

Regular Meeting of the
Hillsborough County Board of Commissioners

January 24, 2007
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session
(Not Official Until Approved by the Board and signed by the Clerk.)

Present: Comm. T. Pappas, Comm. C. Holden, Comm. M. Clemons, E. Robinson, L. Movsesian, M. Rusch, B. Moorehead, J. O'Mara, A. Durette, G. Wenger, and R. Pomroy.

Also present: T. Flygare

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 3:45 P.M. C. Holden led those present in the Pledge to the Flag.

2. T. Flygare – Recess Re: Collective Bargaining

Motion: To go into recess to discuss the Collective Bargaining Agreements. By Comm. Holden.

Following a brief discussion and at the request of T. Flygare, the Board agreed to go into a non-public session rather than a recess to discuss the Collective Bargaining Agreements.

Motion: To go into non-public session under RSA 91-A:3 II (e) for negotiations. Comm. Pappas, yes; Comm. Holden, yes; Comm. Clemons, yes. Motion carried.

The Board went into non-public session at 3:46 P.M.

The Board met with T. Flygare who updated the Board on the status of the on going labor negotiations.

Motion: To come out of non-public session. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

The Board came out of non-public session at 5:07 P.M.

3. Nursing Home

Census

B. Moorehead was recognized. He informed the Board that the census at the facility on January 18th was 281 of which 213 were Medicaid residents, 35 were Private Pay, and 33 were Medicare Part A residents. He noted that those numbers were huge for the total census. He noted that the quality mix was up.

Facility Pandemic Plan

Mr. Moorehead informed the Board that for the last month and a half his staff has been working on a draft pandemic plan. He provided the Board with an overview of the highlights of the draft plan. He noted that experts estimate if a localized to a nationalized pandemic were to hit, that 30% of staff could become unavailable. He noted that currently there are more than 400 employees at the facility who do not necessarily maintain consistent schedules. He noted that if 30% of that staff was unable to work, the facility may have to:

- Require the remaining staff to perform tasks they normally do not do

- Use any available ancillary staff, which would include Occupational Therapists, Physical Therapists, even administrative staff to provide basic resident care
- (It may) Require employees to stay overnight at the facility for an indeterminate amount of time to minimize the potential exposure to the virus
- Suspend activities within different areas of the facility
- Suspend visitation and volunteer programs
- Possibly purchase an additional generator to allow the continued use of the laundry facilities.

December Revenue

Mr. Moorehead distributed the December revenue report to the Board. He informed the Board that the revenue total for the month of December was \$1.514 million on a budget of \$1.429 million, which was a variance of \$85,303.00 to the good. He noted that the budget for the year to date is \$8.575 million for Room and Board, and ancillaries, which does not include the Bed Tax or the projected Proshare revenue. He stated that the actual for the year to date, including the Room and Board and Ancillary is \$8.847 million, a 6-month positive variance of \$272,376.00. He noted that the numbers are very large. He noted that in the unit dedicated to Medicare A residents there are 19 beds and the remaining beds are located in other areas of the building.

B. Moorehead informed the Board that he recently sent it a copy of a letter received from the Goffstown's Sewer Commission. He noted that they are projecting a significant increase to the sewer rate the facility is charged. He sent a request to the Sewer Commission inquiring if the rate increase could be differed until after July 1, 2007 so that the County could plan for it in its next budget year. He noted that the request was denied. Comm. Pappas inquired as to how much the increase would be, to which Mr. Moorehead stated that M. Lencki is in the process of calculating the amount.

Comm. Holden thanked Mr. Moorehead for providing the Board with letters from the families of the residents at the Nursing Home and for the article regarding the plant sale to be held on the Saturday from 10-2 at the Nursing Home. A discussion followed.

4. Department of Corrections

Census

J. O'Mara was recognized. He informed the Board that the census at the facility on January 18th was 537. He noted that of the 537, 477 were men, of which 166 were sentenced and 311 were being held pre-trial. He noted that on the women's side of the house, 16 were sentenced, and 44 were pre-trial for a total of 60 female inmates.

Mr. O'Mara informed the Board that a number of staff were unable to make it into the facility for their shifts due to last week's ice storms. He noted that more than not being able to drive in, the staff could not leave their spouses and families with no heat or electricity for the 24-48 hours it took to get the services back on. He noted that this was an anomaly and that he would be considering presenting the Board with a proposal to turn the facility's gymnasium into a Red Cross emergency shelter in such situations. A discussion followed. He noted that despite the amount of staff that could not make it in; there were no issues in staffing or food service deliveries. He also noted that there are 26 employees at the facility with perfect attendance. The Board acknowledged those employees and thanked them for their dedication

5. Minutes

January 17, 2007

Motion: Move to suspend the reading of the minutes of January 17, 2007 and to accept them, and place them on file. By Comm. Clemons, second by Comm. Holden. Motion carried unanimously.

6. Business Office

Approval of Accounts Payable Register

Motion: To approve Accounts Payable Register dated 1/19/2007 in the amount of \$9,207.26 subject to review and audit. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

Approval of Accounts Payable Register

Motion: To approve Accounts Payable Register dated 1/19/2007 in the amount of \$417,023.95 subject to review and audit. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

Telephone Poll

Comm. Pappas noted that a telephone poll was conducted on January 22, 2007 to transfer an inmate to the facility from Merrimack County.

Motion: To approve the telephone poll conducted on January 22, 2007 to authorize the Superintendent to accept the transfer of a male inmate from Merrimack County, noting that all three Commissioners voted and the motion passed unanimously. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

Transfer # 2007-05 Contingency Grant Expenses to Sheriff – Multiple Lines.

Chief Deputy Arthur Durette was recognized. He informed the Board that the State of New Hampshire received money from the Federal Government for emergency preparedness, in the event of a nuclear release from Seabrook. He noted that the Hillsborough County Sheriff's Department is a part of the response team. He noted that the transfer would be used to pay for training for those who would have to respond.

Motion: To approve budget transfer #2007-05 to transfer from the Sheriff's Department Contingency 4199-7740 to multiple lines in the Sheriff's budget: Salaries & Wages, Retirement, Social Security, and Other Supplies, and the total amount of transfer from Contingency was \$19,420.00. By Comm. Holden, second by Comm. Clemons.

Comm. Holden inquired if the transfer would be for the training of current employees or for new employees, to which Mr. Durette stated it would be used for existing employees. Mr. Wenger informed Comm. Clemons that there is money that has been put into the Contingency line under Grants so that if unanticipated grants come along, the funding would be available for transfer.

Motion carried unanimously.

Delegation

M. Rusch was recognized. She informed the Board that the Executive Committee will meet on Friday at 9:00 A.M. She informed the Board that she had the 2007-2008 Hillsborough County Handbooks. She distributed the handbooks to the Board.

7. Old/New Business

Budget Process

Comm. Pappas noted that there was some discussion regarding the budget process during the Board's meeting last week; however, the dates need to be set. Comm. Holden inquired if there was another time, besides 3:45 P.M. that the Board could meet for the budget process. A discussion followed.

The Board discussed initiating the budget process with a joint meeting of all Departments and Offices. Comm. Holden suggested having the Departments present a State of the County Report for the purpose of bringing the other departments and the Board up to date of the needs of the Departments for the coming year. Comm. Pappas suggested that all of the Departments could present their State of the County Addresses as a group with a time limit on each presentation. Comm. Pappas inquired what dates are available for the budget discussions, to which Mr. Wenger stated that the 2nd week of February is preferable for the initial meeting. He stated that he would anticipate that 2 days after the initial meeting the Commissioners' budget instruction manual would be distributed. He noted that the Departments would have approximately 4 weeks to complete their budget, which would be due the week of March 15th. He stated that the Business Office would like to have 5 business days to complete the budget in order to avoid some past issues. He noted that the Business Office would then have the budget books available to the Board for the following Thursday, the 22nd. He noted that the Board would then have the budget to review and to make changes until the budget submission date, May 9th. He suggested that the Board may want to wrap up its business for the first week of May to allow sufficient time to put together and mail the Board's recommendations to all of the respected entities including the Executive Committee and Delegation. He noted that following that the Board would have its Budget Public Hearing on May 7th or 8th. He noted that by the end of the process the Board would have been in possession of the budget for approximately 6 weeks, and following the process of previous years this would give the Executive Committee approximately 6 weeks before it would be required to finish. A discussion followed. G. Wenger noted that he was looking at May 2nd as the deadline for the Board to complete its budget, which would be followed by its Public Hearing. He noted that this would give the Executive Committee and extra week for its process.

M. Rusch inquired if the Public Hearing for the Board's budget recommendation would be held prior to May 2nd, to which Mr. Wenger stated that no, it would be held either the 7th or the 8th. He noted that the statute suggests, "the County Commissioners should conduct a public hearing on such itemized recommendations after they had been mailed and delivered." He noted that it is his assumption that upon the Board mailing and delivering the recommendations on the 2nd the Board's budget is done and a public hearing should be held there after. He suggested that if there is anything new from the public hearing the Board would only be able to make recommendations for changes to the Executive Committee. He noted that in the process he outlined, the initial meeting would be the week of February 12th. A discussion followed. Comm. Pappas noted that the next two meeting for the Board of Commissioners would be February 7th, and possibly the 21st. Following a discussion the Board agreed to meet with the Departments on February 12th at 3:30 P.M. Mr. Wenger suggested that further meeting dates could be worked out at on the 12th with the Departments present.

Human Services

E. Robinson was recognized. She informed the Board that she put together the Medicaid Funding Status spreadsheet for the Association of Counties, which she distributed for review. She noted that the most difficult number to calculate was what the allowable costs are as noted in the first column. She stated that she used the State's rate setting calculations and included the inflation rate to determine each County's allowable cost. She noted that the allowable cost is not the actual cost the County pays to provide the services. She provided an overview to the Board of the information contained within the document, which included: the rates when medians and acuity are applied, the approved rate after budget neutrality, the private pay rate, the average Medicare rate, the daily loss, and the loss to County Tax payers. She noted that she received help from Bob Chase who put together some of the calculations. She noted that she distributed the information to all ten Counties. Mr. Moorehead noted that the last column in the document should state "Loss to County Taxpayers (Medicaid)," to which E. Robinson noted that he was correct. Mr. Moorehead noted that this document does not include any additional revenues to Medicaid. E. Robinson noted that the document was to highlight the Medicaid portion of the payments and excluded all other payment methods. A discussion followed.

Ms. Robinson informed the Board that she received a request from Comm. Holden to keep track of how much of her work time is dedicated to the Association of Counties. She distributed a worksheet regarding this matter. A discussion followed.

E. Robinson informed the Board that she received a copy of a letter relative to auditing incentive funds. She noted that to her knowledge the County has not yet received notice of an audit, and when that happens the programs funded by the incentive funds would need to be notified.

Comm. Holden noted that she received a request from Cathy Stacey for the schedule of Commissioner meetings and for information regarding County Officials' contact information. Mr. Wenger noted that he would send that information to C. Stacey as soon as possible.

Comm. Holden noted that there is a Legislative Conference Call on Friday for the Association at 11:00 A.M.

Comm. Holden stated that she attended a Right to Know meeting on Friday regarding HB 82 and 83. She noted that more work would need to be done regarding open meetings. She noted that part of the draft Right to Know Law Amendment included a section regarding chance social encounters. She noted that though it should have been left stating that the meeting should not discuss business, it was made more complicated by including disclosures.

Comm. Holden noted that she had authored a PowerPoint presentation on the role of the Board of Commissioners. She stated that she would update the presentation for use this year during the budget presentations.

She also stated that she attended a Service Link Presentation on Friday.

Master Plan

Comm. Holden distributed documents regarding the Hillsborough County Master Plan. She noted that the first step was to develop a statement with the Board's goal. She read aloud the statement as written on the document. She noted that the second step was for the Board to appoint a committee, which began in August and finished in December. She noted that the representative from the Board of Commissioners was herself; the Hillsborough County State Representative was Andrew Peterson; the representative of the town of Goffstown was Fred Plett; the two private citizens from District One were Karen White and Mike

Castagna; the two private citizens from District Two were Paul LaFlamme and Andrew Renzullo; the two private citizens from District Three were Linda Kaiser and Leon Calawa; and the County Administrator as the ex-officio. She noted that the Board is currently at the third step, which is the step that the committee would commence work as soon as practical. She noted that she would send a letter convening an organizational meeting of the committee. She noted that following that, the committee would be reviewing County land and its' facilities, reviewing the present utilization of said lands and facilities, identifying the studies necessary to support the committee's work, developing a timeline for completion of its work and developing a budget recommendation to support its work. A discussion followed.

Comm. Holden noted that on Monday she would be attending the Rails to Trails meeting at the Goffstown town hall at 9:00 A.M.

Sheriff

J. Hardy was recognized. He informed the Board that he had no matters to discuss at this time.

G. Wenger noted that he received a letter from John Safford from the Superior Court in Manchester regarding a number of law books that remain in storage at Chestnut Street that must be removed. He noted that he would speak with the Superintendent to see if this can be facilitated.

Mr. Wenger inquired when the Board would like to meet next and if at that time would the Board like to meet at the Department of Corrections and the Nursing Home. Following a discussion the Board agreed to meet on February 7th at which time the Board would speak with Primex, and February 21st and the meetings could be held at each of the facilities. Mr. Wenger noted that there are Nursing Home grievances that will need to be scheduled. Comm. Holden suggested meeting on the February 28th to discuss the grievances, to which Comm. Clemons stated that he would be unavailable that day. A discussion followed. Mr. Wenger suggested requesting dates that the union would be available to present the grievances.

Comm. Holden noted that March 13th is the date of the Town Meeting.

Mr. Wenger noted that the County is continuing to monitor the Health Insurance costs for the coming year. He noted that Primex had originally given the County a 9.6% cap on the increase, and have since reduced that amount to an 8.7% cap, which will be the amount anticipated for the budget process. He noted that the County has another review in May. He noted that in his experience this is the lowest percent increase that the County has had at this stage in the budget process.

There being nothing further to discuss, the Board entertained a motion to adjourn.

11. Adjourn

Motion: To adjourn. Comm. Clemmons, yes; Comm. Pappas, yes; Comm. Holden, yes. Motion carried.

The meeting adjourned at 6:05 P.M.

(SIGNED 2/7/07)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners