

Regular Meeting of the
Hillsborough County Board of Commissioners
September 3, 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, J. Hardy, P. LaFrance, D. Dionne, G. Fisher, C. Kirby, B. Moorehead, E. Robinson, M. Castonguay, G. Wenger and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:03 a.m. Attorney LaFrance led the Pledge of Allegiance.

Administrative Business

Minutes

Motion: To approve the minutes of the Hillsborough County Board of Commissioners meeting held on August 20, 2014. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Payroll Registers

Motion: To approve Miscellaneous Payroll registers for the following amounts on the following dates:

8/20/14	\$7,910.00
8/22/14	1,126.00
8/28/14	2,319.34
8/29/14	1,491.37

for a total of \$12,846.71, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve a Regular Payroll register dated August 28, 2014 in the amount of \$1,120,860.84, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Register

Motion: To approve an Accounts Payable register dated September 2, 2014 in the amount of \$2,003,255.88, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid # CC-15 – Tube Bundle Replacement

Motion: To approve Bid # CC15-1 for Tube Bundle Replacement at the County Complex; the lowest responsible bidder is N. E. Mechanical at a cost of \$5,650. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Ms. Robinson indicated that this bid is for a heat exchanger tube bundle replacement at the Complex; it will address a heating issue at the Complex.

CIS Bid #3-02015 – FY2015 Desktop Computer Purchase

Motion: To approve CIS Bid #3-02015 for a FY2015 Desktop Computer Purchase; the lowest responsible bidder is CDW-G, Milwaukee, WI, at a cost of \$12,100. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Public Comment on Agenda items

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

Department of Corrections

Census

Supt. Dionne presented the Department of Correction's census. He noted that as of August 26, 2014, the total in custody was 502. It included 388 men and 114 women; 141 of the men had been sentenced and 247 were awaiting trial; 58 of the women had been sentenced and 56 were awaiting trial. The DOC had 18 in the Community in day-reporting programs.

Supt. Dionne reported that the Department of Corrections also is holding 35 female inmates from Rockingham County, and there are 127 individuals in the diversionary Mental Health program; 66 are from Manchester and 61 are from Nashua.

Overtime Impact Report

Comm. Pappas noted that the Overtime Impact Report is included in the Board's packet.

Supt. Dionne reported that the vent replacement related to the earlier dryer fire is 80-85% complete.

Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of August 28, 2014 was 282 residents; there were 204 Medicaid residents, 33 Private Pay residents and 45 Medicare Part A or managed care residents. He noted that the census is very positive.

Mr. Moorehead explained that he sent 2 memos to each of the Commissioner's; one is a Draft of the letter that the affiliate asked him to draft that members of the affiliate could utilize to send to the Commissioners and Delegations that address their concerns and a request that Phase II of the Managed Care Program be postponed for at least 1 year with a preferred starting date of either July 1st or January 1st as it applies to Nursing Homes. He noted that other Counties may opt to use the letter.

Update – Unit A-1

Mr. Moorehead reported that the GI bug on Unit A-1 has cleared, the Unit has been cleaned and the Unit began accepting admissions the previous Friday.

Sheriff's Department

Bid # 2014-01

Mr. Wenger noted that the bid before the Board was tabled at the last Board meeting; it was re-bid by sending out 4 RFP's.

Motion: To remove Bid # 2014-01 from the table. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

It was noted that the Board had requested that this be be-bid and that it be sent to more than one vendor; Chief Deputy Fisher noted while the RFP was sent to 4 vendors; only one vendor responded as the bid is for a very specific item, and it is a very limited market.

Motion: To reject the former Bid # 2014-01. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To accept new Bid # 2014-01 for 3 Ultra Rugged Tablet Computers and to award the bid to Patrol PC, N. Attleboro, MA, at a price of \$18,195, noting that it is the only bidder meeting the specifications. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger excused himself and left to attend a meeting in Concord.

County Attorney's Department

Victim Witness Advocate Position

Attorney LaFrance requested the Board's approval to fill a vacant Victim Witness Advocate position on a part-time basis. She added that the position is funded in the FY 15 budget at \$1 with the intention of filling the position if funds became available in the salary line; she noted that funding is available within the current budget because of terminations and new hires at lower salaries. There is approximately \$39,788 available; the position would be a part-time position at 29 hours so there would be no benefits. The annual expense is estimated to be \$26,073.32/annually plus Social Security.

Attorney LaFrance informed that Board that her Department previously had 6 Victim Witness Advocates, but in 2011 the full-time advocate left and the position was eliminated in the FY2012 budget. She added that the number of cases has increased 22% since 2012; since that time, the loss of the full-time advocate has caused a loss of services. Advocates are now assigned to only the more serious cases, but the County Attorney's office still has responsibilities under the Victim's Bill of Rights and it has placed more of a burden on the prosecutors whose caseload has also increased.

Motion: To approve the Victim Advocate position for the County Attorney's Department on a part-time basis. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Old/New Business

Awards Committee

Comm. Pappas noted that she has received 2 or 3 nominees for County Awards and reminded those present that Award Nominations are due by the Friday, Sept. 5th. She added that she will come in and pick them up on Friday, September 5th. Commissioner Holden added that she will bring her nominations in on Friday. Comm. Pappas asked if there was anything else on that issue; there was no further discussion.

NHAC Conference Planning

Ms. Robinson reported on the NHAC Conference Planning Committee. She asked for Board approval of providing the attendees with a glass that is similar to that given the previous year. Following discussion and a suggestion that the glass have the County Seal and the year 2014 on it; the Board offered a motion.

Motion: To approve Ms. Robinson spending up to \$1,000 for the gift glass from Hillsborough County for the NHAC convention. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Ms. Robinson reported on other items that were considered by the Planning Committee, including:

- The committee has requested that the Departments contact their vendors for items for the conference bags.
- Keefe Commissary will pay for the Tuesday breakfast thus reducing the conference registration cost and the committee is hoping to find a vendor to cover the Monday breakfast.
- One lunch is covered.
- Discussion has been ongoing relative to the training that will be offered.
- They are working on speakers.
- Awards will be divided between the luncheon and the banquet to minimize award time at the banquet.
- There will be an event after the Awards Banquet with competition and a Prize Cup.
- Consideration is being given to an award for a Corporate Citizen.
- The theme for the general session on Monday includes “Humor in the Workplace,” “Stress Reduction,” and “Work/Life Balance.”

Ms. Robinson requested that the Board give consideration to its involvement.

Attorney LaFrance informed the Board that County Attorney’s Department staff will not be able to attend during the day because that is a trial week.

Comm. Holden provided an invitation to a reception hosted by HealthDirect that was distributed to those present. The event will provide an opportunity for attendees to meet with leadership and learn about the products and services the company provides to long-term and intermediate care facilities and corrections institutions in NH.

Comm. Ziehm asked about Policies & Procedures regarding part-time employees. It will be discussed at a future meeting.

Attorney LaFrance informed the Board that she received a Right to Know Request from Nancy West, who used to work for the Union Leader and is now a freelancer. Ms. West requested a list of potential issues with Police Officers; she added that names will not be provided.

Public Comment

There was no one present who wished to comment

Non-Public Session

There was no one requesting a Non-Public Session.

Comm. Pappas asked if the Board had further business to discuss

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

Adjourn

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

The meeting recessed at 09:55 a.m.

Approved on September 17, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date