

Regular Meeting of the
Hillsborough County Board of Commissioners
April 30, 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, J. Hardy, P. LaFrance, C. Connelly, D. Dionne, B. Moorehead, D. Reidy, G. Wenger, C. Beauleac, M. Castonguay, M. Lencki, M. Montminy, and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:31 a.m. following the Board's Public Hearing.

Administrative Business

Minutes

Motion: To approve the minutes of the Hillsborough County Board of Commissioner's meeting held on April 16, 2014. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Payroll Registers

Motion: To approve a Miscellaneous Payroll register dated April 24, 2014 in the amount of \$599.15, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve a Regular Payroll register dated April 24, 2014 in the amount of \$1,093,894.24, 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 29, 2014, in the amount of \$3,102,069.03, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Transfer # 2014-18 – County Attorney

Motion: To transfer the amount of \$1,500 from County Attorney's Postage, line 4123-7380 and to transfer a like amount to Printing & Binding, line 4123-7350. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Transfer # 2014-19 – County Attorney

Motion: To transfer the amount of \$500 from County Attorney's Postage, line 4123-7380 and to transfer a like amount to Office Supplies, line 4123-7360. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Public Comment on Agenda items

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

Department of Corrections

Supt. Dionne presented the Department of Correction's census. He noted that as of April 22, 2014, the total in custody was 545; it included 422 men; 177 had been sentenced and 245 were awaiting trial; there were 123 women in custody; 53 had been sentenced and 70 were awaiting trial. He added the DOC is holding 46 female inmates from Rockingham County. Supt Dionne informed the Board that there are 17 in the community and 5 inmates in the Pre-Trial Supervision program and there are a total of 134 individuals in the diversionary Mental Health program; 60 are from Manchester and 74 are from Nashua.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record.

Supt. Dionne provided an update relative to the an upcoming meeting with NHAC the following Friday, Comm. Wren from the State Prison and a representative from the attorney General's office will be attending as well as the Superintendents regarding SB 323 that proposes a change in the RSA related to RSA 30-B:15, which relates to the expense of protective custody and the State's responsibility for periods exceeding 12 months.

Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of April 24, 2014 was 283 residents; there were 211 Medicaid residents, 36 Private Pay residents and 35 Medicare or managed care residents. He indicated that the numbers and the case mix continue to be strong.

Bid # 16-2014 – Medicare/Medicaid Cost Report

Mr. Moorehead presented Bid # 16-2014 for the Nursing and explained that this bid is for the Medicare/Medicaid Cost Report; he added that the lowest responsible bidder is Baker, Newman & Noyes, LLC from Portland, ME at a price of \$5,000 for the first year, \$5,150 for the second year, and \$5,300 for the 3rd year of a three-year contract.

Motion: To approve Bid # 16-2014 for the Nursing Home for the Medicare/Medicaid Cost Report; and to award the bid to Baker, Newman & Noyes, LLC from Portland, ME bid; it is the lowest responsible bidder is at a price of \$5,000 for the first year, \$5,150 for the second year, and \$5,300 for the 3rd year of a three-year contract. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Moorehead informed the Board that Robin Grille, who has provided this service for at least 15 years, and who has done an excellent job, was unable to accommodate the bid. He added that he wished to thank her for all the services she has provided; she has always been accurate and able to promptly respond to questions.

Bid # 18-2014 – Resident Room Draperies

Mr. Moorehead noted that the lowest responsible bidder meeting the specifications was J & R Langley, Manchester, NH. He added that a lower bid was submitted; however the product was not fire-rated, it did not have a washable liner, and the drapes lacked stiffener which helps them retain their shape.

Motion: To approve Bid # 18-2014 for Resident Room Draperies at the Nursing Home and to award the bid to was J & R Langley, Manchester, NH who was the lowest responsible bidder meeting the specifications at a price of \$10,400. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Bid # 19-2014 – Dental Services

Mr. Moorehead noted that the only bidder for Dental Services was William J. Horgan, DDS. Mr. Moorehead explained that Dr. Horgan has been coming to the Nursing Home for many years with a hygienist and provides an excellent service.

Motion: To approve awarding Bid # 19-2014 for Dental Services at the Nursing Home to William J. Horgan, DDS at a monthly price of \$3,236.33, noting that he is the lowest responsible bidder. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Bid # 21-2014 – Optometry Services

Mr. Moorehead presented Bid # 21-2014 for Optometry services at the Nursing Home and explained that this service comes at no cost to the County because the Contractor bills the resident or their insurance carrier; it is the lowest responsible bidder and the only bidder. He added that it is unknown whether this will change with Medicaid Managed Care.

Motion: To approve Bid # 21-2014 for Optometry services at the Nursing Home and to award the bid to Healthdrive Eye Care Group, noting that there is no cost to the County; the Contractor bills the resident or their insurance carrier. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Complaint Survey

Mr. Moorehead referred the Board to the Complaint Survey, adding that a copy of the Survey has been provided to the Board. The survey was conducted on April 18th; it was self-generated or “self-reported” to the State. It was determined that both complaints were unfounded.

Old/New Business

Mr. Wenger noted that he had previously provided the Board with revised wage ranges for the non-affiliated employees. Comm. Holden offered a motion:

Motion: To approve the Salary Wage Ranges. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board reconvened the Budget Hearings.

Motion: To come out of Recess and reconvene the budget hearings. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Discussion ensued relative to the Public Hearing and comments that were made at that meeting and a clarification relative to the Register of Deed's statement.

Mr. Wenger explained that the Commissioners have taken no action with respect to any employee or any employee's benefits under the County's policies; he added that the Commissioners, with respect to the Registry of Deeds and the County Attorney's Office, have made a motion to reduce the Salary line by \$35,000 in the Registry of Deeds and \$50,000 in the County Attorney's Department, but no action was taken with respect to any individual or how that money would be saved. He added that the Commissioners did not take any action with respect to making corresponding reductions in any of the roll-up lines, including the Health Insurance line; it was simply a reduction to the overall Registry and County Attorney's budgets. He added that it was his understanding that the Board determined that it would be more appropriate for the Department Heads, in both cases elected Officials, to determine how to run their office as opposed to the Board making recommendations with respect to what positions, if any, were to be eliminated. Further discussion ensued.

Mr. Wenger informed the Board that the Board of the NH Interlocal Trust set the average pool rate for Health Insurance at 6.1% increase, however he expects to have a final Health Insurance cost for the County by tomorrow and anticipates that there will be a reduction from the budgeted 7.87%; this savings could possibly reach 2.37%, however the Dental Insurance and the Life Insurance costs will be increasing. Mr. Wenger added that the savings in Health Insurance are estimated to be approximately \$180,000; he added that this savings would allow the Board to reinstate the \$35,000 taken from the Registry of Deed's Budget and the \$50,000 taken from the County Attorney's budget and still leave approximately \$75,000 in the line.

Mr. Wenger informed that Board that the Interlocal Trust has a program that involves employees in their health care; it provides a contact that will research which group has the most favorable price for a service, such as an X-ray, and if the employee participates and takes advantage of the program, it will reduce claims and premiums would be positively impacted.

Motion: To reinstate the \$35,000 reduction to the Registry of Deeds Salary & Wage line, and to reinstate the \$50,000 reduction to the County Attorney's Salary & Wage line, and to reduce line 7120, Health and Accident Insurance equitably across departments by \$85,000. Motion by Comm. Holden, second by Comm. Ziehm.

The Board discussed the reasons for the cut to the Registry's budget and agreed that it was based on Revenue being down and a general agreement that when Revenue is down, the work load is less; additionally, it was noted that there is a vacant position at the Registry. Comm. Holden read the following section from the April 16, 2014 Board of Commissioner's meeting minutes: *"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."*

Comm. Ziehm explained that she wished to amend the motion on the floor.

Motion: To amend the motion on the floor by deleting the reference to reinstating the \$35,000 previously reduced from Registry of Deeds salary line. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion, as amended, which reads, "To reinstate the \$50,000 reduction to the County Attorney's Salary & Wage line, and to reduce line 7120, Health and Accident Insurance equitably across departments by \$85,000" carried to approve the original motion as amended.

Mr. Wenger informed the Board that the County Attorney has an opportunity to have an individual from Vanderbilt University join her office; the individual has received a fellowship that would pay for his employment with the County. He recommended that the Board insert a new position in the County Attorney's Office for a fellowship position budgeted at \$1; he added that will allow an opportunity for the County Attorney to work through all the details.

Motion: To add a new position, Fellowship, in the County Attorney's Office to be budgeted at \$1. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Wenger provided information relative to 3 primary goals for the County based on the Board's previous discussions. They include:

1. Coordinating with other entities to have a recreational purpose on lands behind the Complex
 - a. utilizing the County Inmates participating in the Community Service Program to clear land and trails
2. The study submitted to the CEDS program relative to County land
 - a. initiating a study related to the building and property utilized currently by the Women's Prison
 - b. surveying the County's land around the Prison
 - c. accessing possible funding through Grants
3. Request for Proposal (RFP) relative to the use of the old Football Field behind the Complex
 - a. partnering with an alternative energy entity
 - b. developing a Solar Farm to reduce the electricity expense

There was discussion relative to adding money to the DOC's Community Service line for work at the Complex. Supt. Dionne suggested that for the coming year, he believes that he can accommodate the County's needs within the current salary line in his budget.

Sheriff Hardy noted that his office had further reviewed budget lines and he offered the following cuts:

- Line 1211-7820, Equipment Repair can be cut by \$1,720 by spreading the cost for repairs to the handguns over 3 years.
- Line 4211-7394, Communications can be cut by \$5,000; this relates to the base station; the department has been able to complete the project with current year's funds.
- Line 4211-7970, New Equipment can be cut by \$5,605 by eliminating 2 of 3 requested portable radios.

Sheriff Hardy requested that the Board give consideration to reinstating \$35,800 to Line 7970, New Equipment for the purchase of an additional Ford Explorer Interceptor Cruiser with the goal of getting back to a regular replacement schedule and rotating the vehicles out as they reach 120,000 miles, as recommended. He summarized by saying that the net changes would be an increase of \$23,475.

Motion: To amend the Sheriff's budget to:

- reduce Equipment Repair line 4211-7820, by \$1,720
- reduce Communications Expense line 4211-7394 by \$5,000
- increase Sheriff's New Equipment line 4211-7970 by \$30,195.

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

Non-Public Session

Comm. Pappas entertained a motion relative to Non-Public Sessions.

Motion: To move into Non-Public Session and to meet consistent with RSA 91-A:3 II (a) relative to compensation, and then to meet consistent with RSA 91-A:2 I (b) relative to collective bargaining. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public session at 10:46 a.m.

The Board met with Supt. Dionne, Sheriff Hardy, C. Connelly, B. Moorehead and Mr. Wenger.

The Board met with Mr. Wenger.

The Board moved out of Non-Public Session at 11:23 a.m.

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

Comm. Pappas inquired relative to any further business before the Board.

Motion: To direct that funding for a 1% COLA increase as of July 1st and a 1% Anniversary date performance increase for all non-affiliated employees be included in the budget recommendation. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To accept the budget recommendation as amended by the actions taken today and to forward the budget as amended to the Delegation. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To adjourn the Board's Regular Meeting and its Budget Meetings. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The meeting adjourned at 11:24 a.m.

Approved May 14, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date