



Executive Committee Meeting Minutes July 27, 2015 at 4:30 pm

Chair Herb Vadney called the Executive Committee meeting to order at 4:30 pm at 34 County Drive Laconia, NH. The meeting began with Chairman Vadney leading the group in the pledge of allegiance.

In Attendance: Representatives Flanders, Gallagher, Hurt, Tilton and Vadney.

Absent: Representatives Comtois and Sylvia.

Minutes: M/Tilton, S/Gallagher to approve the 5/26/15 minutes. Representative Flanders abstained as he was not present. Unanimous. **Motion passed.**

Review of Revenue: Commissioner DeVoy stated the revenue at the nursing home is at 69%. He also stated that the Registry of Deeds has recouped all the losses from the beginning of the year in June. Representative Hurt stated that September to March could be slow for real estate sales. Representative Gallagher stated it is positive that there is additional revenue in the nursing home. Commissioner DeVoy stated that there is \$250,000.00 unanticipated revenue from workers compensation. Commissioner DeVoy stated the budget is in good shape. Representative Tilton stated the goal every year is to come out ahead. Representative Vadney asked if there were any issues they needed to know about. Commissioner DeVoy stated the only issues were the transfer request they were meeting about. He also stated that he has told department heads to plan for future needs when looking at their budgets. Commissioner DeVoy stated departments are using a lot of part time help in place of full time help. He stated this model is not working as part time people only stay until they find full time positions. Representative Hurt asked if it is central to the nursing home. Commissioner DeVoy stated it is throughout the county. He stated we also do not know when people are going to retire. Representative Vadney asked for projections to convert part time positions to full time. Commissioner DeVoy stated that was something they will have to analyze. Representative Vadney stated the committee should do a line by line review of the budget in the near future.

Transfer Request #2015.04: Commissioner DeVoy stated the nursing home is having a hard time filling the part time positions. Representative Vadney asked what the ballpark hourly rate was for LNA's. Commissioner DeVoy stated about \$12.00 an hour. Representative Tilton stated this transfer is for \$8000.00 but there is also another transfer for the same line. He stated we should have addressed this when it happened. Commissioner DeVoy stated he spoke with

Representative Vadney around bike week in regards to this. He stated he also spoke with Nursing Home Administrator Logue about requesting transfers to get him through the year. Representative Vadney asked if it would make sense to null the first request and make one request for the same line. Representative Gallagher noted there is a lot of information on the request that is very helpful. M/Tilton, S/Gallagher to approve transfer request 2015.04. Unanimous. **Motion passed.**

Transfer Request #2015.05a: Representative Tilton asked what happened to #2015.05. Commissioner DeVoy stated the nursing home administrator requested only \$500.00 which was approved by the board and now needs another \$800.00. Representative Tilton stated the Executive Committee needs a monthly report on transfers that the Commissioners approve. M/Tilton, S/Flanders to approve transfer request 2015.05 in the amount of \$800.00. Unanimous. **Motion passed.**

Transfer Request #2015.07: Representative Tilton asked if this was 5 different requests. Administrator Shackett stated it was one request for one department to move money around. Commissioner DeVoy asked if they would prefer separate requests. Representative Vadney stated no. Representative Tilton commented that the explanation was lost. Commissioner DeVoy will make sure the department head include an explanation in the future. Commissioner DeVoy could not recall why the \$2000.00 for medical supplies as Nursing Home Administrator Logue was not in attendance. He did state the overtime request is due to not being able to fill part time positions. Representative Vadney asked if there is a pattern to staff turnover. Commissioner DeVoy stated he spoke with Nursing Home Administrator Logue and he doesn't think things are bad. Administrator Shackett stated it is a surprisingly high turnover rate. Representative Vadney asked for a number. Administrator Shackett stated 20 in the nursing home this year and two of them were managerial positions. Representative Hurt asked if the turnover was due to employees wanting to move on or are there internal problems. Commissioner DeVoy stated some of the reasons are employees are not getting raises, people want full time work and there are some personnel issues involved but did not want to discuss in public. M/Gallagher, S/Hurt to approve transfer request 2015.07 in the amount of \$43,750.00. Unanimous. **Motion passed.**

Transfer Request #2015.08: Commissioner DeVoy stated this request is to train the new finance staff on the accounting software. Representative Vadney stated he was under the impression that there were training days available. Administrator Shackett stated we thought we had 6 days available to us. We planned on 60 days training and were only billed for the 55 days we used. Munis recommended 3 days training first week then 3 more days a couple weeks later. Administrator Shackett stated this software is used for everything. Representative Vadney stated he agreed with the 3 and 3 training. Representative Tilton asked if there is a limit to the number of employees that can attend. Administrator Shackett stated there is not. M/Hurt, S/Gallagher to approve transfer request #2015.08 in the amount of \$8,500.00. Unanimous. **Motion passed.**

Transfer Request #2015.09: Commissioner DeVoy stated this request is to cover the 6 staff that have left the jail. Representative Tilton stated if it is related to the jail it should come out of jail planning. Representative Vadney asked if the budget report was up to date. Administrator Shackett stated it was. Representative Vadney stated it should come from the budget before contingency. Representative Tilton stated overall the jail is doing well and should come from the jail budget. Commissioner DeVoy stated there is no problem using the jail planning he had different ideas for that line. Representative Tilton stated the jail department has used 46% of their budget and we are 53.8% through the year. Representative Gallagher agreed with Representative Tilton to take money from department budget not contingency. Representative Tilton suggested this request be tabled until later as it is not over expended. M/Gallagher, S/Tilton to table transfer request #2015.09 in the amount of \$15,000.00. Unanimous. **Motion passed.**

Transfer Request #2015.11: This request is for part time deputies wages and over time for dispatchers. Commissioner DeVoy stated the Sheriff kept this request within his budget. M/Flanders, S/Hurt to approve transfer request #2015.11 in the amount of \$15,000.00. Unanimous. **Motion passed.**

Other: Representative Gallagher wanted to give his observations on the transfer process over the last 6 months. He stated he is starting to wonder why we are not allowing the Commissioners to manage situations as they come up as the budget is in a reasonable position and on track. He stated he would like to consider adjusting the threshold of the transfer amount. Representative Tilton stated this is revisited every year with the budget process. Every county fluctuates between zero and \$1000.00. He stated it is too soon to decide and that the committee should be meeting more often. Representative Gallagher complimented the Board of Commissioners and Administration for their work. Representative Vadney stated he would be open to looking at changing the transfer amount in January. Commissioner DeVoy stated he would love to have more ability to transfer money. He stated it is a new board and they are staying within budget. Commissioner Taylor stated he seconded what Commissioner DeVoy said and appreciates what Representative Gallagher said. Commissioner Burchell stated there are more Medicare A residents at the nursing home than projected that's why the increase in supplies.

Adjourn: M/Hurt, S/Flanders to adjourn the meeting at 5:45 pm. Unanimous. **Motion passed.**

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee