

Regular Meeting of the
Hillsborough County Board of Commissioners
September 28, 2016
Bouchard Building, Goffstown, NH
Minutes of the Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Ziehm, Comm. Pappas, Comm. Rowe, D. Dionne, G. Fisher, C. Kirby, B. Moorehead, G. Wenger, M. Castonguay, and L. Stonner

CALL TO ORDER

Comm. Ziehm called the meeting to order at 9:06 a.m. Mr. Wenger led those present in the Pledge of Allegiance.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Regular Meeting held on September 14, 2016. Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Supplemental Payroll

Motion:

To approve the Supplemental Payroll registers for the following dates in the following amounts:

9/19/2016	\$4,603.85
9/22/2016	\$975.04
9/22/2016	\$416.72
9/23/2016	\$598.00
9/23/2016	\$102.00
9/26/2016	\$97.44
9/23/2016	\$102.00
9/26/2016	\$2,382.69

The total Regular Payroll is \$9,277.74, subject to review and audit. Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Motion:

To approve a Regular Payroll Register dated September 22, 2016 in the amount of \$1,180,206.27, subject to review and audit.

Motion by Comm. Pappas, second by Comm. Rowe. Motion carried

Accounts Payable

Motion:

To approve an Accounts Payable Register dated September 27, 2016 in the amount of \$3,424,470.17, subject to review and audit.

Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the public who wished to comment on Agenda Items.

DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC's) Census; he noted that as of September 20, 2016, the total in custody was 455, which included 16 in the community. The Census included 367 men; 113 of the men had been sentenced and 254 were being held pre-trial. There were 88 women; 28 of the women had been sentenced and 60 were being held pre-trial. Supt. Dionne noted that the Department of Corrections was holding 27 female inmates from Rockingham County. He informed the Board that 159 individuals were diverted through the Mental Health Courts including 89 from Manchester and 70 from Nashua.

Overtime Impact Report

Supt. Dionne noted that the DOC's Overtime Impact Report is included in the Board's packet. He added that there were 17 candidates that joined the Correctional Officer Academy; one has left, but is expected to return at a later date. Sixteen individuals are expected to graduate in 2 weeks.

Administrative Transfer – Rockingham County

Supt. Dionne requested Board approval for an Administrative Transfer of a male inmate from Merrimack County to Hillsborough County due to behavioral issues at that facility.

Motion:

To approve Supt. Dionne's request to accept the administrative transfer of an inmate from Merrimack County to Hillsborough County's facility.

Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Bid # FY17-113 – Receiving Area Paving

Supt. Dionne explained that the receiving area needs re-paving noting that it is in bad shape and is difficult to plow because of its condition. He indicated that this will replace the original surface.

Motion:

To approve Bid # FY17-113 for paving the receiving area; the lowest responsible bidder meeting the specifications is American Asphalt, Hooksett, NH, at a price of \$7,640.

Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

NURSING HOME

Census

Mr. Moorehead provided Census information for the Nursing Home. He noted that the Census, as of September 22, 2016 was 288; it included 218 Medicaid residents, 35 private pay residents and 35 Medicare, Part A residents. He added that the Census continues to be strong.

Request to Approve Temporary New Hire Benefit

Mr. Moorehead requested approval of a temporary hiring bonus for LNA's that are part-time; the bonus would be \$500 and it would be paid in 2 increments; the first payment would be paid within a month of employment and the second would be paid upon the successful completion of the probationary period. He explained that there are 13 vacant part-time LNA positions that have been difficult to fill, but there is a significant need for additional LNA's. He added that the bonus would not affect the budget. In response to a question from Comm. Pappas, Mr. Moorehead indicated that he had the opportunity to discuss the request with Rep. Kurk.

Motion:

To approve the Temporary Part-Time Hire-On Bonus of \$500 for new part-time LNA hires.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Request to Change 4 Part-Time Positions to 2 Full-Time Activity Aide Positions

Mr. Moorehead requested approval to change 3 part-time Activity Aide Positions and 1 per diem Activity Aide position and convert the 4 positions into 2 full-time Activity Aide positions. He noted that the Activities Department is having difficulty filling positions and suggested that the change will help with weekend scheduling. Discussion ensued relative to Activity Aides and the very positive care-giving provided by the facility's staff. Mr. Moorehead noted that with the current labor market, it may be necessary to be flexible with positions going forward.

Motion:

To approve the change of 1 per diem position and 3 part-time positions to 2 full-time Activity Aide positions.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Bid # 08-2017 – Bathroom Toilet Tissue

Motion:

To approve Bid # 08-2017 for bathroom toilet tissue for the Nursing Home. The lowest responsible bidder meeting the specifications is Central Paper Products, Manchester, NH at a price of \$36.85/case.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Bid # 09-2017 – Junior Center-pull Towels

Motion:

To approve Bid # 09-2017 for Junior Center-pull Towels for the Nursing Home. The lowest responsible bidder meeting the specifications is Central Paper Products, Manchester, NH at a price of \$21.73/case.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Mr. Moorehead requested an opportunity to meet with the Board in Non-Public Session relative to a personnel issue pursuant to RSA 91-A:3 II (a).

OLD/NEW BUSINESS

Non-Affiliated Salary Ranges

Mr. Wenger referred the Board to the handout regarding salary range adjustments for the Non-Affiliated salary ranges and noted that the adjustments reflect the 16 cent per hour COLA that became effective on July 24, 2016.

Motion:

To approve the Non-Affiliated salary ranges as presented by Mr. Wenger.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Comm. Ziehm asked if the plans for the Administrative Building were available to share with CMC. Mr. Wenger noted that his office is assembling the plans for CMC's review.

Comm. Ziehm referred to a discussion at the recent NHAC Commissioners' Council meeting. Mr. Wenger noted that there was discussion about developing a position paper that would reflect NHAC's position relative to Senate Bill 553 issues. Mr. Wenger noted that the SB 553 committee will meet on October 4, October 20, November 1, November 15 and December 12. He added that there will need to be a report prior to the end of the year and it would make sense to have the NHAC position presented to the committee for its November 4th meeting. A discussion followed relative to forwarding a letter from the Board setting forth a position.

Comm. Ziehm noted that the main benefits of belonging to the NHAC include lobbying, Nursing Home representation and training for Corrections Officers; which is limited for the County as we run our own Academy. She added that her concern is that there is no apparent unity of purpose among the Counties because of low attendance at meetings and it appears that only 1 or 2 individuals are the decision makers.

Discussion ensued relative to a having a white paper prepared for the Board's next meeting to send to the other Counties. Comm. Rowe added that he is hopeful that all Counties have an opportunity to express their opinions. Mr. Wenger agreed and noted that articulating the issues of all Counties would be a positive step forward.

Mr. Moorehead noted that the Nursing Home Affiliates' issues related to Senate Bill 553 are similar, if not identical. The issues include ProShare, MQIP, who will be the decision-maker regarding who will be approved to enter a Nursing Home, what the rates are going to be, and who is going to calculate the rates. He added that a number of letters have been sent to former Comm. Toumpas and Comm. Meyers outlining the aforementioned issues that have to be resolved prior to the implementation of Phase II.

Discussion ensued relative to the differences between private and County Nursing Homes and whether the County Nursing Homes can survive if the rates are dropped significantly. Mr. Moorehead noted that a major concern is related to the implementation of Phase II and how it could negatively affect Nursing Homes. It was noted that many of those at the State level may not understand the issue.

1115 Waiver Update

Mr. Wenger informed the Board that with the 1115 Waiver approval, there are specific funds that are set aside for Counties related to losses as a result of their Medicaid services; it is a Designated State Health Program from which money will be distributed. Mr. Wenger noted that in year one, there will be \$20,800,000 in funds and in year two, there will be \$10,400,000. He added that it is his understanding that representatives of the seven regions met the previous week with DHHS; the first item of discussion related to the Counties' funding and what the Counties would be receiving from the 1115 Waiver. He noted that it is his understanding that Comm. Meyers indicated that he would be meeting with the Counties to discuss these funds. Mr. Wenger noted the importance of being involved in the discussions. He explained that the funds distributed will be based on Nursing Home losses and other factors, and added that questions remain related to the disbursement of funds.

Grant

Chief Deputy Fisher informed the Board that grant funds in the amount of \$105,000 from the Law Enforcement Opioid Abuse Reduction Initiative have been approved. He requested that the Board approve acceptance of the grant funds and explained that the paperwork will be directed from the Towns to the Sheriff's Department; the

Sheriff's Department will, in turn, forward the paperwork to the Department of Safety, which will then reimburse the Towns. In response to a question from Comm. Ziehm, Chief Deputy Fisher explained that the funds can only be used for overtime.

Motion:

To approve acceptance of the grant funds as outlined by Chief Deputy Fisher, and to authorize the Chair to execute the documents.

Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Mr. Wenger provided an update on the security improvements at Temple Street. He noted that all staff within the County Attorney's and Registry of Deeds' offices are now located behind locked doors and all employees are now working in non-public areas.

Discussion ensued regarding awards presented at the NHAC Conference and the presentation in memory of former Comm. Carol Holden whose family was recognized.

Comm. Ziehm entertained a motion to enter Non-Public session to address an employee issue at the request of Mr. Moorehead, followed by Non-Public session with Mr. Wenger relative to an employee issue, and then to meet with Mr. Wenger relative to an Administrator review.

NON-PUBLIC SESSION

Motion:

To move into three Non-Public Sessions consistent with RSA 91-A:3 II (a) relative to personnel issues.

Motion by Comm. Pappas, second by Comm. Rowe. Pappas-yes, Ziehm-yes, Rowe-yes. Motion carried.

The Board moved into Non-Public Session at 9:57 a.m.

The Board met with Attorney Kirby, Mr. Wenger, and Mr. Moorehead relative to a personnel issue. No action was taken during Non-Public Session.

The Board met with Mr. Wenger relative to a personnel issue. No action was taken during Non-Public Session.

The Board met with Mr. Wenger for an Administrator review. No action was taken during Non-Public Session.

The Board moved out of Non-Public Session at 10:45 p.m.

Motion:

To come out of Non-Public Session.

Motion by Comm. Pappas, second by Comm. Rowe. Pappas-yes, Ziehm-yes, Rowe-yes. Motion carried.

Comm. Ziehm asked if there was any further business, and Comm. Pappas moved the following motions:

Motion:

To increase the hours of an Administrative Clerk position (#407441001) from 29 hours to 32 hours per week to include benefits. Motion by Comm. Pappas, second by Comm. Rowe.

Discussion ensued. Comm. Ziehm noted that she is disappointed that, for a second time she has not had an opportunity to take more time with this type of decision, and added that she would like to have more time in the

future to make an informed decision. Comm. Rowe noted that he agreed and would like to have the meeting materials at least a day in advance so that he could read the agenda items and added that it would be nice to have information regarding similar situations at least one meeting in advance. Comm. Ziehm asked that she have an opportunity to analyze any proposals going forward.

The earlier motion to increase the hours for the Administrative Clerk position carried with Commissioners Pappas and Rowe voting in favor of the motion and Comm. Ziehm voting against the motion.

Mr. Wenger noted that if it was acceptable, the Agenda and most of the meeting materials could be forwarded prior to the meeting electronically. A discussion followed and it was agreed to implement a practice of forwarding materials electronically.

Motion:

To approve carrying forward five vacation days for an employee in the Commissioner's Office of Administration & Finance, noting that this is a non-precedent-setting action:
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

A brief discussion followed regarding the NHAC Conference and the awards presentation. Mr. Wenger noted that the Board may wish to consider taking the opportunity to recognize deserving employees annually at the County level and tying it into the NHAC Conference. Comm. Pappas suggested that a letter of congratulations be sent to this year's Hillsborough County award winners. The Board discussed the nomination process and the need to make the Board aware of all nominees going forward.

Mr. Wenger suggested that in the future, the Board might consider blocking out a time on the first day of the conference when the Board and other Hillsborough County representatives could have a focused discussion among themselves relative to County issues and concerns.

ADJOURN

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

Motion:

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

The Board of Commissioners Meeting adjourned at 10:55 a.m.

Approved on October 12, 2016

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date