

Regular Meeting of the
Hillsborough County Board of Commissioners
September 10, 2008
Bouchard Building, Goffstown, NH

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

Present: Comm. T. Pappas, Comm. C. Holden, Comm. M. Clemons, G. Wenger, B. Moorehead, J. O'Mara, E. Robinson, J. Hardy, M. Rusch, Rep. L. Movsesian, M. Wageling, C. French and L. Stonner

Also present: Mr. Roger Collins. Members of the Public

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 10:07 a.m. followed by the Pledge to the Flag led by E. Robinson.

Comm. Pappas informed the Board that Robert Vachon, from Vachon, Clukay & Co., would present information regarding the County's audit later in the meeting.

3. Minutes

The Board discussed the fact that there are two sets of approved minutes for July 16, 2008 - the first set was approved on July 31 and the second (amended) set was approved on August 27, 2008. The Board voted to rescind the minutes approved on July 31 as a housekeeping item.

Motion: To rescind the Board's action of July 31, 2008 approving the July 16 minutes. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

August 27, 2008

Motion: To approve the Board meeting minutes of August 27, 2008. By Comm. Clemons, second by Comm. Holden. Motion carried.

4. Business Office

Approval of Payroll Registers

Motion: To approve the Payroll Register dated 09/04/08 in the amount of \$1,124,479.48 subject to review and audit. By Comm. Holden, second by Comm. Clemons. Motion carried.

Approval of Accounts Payable Registers

Motion: To approve the Accounts Payable Register dated 09/09/08, in the amount of \$4,515,418.82 subject to review and audit. By Comm. Clemons, second by Comm. Holden. Motion carried.

Telephone Polls

The Board moved to approve two Telephone Polls to follow up on a discussion at the Board's August 27th meeting relating to a bid for Fuel Oil. The first poll served to remove consideration of a bid from the table. The second poll sought bid approval from the Commissioners.

Motion: To approve the Telephone Poll conducted on 9/2/08 to remove consideration of Bid number

02-2009, Fuel Oil from the table. Motion by Comm Holden, second by Comm. Clemons. Motion carried.

Motion: To approve the Telephone Poll conducted on September 2, 2008 to award Bid Number 02-2009, Fuel Oil, to Sprague Energy, Portsmouth, NH in the amount of \$2.89 per gallon, noting that it is the lowest responsible bidder for this item, and items #2 and #3 for No. 2 fuel oil to Hanscom Truck Stop of Portsmouth, NH in the amount of \$3.39 per gallon for each item noting that it was the lowest responsible bidder. Motion by Comm Holden, second by Comm. Clemons. Motion carried.

Following a brief discussion, the Board clarified that the Payroll Register, which it moved to approve, was that which was dated 9/4/08.

Bid # CIS-3-2009 – Imail-Email Server Annual Service Agreement

Motion: To approve Bid # CIS-3-2009 for the Imail-Email Server Annual Service Agreement. By Comm. Clemons, second by Comm. Holden, motion carried.

5. Department of Corrections

Census

Supt. O'Mara presented the Department of Corrections' Census dated September 4, 2008. He reported that the DOC is holding 590 Inmates in custody. There are 526 men, which includes 175 that have been sentenced and 351 that are being held pre-trial. There are 64 women, which includes 20 that have been sentenced and 44 that are being held pre-trial.

Supt. O'Mara presented four bids for the Board's consideration, followed by the Board's related actions:

Bid # FY09-79 – Complex Salt Shed Abatement

Motion: To approve Bid # FY09-79 for Salt Shed Abatement to Abatement Control Services, Plaistow, NH, at the price of \$2,500, noting that it is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden, motion carried.

Bid # FY09-80 – Salt Shed Roof Supplies

Motion: To approve Bid # FY09-80 for Salt Shed Roof Supplies to Lowe's at a price of \$4,060.77, noting it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Bid # FY09-81 – Complex Sprinkler Riser Replacements

Motion: To approve Bid # FY09-81 for Complex Sprinkler Riser Replacements to RB Lewis Fire Protection, Auburn, NH, at a cost of \$7,250, noting it is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden, motion carried.

Bid # FY09-82 – Complex Front Entrance Brick Pavers

Motion: To approve Bid # FY09-82 for Complex Front Entrance Brick Pavers to Pro Landscape Supply, Goffstown, NH, at a price of \$3,645, noting it is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Clemons inquired about who will do the work. Supt. O'Mara replied that the Inmates would participate in completing the work.

Supt. O'Mara presented the Board with a request to travel to the Americans for Effective Law Enforcement Conference on Jail and Prisoner Legal Issues that will be held in Las Vegas from January 12 - 14, 2009. He noted that the Conference is necessary for him to maintain his professional designation of Certified Litigation Specialist. The cost of the Conference is \$1,375.32. It will cover many critical topics including Litigation Preparation, Prison Litigation Reform Act, Use of Force/Violence Protection, Conditions of Confinement, Theories of Liability, Management Concerns and many other relevant topics.

Motion: To approve Supt. O'Mara's request to attend the Law Enforcement Conference in Las Vegas from January 12 - 14, 2009. By Comm. Clemons, second by Comm. Holden. Motion carried.

Supt. O'Mara requested a Non-Public session later in the meeting.

6. Nursing Home

Census

Mr. Moorehead was recognized. He presented the Nursing Home Census, noting that as of September 4, the Census was 282, which included 202 Medicaid residents, 46 private pay residents, and 34 Medicare Part A residents.

J. Hardy joined the meeting at this time.

Mr. Moorehead presented three bids for the Board's consideration, followed by the Board's related actions:

Bid # 03-2009 Dietary Trays

Motion: To approve Bid 03-2009 for Dietary Trays to Perkins Equipment, Stevens Point, WI, at a cost of \$3,660, noting it is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons. Motion carried.

Bid # 4-2009 Dining Room Chairs

Motion: To approve Bid # 04-2009 for Dining Room Chairs for the Nursing Home to Jeorns Healthcare, Inc, Stevens Point, WI, at a unit cost of \$324.90 each for a total cost of \$12,996, noting it is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

Comm. Clemons inquired regarding the qualities of the chairs, noting their cost. Mr. Moorehead responded that they are made of a composite material that is water resistant and that they will last for several years. A brief discussion followed.

Bid # 6-2009 Electronic Communication Station

Mr. Moorehead explained that the Electronic Communication Station being presented today is similar to a wide screen television that will display daily news, events and messages to the residents. He suggested that it

would reduce the workload each day that currently involves an employee standing and placing letters on a message board that is used to communicate the day's messages and information.

Motion: To approve Bid # 6-2009 for an Electronic Communication Station to the Marlin Company, Wallingford, CT, at a cost of \$3,274, noting it is a sole source supplier as allowed under RSA 28:8-e V. By Comm. Holden, second by Comm. Clemons. Motion carried.

Update of State Survey Visit

Mr. Moorehead reported that the Nursing Home survey was completed recently. There were 5-6 surveyors there each day for three days. They found only one minor deficiency in the health component; there was a failure to complete an incident report relative to wound care. Five or six minor safety deficiencies were cited that can be easily corrected. Mr. Moorehead noted that the surveyors indicated that there should be a sprinkler in the airlock entrance and in the ambulance entrance. He noted that he will dispute the need for the sprinklers in those two areas.

Position Change Request – full time RN to part time LPN

Mr. Moorehead presented a request to change a full-time RN position (#303212005) to a full-time LPN position, noting that the change should result in a savings of \$17,815. He noted that staffing needs can change and that the budget allows for a higher number of RN's and a lower number of LPN's than is currently needed.

Motion: To approve the position change from a full-time RN position (#303212005) to a full-time LPN position. By Comm. Holden, second by Comm. Clemons. Motion carried.

2. County Auditors – Robert Vachon, CPA

Mr. Robert Vachon, of Vachon, Clukay & Co, addressed the Board relating to his work in performing the County's annual audit. He explained the changes in this years' audit requirements and addressed the County's funds, internal controls, policies and procedures, review of revenues and expenditures and the tests performed to determine compliance, risk assessment, as well as a review of fraud considerations, the bid process and the annual budget. He explained that a new step this year involves doing a walk-through in which at least one transaction is selected from each cycle and it is followed from inception to the end. Mr. Vachon explained that the auditors review includes such elements as vendor payments, payroll payments, tax receipts, other receipts, and financial reporting. At the end of the audit, the auditors will issue a report on internal controls and a management letter, if necessary for all findings. They will also meet again with the Board to review their findings. Mr. Vachon encouraged the Commissioners and others present to come to the Business Office and visit them if they had questions or wished to look at any areas relating to the audit.

Mr. Vachon and C. French excused themselves from the meeting at this time.

7. Public comments on Agenda items

No members of the Public addressed the Board.

M. Rusch informed the Board that the Executive Committee would meet on Friday, September 26 and again on October 17 at 9:00 a.m.

8. Old/New Business

County Attorney, M. Wageling, was recognized and reported that she has met with Judge Kelly relative to the Domestic Violence Unit's move, noting that the Judge has changed his opinion and apparently has agreed to find space for the Domestic Violence Unit with the Court. She is hopeful that will not change.

M. Wageling further reported that she had attended a meeting with Mr. Wenger at the Chestnut Street building, reviewing State Fire Marshall's inspection. The report that followed provided direction for the staff to follow – an example is that the employees have to remove all candles and space heaters from their offices. She noted that other issues were raised that will be addressed.

Ms. Wageling noted that there is a meeting with the Court next week to address the rumor that Court employees are extremely unhappy about the move to Nashua. The Court has scheduled a meeting for Tuesday, September 16 to air those concerns. Ms. Wageling's Manchester and Nashua staff will be represented at that meeting.

Volunteer Recognition.

Comm. Pappas called Mr. Roger Collins forward to recognize his efforts at the Department of Corrections. She noted that Mr. Collins received the Jayne Thomas Grassroots Volunteer Recognition Award from Community Action Partnership, a social service network of more than 1,000 agencies across the county. This award is given annually to only one recipient nationwide. Mr. Collins travelled to Chicago with his wife to receive this award on August 23, 2008. Mr. Collins teaches Thresholds, a 12-week program that combines intense curriculum and individual counseling to help inmates learn to make better decisions in everyday and crisis situations. She stated that he is a tremendous asset to the DOC and its inmates. The Board recognized his effort and shared its appreciation for his contribution. Mr. Collins spoke of his gratitude relative to receiving this award and for the opportunity to see Chicago, and to represent New Hampshire. He noted that he personally thinks that he gets more out of his efforts than the inmates do. Comm. Pappas presented Mr. Collins with a Certificate of Recognition on behalf of the County and thanked Mr. Collins for being such a great volunteer. Supt. O'Mara thanked Mr. Collins and complimented him on the valuable program he runs.

Comm. Clemons noted that with the pending reduction of staff in the Human Services Department, he would hope that other agencies in the County would be open to hiring some of the employees that are being displaced. Comm. Clemons asked to have his comments noted in the minutes and to have the request forwarded to the Human Resources Department so it is aware of the intent of the Board. Ms. Robinson thanked the Board on behalf of her staff and herself.

Ms. Robinson reported that the State bill of 1.5 million dollars has been paid. There was a 1.6 million credit on the first bill resulting in a positive cash flow; however, the next bill will be significant. She informed the Board that at the recent State & County Finance Commission meeting, the issue was raised relative to charging the Counties for the costs associated with recoveries, noting that the federal government requires that the State do recoveries. The State is now going to start charging the Counties for the staff associated with doing those recoveries. She noted that in the past, the Counties have always refused to pay for State staff but there was not a lot of opposition at that meeting other than Commissioner Holden. Ms. Robinson noted that she was not allowed to speak to the issue because she is not a voting member of the Committee.

In follow-up to Mr. Vachon's presentation, Mr. Wenger informed the Board that the auditors are being very thorough, and are reviewing a number of items in great detail. He encouraged anyone to visit the auditors in the Business Office with any questions. Mr. Moorehead expressed his appreciation for the auditors coming to the Nursing Home earlier; this will allow the Nursing Home to file its Medicare and Medicaid submissions on time; they are due September 30 and October 31 respectively.

9. Non-Public Session

Comm. Pappas noted that the Board has a request for a Non-Public Session with Supt. O'Mara.

Motion: To move into Non-Public session under RSA 91-A:3 II (g) to discuss security issues. By Comm. Holden, second by Clemons. Clemons-yes, Holden-yes, Pappas-yes. Motion carried.

The Board entered Non-Public session at 9:51 a.m. The Board met with Supt. O'Mara to discuss a security matter at the Department of Corrections and a request to approve an exchange of Inmates with Sullivan County. The Board agreed to address the request in Public Session.

The Board moved out of Non-Public session at 10:05 a.m.

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

The Board agreed to accept the recommendation of Supt. O'Mara relative to inmate transfers.

Motion: To accept the recommendation of Supt. O'Mara to transfer an Inmate to Sullivan County, noting that the Hillsborough County DOC will accept one of its inmates. By Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Wenger reported that the second floor renovation project remains on schedule.

10. Adjourn

There being no further business before the Board, the Chairman entertained a motion to adjourn.

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

The meeting adjourned at 10:07 a.m.

(SIGNED 9/24/08)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date