

Regular Meeting of the
Hillsborough County Board of Commissioners
November 28, 2012
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. S. Ziehm, Comm. Holden, Comm. Pappas, J. Hardy, D. Hogan, D. Dionne, B. Moorehead, D. Reidy, E. Robinson, G. Wenger, and L. Stonner.

1. Call to Order

Comm. Ziehm called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

Ms. Robinson led the Pledge of Allegiance.

3. Administrative Business

Approval of Payroll Registers

Motion: To approve the following Miscellaneous Payrolls in the following amounts:

- Nov. 13, 2012 \$451.69
- Nov. 15, 2012 \$ 21.48
- Nov. 21, 2012 \$128.02
- Nov. 21, 2012 \$480.00
- Nov. 27, 2012 \$140.40

for a total of \$1,221.59, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion: To approve a Regular Payroll dated November 21, 2012, in the amount of \$1,121,725.46, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Accounts Payable Register

Motion: To approve Accounts Payable registers dated November 28, 2012, in the amount of \$499,922.63, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Sheriff's Extradition Vouchers

Motion: To approve the following Sheriff's Extradition for the following amounts on the following dates:

- October 17, 2012 \$76.22,
- November 1, 2012 99.21
- November 9, 2012 19.05
- November 9, 2012 19.05
- November 9, 2012 28.58
- November 13, 2012 190.54

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

Comm. Holden explained that the total for the Extradition Vouchers is \$432.65, and noted that they have previously been approved by the County Attorney.

Bid No. CIS-07-2013 – Sheriff’s Office-IMC Annual Software Support

Mr. Wenger explained that Bid No. CIS-07-2013 is for IMC Annual Software Support for the Sheriff’s Office.

Motion: To approve Bid No. CIS-07-2013 for the Sheriff’s Office-IMC Annual Software Support, and to award the bid to Information Management Corporation, North Grafton, MA at a price of \$11,750, noting that this is a single source bidder consistent with RSA 28:8-e V for annual contractual costs. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Bid No. CIS-08-2013 – Microsoft Office Software Leasing

Motion: To approve Bid No. CIS-08-2013 for Leases for Microsoft Software, and to award the bid to GovConnection, Merrimack, NH, noting that it is the lowest responsible bidder meeting the specifications at a price of \$5,996.36. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Chairman Ziehm led a moment of silence in memory of Mr. Wenger’s father-in-law, Leo Bassett and extended her greatest sympathies for his passing on behalf of the Board.

Mr. Wenger thanked the Board and the County for its thoughtfulness and the generous plant arrangement.

4. Public Comment on Agenda Items

There were no members of the public present who wished to comment on Agenda items.

5. Department of Corrections

Census

Supt. Dionne presented the Department of Correction’s Census. He noted as of November 20, 2012, the total in custody was 534; he explained that there were 440 men, including 150 that had been sentenced and 290 that were being held pre-trial; there were 94 women; 41 of the women had been sentenced and 53 were being held pre-trial. Supt. Dionne added that there are also 19 inmates serving their sentence in the community. He informed the Board that there was a total 158 individuals that were diverted through the Mental Health Courts from Manchester and Nashua. He added that as of today, the DOC has reached 10 individuals through the Pre-Trial service program that is being funded by a Department of Justice grant.

Supt. Dionne referred the Board to the update on DOC overtime, which is included in the Commissioner’s packet. He added that overtime was down the previous week but noted that it was up the week before because of the Thanksgiving holiday. He added that he will be asking for a transfer in December to cover overtime and perhaps another small one in March, depending on the overtime needs for the remainder of the fiscal year. He added that he is hopeful that he will be able to find the additional funds within the DOC budget.

Supt. Dionne informed the Board that a new Academy started the previous Monday for 11 new Correctional Officers; he added that graduation will be held on December 21st at 1:30 p.m., and invited those present to attend.

Supt. Dionne requested that the Board sign the DOC Policies & Procedures; it is typically done by the Commissioners after elections.

Supt. Dionne informed the Board that he met with the Sheriff regarding Video Conferencing at the DOC and explained that they have developed a joint venture for the project and have worked out the logistics so they can proceed with a trial period of Video Conferencing. He explained that his budget will not be impacted by the \$105,000/year for 2 DOC staff, as discussed at an earlier meeting because the Sheriff's Department will provide Court Security at an extended Courtroom at the DOC, once the rooms are available to accommodate the project. He added that they are projecting approximately 2,500 video arraignments each year and noted that will create added security for the citizens of Hillsborough County as well as making the Courts more secure.

Comm. Holden asked how much this would increase the Sheriff Department's budget. Sheriff Hardy responded that the intent is to assign a Court Security Officer to that room; it is an extension of the Courtroom during the video arraignment period; the funds will come from the Custody & Control reimbursement from the State Department of Administrative Services; there will be no cost to the County for the Officers except for the \$15 stipend that the County typically pays in addition to the \$65 that the State reimburses. In response to a question from Comm. Ziehm, Sheriff Hardy explained that the project will utilize 2 Court Security Officers, adding that it will be done on a trial period once the legal documents have been signed; he noted that Mr. Wenger and Attorney Kirby are reviewing the documents. He further explained that there are technical and logistical issues with the Judicial Branch that need to be resolved. Sheriff Hardy added that he will be meeting with other Sheriffs and the Administrative Judges the following week; his response to them will be that Hillsborough County is working on the project.

Comm. Holden asked if the State has protocols for all 10 Counties. Supt. Dionne responded that he does not believe that has been done, but he is working on protocols with Mr. Wenger and Attorney Kirby and wants them done before signing any MOU (Memorandum of Understanding). Supt. Dionne added the County always has an "out-clause;" he noted that if the program was suspended, the State would take their equipment back; he further added that the County's cost will be the cost of renovating the rooms that will be used and approximately \$1,200 for the annual cost of the service. Comm. Holden asked what equipment will be provided; Supt. Dionne responded that they will provide video phones; it is a phone with a screen. He explained that he may need to provide transport if an attorney does not want to come to the jail. In response to a question from Comm. Holden relative to maintenance of the equipment, Supt. Dionne indicated that in the original MOU, the State would provide maintenance for the first year, then that responsibility would fall to the County; however, he added that it is his understanding that now the State service contracts are going up to 5 years. Supt. Dionne noted that all the information will be provided to the Board for its review prior to signing anything with the State. Sheriff Hardy noted that there is still work to be done on both sides, but now he and the Supt. Dionne see a path toward getting the program implemented; they are willing to give it a trial and if changes need to be made, they will address them.

Discussion ensued relative to the Board pursuing action. It was agreed that Mr. Wenger will engage in discussion with Mr. Goodnow at the Administrative Offices of the Court to set up the project and return to the Board with the Memorandum of Understanding for its consideration.

Motion: To direct the County Administrator to contact Mr. Goodnow to address the MOU and any other steps necessary to set up the Video Conferencing project. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Holden added that she is pleased that the Board is now involved with the project. Mr. Wenger noted that he will return to the Board with a MOU once the details have been worked out. He explained that the implementation time will depend on the State and when the equipment is installed.

6. Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census, reporting that the Census as of November 22nd is 283, which

includes 207 Medicaid residents, 43 Private Pay residents and 32 Medicare Part A and/or managed care residents; he added that there is also 1 bed-hold.

Resident Christmas Gift

Mr. Moorehead requested the Board's approval of the County's traditional share of the annual resident Christmas gift for residents at the Nursing Home. He added that \$10 has been the value of the gift in past years; it has been funded by \$8 that has come from the Recruitment and Retention line and \$2 that has come from the Resident Council. He added that the budget for the gift is based on a Census of 285, noting that the Census has been holding very close to that; last week the census was at 283. He explained that the County's \$8 share is anticipated to be \$2,280; it will be taken from Nursing Home Administration, Recruitment & Retention, line 4411-7175.

Motion: to approve the County share for a \$10 resident Christmas gift as outlined by Mr. Moorehead.
Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Moorehead informed the Board that the gas project has hit a snag that has caused delay. He explained that the original plan included digging a pit across Mast Road to accommodate the gas pipe; plans were reviewed by NH Department of Transportation (DOT) and were rejected; DOT favors a plan to bore a line under Mast Road; the boring plan has not yet been approved, which gives the facility concern because the initial completion date was November 16th. He added that Mr. Lencki and Mr. Lowell have been working diligently with DOT to expedite the project; Mr. Moorehead noted that should the facility need one more fuel delivery, a transfer will be necessary before the end of the fiscal year.

Mr. Moorehead informed the Board that the Technical Advisory Committee (TAC) Committee met on November 20th and yesterday he received their report; the preliminary projections for Hillsborough County's Medicaid rate effective January 1st are projected to increase by \$3.51 per day; he added that could represent an increase of approximately \$245,700 in Revenue for one year based on approximately 70,000 patient days. He added that the rate does not apply to the Medicaid rate for the Enhanced Living Unit (ELU).

Comm. Holden asked if the additional revenue could be used to cover last minute cuts in the current budget. Mr. Wenger responded in the negative, noting that it must be categorized as unanticipated revenue and explained that while it will help the Nursing Home's bottom line, it cannot be used to offset expenses.

Mr. Moorehead explained that information from the affiliate has provided updated Medicaid funding information. He noted that their data shows that of the 11 New Hampshire County Nursing Homes, Hillsborough County's cost per day is the lowest and the losses associated with Medicaid are also the lowest. He added that Merrimack County has the highest cost and the highest annualized loss of 9.9 million dollars as well as a new building that cost 47 million dollars. He noted that Hillsborough County's cost under Medicaid is 1.3 million dollars and summarized by noting that the 2013 case mix index will increase favorably with the daily rate increase.

7. County Attorney

Insurance for New Hire

County Attorney Hogan requested Board approval to start health insurance for the employee whose change of status from temporary to full-time was approved at the last meeting; he requested that the individual's insurance begin December 1st, rather than waiting until January 1st. He added that the additional cost to the County would be \$569.70 for one month. Comm. Holden asked if funding for that employee's insurance is available within the County Attorney's budget; Attorney Hogan responded that funding is available within the department's budget. Comm. Ziehm asked why the request should be approved to which Attorney Hogan responded that the employee was, in fact, being employee by the County even though it was on a temporary basis. Comm. Ziehm asked about the employee's

understanding of benefits when she was hired; Attorney Hogan added that she understood that she was initially hired as a temporary employee. In response to a question from Comm. Pappas relating to the request, Mr. Wenger noted that the County would have to contact the provider to see if the request would be allowed; he added that the Board could offer a motion subject to the provider allowing if it wished to do so. He further explained that County Policy is that insurance will be available for those employees that qualify on the first day of the month following 45 days of employment; he added that is consistent with the County's agreement with its insurance provider. Following further discussion, the Board agreed to wait until its next meeting to address the request and to allow Mr. Wenger time to address the issue with the County's insurance provider.

8. Old/New Business

Temple Street

Mr. Wenger informed the Board that security at Temple Street will be addressed at a future meeting when more information is available.

Mr. Wenger informed the Board that the County has received a "not-to-exceed" rate from the Interlocal Trust with respect to the County's Health Insurance; the estimated "not-to-exceed" rate is 10.4%; he added that he is hopeful that the rate will be even lower.

Mr. Wenger explained that the Federal Mileage Reimbursement rate of 55.5 cents will increase to 56.5 cents, effective January 1st. He added that the Board will have to decide if it will follow the rate set by the Delegation; which typically follows the national rate. The Delegation rate is typically voted on in January.

Mr. Wenger noted that the Oaths of Office could be administered at the Board's meeting scheduled for Jan 2nd at 9:00 a.m. and noted that the County Attorney-elect would like to have it done in the Courthouse. He added that Judge Marguerite Wageling has agreed to administer the oaths. The Board favored the suggestion.

Mr. Wenger added that the Teamster's negotiations scheduled for the following morning has been re-scheduled to Thursday, Dec. 6th at 8:30 a.m.

The Board discussed its December 12th meeting and agreed to change its meeting time to 3:00 p.m. so that following the Board meeting the Board will be able to attend the Delegation meeting at 5:00 p.m. on that day. The Board will hold its meeting in the Human Services Conference Room at 3:00 p.m.

9. Public Comment

There was no one present from the public who wished to comment.

10. Non-Public Session

Comm. Ziehm asked if there was any further business to address.

Motion: To move into Non-Public Session with consistent with RSA 91-A:2 I (b) relative to a negotiations. Motion by Comm. Holden, second by Comm. Pappas. Ziehm-yes, Pappas-yes, Holden-yes. Motion Carried.

The Board moved into Non-Public session at 3:45 p.m.

The Board moved out of Non-Public Session at 4:47 p.m.

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

11. Adjourn

Lacking further business, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 4:48 p.m.

Approved on January 9, 2013

Comm. Carol H. Holden
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date