

Regular Meeting of the
Hillsborough County Board of Commissioners
December 23, 2013
Bouchard Building, Goffstown, NH
Minutes of the Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Holden, Comm. Ziehm, D. Fredette, P. Coughlin, P. LaFrance, D. Dionne, L. Gero, C. Kirby, B. Moorehead, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

Also Present: Joe Maccarone, Paula Martel, and Earleen Dobens

Call to Order

Comm. Pappas called the meeting to order at 9:02 a.m. D. Fredette led the Pledge of Allegiance.

Nursing Home AFSCME Grievance PM 0711

1. Comm. Pappas welcomed J. Maccarone, P. Martel, and the Grievant, E. Dobens. She asked if the Grievant wished for the grievance to be heard in Non-Public or Public Session. Mr. Maccarone noted that the Grievant preferred Non-Public Session.

Comm. Pappas entertained a motion relative to Non-Public Sessions.

Motion: To move into Non-Public Session regarding Grievance PM 0711 with Mr. Moorehead, Mr. Maccarone, Ms. Martel, and Ms. Dobens consistent with RSA 91-A:3 II (a) relative to a personnel matter. Motion by Comm. Pappas, second by Comm. Ziehm. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public session at 9:03 a.m.

The Board met with Mr. Moorehead, Mr. Maccarone, Ms. Martel, and Ms. Dobens.

The Board moved out of Non-Public Session at 9:44.

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

Comm. Pappas noted that both parties agreed to postpone a decision until the next Board meeting.

Administrative Business

Minutes

Motion: To approve the minutes of the Hillsborough County Board of Commissioners meeting held on November 27, 2013. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve the minutes of the Hillsborough County Board of Commissioners meeting held on December 9, 2013. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Approval of Payroll Registers

Motion: To approve the following Miscellaneous Payroll registers in the following amounts, noting that each is subject to review and audit:

12/09/2013	\$	11,250.00
12/16/2013		745.25
12/19/2013		1,824.41

The total Miscellaneous Payroll is \$13,819.66. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion: To approve a Regular Payroll register dated 12/19/2013 in the amount of \$1,117,398.15, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Register

Motion: To approve an Accounts Payable register on the following dates, in the following amounts:

12/9/2013	\$	1,526.00
12/20/2013		2,959,796.58

for a total of \$2,961,322.58, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Sheriff's Extraditions

Motion: To approve Sheriff's Extradition vouchers on the following dates in the following amounts, noting they have been previously approved by the County Attorney:

10/10/2013	\$255.26
10/31/2013	110.21
11/14/2013	214.77
11/20/2013	369.90
11/26/2013	625.21

The total for Extradition vouchers is \$1,575.35. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Public Comment on Agenda items

There was no one present who wished to comment on Agenda items.

Department of Corrections

Supt. Dionne presented the Department of Correction's census. He noted that as of December 3rd, the total in custody was 528; it included 419 men; 164 had been sentenced and 255 were awaiting trial; there were 109 women in custody; 40 had been sentenced and 69 were awaiting trial. The DOC is also holding 44 female inmates from Rockingham County; there are 148 individuals in the diversionary Mental Health program; 57 are from Manchester and 91 are from Nashua. Supt. Dionne explained that there are 4 inmates participating in the Pre-Trial Supervision and 20 in the community.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record and explained that Ms. Castonguay sends the report to the Executive Committee.

Discussion ensued relative to the Corrections Officer position being a stepping stone to Police Departments where officers receive significantly more pay.

Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of December 19, 2013 was 284 residents; there were 220 Medicaid residents, 31 Private Pay residents and 32 Medicare or managed care residents. He added that the private pay and Medicaid census has been strong since July.

Five-Star Rating

Mr. Moorehead provided a handout relative to the CMS (Medicaid) rating of Nursing Homes in the area. Hillsborough County is one of 6 Nursing Homes with a score of 19; there is 1 home in the area with a rating of 20.

Medicaid Rate Update

Mr. Moorehead explained that the Medicaid rate will increase by approximately \$8 (or 5%), effective January 1, 2014, but he suspects it may go down in July for FY 2015.

November Revenue

Mr. Moorehead provided information relative to November revenue and Year-to-Date revenue. Revenue for Room & Board & ancillary services for November was \$1,843,742 and the budget was \$1,850,926; this results in a positive variance of \$7,184 for the month. He added that budgeted Revenue for Room & Board & ancillary services year-to-date is running at \$299,000 over budget and the quarterly Bed Tax is also ahead by \$162,935. He explained that the average Medicare rate has increased to approximately \$470 per day; it is significantly higher than the budgeted \$430 per day. It is a sign that the patients coming in are at a higher acuity and the Nursing Home is capturing more rehab and related services, which in turn, drives that rate higher.

Comm. Pappas recognized County Treasurer, David Fredette. He reported that all the Town and City tax bills were paid the previous week; one outlying Town was a day late because of the snow storm. He explained that he will be searching for options for rates for investing the funds on behalf of the County

Bid # 10-2014 – Time & Attendance System

The Board addressed the CIS Bid # 10-2014. Mr. Wenger explained that this bid is for a time and attendance system for the Department of Corrections and the Nursing Home. He explained that while there were several bidders at various price points, he recommended Data Management, Inc.; their Time Clock Plus program best meets all the bidding requirements and has the capability of interfacing with the County's Munis system, which is a critical requirement. He added that the lower bids did not meet the requirements and/or did not have the ability to interface with Munis therefore, he requested that the Board approve Data Management, Inc., as the preferred vendor consistent with RSA 28:8 e (g), which relates to the quality, availability and adaptability of the supplies or contractual services to the particular use required. Data Management, Inc. is the lowest bidder meeting all the specifications.

Motion: To approve Bid # 10-2014 for the Time & Attendance System and to award the bid to Data Management, Inc.; it is the lowest recommended bidder meeting all the specifications at a price of \$53,454.75 for a 3-year total; the bid includes a maintenance cost. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Wenger noted that there is a possibility of savings, and that will be included under the County's provision.

County Attorney LaFrance noted that a bid for an Inline Research vendor is postponed to a future meeting.

Old/New Business

Temple Street

Ms. Robinson reported on the progress regarding security at Temple Street; she noted that:

- they are nearing the end of the process,
- a lock needs to be added to the 3rd floor rear door; it will be done early next week
- a programming issue still exists between the elevator card reader and the Smart Rise controller that will be activated by a key fob; they hope to have it resolved soon;
- all Registry staff with the exception of the Plans Department have been moved to the second floor,
- the key cards and fobs have been ordered at a cost of \$1,000,
- she anticipates that the CIS Department will be programming all the names and key card numbers into the new computer in Nashua,
- she is waiting for the plan for addressing the 2nd floor open stairway access,
- a lock will be added to the 3rd floor rear door; the work has been contracted

Attorney LaFrance informed the Board that the man who entered the Registry a few weeks ago with a knife returned again the previous week; when he approached the County Attorney's office, the panic alarm was pressed and the Nashua Police responded, although they came to the front (locked) door initially. She added that the motion detector on the main staircase did not work the first 2 times someone went through it and noted that it appears that the audible alarm was disconnected previously and the blinking light in the Sheriff's Office was not observed, but thankfully the Sheriff's Office was notified and responded, arresting the individual. The man will be appearing in Court on January 2nd and Attorney LaFrance indicated that she will try to be there to express her concerns. She noted that the individual is an alcoholic with mental health issues. She added that Nashua police are checking in once or twice daily.

Comm. Ziehm asked the County Attorney is comfortable with the progress that has been made and if there was anything else that can be done.

Register Coughlin noted that she is hopeful that the glass in the Registry area is installed before the third floor is locked off, because once that happens, people will come to the Registry looking for the Sheriff's Office; she asked if it was possible to have a telephone installed outside the elevator and a directory in place so that the Registry staff will not be bombarded with questions.

Ms. Robinson noted that now everyone is coming through the back door, new signage will be installed to direct people to the correct location. People who are dropping off items or wanting to see someone in the County's staff will be directed to the Courthouse.

In response to a question from Comm. Pappas, Nashua Police have come in and conducted training relative to safety and security for both departments in the building.

Comm. Holden asked about looking ahead to reconfiguring space. Ms. Robinson indicated that reconfiguration and limiting public access is being addressed at this time. Register Coughlin noted that the biggest challenge is the Plans Room.

Attorney LaFrance thanked the Commissioners for their efforts in making the building more secure.

NHAC

Comm. Pappas noted that there is an opening on the NH Association of County's Executive Committee; following discussion, Supt. Dionne accepted the Board's recommendation that he serve. Other Hillsborough County members include Commissioners Holden and Ziehm, Ms. Robinson, and Mr. Moorehead, Comm. Pappas by virtue of being Past President, as well as Mr. Wenger, and Mrs. Coughlin, who are officers.

GASB 45

Mr. Wenger noted that he had provided the Board with a draft *Hillsborough County Other Post-Employment Benefits Program Actuarial Evaluation Report*; it relates to the GASB45 requirement that has been a flag in the audit in previous years; the report contains information relation to employees and post-benefit obligations. He noted that as of June 30, 2013, the *Other Post-Employment Benefit* amount for the County is \$776,382; it is anticipated to be more than 2.5 million dollars in 2014. In response to a question from Mr. Fredette, Mr. Wenger explained that while the County is obligated to make post-retirement benefits available to retirees at the employees' cost, the retirees are fully responsible for the costs associated with that; he added that it is important to note that there is no cost to the County. He further explained that the retirees are included in the County's insurance pool and the insurance rate is based on the experience of the entire pool. Mr. Wenger explained that this simply has to be noted in the audit; the County does not have to hold reserves; it is information only, and with this report, the County will have a clean audit.

Motion: To accept the draft *Hillsborough County Other Post-Employment Benefits Program Actuarial Evaluation Report*. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Registry of Deeds' Technology

Mr. Wenger explained that he had the opportunity to meet with the Registry, CIS staff and Attorney Kirby relative to technology at the Registry and the Board's request that the Register search for other vendors that might provide a comparable service. He explained that the research that has been done by the Register convinces him that the County is not only complying with the Statute, but is actually getting a very good deal for the services that are being provided by Fidlar Technologies; he added that the agreement with Fidlar provides all the services that the Registry needs and noted that after looking at other potential vendors, it has become clear that other vendors could not provide the services that Fidlar is providing. He explained that the service the Registry is getting is unique; Fidlar has provided excellent service and their response is almost immediate. He added that the Register has learned that Counties with similar document counts are paying more. Mr. Wenger added that from his and CIS' point of view, the County is getting "the biggest bang for its buck" from Fidlar, along with the greatest efficiency.

Primex Benefits Reconciliation

Mr. Wenger remarked that up to 2 years ago, the County's health insurance program had been with Harvard Pilgrim Health, administered through Primex; Primex gave the County notice that it was not going to continue to administer health insurance and the County has since transitioned over to the Interlocal Trust. He reported that as a part of the withdrawal, Primex was required to retain money for potential claims; they have worked through that and have determined that there were premiums paid by the County and the employees that should be returned to the County and the employees. He explained that the premiums are related to 2006, 2008, and 2011; the County will be receiving a check in the amount of \$401,255.50, which reflects 80% of the return of premium; they are still holding back an additional 20% for lingering potential claims for one more year. Following discussion, the Board agreed to authorize the Office of Administration & Finance to return the premium, as appropriate, to the County's employees. Attorney Kirby added that this is the appropriate action.

Motion: To accept the funds and to return the employee's appropriate percentage from the \$401,255.50 that the County that is being refunded by Primex for the years 2006, 2008, and 2011. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mileage Rate

Discussion ensued relative to the County's Mileage Rate; it was noted that the Federal rate decreased to 56 cents per mile. The Board offered a related motion.

Motion: To reduce the mileage rate to 56 cents per mile to become effective on January 1, 2014. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Board of Commissioner's 2014 Schedule

Following discussion, the Board accepted the draft meeting schedule with one change; the meeting proposed for March 5th will be rescheduled to Thursday, March 6th. Meetings in January, February and March will begin at 10:00 a.m.

Comm. Holden referred to the NACO Health Discount program and the U. S. Communities program that she has shared at previous meetings. She added that the cost for an individual to receive the health discounts and to join the program is \$6.99/month or \$69.99/year. The Board agreed to support the program.

Motion: To implement the NACO Health Discount Program for the County's residents. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Wenger added that he has set up Hillsborough County to be involved with the U. S. Communities program.

Mr. Wenger observed that at an earlier meeting, Comm. Holden discussed the IT ISAC. He added that it is a member organization with dues and Hillsborough County would not qualify to participate; the costs are too expensive.

The Board discussed Performance Reviews; it will address them at a future meeting.

Public Comment

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

Non-Public Session

Motion: To move into Non-Public Session with Attorney Kirby and Mr. Wenger consistent with RSA 91-A:2 I (b) to consult with Counsel. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public session at 10:50 a.m.

The Board met with Att'y Kirby and Mr. Wenger.

The Board moved out of Non-Public Session at 11:05 a.m.

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

Planning Discussion

The Board discussed its priorities relative to the land and buildings. Comm. Ziehm expressed an interest in touring the County's buildings. The Board agreed to have Mr. Wenger discuss recreational opportunities with the Town of Goffstown. The Board reviewed the County property and the possibilities for development.

Mr. Wenger noted that, based on the Design Charrette and the Board's feedback, he has observed that the Board's broader priorities include:

- Look at continuum of care relative to the Nursing Home
 - Consider a potential partner for continuum of care
- Look at the possibility of an E-Learning Center in one of the buildings
- Move the Administration building (building # 15) from the front of the Complex and open up the front area
- Locate the Registry of Deeds within the Administration Building, developing a current, state-of-the-art Registry of Deeds
- Dispose of the property at 19 Temple Street and maintain a bare-bones staff for the Court in Nashua
- Develop trails and recreation on the property and maximization of utilization of the open land
- Determining the highest and best use of land and preserving open County land

The Board agreed to support the aforementioned priorities; Mr. Wenger will develop a broad plan for the Board to move forward with the intent of Board of Commissioners presenting it to the Executive Committee by February so that it can ascertain the Executive Committee's interest and support prior to finalizing the Board's budget. Comm. Pappas added that if there is no interest or "buy-in" on the part of the Executive Committee and Delegation, it is pointless to include any of the plans or requests for funding in the next budget.

Comm. Holden noted that the County should also be looking at opportunities to purchase any abutting land that becomes available for sale.

Lacking further business, Comm. Pappas adjourned the meeting.

The meeting adjourned at 10:11 a.m

Approved January 8, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date