

Regular Meeting of the
Hillsborough County Board of Commissioners
April 15, 2015
Department of Corrections, Manchester, 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, J. Hardy, D. Hogan, P. Boardman, D. Dionne, G. Fisher, L. Gero, C. Kirby, M. Montminy, B. Moorehead, D. Reidy, E. Robinson, L. Vallee, M. Castonguay, G. Wenger, and L. Stonner.

1. CALL TO ORDER

The meeting convened at 9:01 a.m. Supt. Dionne led the pledge to the flag.

2. ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes for the Board of Commissioner's regular meeting held on March 11th. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To approve the minutes for the Board of Commissioner's regular meeting held on March 18th. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Miscellaneous Payroll

Motion:

To approve Miscellaneous Payroll Registers in the following amounts on the following dates, subject to review and audit:

- April 10, 2015 \$ 458.55
- April 13, 2015 \$ 90.00

The total for Miscellaneous Payroll is \$548.55, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Regular Payroll Register

Motion:

To approve a Regular Payroll dated April 9, 2015 in the amount of \$1,064,981.28, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Accounts Payable

Motion:

To approve an Accounts Payable Register in the amount of \$3,830,946.09, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. There was confusion about the total amount; the motion was tabled.

Motion:

To table the Accounts Payable Register until the amount can be verified. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Extradition Vouchers

Motion:

To approve the following Extradition Vouchers for the following dates, noting that they have been previously approved by the County Attorney:

<i>Date</i>	<i>Extradition Amount</i>
01/20/15	\$ 114.13
02/03/15	158.63
02/04/15	91.57
02/04/15	191.13
02/11/15	183.13
02/17/15	160.25
02/17/15	68.68
02/17/15	80.12
02/25/15	303.15
03/03/15	348.20
03/05/15	137.35
03/09/15	77.38
03/13/15	196.55
03/16/15	114.46
03/16/15	148.79
03/19/15	183.13
Grand Total	\$2,556.98 Total Extraditions

Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

3. PUBLIC COMMENT ON AGENDA ITEMS

There was no one present from the Public who wished to comment on Agenda items.

4. DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC) Census. He noted as of April 7, 2015, the total in custody was 421 in addition to 14 in the community for a total custody of 435; he explained that there were 329 men including 121 that had been sentenced and 208 that were being held pre-trial; there were 106 women; 48 of the women had been sentenced and 58 were being held pre-trial.

Supt. Dionne informed the Board that 143 individuals were diverted through the Mental Health Courts; 78 were from Manchester and 67 from Nashua. He added that the DOC was holding 37 female inmates from Rockingham County.

Overtime Impact Report

The Overtime Impact Report was included in the Board's packet.

5. OLD/NEW BUSINESS

Mr. Wenger requested that the Board approve the look-back period that is one of the requirements of the Affordable Care Act. He proposed, based on input from the Department Heads:

- A twelve month look-back period from May 1, 2014 to April 30, 2015,
- An Administrative period (on an annual basis) from May 1, 2015 to June 30, 2015, and
- A one-year Stability period that will run from July 1, 2015 through June 30, 2016, it will run on the same dates annually.

Motion:

To set the proposed look-back period, the Administrative period and the Stability period as proposed by Mr. Wenger. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger added that he will be bringing forward a plan that will meet the Affordable Care statute. Mr. Wenger informed the Board that the County has been looking at Dental Insurance and has received a rate decrease of 5.29%, which is based on experience; this decrease represents a savings of approximately \$25,000.

Motion:

To renew the County's Dental Plan with Delta Dental with the rates proposed. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger reported that the Vision Insurance comes with a proposed increase of 5.2%, 6.3%, and 5.8% respectively for single, two person, and family plans a two-year contract; the increase represents an additional expense of approximately \$400.

Motion:

To renew the County's Vision Plan at the proposed rate. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger noted that the Audit with the N.H. Retirement System was a favorable audit; the auditor's conclusions were that it was good audit and is in compliance with procedures for the period audited. He added that it was a learning experience for both sides.

5. NURSING HOME

Census

Mr. Moorehead presented the Nursing Home Census. He indicated that the Census as of April 9, 2015 was 274; it included 200 Medicaid residents, 38 Private Pay residents and 36 Medicare-Part A or managed care residents.

March Revenue

Mr. Moorehead presented the March Revenue. He explained that the budget for Room & Board and Ancillary items was \$1,930,454 while the actual was \$2,006,109, which represents a positive variance of \$75,655.

Year-to-Date

The budget for Room & Board and Ancillary items for the period of July 1 through March 31st was \$17,374,086 while the actual was \$17,485,327 which represents a positive variance of \$111,241. He noted that if one adds the MQIP, which was budgeted at \$1,600,000, but the actual is \$1,682,000, or a positive variance of \$82,000. The total variance of year-to-date and MQIP equals a positive variance to date of \$193,243.

Transfer # 2015-16

Motion:

To approve Transfer # 2015-16 for the Department of Corrections to transfer the amount of \$18,000 from Other Fees/Services, line 4230-7290 and then to transfer the following amounts to the following lines:

- \$5,000 to Office Supplies, line 4230-7360,
- \$1,000 to Auto Repairs, line 4230-7730,
- \$8,000 to Building Repairs, line 4230-7810, and
- \$4,000 to Equipment Repairs, line 4230-7820.

The total Transfer is \$18,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Transfer # 2015-17

Motion:

To approve Transfer # 2015-17 for the Department of Corrections to transfer the amount of \$100,000 from Salaries & Wages, line 4230-7010, and then to transfer \$100,000 to Overtime Wages, line 4230-7011. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Supt. Dionne observed that relative to the agreement with NH Works Partners that was signed by the Board in anticipation of getting a grant. Supt. Dionne noted that it was discovered that all County DOC's needed to sign an MOU and time was off the essence; he informed the Board that he signed the MOU and provided a signed copy for the Board and the permanent record. The MOU will allow them to access space inside the building for the program.

Mr. Moorehead informed the Board that M. Cote, who has been a custodian at the Nursing Home since 1993 or 1994 passed away the previous Sunday evening. He added that this particularly affects the Nursing Home as he is related to 3 employees.

Comm. Ziehm entertained a motion to enter Non-Public Session.

Motion:

To enter Non-Public Session consistent with RSA 91-A:3 II (d) relative to the consideration of the acquisition, sale, or lease of real or personal property, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Motion by Comm. Pappas, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 9:27 a.m.

The Board met with Sheriff Hardy, Chief Deputy Fisher and Mr. Wenger.

The Board moved out of Non-Public Session at 9:42.

Motion:

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

Motion:

To approve Sheriff's Department bid # 2015-02. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

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

Motion:

To move out of Recess and reconvene the Budget Meeting. Motion by Comm. Pappas; second by Comm. Holden. Motion carried.

The Budget portion of the meeting reconvened at 9:44 a.m.

The Department Heads returned to the meeting for the Budget discussion. Mr. Wenger provided a hand-out that provided the Board with an update relative to its Budget.

Comm. Ziehm indicated that after reading the Register of Deeds report; she is comfortable providing an increase in the Deeds' Revenue. Comm. Holden concurred. The Board discussed its Budget.

Mr. Wenger noted that the budget has one-time increases for the 27th pay of \$1.3 million dollars and \$500,000 for a grant, which is offset by Revenue. Mr. Wenger explained that he met with the Department Heads shared potential cuts and recommendations that the Department Heads supported.

Mr. Wenger noted that while the Board has changed its method of budgeting, there continues to be a strong belief that in spite of what cuts the Board makes at this level, there will be further cuts at the Delegation level and that anything that the Departments sacrifice now is not going to be seen as a sacrifice. Furthermore, there is the belief that the objective at the next level will be to find areas they can cut. He added that with the exception of little things, there is nothing left to cut.

The Board discussed postponing some of the repairs or capital projects. Mr. Wenger noted that if we continue to postpone projects, we could need to do them on an emergency basis in the near future. He added that the challenge is that if we put off projects until next year, there are already projects scheduled for next year. He remarked that at some point we need to stop putting off projects and start investing in our buildings if we want to avoid a time when we have to appropriate millions of dollars for these projects.

Supt. Dionne added that he does have projects that need to be done that he has put off until the next fiscal year.

Mr. Wenger explained that with the budget reductions agreed to by the Department Heads the previous day,

the Board could present a budget that would not increase the amount to be raised by taxes. He added that while not every Department agreed, the Department Heads agreed that they could accept the cuts and be able to speak with one voice.

Mr. Wenger added that the recommendation, going forward, will also include using a reasonable use of Surplus, but noted that the proposal does not include any increases related to any of the contracts.

Mr. Wenger explained the increases in the budget; they include:

- A one-time Payroll of \$1.3 million for the 27th pay period
- Health & Accident Expense lines are up \$609,000
- Retirement Contributions are up \$307,000
- The increases to the budget for the aforementioned lines related to Salaries & Wages (one-time Payroll and Health & Accident Expense) contribute to the increase by \$917,000 or 1.91 percent).
- There is also an increase in the Human Services of \$720,000 in the Cap and a reduction in Quality Incentive payments, which impact the Nursing Home budget.

Mr. Wenger explained that the Nursing Home is sending 1.5 million dollars back to the General Fund to support other Departments, and added that it is important to note that we are relying on Revenues from the Nursing Home and cutting staff or wiping out a Department would negatively impact those Revenues. He observed that a one percent increase for all employees across the County would cost \$300,000 or .62% affect to the taxes. He offered that the Board could appropriately use 2.6 million dollars of Surplus from the General Fund to balance the budget and noted that he anticipates the Surplus to be between 1.5 and 2.5 million dollars annually.

Mr. Wenger proposed several budget reductions, and noted that he will have them in motion form for the Board's meeting the following day. He added that he would like to discuss the Non-Affiliated wages in Non-Public Session.

The Board agreed to request that it have an opportunity to present an overview of its budget at the next Executive Committee Meeting on April 24th.

Mr. Moorehead explained that a major contributing factor related to the Nursing Home's budget depends on whether the \$7,000,000 that the State did not roll over to use in recalculating rates for the January has not been resolved. He added that the Medicaid daily rate is approximately \$3.00 less than the County was getting prior to January 1st, and that results in approximately \$250,000 over the course of the year should the rate remain the same.

Motion:

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

The Board moved into Non-Public Session at 10:44 a.m.

The Board met with the Department Heads and Mr. Wenger.

The Board moved out of Non-Public Session at 10:54 a.m.

Motion:

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

The Board agreed to Recess its Meeting.

Motion:

To Recess the Budget Meeting. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To Adjourn the Regular Meeting. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The meeting adjourned at 10:55 a.m.

Approved 4/29/15

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date