

Regular Meeting of the
Hillsborough County Board of Commissioners
December 23, 2015

Bouchard Building, Goffstown, NH

Minutes of the Public Session

(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Ziehm, Comm. Holden, P. Coughlin, D. Fredette, D. Dionne, C. Kirby, M. Montminy, B. Moorehead, D. Reidy, M. Castonguay, G. Wenger, C. Monier, and L. Stonner.

CALL TO ORDER

Comm. Ziehm called the meeting to order at 9:03 a.m.

Comm. Pappas was excused to attend a family funeral.

Pledge of Allegiance

C. Kirby 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 December 9, 2015, subject to the changes requested by Mr. Moorehead. Motion by Comm. Holden, second by Comm. Ziehm.

Mrs. Stonner noted that Mr. Moorehead requested a change in the second paragraph under the Nursing Home, section which reads: *"Mr. Moorehead reported that the Nursing Home should be receiving the MDS check later today, and related to that payment, he will postpone the Monthly and Year-to-Date Revenue report until the next meeting."*

Mr. Moorehead had indicated that the facility does not receive an actual physical check and suggested the following change for clarification purposes: *"Mr. Moorehead reported that the Nursing Home should be reviewing the November MDS's later today. He explained that since MDS numbers relate to the revenue, the November Monthly and Year-to-Date Revenue numbers won't be ready until the next Board meeting."*

Motion carried to approve the minutes to include the change as suggested by Mr. Moorehead.

Supplemental Payroll

Motion:

To approve Supplemental Payroll Registers on the following dates for the following amounts:

- December 10, 2015 \$ 8,281.68
- December 11, 2015 2,900.04
- December 15, 2015 3,245.61
- December 17, 2015 223.77

The total Supplemental Payroll is \$14,651.10, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Regular Payroll

Motion:

To approve a Regular Payroll Register dated December 17, 2015 for the amount of \$1,088,959.63, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Accounts Payable

Motion:

To approve Accounts Payable Registers on the following dates for the following amounts:

- December 11, 2015 \$ 1,149.00
- December 22, 2015 \$ 3,277,474.80

The total Accounts Payable is \$3,278,623.80, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

CIS Bid # 06-2016 – Sheriff’s Office – IMC Annual Software Support

Motion:

To approve CIS Bid # 06-2016 for the Sheriff’s Office for the purchase of IMC Annual Software Support at a cost of \$15,547.50, noting that it is a single source bid consistent with RSA 28:8-e V. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Bid # CC-2015-06

Mr. Wenger requested that the Board rescind and reconsider Bid # CC-2015-06 for the Pickup Truck and Plow for the County Complex that was approved at the Board’s last meeting; he noted that the bid presented indicated that the State bid price was \$29,927 but the actual amount should be \$29,987.

Motion:

To rescind Bid # CC-2015-06, which was approved for \$29,927. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion:

To reconsider and approve Bid # CC-2015-06 in the amount of \$29,987. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger introduced Chad Monier, who has joined the Commissioner’s Office of Administration & Finance as the new Deputy Director of Administration. He noted that Mr. Monier spent 10 years in the Sheriff’s Office, is a UNH graduate and a graduate of the Massachusetts School of law. The Board welcomed Mr. Monier to the Commissioner’s Office of Administration and Finance (COAF).

PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the Public who wished to comment on Agenda Items.

Treasurer

Property Tax Revenue

County Treasurer, David Fredette reported that tax bills were due by December 17th and noted that nearly all the communities paid their taxes on time. He is working with two communities; one of those communities mailed a check on December 9th (and provided a copy of the check), but it was not received and was presumed to be lost in the mail. He noted that the COAF will be following up with them.

DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC's) Census; he noted that as of December 15, 2015; the total in custody was 464; the Census included 382 men; 134 of the men had been sentenced and 248 were being held pre-trial. There were 82 women; 33 of the women had been sentenced and 49 were being held pre-trial. Supt. Dionne added that the facility was holding 21 female inmates from Rockingham County. He informed the Board that 144 individuals were diverted through the Mental Health Courts; that included 79 from Manchester and 65 from Nashua, and there were also 10 in the community.

Overtime Impact Report

Supt. Dionne noted that the Overtime Impact Report for the current Fiscal Year has been included in the Board's packet. Discussion ensued regarding the recent Executive Committee Meeting and the questions relative to retention, hiring, and the transfer of money from the Overtime line. Supt. Dionne related that while there may be criticism of the Overtime Transfer Request, it is important to note that his department runs a true budget that was approved with the knowledge that Transfers would be required from the Salary line to the Overtime line.

Request to Rescind Bid # FY15-30 – Call Box System

Supt. Dionne requested that the Board approve rescinding Bid # FY15-30 for a Bogen Intercom/Call Box System for the DOC. He explained that originally Williams Communications indicated that it would provide the equipment at the price approved in the bid; however, once it learned that Bogen is the sole manufacturer of the intercom annunciation panel and that it was not available, Williams Communication was unable to complete the installation at that time. Williams Communications has been looking for a compatible solution. He added that the money that was originally budgeted for the system was encumbered and noted that he will return to the Board when more options are available. Supt. Dionne explained that the Intercom/Call Box system is a critical life safety issue because an officer on a housing unit needs to be able to call out or push the call button when assistance is needed.

Motion:

To rescind Bid # FY 15-30 for the Bogen Intercom/Call Box system. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Bid # FY16-115 – Lochinvar Hot Water Heater

Motion:

To approve Bid # FY16-115 for a Lochinvar Hot Water Heater with installation for the DOC; the lowest responsible bidder meeting the specifications is Denron Plumbing, Manchester, NH at a price of \$32,872. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

In response to a question from Comm. Ziehm, relative to other bidders, Ms. Montminy explained that the other vendors contacted did not wish to bid at this time.

NURSING HOME

Census

Mr. Moorehead noted that the Census at the Nursing Home for the period ending December 10, 2015 was 284; it included 214 Medicaid residents, 33 private pay residents and 37 Medicare residents. He added that the

numbers have been strong for the last 1 ½ months, although the Census dipped slightly this week, as it frequently does during the holidays. He noted that the Hospitals typically discharge many patients during the holidays, and they typically end up at either the Nursing Home, another facility, or are sent home.

November Revenue

Mr. Moorehead presented the unaudited Revenue for November, 2015. He explained that the budgeted Revenue for Room & Board and ancillaries for November was \$1,978,031 while the actual was \$1,952,438, which resulted in a deficit of \$25,593. He added that with the receipt of the Medicaid Surplus of \$231,093, there is a positive net variance for the month of \$205,500.

Year to Date Revenue

Mr. Moorehead noted that the unaudited budgeted year-to-date Revenue for Room & Board and ancillaries through November 30th is \$9,890,155 while the actual is \$9,898,130, which resulted in a positive variance of \$7,975. He added that MQIP is represented on the report; the budget for MQIP (Medicaid Quality Incentive Program) was \$837,500 while the actual received revenue for the first quarter (July through October) was \$866,481 which results in a positive variance of \$28,981. He noted that the total of all revenues received to date represents a positive variance of \$36,956. He reported that the next MQIP payment will be in January for the months of October, November and December.

Bid # 09-2016 – Fully Electric Beds (4)

Mr. Moorehead explained that Bid # 09-2016 is for 4 fully electric replacement beds for the Nursing Home

Motion:

To approve Bid # 09-2016 for 4 fully electric beds for the Nursing Home; the lowest responsible bidder meeting the specifications is NOA Medical Industries, Washington, MO, at a unit price of \$1,366 and a total price of \$5,464. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

REGISTRY OF DEEDS

Revenue Update

Register Coughlin presented a Revenue Update for the Registry of Deeds. She provided a summary sheet for the period of 2006 through today and explained that Revenue for the Registry has been very steady this year with receipts being up every month since July.

OLD/NEW BUSINESS

RFQ Real Estate Services – Follow Up

Mr. Wenger noted that he would like to follow up with the Board regarding the meeting with the Building Committee and the NAI Norwood Group relative to the direction the Board wishes to take going forward. Discussion ensued relative to codes for the Administration building at the front of the property, and the possibility of seeking architectural advice or giving consideration to having a historic designation with respect to the building, which would put the building into a different category regarding building code requirements. Commissioners Ziehm and Holden recommended holding the discussion with all 3 Commissioners present.

Comm. Holden noted that the Town of Goffstown did a Master Plan in 2006.

Recruitment & Retention

Mr. Wenger noted that he is requesting a discussion relative to recruitment and retention and added that it would be most appropriate to hold the discussion in Non-Public Session consistent with RSA 91-A:2 I (b).

Uncompensated Care

Mr. Wenger referred to a letter that the Commissioners and Administrators received regarding a meeting on December 29th with DHHS; he added that after speaking with Comm. Maglaras, it is his understanding that the meeting with all the Commissioners relates to County Nursing Home's deficits. He added that it appears that DHHS has been working with the Federal Government, which may provide funds to offset some of the deficits. It was noted that Nursing Home Administrators have not been invited. Those present agreed that Nursing Home Administrators, who are on the front line, should be included in the discussions.

Mr. Moorehead noted that the purpose of ProShare and Bed Tax is to shrink the County Nursing Home deficits because they take a higher portion of Medicaid patients. Mr. Moorehead stressed the importance of reporting these consistently on the Cost Reports across the Counties.

Mr. Wenger offered that the discussions at the meeting on December 29th may be related to policy.

Mr. Moorehead noted that there have been questions regarding how ProShare and MQIP would work with the new MCO's (Managed Care Organizations) that have gone unanswered for nearly 2 years and these issues affect County Nursing Homes every day. He added that the Medicaid daily rate is set at \$159.30 but costs per day for Medicaid patients is over \$250; he added that lowering the daily rate further would create serious problems for Nursing Homes.

Discussion ensued relative to whether the meeting is a Public Meeting. All three Commissioners plan to attend so the County will post the meeting. Comm. Ziehm agreed to call DHHS Commissioner Toumpas on behalf of Hillsborough County Commissioners to express the shared belief that Nursing Home Administrators should be included in the meeting.

Mr. Wenger noted that after speaking with Comm. Maglaras the previous day relative to the letter the Commissioners sent to the Association the previous week; Mr. White has been trying to reach out to Comm. Ziehm regarding holding a meeting with the Board. Comm. Ziehm indicated that she has not received any calls from Mr. White.

Register Coughlin reported that the Registry was audited on December 16th by the New Hampshire Department of Revenue Administration; she added that the auditor will be sending suggestions, but was very satisfied with the procedures and commented favorably on the checks and balances in place at the Registry of Deeds.

2016 Board of Commissioner's Draft Meeting Schedule

Mr. Wenger explained that the Draft Meeting Schedule follows the same format of meeting every 2 weeks. The Board will meet on January 6th at 9:00 a.m. and will address its schedule at that meeting. Mr. Wenger added that there is a grievance scheduled for the January 6th meeting.

Supt. Dionne noted that the State sent out its Joint Task Force Response to the Heroin/Opioid Epidemic in New Hampshire; he distributed copies to the Board. He added that the State also sent information relative to pending legislation.

Comm. Ziehm noted that Rep. Hinch, who chairs the Drug Task Force, indicated that he had spoken with Rep. Jasper who agreed to meet with Rep. Hinch and the Board to discuss the County's concerns relative to Drug

Courts and related issues.

Motion:

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

The Board moved into Non-Public Session at 10:12 a.m.

The Board met with Mr. Moorehead, Supt. Dionne, M. Montminy, Attorney Kirby, C. Monier and Mr. Wenger to discuss collective bargaining. No action was taken.

The Board moved out of Non-Public Session at 10:57 a.m.

Motion:

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

ADJOURN

Motion:

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

The meeting adjourned at approximately 10:58 a.m.

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date