

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**July 8, 2015**

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, D. Hogan, D. Dionne, C. Kirby, M. Lencki, M. Montminy, B. Moorehead, D. Reidy, E. Robinson, G. Wenger, and L. Stonner.

**Also Present:** Members of the Public

**1. CALL TO ORDER**

The meeting convened at 9:02 a.m.

**Pledge of Allegiance**

Mr. Moorehead led the Pledge of Allegiance.

**2. ADMINISTRATIVE BUSINESS**

**Approval of Minutes**

**Motion:**

To approve the minutes for the Board of Commissioner's Regular Meeting held on June 24, 2015.  
Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Miscellaneous Payroll**

**Motion:**

To approve Miscellaneous Payroll Registers for the following dates in the following amounts:

- June 29, 2015 in the amount of \$3,427.80
- June 30, 2015 in the amount of \$6,001.33
- July 2, 2015 in the amount of \$4,000.54
- July 2, 2015 in the amount of \$1,201.85
- July 2, 2015 in the amount of \$1,835.46
- July 6, 2015 in the amount of \$2,759.02

for a total Miscellaneous Payroll of \$19,226.00, subject to review and audit. Motion by Comm. Holden,  
second by Comm. Pappas. Motion carried.

**Regular Payroll**

**Motion:**

To approve a Regular Payroll dated July 2, 2015 in the amount of \$1,084,708.34, subject to review and  
audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## Accounts Payable

### Motion:

To approve the following Accounts Payable Registers on the following dates:

- June 30, 2015 in the amount of \$2,775,352.39
- July 1, 2015 in the amount of \$884,066.18
- July 7, 2015 in the amount of \$4,683,032.40

The total Accounts Payable is \$8,342,450.97 subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## Extradition Vouchers

### Motion:

To approve the following Extradition Vouchers for the following dates:

May 29, 2015	\$ 160.25
June 1, 2015	103.01
June 1, 2015	125.91
June 8, 2015	137.35
June 9, 2015	957.80
June 9, 2015	4,968.86
June 10, 2015	66.10
June 23, 2015	105.76
<b>Grand Total</b>	<b>\$ 6,625.04 Total Extraditions</b>

Comm. Pappas noted that the Extradition Vouchers have been previously approved by the County Attorney. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## Transfer # 2015-34

### Motion:

To approve Transfer # 2015-34 for the County Attorney's Office to transfer the amount of \$200 from Consulting, line 4123-7230, and then to transfer the amount of \$200 to Education & Conference, line 4123-7170. Motion by Comm. Pappas; second by Comm. Holden. Motion carried to approve Transfer # 2015-34.

Comm. Pappas noted that the transfer is needed for several staff to attend an ethics CLE in order to be compliant with their ethics credits before July 1, 2014. Discussion ensued relative to the County Attorney's budget; the Board was of the opinion that going forward, the expense for the CLE's should be included in the budget. Attorney Hogan noted that he inherited the budget; he added that he will request that those requests be addressed earlier in the next budget year and noted that the 2016 budget is much the same but added that his department will try to include future requests within the parameters of the budget.

## Transfer # 2015-35

### Motion:

To approve Transfer # 2015-35 for the County Complex to transfer the amount of \$6,300 from Fuel, line 4198-7650 and to transfer the amount of \$1,200 from Gasoline & Oil, line 4198-7720, and then to transfer the amount of \$7,500 to Building Repairs, line 4198-7810. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

It was noted that Transfer # 2012-35 will cover the cost of closing and decommissioning the Complex's 10,000 gallon fuel tank.

**Transfer # 2015-36**

**Motion:**

To approve Transfer # 2015-36 for the County Complex to transfer the amount of \$36,000 from Contingency-Grant Expense, line 4199-7740 and to transfer the amount of \$36,000 to County Complex-Building Expense, line 4198-7810. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Transfer # 2015-37**

**Motion:**

To approve Transfer # 2015-37 for the Department of Corrections to transfer the amount of \$500 from Gasoline, line 4230-7720, and to transfer the amount of \$500 to Auto Repairs, line 4230-7730 to cover payment of unanticipated June invoices. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Transfer # 2015-38**

**Motion:**

To approve Transfer # 2015-38 for the Department of Corrections to transfer the amount of \$7,000 from Retirement, line 4230-7130 and to transfer the amount of \$7,000 to Electricity, line 4230-7610. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Transfer # 2015-39**

**Motion:**

To approve Transfer # 2015-39 for the Department of Corrections to transfer the amount of \$10,400 from Social Security, line 4230-7100 and to transfer the amount of \$19,500 from Workers Compensation/Liability, line 4230-7140, and then to transfer the amount of \$29,900 to Equipment Repairs, line 4230-7820. Motion by Comm. Holden, second by Comm. Pappas.

In response to a question from Comm. Ziehm, Supt. Dionne explained that this transfer is to cover the cost of repairs to the chiller, safety equipment and a fryolator.

Motion carried to approve Transfer # 2015-39.

**Transfer # 2015-40**

**Motion:**

To approve Transfer # 2015-40 for the Department of Corrections to transfer the amount of \$200,000 from Health & Accident, line 4230-7120 and to transfer the amount of \$30,000 from Workers Compensation/Liability, line 4230-7140, and then to transfer the amount of \$230,000 to Building Repairs, line 4230-7810. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

It was noted that the aforementioned transfer will cover the cost of repairing the brick veneer at the correctional facility that shows significant cracking at numerous locations.

### **Transfer # 2015-41**

**Motion:**

To approve Transfer # 2015-41 for the Department of Corrections to transfer the amount of \$37,000 from Workers Compensation/Liability, line 4230-7140, and then to transfer the amount of \$37,000 to New Equipment, line 4230-7970. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

### **Transfer # 2015-42**

**Motion:**

To approve Transfer # 2015-42 for the Nursing Home to transfer the amount of \$3,100 from Activities-Salaries & Wages, line 4417-7010 and to transfer the amount of \$3,100 to Other Fees & Services, line 4414-7290 to cover Pharmacy fees that exceed the budget line. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### **Transfer # 2015-43**

**Motion:**

To approve Transfer # 2015-43 for the Nursing Home to transfer the amount of \$500,000 from Nursing-Salaries & Wages, line 4414-7010 and to transfer the amount of \$500,000 to Administration-New Equipment, line 4411-7970; the transfer would fund necessary capital upgrades to include computer systems (hardware/software), telephone and the facility's time management system. Motion by Comm. Holden, second by Comm. Pappas.

Comm. Holden asked if the Computer Information Systems (CIS) department was consulted. Discussion ensued relative to the process of addressing this transfer, whether the CIS department was consulted and what the intent is going forward. Comm. Ziehm inquired if there is a project going on currently. Mr. Moorehead responded that the Nursing Home has been involved in attempting to change over to the new time management system, Time Clock Plus. Comm. Ziehm asked if the equipment is necessary to complete the time clock system. Mr. Moorehead responded that it is his belief that the time clock system that is currently being installed by the County is creating a lot more work than anticipated and it is difficult to learn the system; he added that there are possibly 15 pages of directions to explain a function and it is very cumbersome compared to what they have had with the Kronos time clock system. He added that he is concerned with potential liability should they experience problems with future payrolls. Comm. Holden suggested tabling the bid, but it was noted that the Board must address it at this meeting as it is a FY 15 transfer and the books for the fiscal year will need to be closed.

Mr. Wenger added that the challenge with respect to TimeClock Plus relates in part to the limitation of the County's bidding statute; he explained that the County previously went out to bid for a new time management software package and ten (10) bidders participated in a very competitive process. He added that the current vender, Kronos, submitted a bid that was \$200,000 higher than the bid that was approved. He explained that TimeClock Plus was the lowest responsible bidder meeting the specifications. Mr. Wenger reported that the Kronos systems that are currently in place at the Nursing Home and Department of Corrections are no longer being supported and are in need of replacement.

Mr. Wenger added that the other 2 issues cited in this transfer request need to be addressed. He offered that consideration could include putting a plan together to address these issues in the next budget planning process. He further added that while he shares the frustration with TimeClock Plus implementation process, the TimeClock Plus people have responded to the County's issues.

In response to a question from Comm. Ziehm, Mr. Moorehead noted that the County has been with Kronos for more than 15 years and has been satisfied with its system. Comm. Pappas asked if they could go back to Kronos.

Mr. Wenger explained that the County must comply with its bidding statute noting that there was a bidding process with 10 bidders and Time Clock Plus prevailing as the lowest responsible bidder meeting the specifications. He added that if Kronos was the bid accepted it too would be introducing a new system that would likely face many of the same issues TimeClock is facing.

Mr. Moorehead explained that the intent is to correct problems that the Nursing Home has had with the computers and phone system for years. He added that the phone system has had ongoing problems for years and explained that when the phone system is down, the Nursing Home does not have the capacity to page; paging is an integral part of the facility's fire alarm system; if he can't use paging when there is a fire alarm going off to notify staff of the location of the fire alarm, it is a safety concern. It has been an issue for a long period of time. He expressed his belief that while these funds may not address all the issues, they would help address compliance and/or safety issues.

Discussion ensued relative to the County's bidding statute. Attorney Kirby explained that bids are awarded to the lowest responsible bidder and is based on whether they meet all the terms and conditions of the specifications and items related to provisions of prior contracts and their ability to perform.

Mr. Moorehead explained that the facility has not had problems with Kronos, adding that staff already knows the system; he noted that he does not see that it would be a major problem for them to implement an update to the current system that they are already familiar with. He remarked that while Time Clock Plus has corrected problems, those corrections frequently create more problems. He noted that the training time has been more significant than anticipated; the Business Office is faced with the difficulties of learning the system and training others to understand the system, which in turn takes away from other responsibilities. Mr. Moorehead explained that he has no intention of implementing the new system without working jointly with CIS; the intent is to get the problems corrected.

Mr. Moorehead informed the Board that most prospective incoming patients question whether the facility has internet connections in the rooms, and the facility does not have that capability, but this is what they want in this environment.

Mr. Wenger offered that the Board may wish to consider developing a Capital Improvements program over the following year that may include bringing in a consultant to study the issues and develop a comprehensive plan to address the phone system, paging system and other projects that may be necessary to properly address the facility's needs. In the meantime he suggested the TimeClock Plus project move forward consistent with the completed bidding process to see if it can be properly implemented. If there continues to be issues, then an argument can be made to come back to the Board and say that the vendor failed to meet the requirements and to move forward with a new bidding process.

Supt. Dionne indicated that the phone system has been a problem since it was installed, adding that the DOC had to install 4 copper wires because the phones were down so often. A discussion followed regarding the ongoing efforts to increase bandwidth across the County, which is anticipated to address many of the noted issues.

Mr. Wenger explained that the County's effort to move from FairPoint to Comcast has been ongoing; the County has experienced many unanticipated delays outside of the County's control but he is hopeful that the final issue, access to 300 Chestnut Street, will be worked out later that week. Following additional discussion the Board voted to move the transfer request to Executive Committee for consideration.

Motion carried unanimously to approve Transfer # 2015-43.

## **Bid CIS 2-2016**

### **Motion:**

To approve Bid CIS 2-2016 for Damion Database Annual Software Maintenance for the County Attorney's office and to award the bid to Constellation Justice, Dallas, TX; it is a single source bid consistent with RSA 28:8-e V at an annual price of \$29,140. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## **3. PUBLIC COMMENT ON AGENDA ITEMS**

There was no one from the Public Comment on Agenda Items.

## **4. DEPARTMENT OF CORRECTIONS**

### **Census**

Supt. Dionne presented the Department of Correction's (DOC's) Census. He noted as of June 16, 2015, the total in custody was 470, of which 449 were in-house; the Census included 365 men, 125 of whom had been sentenced and 240 that were being held pre-trial; there were 105 women; 35 of the women had been sentenced and 70 were being held pre-trial. He added that the DOC was holding 28 female inmates from Rockingham County.

Supt. Dionne informed the Board that 144 individuals were diverted through the Mental Health Courts; 74 were from Manchester and 70 from Nashua, and there were 21 in the community in programs.

### **Overtime Impact Report**

Supt. Dionne noted that the final Overtime Impact Report for the Fiscal Year was included in the Board's packet.

### **Bid # FY16-46 - Powder-Free Exam Gloves**

#### **Motion:**

To approve Bid # FY16-46 for Powder-Free Exam Gloves for the DOC; the lowest responsible bidder meeting the specifications is Central Paper, Manchester, NH at a price of \$18.94/case and a total of \$5,682 for 300 cases. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

### **Bid # FY16-53 – Clear Trash Liners**

#### **Motion:**

To approve Bid # FY16-53 for Clear Trash Liners for the DOC; the lowest responsible bidder meeting the specifications is Central Paper, Manchester, NH at a price of \$11.68/case and \$5,256 for 450 cases. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Supt. Dionne presented the Board with a notification letter indicating that he would be on vacation from July 31<sup>st</sup> through August 11<sup>th</sup>; he noted that he will be available by phone and Captain Hiscoe will assume the Superintendent's authority while he is away.

Supt. Dionne indicated that he provided the Board with a letter from the Office of Workforce Opportunity that indicates that the DOC did not receive the LEAP Initiative grant.

## **5. NURSING HOME**

### **Census**

Mr. Moorehead reported that the Census at the Nursing Home as of July 2<sup>nd</sup> was 276; it included 206 Medicaid residents, 32 Private Pay residents and 38 Medicare or Part A residents.

### **Bid # 19-2015 – Wound Vac System**

#### **Motion:**

To approve Bid # 19-2015 for a Wound Vac System for the Nursing Home; the lowest responsible bidder meeting the specifications is KCI USA, Inc., San Antonio, TX at a price of \$15,010, noting that it is a sole source supplier. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Ziehm recognized D. Reidy who indicated that he has nothing to bring to the Board today. Mr. Wenger added that it is his understanding that the Town of Goffstown has received a grant relative to solar power and supporting solar energy projects throughout the community. He indicated that Mr. Rose has spoken with Mr. Reidy and him about putting on a program, “Solar Up,” and noted that they would like to use this facility for the presentation. He explained that the past practice has been that the facility has been used for meetings related to a County office of department. He requested that the presentation be held at the Complex so that the County can monitor and see if their program is something that could benefit the County. The meeting is scheduled for Friday, July 31<sup>st</sup>. Mr. Reidy offered to attend on behalf of the County. The Board unanimously approved to allow the meeting at the Complex.

## **6. OLD/NEW BUSINESS**

### **NACO Prescription Drug & Dental Programs**

Ms. Robinson noted that she has the contracts for the Dental Discount, Health and Prescription Drug programs; it is being reviewed by Legal Counsel.

Comm. Pappas reported that she and Comm. Holden will be attending the NACO Annual Conference in Charlotte, North Carolina; she explained that there is a competitive 2<sup>nd</sup> Vice-President race; they will be voting for officers and a Board of Directors and will be voting for 1 person from the New Hampshire Association of Counties, namely our NHAC President, Commissioner Bronwyn Asplund-Walsh to represent NH on the NACO Board.

### **Permit to Trap**

Ms. Robinson presented a request from Richard Gauthier who has once again requested a permit to trap, primarily along the banks of the Piscataquog River; he annually requests approval to trap. She indicated that he has a permanent NH Fish & Game Trapping License.

#### **Motion:**

To approve the request to trap on County property and to authorize the Chair to sign the permit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger informed the Board that the County received \$153,051 in Escheat payments for FY15.

Mr. Wenger explained that the day after the budget was approved by the Delegation, the County received 2 notices from Primex; he added that for Worker’s Compensation premium year 2013, the County is receiving a premium holiday of \$470,714.86 and for premium year 2014, the County is receiving a holiday of \$305,287.89.

He explained that this represents a savings of approximately \$776,000 that was budgeted that the County will not have to pay in FY 2016.

Mr. Wenger noted that the Board's next meeting is scheduled for July 22<sup>nd</sup> at the call of the Chair; the next regularly scheduled meeting is scheduled for August 5<sup>th</sup>. He added that there are 4 pending contracts and he is hopeful that 2 contracts will be ready to implement them as soon as the union has signed off. He requested that Board grant the authority to implement the contracts once the union has signed off.

**Motion:**

To authorization implementation of the contracts once the unions have signed off. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Following further discussion, the Board agreed not to meet on July 22<sup>nd</sup>; the Board's next meeting will be held at Temple Street in Nashua at 9:00 a.m. on Wednesday, August 5<sup>th</sup>.

Ms. Robinson noted that she and Comm. Holden recently attended the State Finance Committee. Comm. Holden added that she is waiting to hear Mr. Maglaras' review of the individuals that are being considered to advise and consult relative to the County's issues related to Medicaid/Long Term Care. Ms. Robinson reported that Comm. Maglaras spoke regarding the "dual-eligibles" that sign up for the Medicaid Managed System that was due to be implemented on July 1<sup>st</sup>; it has been delayed for 120 days. There were 7 Counties present; discussion points included:

- Concern about the acuity that will be in Nursing Homes in 10 years; it is predicted that 95% of the beds will be occupied by Alzheimer's or dementia patients that require more care and have more behavioral issues
- How the Medicaid system is funded in New Hampshire
- The need for help in planning Medicare & Medicaid services, how they are paid for and how they are funded
- There is approximately \$100,000 available through NHAC for planning
- Comm. Maglaras is looking into groups that can direct people in NH and is hopeful to have something in place by the NHAC Annual Conference
- Collections or reimbursements that the County receives for an individual's Nursing Homes expenses

She added that she will be attending the next meeting that is scheduled for 9:30 the following Monday at Primex.

Mr. Wenger informed the Board that the officers of the NHAC have met and it is his understanding that a proposal will be presented at the next Executive Committee meeting with respect to the Executive Director; the proposal will include:

- Pursuing a part-time Executive Director position
- Having a full-time Assistant position
- Entering into a contract with a Consultant to handle specific lobbying and identifying bills at the Legislature that address County issues and issues to be watched

**7. PUBLIC COMMENT**

There was no one from the Public who wished to comment.

**8. NON-PUBLIC SESSION**

Reviews

The Board addressed Department Heads reviews in Non-Public Session.

**Motion:**

To enter Non-Public Session consistent with 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 10:26 a.m.

The Board met with Mr. Moorehead.

The Board met with Supt. Dionne.

The Board moved out of Non-Public Session at 11:24 a.m.

**Motion:**

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

Comm. Pappas noted that the Board wished to continue gathering information and contacts relative to a Drug Program for the County.

Comm. Ziehm offered to help with moving forward with addressing the Real Estate and Policy issues. Mr. Wenger indicated that those issues will be among 3 of the highest priorities. He requested that the Board consider issues related to Ms. Robinson's position since she will be leaving soon; consideration should include a possible position to address the facilities maintenance issues. Comm. Ziehm requested an opportunity to meet with Ms. Robinson for a day prior to her leaving.

Comm. Ziehm noted that negotiating takes a great deal of time and expressed her belief that Mr. Wenger is very good at it.

Mr. Wenger explained that final Expenses and Revenues are due in the Business Office by the following Friday; he added that he expects Surplus to be between 7 to 9%.

Mr. Wenger noted that the County is fortunate to have 4 Contracts that were approved this year for a 2-year period; there are still 2 contracts pending; they include the Sheriff's Office and the Nursing Home.

**9. ADJOURN**

**Motion:**

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

The meeting adjourned at 10:30 a.m.

*Approved on August 5, 2015*

\_\_\_\_\_  
Comm. Toni Pappas, Clerk  
Hillsborough County Board of Commissioners

\_\_\_\_\_  
Date