

Belknap County Commissioners Meeting of April 9, 2008 Commissioners Conference Room

Commissioner Daigneault called the Belknap County Commissioners meeting to order at 8:00 AM on the above date at 34 County Drive, Laconia, NH.

Members present: Commissioner Philip Daigneault, Chairman; Commissioner Christopher Boothby, Vice Chairman and Commissioner Richard Long, Clerk.

Attendees: Richard Grenier, Carol Schonfeld, James Carroll, Craig Wiggin, Courtney Marshall, Diane Roberts, Christopher Rogers, Michael Muzzey and Angela Bovill.

Minutes of the Meeting

Commissioners Daigneault, Boothby and Long

Approval of 04/01/08 minutes: Commissioner Boothby made the motion to approve the minutes from the 04/01/08 minutes. Commissioner Daigneault seconded. Unanimous. **Motion carries.** For the record, Commissioner Long abstained from voting due to the fact that he was absent from the 04/01/08 meeting on a scheduled vacation.

Richard Grenier, Superintendent of the Department of Corrections

Updates: There are currently 82 inmates in the building and there are four inmates out on the bracelet program. Some of the inmates will be going out on work release. Richard said that for the first time, he has actually had employers call the jail trying to obtain work release inmates.

The Superintendent provided seeds with empty small milk cartons that they have been collecting over at the jail and took them up to the Nursing Home. They have been having the resident plants those seeds in the milk cartons (there are hundreds of them) and the residents love this project.

Everything as far as the farm program is going good. There have been donations of seeds, a greenhouse, etc. Everything is going really good. The Lt. Berry is doing outstanding in his new role and Jamie Laramie has been phenomenal with the schedule and using part timers to fill shifts.

Richard and the Sheriff have been in contact regarding transport of inmates during motorcycle week. They may ship out the inmates on Thursday instead of Tuesday to save money. The numbers have been going down, so had the demand, so this would be a great plan. Rockingham could probably take 15 and Grafton possibly will take the female inmates. This is all forthcoming and discussion only at this stage.

Richard also informed the Commissioners that there is a possible grant for \$400K to be used for assessing and treating for drug and alcohol abuse. This may provide a person 40 hours a week in the jail for 3 years. (Approximate) There was discussion.

Richard also wanted the Commissioners to know that the food from the Nursing home has been very good down at the jail. There were also numerous newspaper articles that have recently appeared in the newspaper about the County Jail. These were a great series of articles and the Superintendent and Commissioners were very pleased.

Carol Schonfeld, Human Services Administrator

Categorical grants by provider: Carol explained the numbers that appear on this report to the Commissioners. Commissioners were satisfied with this.

HB2 impact numbers: Carl also provided numbers regarding the impact of HB2 for Belknap County. Carol forwarded this info to Cheshire County based on a request for their Finance Director and wanted the Commissioners to review and be aware

Extension on State bill: Carol provided the Commissioners with a copy of her letter to the State. The purpose of this letter was to request a 10-day extension for the payment of the January state bill, which is due April 1.

Request for proposals: There was a copy of the newspaper article for Carols request for incentive funds. The deadline for proposals to be submitted is April 25, 2008.

MOA (Memo of agreement with the State) discussions: This updated version was created as a result of a recent telephone conference call. First, Carol expressed that she found the Hold Harmless Calculations to be very confusing. A lot of Carols counter parts also felt the same way. They're hoping that at the 4/10/08 meeting that someone will explain this to help them better understand. Carol felt that the credit verbage is a contradiction. Everyone keeps say that it is a hold harmless situation and that you won't pay more, that the credit will off set, etc. Carol says that the credit does not off set your obligation. She thinks that it should not read that way and that someone needs to change that. There was extensive discussion on the CAP also. This is a very complex and confusing issue. Carol is concerned because the wording in SB 409 messed us up in the end. Christopher said that he would be a part of the conference call on 04/10/08 on behalf of Belknap County to express our concerns. Carol said the one issue that is very important is Carol asked if he could also have them put the exact payment terms and correct wording in the MOU. (We want them to say guarantee, not assured that we don't pay anymore than....) There was discussion. Another item that Carol brought up was the bill dates and services dates. It is also very important that these are in there so that we pay only what our obligated share is. There was discussion. Carol will continue to audit the bill and treat as usual for now. Commissioner Boothby assured that he will be part of the conference call on behalf of the Board of Commissioners and will report back at the next meeting.

James Carroll, Belknap County Attorney

Discussion on comp time policies: Commissioners asked Jim to come in today to discuss some comp time that is on the weekly time sheet that is excessive. Jim explained the dynamics that affected his office for a period of time. In November 2007, Brian Beaupre went on vacation for tow weeks. Brian returned to work nd 2.5 days later, went out sick for 7 weeks. Upon his return in the 8th week, it was a part time basis at 22.5 hours per week. Also in Dec. 2007 Ann Drouin was hired at 20 hours per week. Commissioners approved increasing Ann's hours from 20 to 30

hours per week while Brian was out and Brenda was also training her at this time. The office was short staffed, etc. and employees worked more to accommodate the work load, etc and accumulated some comp time, but being short staffed, employees could not take it. Now that the office is back to full staff, they will start using up their accumulated comp time. Commissioners indicated too as a reminder that total accumulation for comp time should only be 40 hours, no more. This lead to a conversation on a policy for comp time. It is covered in the Union, what about non-union. Commissioners thought that they had addressed this policy a few years back. Angela will research and they will discuss at one of the next Commissioner meetings.

Updates: Jim said that everything was going very well in the office. There has been a lot of training, etc. going on and his staff has been great. He is very pleased with the staff on board. Commissioners mentioned a conversation that they had with Richard Grenier in regards to video arraignments. There were question on whether it would save on transports, etc. Jim will check with Richard and Commissioners said that if we cold somehow implement that, it would help.

Sheriff Craig Wiggin

Non-public session: The Sheriff requested a non-public session to discuss a personnel issue with the Commissioners. Commissioner Boothby made the motion, per RSA 91-A: 3, paragraph II, section a to discuss a personnel issue. Commissioner Long seconded. Commissioner Daigneault took a polling of the board. Unanimous. **Motion carries.** The board entered into a non-public session at 9:00 AM.

The Commissioners concluded non-public session at 9:20 AM by unanimous vote, and were back in a public meeting. While in non-public actions no actions were taken and no decisions were made.

Computer purchase: The Sheriff said that he knows that his \$2600 line item to purchase computers was removed from the Commissioners budget. The County Convention out that back in the budget. Sheriff said that he has two computers that are “on life support” right now. They are windows 98 computers and one of them, the hard drive is going. The Sheriff in the interim would like to use the appropriation that he had for a laser printer to buy the computers. Then, when that money is restored, he can by the laser printer. He said he can get by without the printer, but he cannot get by without the computers. Commissioners concurred and Commissioners appreciate the heads up. Craig will ask Jon Rich from Cybertron to go ahead and order those computers and get them on line.

Courtney Marshall, Diane Roberts and Christopher Rogers

Survey briefing: On March 27, the survey was completed by the State. The survey found the most serious deficiencies to be isolated deficiencies that constitute actual harm that is NOT immediate jeopardy. All in all, the survey went great. There were 6 healthcare issues and 4 life safety issues. Courtney explained each tag received in detail and provided the States report for the Commissioners to review the exact definitions for such tags. (Attached to the minutes). The most serious tag received was for when a resident was being assisted to the bathroom by an LNA. The resident tripped and fell and fractured her arm. It was reported correctly, the LNA was reported and it was also reported to the Ombudsman’s office and to the LPN Board of Nursing as required. We did everything they felt possible to do in that situation. However, they found that an employee was not following the care plan that was put in place, along with another procedure that was relevant to the accident. The employee was suspended, etc and procedures were taken. There were discussions. Christopher Rogers also explained the life safety tags relevant to his department along with his plan of correction so that the Commissioners were aware.

Courtney said that all in all the State told everyone that it was a very good survey. That there was good teamwork in the facility and that the residents and the families are all quite happy. Courtney and Diane concurred to the same. The plan of correction will be submitted for all the tags received within 10 days as required. Courtney said it should be submitted by Friday of this week. The State will be back the week of May 11, 2008. They also indicated that the State surveyors are much more strict. Commissioners thanked them and told them to keep up the good work along with all the staff at the Nursing Home. They have come a long way.

Dietary manager proposal: Based upon the approval of the board at the 3/21/08 Commissioners meeting, the contact with Fitz Vogt was made regarding the termination of the food service contract. On March 24, 2008 the Food Service Managers position was posted internally. Only one person applied for this position, which was Carolee DeRoche. Courtney had recommended Carolee and the Commissioners asked him to come back to this meeting with a proposal for hiring Carolee. Based on Carolee qualifications, tenure and demonstrated excellent performance in her current position, she is recommended for the position as Food Service Manager. Courtney recommends starting the position at a Grade 9/Step 1. There is money left in the line item budget for Fitz Vogt to cover the salary adjustment. There was discussion. Commissioner Boothby then made the motion to authorize the Food Service Manager position wage for a new food service manager to be hired at Grade 9/Step 1 for this non-union position. Commissioner Long seconded. Unanimous. **Motion carries.**

Courtney and Diane also told the board that there are currently 93 residents in the facility leaving only 1 empty bed.

There was also an invite extended to the Commissioners for the volunteer dinner that will take place at the home on Wednesday, April 30, 2008 at 6:00 PM.

Angela Bovill, Commissioners Administrative Assistant

Outside agencies: There was the \$5000 check from Kelly Construction. Commissioner Daigneault explained the situation to the other Commissioners regarding the payments terms that were agree to with Kelly Construction for 2008. There was also the \$150,000 check from Gunstock to the County. There were a few newspaper articles about BCEDC annual meeting. The United Way also invited the Commissioners and Angela to their annual meeting at the Church Landing on Monday, May 5, 2008. Commissioner Daigneault and Angela Bovill will attend together on behalf of the County.

Maintenance: Harold submitted three quotes for the roof at the courthouse that needs to be replaced. Commissioners had questions. Angela will have Harold come into the next Commissioners meeting to discuss these proposals and make his recommendation. Harold said that this matter needs to be addressed very soon as the roof is leaking in these specific locations and causing damage.

May Commissioner meeting dates: Commissioners voted on the following dates for their May 2008 meetings. Tuesday, May 6, 2008 at 8:00 AM and Wednesday, May 21, 2008 at 8:00 AM.

Newspaper articles: There were various articles that appeared in the newspaper for the Commissioners to review. There were discussions.

Right to know lawsuit: There was a copy of a bill from Attorney Daniel Mullen of Ransmeier & Spellman. This was the Attorney that represented Belknap County in the Lambert/Tardiff case.

The bill was for \$1,873.51. Angela needs Commissioners to authorize and sign so that it can be paid.

Tan's (tax anticipation notes): Michael Muzzey came into to talk to the Commissioners about where the County was at with the TAN's. Commissioner Daigneault was waiting for a call from Jan Snyder. Commissioners discussed the TAN. The TAN will be a non-disclosure sale handled in house based on the current circumstances. Commissioner Daigneault took a moment to call Jan Snyder at Citizen's Bank. Jan told the Commissioners that she is waiting to hear back from Bill Faziolli to find out what the end result of the TAN sale was and because Bill was going to make sure that that offer from Citizens was competitive. Citizen's submitted 2.35% as their offer. Commissioners will know the final result this afternoon. The current TAN comes due on Friday, April 18, 2008.

Non-public session for department head wages: Commissioner Boothby made the motion, per RSA 91-A; 3, paragraph II, section a for the purpose of discussing wages and personnel issues. Commissioner Long seconded. Commissioner Daigneault took a polling of the board. Unanimous. **Motion carries.** The board was in a non-public session at 10:50 AM.

The board concluded non-public session and was back in a public meeting at 11:10 AM. While in non-public session no actions were taken and no decisions were made.

Department Head wages: Commissioner Boothby made the motion to approve department head increases for 2008 as follows: Jail Superintendent 6% increase, Restorative Justice Director 6% increase, Citizens Council Executive Director 6% increase and Human Services Administrator 6% increase for a total of \$16,422.03. The Commissioners also recognize that Nursing Home Administrator, Director of Nurses and Maintenance Superintendent are on probationary status and hence will be reviewed on the conclusion of the probation. Commissioner Long seconded. Unanimous. **Motion carries.**

With no further business to discuss, the meeting was adjourned by unanimous vote at 11:15 AM.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip P. Daigneault, Chair

Christopher D. Boothby, Vice Chair

Richard W. Long, Clerk