

Regular Meeting of the
Hillsborough County Board of Commissioners
February 20, 2013
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, P. Coughlin, P. LaFrance, C. Beaulac, C. Connelly, D. Dionne, C. Kirby, B. Moorehead, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner.

Call to Order

Comm. Pappas called the meeting to order at 10:05 a.m.

Pledge to the Flag

Supt. Dionne led the Pledge of Allegiance.

Comm. Pappas recognized Ms. Castonguay who indicated that the previous Friday's Delegation Orientation meeting went very well, and the feedback was very positive; she noted that there were many Representative who signed up for Sub Committees. She added that Representative Spratt was very pleased with the meeting. She thanked Supt. Dionne for the food that he provided.

Administrative Business

Minutes:

Motion: To approve the minutes of the Delegation meeting held on December 12, 2012. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Following discussion, the Board agreed to rescind the previous motion and to hold off approval of the minutes of the Delegation meeting held on December 12, 2012 until the Commissioners have had time to review the minutes.

Motion: To approve the minutes of the Executive Committee meeting held on November 16, 2012. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve the minutes of the Executive Committee meeting held on December 21, 2012. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Payroll Registers

Motion: To approve the following Miscellaneous Payrolls in the following amounts:

February 14, 2013 \$ 1,659.56

February 6, 2013 1,303.19

for a total of \$2,962.75, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve a Regular Payroll dated February 14, 2013, in the amount of \$1,085,581.12, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Accounts Payable Register

Motion: To approve the Accounts Payable register dated February 19, 2013, in the amount of \$2,528,442.17, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Sheriff's Extraditions

Motion: To approve the following Extraditions on the following dates:

| | |
|---------|-----------|
| 9/21/12 | \$ 261.59 |
| 1/4/13 | 167.89 |
| 1/7/13 | 66.69 |
| 1/9/13 | 222.46 |
| 1/9/13 | 88.98 |
| 1/9/13 | 188.88 |
| 1/10/13 | 474.92 |
| 1/16/13 | 114.32 |
| 1/18/13 | 586.84 |
| 1/18/13 | 177.97 |

for a total Extradition expense of \$2,350.54, noting that these have been previously approved by the County Attorney. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Budget Transfer # 2013-08 – Corrections

Motion: To approve Budget Transfer # 2013-08 to transfer the amount of \$100,000 from Insurance line 4230-7140 and to transfer the amount of \$35,000 from Gas-Heating line 4230-7620, and then to transfer the amount of \$135,000 to Overtime line 4230-7011. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Budget Transfer # 2013-09 – County Complex

Motion: To approve Budget Transfer # 2013-09 to transfer the amount of \$2,575 from Salary & Wages line 4198-7010, and then to transfer the amount of \$575 to Education & Training line 4198-7170, and to transfer the amount of \$1,000 to Gas & Oil line 4198-7720 and to transfer the amount of \$1,000 to Trash Disposal line 4198-7830 for a total transfer of \$2,575. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Budget Transfer # 2013-10 – Administration & Finance

Mr. Wenger explained that the following transfer is to cover a significant increase in the Unemployment Tax; he explained that the funds are available in the Nursing Home, Department of Corrections and County Complex Workers Comp/Liability lines as a result of the Worker's Compensation premium holiday. Mr. Wenger noted that the layoffs that occurred over the past couple of years have affected the Unemployment Tax expense.

Motion: To Transfer the amount of \$5,000 from Nursing Home Insurance-Workers Comp/Liability line 4411-7140, and to transfer the amount of \$5,000 from Department of Corrections Insurance-Workers Comp/Liability line 4230-7140, and to transfer \$7,963 from County Complex Insurance-Workers Comp/Liability line 4198-7140, and then to transfer the amount of \$17,963 to Administration & Finance Unemployment Tax line 4140-7110. Motion by Comm. Holden, second by Comm. Ziehm.

Public Comment on Agenda Items

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

Department of Corrections

Census

Supt. Dionne presented the Department of Correction's Census. He noted as of February 12, 2013, the total in custody was 518; he explained that there were 412 men, including 157 that had been sentenced and 255 that were being held pre-trial; there were 106 women; 44 of the women had been sentenced and 62 were being held pre-trial. He informed the Board that there are 5 inmates participating in the pre-trial service program and noted that 177 individuals were diverted through the Mental Health Courts; he added the DOC is holding 31 females from Rockingham County. Supt. Dionne further added that there are also 26 inmates serving their sentence in the community on work release and day reporting.

Overtime Impact Report

Supt. Dionne provided an Overtime Impact Report for the Board and the permanent record. He added that he had hoped that overtime would decrease, but it has increased due to transports and hospital details and 6 openings that include 3 Correctional Officers that have been activated by the military.

Female Prisoner Housing Agreement

Supt. Dionne requested that the Board approve and sign the Female Prisoner Housing Agreement; it is the agreement with Rockingham County for housing their female inmates.

Motion: To approve the Female Prisoner Housing Agreement with Rockingham County. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board agreed to sign the Female Prisoner Housing Agreement.

Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census. He indicated that the Census as of February 14th was 276, which included 198 Medicaid residents; he noted that 16 or 17 of those were in the ELU unit and are paid at an atypical rate. He added there were 36 private pay residents and 42 Medicare residents. Mr. Moorehead explained that while the overall census is 5 less than budget, the quality mix is very good.

Register Coughlin requested an opportunity to meet with the Board in Non-Public session later in the meeting.

County Attorney LaFrance informed the Board that she will be out of town at the beginning of March for an Executive Course training for a week during which time her two first Assistants will be in the office covering her responsibilities.

8. Old/New Business

The Board discussed how it will proceed with the Administrators Performance Reviews and agreed that it will follow the previous year's practice. Mr. Wenger will forward the form previously used to the Chair.

CDBG Grant

Mr. Wenger explained that the Manchester CDBG project that is a part of the County's CDBG grant is rapidly nearing completion; he explained that the County has requirements that it must meet to comply with grant requirements and regulations before the funds can be received; requirements include:

- a 504 Self Evaluation Plan for handicap accessibility; the County is required to have an accessibility plan for all its buildings, and will be required to appoint a person as its 504 Officer
- County Policies will need to be amended to incorporate a grievance procedure for individuals that believe they are being treated unfairly relative to accessibility codes and standards
- there needs to be an authorization to submit claims through CDFA; it is expected that the process will be that Manchester will pay the vendors, submit a request to the County for reimbursement, the County will process the payment to the City of Manchester through its regular payables process and will then submit a claim for reimbursement from the grant funds through CDFA
- CDBG project financial management responsibilities are required to outline how a request for payment is processed and approved
- a Code of Ethics will need to be adopted and approved by the Board of Commissioners for the County that includes the bidding process and suggests that the County will recruit bids from women and minority-owned businesses
- a Fair Housing Brochure and Poster certification-he added that the poster was posted the previous day and the brochures are available in the Office of Administration & Finance
- a Financial Management Plan-a summary of how the County processes its expenditures
- the County is required to file with CDBG an additional form which itemizes the County's staff make-up.

Mr. Wenger commented on the challenges such grants present for the County where its staffing limitations do not allow it the time and oversight to properly meet its obligations.

Comm. Ziehm observed that if there are grants funds available for an entity, she would favor helping the Towns or Cities access the funds; however, she believes that the County should be able to collect funds to cover its time and expense. She asked if there was someone who could take this on and if it is a burden for the County Administrator. Mr. Wenger added that he can designate someone. He added that his concern is on behalf of the County; he explained that any time the County's burden increases with respect to what it is representing to Federal agencies; it is creating an additional burden and potential issues.

Mr. Wenger added that the Cities and Towns that apply for grant funds through the County believe that it is simply a "pass-through" of funds and no extra responsibility for the County; however, that is simply not the case, and it is important that the Commissioners have a full understanding of the responsibilities and potential issues and risks before deciding to become involved with grant projects. He added that the County is not set up like the Cities that have an entire department to oversee and manage grant requirements. Comm. Pappas inquired about adding a grant person to the budget.

Comm. Pappas entertained motions relative to the CDBG grant requirements.

Motion: To accept and approve the 504 Self Evaluation Plan for Handicap Accessibility. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To authorize the Chair to execute the authorization to submit claims forms. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To adopt the Code of Ethics as presented by Mr. Wenger. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve the Financial Management Plan. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve the posting of the Housing Discrimination brochure and poster. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Ms. Castonguay requested copies of all presentations that were made at the Delegation Orientation the previous Friday for the permanent record.

Budget Discussion

The Board discussed its approach to the next budget and identified the areas where there will be increased expenses, reduced revenue, and concerns over the reducing Surplus. The Commissioners noted that the Delegation has the authority to cut or add to the budget, but it is the responsibility of the Board of Commissioners to recommend a budget and run the County. Attorney Kirby added that the Commissioners are the managers of the County when it comes to the expenditure of the funds. The Board addressed its concerns relative to its responsibility to develop a budget; the Board was in agreement that its budget recommendations to the department heads and elected officials should include a statement that the budget would be developed based on a minimal increase in the amount to be raised in taxes.

Mr. Moorehead explained that there could be a potential loss in the range of 2.4 million if the Bed Tax at the State level is at zero and a potential 1.2 million impact if the County is required to still pay the tax on the expense side.

In response to a question from Comm. Pappas relative to the other Commissioners feeling relative to adding a statement about a tax increase to the budget instructions; Comm. Holden added that there won't be enough money to run the County's operations and a minimal tax increase opens the door for discussion-she added that we may need a tax increase. Comm. Pappas noted that she thinks an increase will be necessary. The Board discussed previous years and noted that there has been a decrease for three of the last four years, and the fourth year remained level.

Comm. Holden added that she would like to see strategic and operational goals included in the budget planning as a part of looking where each department wants to go. Mr. Wenger offered that as he looks to the next budget, he estimates that some of the increases may include approximately:

- \$120,000 for increases to Retirement Expense
- \$700,000 for increases in Health Insurance
- Losing one-time revenues of \$645,000
- 1.2 million loss in the Human Services budget

Mr. Wenger added that he is estimating approximately 2.6 million additional dollars to maintain operations. He added that if we look at where we are today versus the last year, the expenses through January last year were at 43.1 million dollars or 50.8% of the budget; this year the expenses through January are at 46 million dollars or 56.2% of the budget. He added that employee expenditures for the year include the \$900,000 that the Delegation cut the previous year and the departments have tried to eliminate their share of the cuts without any further layoffs. He added that this year's Salary Sheets may be up because the new budget will reflect the existing positions that were not cut for an entire year.

The Board further discussed its budget and concurred that it does not want services to diminish.

There was discussion about the importance of educating the Executive Committee so that the Representatives understand the Commissioner's intent to develop a budget that provides the services they are required to provide. The Commissioners hope that the budget will be received in a positive manner with more focus on understanding the

operations versus simply making a flat statement that the budget must be cut by a certain amount without an understanding of how the cuts will affect the operations.

Attorney LaFrance suggested that it is important to have real examples of what the departments will have to do if there are any budget cuts and how it will affect the services they provide, an example in her department would be that a defendant with 50 known victims of child abuse, who is coming up for re-commitment, may walk out if there is not the money to bring in experts again, which is costly.

Mr. Wenger informed the Board that he has received an executed agreement for the Video Arraignment project; however, the protocols have not been received. He explained that he advised the Office of the Courts that the Board will not sign the document until it has at least seen draft protocols. In response to a question from Supt. Dionne, Mr. Wenger advised that as far as he can ascertain, the work will probably be completed by late March at the earliest, but most likely after that.

Comm. Holden inquired if the Board wished to include a Capital Reserve fund in the budget; discussion ensued and there was an agreement that the Board favors having a Capital Reserve fund included in the next budget.

Public Comment

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

Motion: To move into recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board moved into recess at 11:38 a.m.

The Board moved out of recess at 11:47 a.m.

Motion: To reconvene the meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Non-Public Session

Comm. Pappas entertained a motion.

Motion: To move into Non-Public session consistent with RSA 91-A:3 II (a) relative to the compensation of an employee, and consistent with RSA 91-A:3 II (c) relative to matters which, if discussed in public, would likely affect the reputation of a person. Motion by Comm. Holden, second by Comm. Ziehm. Pappas-yes, Holden-yes, Ziehm-yes. Motion carried.

The Board moved into Non-Public Session at 11:47 a.m.

The Board moved out of Non-Public Session at 12:03 p.m.

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

Motion: To move into recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board moved into recess at 12:05 p.m.

Motion: To reconvene the meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board moved out of recess at 12:09 p.m.

Comm. Pappas asked if there were motions to address.

Motion: To seal the minutes of the Non-Public Session. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve the Register's request to increase the Deputy Register's hours to not exceed 29 hours effective March 4th. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To withdraw the previous motion. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Register Coughlin discussed a plan that will place the staff in the appropriate slots at the Registry. Comm. Holden noted that this appears to be reorganization and suggested that it be placed under advisement at this time. Mr. Wenger inquired if this is an implementation of an action that was previously approved or if it is a reorganization of the Department. Ms. Coughlin responded that the other reorganization was rejected. Mr. Wenger asked why this is not being done during the budget process. Register Coughlin noted that Human Resources already has the Job Descriptions for the employees. She added that people have left and been replaced and this is just putting people into the right slots; it is a new organization.

Motion: To table the minutes of the Dec. 12, 2013 Delegation Meeting to allow time to review them. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Register Coughlin suggested that a tour of 19 Temple Street be conducted before or after the next Board meeting, which will be held at 19 Temple Street.

Comm. Pappas noted that the next meeting will be held at 9:00 a.m. and asked if the time could be changed to 10:00 a.m. The other Commissioners agreed to the change. Comm. Holden suggested that it would be good if the Sheriff could also attend.

Motion: To change the meeting time to 10:00 a.m. for the March 13th meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Adjourn

Lacking further business, Comm. Pappas entertained a motion to adjourn.

Motion: To adjourn the meeting. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The meeting adjourned.

Approved 3/14/2013

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date