

Regular Meeting of the
Hillsborough County Board of Commissioners
March 21, 2011
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. S. Ziehm, Comm. C. Holden, Comm. T. Pappas, P. Coughlin, J. Hardy, D. Hogan, D. Dionne, C. Kirby, M. Montminy, B. Moorehead, D. Reidy, K. Rickrode, M. Rioux, E. Robinson, G. Wenger, M. Castonguay, and L. Stonner

Also Present: S. Young, M. Dell'Orto, and N. Clark representing the Wilton Heritage Commission, and J. Salisbury representing the Wilton Historical Society.

1. Call to Order

Comm. Ziehm called the meeting to order 9:05 a.m.

2. Pledge to the Flag

Attorney D. Hogan led the Pledge of Allegiance.

3. Wilton Heritage Commission

Mr. Young presented information relative to the cemetery in Wilton, locally referred to as the Poor Folks Cemetery. He explained the position of the Wilton Historical Society, noting that the cemetery appears to have been forgotten; the gate is broken, trees have fallen, and it is their belief that there may be graves located outside the fence. He mentioned that the Commission is charged with preservation of the cemeteries and noted that the Commission is prepared to take over care of the Wilton cemetery, have a survey conducted to establish the boundaries, and research where the graves are and to attempt to identify those buried within. He noted that within a previous deed there is a reference to a possible right of way.

Mr. Young noted that the Heritage Commission is requesting help from the Board; he explained that they would like to gain access to the property, but the owners have not responded to calls and letters; he asked if the Board might be able to use its influence to persuade the abutters to allow the Commission access and perhaps allow one or two days a year for public access.

Comm. Holden explained that she and other County Officials have walked the property; she noted that while the County has control over the cemetery, the Board does not have the authority to help facilitate access to the property; she noted that the County has done work there.

Mr. Young explained that it is important to have supervision of any work that is done to prevent further damage. The Wilton Heritage Commission thanked the Board for allowing them to present their request. Comm. Holden noted that the Board will take the issue under advisement and will look at legal implications. The Wilton Heritage Commission members left the meeting.

4. Administrative Business

Approval of Payroll and Accounts Payable Registers

Motion: Comm. Pappas moved to approve miscellaneous Payroll Registers for the following dates and amounts:

- March 15, 2012 in the amount of \$1,702.46
- March 16, 2012 in the amount of \$1,077.00
- March 16, 2012 in the amount of \$5,091.80
- March 19, 2012 in the amount of \$355.81

for a total miscellaneous payroll of \$7,597.07 subject to review and audit. Second by Comm. Holden. Motion carried.

Motion: To approve a regular Payroll Register dated March 15, 2012, in the amount of \$1,087,146.03 subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Registers

Motion: To approve Accounts Payable Register for March 20, 2012 in the amount of \$184,070.60, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion Carried.

Transfer # 2012-21 – Contingency Grant Expense to Corrections, line 4230-7130

Motion: To approve Transfer # 2012-09 to transfer the amount of \$280,000 from Contingency Grant Expense, line 4199-7740 and to transfer a like amount to Corrections line 4230-7130 for a total transfer of \$280,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Holden added that the aforementioned request is to transfer funds to cover the employer's obligation to the NH Retirement System, noting that the rate increased from 16.62% to 19.95%.

Bid # CIS-18-2012 – FY 12 SQL Database Purchase

Mr. Wenger explained that this bid is for the SQL software that is the backbone for the Kronos time clock system at the DOC.

Motion: To approve Bid # CIS-18-2012 for the FY 12-SQL Database Purchase for the DOC, to Insight Public Sec, Tempe, AZ, in the amount of \$8,176.94, noting that this lowest responsible bidder. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

5. Public Comment on Agenda Items

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

6. Department of Corrections

Census

Supt. Dionne presented the Department of Corrections Census; he informed the Board that as of March 13, 2012, the DOC had 500 inmates in custody, which included 450 men of whom 291 were being held pre-trial and 159 that had been sentenced. There were 50 women of whom 33 were being held pre-trial and 17 that had been sentenced; additionally there were 14 in the community and 130 that were processed through the Mental Health Court who are in the Community Connections program.

7. Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census; he reported that the Census as of March 15 was 291, which included 193 Medicaid residents, 43 Private Pay residents, and 45 Medicare-Part A residents.

He added that the quality mix is excellent.

November 2011 Revenue

Mr. Moorehead presented the November revenue; he explained that the budgeted amount for Room & Board plus ancillary services for the month of February was \$1,821,129 while the actual was \$1,748,397 resulting in a negative variance of \$72,732. He noted that February was a 30-day month and explained that he is encouraged by the average Medicare rate that has increased to \$419.53, which translates to a 6% increase. He added that staff is better able to manage therapy and that has led to better reimbursements.

8. Public Comment

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

9. Old/New Business

Intent to Negotiate

Mr. Wenger informed the Board that the Chemical Workers Agreement is ready for its consideration and approval.

Motion: To approve the agreement between the Hillsborough County Nursing Home and International Chemical Workers Union Council of the UFCW, Local 1046C subject to confirming clarification of Paragraph 6. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

A discussion followed regarding the agreement, the fact that it was for two years-July 2011 through June 2013, and that it included only non-cost items and could go into effect upon the Board's approval.

Mr. Wenger informed the Board that he held a follow-up conversation with Mr. Goodnow relative to the Video Arraignment project that the State has proposed. He added that they discussed the need for protocols regarding the delivery of services and noted that he will work with Supt. Dionne to develop them.

Supt. Dionne explained that he has held conversations with other Superintendents relative to their protocols and added that after visiting Rockingham County, he needs more time to establish the costs to the DOC. He added that Rockingham County is making all the Court arrangements and setting up the arraignments with the Courts; he added that this process takes a good deal of time and Rockingham County is asking for more employees to manage the program.

Sheriff Hardy added that everyone supports Video Conferencing because there will be greater safety for anyone involved in the process; he noted that this proposal has been marketed as one that will provide significant savings; however, he added that the Sheriff in Rockingham County indicates that that is not the case; Sheriff Hardy recommended that the County take a hard look at the program before proceeding.

Mr. Wenger indicated that based on today's input, he will contact the State and suggest they go forward with Merrimack County; this will give Hillsborough County another 6-8 weeks to gather more information and for the State to develop protocols for the County's review.

Mr. Wenger informed those present that the Governor and Council Breakfast is scheduled for April 8th and asked if the County wishes to recognize any employee. Comm. Pappas suggested consideration be given to recognizing the Staff Accountant for her efforts and the additional responsibility that was recently placed on her for an extended period. Mr. Wenger asked that any other recommendations be received by the Board's next meeting.

Mrs. Castonguay notified those present that the next Executive Committee meeting will be held on Friday, March 23rd at 9:00 a.m. followed by a meeting of the Blue Ribbon Salary Committee.

The Board entered a brief Recess at 9:53 a.m.

Motion: To move into Recess. Motion by Comm. Pappas, second by Comm. Holden.
Motion carried.

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

The meeting reconvened at 10:04 a.m.

Mr. Wenger observed that the Board may wish to provide information relative to what it is expecting from the Departments during the budget process. The Board held discussion relative to the budget and the letter it received from the Executive Committee. The Board was in agreement that the one question it asked regarding how much surplus could be included in the budget was not answered. Further discussion ensued relative to the safety of residents at the Nursing Home and to the safety and security of the inmates and staff at the Department of Corrections. The Board also discussed the importance of dues paid to NHAC and NACo and the support the Counties receive from them. The Board agreed that the recommendations from the Work Study groups were not accurately reflected in the letter from the Executive Committee.

Mr. Wenger observed that the last 15 months in the County have been extremely difficult. He added that the Board directed him to reorganize and identify efficiencies and savings, but there is not a consensus on the Board of what that might be. He added that his presentation is a bare bones plan, and any further cuts will have unacceptable negative consequences. He further added that he would not

want to be part of an entity that structures itself in a manner that sets its employees up to fail, and noted that further cuts to the plan would raise such an issue.

Mr. Wenger distributed a packet overviewing his presentation, noting that it considers succession planning in anticipation of turnover long term among the professionals and other employees as well as the efficiencies and cost savings requested. Mr. Wenger referred the Board to an Organizational Chart that outlines the present structure of the Departments and another that outlines the Departments with the restructuring in place. He presented the following for the Board's consideration:

- Establish the Commissioners' Office of Administration and Finance and associated budget
- Consolidate the Business Office into the Commissioners' Office of Administration and Finance

- Consolidate the Human Services Administration Department into the Commissioners' Office of Administration and Finance

- Consolidate the Human Resources Department into the Commissioners' Office of Administration and Finance

- Reassign the following positions to the County Office of Administration and Finance

 - County Administrator – Business Office

 - Staff Accountant – Business Office

 - Human Services Director – Human Service Administration

 - Human Resources Director – Human Resources

 - Account Clerk II – Business Office

 - Account Clerk II – Business Office

 - Human Resources Assistant

 - Secretary II – Business Office

- Eliminate the Human Services Assistant part-time position (effective June 30, 2012)

- Consolidate the Board of Commissioner Budget into the Commissioners' Office of Administration and Finance budget

- Reassign responsibility for oversight of the County Complex from the Department of Corrections to the Office of Administration and Finance

Mr. Wenger suggested that in light of financial issues confronting the Board in delivering its budget, the Human Resources Director and Human Services Director positions are presented as reduced to 32 hours, effective October 1st. He explained that any further cuts to the Human Resources Director will require a re-evaluation of the functions in that Department. He discussed his intent that a cross-training/cross-learning succession planning process be put in place so that positions such as the Staff Accountant can work to cross-train in the functions carried out by the Human Services Director and vice-versa and so on throughout the office.

Mr. Wenger explained that the budgets for the Board of Commissioners, Business Office, Human Resources, and Human Services will be merged into one budget under the Commissioner's Office of Administration and Finance. He provided detail about the Department's employees the salaries in the plan. They include the County Administrator, Grade 7, funded at \$52.48/hr., the Staff Accountant, Grade 14 at \$34.13/hr., the Human Services Director, Grade 15 at \$41.12/hr., the Human Resources Director, Grade 14 at \$31.95/hr., two Account Clerks-Business Office., Grade 6 at \$17.00/hr., the Human Resources Assistant, Grade 6 at \$19.24/hr., and the Secretary II, Grade 15 at \$16.59/hr.

He explained the changes in the affected Job Descriptions. He further explained that this plan assumes that the Human Services office space will be vacated and the affected positions would be moved into the space that is currently occupied by the Business Office, Sheriff's Office, and Board of Commissioner's offices. The plan involves the Commissioner's Office of Administration and Finance

re-taking the former Business Office space provided to accommodate the Sheriff during the Chestnut Street renovation. He noted that when the wall was closed, a door frame was put in anticipation of the Business Office returning to that space. The Sheriff's positions would be integrated in to the existing space and the Secretary position would be returned to the original location at the reception area. The Human Services Director would be integrated into one of the existing offices, and Human Resources would stay where it is currently located. He added that the current reception area for the Business Office would be used for a shared space for copiers and a mail area; this change will positively reduce the flow of traffic through the office.

Mr. Wenger explained that the changes presented for the Board's consideration equate to a budget reduction of approximately \$238,427 or 22% of the combined current budgets.

Chairman Ziehm asked the Board if there were questions relative to the plan. She added that she would prefer to table any action until the next meeting. Comm. Pappas observed that she is concerned about reducing the Human Services Director and the Human Resources Director to part-time, particularly since there are more than 800 employees in the County. She asked what the difference in costs would be if the two position were to remain full-time. Mr. Wenger noted that a quick estimate without running the calculations would be possibly around \$40,000 savings from 40 hours to 20 hours. Following further discussion, a motion was offered by Comm. Holden.

Motion: To adopt an Administrative Restructuring Plan to include:

Establishing the Commissioners' Office of Administration and Finance and associated budget and to direct the County Administrator to include a budget in the FY 2013 department budget recommendation, consolidating the Business Office into the Commissioners' Office of Administration and Finance, consolidating the Human Services Administration Department into the Commissioners' Office of Administration and Finance, consolidating the Human Resources Department into the Commissioners' Office of Administration and Finance, reassigning the following positions to the County Office of Administration and Finance: County Administrator – formerly of the Business Office, Staff Accountant – formerly of the Business Office, Human Services Director – formerly of the Human Service Administration Dept., Human Resources Director – formerly of the Human Resources Department, Account Clerk II – formerly of the Business Office, Account Clerk II – formerly of the Business Office, Human Resources Assistant – formerly of the Human Resources Department, Secretary II – formerly of the Business Office, and adoption of the revised job descriptions for the Staff Accountant, Human Services Director, Account Clerk II, and the Secretary II positions, elimination of the Human Services Assistant part-time position effective June 30, 2012, and consolidating the Board of Commissioner Budget into the Commissioners' Office of Administration and Finance budget, and reassigning responsibility for oversight of the County Complex from the Department of Corrections to the Office of Administration and Finance.

Comm. Pappas seconded the motion for discussion purposes.

Comm. Pappas indicated that she does not favor the plan. Comm. Holden noted that the budgets are due on March 30th and the Board has been discussing this and it was her understanding that there was an expectation that the two Director positions would be reduced to 32 hours. Comm. Pappas apologized, noting that there must have been a misunderstanding because she does not favor the motion as it now stands.

Motion: Comm. Ziehm, who seconded the motion, moved to table the motion to provide time for input and to give further consideration of the plan. Comm. Ziehm and Comm. Pappas voted in the affirmative and Comm. Holden voted against the motion to table the plan. The motion carried.

Mr. Wenger requested direction from the Board before the meeting's end relative to how the Board wished to see the budget presented.

10. Non-Public Session

Comm. Pappas requested an opportunity to meet with the Board in Non-Public Session consistent with RSA 91-A:3 II (a) relative to personnel. The Board agreed and noted that it would address requests for Non-Public Session.

Motion: To move into Non-Public Session for the following reasons:

- to meet consistent with RSA 91-A:3 II (a) relative to personnel,
- to meet with Mr. Moorehead consistent with RSA 91-A:3 II (a) relative to compensation,
- to meet with consistent with RSA 91-A:3 II (s) relative to the terms and conditions of a lease.

Motion by Comm. Pappas, second by Comm. Holden. Comm. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried

The Board moved into Non-Public Session at 11:15 a.m.

The Board met relative to personnel. Mr. Wenger was asked to join this discussion.

The Board met with Mr. Moorehead relative to the compensation of an employee.

The Board met with Mr. Wenger, Supt. Dionne and M. Montminy relative to the terms and conditions of a lease.

The Board moved out of Non-Public Session 12:11 p.m.

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

Comm. Ziehm asked the Board if it wished to take any further action.

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

Motion: To remove from the table the earlier motion regarding restructuring. Motion by Comm. Pappas, second by Comm. Holden. Motion carried with Comm. Ziehm voting against the motion.

Motion: To amend the motion relative to the Administrative Restructuring Plan to budget the Human Services Director and Human Resources Director positions at 40-hours. Motion by Comm. Pappas, second by Comm. Holden. Motion carried with Comm. Ziehm voting against the motion.

Motion: To approve the original motion for the Administrative Restructuring Plan, as amended. Motion by Comm. Pappas, second by Comm. Holden. Motion carried with Comm. Ziehm voting against the motion.

Discussion ensued; the Board agreed that the change should begin immediately; however, there should be an understanding that the budget process is pending.

Comm. Holden distributed the NACo Legislative Conference Report.

11. Adjourn

There being no further business, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 12:22 p.m.

Approved 4/4/2012

Comm. Carol H. Holden
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date