

Regular Meeting of the
Hillsborough County Board of Commissioners
November 23, 2016
Department of Corrections, Manchester, 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, P. Coughlin, D. Hogan, D. Dionne, G. Fisher, C. Kirby, M. Montminy, B. Moorehead, C. Monier, M. Beauchamps, L. Vallee, M. Castonguay, G. Wenger, and L. Stonner

CALL TO ORDER

Comm. Ziehm called the meeting to order at 8:59 a.m.

PLEDGE OF ALLEGIANCE

Mr. Monier 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 November 9, 2016.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Supplemental Payroll

Motion:

To approve a Supplemental Payroll register dated Nov. 9, 2016 in the amount of \$3,500.00. The total Supplemental Payroll is \$3,500.00, subject to review and audit.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Motion:

To approve a Regular Payroll Register dated November 17, 2016, in the amount of \$1,195,311.50 subject to review and audit. The total Regular Payroll is \$1,195,311.50, subject to review and audit.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried

Accounts Payable

Motion:

To approve Accounts Payable registers for the following dates in the following amounts

| | | |
|----------|----|--------------|
| 11/21/16 | \$ | 1,404.00 |
| 11/22/16 | \$ | 3,121,805.77 |

The total Accounts Payable is \$3,123,209.77, subject to review and audit.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Sheriff's Extradition Vouchers

Motion:

To approve Sheriff's Extradition Vouchers for the following dates in the following amounts:

| | |
|----------|-----------|
| 08/10/16 | \$ 250.53 |
| 08/25/16 | \$ 121.36 |
| 08/31/16 | \$ 190.20 |
| 09/01/16 | \$.60 |
| 09/14/16 | \$ 95.10 |
| 09/14/16 | \$ 118.88 |
| 09/19/16 | \$ 166.43 |
| 09/22/16 | \$ 825.24 |
| 09/23/16 | \$ 95.10 |
| 10/03/16 | \$ 210.81 |
| 10/06/16 | \$ 349.57 |
| 10/12/16 | \$ 165.78 |
| 10/13/16 | \$ 490.94 |
| 10/17/16 | \$ 119.31 |
| 10/18/16 | \$ 711.63 |
| 10/19/16 | \$ 167.03 |
| 10/21/16 | \$ 202.81 |
| 10/24/16 | \$ 167.03 |
| 10/26/16 | \$ 214.75 |
| 10/28/16 | \$ 178.96 |
| 11/01/16 | \$ 214.75 |
| 11/02/16 | \$ 59.29 |

The total for the Extradition Vouchers is \$5,116.10; they have been previously approved by the County Attorney. Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Bid # COAF-17-02 – Multifunction Copier Equipment & Scanner

Mr. Monier informed the Board that Bid # COAF 17-02 is for Multifunction Copier Equipment. He noted that it is a joint bid between the Commissioner's Office of Administration and Finance (COAF) and the Delegation office as both offices are in need of replacement copiers. He explained that the COAF requested separate prices in the Request for Proposal (RFP) for the purchase price of both one and two copiers and the lease price of both one and two copiers in order to analyze what would be best for the County. He indicated that based on the financial analysis of the bids received, the most cost effective approach for the County would be to purchase two machines. He noted that Seacoast Business Machines out of Barrington, NH was the lowest responsible bidder. Mr. Monier explained that the COAF and Delegation Office have a combined budget of \$9,000, \$3,000 and \$6,000 respectively. Seacoast Business Machine proposed an original purchase price of \$9,560 for two copy machines. Mr. Monier explained that since that price exceeded the combined budget, the COAF, under RSA 28:8-e VII, was able to successfully negotiate the purchase price down to \$9,000. He added that the RFP also asked for a five-year maintenance cost which was a part of the consideration in arriving at the award recommendation. He noted that the maintenance cost over a five-year term for the two machines totals \$6,876.

Motion:

To approve Bid # COAF-17-02 for two Multifunction Copiers and & Scanners for the Commissioner's Office of Administration & Finance and Delegation Office noting that the lowest responsible bidder meeting the specifications is SeaCoast Business Machines, Barrington, NH at a price of \$9,000 consistent with RSA 28:8-e VII; there is a five-year maintenance cost of \$6,876.

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 November 15, 2016, the total in custody was 460, which included 15 in the community. The Census included 366 men; 120 of the men had been sentenced and 246 were being held pre-trial. There were 94 women; 28 of the women had been sentenced and 66 were being held pre-trial.

Supt. Dionne noted that the Department of Corrections was holding 19 female inmates from Rockingham County, and he added 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.

Bid # FY17-101 – Commercial Gas Pressure Steamer

Motion:

To approve Bid # FY17-101 for a Commercial Gas Pressure Steamer for the DOC; the lowest responsible bidder meeting the specifications is Alternative Sales, Kingston, NH at a price of \$29,000.

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 November 17, 2016 was 282; it included 214 Medicaid residents, 39 private pay residents and 29 Medicare, Part A residents. He added that the Census on the Medicare side has increased.

Bid # 11-2017 – Healthcare Services (3 Year Contract)

Motion:

To approve Bid # 11-2017 for a three-year contract for Healthcare Services for the Nursing Home; the lowest responsible bidder meeting the specifications is ExpressMed, Manchester, NH at a cost of \$49.00 for Pre-placement Physicals and \$45.00 for Pre-Placement Work Skills Assessment.

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

October Revenue

Mr. Moorehead presented the unaudited Nursing Home Revenue for October. He noted that budgeted Revenue for Room & Board and ancillaries for October was \$1,981,057 while the actual was \$2,048,677, a positive variance of \$67,620. He added that while the Census was down for the month, the Medicaid rate was higher.

FY 2017 Revenue Year-to-Date

Mr. Moorehead presented Year-to-Date Revenue for FY 2017. He explained that the budgeted Revenue for Room & Board and ancillaries for FY 2017 through the end of October was \$7,924,228, while the actual was \$8,033,351, a positive variance of \$109,123. He noted that the Year-to-Date budget for MQIP was \$875,000 while the actual was \$819,543, a deficit of \$55,457. He added that the total of all revenues to date are \$53,666 above budget.

Resident Christmas Gifts

Mr. Moorehead requested that the Board approve resident Christmas gifts in the amount of \$8.00 per resident for a total of \$2,280 for 285 residents; he noted that the expense is budgeted. He added that the Resident Council will also contribute \$4.00 toward the gift.

Motion:

To approve the Nursing Home's request to approve resident Christmas gifts in the amount of \$8.00 per resident for a total of \$2,280 for 285 residents, noting that it is within the Nursing Home's budget.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

SHERIFF'S DEPARTMENT

Chief Deputy Fisher presented 3 bids for Board approval for the sale of 3 vehicles currently owned by the County; 2 are from the DOC and 1 is from the Sheriff's fleet; he noted that in the case of a sale, the highest bidder is the recommended bidder.

Bid #SO-2017-03GF

Motion:

To approve Sheriff's Department Bid #SO-2017-03GF for the sale of a 2008 Ford Van; the highest bidder is Jon's Rt. 114 Auto Sales, New Boston, NH at a price of \$2,377, and to authorize the Mr. Wenger to execute the sales agreement.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Bid #SO-2017-04GF

Motion:

To approve Sheriff's Department Bid #SO-2017-04GF for the sale of a 2002 Mercury Sable; the highest bidder is Jon's Rt. 114 Auto Sales, New Boston, NH at a price of \$897, and to authorize the Mr. Wenger to execute the sales agreement.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

Bid #SO-2017-05GF

Motion:

To approve Sheriff's Department Bid #SO-2017-05GF for the sale of a 2004 Chevrolet Impala; the highest bidder is Jeff's West Side Automotive Service Center, Manchester, NH at a price of \$300, and to authorize the Mr. Wenger to execute the sales agreement.
Motion by Comm. Pappas, second by Comm. Rowe. Motion carried.

REGISTRY OF DEEDS

Register Coughlin presented a summary of revenue for the Registry of Deeds. She indicated that revenue through October has been good. She added that the Registry is on target and perhaps a little above the year-to-date budget.

OLD/NEW BUSINESS

2017 Holiday Schedule for Approval

Approval of the 2017 Holiday Schedule will be addressed at the next Board Meeting.

Mr. Wenger noted that the Teamster election will be held at the Department of Corrections on Monday, December 5th.

Mr. Wenger noted that the Executive Committee approved the use of County property for the movie project discussed and approved at the last Board meeting. He added that he will be meeting with Mr. Rouillard, the director, for further discussion the following Monday.

In response to a question from Comm. Ziehm, Mr. Wenger noted that he spoke with Mr. White relative to Hillsborough County's eligibility for participation in the upcoming NHAC Orientation and training but noted that he did not have any further insight to offer regarding the program.

Mr. Wenger added that he has held off with the letter to the NHAC until after the first of the year when the new Board is in place; there is no news about the white paper that was discussed at a previous meeting.

In response to a question from Comm. Rowe, Mrs. Castonguay responded that the swearing in for Representatives will be held on the first Wednesday in December; the Delegation will meet on the second Wednesday of December.

Attorney Hogan noted that with the implementation of the new software in his office there is an increased ability to track cases and caseloads. He noted that since June 1st, the office has managed 1,240 new cases, which amounts to 240 cases/month and is on a pace to reach 2,976 by the end of the fiscal year. He added that with an average of 21 attorneys, the caseloads will be approximately 140 cases per attorney for the year; he noted that in his experience, the max should not exceed 125. Attorney Hogan indicated that the number of cases has increased each year as the opioid crisis has worsened and noted that 499 of the cases in the current fiscal year have had a Victim Witness Advocate involved in the case.

Comm. Rowe noted that it would be helpful for the County Attorney to chart the felonies by Cities and Towns when presenting his next budget, adding that it may help the County determine how many attorneys are needed.

Mr. Moorehead was recognized and noted that he heard a Judge cancelled the NLRB rule related to salaried employees below a certain level. Attorney Kirby noted that a preliminary injunction out of Texas had been entered the previous day and that it was her understanding that approximately ten states were party to the litigation.

Mr. Moorehead noted that the LNA recruitment effort at the Nursing Home has not been successful; but fortunately, the number leaving has dropped. He added that if the pattern continues, it may be necessary to place a ban on admissions or close a unit or a portion of a unit. Discussion ensued relative to LNA's and the cost of their courses, training opportunities, and the bonus provided by the Nursing Home for new LNA's. Mr. Moorehead noted that in his opinion, many young potential candidates are leaving the State.

Mrs. Castonguay noted that the organizational meeting for the Delegation is scheduled for Wednesday, December 14 at 6:00 p.m. at the Bouchard Building. The new Executive Committee is scheduled to meet on December 16th, if there is a need.

Supt. Dionne indicated that he and the staff at the DOC wish to thank Comm. Ziehm for her service to the County. Comm. Ziehm thanked everyone present; she expressed her appreciation and noted that she has observed a commitment among those she has worked with at the County level and added that Hillsborough County has an abundance of people who are worthy, caring, committed professionals.

Supt. Dionne noted that his staff will be available following the meeting to provide each Commissioner with the opportunity to independently tour the facility prison following the meeting.

Comm. Ziehm entertained motions for Non-Public Session.

NON-PUBLIC SESSION

Motion:

To move into Non-Public Session consistent with RSA 91-A:3 II (a) relative to a personnel issue and to meet in two Non-Public Sessions consistent with RSA 91-A:3 II (a) relative to compensation of a public employee.

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

The Board agreed to move into Non-Public Session at 9:46 a.m.

The Board took a brief break, and then moved into Non-Public Session.

The Board met with Attorney Hogan, M. Beauchamps, L. Valley, and Mr. Wenger relative to a personnel issue. No action was taken during Non-Public Session.

The Board met with Register Coughlin, Attorney Kirby, Supt. Dionne, M. Montminy and Mr. Wenger to discuss compensation of a public employee. No action was taken during Non-Public Session.

The Board met with Mr. Wenger to discuss compensation of a public employee. No action was taken during Non-Public Session.

The Board moved out of Non-Public Session at 11:35 a.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.

The Board discussed upcoming meetings and agreed to hold its next Board of Commissioner's meeting on December 5th at 11:00 a.m. Members of the Board will meet again on December 19th at 10:30 a.m. There will be no Board meetings on December 7th or on December 21st.

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

Motion:

To move the approval of Joseph Quinlan as an Assistant County Attorney and approve the appointment of Patrice Casian as an Assistant County Attorney.

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

Motion:

To approve a wage adjustment to a salary as recommended by the County Administrator.

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

Comm. Ziehm asked if Catholic Medical Center had expressed any interest in the building at the front of the County Complex. Mr. Wenger noted that he had followed up with Mr. Moorehead and that at this time there had been no further communications.

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 11:41 a.m.

Approved on 12/5/2016

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date