to transfer the amount of \$5,000 from Gas & oil, line 4211-7720, and then to transfer the amount of \$9,000 to Sheriff's Overtime, line 4211-7011. Motion by Comm. Holden, second by Comm. Pappas.

Comm. Holden noted that the additional overtime expense relates to the retirement of a full time Dispatcher in August, 2014.

Motion carried to approve the transfer.

6. NURSING HOME

Census

Mr. Moorehead presented the Nursing Home Census. He indicated that the Census as of January 1, 2015 was 279; it included 209 Medicaid residents, 34 Private Pay residents and 36 Medicare-Part A residents.

Mr. Moorehead spoke about the MCO's (Medicaid Managed Care Organization's) January 1, 2015 Medicaid rate. He explained that he has drafted a letter that he would like to send to the Delegation informing them that the 1/1/15 rates that were received the previous November were lower than the rates for the last 6 months of 2014. He added that they recently received another rate letter that further adjusted the rate lower. The first letter reflected a \$3.05 drop in the per diem rate and the second letter reflected an additional 44 cent drop. He added that compared to the rate through December 31st, those 2 rate reductions will reflect a decrease in revenue of approximately \$250,000.

Mr. Moorehead explained that the letter that he would like to send to the Delegation explains the rate decrease from the State which primarily revolves around the State's claim that the utilization for the 2nd six months of 2014 increased and as a result, the rates for January reflected an increase of about 5% of the budget neutrality number that was increased up to 29%. He explained that budget neutrality brings the rates to where they need to be based on utilization for the State to meet its budget. He added that all but 4 or 5 of the State's 76 Nursing Homes have seen their rates increase. Mr. Moorehead indicated that the rates for 1/1/15 exclude the 4.9 million dollar surplus from the State's fiscal 2014 budget; he noted that since 2007, surpluses in the budget roll to the new rate calculation in the new fiscal year, but it has apparently not happened in this fiscal year and added that had it done so, it is unlikely that there would have been any increase and the budget neutrality number would likely have been about the same as the previous year.

Ms. Robinson explained that there is usually language inserted in the State budget that would indicate that any surplus for a particular line in the budget would typically roll into the same line in the next fiscal year's budget; she added that she will look into it further.

Discussion ensued regarding when Mr. Moorehead should send his letter to the Delegation. It was decided that he should send it following this coming Friday's Commissioner's Council meeting. Mr. Moorehead added that it is still unclear what will happen with MQIP (bed tax) and ProShare, further adding that if those were lost and the new rate continues, the impact could reflect a 6.8 million dollar hit to the bottom line, but if ProShare and MQIP remain the same, the impact could be approximately \$500,000, however, that could change when the MCO's (Managed Care Organizations) kick in September.

Comm. Holden thanked Mr. Moorehead for sending out the Job Description for the reorganization presented at an earlier meeting. The Board agreed to review the Job Descriptions and address it at its next meeting.

7. REGISTRY OF DEEDS

Register Coughlin presented a Revenue update. She indicated that the Registry is meeting its revenue goals and added that December was a very good month. Tax Stamp fees have gone up as well as Other Fees, and the 4% commission. LCHIP and Copy Fees are down 2% but they went up 20%. Document Count is up 9% for the first time in one and one-half years. Register Coughlin indicated that the Registry is slightly over budget for the first 6 months of fiscal 2015.

Register Coughlin requested that the Board once again appoint Lu Ann Gero as Deputy Register and added that Ms. Gero is fully qualified to perform the functions of the Register's job when it is necessary; it is a part-time position with no benefits.

Motion:

To appoint Lu Ann Gero as Deputy Register as requested by the Register. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

8. SHERIFF'S DEPARTMENT

Bid # SO-2015-GF – Equipment

Motion:

To approve Bid # SO-2015-GF for an amount not to exceed of \$13,290 and to award the bid to Northeast Kustom Kreations, Manchester, NH, noting that it is the lowest responsible bidder meeting the specifications. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Chief Deputy Fisher addressed Bid # SO-2015-GF noting that it is to outfit 2 new vehicles with emergency equipment. He explained that it may not be necessary to order all the equipment because they may be able to be utilize some from older vehicles.

9. OLD/NEW BUSINESS

D. Fredette, County Treasurer addressed the Board; he explained that 3 Towns were late with their tax payment, 2 were a day or two late but the third was only received the previous day along with a penalty. He added that cash is high at this point so the County will invest some of the funds even though it will probably earn only ½ to 1 per cent.

Mr. Wenger presented the Board with a Draft Meeting Schedule for the year. Following discussion, the Board agreed to adopt a calendar through the end of April with 2 meeting changes. There was discussion about changing Board meetings to every 3 weeks, particularly in the summer. Mr. Wenger noted that if that were done, the Board may appropriately consider allowing payment of some of the bills to avoid late payments and interest charges. He added that the Board could then ratify its action at its next meeting. The Board agreed to re-visit its schedule later in the year and approved the following schedule of meetings through the end of April:

**2015 Board of Commissioners
Meeting Schedule**

Wednesday, Jan. 7 @ 10:00 A.M.
Wednesday, Jan 21 @ 10:00 A.M.

Wednesday, Feb. 4 @ 10:00 A.M.
Tuesday, Feb. 17 @ 10:00 A.M.

Monday, Mar. 9 @10:00 A.M.
Wednesday, Mar. 18 @10:00 A.M.

Wednesday, Apr. 1 @ 9:00 A.M.
Wednesday, Apr. 15 @ 9:00 A.M.
Wednesday, Apr. 29 @ 9:00 A.M.

Reorganization-Continued

➤ Appointments

Mr. Wenger presented a list of several committees, Boards and NHAC appointment opportunities for Hillsborough County. The following individuals were appointed to the following Committees/Boards:

1. Cooperative Extension Advisory Board
 - a. Commissioner Ziehm w/ Comm. Holden as alternate

2. Emergency Management
 - a. Sheriff Hardy with the Comm. Ziehm being advised relative to operations

3. Association of Counties Executive Committee (5 from each County + 3 currently serving)
 - a. Comm. Pappas (by virtue of being past President)
 - b. Mr. Wenger (serving as Officer)
 - c. Register Coughlin (serving as Officer)

Motion:

To nominate the following 5 additional members to the Executive Committee:

- d. Mr. Moorehead
- e. Mr. Dionne
- f. Ms. Robinson
- g. Comm. Holden
- h. Comm. Ziehm

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

4. Audit Committee
5. By Laws Committee
6. Certification Board (Supt. Dionne has served)

Motion:

To nominate Supt. Dionne to serve on the Certification Board. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

7. Finance Committee

Motion

To nominate Comm. Holden to serve on the Finance Committee. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

8. Legislative Committee
9. Nominating Committee (President, immediate Past President, and 3 active or appointed officials.)

Motion:

To nominate Comm. Ziehm to serve on the Nominating Committee. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger added that most of the following are statutory appointments for the Association:

10. County State Finance Commission (has been inactive). Comm. Holden indicated an interest in staying on the Committee. The Board concurred. Ms. Robinson has attended in the past.
11. Public Deposit Investment Pool (an investment pool for municipal associations)
12. Ethics Commission
13. Inter Branch Criminal & Juvenile Justice Council (County Attorney & Corrections affiliate or designee).

Supt. Dionne has served on that council. Hillsborough County will nominate Supt. Dionne for the Inter Branch Criminal & Juvenile Justice Council at the meeting the following Friday. Mr. Wenger added that the following committees are mostly inactive:

14. State Advisory Committee on the Education of Children with Disabilities
15. County Corrections Advisory Committee
16. Criminal Justice Information Systems Board
17. N. H. Council for Suicide Prevention

18. Wellness & Primary Prevention Council
19. Interagency Coordinated Council for Women Offenders
20. Youth Service Center Advisory Board
21. Economic Development Matching Grants Program Screening Committee
22. Information Technology Council
23. NH Retirement System (this is a 2-year term) (this committee has been active) Mr. Wenger expressed his belief relative to the previous committee and noted that if Cheshire County continues the direction it is taking with respect to the Association, it is his belief that Mr. Wozmak from that County should not continue to serve on the NH Retirement System committee. The Board discussed having a person from Hillsborough County serve on the Committee; Mr. Moorehead agreed to have his name put forward.
24. Health Trust Board of Directors
25. Board of Examiners of Nursing Home Administrators

Mr. Wenger noted that it is the time for the Commissioners to complete Financial Disclosure Forms consistent with RSA 15-A.

Mr. Wenger informed the elected Officials that the Office of Administration & Finance needs to maintain a record of time spent performing their job to confirm that each person confirms with the work requirements of the Retirement System. He added that the information has been requested by the NH Retirement System as a part of the Audit they are currently performing.

There was discussion relative to the rules governing Commissioner Meetings and the following motion was offered:

Motion:

To adopt Robert's Rules of Order for governing the Board meetings. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger asked if the Board wished to continue to follow the Mileage Rate as adopted by the Delegation. The Board confirmed that it will follow the rate that is adopted by the Delegation; the new Federal rate is 57.5 cents per mile.

Discussion ensued relative to communication between the Commissioners and the Right to Know Law. Mr. Wenger noted that any communication he has with the full Board is copied to Mrs. Stonner who maintains a correspondence file of all Board Communications. He explained that any communication to the full Board is considered to be a public document, and requested that a copy be sent to Mrs. Stonner to be maintained in the Board's communication file.

Mr. Wenger addressed bidding practices and noted that the Statute requires that any bid over \$5,000 must go out to competitive bid. He added that the Board previously established a practice that any bid over \$1,000 should be presented to the Board for its approval, and later it was amended to require that any bid over \$5,000 should be presented for Board approval and must still go out for bid and, but that the Departments would maintain a record of the bid documents when between \$1,000 and \$4,999.

Mr. Wenger added that there was discussion about changing the practice, adding that if there is concern, he would recommend continuing the current practice but request that any departments sending out bids maintain a record of all bids and periodically send a summary to the Commissioners. He added that by following this practice, the Board would have an opportunity to see all the bids and identify any potential issues.

Comm. Pappas requested that the Board discuss how it wishes to deal with the Press. Following a discussion, the Board agreed that each Commissioner would respond as appropriate.

Mr. Wenger informed those present that Hillsborough County will be hosting the NH Association of County's Executive Committee Commissioner's Council meeting here the following Friday. He explained that small committees will meet at 9:00 a.m. followed by the Executive Committee meeting at 10:00 a.m. He noted that Supt. Dionne would arrange for a lunch.

Mr. Moorehead added that there will be conducting a tour of the Nursing Home with the Northeastern Rehab patient liaison that will start at 9:30 a.m.; he added that it is the entity that will be managing the Rehab Unit at the Elliot Hospital. He explained that they want to see the providers that they send patients to.

10. PUBLIC COMMENT

There was no one present who wished to comment.

11. NON-PUBLIC SESSION

There were no requests for Non-Public Session.

12. ADJOURN

Lacking 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

Approved January 21, 2015

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date