

Regular Meeting of the
Hillsborough County Board of Commissioners
March 16, 2017
Bouchard Building, Goffstown, NH
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Rowe, Comm. Bergeron, P. Coughlin, D. Hogan, C. Beulac, G. Fisher, C. French, L. Gero, M. Lencki, M. Moorehead, C. Maille, M. Montminy, D. Reidy, C. Monier, and L. Stonner

CALL TO ORDER

Comm. Pappas called the meeting to order at 10:01 a.m.

Register Coughlin 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 March 1, 2017.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Motion:

To approve the minutes of the Board of Commissioner's Special Meeting held on March 8, 2017.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Supplemental Payroll

Comm. Pappas entertained motions to approve Supplemental Payroll, Regular Payroll, and Accounts Payable Registers.

Motion:

To approve a Supplemental Payroll Register dated March 3, 2017 in the amount of \$1,362.34. The total Supplemental Payroll is \$1,362.34, subject to review and audit.
Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Motion:

To approve a Regular Payroll Register dated March 9, 2017, in the amount of \$1,168,637.27, subject to review and audit.
Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Motion:

To approve an Accounts Payable Register dated March 3, 2017, in the amount of \$1,229.00 and another dated March 14, 2017 in the amount of \$3,188,265.96 for a total Accounts Payable of \$3,189,494.96, subject to review and audit.
Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Motion:

To approve the following Sheriff's Extradition Vouchers, noting that they have been previously approved by the County Attorney:

12/13/2016 - 12/14/16	\$ 505.42
12/28/16	\$ 155.09
01/03/17	\$ 190.88
01/04/17	\$ 59.65
01/04/17	\$ 59.65
01/13/17	\$ 143.16
01/16/17	\$ 198.88
01/18/17	\$ 26.81
01/23/17	\$ 107.37
01/23/17	\$ 83.51
01/25/17	\$ 167.03
01/30/17	\$ 83.51
01/30/17	\$ 83.51
02/03/17	\$ 69.81
02/06/17	\$ 83.51
02/06/17	\$ 95.44

The total for Extradition Vouchers is \$ 2,112.60, subject to review and audit.
Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Transfer # 2017-09 – Sheriff's Department

Chief Deputy Fisher explained that Transfer # 2017-09 is necessary to fill multiple shifts with part-time employees. He noted that the Sheriff's Department has been able to utilize part-time Deputies to cover the shortage of full-time employees.

Motion:

To approve Transfer # 2017-09 for the Sheriff's Department to transfer the amount of \$40,000 from Sheriff's Health & Accident, line 4211-7120, and to transfer the amount of \$18,000 from Sheriff's Salaries & Wages, line 4211-7010 and then to transfer the amount of \$58,000 to Sheriff's Part-Time Salaries, line 4219-7010.

Motion to approve by Comm. Rowe, second by Comm. Bergeron. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the public who wished to comment on Agenda Items.

DEPARTMENT OF CORRECTIONS

Census

Ms. Montminy presented the Department of Correction's (DOC) Census; she noted that as of March 7, 2017, the total in custody was 403. The Census included 309 men; 98 of the men had been sentenced and 211 were being held pre-trial. Ms. Montminy added that there were 94 women; 29 of the women had been sentenced and 65 were being held pre-trial; she noted that the DOC has 10 in the community.

Ms. Montminy stated that the DOC is currently holding 25 female inmates from Rockingham County, and she added that 167 individuals were diverted through the Mental Health Courts including 99 from Manchester and 68 from Nashua.

Comm. Rowe noted that roughly two-thirds of the inmates are pre-trial commitments and asked about the status of Judge Nadeau's work regarding bails. Ms. Montminy noted that she does not have that information but will pass the inquiry along to Supt. Dionne. Comm. Bergeron inquired about maximum sentences; Ms. Montminy noted that it is her understanding that it is not usually longer than two years; however, many factors are involved that could change the time served including a change of attorneys.

Ms. Montminy reported that the legal notice for the SATCO program was advertised and the deadline for picking up the packets is no later than the following day.

Comm. Rowe asked about the possibility of using the Women's Prison as a drug rehabilitation facility. Ms. Montminy noted that Supt. Dionne has spoken about the possibility. Comm. Bergeron noted that Sullivan County has a drug rehabilitation facility; he asked for a copy of the SATCO bid and added that he has received a couple requests about the program. Ms. Montminy noted that she will forward the bid information to the Commissioners.

Comm. Pappas noted that the IDN Group that she is participating in has asked about Hillsborough County hosting the June meeting. Comm. Bergeron noted that it would also be a good idea for the IDN he is involved with to meet at the County's facility as well. Mr. Monier said he can make any preparations necessary to host.

Overtime Impact Report

Ms. Montminy noted that the DOC's Overtime Impact Report is included in the Board's packet.

Ms. Montminy requested Board approval to authorize the Administrative Transfer of an inmate from Rockingham County and noted that the inmate had a drug and housing issue.

Motion:

To authorize the Administrative Transfer of an inmate from Rockingham County to Hillsborough County's DOC.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Ms. Montminy noted that Supt. Dionne requested that the Non-Public meeting that he requested earlier be postponed until the next meeting.

NURSING HOME

Census

Mr. Moorehead provided Census information for the Nursing Home. He noted that the Census, as of March 9th, was 283; it includes 214 Medicaid residents, 34 private pay residents and 35 Medicare, Part A residents. Mr. Moorehead reported that the census numbers continue to be strong.

February Revenue

Mr. Moorehead presented the unaudited Nursing Home Revenue for February. He noted that budgeted Revenue for Room & Board and ancillaries for February was \$1,981,057 while the actual revenue was \$1,852,547 which resulted in a deficit of \$128,510 for the month. He noted that the variance is primarily due to February being a twenty-eight day month, adding that the average revenue is approximately \$60,000 per day.

Year-to-Date Revenue

Mr. Moorehead reported that the year-to-date budgeted Revenue for FY 2017 for Room & Board and ancillaries through February was \$15,848,456 while the actual was \$15,878,847, resulting in a positive variance of \$30,391. He noted that the budget for MQIP for the first and second quarter was \$1,750,000 while the actual was \$1,688,087, which resulted in a deficit of \$61,913; however the total of all revenues to date result in a deficit of \$31,522. He noted that the reason for the MQIP variance is due to first quarter Nursing Home revenues being down statewide.

DELEGATION

Creation of a New Position

Mr. Monier noted that Attorney Kirby expressed her regret for not attending today's meeting; she and Supt. Dionne are in Concord relative to a ULP Hearing.

Mr. Monier presented Attorney Kirby's request for a new position in the Delegation Office, a temporary part-time Secretary II position for clerical support; funds are available through the vacant Civil Attorney position. It is a pay grade is a Grade 5 with a range of \$15.66/hour to \$24.12/hour; it is estimated that the position will be filled for up to 20 hours for approximately 3 to 4 months; it will not impact the Delegation's budget.

Motion:

To approve the request for the temporary, part-time position, as described in Attorney Kirby's letter of March 6, 2017.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

REGISTRY OF DEEDS

Creation of a New Position

Register Coughlin requested authority to fill an Indexer Position (Position # 402741001) that is funded at \$1 in the FY 2017 budget. She added that there is money available in the Salary line and noted that there will be no impact on the current budget. Register Coughlin noted that the document count has increased from 190 to 310 documents a day and added that the previous Indexer was promoted to Office Manager. The change will not impact the FY 2017 budget, but will be requested to add to the FY 2018 draft budget.

Motion:

To approve the request to fund the Indexer Position (Position # 402741001) that is funded at \$1 in the FY 2017 budget and to continue the position as a fully-funded position in the FY 2018 budget, as requested in the Register of Deed's letter of March 15, 2017.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

OLD/NEW BUSINESS

FY 18 Budget Process

Following discussion, the Commissioners approved the Budget Review Schedule, as presented. Discussion ensued relative to the budget process.

Mr. Monier noted that as of tomorrow, March 17th, Salary Sheets will be locked in and any adjustments after that date can be changed during the budget process, but will require a motion by the Board. In response to a question from Mr. Monier regarding the County Attorney's step increases, the Board agreed that it favored including them in the budget, as it has done in the past.

Mr. Monier noted that Friday the 24th all departments and elected officials' itemized budget recommendations are due to the Commissioner's Office. After 4:00pm on the 24th any budget changes by the departments will require Board approval. The Commissioner's Office will then compile the budget recommendations into the Budget Books that will be available to the Commissioners on Friday March 31st.

Mr. Monier noted that in the recent years the Board has indicated that it wished to address core County responsibilities and has required that all funding requests be based on those core County responsibilities; any new programs or positions have had to be fully and comprehensively justified. The proposed FY18 Board of Commissioners' Operation and Budget manual states that the Board is committed to working collaboratively with the Department Heads and Elected Officials to develop a reasonable budget recommendation that maintains the County's commitment to support the necessary County services in the most efficient, cost effective manner practical.

Mr. Monier noted that all Departments need to pay attention to Salary-Exempt positions and the U.S. Department of Labor rules. It is anticipated that leading up to or during FY18, the regulations pertaining to positions exempt from the FLSA minimum wage and overtime requirement may be amended. The Board's last position on it is that it will not be addressed until the Board hears the final position from the Federal Government.

Mr. Monier noted that the fate of the overtime rule remains uncertain under the Trump Administration. The Trump Administration could decide to no longer defend the rule, to repeal it, or to replace it. Regardless, it is an issue that the County will have to keep an eye out on.

Mr. Monier presented copies of the Audit Report for FY 2016 and requested Board acceptance of the report.

Motion:

To accept the Financial Statements of FY 2016 and the Independent Audit Report.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Employee Benefits Insurance Consultant

Mr. Monier noted that while the County is making progress with the Employee Benefits Insurance Consultant bid and requested an opportunity to discuss the issue in Non-Public Session.

Mr. Moorehead noted that the full SB553 Workgroup will be meeting today; they will be given the Sub Group recommendations regarding the implementation of 553 that has addressed the best-case scenario of implementation of Phase II, if that should occur and what they would like to see included in the bill.

Mr. Moorehead informed the Board that the Nursing Home has hired 12 Unit Aides of the 18 that were approved at a recent meeting. He noted that the Unit Aides will help reduce some of the issues that LNA's have been facing. He added that training for Unit Aides and LNA's and MNA's will be held at the facility. MNA training will begin the following week and LNA training will begin in April. He added that Unit Aides cannot be counted in the Five Star Rating as they are not certified.

Mr. Monier explained that the old website has been updated and the new website will be a priority following the end of the budget process. Mr. Roach is working on the cost of a server that will be necessary for the new website. Discussion ensued about linking all the departments' websites to the County website.

In response to a question, Mr. Monier noted that has been working on the County's Policies & Procedures; he added that there are revisions and a number of new proposed policies. He added that he is hoping to meet with the departments following the budget process to review the changes and offer input. The next step after that would be to present a proposed draft to the Personnel Commission.

Mr. Reidy provided copies of the Design Charrette to the new Commissioners. Comm. Pappas noted that she met an individual who is looking for a minimum of 100 acres to use for solar power; it would collect the energy, sell it to an energy company and pay the County a percentage. Mr. Moorehead noted that the Town of Antrim did a similar project; he added that the power generated was significantly below what was expected. Mr. Moorehead noted that the Nursing Home researched wind power a couple years ago, but it was determined that it would not be successful at that location.

NON-PUBLIC SESSION

Motion:

To move into Non-Public consistent with RSA 91-A: 3 II (b) relative to the hiring of any person as a public employee.

Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

To move into Non-Public consistent with RSA 91-A: 3 II (c) relative matters which, if discussed in public, would affect the reputation of any person.

Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

The Board moved into Non-Public Session at 11:02 a.m.

The Board met with M. Turcotte relative to the hiring of a public employee. No action was taken by the Board.

The Board met with Mr. Monier and Mrs. French relative to matters which, if discussed in public, would affect the reputation of any person.

The Board moved out of Non-Public Session at 12:16 p.m.

Motion:

To come out of Non-Public Session.

Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

Comm. Pappas asked if there was any further business to come before the Board.

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. Rowe, second by Comm. Bergeron. Motion carried.

The Board of Commissioners Meeting adjourned at 12:16 p.m.

Approved March 29, 2017

Comm. Paul G. Bergeron, Clerk
Hillsborough County Board of Commissioners

Date