

Regular Meeting of the
Hillsborough County Board of Commissioners
October 20, 2010
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, J. Hardy, L. Movsesian, C. Kirby, M. Lencki, B. Moorehead, J. O'Mara, M. Castonguay, G. Wenger, and L. Stonner.

Also present: J. Clay, CBIG

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 10:03 a.m., followed by the Pledge to the Flag led by E. Robinson.

2. Administrative Business

Commissioner Pappas noted that the Board would address administrative business at this time.

Minutes

October 6, 2010 Board of Commissioner's Meeting

Motion: To approve the minutes of the Hillsborough County Board of Commissioners held on October 6, 2010 Meeting. By Comm. Clemons, second by Comm. Holden. Motion carried.

Approval of Payroll Register

Motion: To approve the Payroll Register dated October 14, 2010 in the amount of \$1,142,086.30, subject to review and audit. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Approval of Accounts Payable Registers

Motion: To approve the Accounts Payable Register dated October 19, 2010 in the amount of \$386,035.32, subject to review and audit. By Comm. Clemons, second by Comm. Holden. Motion carried.

3. Public Comment on Agenda Items

There was no one present who wished to address agenda items.

4. Department of Corrections

Census

Supt. O'Mara presented the DOC Census, noting that as of October 15, 2010, the Census was 581, which included 524 men of whom 361 were being held pre-trial and 163 that had been sentenced. There were 57 women of whom 38 were being held pre-trial and 19 that had been sentenced.

Bid # FY11-96 – Digital Video Recorder/Multiplexer

Mr. O' Mara presented Bid # FY11-96, noting that it is for a Digital Video Recorder/Multiplexer and explained that it will store data from the cameras that were previously installed. He explained that Pelmac Industries was the original installer and noted that because the system is entirely a Pelmac system, if another system were used; all the warranties would be void. Mr. O' Mara requested that competitive bidding be waived consistent with RSA 28:8-e, V. He noted that the bid amount is \$11,675.

Motion: To approve Bid # FY11-96, Department of Corrections, for a Digital Video Recorder/Multiplexer to Pelmac Industries, Auburn, NH, at the price of \$11,675 with a request to waive competitive bidding consistent with RSA 28:8-e, V, noting that this is the vendor who installed all other video surveillance equipment and is the current service provider for all existing equipment. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. O'Mara noted that he has two items to address under Old/New Business.

5. Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census and explained that as of October 14, 2010, the census for the Nursing Home was 284, which included 209 Medicaid residents, 47 private pay residents, and 25 Medicare Part A residents. He noted that today's census is at 285.

Bid # 02-2011 – Wireless Hardware

Mr. Moorehead presented Bid # 20-2011, noting that this bid is for the hardware for the Cisco Secure Wireless Network and related services. He explained that this is related to the Electronic Health Record Project and would provide the Nursing Home with point of care capability. He recommended Red River Computer Co., Claremont, NH, at a cost of \$79,422.70 and explained that it is the lowest responsible bidder. Mr. Moorehead introduced J. Clay from CBIG, and noted that he would be happy to answer any questions that the Board might have.

Motion: To approve Bid # 02-2011 for hardware for the Cisco Wireless Network and related services to Red River Computer Co., Claremont, NH, at a cost of \$79,422.70, noting that it is the lowest qualified supplier. Motion by Comm. Clemons, second by Comm. Holden.

Comm. Holden offered that it might be beneficial to those attending today's meeting if Mr. Clay were to present information regarding the aforementioned bid.

Mr. Moorehead explained that the budget amount shown on the bid document is 90,000; that number is incorrect and should be \$350,000; he noted that \$350,000 represents the amount for the project appropriated in the Capital Reserve Account.

Mr. Clay explained that this is a wireless network that will be installed to support the financial and clinical software that is part of the electronic medical records package for the Nursing Home. He explained that this wireless network will allow mobile delivery of point of care services to the residents; there will be mobile computers on carts that can be rolled into the resident's rooms to deliver a more timely and accurate record of the services provided.

Mr. Wenger noted that the Board, at its last meeting, approved the purchase of a software package; he explained that in order to have that software package fully functioning, it is necessary to allow the service

providers to enter information directly when serving the residents at the resident's bedside. Mr. Wenger explained that part of the implementation will include portable computers and wall-mounted kiosks. Mr. Wenger communicated that a wireless connection will make this possible, and noted that the challenge at the Nursing Home involves the need to have 50 or more points in the ceiling for the connection to work properly because of the design and construction of the facility. The computers need to connect with each other and access the internet to reach the outside location where the information is collected.

Mr. Wenger explained that another bid will be forthcoming for wiring to set up the wireless systems.

Mr. Wenger explained that this capability will help with accurate Medicare reimbursements. Mr. Moorehead explained that with the new wireless network, the "Activity of Daily Living" (ADL) will be entered as the LNA leaves the room while it is fresh in memory, rather than the present procedure when the LNA relies on memory, and it is entered into the paper chart at the end of the day's shift. He further explained that this will provide the Nursing Home with enhanced documentation compliance capability as well as helping to maximize revenue.

Comm. Clemons asked how the information is retrieved at the end of the day, and if the information goes to a mainframe server. Mr. Clay explained that the service is provided through the application service provider, which is a secure web-based service; the records will be kept at the service center and backed up on a daily basis. Mr. Wenger noted that this is part of the process that was related to the bid approved at the last meeting. He explained that this will be part of an ongoing contract and there will be an annual expense to maintain that documentation. He described the process and noted that the information is gathered at the bedside, is entered into the computer, it then travels over the wireless system to the internet and to the off-site application service provider that is responsible for keeping the system going and online. Mr. Wenger noted that discussion was held relative to whether this should be done in-house or with an outside provider. He explained that following consideration relative to looking at the objective of the Nursing Home, the anticipated long-term expenses, the manpower and the security that would be required, it was decided that having an offsite service provider would be the most economical and efficient choice for the County.

Comm. Holden offered that she wanted to have information on record that would indicate that the Board was not just approving the bid, and that it was important to have the rationale for the decision on record.

Mr. Wenger explained that should this bid be approved, there would need to be a motion to approve expending the money from the Capital Reserve Account. Comm. Pappas asked the Board's pleasure relative to the bid on the floor.

Motion carried.

Motion: To authorize the Nursing Home Administrator to spend up to \$79,422 from the Capital Reserve Fund for the purchase and implementation of an electronic data system for the Hillsborough County Nursing Home. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger and Mr. Moorehead thanked Mr. Clay for all the work he has put into this project.

Bid # 3-2011– Alternative Pressure Mattresses (3)

Mr. Moorehead presented Bid # 3-2011, and noted that this bid is for three Alternative Pressure Mattresses; he explained that this is a specialty mattress for those residents who have skin issues and has the ability to change the pressure in different areas to prevent decubitus wounds. He noted that there is a two-year guarantee for the mattresses; this product as well as the previously discussed bid is depreciable under Medicaid and Medicare. He explained that the Nursing Home is experiencing a higher acuity level than what it has experienced in the past, and if the trend continues, it is likely that the Nursing Home will need more of the alternating pressure

mattresses. He recommended McKesson, Golden Valley, MN as the preferred vendor, noting that it is the lowest qualified bidder for the three mattresses at a price of \$8,399.64.

Motion: To approve Bid # 3-2011, as presented by the Nursing Home Administrator. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

Comm. Clemons offered information relative to New Hampshire Nursing Homes; he noted that he was listening to a program on NH Public Radio this morning; the discussion was general but gave high grades to all the County Nursing Homes in New Hampshire. He further noted that as he is out in his District, he has heard many very positive compliments relative to Hillsborough County's Nursing Home.

6. Old/New Business

E. Robinson presented information about the new County Dental Discount program; she noted that this morning a large delivery arrived that included informational sheets and handouts about the program. She distributed copies to the Board and noted that she has holders for the brochures and poster. Ms. Robinson indicated that she intends to research how many local Dentists accept the program and will then publicize the program. Ms. Robinson explained that the driver who made the delivery was very happy to learn about the program because she does not have dental insurance. The woman asked Ms. Robinson to communicate her thanks to the Board for providing this reasonably-priced program and noted that she will be coming in to pick up the information for herself and her daughter.

Comm. Holden noted that she will now be able to distribute the information to the 25 Towns in her District. Comm. Holden explained that she believes that Careington's idea is to reach out to the other Dentists in the County to see if they want to join the program. Discussion ensued relative to whether the County should also reach out to area Dentists. Comm. Holden noted that A. Goldsmith from NACo will be attending the Conference the following week. Ms. Robinson spoke about other Counties involved in the program. Comm. Holden explained that she served on the NACo Committee involved with the initiating the Dental Discount programs.

Sheriff Hardy was recognized. He informed those present that Chief Deputy A. Durette will be retiring after 20 years of service to Hillsborough County; he noted that a retirement party is being planned for November 13th; tickets are available.

M. Castonquay informed those present that the Executive Committee meeting scheduled for October 22nd is cancelled; the next meeting will be held on November 19th. She noted that the November 19th meeting will be the last meeting for the current Executive Committee.

Attorney Kirby requested an opportunity to meet with the Board and Mr. O'Mara in Recess relative to litigation.

Comm. Pappas noted that the Board has a draft 2011 Holiday Schedule for consideration. Mr. Wenger explained that there are no changes to the holidays which are listed consistent with the policy, but the dates are updated. He noted that the memo that will be distributed will have a change in the last paragraph to reflect: "Non-affiliated employees may elect to observe Civil Rights Day in lieu of their birthday, upon request and when possible." He asked the Board to give the schedule its consideration. Discussion ensued relative to the schedule.

Motion: To adopt the 2011 Holiday Schedule. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger presented two bids relative to the sale of surplus vehicles; he noted that Mr. Flood has worked with the Department of Corrections to provide it with the best of the used vehicles.
Bid for sale of 2006 Chevrolet Impala.

Mr. Wenger explained that this is the first of 2 bids; it is for the sale of a 2006 Chevrolet Impala. The highest responsible bidder is Jon's Rte. 114 Auto Sales at a price of \$2,075.

Motion: To authorize the sale of a surplus vehicle, a 2006 Chevy Impala, to Jon's Rte. 114 Auto Sales, New Boston, NH, at a price of \$2,075 noting that it is the highest responsible bidder. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Bid for sale of 2003 Ford Taurus

Mr. Wenger explained that the second bid is for the sale of a 2003 Ford Taurus, noting that the highest responsible is Jon's Rte. 114 Auto Sales, New Boston, NH, at a price of \$2,050.

Motion: To authorize the sale of a surplus vehicle, a 2003 Ford Taurus, to Jon's Rte. 114 Auto Sales, New Boston, NH, at a price of \$2,050 noting that it is the highest responsible bidder. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger noted that he is attempting to schedule a grievance hearing for the Board's November 4th meeting and asked if all Commissioners would be attending; all three indicated that they would be attending.

Mr. Wenger informed the Board that the County has been working with Peregrine Energy Group out of Boston and Breakaway Energy Services, LLC of Portland, ME to do an energy efficiency review of the County facilities. He noted that he has provided the Board with a draft report that relates to the Department of Corrections, the Nursing Home, and the Complex. He noted that a review of the Temple Street building was done the previous day and anticipates a report relative to that building. Mr. Wenger noted that the review makes recommendations for areas where the County can make investments to realize savings. He explained that the consultants were available through the Energy Technical Assistance & Planning for Communities Program, which is also funded by the Federal Stimulus funds through the Department of Energy. He noted that this entity received a grant to perform this service for the County, and it ties into the County's energy grants and looks at the County's plans to determine what will give the County the most favorable options. He explained that they have made recommendations that could result in significant savings at the Nursing Home.

Mr. Wenger explained that the County has a bid out that is part of the County's energy grant for upgrading the parking lot exterior lighting at the Nursing Home. He noted that the County is reviewing the recommendations with the goal of using the County's energy grant funds effectively. Recommendations have made for the Department of Corrections as well. He asked the Board to review the report and decide if it wishes to accept the report.

Comm. Clemons asked if Mr. Moorehead and Mr. O' Mara have copies of the report; Mr. Wenger responded he has met with M. Lencki and L. Lowell at the Nursing Home and Capt. Cusson at the DOC; they have been provided the Draft. Comm. Clemons offered that some of the changes could be included in the next budget process; Mr. Wenger responded that he is hoping that the grant will cover most of the recommended changes. He noted that the Dept. of Energy is open to changes and to allowing the County to use the funds effectively, which may in turn, free up other funds. Comm. Clemons inquired if Mr. Wenger is coordinating the project; he responded that he is facilitating the project but Mr. Lencki, Mr. Lowell and Capt. Cusson are the ones doing the work. Mr. Wenger noted that the first thing the consultants did was review all the energy bills; one of the interesting things coming out of this is that the Nursing Home, which has already made one lighting upgrade, can realize even more savings by another upgrade. Comm. Clemons inquired about how one can determine if the old lighting has reached its useful life. Mr. Wenger noted that an economic analysis is provided that will

show the estimate energy savings with a particular upgrade; the useful life and economic return is given consideration.

Mr. Wenger informed the board that Mr. Flygare will be unavailable to meet with the Board on November 4th; he will re-schedule at a later date.

Mr. Wenger referred the Board to a letter from the Town of Ipswich regarding dispatch services. He noted he has referred the letter to Sheriff Hardy, and it is his understanding that the Sheriff's Department is giving consideration to the request.

Mr. Wenger noted that he has an engagement letter for the Chair to sign relative to the Auditor's doing a single audit. He informed the Board that he has an engagement letter relative to the retiree's new insurance program; he explained that a letter would be going out this afternoon or the following day advising the retirees of the action that the Board has taken and scheduling informational meetings for November 3rd and November 5th that the retirees can attend. He further noted that Primex will be present to answer questions and walk them through the application process should they choose to take advantage of the program the County is offering. Mr. Wenger informed the Board that he attended an Administrator's benefits meeting at Primex as well as an Advisory Committee; he explained that many municipalities and Counties that are in this program are struggling with how to deal with the program and the retiree's concerns.

Comm. Pappas inquired if the Business Office has received many calls; Mr. Wenger responded that there have been a few calls to date, but he anticipates that there will be more calls. He explained that he is hopeful that once the retirees attend the informational meeting, they will understand the need for the change and the increase as well as realizing that up to this point they have experienced a good low cost program. He added that it will be hard for some of the retirees who are on a fixed income. Comm. Pappas noted that there are other options available for the retirees; Mr. Wenger explained that if a person is a retiree receiving a subsidy and chooses to go outside to another program, the person will be able to return to the County's program, but he/she will no longer receive the subsidy. He noted that the package that the retirees received from Harvard Pilgrim included pages of other programs that are available. He expressed his hope that the retirees attend the information meeting so they can be prepared to make the best decision.

Mr. Wenger explained that it is his understanding that most of the plans that are similar to First Seniority, the plan the retirees have been on, will either disappear or experience significant increases. He noted that the best thing the County can do is to provide information, give the employees the opportunity to hear the information and help them by answering any questions they have; he noted that Primex has been very good at providing information.

Comm. Pappas recognized Mr. Reidy and asked if he had any items for discussion. He responded that he had nothing at this time.

7. Public Comments

There was no one present who wished to address the Board.

Mr. Wenger presented information relative to insurance and explained that the cost of Unemployment Compensation insurance will be increasing from approximately \$30,000 to \$90,000; the increase is largely related to a change in the coverage going from 26 weeks to 99 weeks and the wage amount increasing from \$8,000 to \$12,000. Mr. Moorehead added that very few claims have been denied. Mr. Wenger noted that the 99 week program will be ending. He added that the Counties did not realize any Federal support for the increases in coverage. He explained that the County's insurance costs are anticipated to increase 1 to 2% due to bringing the retirees back into the County's insurance program and to changes that are being made because of required coverage. He noted that in the long run, there may be savings.

8. Non-Public Session

There were no requests for Non-Public session.

Comm. Pappas entertained a motion to recess.

Motion: To enter into recess with Attorney Kirby and Mr. O' Mara. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

The Board entered Recess at 10:50 a.m.

The Board moved out of Recess at 11:00 a.m.

Motion: To come out of Recess. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Comm Pappas asked if there were any other business before the Board.

Motion: To authorize settlement authority in the matter involving the Depart of Corrections. Motion by Comm. Clemons, second by Comm. Pappas. Commissioners Pappas and Clemons voted in favor of the motion. Comm. Holden voted against the motion. Motion carried.

9. Adjourn:

Comm. Pappas asked the Board if it wished to address any other business; there being none, a motion to adjourn was entertained.

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

The meeting adjourned at 11:01 p.m.

Signed 11/04/2010

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date