

Regular Meeting of the
Hillsborough County Board of Commissioners
April 16, 2014
Bouchard Building, Goffstown, 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, C. Beaulac, C. Connelly, D. Dionne, M. Estey, C. Kirby, M. Lencki, M. Montminy, B. Moorehead, D. Reidy, E. Robinson, M. Castonguay, G. Wenger and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:02 a.m.

P. Coughlin led the Pledge of Allegiance.

Administrative Business

Minutes

Motion: to approve the minutes of the Board of Commissioner's meeting held on April 2, 2014. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

The Payroll and accounts Payable Ledgers will be addressed later in the meeting.

Transfer # 2014-15 - Nursing Home & County Complex

Motion: To approve Transfer # 2014-15 for the Department of Corrections to transfer the following amounts from the following lines:

- County Complex, Other Supplies, line 4198-7390 \$ 1,500
- County Complex, Fuel, line 4198-7650 10,000
- County Complex, Building Repairs, line 4198-7810 1,500
- County Complex, Equipment Rental, line 4198-7880 1,000
- Nursing Home Maintenance, Electricity, line 4412-7610 9,000

for a total transfer of \$23,000, and then to transfer a like amount to County Complex, Electricity, line 4198-7610. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Transfer # 2014-16 – Contingency to Corrections

Motion: To approve Transfer # 2014-16 to transfer the amount of \$100,000 from Contingency, Grant Expenses, line 4199-7740, and to transfer a like amount to Corrections Overtime line 4230-7011. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Public Comment on Agenda Items

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

Department of Corrections

Census

Supt. Dionne reported that the census at the Department of Corrections as of April 14th included 557 inmates; there were 444 male inmates, 184 had been sentenced and 260 were pre-trial. There were 113 female inmates; 42 had been sentenced and 71 were pre-trial. There were also 17 inmates in the community, 5 inmates in the Pre-Trial Services program and 40 female Rockingham inmates. Supt. Dionne informed the Board that there were 122 individuals in the Mental Health Court; 54 are from Manchester and 68 are from Nashua.

Overtime Impact Report

The Overtime Impact report is included in the Board's packet.

Administrative Transfer

Supt. Dionne requested that the Board approve the transfer of a male inmate from Carroll County; he explained that Hillsborough County is swapping a Carroll County inmate for one that is being sent to its facility because he was creating a problem at our facility.

Motion: To approve the transfer of a male inmate from Carroll County, noting that Hillsborough County is swapping a Carroll County inmate for one from Hillsborough County. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Old/New Business

NHAC Committee Appointment

Motion: To appoint Mr. Moorehead and Mr. Wenger to the NHAC Medicaid study committee discussed the previous day. Motion by Comm. Holden, second by Comm. Ziehm.

Discussion ensued relative to Mr. Wenger's heavy work load. Comm. Holden withdrew Mr. Wenger's name and added Ms. Robinson's name.

Motion carried to appoint Mr. Moorehead and Ms. Robinson to the Committee.

Request for Use of County Land – Southern NH Services

Mr. Robinson presented a request for the use of County land by Southern NH Services for its 2014 Community Garden Project.

Motion: To approve Southern NH Services request for use of County land for its 2014 Community Garden Project. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Public Comment

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

Register Coughlin distributed a Revenue update.

Register Coughlin requested that the Board approve the additional cost of \$4,000 for 16 binders at a cost of \$250 each and explained that the bindery is involved in the restoration of books and noted that the books, if returned as the bindery planned, would result in 5 inch binders that would be very heavy, difficult to handle, and would create a safety issue if dropped on a person's foot. She is proposing the use of 16 smaller binders for the project that would be more manageable and safer to use. Following discussion, Comm. Holden offered the following motion:

Motion: To authorize the Registrar of Deeds to purchase 16 binders at a cost of \$250/binder in order to supplement the binders needed for book restoration in FY 2014. The total price of the 16 requested binders is \$4,000, which does not require competitive bid under RSA 28:8-e, but would be otherwise authorized by waiver of the bid process under RSA 28:8-e, V. The Registrar requests the authority to purchase the binders in order to split volumes and create safe, manageable books for handling by staff and the public. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Approval of Payroll Registers

Motion: To approve the following Payroll Registers for the following amounts:

- April 7, 2014 \$ 4,439.10
- April 10, 2014 12,933.34
- April 10, 2014 9.42

for a total of \$17,381.86, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve a Regular Payroll register dated April 10, 2014 in the amount of \$1,110,157.04, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Approval of Accounts Payable Register

Motion: To approve an Accounts Payable register dated April 15, 2014 in the amount of \$2,005,505.40, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Sheriff's Extraditions

Motion: To approve a Sheriff's Extradition dated December 31, 2013 in the amount of \$169.02, noting that it has already been approved by the County Attorney. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of April 10, 2014 was 286 residents; there were 210 Medicaid residents, 33 Private Pay residents and 43 Medicare or managed care residents; he added that these numbers are excellent.

March Revenue

Mr. Moorehead reported that the budgeted revenue for Room & Board and ancillaries for the month of March is \$1,843,742 while the actual was \$1,992,582, which resulted in a positive variance of \$148,840; he added that the numbers are unaudited.

Year to Date Revenue

Mr. Moorehead explained that the Year-to-Date Room & Board and Ancillary budget was \$16,593,678 while the actual was \$17,052,293; which resulted in a positive variance of \$458,615 through the month of March. He added that the Bed Tax for the two quarters was budgeted at \$1,600,000 while the actual was \$1,828,264; which resulted in a positive variance of \$228,265 the result of the 2 equals the total variance year-to-date of \$686,879 over budget.

Motion: To move into recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The meeting recessed at 9:33 a.m.

The Meeting reconvened at 9:39 a.m.

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

Old/New Business

FY 2015 Budget

Mr. Wenger updated the Board, Department Heads, and elected Officials relative to the adjustments that have been made to the budget to this point, and the cuts that have been made in Expenses as well as additions to Revenue. Discussion ensued relative to the budget and the use of the Undesignated Fund Balance (commonly referred to as Surplus) to balance the budget.

The Board asked the Nursing Home Director and the Department of Corrections Superintendent if it would be possible to cut another 1% from their budgets.

Mr. Moorehead responded that he does not see how he would be able to maintain Revenue at the Nursing Home and maintain compliance if he has to cut another \$300,000 from his budget. Supt. Dionne explained that the DOC budget is a bare-bones budget and explained that any further cuts in his budget would affect the DOC's ability to meet the statutory responsibilities and the DOC would be in a position to fail to provide the necessary safety and security for the staff and inmates at that facility.

In response to a question, Mr. Wenger explained that the Board presented a budget the previous year that reflected a 1.2% increase in the budget and a 4.35% increase in the amount to be raised in taxes.

The Board discussed the use of Surplus.

Register Coughlin explained that she was not aware that Salaries & Wages were being cut, adding that the cut made to her Department could represent the loss of 2 employees. The Board noted that Revenue in her Department is down and added that the goal is not to eliminate 2 positions; the Board is hopeful that the Department can manage, further adding that it may be possible to transfer the funding from another line if there are funds available within the Registry's budget. The Board indicated that the goal is to leave the flexibility with the Register so that she can manage the budget and hopefully make it work. Register Coughlin noted that her concern is that this will cause complaints going forward relative to the services provided.

Non-Public Session

Motion: To move into Non-Public Session consistent with RSA 91-A:2 I (a) relative to negotiations. Motion by Holden, second by Comm. Ziehm. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 10:29 a.m.

The Board met with Mr. Wenger, Mr. Connelly, Attorney Kirby and C. Beaulac.

The Board moved out of Non-Public Session at 10:56 a.m.

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

Discussion ensued relative to the use of Surplus and a motion was offered by Comm. Holden.

Motion: To set the use of Surplus at \$2,311,555. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To move the budget forward to the Public Hearing. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Adjourn

There being no further business to come before the Board, Comm. Pappas entertained a motion to adjourn.

Motion: To adjourn. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The meeting adjourned at 11:06 a.m.

Approved May 30, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date