



Executive Committee Meeting Minutes
October 4th, 2016 at 4:00 pm

In Attendance: Representatives Flanders, Howard, Gallagher, Vadney, Tilton and Sylvia

Minutes 08/10/16: M/Sylvia, S/Tilton to approve the minutes of 8/10/16. Unanimous. **Motion passed.**

Transfer Request 2016.28: Commissioner DeVoy stated this transfer is for temporary agency coverage in the nursing home. Rep. Sylvia asked if there is any savings using contracted nursing services. Commissioner DeVoy stated there was not. Rep. Gallagher asked if there is staff available from contracted services. Commissioner DeVoy stated sometimes there is and sometimes there is not. He stated there is a severe shortage of nurses and LNA's state wide. Rep. Vadney asked how many nurses they are short and how many are being contracted. Nursing Home Administrator in Training Shelley Richardson stated they are down 2 nurses plus have 2 out on FMLA and they have 6 LNA openings. M/Flanders, S/Howard to approve transfer request 2016.28 in the amount of \$10,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.30: Commissioner DeVoy stated this transfer is only for informational purposes.

Transfer Request 2016.31: Commissioner DeVoy stated this transfer is to cover Interim Nursing Home Administrator Robert Hemenway. M/Flanders, S/Tilton to approve transfer request 2016.31 in the amount of \$9,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.32: Commissioner DeVoy stated this transfer is to cover the repairs to the chilling unit and the dishwashing machine in the nursing home. Rep. Howard asked if the units were expensive. Facilities Manager Dustin Muzzey stated a new chilling unit would cost about \$120,000.00. Rep. Vadney asked if they approve the transfer would there be enough left over to cover up-coming charges. Facilities Manager Muzzey stated there would be. M/Howard, S/Flanders to approve transfer request 2016.32 in the amount of \$8,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.35: Commissioner DeVoy stated this transfer is to cover the costs for the medical examiner. He stated this not something that can be predicted. Rep. Tilton stated he was looking for other departments to take the money from instead of contingency. Facilities Manager Muzzey stated there would be some savings in water and sewer.

M/Taylor, S/Burchell to change the transfer to take \$2,000.00 from 014194.54120 and \$4,000.00 from 014194.54110. Unanimous. **Motion passed.**

Rep. Howard asked if there is reimbursement for the autopsies. County Attorney Melissa Guldbrandsen said there was not. She said the department has no control over the cost.

M/Flanders, S/Tilton to approve transfer request 2016.35 in the amount of \$6,000.00.

Unanimous. **Motion passed.**

Transfer Request 2016.38: Commissioner DeVoy stated this transfer is to cover maintenance supplies and repairs/maintenance at the courthouse. He stated more supplies are being used by the CORE program, Restorative Justice and Probation/Parole. M/Sylvia, S/Flanders to approve transfer request 2016.38 in the amount of \$1,500.00. Unanimous. **Motion passed.**

Transfer Request 2016.39: Commissioner DeVoy stated this transfer is to cover agency nurses. Rep. Howard asked if the from line items excess is due to not have employees. Commissioner DeVoy stated that was correct. Rep. Gallagher asked if employees that leave come back as agency staff. Commissioner DeVoy stated they come back as registry staff. Rep. Tilton stated the beginning balance was zero. Nursing Home Administrator in Training Richardson stated that is correct that they have not used agency staff in 8 years. Rep. Vadney asked if this was a common problem. Commissioner Taylor stated it was. Rep. Gallagher asked if the Board had consider an incentive for education. Commissioner DeVoy stated they had talked about it. He stated Shelley Richardson is the last employee to go through the program. M/Flanders, S/Tilton to approve transfer request 2016.39 in the amount of \$331,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.40: Commissioner DeVoy stated this transfer is to cover cost items for the Sheriff Department contract, pay increases and payroll costs. Rep. Sylvia asked County Attorney Guldbrandsen if they had started the felonies first program. County Attorney Guldbrandsen stated they had and it is having a large impact on the department. M/Flanders, S/Howard to approve transfer request 2016.40 in the amount of \$69,430.00. 5-1 Rep. Sylvia was opposed. **Motion passed.**

Transfer Request 2016.41: Commissioner DeVoy stated this to cover the cost of office supplies in the nursing home. He stated there was a savings in the electronic medical records laptops. M/Tilton, S/Flanders to approve transfer request 2016.41 in the amount of \$2,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.42: Commissioner DeVoy stated this transfer is to cover overtime in the Sheriff Department for deputies and dispatch. Chief Deputy David Perkins stated the town of Northfield pays the County yearly for dispatching services. He stated they are requiring more coverage which is causing overtime in dispatch. Rep. Howard asked if fees are covered by a contract. Chief Deputy Perkins stated any town in Belknap County does not pay a fee. Rep. Gallagher suggested Merrimack County provide the service to Northfield. Chief Deputy Perkins stated they charge a lot more than us. He stated he will be reviewing the contract. M/Flanders,

S/Tilton to approve transfer request 2016.42 in the amount of \$4,000.00. 5-1 Rep. Gallagher was opposed. **Motion passed.**

Transfer Request 2016.43: Commissioner DeVoy stated this transfer is to cover overtime in the Department of Corrections. Rep. Vadney asked how the new facility will affect the current situation. Commissioner DeVoy stated the consultant will make a recommendation for staffing numbers. He stated it will be discussed in budget process. Rep. Vadney asked when the new building will be open. Commissioner DeVoy stated September 2017. Rep. Howard asked if they expect a large influx of inmates. Commissioner DeVoy stated he hoped not. M/Flanders, S/Howard to approve transfer request 2016.43 in the amount of \$10,000.00. Unanimous.

Motion passed.

Transfer Request 2016.44: Commissioner DeVoy stated this transfer is to cover the cost of pre-employment screening for new staff. Rep. Vadney asked what wasn't bought for new equipment. County Administrator Debra Shackett stated there was a saving in the EMar laptops.

M/Taylor, S/Burchell to approve transfers request 2016.44. Unanimous. **Motion passed.**

Rep. Howard stated if the transfer is approved the account will have \$30.00 at the end of the year. County Administrator Shackett stated that was correct. Rep. Sylvia asked for an explanation of the costs. NH Administrator in Training Richardson stated criminal records is \$25.00 and the physical is \$119.00. Rep. Vadney asked if the bulk of the problems are criminal background checks. NH Administrator in Training Richardson stated mostly and some drug screen failures. Rep. Howard asked if the criminal background check is too aggressive. NH Administrator in Training Richardson stated she didn't think so. Rep. Vadney asked who fails the background checks. NH Administrator in Training Richardson stated the department head. Rep. Gallagher asked if there was a question on the application about record history. County Administrator Shackett stated there was. M/Flanders, S/Howard to approve transfer request 2016.44 in the amount of \$2,000.00. Unanimous. **Motion passed.**

Budget Review: Commissioner DeVoy stated we are at 71% in the budget. Rep. Vadney stated there are a good number of lines in less than 60%. Rep. Tilton stated departments are right on schedule except Maintenance. Facilities Manager Muzzey stated projects will be completed by the end of the year. Commissioner DeVoy stated the nursing home revenue is better than expected. He stated we did not receive the insurance rebate this year. Rep. Flanders stated there are too many claims for a rebate in the risk pool. Superintendent Gray stated the grants for the Community Corrections will not be available until early 2017. Rep. Sylvia asked if it is just Belknap County not receiving the refund. County Administrator Shackett state it is not. She stated any town/city in the risk pool will not receive the refund. Rep. Gallagher asked about the note referencing switching banks. Commissioner DeVoy stated we switched to Bank of New Hampshire and they do not charge any fees. Rep. Gallagher asked if they are providing the funding for the community corrections project. Commissioner DeVoy stated they were not.

Commissioner DeVoy stated the work release numbers are down. Superintendent Gray stated work release and electronic monitoring are lower than projected. Rep. Vadney asked if they are having problems finding employment. Superintendent Gray stated sometimes it's difficult to find suitable employment.

Adjourn: The meeting adjourned at 5:29pm

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee