

Hillsborough County Board of Commissioners
FY2008 Budget Review Meeting
April 14, 2008
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. T. Pappas, Comm. C. Holden, Comm. M. Clemons, L. Movsesian, M. Rusch, G. Chandler, and G. Wenger.

Commissioner Pappas called the meeting to order at 3:40 P.M.

Motion: To come out of recess. By Comm. Holden second by Comm. Clemons. Motion carried.

The Board returned to its review of the department budget requests.

Human Resources – 4155

The Commissioners reviewed the budget request for the Human Services Department line by line, discussing the requests with Mr. Wenger and Ms. Chandler. It was noted that the department is staffed by two employees and that the majority of the lines remain level funded. Education and Conference has increased slightly due to cost of programs. Printing and Binding was discussed and it was noted that the increase is due to cost of forms and the need to update the County Handbook. Mr. Wenger discussed the intent to initiate an in depth review of the County Policies and Procedures over the coming year in conjunction with updating the Handbook. Comm. Clemons inquired regarding statutory requirements that would control the process. A discussion followed regarding the anticipated process for the review and it was acknowledged that there is no guiding statutory requirement that the County must follow. Advertising was also noted as increasing due to the cost to place the employment ads. It was noted that the County is using on-line services and has had success with Jobsinnh.com. An increase in travel has been requested due to the increase in the mileage reimbursement rate and tolls. Mr. Wenger also discussed the reconfiguration of the office space and new furniture, which is funded under the New Equipment line.

Ms. Chandler was excused from the meeting.

Mr. Roach and Mr. Kearsley joined the meeting at this time.

G. Wenger advised the Board that it is running ahead of schedule and suggested it hear from the Business Office while waiting for D. Kearsley to arrive. G. Chandler excused herself at this time.

Computer Information Systems – 4151

The Board reviewed the budget request line by line. Mr. Wenger noted that the CIS budget appears to be down significantly but explained that the reduction is because of the one-time funding of the new telephone system in the FY 2008 budget for \$400,000. Salary and wages are based on three employees staffing the department. The Board discussed the Education and Training line noting that it is anticipated that the line will be expended before the end of the fiscal year. Mr. Wenger explained that funding is requested in the Consulting line to upgrade the County's Web presence including the meeting information and minutes. A discussion followed regarding having minutes on the site and our ability to keep the site up-to-date and timely. The Date Processing line was discussed it was noted that the funding supports the maintenance agreements for the various software programs utilized across the County. The Board discussed the request for additional funding to support the upgrade of the proprietary software used in the Human Services

Department, questioning why the upgrade was necessary in light of the changes going on in the billing arrangement. Mr. Wenger noted that the costs for new software associated with departments' requests for new staff have been set out separately in the budget request. Mr. Wenger noted that because of the increase in the mileage reimbursement rate an increase has been requested in the Travel lines, which is consistent with the recent transfer that had been approved. He also noted that training in relation to the new phone system is anticipated over the course of the year and this will take place in Massachusetts.

The Board reviewed the New Equipment line, noting it is down significantly down due to the telephone purchase in FY 2008. Mr. Wenger noted that the departments' requests have all been reviewed and have been included in the budget request. It was again noted that the expenses associated with new hires have been set out individually. The Board discussed the request for a backup system for the Cooperative Extension and the need for a system; it was noted that the County was working with UNH to address the need and that Hillsborough County has lagged behind other counties in reaching this point. Mr. Wenger noted that the request for new equipment related to the email solution is the second phase of an upgrade started in the FY 2008 budget. Mr. Roach also discussed the Department's efforts to find cost effective ways to dispose of the outdated equipment.

There being nothing further to discuss the Board thanked the staff for its presentation and proceeded to review the County Convention budget.

The Board followed up on the discussion at its prior meeting and reviewed a draft letter to the NH Commissioner of Administrative Services regarding available County land for the State to consider in relation to a new Hillsborough County North Superior Court building. The Board agreed to execute and send the letter.

County Convention - 4110

Rep. D Essex, M. Rusch, and /C. Kirby joined the meeting.

The Board proceeded to review the budget request. Rep. Essex was recognized and proceeded to provide an overview of the budget request noting that at this time, the request represents a 0.5% increase over the prior year's budget. He highlighted lines noting the salary lines are consistent with present staffing, the Education is level funded, that legal expenses are reduced \$5,000 as the result of resolution of one matter, noting that Legal Counsel was comfortable with the reduction, that the Other Fees budget is level funded; Printing is increased slightly due to increased costs; Office Supplies is level funded as is Dues, Postage, and Advertising. He noted that a transfer was necessary for the Telephone line so the request is up \$3,500. The Travel line was also increased slightly in light of the new mileage rate. C. Kirby explained the Out-of-State travel request noting that the request is the same. D. Essex noted that a new fax machine for Legal Counsel and replacement chair have been requested in the New Equipment line.

D. Essex discussed that the office is exploring a change to the present staffing noting that they are looking to use the Clerk I position as a clerical support person as opposed to a budget support person. He suggested that as the specifics are worked out, a change would be brought forward for consideration at the next budget level.

Cooperative Extension – 4611

D. Reidy along with D. Spratt and E. Wilder joined the meeting and were introduced to the Board.

Mr. Reidy proceeded to review the budget request noting that the Salary line reflects the three administrative assistant positions within the office. He noted that one position is currently open and a search is ongoing for a replacement. He explained that line 7013 is the County's contribution for the Educators. He reviewed the remaining budget lines noting that the majority of the requests are for level funding an increase of \$1,000 has been requested in the Supplies line. Mr. Reidy explained that the Travel-in-State line has been increased in anticipation of a 5.5-cent increase in the Federal mileage rate during the fiscal year and that there has been a slight decrease in the request for Out-of-State Travel. With regard to Equipment Repair, he noted a \$500 increase, which is the result of the receipt of a donation of a large folding machine for the office.

There being nothing further, the Board thanked the presenters who were excused from the meeting.

Motion: To go into recess. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

The meeting recessed at 4:15 P.M.

The Board returned to session at 5:05 P.M.

Comm. Holden stepped out of the meeting at this point.

Motion: To come out of recess. By Comm. Clemons, second by Comm. Pappas. Motion carried.

Nursing Home

Comm. Pappas welcomed Bruce Moorehead and Michael Lencki who joined the meeting at this time. The Board agreed to review the budget request by initially reviewing those lines that have been changed from the previous year or those that have major expenditures contemplated.

Comm. Holden rejoined the meeting.

NH Administration - 4411

Mr. Moorehead noted changes to the salary line explaining that they are associated with two positions. Assistant Administrator and Assistant Business Manager; the volume of work has increased in past 5 years from a long-term care facility to a facility that is focused on long-term rehab. This has increased census, which increases the workload on the Nursing Home Business Office. The Ass't. Admin is a safety valve for the County should something happen to the Admin. The goal is to have someone in the position that is licensed who could be appointed in case of emergency. The Board inquired if there was anyone on staff who is licensed. Mr. Moorehead responded that no one is licensed at this time, but discussed individuals who may be close to taking the exam and he discussed the requirements for licensing.

Mr. Moorehead explained the request for the Business Office position noting that the facility has been unable to fill the open Account Clerk II due to the low wage rate. He advised the Board that if the Assistant Business Manager position were approved he would eliminate the Clerk II position.

Mr. Moorehead requested that the Board consider funding the Legal Expenses line at one dollar in order to facilitate a transfer into the line during the fiscal year should circumstances arise requiring the expenditure of such funds. The Board agreed that this was advisable.

Motion: To increase line 7200, Legal Expenses, in the Nursing Home Administration budget

from \$0.00 to fund the line at \$1.00. By Comm. Holden, second by Comm. Clemons. Motion carried

7299 - Bed Assessment: Mr. Moorehead recommended that with a better understanding of the anticipated ProShare amount, it would be appropriate to reduce the Bed Assessment line and to fund it at \$1,151,503. A brief discussion followed with the Board accepting the recommendation.

Motion: To reduce line 7299, Bed Assessment, in the Nursing Home Administration budget from \$1,400,000 to fund the line at \$1,151,503. By Comm. Holden, second by Comm. Clemons.
Motion carried

Comm. Holden inquired whether the Printing and Binding line could be reduced with the abilities of new copier machines to produce forms. M. Lencki explained the much of the expense in this line is related to the printing of three-part forms, which cannot be handled in house.

Mr. Moorehead referred the Board to the capital line, 7290, explaining that should the facility be able to pursue the clinical software in the current year budget, the request in the FY 2009 budget can be reduced. He noted that he is working on a transfer and if it is approved the Board could revisit this.

Comm. Holden inquired if there was anything in the capital line that could be put off for another year in an effort to reduce the impact on the County Taxpayer. Mr. Moorehead indicated that the requests are primarily related to safety issues that need to be addressed at this time. He discussed the need for a new generator noting that the existing unit has become unreliable, hard to maintain, and is a safety concern, but noted that it will serve adequately as an emergency backup when the new unit is installed. He agreed to revisit the lines and then to advise the Board of any changes that he could recommend.

NH Maintenance - 4412

Mr. Moorehead noted that the spike in line 7290 is related to cleaning all heating and ventilation duct work at the facility. He explained that this is an infection control issue and this work is done every five years or so. He noted that he is disinclined at this point to suggest that the project be funded over two years. A discussion followed regarding additional requests including resetting scales. Mr. Lencki explained that every scale in the building must be addressed and it was noted that it is important to have the scales accurate, as it is part of the inspection process.

Mr. Moorehead noted that the Fuel line was based on an estimate of \$100 per barrel but it is now running at about \$111 per barrel, which would require approximately an additional thirty cents per gallon. Mr. Lencki indicated that he anticipates that this line will require additional funding. A discussion followed.

Mr. Moorehead noted that he has kept the Overtime lines flat for most departments.

NH Dietary - 4413

Mr. Moorehead noted that the non-salary lines are a contract issue with Fitz, Vogt & Assoc. He explained that the facility is currently out to bid for these services. He anticipates that the new bids will be higher and noted that the budget is presently level funded based on the existing contract and may need to be reviewed when the bids are awarded.

NH Nursing - 4414

Mr. Moorehead noted that following his review in preparation for the meeting, a glitch in the overtime budget was noted which results in a savings. He recommended that the Board consider reducing the line from the present request of \$709,660 to \$667,330. He noted that similar reductions would be recommended in other departments. On the Administrator's recommendation, the Board moved to reduce the budget line.

Motion: To reduce line 7010, Overtime in the Nursing Home Nursing budget from \$709,660 to fund the line at \$667,330. By Comm. Holden, second by Comm. Clemons. Motion carried

Mr. Moorehead explained that the Education & Conference line includes a request for \$25,000 to fund a tuition reimbursement program, which has not received acceptance by the Union. In light of the failure to institute the program, he is recommending that the line be reduced by that amount. Following a brief review, the Board agreed to proceed.

Motion: To reduce line 7170, Education and Conferences in the Nursing Home Nursing budget from \$51,700 to fund the line at \$26,700. By Comm. Holden, second by Comm. Clemons. Motion carried

Mr. Moorehead noted that the Other Fees line has gone up slightly due to a drug monitoring fee that must be paid to the Pharmacy and indicating that the fee is approximately \$5,000 per year.

NH Laundry - 4415

Mr. Moorehead noted that a reduction in the overtime budget was also appropriate in this budget. On his recommendation, the Board took action.

Motion: To reduce line 7010, Overtime in the Nursing Home Laundry budget from \$5,868 to fund the line at \$4,517. By Comm. Holden, second by Comm. Clemons. Motion carried

NH Housekeeping -4416

Mr. Moorehead noted that this budget is contractually driven and should a new contract be awarded, adjustments may be necessary.

NH Activities - 4417

Mr. Moorehead noted that a reduction in the overtime budget was also appropriate in this budget. On his recommendation, the Board took action.

Motion: To reduce line 7010, Overtime in the Nursing Home Activities budget from \$9,269 to fund the line at \$7,931. By Comm. Clemons, second by Comm. Holden. Motion carried

NH Social Services - 4418

Mr. Moorehead noted that the budget request was level for this department. Comm. Holden inquired regarding the behavioral award program. Mr. Moorehead explained that this is a behavioral modification program, which utilizes rewards to recognize behavioral modifications.

NH Barber/Beauty -4419

Mr. Moorehead noted that once again this budget includes a request to increase the supplies line by \$500.

NH Pharmacy - 4420

Mr. Moorehead noted that the pharmacy budget is primarily census driven. A discussion followed regarding the efforts that are ongoing to review medication and pursue the best pricing for everything that is necessary. Mr. Moorehead noted that oral surgery expenses have been reasonable this year but noted that these expenses can spike quickly.

NH Rehabilitation - 4421

Mr. Moorehead noted that a reduction in the overtime budget was also appropriate. On his recommendation, the Board took action.

Motion: To reduce line 7010, Overtime in the Nursing Home Rehabilitation budget from \$1,660 to fund the line at \$955. By Comm. Clemons, second by Comm. Holden. Motion carried

He noted that the Salary line is up in part due to positions being filled and the addition of a new part-time rehab tech.

Nursing Home Revenue

Mr. Moorehead explained that consistent with the changes he had recommended on the expense side of the budget relative to the bed tax and ProShare, there are changes that he would recommend to the revenue side also. Following a discussion and on his recommendations the Board took the following actions.

Motion: To reduce Revenue line 3350, Medicaid Pool Funds from \$1,550,000, to fund the line at \$1,200,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

Motion: To reduce Revenue line 3353, Quality Incentive Payments from \$2,875,000 to fund the line at \$2,626,157. By Comm. Holden, second by Comm. Clemons. Motion carried

Motion: To increase Revenue line 3405, Nursing Home Income from \$18,872,270 to fund the line at \$19,631,215. By Comm. Holden, second by Comm. Clemons. Motion carried

Mr. Moorehead explained the interrelationship between bed tax and ProShare and the resulting changes to the budget. He noted that the change is due in part to the tax being reduced from 6% to 5.5%.

He also noted that upon review of the revenue for Barber and Beauty, the program is breaking even.

Mr. Moorehead discussed his recommendation that the Board increase the private pay rate at the facility from the current rate of \$225 per day to \$240 per day effective July 1. He noted that residents would receive a thirty-day notice prior to implementation of the increase. He explained that now the facility's rate is significantly behind all other facilities in the area. Based on the information provided, the Board agreed to proceed with the rate increase. Mr. Moorehead agreed that notice of the increase would be forwarded June 1 to be effective on July 1.

There being nothing further to discuss at this time, Comm. Pappas thanked Mr. Moorehead and Mr. Lencki for their presentation.

The Board agreed to change the time for its next budget meeting scheduled for Friday April 18, from 3:40 to 3:20 P.M.

Motion: To go into recess. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

The meeting recessed at 5:55 P.M.

(SIGNED 08/27/08)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date