

Regular Meeting of the
Hillsborough County Board of Commissioners
July 16, 2008
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session-Amended
(Not Official Until Approved by the Board and signed by the Clerk.)

Present: Comm. C. Holden, Comm. M. Clemons, G. Wenger, B. Moorehead, M. Rusch, D. Reidy, and L. Stonner.

Also Present: Members of the Public.

1. Pledge to the Flag

Comm. Holden called the meeting to order at 9:03 a.m. followed by the Pledge to the Flag led by M. Rusch.

2. Minutes

Motion: To approve the Board meeting minutes of: July 30, 2007, August 15, 2007, August 29, 2007, January 16, 2008, January 30, 2008, March 12, 2008, March 26, 2008, April 9, 2008, April 23, 2008, April 29, 2008, May 7, 2008, and May 20, 2008. By Comm. Clemons, second by Comm. Holden. Motion carried.

3. Business Office

Approval of Payroll Registers

Motion: To approve the Payroll Register dated 7/02/08 in the amount of \$651.36, subject to review and audit, noting this is for FY08. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To approve the Payroll Register dated 7/10/08 in the amount of \$1,153,727.25, subject to review and audit, noting this is for FY09. By Comm. Clemons, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Registers

Motion: To approve the Accounts Payable Register dated 7/01/08, in the amount of \$1,565.00, subject to review and audit, noting that it is for FY09. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To approve the Accounts Payable Register dated 7/02/08, in the amount of \$19,135.00 , subject to review and audit, noting that it is for FY09. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To approve the Accounts Payable Register dated 7/03/08, in the amount of \$1,219.57, subject to review and audit, noting that it is for FY08. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To approve the Accounts Payable Register dated 7/14/08, in the amount of \$3,433,685.29, subject to review and audit, noting that it is for FY08. By Comm. Clemons, second by Comm. Holden. Motion carried.

Sheriff's Extraditions

Motion: To approve the Sheriff's Extraditions dated 06/11/08 in the amount of \$382.38, 6/13/08 in the amount of \$139.30, 6/17/08 in the amount of \$51.33, and 6/17/08 in the amount of \$5,462.34, for a total of \$6,035.35, noting that the County Attorney has previously approved it. By Comm. Clemons, second by Comm. Holden. Motion carried.

Telephone Polls

A Telephone Poll was conducted on Wednesday, July 9, 2008, on behalf of the Nursing Home, requesting approval of Bid #43-2008 for a Tilting Steam Kettle. Commissioners Pappas and Holden were reached and expressed support for the action.

Motion: To approve a Telephone Poll conducted on Wednesday, July 9, 2008, on behalf of the Nursing Home, requesting approval of Bid #43-2008 for a Tilting Steam Kettle, to Perkins Equipment, Manchester, NH, at a price of \$14,823, noting it is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

Bid # BO-02-2008 Munis Training

Motion: To approve Bid # BO-02-2008 for Munis Training for a total of \$1,325 to Tyler Technologies, Munis Division, Falmouth, ME. By Comm. Clemons, second by Comm. Holden. Motion carried.

Bid # CIS-10-2008 – NH QuickCare – Annual Software Maintenance

Motion: To approve Bid # CIS-10-2008 for NH QuickCare for the Annual Software Maintenance to MDI Achieve, Inc, Frisco, TX, noting it is a single source bid for annual contractual support costs consistent with RSA 28:8-e V. By Comm. Clemons, second by Comm. Holden. Motion carried.

Transfers

Budget Transfer 2008-40

Motion: To approve Budget Transfer No. 2008-40, for Cooperative Extension to transfer from Out of State Travel the amount of \$800 and from Education & Conference, the amount of \$796, to In State Travel the amount of \$1,596. By Comm. Clemons, second by Comm. Holden. Motion carried.

Budget Transfer 2008-41

Motion: To approve Budget Transfer No. 2008-41, to transfer from Public Assistance, Board & Care of Children, the amount of \$773,754 to Old Age Assistance, the amount of \$48,754 and to Medicaid, the amount of \$725,000 for a total budget transfer of \$773,754. By Comm. Clemons, second by Comm. Holden. Motion carried.

Budget Transfer 2008-42

Motion: To approve Budget Transfer No. 2008-42, for the County Convention, to transfer from Retirement, the amount of \$264, to Health & Accident Insurance, the amount of \$264. By Comm. Clemons, second by Comm. Holden. Motion carried.

4. Department of Corrections

Census

The Department of Corrections Census dated July 14, 2008, was presented to the Board. Mr. O'Mara reported that the DOC is holding 568 Inmates in custody. There are 498 men that include 168 that have been sentenced and 330 that are being held pre-trial. There are 70 women, which includes 14 that have been sentenced and 56 that are being held pre-trial.

Mr. O'Mara informed the Board that the DOC would be billing Belknap County this week for services rendered during Motorcycle week. He reported that the additional temporary inmates came and went without incident.

Mr. O'Mara was excused from the meeting at this time.

5. Nursing Home

Census

Mr. Moorehead was recognized. He presented the Nursing Home Census, noting that as of July 10, the Census was 277, which included 200 Medicaid residents, 46 private pay residents, and 31 Medicare Part A residents.

June Revenue

Mr. Moorehead presented the June revenue report and informed the Board that the Budget for June was \$1,538,060, while the actual was \$1,509,455 resulting in a negative difference of \$28,605. He noted that that number excludes a June Proshare payment of \$1,135,000. He noted that there was a drop in the acuity in June, noting that part of that acuity rate is a result of the Nursing Home doing a better job with wound care. He also referred the Board to the \$305.13 Medicare figure, noting that is exceptional as it has been between \$390 and \$405. He explained that that rate would increase. Mr. Moorehead noted that less surgeries and resulting admissions occur in the summer; this is normal for this time of year.

Mr. Moorehead requested approval for two position changes as a result of staff changes at the Nursing Home.

Position change: Part-time Social Worker (Position #205121001) Full-Time Social Worker

Mr. Moorehead requested the Board's approval to change the Part Time Social Worker position to a Full-Time Social Worker position. He presented the Board with justification for this change, noting that he will not fill the PR position under Activities; that role will be assumed by the Activities Director. Additionally, Mr. Moorehead's Administrative Assistant has retired and her replacement in the Secretary II position will result in a budget savings of \$16,001. He explained that that savings coupled with the \$14,576 savings that will occur as a result of not filling the PR position results in available funding of \$30,977. He explained that the funding needed to change the Part Time Social Worker position to a Full-Time Social Worker position is \$19,752 for a positive variance of \$11,225. Mr. Moorehead explained that in 2009, the Federal Government would be expanding the psychosocial social service attention and/or discharge planning which will create much more work for the Social Workers when processing admissions. The Social Worker in question is an excellent employee; she recently had a change in her family life that necessitates her needing full time employment. Mr. Moorehead noted that he would hate to lose this employee. He further noted that he has

checked with other Nursing Homes and the average ratio for Social Workers per bed is 1:60. That ratio equates to five full time equivalents, which will be where the Nursing Home's ratio will be once this Social Worker changes to full time.

Comm. Holden noted that this request projects salary only and that insurance might need to be provided. Mr. Moorehead responded that there is \$11,225 available to cover that cost, if necessary. A brief discussion of the cost of insurance benefits followed.

Motion: To approve Mr. Moorehead's request to change the part time Social Worker position to a full time Social Worker position at the Nursing Home, pending acceptance of the Executive Committee. By Comm. Clemons, second by Comm. Holden.

Comm. Holden asked if the PR position would be maintained at \$1.00 to allow for the opportunity to fill the position if there is a need to do so. Mr. Moorehead recommended that it remain at \$1.

Motion carried.

Per Diem RN (Position #305458020) Part-time RN

Mr. Moorehead requested approval to change a per diem RN position to a part time RN position. This is necessary to create a part time position for a 25+ year RN who is retiring from full time into a part time 11-7 RN position. This will result in an addition expense of \$5,382. Additionally, he noted that there is a replacement Head nurse who has filled a position with a starting salary that is \$11,377 less than was being paid to the person who held the position. The total variance for those two position changes is a positive variance of \$5,995.

Motion: To approve the Nursing Home Administrator's request to change one Per Diem RN (Position #305458020) to one Part-time RN, noting there is .20 FTE budgeted at \$11,648 per year. By Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Moorehead indicated that he hopes to have estimated annual revenue at the next meeting.

Mr. Wenger informed the Board that a New Position Request form, which was distributed with the budget, that must be completed and signed by the Board and Executive Committee and submitted to the Human Resources Department prior to the implementation of the position change. Mr. Moorehead agreed to complete the form to have it available for the Executive Committee meeting.

Mr. Moorehead asked to be, and was excused from the meeting.

6. Human Services

Bid # HS08-02 – Elevator Upgrade – Temple Street Courthouse

Motion: To approve Bid # HS 08-02 for Elevator Upgrade at the Temple Street Courthouse to NH Elevator, Inc., Frankestown, NH for \$26,000 noting it is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

E. Robinson noted that NH Elevator has done a good job for Hillsborough County.

7. Public Comments

No members of the public were present at the time.

8. Old/New Business

E. Robinson addressed the Board with her concerns in relation to the implementation of the Memorandum of Agreement. She noted that it appears that the position of the State is that the County will be billed at the new rate, in other words, the HCBC and Nursing Home lines will be billed at 100% of the non-federal share, rather than the 50% that the County had anticipated. She noted that this is of great concern because at level there will not be adequate funds to pay June and July. July should have a five million dollar credit, so July could be close, but if June is billed at 100%, of the non-federal share, there is no way the County can cover that with the 3.9 million that is currently available to spend for Medicaid. She noted that no one read the MOA in a way that would suggest such action on the State's part, and in fact noted there is language in the MOA that says that the June bill will be billed at 50%. She noted that the County has not received the bill yet, but the word is out there. The other Counties are objecting to this action.

Comm. Holden asked if the County could challenge the implementation of the MOA, noting there are already problems and asked if there was any thought to action that could be taken. E. Robinson replied that the other Counties are objecting to this action, indicating that this is not their understanding of the direction the State would take. She noted that those Counties whose fiscal year is the same as that of the State are more financially impacted. She did note that there are some encumbrances available that can be used to help, but she noted that the impact could be substantial. She noted that if the State proceeds, it would only have 11 months of receipts, which also does not make sense to her.

Comm. Holden asked if the press is aware of this, to which Ms. Robinson replied that she does not believe many are aware of it, and the Board is getting the first information.

The Board moved on discussing the possibility of moving the meeting scheduled for July 30 to July 31 to accommodate a meeting with representatives of Primex. Commissioners Holden and Clemons noted that they would be available at that time and Mr. Wenger agreed to follow up with Comm. Pappas regarding her availability.

Mr. Wenger presented the Board with the updated pay scale for the non-affiliated employees. He also presented the Board with two bids that had been received for the sale of the County's surplus vehicles in follow up to a previous discussion with the Board. He noted that following the prior discussion Mr. Flood of the Sheriff's Office has been diligently working to procure additional bids for the vehicles and, after some time a second bid from Mahoney Truck & Auto Sales was secured for the sale and disposal of these used vehicles. He noted that this bid was for the outright purchase while the original bid from Wyman's Chevrolet-Pontiac was for a credit toward service. Mr. Wenger noted that the vehicles in question are old vehicles that include several that the County has used as parts vehicles to maintain its operating fleet and as such, and as evidenced by the lack of interest in them, have little if any value. Comm. Clemons noted his concern with the Wyman bid, which assumes future business. Discussion ensued, and the general feeling was that the best option was to accept the offer from Mahoney Truck & Auto as it would be the highest value to the County and was considered to maximize the return to the County.

Motion: To accept the bid from Mahoney Truck & Auto for the purchase of nine used County vehicles at a price of \$6,450. By Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Wenger noted that the County has removed everything of value to it from the vehicles. Mr. Wenger noted his appreciation to P. Flood for all the effort and searching he did to bring the proposal to the Board.

Mr. Wenger informed the Board that the Fact-Finding hearing with the Nursing Home AFSME group had been scheduled for Thursday July 24 at 9:30 A.M. The hearing will take place at the Bouchard Building.

Comm. Holden informed the Board that she received a memorandum outlining changes to the Right to Know law, specifically in relation to electronic transmissions. It has not changed the requirements to hold open meetings, to post minutes and record keeping requirements. She will have information at the next meeting.

Mr. Wenger updated the Board regarding the progress of the Goffstown District Court project noting that the Contractor's Superintendent arrived on Monday. CMGC is in its deployment phase currently and it is his understanding that the Building Inspector and Lt. Connor, the Fire Inspector and another Goffstown individual would be touring the site that morning in anticipation of issuing a Building Permit. The permit had been applied for the previous day. He anticipates that it will be noisy as work begins.

9. Non-Public Session

Mr. Wenger noted that he has requests for Non-Public sessions, one with respect to Litigation, and two with respect to compensation of employees. The Board moved into Non-Public Session at 9:47 a.m.

Motion: To go into Non-Public session under RSA 91-A: 3 II (a), for two matters relating to compensation of employees, and under RSA 91-A: 3 II (e), a matter relating to Litigation. By Comm. Clemons, second by Comm. Holden. Clemons-yes, Holden-yes. Motion carried.

The Board met with E. Robinson and G. Wenger to discuss an ongoing matter relating to litigation. The Board reviewed Transfer #2008-43. The board did not take action.

The Board met with Mr. Wenger to discuss an employee compensation issue regarding insurance benefits. The Board met with Mr. Wenger to discuss an employee's request regarding vacation benefits. The Board did not take any action at this time.

The Board returned to regular session at 10:02 a.m.

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

After a discussion, the Board took the following action.

Motion: To approve Budget Transfer No. 2008-43, Human Services Administration from Salaries and Wages the amount of \$39,000 to Insurance Compensation/Liability the amount of \$39,000. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To authorize the Administration to adjust the vacation schedule of an employee. By Comm. Clemons, second by Comm. Holden. Motion carried.

10. Adjourn

There being no further business for the Board's consideration at this time, a motion to adjourn was accepted.

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

The meeting adjourned at 10:05 a.m.

(SIGNED JULY 31, 2008)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners