

Regular Meeting of the
Hillsborough County Board of Commissioners
May 14, 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. Beauleac, M. Estey, C. Kirby M. Montminy, B. Moorehead, D. Reidy, E. Robinson, G. Wenger, M. Castonguay, and L. Stonner

1. Call to Order

Comm. Pappas called the meeting to order at 9:08 a.m.

Pledge of Allegiance

Mr. Wenger led the Pledge of Allegiance.

A moment of silence was held in memory of Brentwood Police Officer Stephen Arkell who was killed recently during a home invasion.

2. Administrative Business

Minutes

Motion: To approve the minutes of the Hillsborough County Board of Commissioner's meeting held on April 30, 2014. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Payroll Registers

Motion: To approve a Miscellaneous Payroll register dated May 5, 2014 in the amount of \$7,182.20 and another dated May 5, 2014 in the amount of \$827.31 for a total of \$8,009.51, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve a Regular Payroll register dated May 8, 2014 in the amount of \$1,100,546.16, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register

Motion: To approve an Accounts Payable register dated May 13, 2014, in the amount of \$2,929,069.84, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Bid # CIS-17-2014 – FY2014 Additional Software Licenses/License Upgrades

Motion: To approve Bid # CIS-17-2014 for FY2014 Additional Software Licenses and License Upgrades and to award the bid to CDW-G, Vernon Hills, IL at the price of \$12,835, noting that it is the lowest responsible bidder meeting the specifications. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

CIS Bid # 18-2014 – End-to-End Fiber Wide Area Network

The Board addressed CIS Bid # 18-2014; Mr. Wenger explained that this bid is for the backbone of the County's Telephone and Data Communications. He noted that he and the CIS department have spent a year researching and reviewing details related to this bid; he explained that the RFP requested pricing for a 36-month opportunity and a 60-month opportunity because of a desire to have a longer term and because of the complexity of the bid as well as the anticipated cost savings with a longer term.

Mr. Wenger explained that a significant item for the County is a Service Level Agreement; the County is communication-dependent with respect to the County's 24/7 operations at the Nursing Home and the Sheriff's Office. He added that with this service, he is hoping to eliminate communication issues that have occurred, particularly at the Nursing Home when it rained because of FairPoint still utilizing many copper lines. He added that the goal is to use the best technology available, which is why this is a request for fiber end-to-end technology.

Mr. Wenger added that he is hopeful that Comcast service will also address speed issues that the County Attorney's office in Nashua has been experiencing. Mr. Wenger explained that the SLA (Service Level Agreement) requires the entity to provide service to the County if something happens, stressing that having 24/7 service is an important issue for the County. He added that Comcast will provide the SLA, but FairPoint states that it "does not provide SLA's for PRI Services." He noted that the County believes that service is extremely important.

Mr. Wenger explained that Attorney Kirby has reviewed the agreement and has raised a number of issues that the County will need to address, so the recommendation to the Board should be subject to approval of the final SLA Agreement by Counsel. Mr. Wenger noted that it is in the best interests of the County to have a longer term agreement for the services because of the savings that can be realized and recommended that the bid be awarded to Comcast on a 60-month basis. He added that with the Carpal program coming to the County Attorney's office, there will be an overall savings to the County for the network. He added that there is a significant concern as to whether FairPoint can offer an End-to-End Fiber Network because of an impression that their system still involves a significant amount of copper wire.

Motion: To approve CIS Bid # 18-2014 for an End-to-End Fiber Wide Area Network and to award the bid to Comcast Business Communications, LLC for a period of 60 months, subject to Legal Counsel's approval of the final agreement, noting that Comcast is the lowest responsible bidder meeting the specifications; the service includes 23,000 minutes per month at a monthly cost of \$5,374.60. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Transfer # 2014-20 - Nursing Home

Motion: To approve Budget Transfer # 2014-20 for the Nursing Home to transfer the amount of \$20,000 from Housekeeping Outside Wages, line 4416-7013, and to transfer a like amount to Housekeeping Salaries & Wages, line 4416-7010. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Transfer # 2014-21 – Sheriff's Department

Motion: To approve Budget Transfer # 2014-21 for the Sheriff's Department to transfer the amount of \$6,000 from Sheriff's Salaries, line 4211-7010 and to transfer a like amount to Auto Repairs, line 4211-7730. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Transfer # 2014-22 – Sheriff’s Department

Motion: To approve Budget Transfer # 2014-22 for the Sheriff’s Department to transfer the amount of \$15,000 from District Court Bailiffs, line 4216-7011 and the amount of \$1,000 from District Court Social Security, line 4216-7100, and then to transfer the amount of \$15,000 to Sheriff’s Details, line 4217-7010 and to transfer the amount of \$1,000 to Sheriff’s Detail Retirement, line 4217-7130. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Transfer # 2014-23 – Nursing Home

Motion: To approve Budget Transfer # 2014-23 for the Nursing Home to transfer the amount of \$15,000 from Housekeeping Outside Wages, line 4416-7013 and to transfer a like amount to Maintenance Fuel, line 4412-7650. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Moorehead informed the Board that had the Nursing Home not converted to natural gas, the expense for fuel oil would have been in excess of \$320,000 by this point in the fiscal year.

3. Public Comment on Agenda items

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

4. Department of Corrections

M. Montminy presented the Department of Correction’s census. She noted that as of May 6, 2014, the total in custody was 539; it included 417 men; 177 had been sentenced and 240 were awaiting trial; there were 122 women in custody; 57 had been sentenced and 65 were awaiting trial. She added the DOC is holding 46 female inmates from Rockingham County.

Ms. Montminy informed the Board that there are 19 in the community and 3 inmates in the Pre-Trial Services program and there are a total of 133 individuals in the diversionary Mental Health program; 61 are from Manchester and 72 are from Nashua. She added that there were 1,276 total bed days for Rockingham County inmates; that resulted in \$73,000 in revenue.

Ms. Montminy informed the Board that she provided the Overtime Impact Report for the record.

5. Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of May 8, 2014 was 281 residents; there were 203 Medicaid residents, 37 Private Pay residents and 41 Medicare residents. He indicated that the census mix continues to be strong.

Bid # 23-2014 – HVAC Control Update

Motion: To approve Bid # 23-2014 for HVAC Control Update at the Nursing Home, and to award the Bid to Honeywell, Inc. noting that it is the lowest responsible bidder at a cost of \$44,710. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Discussion ensued relative to only having 1 bid; Mr. Moorehead noted that 10 RFP's were sent out. He added that Honeywell is the contracted provider of the equipment. Mr. Moorehead noted that this is the end of a 4-year project that involves converting all the manual HVAC systems to automatic.

CMC Clinical Affiliation Agreement

Mr. Moorehead informed the Board that he has brought a Clinical Affiliation Agreement that outlines the bundled payment system and addresses penalties for the hospital if there are re-admissions within 30 days. It is a provider agreement that allows Catholic Medical Center (CMC) and the Nursing Home to more efficiently transmit medical information and mutual training through portals in ways to help the facility maintain residents longer rather than having them being transferred back to the hospital. He added that Attorney Kirby has reviewed the agreement and her changes have been incorporated therein.

Motion: To move forward with the Nursing Home Administrator's recommendation to approve the CMC Clinical Affiliation Agreement. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To authorize the Nursing Home Administrator to sign the CMC Clinical Affiliation Agreement. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

6. Sheriff's Department

Bid # 2014-10 – Recorder System

Sheriff Hardy explained that the Recorder System was removed from the FY15 budget request because they were able to find the funds in the current budget's communication line. He explained that the service agreement extends over 5 years and added that 3 vendors were sent RFP's but only 2 responded. He recommended that the bid be awarded to Exacom, Inc., Concord, NH, noting that it is the lowest over a 5 year period. He noted that has been issues with servicing the existing equipment. Sheriff Hardy explained that much of the costs will be pro-rated to the Towns for the service his department provides.

Motion: To approve Bid # 2014-10 for a Recorder System for the Sheriff's Department, noting that it is the lowest responsible bidder meeting the requirements at a cost of \$16,595 and an annual cost of \$3,319. Motion by Comm. Holden, second by Comm. Pappas.

Comm. Pappas had stepped down from the Chair to second the motion.

In response to a concern from Comm. Holden regarding the process, Mr. Wenger addressed the bid process; he noted that following discussions with Chief Deputy Connelly, he felt that the bid process was followed the appropriately, adding that they have records from the quotes that were requested. He further added that it is necessary equipment that serves the emergency system. Comm. Holden called for a vote.

Motion carried to approve Bid # 2014-10 with Commissioners Ziehm and Pappas voting in favor of the motion and Comm. Holden voting against the motion.

Comm. Pappas returned to the Chair.

Sheriff Hardy asked that those present to remember Officer Steve Arkell from the Brentwood Police Department and Officer Robert McShay from Hollis in their prayers.

7. County Attorney

Appointment of Assistant County Attorney

County Attorney LaFrance informed the Board that one of the Assistant County Attorneys is retiring; she noted that she is requesting the Board's approval of the appointment of a new Assistant County Attorney. The Board agreed to address the request in Non-Public Session.

8. Old/New Business

PHAC Membership

Mr. Wenger addressed an email invitation to the Board relative to its interest in becoming a member of the Capital Area Public Health Advisory Council; the area includes the Hillsborough County Towns of Deering, Hillsborough, Weare, and Windsor. Discussion ensued; Mr. Wenger noted that it is a new Council that wishes to gather information and hold discussion at a May 29th informational meeting. Comm. Ziehm noted that she will try to attend. Ms. Robinson added that it seems to be a means to address the lack of Public Health planning across the State.

Comm. Ziehm informed the Board that Rep. McKay invited her to a May 22nd meeting related to Long Term Health Care; she noted that she will attend. Mr. Wenger noted that it would be important to address the lack of billing information across the State. Ms. Robinson noted that she will forward information to Comm. Ziehm relative to the State not providing updated billing and MMIS information that allows her to calculate what the Cap should be; she offered to address any questions prior to the meeting.

Health Insurance Renewal

Mr. Wenger informed the Board that the final renewal rate for the Health Insurance renewal provided by the Interlocal Trust represents an increase of 5.5%; he added that the rate is based on Hillsborough County's employee experience; the plans offered will remain the same; however it may be possible to have everyone on the same plan if the pending contracts resolve as requested by the County. This contract is recommended by Peter Lunsford as the lowest responsible bidder meeting the County's requirements.

Motion: To approve the contract to continue Healthcare benefits with NH Interlocal Trust. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Comm. Holden referred to the letter from New England College and noted that it recognized Lt. Bonnie Ives, Officer Steve Bourgeois and Steve Golden at the DOC for assistance provided to the students enrolled in the Justice Program.

Mr. Moorehead informed the Board that the Nursing Home will hold its annual employee recognition ceremony the following day at 1:30 p.m. and invited the Board to attend.

April Revenue

Mr. Moorehead reported that the budgeted revenue for Room & Board and ancillaries for the month of April is \$1,843,742 while the actual was \$2,001,576, which resulted in a positive variance of \$157,834. He explained that the report is based on an average daily census of 284.

Year to date Revenue

Mr. Moorehead explained that the Year-to-Date Room & Board and Ancillary budget was \$18,437,420 while the actual was \$19,053,869; which resulted in a positive variance of \$616,449 through the month of April. He added that the Bed Tax for the 3 quarters was budgeted at \$2,400,000 while the actual was \$2,727,878; this resulted in a positive variance of \$327,878 and the result of the 2 equals the total variance year-to-date of \$944,327 over budget; that excludes ProShare which will be paid in June.

Attorney Kirby noted that a number of years ago the Commissioners authorized a lien to be placed on the property of a resident that has since been paid; she requested a motion authorizing her to sign off on a release of the lien.

Motion: To authorize Attorney Kirby to sign off on a Nursing Home lien account. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger requested an opportunity to meet with the Board in Non-Public Session to discuss collective bargaining.

Following discussion relative to a conflict with the Board Meeting scheduled for May 28th, the Board agreed to hold its next meeting at 8:30 a.m. on Monday, June 2nd; it will be a brief meeting to address transfers. The Executive Meeting will meet at the same time.

Mr. Wenger requested that any pending transfers be delivered to the Commissioner's Office of Administration & Finance by the morning of Tuesday, May 27th.

The Board agreed to Recess the meeting.

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

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

Comm. Pappas entertained a motion for a Non-Public Session:

Motion: To move into Non-Public session with Attorney LaFrance consistent with RSA 91-A:3 II (a) relative to the hiring of an employee, and then to meet in Non-Public session Mr. Wenger 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 10:28 a.m.

The Board met with Attorney LaFrance

The Board met with Mr. Wenger.

The Board moved out of Non-Public Session at 11:05 a.m.

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

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

Motion: To accept settlement of the terms of the contract between the Supervisory Employees of the Department of Corrections Teamster's Local #633 and Hillsborough County. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To accept the Fact Finders for the Sheriff's Department and to forward it to the Delegation, noting that it has been ratified by the Union. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve the hiring of Stephanie Johnson as an Assistant County Attorney in the County Attorney's Department. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

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 (c) relative to a matter, which if discussed in public, would affect the reputation of a person. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public session at 11:10 a.m.

The Board met as a group.

The Board moved out of Non-Public Session at 11:25 a.m.

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

11. Adjourn

Lacking further business, Comm. Pappas entertained a motion to adjourn.

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

The meeting adjourned at 11:26 a.m.

Signed on June 11, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date