

Budget Meeting of the
Hillsborough County Board of Commissioners
April 7, 2015
Bouchard Building, Goffstown, NH
Minutes of the Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Holden, Comm. Pappas, Comm. Ziehm, P. Coughlin, L. Adams, L. Gero, C. Kirby, Mr. Moorehead, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner.

Also Present: M. Brady, Rep Christensen, Mr. Mercier and others who represented Southern N.H. Services

1. CALL TO ORDER

The meeting reconvened at 9:01 a.m.

Motion:

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

Special Projects – St. Joseph’s Community Services – Meals on Wheels Program

Comm. Ziehm recognized Meghan Brady from St. Joseph’s Community Services who addressed the Meals on Wheels program. Ms. Brady provided information relative to the Meals on Wheels program; she thanked the Board for its past support and requested that the Board once again support this special project, noting the many benefits to those it serves including the homebound, disabled and low income residents of Hillsborough County. She explained that they serve the very poor, very isolated, and the very needy residents of the County. Mr. Mercier and Rep. Christensen also spoke in support of the program. Ms. Brady noted that the driver will be the only person two-thirds of their clients will see on any given day. Thirty-six percent of those they serve do not have any money to buy additional food beyond the meal they are provided. Ms. Brady thanked the Board, excused herself, and left the meeting along with those who accompanied her.

Registry of Deeds

Comm. Ziehm recognized Register P. Coughlin, Deputy Register L. Gero and L. Adams, the Comptroller/Assistant. Register Coughlin reviewed the Registry of Deeds’ budget. She observed, as requested at a prior meeting, that she did some research on the economy as it relates to real estate sales. She explained that one source was the N.H. Real Estate 2015 Annual Market Review and Realtor.com-housing & market predictions. She cited information that indicated:

- N.H. Real Estate has stabilized, as has the rest of the Country
- Housing prices will remain the same or go up slightly
- First-time buyers are entering the market
- Construction of new housing is increasing again
- Foreclosures and short sales have gone down
- Compared to other Counties, Hillsborough County is doing very well.

Mrs. Coughlin reviewed several budget lines and provided detail; she explained that all staff is continuously busy. Comm. Ziehm added that the staff should equate to production. Mrs. Coughlin indicated that she would be willing to discuss employees in Non-Public Session.

Motion:

To move into Non-Public Session consistent with RSA 91-A:3 II (a) relative to personnel. Motion by Comm. Pappas, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public at 9:40 a.m.

The Board met with Register Coughlin, Ms. Gero and Mr. Wenger.

The Board moved out of Non-Public Session at 9:53 a.m.

Motion:

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

Following discussion and questions regarding the Revenue history, Register Coughlin agreed to provide the Board with a ten-year Revenue history. Mrs. Coughlin and Ms. Gero thanked the Board for its consideration, excused themselves, and left the meeting.

Motion:

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

The Board moved into Recess at 10:05 a.m.

The meeting reconvened at 10:13 a.m.

Motion:

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

Ms. Robinson presented information regarding the Department of Health & Human Services reimbursement. She explained that the intent of the House of Representatives was to increase the Cap by 2%, but that was not what was done.

Mr. Wenger explained that Grant expense is offset in the Contingency Revenue line; he reviewed the Grants that will be anticipated in FY 2016 and explained that \$50,000 is included for unanticipated grants. He added that the YMCA grant of \$500,000 will be included in this group.

Mr. Wenger reviewed other Revenue lines.

Ms. Robinson explained that the Board may appropriately consider reducing the Human Services budget to reflect the error in the Cap.

Motion:

To reduce Human Services-Interim Nursing Care, line 4444-7560 by \$896,322 and to fund the line at \$31,554,681. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The Board reviewed the Temple Street budget. There was a discussion about level funding the budget, consideration was given to the Building Repairs line.

Motion:

To reduce Temple Street Building Repairs, line 4197-7810 by \$1,500 to fund the line at \$15,500, and to reduce Other Supplies, line 4197-7390 by \$500 to level fund the line at \$2,500. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Ms. Robinson reviewed the County Complex Budget and explained that she reduced the budget overall, but noted that purchasing a new Pickup Truck & Plow is a priority for the County Complex; she explained that the plow truck broke down twice during snow storms last winter and stressed that it needs to be replaced. She reviewed other expenses including a possible water line break, and replacement of 2 of the 8 vents (cupolas) on the roof of the Complex building that are leaking along with a plan to replace 2 additional vents per year going forward. The Complex budget also includes the purchase of a side cutter for the tractor to mow the roadside areas along the stone walls on Route 114. She noted that the cutting has been done manually by inmates in past years, and there have been complaints that many have returned to the DOC with poison ivy.

Mr. Wenger explained that the line for the Chestnut Street Courthouse is the expense of the lease agreement for the Superior Court. He reviewed the lease agreements with the State for the Goffstown District Court, Chestnut Street and the Women's Prison

The Board took a brief break at 11:10 a.m. and returned at 11:18 a.m.

Mr. Wenger and Mr. Roach reviewed the Computer Information Systems (CIS) budget. Mr. Wenger explained that the new CIS employee will be starting on April 20th.

Mr. Wenger reviewed the CIS budget lines. He noted that there are ongoing and pending projects; they include:

- Telephone project (to transfer the telephone lines)
- Time Clock projects at the Nursing Home and DOC
- Paperless project at the County Attorney's office
- Telephone/paperless project at the DOC
- Ongoing paperless project at the Nursing Home that includes maintaining the "cows" (rolling computers) and the kiosks mounted on the walls.

Mr. Wenger noted that the CIS Department expenses include the purchase and maintenance of databases and database support, software purchases, computer related purchases, and protection of our technology.

Mr. Roach reviewed the expense line related to the purchase of laptops, desktops, cows, scanners, printers and Cisco phones.

Mr. Roach explained that his office is dealing with viruses and malware and noted that they are continually dealing with these security issues.

Mr. Moorehead provided an overview of the Nursing Home budget. He explained that within the last two weeks he had to adjust the Nursing Home Revenue downward because the State House budget pulled back 25% of MQIP from \$3,400,000 to \$2,550,000, which is an \$800,000 loss. He discussed the difficulty in budgeting because of the uncertainty at the State level.

Mr. Moorehead explained that the Nursing Home's budget has increased approximately 4.9%; he noted that \$1,338,000 has been added to the Expense lines of which \$1,117,150 is the one-time expense for the 27th pay unique to only this year. He added that there is an increase of approximately \$125,000 in Capital expenses over the previous fiscal year; the Capital projects include the renovation of two tub rooms and the replacement of a fire suppression hood.

Mr. Moorehead reviewed the daily rates for Room & Board; he noted that the following room rates apply:

- Medicare \$460 is the budgeted amount
- Medicaid \$160 is the budgeted amount (currently at \$159.99-rate changes in July and January)
- Private Pay \$300 or 310

He added that Occupational, Physical, and Speech Therapy drive the Medicare rate.

Mr. Moorehead reviewed the:

- Maintenance budget lines, noting that there are no significant changes in that Department
- Dietary line-these employees are employed by Fitz Vogt, the food vendor.

Mr. Moorehead reviewed the Nursing budget lines and explained that the budget includes the addition of an MDS Restorative Coordinator in the Salaries line; he added that this position involves a great deal of work and oversight, and drives reimbursement. He noted that there is a significant increase in the number of MDS's (Minimum Data Sets) that the facility does because of the increase in the Medicare Census plus the acuity of long-term-care patients.

Mr. Moorehead explained that there are 3 new positions; one in Activities, one in Rehab, and one in Nursing. He reviewed the Laundry and Housekeeping budgets. He added that the Director of Housekeeping oversees both the Housekeeping and Laundry Departments; he explained that the position is fully funded in the Housekeeping budget.

Mr. Moorehead reviewed the Activities budget and noted that this Department's budget includes a new position while reducing two per diem positions to \$1; the change results in a reduction of approximately \$15,000. The majority of other costs remain the basically the same. He noted that the person who was serving as Director of Rehab is now Director of both Rehab and Activities.

The Board addressed the Barber & Beauty budget.

Motion:

To reduce Barber & Beauty-Other Supplies, Line 4419-7390 by \$500 to level fund the line at \$1,000.
Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Moorehead indicated that the increase in Pharmacy is primarily due to the increase in the Medicare Census. He noted that the increase in Education & Conference relates to more staff Therapists. He reviewed other lines and added that staff in the Rehab Department generate a lot more in revenue than the costs of their Salaries & Wages and related lines.

Mr. Moorehead addressed the Nursing Home revenue and noted that it includes Room & Board revenue related to number of patients in the following categories. Today's census includes:

- 35-Medicare Part A residents
- 185-Medicaid residents
- 10-Private Pay residents on Unit A-1
- 19-Medicaid residents in the Enhanced Living Unit (ELU)
- 28-Private pay residents excluding those on Unit A-1

Mr. Moorehead explained that:

- Five additional Medicare patients will generate approximately \$839,000 in revenue at \$460/day.
- The Medicaid rate is budgeted at \$160/day in the FY16 budget; it is currently at \$159.99.
- The rate for Private Pay on A-1 is budgeted at \$320/day; it is currently \$310/day;
- The rate for the Medicaid patients in the ELU is projected at \$310/day; it is currently at \$300.
- The Private rate for patients not in A-1 is budgeted at \$310, up from \$300.

Mr. Moorehead noted that the Board will need to approve the proposed rate and added that he is required to give 30 days' written notice of any rate change.

Mr. Moorehead explained the components of Ancillary revenue; it includes:

- Barber & Beauty Shop
- Employee Meals
- Therapy
- Vending

Mr. Moorehead explained that other Revenue includes the ProShare payment that is paid once a year in June and the Quality Incentive payments (MQIP) that are paid quarterly.

Motion:

To adopt the Private Pay rates, as proposed, effective July 1st. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The next meeting will be held the following Thursday at 1:00 p.m. Mr. Wenger noted that Rick Jones will be coming that day at 9:00 a.m. to talk about the Affordable Care Act.

Comm. Ziehm asked if there was any other action before the Board.

9. ADJOURN

Lacking further business, Comm. Ziehm entertained a motion to recess. The meeting recessed at 1:20 p.m.

Motion:

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

Approved on June 3, 2015

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date