



Executive Committee Meeting Minutes September 29, 2014

Chair Tilton called the Executive Committee meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives, Burchell, Comtois (arrived at 5:50 pm), Flanders, Greemore, Tilton, Vadney and Worsman.

Rep. Burchell expressed his appreciation to the 4 members of the Executive Committee that were present for the 09/26/14 meeting.

Rep. Tilton explained that they would review the list of transfers for appropriations from one line to another. He has prioritized them starting with Department of Corrections, Sheriff's Department then the Nursing Home.

Department of corrections (2014-05): M/Flanders, S/Worsman for discussion. Committee asked for explanation from Commissioners and Superintendent Ward on the transfer requests in the Jail totaling \$79,988. This is their projection until the end of the year. Vote: 6 – Y. Unanimous **Motion passes.** Rep. Worsman asked how the 2 new positions salaries fit into this. Answer: There is enough money to recruit and hire 2 more officers by the end of the year. Rep. Worsman also asked the Commissioners about health insurance and how the monies coming back to the county from LGC are being handled. Administrator Shackett stated there was a surplus of money paid in health insurance premiums and that it will be applied as a credit to the October bill. Rep. Tilton said he heard about this through the grapevine and Administrator Shackett told him that the bill just came in today. Rep. Vadney thought that these types of credits, rebates, windfalls go into a holding account. He felt it is not proper use of the money without going through the Executive Committee and Delegation as it was not appropriated. Rep. Tilton would like the numbers for retirees on this health insurance issue.

Sheriff's Dept. (2014-04): M/Flanders, S/Vadney for discussion on the transfer request in the Sheriff's department for \$21,400. Committee members asked for explanation of the request and Sgt. Wright provided information. Vote: 6 – Y. Unanimous. **Motion passes.**

Nursing Home (2014-06): M/Flanders, S/Vadney for discussion of the transfer request in the Nursing Home for \$21,518.20 Rep. Worsman wants to remove the \$2,000 part of this request and delay that action for a period of time. M/Worsman to amend the motion to approve the transfer minus the \$2,000 from Professional Management Services. S/Vadney for discussion. Rep. Flanders asked Rep Worsman what the reason for changing is. Rep. Worsman answered

that it will be used for salaries in administration that the money should be left in the Nursing Home where it is needed. Administrator Shackett stated that there are other areas where they could take the \$2,000. Due to the health insurance part of this transfer, the committee agreed to hold off on this transfer, put with the other transfer request in administration and discuss later. All agreed. Rep. Flanders and Vadney withdrew their motion along with Rep. Worsman.

Nursing Home Maintenance (2014-07): M/Worsman, S/Greemore for discussion of the transfer request in the Nursing Home for \$7,650. This is to cover the actual services for the rest of the year as listed. Vote: 7 – Y. Unanimous. **Motion passes.**

Nursing Home Restorative (2014-08): M/Worsman, S/Flanders for discussion of the transfer request in the Nursing Home for \$3,150. This is to cover over time costs due to vacancies in this department. Vote: 7 – Y. Unanimous. **Motion passes.**

Nursing Home Dietary dept. (2014-09): M/Flanders, S/Worsman for discussion of the transfer request in the nursing home for \$17,722. This is for overtime due to the fact that they have no part time people. Vote: 7 – Y. Unanimous. **Motion passes.**

Nursing Home wages and overtime (2014-10): M/Greemore, S/Flanders for discussion of the transfer request in the nursing home for \$411,676. This is to meet the actual part time wages for RN/LPN/LNA and overtime wage expenditures. M/Greemore to amend the motion and remove the last two lines (\$4,500 and \$14,195) and to make health insurance \$21,685 and zero out new equipment and furniture. Rep. Worsman does not want to touch any health insurance lines. Rep. Tilton suggested to take \$18,695 (\$4,500 and \$14,195) and take from 02-51400 electricity (instead of new equip and furniture). S/Flanders on amendment. Vote: 7 – Y. Unanimous. **Motion passes.** Back to original motion (for the total of \$411,676) by Rep. Greemore and seconded by Flanders. Vote: 7 – Y. Unanimous. **Motion passes.**

Nursing Home laundry (2014-11): M/Flanders, S/Comtois for discussion of the transfer request in the nursing home for \$3,300. This is going to the jail to cover the use of laundry services from the nursing home. Vote: 7 – Y. Unanimous. **Motion passes.**

Nursing Home housekeeping (2014-12): M/Flanders, S/ Comtois to approve the \$6,575 transfer for wages in the Nursing Home. Vote: 7 – Y. Unanimous. **Motion passes.**

Nursing Home physicians (2014-13): M/Worsman, S/Greemore for discussion of the transfer request in the nursing home for \$16,050. Rep. Worsman asked where we are with Medicare vs Medicaid and the additional funds from the program. Answer was they are averaging 7 skilled patients, same as last year; its needs based on the current census. Vote: 7 – Y. Unanimous. **Motion passes.**

NH Activities (2014-14): M/Worsman, S/Flanders for discussion of the transfer request in the nursing home for \$1,942. This is to meet the full time wages in this department. Members discussed increasing the \$689 portion of this request to \$1,189 (\$500 increase). Rep. Worsman amended the motion to include the additional \$500, Rep. Flanders seconded. Vote on

amendment: 7 – Y. Unanimous. **Motion passes.** Back to original motion of \$1,189 to increase by the \$500 for a new transfer total of \$2,442. Vote: 7 – Y. Unanimous. **Motion passes.**

County Maintenance (2014-03): M/Flanders, S/Greemore for discussion of the transfer request in Maintenance for \$7,000. Vote: 7 – Y. Unanimous. **Motion passes.**

Administration (2014-02): M/Greemore, S/Worsman for discussion of the transfer request in Administration for \$6,847. This request was to meet the actual full time wages and increase advertising and office supplies. Rep. Worsman asked if the HR Director vacancy has been filled. Answer: No. Rep. Worsman wants to hold off on the wages part of the transfer, and Rep. Tilton concurred; they can deal with that later. Rep. Worsman then amended the motion to approve \$2500 for advertising and office supplies (removing the \$4347 out of the request). Vote on amendment: 7 – Y. Unanimous. **Motion passes.**

Finance Director Glen Waring handed out a form with the professional administrative services broken out with the allocation of salaries in administration/finance to the Nursing Home and asked if he could explain it. Rep. Tilton said no, that the committee needs time to review and digest. Mr. Waring felt he could provide clarification now to make that process easier. Rep. Tilton allowed. There were no questions, Rep. Tilton told members to study it for the next meeting.

Back to the revisit the Nursing Home Administration (2014-06): M/Flanders, S/Greemore for discussion of the transfer request in Nursing Home Administration for \$21,518.20. Rep. Greemore suggested taking the \$2,000 request for professional management portion of this transfer and adding the \$2,000 in to the full time wages request. That would now increase that particular line of the request to \$10,570.20 (instead of the \$8,570.20). It still equals the same requested bottom line of \$21,518.20. Rep. Greemore moved to vote on the amendment. S/Flanders. Vote: 7 – Y. Unanimous. **Motion passes.** Rep. Worsman then asked about the \$109,275 in the Nursing Home administration professional services and questioned where the \$5,000 for administrative assistant's wages is. Administrator Shackett said that they would go back and look into that (AA wages are not allocated to the nursing home).

4 new transfer requests: The Commissioners have 4 more new transfer requests that need to be addressed by the Executive Committee. Rep. Tilton did not want to address as they were not received ahead of time. County Attorney Melissa Guldbrandsen spoke to the urgency of approving the \$5,000 request for the County Attorney office for witness fees (transfer #2014-15). M/Flanders, S/Comtois to approve the \$5,000 transfer. Vote: 7 – Y. Unanimous. **Motion passes.** Administrator Shackett said the other 3 transfer requests were also a dire need. These 3 requests will be handled at the next meeting. These requests affect the legal line. The representatives want to have discussion about legal. Commissioner Philpot explained that they have other law suits and legal business going on throughout the county that requires funds from this legal line item in Administration (line is used for the whole county). Commissioners told the committee that they would provide any information, summary, etc. that they need. Rep. Vadney said that healthcare costs are going to play a huge role in budgeting this coming year.

Adjourn: M/Comtois, S/Greemore to adjourn at 7:34 pm. Unanimous. **Motion passes.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant