

Regular Meeting of the
Hillsborough County Board of Commissioners
January 18, 2017
Bouchard Building, Goffstown, NH
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Rowe, Comm. Bergeron, D. Dionne, G. Fisher, C. Kirby, C. Maille, B. Moorehead, C. Monier, M. Montminy, D. Reidy, G. Wenger, M. Castonguay, and L. Stonner

CALL TO ORDER

Comm. Pappas called the meeting to order at 10:09 a.m.

Supt. Dionne led those present in the Pledge of Allegiance.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Special Meeting held on November 4, 2016.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Motion:

To approve the minutes of the Board of Commissioner's Regular Meeting held on January 4, 2017.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Supplemental Payroll

Comm. Pappas entertained motions to approve Supplemental Payroll, Regular Payroll, and Accounts Payable as noted in the Board's Payroll & Accounts Payable Registers.

Motion:

To approve the total Supplemental Payroll Registers in the following amounts for the following dates:

12/31/16	\$ 6,013.00
01/12/17	\$ 6,569.94
01/19/17	\$ 575,598.70 for Sick Pay reimbursement

for a total of \$588,181.64, subject to review and audit.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

It was noted that the Sick Pay reimbursement that is included in the Supplemental Payroll Register is required to be distributed by January 31st. The Board agreed to distribute the Sick Pay reimbursement checks at this time.

Motion:

To approve a Regular Payroll Register dated January 12, 2017, in the amount of \$1,213,279.86, subject to review and audit.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Accounts Payable

Motion:

To approve the total Account Payable Register dated January 18, 2017, in the amount of \$5,237,387.63, subject to review and audit.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

CIS Bid # 10-2017 – Additional Nursing Home Software - 10 Microsoft Office Licenses

Mr. Wenger noted that Bid # CIS-10-2017 is for 10 Microsoft Office Licenses and is the third part of three purchases for the Nursing Home that also included the rolling carts, commonly referred to as “cows” and computers; he added that all items were budgeted and the licenses are a part of the budgeted purchases.

Motion:

To approve bid number CIS-10-2017 for ten additional Microsoft Office Software Licenses for the Nursing Home; the lowest responsible bidder meeting the specifications is CDW-G, Vernon Hills, IL at a total price of \$3,556.50. Bid approval is subject to Executive Committee authorization to expend the funds from the Capital Reserve Account.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Discussion ensued regarding local and out-of-state bidders. Mr. Wenger explained that Hillsborough County is required to follow the bidding statute and award the bid to the lowest responsible bidder, regardless of the bidder’s location.

Transfer # 2017-05 – Department of Corrections

Supt. Dionne explained that the need for the transfer of \$600,000 is to cover Overtime due to the shortage of Correctional Officers.

Motion:

To approve Transfer # 2017-05 for the Department of Corrections and to authorize the transfer of \$600,000 from the Salaries/Wages, Line 4230-7010 and then to transfer a like amount to the Overtime, Line 4230-7011, subject to approval by the Executive Committee.

Motion by Comm. Rowe, second by Comm. Bergeron. 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) Census; he noted that as of January 10, 2017, the total in custody was 392. The Census included 312 men; 102 of the men had been sentenced and 210 were being held pre-trial. There were 80 women; 32 of the women had been sentenced and 48 were being held pre-trial. Supt. Dionne noted that he had 6 in the community.

Supt. Dionne stated that the DOC was holding 22 female inmates from Rockingham County, and he added that 159 individuals were diverted through the Mental Health Courts including 89 from Manchester and 70 from Nashua.

Comm. Rowe inquired about the number of inmates that are in the community wearing bracelets. Supt. Dionne reported that there are six at this time and added that only those inmates recommended by the Court qualify. Supt. Dionne added that does not include inmates who are sex offenders, have restraining orders, or those who have committed violent crimes. He added that the cost is very low, approximately \$6.00/day and the inmates pay the expense and they are required to work unless they are on Social Security or receiving Supplemental

Security Income benefits. Additionally, the Drug Courts are diverting some of the inmates that would have been previously sent to jail.

In response to a question regarding hiring a consultant for the SATCO program, Supt. Dionne noted that a Request for Proposal (RFP) is being reviewed and will be sent out for the purpose of seeking a consultant. Supt. Dionne added that the way the RFP is currently drafted the prospective consultant will be the program consultant and need to be qualified as a grant writer.

Overtime Impact Report

Supt. Dionne noted that the DOC's Overtime Impact Report is included in the Board's packet.

NURSING HOME

Census

Mr. Moorehead provided Census information for the Nursing Home. He noted that the Census, as of January 12, 2017 was 286; it included 210 Medicaid residents, 44 private pay residents and 32 Medicare, Part A residents. He added that the Census and the quality mix remain strong.

December Revenue

Mr. Moorehead presented the unaudited Nursing Home Revenue for December. He noted that budgeted Revenue for Room & Board and ancillaries for November was \$1,981,057, while the actual was \$2,002,088, a positive variance of \$21,031; he added that the budget is rather tight.

FY 2017 Revenue Year-to-Date

Mr. Moorehead presented Year-to-Date Revenue for FY 2017. He explained that the budgeted Revenue for Room & Board and ancillaries for FY 2017 through the end of December was \$11,886,342, while the actual was \$11,981,588, a positive variance of \$95,246. He noted that the Year-to-Date budget for MQIP (Bed Tax) for the first quarter was \$875,000.00 while the actual was \$819,543.00, a deficit of \$55,457.00. He added that the total of all revenues to date is \$39,789 above budget. He noted that the second quarter Bed Tax was just received and will be included in the next report; it is approximately \$6,000 below budget.

Request to Fill Two Positions funded at \$1

Mr. Moorehead presented a request to fill Position # 302012006, which is a part-time Licensed Practical Nurse (LPN) position funded at \$1. He explained that a long term employee retired from her full-time LPN position and accepted a PT LPN position and the only vacant PT LPN position was funded at \$1.

Motion:

To approve Mr. Moorehead's request to fill Position # 302012006, which is a part-time LPN position funded at \$1.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Mr. Moorehead requested approval to fill Position # 406512001, which is a PT Switchboard Operator Position that is funded at \$1. He explained that a Full Time Switchboard Operator is on an extended medical leave of absence, and in order to provide appropriate switchboard coverage, this position has to be filled on a temporary basis.

Motion:

To approve Mr. Moorehead's request to fill Position # 406512001, which is a PT Switchboard Operator position funded at \$1.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Position Change Request

Mr. Moorehead requested approval to convert two Per Diem Medication Nursing Assistant (MNA) Positions, positions #304448002 and # 304448003, funded at \$1 to create one full-time MNA position. He explained that the request relates to the inability to fill the per diem positions that have been vacant for a long time and because the facility has recently received an application from a qualified MNA seeking a full-time position. He added that filling this MNA position will provide much needed MNA coverage every other weekend. He added that there is adequate funding in the Nursing Salaries/Wages line to cover the position.

Motion:

To approve Mr. Moorehead's request to convert two Per Diem MNA Positions, positions #304448002 and # 304448003, funded at \$1 and to create one full-time MNA position, subject to Executive Committee authorization to create the position.

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

Discussion ensued regarding Nursing Home capacity.

SHERIFF'S DEPARTMENT

Bid # SO-2017-GF

Chief Deputy Fisher presented bid # SO-2017-07GF. Chief Fisher explained the bid includes software that ties in with the Sheriff's Office current IMC software package that runs in Civil, Dispatch, Warrants and manages Records. He noted that the bid is for a software package that includes a Paging Module, Administrative Module and a Records Form Module. He noted that this purchase will be funded from Drug Asset Forfeiture fund. He added that future maintenance will add \$1,125 annually, noting that the future cost may also be able to be paid from the Drug Asset Forfeiture fund or it may have an impact on the County's budget as a recurring on-going cost.

Discussion ensued regarding the use of Drug Asset Forfeiture Funds. Chief Fisher noted that the funds can be used for items such as Overtime related to drug cases, software, equipment, and many other uses. Attorney Kirby noted that the funds can be used to supplement the budget, not to replace ordinary operating expenses.

Mr. Wenger explained that these expenses require Board approval; there are separate Drug Asset Forfeiture Fund Expense and Revenue lines in the County's budget so that the funds can be tracked separately in the County's budget.

Motion:

To approve Bid # SO-2017-07GF for the Sheriff's Department in the amount of \$9,775 with a request to waive competitive bidding subject to RSA 28:8-e V, noting that it is a Sole Source bid.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

OLD/NEW BUSINESS

Mr. Wenger noted that per the Board's discussion at its last meeting, he circulated the County Administrator Draft Job Description to each Department Head, adding that there has not been any feedback.

Motion:

To approve the Job Description for the County Administrator position, as submitted.
Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Mr. Wenger noted that the Job Description was posted within the Commissioners' Office of Administration and Finance (COAF); that posting expires today and it is his understanding that there is an application for the Board's consideration. Mr. Wenger noted the next step according to the County's Policies and Procedures will be posting it County-wide and then determining where to go from that point.

A motion was offered to approve the Mileage Rate:

Motion:

To approve the Mileage Rate for the Board of Commissioners set at 53.5 cents per mile.
Motion by Comm. Bergeron, second by Comm. Pappas.

Supt. Dionne noted that he received a fiscal note regarding pending House Bill 543. Supt. Dionne indicated the bill reads that a retired employee member of the New Hampshire Retirement System (NHRS) cannot be hired in a part-time position with the same employer that the employee retired from. He noted that if passed, it will affect every Department of Corrections in the State and added that currently this bill would apply to four valuable employees at the DOC who are retired and now working part-time. Supt. Dionne added that the bill does not make sense to him and will be detrimental to employers who utilize retired employees that have years of experience. He added that while the issue seems to be that the NHRS is losing money, this does not impact the NHRS and in his opinion it is discriminatory because the bill would allow him to hire a part-time employee from a Department of Corrections from another State or from a Police Department who is retired and is not a member of the NHRS. He added that it does not make sense to him that he would have to go outside the County to hire an individual when he has a retired employee with experience and that he knows who has done a good job for the DOC. He requested that the Board consider not supporting the bill and added that it will also affect County employees in other Departments such as the Nursing Home and Sheriff's Department. Supt. Dionne noted that there have been exceptions granted at the State level to those in top positions but further noted that this bill as proposed may only affect those employees who are typically paid lower wages. Mr. Wenger noted that now that the Bills are out, there will be more discussion at the Friday conference calls regarding pending legislation and to who will be testifying on behalf of the New Hampshire Association of Counties (NHAC) as well as the Association's position.

Mr. Wenger noted that there is a cover letter for the Employee Handbook that has been revised due to the Board's reorganization; he requested the Commissioners sign the cover letter.

Mr. Moorehead advised the Board that he has been appointed to a Subgroup 1 Committee, one of three subgroups, to provide input back to the Senate Bill 553 Committee by the end of February. Subgroup 1 will be addressing covered services, potential eligibility and enrollment, finance and reimbursement and prior admissions.

The Board discussed additional assignments to the NHAC. Mr. Wenger noted that the NHAC By-laws state that following the November General Election, in even numbered years, each Board of Commissioners shall submit candidates for nominations to the Executive Committee. Mr. Wenger noted that the Committee positions are for two year terms.

Comm. Pappas noted that those serving on the NHAC Executive Committee include Comm. Rowe, Attorney Kirby, Mr. Moorehead, Supt. Dionne and the Board would like to add Comm. Bergeron. Comm. Pappas explained she serves by virtue of being a Past President.

At the last Board Meeting, Supt. Dionne agreed to continue on the Certification Board and Comm. Rowe agreed to serve on the By-laws Committee; the nominations were approved at the Board's last meeting.

The Board also offered the following motion:

Motion:

To approve the following nominations:

- Finance Committee - Comm. Pappas
- County/State Finance Committee – Mr. Moorehead
- Legislative Committee – Comm. Bergeron as the voting member, with Comm. Pappas serving as alternate.
- Nominating Committee – Comm. Pappas
- By-Laws Committee – Comm. Rowe
- Inter Branch Criminal & Juvenile Justice Council – Supt. Dionne

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Comm. Pappas entertained a motion for Non-Public Session.

NON-PUBLIC SESSION

Motion:

To move into the following Non-Public Sessions that have been requested:

- Non-Public RSA 91-A: 3 II (a) for the Nursing Home
- Non-Public RSA 91-A:3 II (c) for the DOC
- Non Public RSA 91-A:3 II (a) Personnel for the COAF
- Non-Public RSA 91-A:2 I (b) relative to Collective Bargaining

Motion by Comm. Rowe, second by Comm. Bergeron. Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

The Board moved into Non-Public Session at 11:19 a.m.

The Board met with Attorney Kirby, Mr. Moorehead and Mr. Wenger regarding a personnel matter at the Nursing Home. No action was taken by the Board.

The Board met with Attorney Kirby, Supt. Dionne and Mr. Wenger regarding a matter which, if discussed in public would affect the reputation of a person. No action was taken by the Board.

The Board met with Mr. Wenger and D. Boyd regarding a personnel matter in the COAF. No action was taken by the Board.

The Board moved out of Non-Public Session at 1:01 p.m.

Motion:

To come out of Non-Public Session.

Motion by Comm. Rowe, second by Comm. Bergeron. Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

The Board offered the following motions:

Motion:

To approve the creation of 18 temporary part-time Unit Aide positions at Hillsborough County Nursing Home, subject to Executive Committee approval.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Motion:

To increase the hourly wage for per diem staff by \$1 per hour for the following per diem positions: RN's, LPN's, LNA's, Activity Aides and MNA's, noting that this is an effort to address recruitment issues at the Nursing Home.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Motion:

To authorize the Nursing Home to enter into an applicable sidebar agreement for the temporary increase of pay in lieu of benefits from 60 cents per hour to \$1.00 per hour.

Motion by Comm. Bergeron, second by Comm. Pappas.

Mr. Wenger noted that the aforementioned motions address a recruitment and retention issue at the Nursing Home. Comm. Rowe noted that the employee market is very, very low.

Mr. Wenger explained that the RFP for a Labor Relations/Chief Negotiator has been distributed; he added that he is hoping to have information at the next meeting. He further noted that the RFP for an Employee Benefits Insurance Consultant has also been distributed and added that in speaking with Mr. Lunsford, it was recommended that the County allow a month for responses; bids are due by February 21st.

Mr. Wenger added that he is working on an outline for the upcoming budget.

Comm. Pappas asked if there was any further business to come before the Board.

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. Bergeron, second by Comm. Pappas.

The Board of Commissioners Meeting adjourned at 1:08 p.m.

Approved on February 1, 2017

Comm. Paul G. Bergeron, Clerk
Hillsborough County Board of Commissioners

Date