

Regular Meeting of the
Hillsborough County Board of Commissioners
January 22, 2014
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, D. Dionne, B. Moorehead, D. Reidy, M. Rioux, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 10:03 a.m. Mr. Wenger led the Pledge of Allegiance.

Administrative Business

Minutes

Motion: To approve the minutes of the Hillsborough County Board of Commissioners meeting held on January 8, 2014. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Payroll Registers

Motion: To approve Miscellaneous Payroll registers dated January 7, 2014 in the amount of \$80.00, and January 16, 2014 in the amount of \$680 for a total of \$760, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion: To approve a Regular Payroll register dated January 16, 2014 in the amount of \$1,103,806.50, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register

Motion: To approve an Accounts Payable register dated January 21, 2014, in the amount of \$3,153,159.42, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Approval of Sick Pay Reimbursement

Motion: To approve the Sick Pay Reimbursement dated January 22, 2014 in the amount of \$580,463.44, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

CIS Bid # 11-2014 – FY 2014 Desktop Computer Purchase

Motion: To approve CIS Bid # 11-2014 for the FY 2014 Desktop Computer Purchase and to award the bid to GovConnection, Milford, NH; it is the lowest responsible bidder meeting the specifications at a price of \$17,404.20. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Public Comment on Agenda items

There was no one present who wished to comment on Agenda items.

Department of Corrections

Census

Supt. Dionne presented the Department of Correction's census. He noted that as of January 14th, the total in custody was 521; it included 406 men; 170 had been sentenced and 236 were awaiting trial; there were 115 women in custody; 44 had been sentenced and 71 were awaiting trial. The DOC had 6 inmates in the Pre-Trial Supervision Program and 20 in the Community in the day-reporting programs.

Supt. Dionne reported that the facility also is holding 54 female inmates from Rockingham County, and there are 139 individuals in the diversionary Mental Health program; 57 are from Manchester and 82 are from Nashua.

Overtime Impact Report

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

Surplus Property

Supt. Dionne informed the Board that the Department of Corrections has an opportunity to purchase a full-body scanner that was formerly used by an airport, but was discontinued because it was considered too intrusive; is acceptable in prisons where strip searches are done and it will help prevent prisoners coming into the facility with drugs and contraband hidden in body cavities because those items will be visible on this type of scanner. He explained that it has become available through Federal Surplus out of Virginia and through the State. He explained that there is a finder's fee and shipping expense and he has the money in his budget to cover it; he added that in this instance there is a Finder's Fee of \$2,000 through the State and approximately \$700 to \$800 for shipping. He added that Merrimack and Rockingham Counties have ordered one and Strafford County already has one and requested that the Board authorize the Chair to sign the related agreement on behalf of the Board. Supt. Dionne explained that he has concerns about inmates when/if drugs are not found when inmates enter the prison and the potential risk of drug overdose or death.

Motion: To authorize the Chair to sign the Surplus Property agreement on behalf of the Board.
Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Following a question from Comm. Ziehm relative to whether this type of scanner could be used to enhance security at the Registry of Deeds, Supt. Dionne responded that this type of full body scanner would be deemed too intrusive for the public use; however, in the correctional facilities it is common to strip-search incoming inmates; he noted that a full body scanner can be used to scan an individual wearing a tee shirt and pants. Supt. Dionne indicated that a typical court scanner would cost approximately \$5,000, but noted that a full body scanner similar to the one they will be receiving would cost approximately \$70,000 to purchase new.

Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of January 16, 2014 was 282 residents; there were 222 Medicaid residents, 29 Private Pay residents and 31 Medicare or managed care residents.

December Revenue Update

Mr. Moorehead reported that the budgeted revenue for Room & Board and ancillaries for the month of December is \$1,843,742 while the actual was \$1,837,902, which resulted in a negative variance of \$5,840. He explained that the main reason for the variance is related to adjustments to those who were Private Pay that were adjusted to Medicaid retroactive to when the Medicaid began; the difference represents the variance.

Year-to-Date Revenue

Mr. Moorehead explained that the Year-to-Date Room & Board and Ancillary budget was \$11,062,452 while the actual was \$11,355,891; which resulted in a positive variance of \$293,439 through the month of December. He added that the Bed Tax for the first quarter was budgeted at \$800,000 while the actual was \$962,935; which resulted in a positive variance of \$162,935; the result of the 2 equals the total variance year-to-date of \$465,374 over budget.

Mr. Moorehead explained that the \$139,205.39 Bed Tax revenue payment that was received in November may be re-assigned by the auditors to FY Fiscal 2013 because it represented an adjustment for that year, in which case it would be pulled out of FY 2014.

Bid # 11-2014 – Pharmacy Services

Mr. Moorehead presented Bid # 11-2014, which is for Pharmacy drugs and consultant services. He added that there were four bidder and requested that the Board rescind the bid. He explained that there were inconsistencies discovered in the Bid document and requested that the Nursing Home be authorized to re-bid this service so that it can eliminate one sheet that caused inconsistent special prices and so that it can secure quotable average wholesale pricing.

Motion: To reject all bids related to Bid # 11-2014 for Pharmacy Services, noting that there were inconsistencies in the bid documents and the County would like the opportunity to re-bid. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Moorehead further requested that the Board extend the current Omni Care contract for Pharmacy Services under the existing terms and conditions for a period of 60 days.

Motion: To extend the Pharmacy Services contract with Omni Care for a period of 60 days, and to authorize the Administrator to sign. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

County Attorney

Online Research Vendor

M. Rioux presented Bid # CA 2014-02 for an Online Research Vendor; she noted that it is a 3-year contract and Westlaw is the lowest bidder, adding that the vendor has included the first 3 months service for free. She also requested that County Attorney LaFrance be authorized to sign the contract on behalf of the Board, adding that Legal Counsel has reviewed and approved the contract.

Motion: To approve Bid # CA 2014-02 for an Online Research Vendor for the County Attorney's Office and to award the Bid to Thompson West, Carol Stream, IL; she noted that it is free for the first 3 months followed by a 3-year contract with fixed annual pricing; the recommended vendor is the lowest responsible bidder at a price of \$21,966.12. She also requested that County Attorney LaFrance be authorized to sign the contract on behalf of the Board. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Old/New Business

Mr. Wenger requested that the Board authorize disbursement of the Sick Pay that was approved earlier to the County's eligible employees. He added that the contracts require that it be paid by the end of January.

Motion: To distribute the Sick Pay Reimbursement to employees. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mrs. Castonguay communicated a message from Representative Spratt, the Delegation Chair. She noted that Rep. Spratt has received many compliments from Representatives from other Counties relative to how well this County has been run and how the Commissioners work so well with the Department Heads and the Delegation; she added that other Counties are very envious.

Mrs. Castonguay reported that the next Executive Committee Meeting is cancelled since there are no transfers to address, the next meeting will be held on Friday, February 28th.

Mr. Wenger observed that Betsy Miller sent out a list of pending legislation that warrants attention; there are a number of Bills which address County operations at various Counties. He added that one bill addresses Hillsborough County with respect to transfers that have to be approved by the Executive Committee; in the proposed bill, approval would not be needed by Executive Committee for transfers under \$10,000.

G I Update

Mr. Moorehead informed the Board that the gastrointestinal bug at the Nursing Home has not affected the Skilled Unit to date; he added that if there are no more symptoms on B-2, the facility will be able to admit to that unit by the following Friday; he noted that there are still some symptoms on unit C-4, but he is hopeful that will be clear by the following week.

Mr. Moorehead informed the Board that the Nursing Home has changed its policies relative to the Quality Improvement (QI) process. He added that as a part of the policy, the Commissioners will receive a copy of the minutes of every QI meeting which occur quarterly.

Mr. Wenger noted that on December 9, 2013, bids were approved for the sale of 2 vehicles from the Sheriff's Office; the 2 bids included a 2006 Ford E-350 Van for \$4,000 and a Chevy Impala LT for \$2,000. He added that the bids were awarded to Mark Phillips Automotive who has since withdrawn its bid; there was a second bidder; however, he is not sure the County can go to that bid. Mr. Wenger requested that the Board rescind the 2 bids and to direct the Sheriff's Office to go back out to bid for the sale of the vehicles; he noted there is also a third vehicle that will be included in the next round of bids.

Motion: To rescind the December 9, 2013 bid approval of the sale of the 2006 Ford E-350 Van. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To rescind the December 9, 2013 bid approval of the sale of the 2006 Chevy Impala LT. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger explained that he County has received an inquiry that he would like to add to the public record. He received information and a request from a Matthew Despins, who has requested that the Board consider removing his name from the Board's minutes of its Commissioner's meeting held on of November 19, 2008. He explained that Mr. Despins noted that when doing a Google search, that his name is listed in the November 19, 2008 minutes as attending that meeting. Mr. Wenger explained that at that time, a meeting was held with a number of Mental Health professionals relative to beginning the Mental Health program with the Department of Corrections. He added that apparently Mr. Despins was considering taking a job with Greater Manchester Mental Health at that time and he is listed as having participated in that meeting; however, he represents to the County that he, in fact, did not take that job, did not participate in that meeting, and would like his name removed from the minutes as having participated. Mr. Wenger added that the minutes are the official record of the Board; it was determined that it would not be appropriate to go back and change prior minutes; however, it is appropriate to note in the current minutes that the County has received this correspondence and does not know if, in fact, Mr. Despins did or did not participate in the aforementioned meeting, and the Board is on notice that Mr. Despins indicates that he did not participate in that meeting, and the current minutes will reflect that.

Mr. Wenger inquired about the Board's wishes relative to the upcoming budget process. Following discussion, the Board agreed to follow the process it has followed in the past and will kick off the budget process by meeting with Department Heads and Elected Officials on February 19th followed by distribution of the budget instructions shortly thereafter.

Mr. Wenger informed the Board that the Sheriff's Dispatch fee schedule was last approved in 2010 to extend through 2014, so that will be a subject of discussion for the Board to consider.

Supt. Dionne requested Board approval of 2 inmate transfers; one transfer is from Sullivan County because there is a conflict with a family member who is on staff there; the second transfer is from Merrimack County; it is necessary because of the large number of individuals that were arrested when a met lab was broken up and because they need to be separated.

Motion: To accept the transfer of an inmate Sullivan County. Motion by Comm. Holden, second by Comm. Ziehm Motion carried.

Motion: To accept the transfer of an inmate Merrimack County. Motion by Comm. Holden, second by Comm. Ziehm Motion carried.

Comm. Holden reported on her attendance at the Goffstown Planning relative to a proposed zoning change that petitions to make the land from Henry Bridge Road to the Manchester line be changed to a commercial zone. She noted that the Board does not favor this change to the zoning. She noted that she explained that she was there to gather information and look at what options are available to the County. Discussion ensued relative to the Board submitting a petition no later than 7 days prior to an election, and requirements for same. Mr. Wenger presented information relative to NH RSA's that relate to a petition. He added that should the Board wish to submit a petition, it would be appropriate for the Board to take formal action. Mr. Wenger will gather information and prepare a potential petition for the next Board of Commissioner's meeting.

The Board held a brief discussion relative to planning for the 2015 NH Association of Counties annual conference. A committee will be formed and Peggy Danis will be invited to attend the next Board Meeting to be a part of the initial planning process. The Board discussed potential locations that might meet the Association's needs. Comm. Ziehm will contact Ms. Danis with a request for information relative to the facilities and rates. Ms. Robinson noted that there will be cost for staff that is involved.

Public Comment on Agenda Items

There were no members of the public present who wished to comment on Agenda items.

Planning Discussion

The Board agreed that there is nothing new to discuss relative to planning; its priorities have been established. Mr. Wenger noted that he will bring a plan forward for the Board's consideration that will include the Board's planning priorities.

Comm. Pappas inquired if the Board was ready to address Administrator reviews.

Motion: To move into Non-Public Session consistent with RSA 91-A 3 II (a) to address personnel issues. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session to conduct Administrator reviews at 11:10 a.m.

The Board met individually with Supt. Dionne, Mr. Moorehead, and with Mr. Wenger.

The Board returned to its regular meeting at 12:51 p.m.

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

Lacking further business, Comm. Pappas adjourned the meeting.

The meeting adjourned at 12:52 p.m.

Approved 2/19/2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date