

# Belknap County Commissioners Meeting

## February 6, 2008

### Commissioners Conference Room

Commissioner Boothby called the Belknap County Commissioners meeting to order at 8:03 AM on the above date at 34 County Drive, Laconia, NH.

Members present: Commissioner Christopher Boothby, Acting Chairman, and Commissioner Richard Long, Clerk. Commissioner Philip Daigneault is excused due to a scheduled vacation.

Attendees: Christopher Rogers, Don Jutton, Burt Watson, Maggie Pritchard, Richard Grenier, Deb LaFlamme, Lori Ciraso, Diane Roberts, Courtney Marshall, Harold Powell, and Nancy Cook.

### Minutes of the Meeting

#### Chris Rogers, Nursing Home Maintenance

**Ozone Proposal:** Chris Rogers came in to make a proposal to the Commissioners reference going to an Ozone System in the Nursing Home Laundry Department. Stewartstown went to the Ozone System last year and they very happy. Chris handed out packets to each of the board members. The company came in and hooked up water meters for a period of 60 days to see how much the home could save in hot water consumption. We used 4,568 gallons of water before and after the Ozone was put in we used 3,881. With the Ozone system we were able to cut down on the laundry cycles thereby saving water consumption. Ozone injects oxygen into the wash water (has an extra oxygen molecule – instead of O<sub>2</sub> it's O<sub>3</sub>). The Ozone molecule breaks free and attaches to any inorganic material and destroys it. Hot water and bleach kills 99.6% of germs. Ozone kills 99.999% of germs. Works best in cold water and thereby saving hot water. Also reduces drying time and the clean air with ozone has no odor. It is 3,000 times stronger than bleach. Estimated annual savings after just 30 days is \$20,528. Very little hot water is being used. The machine is \$23,495 to buy outright for the system. The Machine would pay for itself and begin generating savings for the county in less than 14 months. They have a rental program that's \$1,200 per month – Chris rejected this immediately because it's so expensive. Buying is the best because it comes with a one-year service. Since we're buying the dryers at the same time the Company would service them all for free – just parts if needed. The lease to own is \$530 per month for 63 months - includes the maintenance. Commissioner Boothby wanted to know where this money would come from? Chris didn't know other than the savings in energy consumption. Maybe the contingency fund. The Commissioners went thru the different buying options. Commissioner Long wanted to know why if this system is so good hasn't the home done it before now? Chris said it was sitting in the previous Environmental Supervisors in-tray. When Ozone first came out it was so corrosive because it eats the machines if not set up properly. Manufacturers have made huge strides towards the development. Dick wanted to know if references have been checked? Chris said that the Veterans Home is also doing it and Merrimack is entertaining the idea with the new building. Hotel and Motel chains are currently using it. Christopher and Dick both support the proposal. Dick felt it was too good to be true. The Commissioners would like to have Chris at the next meeting after references are checked. Dick

wanted to know if the company would sign some sort of liability if it damages our machines. Chris said that there are sensors that trigger if ozone levels are exceeded then the machine shuts off. This is good for the ozone – doesn't make it bigger.

**Dryer:** The 20-year-old *Dryer* that we were hoping would survive until the budget passed died yesterday – it won't run at all. The gears let go. The Delegation authorized two dryers for \$18,900. Chris checked with the suppliers and it takes about two days to be shipped. He likes the Milner best because they are shaft and roller supported. All three dryers are \$15,960 (two big and one small). Chris likes the Daniels proposal best. The other dryer is 26 years old and is completely dead. There was further discussion. Commissioner Long made a motion to purchase all three Daniels' dryers for a total of \$18,900 (includes three dryers total and the care system at no charge). Commissioner Boothby seconded is for discussion. All in favor. **Motion carries.** The two dryers that are still operational could be sold – that yet to be determined. Chris would like to keep the small speed queen. That will be his call.

### **Don Jutton and Burt Watson from Municipal Resources**

**Maintenance Consolidation Study:** Don Jutton reviewed the scope and proposal of the Maintenance consolidation and how it was presented. Don thought it was a good proposal – and asked the board what they thought they were getting? Christopher said the product that they thought they were getting and the expectations versus what they got. The Commissioners have concerns and thought the recommendations would be more systematic. Don's sense is that it's not what is provided in the report but how it was presented. Don wants to make the board happy but felt his company accomplished the scope of the proposal. They are not engineers. They look at systems and how they are maintained and operated. PSNH can do an energy audit to analyze and then someone like Johnson Control could come in and do a conversion. Commissioner Long wanted a benchmark of other counties and if our perimeter of utilities falls within the other counties on energy usage per square foot. The problem is that there are too many variables between counties. Municipal Resources suggest that we replace old burners for better energy consumption. Municipal Resources will provide the names of companies that do energy studies. Don and Burt definitely felt we needed a Facilities Manager, outlined in the report. The Commissioners would also like a checklist of conclusions and recommendations that would be easier for the departments to implement. Don will provide the board with the following in the final report: 1. Comparison of utilities (square footage for electricity and oil) versus other counties. 2. Contacts for Johnson Controls, we now use ProControls. Burt Watson will compare the Jail and Nursing Home. Commissioner Long also asked about the boilers and their useful life. Don also said that the new building of the jail was air-conditioned. Something went wrong with the actuators, which is why they are ruined which is why the a/c and heat are so inconsistent. He felt we should switch over to electric A/C. Don Jutton said that someone isn't doing their job – we should have an organizational structure that fixes problems within the county with maintenance issues. We should have someone to run facilities maintenance to set up a system and know how to run the system. Christopher felt that Municipal Resources missed the target. He wanted comparative analysis with other like services, amongst the other counties.

Don Jutton said he wasn't going to leave until he had a clear directive on what the report did not provide. Don felt that he still did not have a clear understanding from the Commissioners what they felt they had paid for. Dick then wanted to know why the light on the root cellar is costing the county \$230 a month and he still hasn't gotten an answer. There was more discussion on the comparison of the other county jails and Nursing Homes. Don said that at least that could be easy to compare – waiting for Sullivan County to answer the survey. Dick Long asked about the three boilers in the Nursing Home. Why everyone except the home is complaining about too much or

too little heat. Christopher said we've had this issue the last five years and resolved itself in a unique way by the previous maintenance supervisor passing away. Don Jutton left saying he didn't have a clear directive.

### **Maggie Pritchard (Genesis) and Superintendent Richard Grenier**

***Funding Discussions and Issues at the Jail:*** There was discussion on Inmate O'Flarity who was in the jail on felony charges. He has been problematic with his behavior and everyday this has gotten worse. Lt White talked to Dr. Craig to seek some resolution. He refused to see inmate directly. Instead the Doc observed the inmate from a distance through a window and asked a few questions. Then O'Flarity assaulted two more staff members and started being self-destructive. So when Dr. Craig returned the next Thursday Lt White called Genesis to see who we should contact for mental instability. He spoke with a man and said that Dr. Barter was our point of contact. So the Dr., Nurse and Lt White spent several hours trying to get to O'Flarity without being assaulted so that they could give him meds. Lt White was under the impression that Genesis was our emergency point of contact for psychotic events. Lt White forced the issue with two deputies who took O'Flarity to the hospital to have him medically cleared. Then O'Flarity went to SPU (State Physic Unit) because LRGH said he was mentally unstable. Maggie said that Genesis has to have people cleared thru the hospital – need to be medically cleared to come here to do an IEA. No hospital will take w/out medical clearance. Dr. Craig is the general physician. If so, Genesis can send someone to do the evaluation and then move that person out. O'Flarity was pre-trial w/high bail. Maggie can put Dr. Barter back on the Genesis list but this will take a few weeks. Lt White and the Superintendent stressed that this needs to be timelier with better levels of communication and response between the Jail and Genesis. Dr. Barter needs to get privileges from Genesis again – it's an old issue that he's not on the list. Then they wouldn't have to transport inmate to the hospital – could evaluate him on premise and issue the order right then. Christopher would like they're to be a better level of communication between all parties. Maggie asked that the Jail give her one-week and then the commissioners would like to follow-up in two weeks.

On a different issue Christopher wanted to talk to Maggie about the demands on the county finances over the last few years. He went on to say the huge demands we've had in paying for health care and how the state is not reimbursing us in the area of the Nursing Home. We are now at a \$4 million dollar deficit. The commissioners are trying to find ways to either reduce expenses or increase the revenue stream. This is structurally changing our finances – and the Commissioners are looking at ways of making some changes. Because of this the board is looking at how the Outside Agencies are being funded. Christopher has already talked to Economic Development and now Genesis. He wants this discussion now to start planning ahead to be prepared for the economic realities – and to that end narrow the Outside Agencies funding. The tax base is hurting and we are in a deficit with the home. The board is giving all agencies the opportunity to look at their funding and plan it out for the future. The board felt that doing anything with funding in 2008 was too quick for them to react. It is no reflection of the work that Genesis does. This is simply an economic reality – and the board is trying to mitigate the increases now. Maggie said she appreciated the heads up and would deal with it when the time comes.

### **Richard Grenier, Superintendent Department of Corrections**

***Updates:*** Superintendent Grenier asked that the board catch up on signing the Correctional Officers certificates as follows: Glenn Keyes, Tanya Willis, Melissa Brace, Christopher Coffin, Gary Minery, Joshua Estes, Scott Salway, and Matthew O'Connor.

Rags wanted to get an approval on the new Electronic Control Devices (Taser) Policy, dated February 6<sup>th</sup>, 2008. The Shift Supervisor will authorize the use of the Taser during duty hours – it will be kept in the master control for emergency use only. The Community Corrections Officer will have the second Taser on his person at all times. This was compared with the Sheriff's Department policy as well. Christopher wanted to know if there were any civil rights issues with this policy? With no further questions Commissioner Long made a motion to approve the DOC Policy on Electronic Control Devices (Tasers). Commissioner Boothby seconded it for discussion. All in favor. **Motion carries.**

When the Jail had the problem with the battery backup a few months ago they also felt the Emergency Generator should be looked at. Just to give the board some background – the generator is an 18-year-old CAT twin turbo diesel generator that has never been serviced. When Gemini Electric came in to do the rewiring project and looked at the backup generator the automatic start key feature was either disabled or what have you. The Jail tests it once a month – when really it should be tested once a week. They reprogrammed and changed the battery. It's now fired up every Thursday at 10:00AM. Gemini felt the belts and everything needs to be serviced. Christopher wanted to know how much – Rags said \$2,500 but he got it down to \$1965. It will be incorporated into the general maintenance budget. If the thing were to be replaced it would be \$75,000. Commissioners instructed Rags to keep finding issues and fix them – things happen.

***Other discussions:*** The jail population hit 100 last weekends. Rags has his annual report ready to submit to Angela and the commissioners will notice the bookings went from 1955 to 1971 from the previous year. Intox's were up slightly. The female population has been a killer. Average daily population was 86 to 92, comparing 2006 to 2007. Rags will be coming to them reference adding onto the Jail at some point. The Bracelet program helps but employers want them to stay on longer. Christopher would like to see more advertising and positive press for the Community Corrections Officer. Don Lemay is out in the community trying to talk up this program and get employers signed on. There was more discussion.

Rags will plan to hire a part time maintenance person at \$15.53 to pick up some of the extra work building up with Harold getting the Court House Maintenance job. The Commissioners are fine with this.

Rags also mentioned he wanted some Public Relations once the new badges are in and staff are in new positions after Lt Ed White's retirement. Some ceremony with the wives would be very nice. The board concurred.

#### **Deb LaFlamme, Lori Ciraso, Diane Roberts and Nancy Cook**

***Proposal for new Nursing Home Model:*** There was discussion on the proposed new Nursing Model where there are two Unit Managers (one on east and west) and two charge nurses working underneath each of them. The flowchart was shared with some upgrades with these proposed changes. The ADNS position will be deleted which is the savings. Diane Roberts is the DNS, Dot Donaldson the MDS Coordinator, and Charlotte Flanagan the Staff Development/Infection Control/QA. The unit manager on east will be Jen Mahaer and on west is Sharon McCarthy. The Charge Nurse on east is Shelly Richardson and on west is Irene Hill. Hourly wages were discussed to make everything with the Nursing Home fair for the new hires and long-term employees. This whole model streamlines the process where the Unit Managers handle the paperwork and the Charge Nurses do the direct care. The savings are in the deletion of the

ADNS position. Christopher wanted to know how morale, teamwork and employees attitudes were holding up? Diane Roberts said that she has lots of people coming in for job applications. Still have two positions open on the 3-11 shift. This new model will provide continuity between the wings. We are using a lot less Agency as well. There was more discussion on who reports to whom. Skilled nursing was discussed. Nancy asked for approval to implement the new Nursing Model on February 11<sup>th</sup>, 2008 then begin to phase Lori Ciraso out. Lori would be at the home 1-2 days per week and additional training for the two unit managers and charge nurses. Mock survey results should be in any day. Commissioner Long made the motion. Commissioner Boothby seconded is for discussion. All in favor. **Motion carries.** Christopher thanked everyone and commended them for all their hard work.

**Other Business:** The new rates effective 2/1/08 were provided at \$146.67 per day per resident. Agency staffing to 1/31/2008 were at \$14,475.39. Then the next item was a brief discussion on the two applicants provided by Landmark Consulting for the Nursing Home Administrator's position. The applicants were Courtney Marshall and Paul Andrews. References were checked on both applicants. The Commissioners asked Diane Roberts her thoughts on both. Discussion ensued. Then Nancy thanked all the Nursing Home employees for all the hard work and support to her during the NH Administrators vacancy.

**Fitz Vogt and Elimination of the Dietary Contract:** At some point in 2008 the discussion reference the contract with Fitz Vogt will be brought back to the board. We are paying too much for a dietary contract when we could use our own personnel that are already certified.

### **Mr. Courtney Marshall**

**2<sup>nd</sup> Interview for Nursing Home Administrator's Position.** Introductions were made and the tape turned off for a quick break. There was discussion on whether the board should be in public or non-public. After the interview the board deliberated and the Commissioners felt he was a good fit for the Nursing Home. Courtney has 27 years of long-term care experience and knows a lot about skilled care. He lives in Grantham NH but would find a place here during the week and go home on the weekends. Christopher asked Nancy how much there was in the budget for the Administrator's salary for 2008. Nancy said \$83,000 approximately. He worked for Genesis at Sullivan County for a period of time under Ed GilDeRubo. Christopher wanted to know Courtney's philosophy of Nursing Homes and long-term care. Courtney felt the money generated in a health care system needs to be put back into the operation. This is why he wanted to work at the county level – the private sector looks too much at the bottom line and not necessarily at the residents. His mother was a nurse and his family owned nursing homes for a number of years. Courtney was part of the team that brought skilled care to Sullivan County. He would like to do the same for the Belknap County Nursing Home. They discussed his management style, philosophy, and relocation and how he would work very closely with all employees – not just management. They asked him his salary range which is between \$75-\$80.0K per year. Commissioner Boothby would like to offer \$80,000 with a 6 months probation. Commissioner Long made a motion to extend the job to Courtney Marshall based on Nancy's recommendation with a 6-months probation. Commissioner Boothby seconded is for discussion. All in favor. **Motion carries.**

Commissioners brought Courtney back in and offered the NHA position to him for \$80.0K per year with benefits with a 6-month probationary period. Courtney said thank you and immediately accepted the offer. The start date is Monday February 11<sup>th</sup>. He did say he needed February 19<sup>th</sup> off to take his wife to the airport. The board said that was no problem.

There will be a finders' fee to Landmark Consulting for referring Courtney Marshall, the cost of the mock survey, the cost to use Howard Chandler's license, and Lori Ciraso for the Interim DNS position.

**Harold Powell, Maintenance Superintendent:**

**Updates and Current Business:** Harold wanted to discuss with the board how he wants to save in two areas and spend in another area. First he wanted to officially thank the board for the job offer and acknowledge its acceptance of the position. He really appreciates their support. They discussed what is expected of Harold and the perimeters of the job.

**Avery's Courthouse Parking Lot Sweeping Proposal:** Can't believe we are paying someone to sweep the parking lot at the Court House. Harold's recommendation is to use inmate labor to sweep the lot thereby saving \$400. The Superintendent at the Jail also supports this idea.

**Superior Fire Protection Contract:** The Nursing Home pays \$1,400 a year, the Courthouse pays \$1,725 per year, and the jail is looking to sign a contract (they currently have no contract which is a real liability) for \$1,000 semi-annually or \$1,800 quarterly. Harold proposes that instead we do up one county contract with Superior Fire Protection for a total of \$2,762.50, versus the \$4,125. This would save \$1,362.50 a year. The board fully supports this idea.

**Jail Maintenance Computer and Internet Hookup:** The jail maintenance person desperately needs a computer to check parts, etc. and have access to the Internet. Currently using Harold's home computer. Either a new or used should be acquired. Nancy will take care of this issue for Gary Minery.

**Inmate Labor:** Harold just wanted to confirm that the board supported the use of inmate labor. The board supports this – it's a form of community service and saves the taxpayers money. None of the electrical panels in the Court House basement are marked. This is a huge issue. Over the next two years Harold will get these marked – it might take a while because they have to do it when the power is off but will get done.

**Municipal Resources:** Christopher would like Harold to take the draft report and start accomplishing the recommendations. Harold will continue to work together as a team to get the job done. He's very organized and will take each day at a time.

**Nancy Cook, County Administrator**

**County Attorney:** A letter from Jim Carroll letting the board know that Brian Beaupre has returned to work part time. Because this work is piling up and Jim wanted to know if he could use Ann Drouin, the Receptionist, to work extra hours to get over the backlogged paperwork? The board has no problem with this request. They would like to know from month to month where they are with this.

Several news articles were shared reference "Police Department congratulated for bravery in crisis" which was a letter the County Attorney wrote to acknowledge bravery in the Town of Alton.

**Service Link:** Lisa Morris sent over some information to Commissioner Daigeneault that he requested on the Public Health Regionalization Committee. The committee is a sub-committee of the Public Health Improvement Council and Lisa and Margaret Franckhauser sit on.

**Nursing Home:** A letter was provided to the board from Nicholas Toumpas, Commissioner of HHS. This letter entails the methodology of the rates setting and the new rates that will be in effect 2/1/2008. It also provides the CMI and acuity levels for all homes. Commissioner Boothby said so the HHS is decreasing our daily rate and increasing the budget neutrality. The only other issue was that another visitor to the Nursing Home fell in the parking lot. A copy of the incident report was provided to the Commissioners

**New Hampshire Association of Counties (NHAC):** Notes were provided to the board on the Meeting of the Commissioners' Council scheduled for Feb 1, 2008. The board looked at the spreadsheet provided by Ellen Ann on the Medicaid shortfall – deficit for each county and statewide deficit. The same spreadsheet will be prepared for 2007. All provided were notes from the Affiliate Presidents meeting with the NHAC Officers. This is information only. The last item was the latest on the lawsuit against the State reference HB2. The Association of Counties lawyer is Bob Dunn from Devine Millimet. Enclosed in the letter was the petitioners' motion to continue the merits portion of the hearing. Nancy reminded the board that this is under litigation and very little about it can be discussed.

**City of Laconia:** Nancy shared the letter from Seth Nuttelman from the City Water Department reference the pressure-reducing valve with the burst pipe on 1/24/2008. Our issue is that the City didn't flush the pipes properly before turning the water back on which seized up the valve. The repair cost us \$1,400, which we're trying to get the city to reimburse us.

**2008 NHAC Annual Conference:** The 2008 conference will be held at the Mt Washington Hotel in Sept/October. Sue Collins at Coos County has agreed to cosponsor the conference with Belknap County since Sullivan was unable due to some personnel changes. The Commissioners will discuss this more at some point. Commissioner Long made a motion to co-host at the Mt Washington Conference for 2008. Commissioner Boothby seconded. All in favor. **Motion carries.**

With no further business to discuss, the meeting was adjourned by unanimous vote at 11:25am.

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Nancy Cook, CA&FO

Attest: \_\_\_\_\_  
**Christopher D. Boothby, Acting Chair**

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**Richard W. Long, Clerk**