

Regular Meeting of the
Hillsborough County Board of Commissioners
January 21, 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, J. Hardy, D. Hogan, D. Dionne, G. Fisher, C. Kirby, B. Moorehead, D. Reidy, M. Castonguay, G. Wenger, and L. Stonner.

Also Present: H. Jordan and L. Stewart from Granite YMCA, and Donna Lane, CDBG Grant Coordinator, and a member of the public.

1. CALL TO ORDER

The meeting convened at 10:00 a.m. Mr. Wenger led the pledge to the flag.

2. PUBLIC HEARINGS

The Board is required to hold 3 consecutive Public Hearings Relative for any pending CDBG Grant applications. Comm. Ziehm opened the first Public Hearing:

“I Open the Public Hearing on the Youth and Teen Leadership Development Center CDBG Proposed Project posted to be held this morning, January 21, 2015 at 10:00 A.M.

Those interested in the Public Hearings today are directed to the entrance of the hall where they will find informational packets on the matters that will be discussed in each hearing.

Community Development Block Grant funds are available to municipalities: up to \$500,000 for economic development projects, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per planning study grant. All CDBG projects must directly benefit a majority of low and moderate income persons or households.

This hearing is for a proposed CDBG Public Facility Implementation application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds for the construction of a proposed Youth and Teen Leadership Development Center at 116 Goffstown Back Road, Goffstown, NH 03045. The facility will be owned and operated by The Granite YMCA. The Y needs to expand its services to meet the need for out-of-school care for youth and teens in the Hillsborough County area. The majority of the children that will be served at the proposed facility will be from low and moderate income households.

This project conforms with Hillsborough County’s Housing and Community Development Plan’s Goals of: Encourage transitional and homeless shelters, sidewalks, handicap access, and neighborhood or community centers that provide public service to low and moderate income people, and Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goals).

Are there any members of the public who would wish to comment? There being none I declare the public hearing closed.”

Comm. Ziehm opened the second Public Hearing:

"I Open the Public Hearing on the proposed Hillsborough County Housing and Community Development Plan posted to be heard this morning January 21, 2015 immediately following the conclusion of the prior hearing.

Hillsborough County has a Housing and Community Development Plan that outlines goals to meet the County's Housing and Community Development needs. You will find a copy of the plan, last adopted in 2011, in your informational materials. The County is required to update and adopted its plan every three years to meet CDBG requirements. The Board has reviewed and considered the plan and no changes are being proposed at this time.

The project being considered by the Board conforms with Hillsborough County's Housing and Community Development Plan's Goals including: Encourage transitional and homeless shelters, sidewalks, handicap access, and neighborhood or community centers that provide public service to low and moderate income people, and Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goals).

Are there any members of the public who would wish to comment? There being none I declare the public hearing closed."

Comm. Ziehm opened the third Public Hearing:

I Open the Public Hearing on the Hillsborough County Residential Antidisplacement and Relocation Assistance Plan posted to be our third hearing this morning January 21, 2015

Although this project does not involve any displacement or relocation of persons (or businesses), the proposed plan outlines the measures they would be taken to find comparable, suitable housing for persons (or businesses) if they were displaced or relocated. The proposed Plan is consistent with that previously adopted by the Board in 2011 and again a copy is included in the informational materials we have distributed.

Are there any members of the public who would wish to comment? There being none I declare the public hearing closed."

Motion:

To move re-adoption of the Hillsborough County Housing and Community Development Plan. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To move adoption of the Hillsborough County Residential Antidisplacement and Relocation Assistance Plan. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To move to approve the submittal of a CDBG Public Facility Implementation application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds for the construction of a proposed Youth and Teen Leadership Development Center at 116 Goffstown Back Road, Goffstown, NH 03045, the facility to be owned and operated by The Granite YMCA, noting that the Granite YMCA is seeking to expand its services to meet the need of out-of-school care for youth and teens in the Hillsborough County area and that the majority of children that will be served at the proposed facility will be from low and moderate income households, and to authorize the Chairman to sign and submit the application. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To move to confirm the association of Donna Lane with Hillsborough County in the Community Development Finance Authority Grants Management System as a Grant Writer for the purpose of assisting with the CDBG Public Facility Implementation application approved today. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The Board signed the Grant applications and certifications.

Mr. Jordan, Ms. Stewart and Ms. Lane thanked the Board and excused themselves from the meeting.

3. PUBLIC COMMENT ON AGENDA ITEMS

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

4. ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's regular meeting held on December 23, 2014. Motion by Comm. Pappas.

Comm. Holden moved to table the minutes of December 23rd and to address them at the next Board meeting. Comm. Pappas withdrew her earlier motion and seconded Comm. Holden's motion. Motion carried to table the minutes.

Motion:

To approve the minutes of the Board of Commissioner's regular meeting held on January 7, 2015. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Payroll Registers

Motion:

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

- Jan. 12, 2015 \$ 218.35
- Jan. 15, 2015 538.38
- Jan 19, 2015 191.79
- Jan. 22, 2015 542,864.53 (Sick Pay Reimbursement)

The total Miscellaneous Payroll is \$543,813.05, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

In response to a question from Comm. Ziehm, Mr. Wenger explained that pursuant to the County's contracts and County Policy, the Sick Pay reimbursement is for unused employee Sick Pay for the period of January 1st through December 31st. Following discussion relative to the distribution of the Sick Pay Reimbursement, the following motion was offered:

Motion:

To approve distribution of the Sick Pay Reimbursement at the end of January. Motion by Comm. Holden, second by Comm. Pappas.

Discussion ensued relative to the distribution and whether there were any particular employee issues or concerns. Mr. Wenger explained that it must be distributed by end of January.

Comm. Ziehm stepped down to vote. Commissioners Ziehm and Pappas voted against the motion and Comm. Holden voted in favor of the motion. The motion failed.

Motion:

To authorization distribution of the Sick Pay Reimbursement immediately. Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

Comm. Ziehm returned to the Chair.

Motion:

To approve a Regular Payroll dated January 15, 2015 in the amount of \$1,122,856.48, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Accounts Payable Register

Motion:

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

- Jan. 19, 2015 \$ 875.00
- Jan. 20, 2015 4,161,687.46

The total Accounts Payable is \$4,162,562.46. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Sheriff's Extraditions

Motion:

To approve the following Extradition Vouchers on the following dates, noting that have been previously approved by the County Attorney.

<i>Date</i>	<i>Amount of Claim</i>
Nov. 23 to Nov. 26, 2014	\$ 5,473.78
Nov. 24, 2014	431.95
Dec. 8, 2014	154.76
Dec. 8 to Dec. 10, 2014	2,772.07
Dec. 8 to Dec. 10, 2014	3,165.03
Dec. 10, 2014	635.57
Dec. 10, 2014	32.67
Dec. 12, 2014	135.41
Dec. 17, 2014	67.71
Total Extraditions	\$ 12,868.95

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

5. DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's Census. He noted as of January 13, 2015, the total in-house was 452 and there were 16 in the community for a total custody of 468; he explained that there were 363 men including 126 that had been sentenced and 237 that were being held pre-trial; there were 105 women; 48 of the women had been sentenced and 57 that were being held pre-trial. Supt. Dionne informed the Board that 142 individuals were diverted through the Mental Health Courts; 74 were from Manchester and 68 from Nashua. He added that the DOC was holding 34 female inmates from Rockingham County.

The Overtime Impact Report

The Overtime Impact Report was included in the Board's packet. Supt. Dionne reported that there are 10 open positions at the DOC.

Administrative Transfer

Supt. Dionne requested that the Board approve the transfer of an inmate from Merrimack County due to housing issues.

Motion:

To approve the transfer of an inmate from Merrimack County. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Supt. Dionne reported that he will be serving on the Governor's Commission to Review and Advise on Services to At-Risk Adolescent Youth in New Hampshire; which is the Youth Development Center in Manchester. He added that he will keep the Commissioners informed.

In response to a question from Comm. Ziehm, Supt. Dionne explained that the DOC has a program called "Operation Impact" available to all the high schools in Hillsborough County where students come to the prison and talk with a screened group of inmates. He indicated that approximately 1200 students a year participate in the program.

6. NURSING HOME

Census

Mr. Moorehead presented the Nursing Home Census. He indicated that the Census as of January 15, 2015 was 275; it included 199 Medicaid residents, 33 Private Pay residents and 43 Medicare-Part A residents. He added that the numbers are down slightly because of expirations and discharges are a bit higher than normal.

Bid # 07-2015 – Consult in Dysphagia Management Services

Mr. Moorehead presented Bid # 07-2015 which is for a Consult in Dysphagia Management Services. He explained that there is no cost to the County; the costs will be billed directly to Medicare.

Motion:

To approve Bid # 07-2015 for a Consultant in Dysphagia Management Services and to award the bid to Masstex Imaging, Danvers, MA, the recommended provider. It is the only bidder and is a sole source provider consistent with RSA 28:8-e V. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Moorehead informed the Board that the vendor will bring a large vehicle similar to a commercial bus to the facility with a physician, a nurse and a technician who will do an x-ray and swallowing evaluation on site and then provide the facility with an immediate report that will show any swallowing defects and what can be done to correct

or address the issue. He added that this is a great benefit for the facility because it gives the Nursing Home Therapy Department (particularly the Speech Therapist) the ability to learn and see what the tests look like as they occur and follow up with an appropriate treatment. He added that it also saves the facility in time that would otherwise be lost transporting patients to the hospital, and it will be done quicker.

December 2014 Revenue

Mr. Moorehead presented the unaudited December Revenue. He explained that the budgeted Revenue for Room & Board and ancillaries for December was \$1,930,454 while the actual was \$1,976,162, which resulted in a positive variance for the month of \$45,708. He added that the Medicare reimbursement averages almost \$484/day for all the Medicare patients for the month, which is significant.

Year-to-Date Revenue

Mr. Moorehead presented the unaudited Year-to-Date Revenue through December 31st; he informed the Board that the budgeted Revenue for Room & Board and Ancillary charges year-to-date is \$11,582,724 while the actual is \$11,728,643, which resulted in a positive Revenue variance of \$145,919. Mr. Moorehead explained that adding the positive Bed Tax (MQIP) variance of \$31,902 for the month equates to a total year to date positive variance of \$\$177,821.

Mr. Moorehead reported that the Nursing Home has been experiencing an upper respiratory flu that has affected Units A2, A1, B2, and C3; it has not affected ELU, C4 or the Skilled Unit. He added that the flu has resembled a cold with a cough and some pneumonia. He added that staff is watching it very closely and noted that the facility cannot admit to those units until the last person has been symptom-free for 48 hours.

Comm. Ziehm recognized Sheriff Hardy. The Sheriff requested that the Board address the approval of the two vehicles that was tabled at the December 23rd Board Meeting.

Comm. Holden asked the Sheriff if he had a proposal or the bidding documents; the Sheriff responded that he has a quote for the 2 vehicles and noted that they are both used vehicles. He added that he does have documentation but noted that it was not a bidding situation.

Comm. Ziehm noted that if the Board were to vote at this time, she would vote against approving the purchase.

Sheriff Hardy requested a Point of Order. He added that if there is going to be a discussion of personnel or undercover work, he would prefer to discuss it in Non Public Session. He added that it is his belief that his proposal it is within his authority as Sheriff, under the law enforcement function, and if it is going to address a personnel situation, he would prefer to do so in Non- Public Session. Comm. Ziehm noted that his remarks were well-placed and the Board would address his request in Non Public session.

7. OLD/NEW BUSINESS

Mr. Wenger referred to an invitation for the Board relative to a Drug Court presentation in Concord on February 3rd from 12:00 – 2:00 p.m. to hear an address by Dr. Marlow regarding brain addiction and Drug Court. He asked if the Commissioners plan to attend so that the office can determine if the meeting needs to be posted. Commissioners Ziehm and Holden indicated that the plan to attend, therefore the meeting will be posted.

Mr. Wenger requested a change in the name of one of the authorized users for the County Attorney's Office credit card and asked that former County Attorney LaFrance's name be removed and current County Attorney Dennis Hogan's name be added.

Motion:

To remove former County Attorney LaFrance as an authorized signer on the credit card issued to the County Attorney's Office and to add County Attorney Dennis Hogan as an authorized signer. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger explained that effective January 1st, the standard mileage reimbursement rate increased to 57.5 cents per mile and noted that it was his understanding that the Board would continue to follow the Federal reimbursement rate.

Mr. Wenger informed the Board that there is a Union election at the Department of Corrections for a new Union that has come in. It will be held the following day from 6:00 a.m. to 8:00 a.m. and 2:00 p.m. to 4:30 p.m. and he will serve as observer on behalf of the County.

Mr. Wenger informed the Board that Mr. Merhalski from the Computer Department will be retiring; he presented the Board with an updated Job Description for the position for the Board's review and requested that the Board review it and consider it for approval at its next Board meeting.

Board of Commissioner's Meeting Schedule

Mr. Wenger informed the Board that he is working on a Commissioner's Meeting Schedule that will include the budget meetings and regular meetings through the end of the year and will present it to the Board for its consideration and approval in the near future.

Discussion – Managed Care Issues and Opportunities

Mr. Wenger requested that the Board postpone the discussion regarding the Managed Care Issues and Opportunities until the next meeting when Ms. Robinson can attend.

Motion:

To table the *Managed Care Issues and Opportunities* discussion until the next meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Ziehm noted that she thought that Mr. Moorehead's letter to the Representatives relative to Medicaid rates was well written and asked if he had received any calls. He indicated that he has received 3 calls and will be meeting with one of the Representatives the following Friday.

Mr. Wenger noted that the February 4th Board of Commissioner's meeting will be held at 19 Temple Street in Nashua.

Ms. Castonguay informed those present that the Delegation Budget orientation has been re-scheduled to March 27th immediately following the Executive Committee meeting.

8. PUBLIC COMMENT

There was no one present who wished to comment.

9. NON-PUBLIC SESSION

Mr. Moorehead requested an opportunity to meet with the Board in Non Public Session consistent with RSA 91-A:3 II (a) relative to a personnel issue. Sheriff Hardy requested an opportunity to meet with the Board in Non Public Session consistent with RSA 91-A:3 II (a) relative to a personnel issue and under RSA 91-A:3 II (c), matters which, if discussed in public, would likely affect the reputation of a person.

Motion:

To meet with the Board in Non Public Session consistent with RSA 91-A:3 II (a) relative to a personnel issue, and then to meet with the Board in Non Public Session consistent with RSA 91-A:3 II (a) relative to a personnel issue and under RSA 91-A:3 II (c), matters which, if discussed in public, would likely affect the reputation of a person. Motion by Comm. Pappas, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 10:45 a.m.

The Board met with Mr. Moorehead and Mr. Wenger.

The Board met with Sheriff Hardy, Chief Deputy Fisher and Mr. Wenger.

The Board moved out of Non-Public Session at 11:28 a.m.

Motion:

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

Motion:

To approve the Nursing Home Administrator's request to carry over vacation as a non-precedent setting action. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To approve the purchase 2 vehicles, one at the cost of \$4,900 and a second at a cost of \$3,100. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger noted that as per the Sheriff's request, these are being purchased to meet the needs of the Department, noting that they have conducted a search for the vehicles and have identified these vehicles as meeting those needs and considering that they are under \$5,000 and are unique used vehicles; it is a sole source bid and the Sheriff's Department will be using Drug Asset Forfeiture Account Funds and they will appear on the next Accounts Payable register presented for approval at the February 4th meeting.

10. **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 11:32 a.m.

Approved on February 4, 2015

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date