

Regular Meeting of the
Hillsborough County Board of Commissioners
February 3, 2016
Bouchard Building, Goffstown, NH
Minutes of the Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Ziehm, Comm. Holden, Comm. Pappas, J. Hardy, D. Hogan, D. Dionne, G. Fisher, L. Gero, C. Kirby, M. Montminy, B. Moorehead, W. Scurry, G. Wenger, C. Monier, M. Castonguay, and L. Stonner.

CALL TO ORDER

Comm. Ziehm called the meeting to order at 9:04 a.m. Mr. Wenger led those present in the Pledge of Allegiance.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Regular Meeting held on January 20, 2016. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Supplemental Payroll

Motion:

To approve Supplemental Payroll Registers on the following dates for the following amounts:

- 01/26/16 \$ 980.75
- 01/28/16 \$ 1,296.71

The total Supplemental Payroll is \$2,277.46, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Regular Payroll

Motion:

To approve a Regular Payroll Register dated January 28, 2016 for the amount of \$1,073,994.89, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Accounts Payable

Motion:

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

- 01/25/16 \$ 1,758.00
- 02/02/16 \$ 11,099,919.93

The total Accounts Payable is \$11,101,677.93, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid # CIS-9-2016 – FY 2016 Cisco Hardware Smartnet Renewal

Motion:

To approve Bid # CIS-9-2016 for FY 2016 Cisco Hardware Smartnet Renewal; the lowest responsible bidder meeting the specifications is Insight Public Sector, Tempe, AZ, at a price of \$30,039.62. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

Bid # CIS-10-2016 – Data Extraction

Motion:

To approve Bid # CIS-10-2016 for Data Extraction. The lowest responsible meeting the specifications is Constellation Justice, North Canton, OH, at the price of \$16,450. The bid is for Data Extraction project management services in support of the County Attorney's Office Case Management Solution migration to PROSECUTOR by Karpel. The Department requests the Board's approval to waive competitive bidding consistent with RSA 28:8-e, V, sole source provider. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC's) Census; he noted that as of January 26, 2016, the total in custody was 498; there were also 9 in the community for a total of 507 in custody. The Census included 394 men; 126 of the men had been sentenced and 268 were being held pre-trial. There were 113 women; 29 of the women had been sentenced and 84 were being held pre-trial. Supt. Dionne noted that the Department of Corrections was holding 31 female inmates from Rockingham County. He informed the Board that 144 individuals were diverted through the Mental Health Courts including 79 from Manchester and 65 from Nashua. He added that there was 1 individual in the Pre-trial Services Program.

Overtime Impact Report

The DOC's Overtime Impact Report for the current Fiscal Year has been included in the Board's packet.

NURSING HOME

Census

Mr. Moorehead noted that the Census at the Nursing Home for the period ending January 28, 2016 was 286; it included 207 Medicaid residents, 39 private pay residents and 40 Medicare residents

Mr. Moorehead reported that there is a GI bug in three units; they include A-1, C-3, and C-4. Unit C-3 is temporarily under quarantine in an effort to limit exposure to the bug and prevent its spreading.

Mr. Moorehead reported that the Nursing Home now has an agreement with Harvard Pilgrim that expands the coverage to employees with Harvard Pilgrim Coverage.

OLD/NEW BUSINESS

Mr. Wenger opened discussion regarding the proposal for the "*Substance Abuse Treatment Community for Offenders (SATCO)*" program at the Department of Corrections. Capt. Scurry distributed four new position descriptions covering the five new positions associated with the program.

In response to questions from Comm. Ziehm, Supt. Dionne explained that he will partner with outside stakeholders for input and support of the program. He noted that he anticipates having approximately 30 to 40 inmates in the 60-day program and added that the number will grow as inmates are released and continue to be in the follow-up program.

Sheriff Hardy joined the meeting.

Following discussion, the Board considered the following motions:

Motion:

To authorize and support the Superintendent's efforts to implement the Substance Abuse Treatment Community for Offenders (SATCO) program within the Hillsborough County Department of Corrections. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To approve the creation of one (1) Case Manager position within the SATCO program at a Grade 5 with an initial starting salary not-to-exceed \$34,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To approve the creation of one (1) Lead LADAC position within the SATCO program at a Grade 10 with an initial starting salary not-to-exceed \$52,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To approve the creation of two (2) Clinician (LADAC) positions within the SATCO program at Grade 9 with initial starting salaries not-to-exceed \$45,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To approve the creation of one (1) Job Development Specialist position within the SATCO program at a Grade 4 with an initial starting salary not-to-exceed \$31,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To authorize the Superintendent to implement the SATCO program upon the Executive Committee's approval of a position within the program. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To approve the Estimated Program Budget for FY 2016 and the placement of the SATCO program positions within the Department of Corrections budget for the remainder of Fiscal Year 2016 noting that it is anticipated that transfers to the Department's budget may be required prior to the close of the fiscal year in order to support the program. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To direct the County Administrator to incorporate within the proposed FY 2017 County Budget document a new department budget designated SATCO, to include all proposed annual operating costs associated with the SATCO program. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To forward a letter to the Hillsborough County Executive Committee requesting that it move to support establishing the SATCO program at the earliest opportunity, that it consider and approve the immediate creation of all proposed new SATCO positions, and that it support presenting future, FY 2017 and beyond, annual costs associated with the SATCO program in a newly created department budget. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Supt. Dionne thanked the Board and those involved for their input and support of the SATCO program.

Attorney Hogan joined the meeting.

Mr. Wenger distributed Draft FY 2017 Board of Commissioner's Budget Timeline. Following discussion, the Board agreed to hold initial Budget Meetings on April 4th, 5th, and 6th at 9:00 a.m. Mr. Wenger noted that the Board has the option of scheduling additional Budget Meetings the following week, if necessary. He noted that the Board will be in a position to discuss budget parameters at its February 17th meeting. The final budget recommendation will be mailed on May 6th to meet the statutory requirement that it be delivered prior to May 10th.

Those present entered into a discussion regarding the coming fiscal year's budget and the additional expenses that have been passed down from the State to the County. Examples include:

- The State's "Felony First" program, which increases the workload of County prosecutors.
- The Drug Court, which has created an addition burden and expense for the County Attorneys, Sheriff's Department, and Department of Corrections.

Mr. Moorehead added that the State is creating unfunded mandates for Nursing Homes and it remains unclear how the MCO's will calculate rates. He added that at a recent Affiliate's meeting that was attended by one of the MCO's; it became clear that the MCO does not understand the situation Nursing Homes could be facing regarding the calculation of rates.

The Board agreed that it is important to communicate the additional burdens and expenses the County faces that have been passed down from the State.

Mr. Wenger noted that he participated in the NHAC Legislative call the previous week at which time, two pending bills were discussed. Future calls will occur on Fridays at 1:00 p.m.

Mr. Moorehead noted that there is one bill pending that will prohibit Nursing Homes from asking applicants if they have a criminal background, even though they are able to inform applicants that there will be a criminal background check.

Comm. Ziehm will be attending the Commissioner's Council the following Friday. Discussion ensued relative to the election of a Vice-Chair; the Board discussed Comm. Ziehm's name being put forward. Hillsborough County's members noted that they still do not have a copy of the new Commissioners Council's By-Laws.

Mr. Wenger presented information regarding the Hillsborough County Other Postemployment Benefits Program (OPEB), Actuarial Valuation, and the Board offered the following motion:

Motion:

To accept the OPEB Actuarial Valuation report. Motion by Comm. Holden, second by Comm. Pappas.
Motion carried.

Comm. Holden presented a request from the Town of Francetown; it requested a letter of support for its application for the Town Hall, Academy, and Town Common District to be designated as a historic place by the National Historic Register. The Board agreed that it is appropriate for Comm. Holden to send a letter of support on behalf of the Board.

SHERIFF'S DEPARTMENT

Dispatch Services

Sheriff Hardy presented information relative to the dispatch services provided to seven Police Departments as well as one ambulance service.

Following discussion, the Board offered the following motion:

Motion:

To keep the dispatch service fees as they are currently based on the recommendation of Sheriff Hardy.
Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger informed the Board that Mr. Monier has been selected to join the Primex Emerging Leader's Program. He explained that the program is a seven month program involving training, mentorship and education with experts as well as reporting on progress. He noted that there is a fee of \$250 that can be covered by the Commissioner's Office of Administration & Finance-Education & Conference line.

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

The meeting adjourned at 10:13 a.m.

Approved on March 16, 2016

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date