

Regular Meeting of the
Hillsborough County Board of Commissioners
November 10, 2009
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. Pappas, Comm. C. Holden, Comm. M. Clemons, P. Coughlin, J. Hardy, S. Chidavaenzi, A. Durette, C. Kirby, M. Lencki, J. O'Mara, B. Moorehead, M. O'Neil, E. Robinson, M. Rusch, G. Wenger, and L. Stonner.

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 10:01 a.m., followed by the Pledge to the Flag led by B. Moorehead.

2. Administrative Business

Minutes

Motion: To approve the minutes of the regular meeting of the Hillsborough County Board of Commissioners dated October 14, 2009. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To approve the minutes of the regular meeting of the Hillsborough County Board of Commissioners dated October 29, 2009, subject to adding the following words on Page 5 at the end of the last paragraph: "*The BOC suggested that the Register of Deeds put up the sign that would direct the public to the front door and to include the wording: 'Per order of the Board of Commissioners' on the sign.*" Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Approval of Accounts Payable

Motion: To approve the Accounts Payable Register dated October 10, 2009, in the amount of \$5,414,238.39, subject to review and audit. By Comm. Clemons, second by Comm. Holden. Motion carried.

Telephone Polls

Motion: To approve the Telephone Poll conducted on Wednesday November 4, 2009 at the request of the County Attorney's Office seeking approval to sell surplus law books from the Law Library at a price of \$1,400. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Motion: To approve the Telephone Poll conducted on Wednesday November 4, 2009, seeking approval of an outstanding Accounts Payable Register dated October 30, 2009, in the amount of \$704,370.42. By Comm. Clemons, second by Comm. Holden. Motion carried.

Transfer # FY 2010-07 - Sheriff's Department - Tasers

Chief Deputy Sheriff A. Durette informed the Board that this bid involves two steps; during the budget process there was money budgeted for Tasers; later the Sheriff's Department also received some grant funding for Tasers. This is the transfer from that line, and later there will be a bid for Tasers.

Motion: To approve Transfer # FY 2010-07 for the Sheriff's Department, to transfer from Contingency Grant Expense, Line # 7740, and to transfer to Sheriff's Department New Equipment line 4210-7970, the amount of \$7,500. By Comm. Clemons, second by Comm. Holden for discussion.

Comm. Holden asked for confirmation that there is money in the budget for this; Chief Deputy Sheriff A. Durette responded in the affirmative, noting that this is additional funding he was able to find for the purchase of Tasers. Commissioners Pappas and Clemons voted in the affirmative; Comm. Holden voted in the negative, noting that she felt that there was enough money allocated for Tasers in the budget.

Motion carried.

3. Public Comment on Agenda Items

No one from the public indicated a desire to speak relative to the agenda.

4. Department of Corrections

Census

Supt. O'Mara presented the DOC Census, noting that as of November 6th, the Census was 626, which included 558 men of whom 378 are being held pre-trial, and 180 have been sentenced. There were 68 women of whom 45 are being held pre-trial and 23 have been sentenced.

Bid # FY10-35A – Purchase/Install of Nora Floor Tile

Supt O'Mara presented Bid # FY10-35A which is for the purchase and installation of Nora Floor Tile at the Department of Corrections. He noted that this is a re-bid for flooring. He recommended A & E Flooring, Hooksett, NH at a price of \$91,338, noting it is the lowest responsible bidder.

Motion: To approve Bid # FY10-35A for the purchase and installation of Nora Floor Tile at the Department of Corrections to A & E Flooring, Hooksett, NH at a price of \$91,338, noting it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Bid # FY10-62 – Flat Roof Replacements (3) – Complex

Supt O'Mara presented Bid # FY10-62, which is for the replacement of three flat roofs at the Complex including one elevator shaft and two stairwells. He recommended Moe Duhaime Roofing, Manchester, NH, at a price of \$10,981, noting that it is the lowest responsible bidder.

Motion: To approve Bid # FY10-62, for the replacement of three flat roofs to Moe Duhaime Roofing, Manchester, NH, at a price of \$10,981, noting that it is the lowest responsible bidder. Motion by Comm. Clemons, second by Comm. Holden.

Comm. Clemons observed that there is quite a difference between the first and second bids, and asked for clarification. Supt. O'Mara responded that Therrien is a larger company with more overhead while Moe

Duhaime Roofing is a smaller company. Comm. Clemons noted that on some occasions, a company will bid high because they don't really want the job.

Motion carried.

Travel Request

Supt O'Mara requested that the Board authorize Out of State Travel to allow him to attend the "Americans for Effective Enforcement" Conference that will be held in Las Vegas, Nevada from December 14 through December 16, 2009; the subject is discipline and internal investigations. He noted that the conference is necessary for him to maintain his professional designation of Certified Litigation Specialist, and noted that it is a comprehensive, step-by-step, examination course involving the process of conducting professional and objective internal affairs investigations.

Motion: To approve the request of James M. O'Mara, Superintendent of the Hillsborough County Department of Corrections, for Out of State Travel to allow him to attend the Conference in Las Vegas from December 14th to 16th, 2009 for a total of \$1,648.68. Motion by Comm. Clemons, second by Comm. Holden.

Comm. Holden noted that she shared with Supt O'Mara that Southwest Airlines does fly to Las Vegas, and suggested that he check on its prices; it is significantly less, to which Supt. O'Mara responded that he had planned to seek out the best price, and that the air fare submitted on his request was only an estimate.

Motion carried.

Comm. Clemons indicated that he read a recent article in the Nashua Telegraph relative to the young men that were charged with the crimes in Mont Vernon, and where they are being housed. He noted that there was good, fair reporting in the article and that Supt. O'Mara did a good job with his comments to the reporter portraying the Department of Corrections; it answered many people's questions and overall, it was a positive article. Comm. Holden commented that it was fair reporting and that she thought that it shows the wisdom of having available file photos of the DOC.

Supt O'Mara informed the Board that he has one item to discuss under Old/New Business.

5. Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census. He explained that as of November 5th, the Census was 285, which included 210 Medicaid residents, 39 private pay residents, and 36 Medicare Part A residents. He explained that the numbers were very positive relative to budget, to the total census, the quality-mix, the Rehab Department, and the CRU unit.

Bid # 5-2010 Healthcare Information Systems Consulting Services

Mr. Moorehead addressed Bid # 5-2010, noting that it was tabled by the Board at the last meeting; there has been a great deal of correspondence to/from since that time; the bid information was forwarded to the Commissioners by Mr. Wenger. Mr. Moorehead indicated that he had checked the references of CBIG Consulting, the lowest bidder, and noted that it has done over 250 Nursing Home-type projects that are similar to what it is being asked to consult on now. He noted that he does not know why there is such disparity between the two bids, but did indicate that he learned that Berry, Dunn, McNeil & Parker is a fairly large company with larger overhead; he indicated that the company has excellent references; however, they

are not familiar with comparable systems. He explained that the function Berry, Dunn, et al performed for another similar facility was primarily cost reporting and re-imburement related. He noted his belief that comments made and questions asked at the last meeting were answered, and he recommended that the Board approve awarding the Bid # 5-2010 to CBIG, the lowest responsible bidder, for the healthcare information care consulting services in the amount of \$57,500.

Comm. Pappas noted that the bid was on the table and asked the other Commissioner's pleasure. After discussion, the full Board agreed to leave the bid on the table until more information is available and questions have been answered. Comm. Pappas asked Mr. Wenger if he had anything to offer, to which he responded that it was his belief that he had expressed his comments to the Board, and it is in the Board's hands. Comm. Clemons noted that he did not want to vote this issue until there is more information and any questions have been answered. Comm. Holden noted that more communication is necessary and that she has serious concerns relative to the reasoning, and disagrees with some previous statements that were made; examples would be statements that Nursing Homes are not eligible for incentive funds, and that the project has to be complete by 2011, when in fact, the real deadline for the institution of the medical records is 2015, so she does not understand what the rush is. Comm. Holden also noted that the definition of meaningful use is not clear, and has not been adequately defined by Health & Human Services. She asked why there was such a rush to put this through now when there are still so many questions to be answered; she noted that neither of the bidders have been certified for having done electronic medical records. Comm. Clemons asked about certification, to which Comm. Holden responded that it was clear that CBIG had no experience or certification relative to electronic records, and there was no indication that it had the experience to meet the meaningful use criteria, to which Mr. Moorehead responded that "meaningful use" is not defined. Comm. Holden noted that she attended a session at the recent NACO conference relative to electronic records; she noted that she came away with an understanding that it is important to have measurable goals, designated resources, a project chart, a process re-design, and a steering committee. She noted that it was not clear to her if the goals have already been set up; she further noted that it impacts the CIS Department and they should be involved. She noted that Mr. Roach was there for a meeting with the bidders and the walk-through of the facility, but he was not part of the team. She re-iterated that there should be a Steering Committee that included a member of the Commissioners, a member of the Delegation, a CIS Person, and Mr. Wenger, all working with the Nursing Home; she emphasized that this is a multi-department project, and communication is key. She expressed her belief that the Board should look at this carefully because it is a very important project and the Board should not move too quickly. She summarized by recommending that the bid be left on the table while joint work is done to answer the questions.

Comm. Pappas noted her agreement with the other Commissioners and explained that the County's Legal Counsel is reviewing the bid, noting that it was her belief that the County should move forward carefully to make sure everything is in order; additionally, she favors having Attorney Kirby review the bid, and leaving it on the table at this time. Comm. Clemons inquired about how Comm. Holden feels the Board should proceed, to which Comm. Holden noted that it is important for the Board to meet with CBIG to see what their capabilities are, and what they have done to date because it sounds like they appear to be about 50% there. Comm. Holden suggested that another important concern is training because it is a huge component of the project, and that getting the "buy-in" from the staff at the Nursing Home is critical.

Comm. Holden noted that in the past, Commissioners have been involved in different bids to work out the details; she stressed again that a Committee should be formed to include the Nursing Home Staff, the County Administrator, the CIS Department, and at least one Commissioner and a member of the Delegation. After discussion among Board members, Comm. Holden was appointed to be the Board contact to work with the Nursing Home. Comm. Holden agreed to work out the details of scheduling a meeting between the aforementioned people.

Mr. Moorehead noted that it is his understanding that the Nursing Home is eligible for incentive funds, if done by 2011; he expressed his belief that to develop a committee at this point is premature. He noted that S. Chidavaenzi is certified for this project, she is certified in medical records and has been working with the

Electronic Medical Records (EMR) process through DocStar, and has begun the process of putting the old medical records into electronic form. Mr. Moorehead noted that the project is intensive, and there is a lot of work to do, but the project is not beyond the scope of what the Nursing Home can handle; furthermore, he explained that the Nursing Home is “under the gun” and another delay at this point is not warranted.

Comm. Pappas commented that the Board needs more information to be comfortable with this decision; she explained that the Board is just not comfortable with this bid; it needs to get further input from Attorney Kirby and again from Mr. Wenger to have the questions answered, and conclude when it is appropriate to form a committee. Mr. Wenger responded that it may be premature for a committee to be involved, but if the Board has questions, and there should be a way to address the questions. He offered that perhaps at this time, those involved could meet with Comm. Holden to review the bid, and see where it stands, and then find a way to address the Board’s questions; this will give Attorney Kirby time to review the bid. He agreed that it is important to set goals and resolve any questions. Mr. Wenger suggested this process might work well to get the Board comfortable with the questions that it has and then perhaps it would be appropriate to meet with the consultant and form the committee. Comm. Pappas suggested that she would like to address the issue at the next Board meeting.

Bid # 7-2010 Vital Signs Monitors

Mr. Moorehead presented Bid # 702010, which is for Vital Signs Monitors at the Nursing Home; he noted that two will go to units that don’t currently have them, and the other is for the Physical Therapy Department. He recommended that the bid be awarded to Direct Supply, Milwaukee, WI, at a unit price of \$2,130.59 for a total price of \$6,391.77, noting that it is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

Motion: To approve Bid # 7-2010 for three Vital Signs Monitors for the Nursing Home to Direct Supply, Milwaukee, WI, for a total price of \$6,391.77, noting that it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Bid # 8-2010 - Alternating Pressure Mattresses

Mr. Moorehead presented Bid # 8-2010 for Alternating Pressure Mattresses for the Nursing Home; these are mattresses that monitor pressure points of residents to help control and eliminate pressure wounds. He recommended McKesson Medical, Golden Valley, MN, at a price of \$10,679.78, noting it is the lowest responsible bidder.

Motion: To approve Bid # 8-2010 for Alternating Pressure Mattresses for the Nursing Home to McKesson Medical, Golden Valley, MN, at a price of \$10,679.78, noting it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

September Revenue

Mr. Moorehead presented an overview of the September 2009 revenue, noting that the budget for the month is \$1,712,651; the actual September revenue was \$1,763,725, resulting in a positive variance of \$51,074.

He noted that he also has the October revenue, and distributed copies. Mr. Moorehead presented the October 2009 Revenue, noting that the budget for the month is \$1,712,651; the actual September revenue was \$1,774,596 resulting in a positive variance of \$61,945; the summary includes Room & Board only; it excludes the Bed Tax.

H1N1 Update

Mr. Moorehead provided information relative to the H1N1 virus. He explained that the Nursing Home was able to obtain 100 doses of the H1N1 vaccine; it was donated by Bedford Occupational & Acute Care at no cost. He noted that those doses will cover about one-half of the staff that provides direct care, which is the initial focus at this time. He is hoping to get a second delivery of 200 doses through the State, noting that it might come in as early as the following Thursday. He ended by saying that leftover doses, if any, will be made available to County employees.

Mr. Moorehead requested the Board's approval of a Position Change Request; the request is to eliminate a full-time Certified Occupational Therapy Assistant (COTA) that is currently vacant in the Rehabilitation Department, which was budgeted at \$39,525 per year, and transfer that funding to create one full time Activity Aide position and 1 per diem Activity Aid position to replace the COTA position. He explained that while it will only save the County \$66 a year, the justification is that the approval and filling of these two positions will allow the Nursing Home to call it a Skilled Unit without additional cost to the County, and that is a major plus for the Nursing Home. Based on the information provided, Mr. Moorehead requested that the Board approve the Position Change Request.

Motion: To approve Mr. Moorehead's request. By Comm. Clemons, second by Comm. Holden.

Comm. Clemons inquired relative to whether this position change to a full-time Occupational Therapy Assistant would affect the Nursing Home's certification, to which Mr. Moorehead responded that there are several on board currently, and the one who was in the position was not really performing billable therapy, her tasks were different, and this change will not affect certification at all. Comm. Holden noted that this change makes the skilled unit more attractive if there activities happening seven days a week.

Motion carried.

Sheriff's Department

SO Bid # 2010-3 – Radio Equipment

Chief Deputy Sheriff A. Durette informed the Board that the bid before it comes about as a result of the Sheriff's staff moving out of the Chestnut Street facility; there is a huge radio network in that building that not only has to come out; it has to work at another location. He noted that for the past several months, his department has been engineering a solution; most of the equipment will be replaced. He explained that the new equipment will be located on Mt. Uncanoonuc with a small amount being located in the Bouchard Building with a microwave point to connect them. This bid represents the cost of radio equipment to upgrade the Dispatch radio system. Chief Deputy Sheriff A. Durette informed the Board that it has been very difficult to find vendors that understood the unique needs of this situation. The recommended bid includes a cooperative effort between two bidders that will work together; one is a specialist on antennas and microwaves, and the other's is the equipment provider. He noted that the second highest bidder is much higher and the third prospective bidder, although familiar with the equipment, did not want to get involved in the project because it was too complicated. He summarized by recommending that the bid be awarded to 2-Way Communications Service and Secure Wireless Solutions, a cooperative effort for a total of \$168,977.

Motion: To approve SO Bid # 2010-3 for upgrading the Dispatch radio equipment that is needed because of the Chestnut Street construction and move. He recommended approval of a cooperative bid to 2-Way Communication Service and Secure Wireless Solutions in a cooperative bid for a total cost of \$168,977. Motion by Comm. Holden, second by Comm. Clemons.

Mr. Wenger explained that this is part of the relocation out of Chestnut Street, which involves a number of component parts including moving the Sheriff's Department located at Chestnut Street, the telecommunications function and staff, the County Attorney's Department, the new lease and other items. He further explained that it is his understanding that this bid is a not-to-exceed bid, and the expectations are that it will be completed at a lower price; he noted that if it comes in at this price, it will exceed the funding available to complete the entire relocation project and he will have to come back to the Board for a transfer at a later date.

Motion carried.

SO Bid # 2010-04 – Tasers

Chief Deputy Sheriff A. Durette noted that there is only one bid from Taser International, Scottsdale, AZ, for the Tasers because there is only one company that supplies them; the bid amount of \$11,935.55 will provide the Sheriff's Department with ten Tasers, which will supply about half of the full-time officers, and it will be a beginning. He requested that the Board approve this bid.

Motion: To approve the Sheriff's Office Bid # 2010-04 for Tasers, to Taser International, Scottsdale, AZ, for a total of \$11,935.55, noting that it is a sole source vendor. Motion by Comm. Clemons, second by Comm. Holden.

Comm. Clemons inquired about training, to which Chief Deputy Sheriff A. Durette responded that training actually comes out of a different line item in the budget; two officers have already attended a two-day training, one day of which was online and two days, which were "hands-on" training to qualify them as in-house instructors. He further noted that every officer has to have eight hours of training to be issued a Taser. Comm. Clemons inquired if those officers who carry Tasers would be subjected to being "Tasered" themselves during training, to which Chief Deputy Sheriff Durette responded that they would be.

Commissioners Pappas and Clemons voted in the positive. Comm. Holden noted that, to be consistent in her belief relative to this issue, she believed that the County could save \$11,935.55, therefore, she would vote in the negative. Motion carried.

Chief Deputy Sheriff Durette noted that it would actually only save the \$6,000 that is in the budget; the Department would have to abandon the \$7,500 that is coming from a grant.

Registry of Deeds

P. Coughlin reported that the revenue is up slightly this month, and while it is not a large increase, the Registry has experienced four consecutive months of increases, which is very positive.

Ms. Coughlin thanked Ms. Robinson for getting the front and back doors fixed so that they will lock automatically as people exit the building. She also thanked Ms. Robinson for facilitating the repair of the water filters. Ms. Coughlin noted that she has questions relative to the move; she also noted that Connor & Connor, the company that has provided the Registry's software for many years, has been acquired by a company out west. She indicated that she met with the new company yesterday to update them relative to what will be happening at the Registry in the next couple of weeks with the interior being repaired; she noted that she hopes to be done by December 15th. She explained that she has three major areas that she needs to move people back into and one area where people will need to be moved out relative to the interior repairs. Ms. Coughlin reported that she will be meeting with Mr. Wenger and CIS the following Thursday as well as having a conversation with the DOC relative to coordinating the use of inmate help for moving some of the books back into place. She summarized by saying that the overall challenge is trying to coordinate everything that needs to happen at the Registry prior to the County Attorney staff needing to utilize some of

the space in the building. Mr. Wenger noted that he is trying to get together a coordinated schedule for the Registry and County Attorney relative to the move in the hopes of coming to the Department of Corrections with specific requests for specific dates. He noted his understanding that the Superintendent is being besieged with requests for help from all directions, and he is hoping that meeting with the Register and the County Attorney will result in a coordinated plan so that the DOC can review the plan and decide what it can and cannot do.

Old/New Business

Security Update at Temple Street

Ms. Robinson reported that there is now a signed security agreement, and thanked Comm. Pappas for executing the agreement. The vendor is working on a schedule to implement what needs to be done at Temple Street; there should be information relative to that schedule by the end of the week. She noted that the bids are ready to go out for the interior repair; there will be certain rooms done first based upon what rooms are needed first because of the move. The bids will be sent out today with a due date of November 20th. She explained that there is a deadline for one room to be done by December 15th. P. Coughlin suggested that both rooms be done at the same time because the books that go in the middle room are also in cold storage, to which Ms. Robinson responded that it is not feasible to expect two rooms to be done by December 15th; one room needs to be complete by December 15th including repairs, lighting and painting; the next room will have a different deadline. She explained that the deadlines are December 15th, and December 31st, and then the lunchroom repair will be later. Mr. Wenger noted that the lunchroom will be used for storage so it will need to be done by moving day, and noted that these are issues that need to be addressed.

Mr. Wenger noted that there was a meeting the previous week with the Departments involved down at Temple Street; he expressed his appreciation of the different department's willingness to work together-the Register of Deeds, the County Attorney's staff, the Sheriff's Department, and Ms. Robinson. He noted that there has been an agreement on a plan with respect to space, and CIS is working to have more drops put in so that individuals can work in the offices with telephones and computers. He noted that the County sent down a ten-page lease; it came back as a twenty-five page lease, so the County's Legal Counsel will review the lease to identify issues. He explained that he is hoping to have an opportunity to work with Attorney Kirby and have more information to present to the Board at its next meeting.

Mr. Wenger informed the Board that a project plan is being developed relative to the move to include everyone's input in order to coordinate the plan going forward. He noted that there will have to be an adjustment to the Sheriff's Department space at Temple Street because the Department is assigning people there. He further noted that the Register is moving things around to free up space for a conference room for the office as well as using some of the upstairs rooms that are not presently being used for County Attorney's staff.

Mr. Wenger noted that a discussion was held relative to securing the top floor at Temple Street so that the County Attorney's office could become private while the basement and the first floor will remain public as required for the Registry. He suggested that he would like to give further consideration to putting a glass enclosure at the top of the main front stairway on the second floor; the back stair could be closed with security and there could be card access. This would provide security for the top floor. Ms. Robinson noted that there would also need to be a "lock-out" on the elevator for the top floor to complete the security. This would allow the County Attorney's space to be secure without affecting the historic nature of the interior of the building. Mr. Wenger noted that, with the Board's approval, he would like to spend time pursuing this further; he explained that it is possible that this plan would exceed approved funding and there may be a need to go to the Delegation for approval for any additional required funds. The Board agreed that he should continue with his work on this issue.

Mr. Wenger informed the Board that the County has received notice that it must vacate Chestnut Street no later than January 30th. The plan is to make the move between Christmas and New Years. Mr. Wenger thanked the elected officials for their work in making this happen.

Ms. Coughlin mentioned a concern about a safe door that does not close fully. Mr. Wenger informed the Board that he will be meeting with Ms. Coughlin and her staff the following Thursday to try to go through all the issues that have to be addressed, and he will then meet with Ms. Robinson to develop a plan relative to what she can help with and what issues need to be addressed in another manner.

NHAC appointments (5)

Comm. Pappas noted that it is time once again to review appointments to the NH Association of Counties. Currently there are five seats on the Executive Committee, plus Comm. Pappas serves by virtue of being Past President. There was discussion among the Board. Comm. Pappas noted that those currently serving are Comm. Clemons, Comm. Holden, Ms. Robinson, Mr. Moorehead, and Mr. Wenger, noting that this is a good group; it consists of two Commissioners and three County staff, and provides good representation for the County. Comm. Holden noted that she could step back, but she would like to stay on so she would be aware of what is happening with the NH Association; she offered that a possibility would be to have revolving representation because some people have been on for many years, and that possibly the Register of Deeds and Supt O'Mara might be appointed for two years. Ms. Robinson asked if a person would be precluded from attending or speaking if not serving. Comm. Holden responded that no one is precluded from attending and she does not believe one would be precluded from speaking because she believes other people come and do contribute. Ms. Robinson noted that people who are not members don't get the emails and the information, and that is part of the problem for both Mr. Moorehead and her because they are then out of the loop. Comm. Holden noted that one of the five members should be able to forward the information by email to anyone in the County who desires it. The Board held discussion and postponed the final decision until its next meeting. Comm. Pappas asked anyone who was interested in serving to notify Mr. Wenger.

M. O'Neil noted that the County Attorney's office received communication late last week from the State Department of Justice that they have remaining grant funds under the Violence Against Women Grant received back in 2007; the suggestion is that the County Attorney could apply for equipment needs, but it has to be associated with assisting victims of domestic violence, sexual assault, stalking or dating violence. She noted that the prosecutor involved in the program has a need for equipment, namely a laptop computer. This will allow her to play 911 calls in Court during trials, and to use translation software so they can send notification and subpoenas to minority victims in the appropriate language. It will also cover the subscription to a language line so minority victims can dial in to the language line, and an interpreter is available to assist in speaking to minority victims when they come in for help. Attorney O'Neil informed the Board that it is her understanding that the grant has no requirement for matching funds, so there will be no cost to the County. She noted that her office has great interest in applying for this grant.

Attorney O'Neil noted that she received the lease back from Mr. Wenger; she reviewed it and communicated her comments back to him, page-by-page.

Comm. Holden suggested that, without objection, Attorney O'Neil should move forward with the grant application, to which the Board agreed.

Supt O'Mara shared photos of children coming to the DOC on Halloween, noting that staff members were not dressed in costume.

Mr. Wenger noted that in the packet there is a memo relative to the year end issues; he noted that it is basically the same process the County followed last year with respect to when the last paycheck will be, and

when the first paycheck will be for the coming year. He suggested that unless there are objections, the Business Office will follow this schedule; he emphasized that the last payroll for 2009 will be the check dated December 24th; sick and personal time will be calculated as of December 19th. The first paycheck in 2010 will be on January 7th. Comm. Holden clarified that it is not vacation, it is sick and personal. Mr. Wenger agreed that it is sick and personal time.

Mr. Wenger noted that there were some difficulties with the payroll process the previous week, and noted that he is hopeful that someone will be hired to fill the Payroll Account Clerk II position shortly. He thanked everyone for their patience.

Mr. Wenger informed the Board that he received new communication from the Goffstown Court; it is now looking to schedule a dedication/open house for Wednesday, March 5th at 10:00 a.m. The Court would like to know if anyone from the County would like to speak. Mr. Wenger explained that he has provided Court with a list of the Executive Committee, members of the Building Committee and the Security Committee who were involved when the project was being done as well as the Supt O'Mara, Capt. Cusson, Sheriff Hardy, and Chief Deputy Durette; he asked if there were others that should be notified. The Board held a discussion relative to availability; two Commissioners, and possibly three, will not be available on that date.

Mr. Wenger informed the Board that he would like to meet with them in a Non-Meeting relative to negotiation parameters as the County moves forward, and he requested that Mr. Moorehead and the Sheriff be involved in that discussion.

Attorney Kirby reported that she had good news on behalf of the Department of Corrections; two cases have been dismissed at a District Court. She noted that the allegations were the usual allegations of cruel and unusual punishment, and violations of civil rights, but both cases were dismissed.

Comm. Pappas raised the subject for discussion relative to former Comm. Charbonneau's request to place Rep. Calawa's name on a bench. She asked the Board's pleasure. Mr. Wenger explained that it would be a gift with a request to approve that that name to be put on the bench if the Board so chose. The Board was in general agreement that it would accept the gift and memorial dedication.

Public Comments

No one was present from the public to comment.

9. Non-Public Session

Comm. Pappas noted that the Board would next address Performance Evaluations of those Staff under its supervision. There were no requests for Non-Public session from Staff present, but the Board moved into Non-Public for its Performance Evaluations.

Motion: To move into Non-Public Session to meet with Administrators under RSA 91-A: 3 II (a).
Motion by Comm. Clemons, second by Comm. Holden. Holden-yes, Clemons-yes, Pappas-yes.
Motion carried.

The Board moved into Non-Public Session at 11:14 a.m.

The Board met with Supt O'Mara, Mr. Moorehead, Ms. Robinson, and Mr. Wenger individually as part of the annual performance evaluation process.

The Board moved out of Non-Public session at 1:50 p.m.

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

Mr. Wenger described the plans that had been previously mentioned relative to moving Sheriff's Department communication staff into the Bouchard Building. He requested the Board's authorization to proceed with commencing the project, noting that it will include adding and removing some walls and doors. He suggested that the expense will not exceed \$4,500, and asked the Board for its approval.

Motion: To authorize the Mr. Wenger to move forward with the aforementioned project at a cost not to exceed \$4,500. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

10. Adjourn

There was no further business for consideration; Comm. Pappas entertained a motion to adjourn.

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

The meeting adjourned at 1:55 p.m.

Signed 12/08/2009

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date