

Belknap County Commissioners Meeting

January 23, 2008

Commissioners Conference Room

Commissioner Daigneault called the Belknap County Commissioners meeting to order at 3:00 PM on the above date at 34 County Drive, Laconia, NH.

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

Attendees: Lisa Morin, Craig Wiggin, Carol Schonfeld, Lisa Morris, Richard Grenier, Bob Baranello, Lori Ciraso and Nancy Cook.

Minutes of the Meeting

Lisa Morin, Belknap County Conservation District Director

Meet and greet: Lisa wanted to come into to meet with the Commissioners and introduce herself (Lisa worked for Jan Hooper at BCDD for 5 years, left to go to Merrimack County for 5 years, and is now back). Lisa is the new Director for Conservation District. She said that Jan Hooper would be helping her out probably until June with the transition. Lisa is confident that programs will continue to run smoothly. Commissioners said that the Conservation does good work. Commissioners said that more publicity would make their programs stronger and make the public more informed as to what they do and what various projects are going on in the County. This would really give the Conservation District a boost.

Craig Wiggin, Belknap County Sheriff

Personnel issue: Craig said that it relates to Evelyn Sanville's pending retirement. Evelyn is one of those employees who are affected by the May 31, 2008 deadline for the health insurance subsidy. The NHRS has issues and this is one of the issues that go back for years. There is a sunset clause on those who are in group I that if you are vested and you don't retire by May 31, of 2008, that you will no longer be eligible for the post retirement medical subsidy as a retiree. That affects municipal county employees. Evelyn does not want to retire but feels like she has to for that reason. She will take 20 years experience and a person who does the work of two maybe three people. Craig says she is phenomenal and will be almost impossible to replace. Craig is not looking forwards to fill that slot. Evelyn has an incredible work ethic and more importantly, Craig wanted to broach the Commissioners that whom ever goes into that position will have a very steep learning curve. Evelyn is willing to stay on in a part time capacity. Craig would like to advertise that position and hire someone and have him or her work with Evelyn for a couple months to get him or her up to speed. Then, after that Eveyln is still willing to stay on part time. She can help when needed as far as workload, vacation, etc. Commissioners don't have a problem with this but don't want it to be dragged out more than a reasonable time frame. Craig is not looking to hire right now, but as Evelyn gets closer to retirement. If they can find the right

person and they are a fast learner, Craig can get them up to speed and gradually fade Evelyn's hours down. Then she can be called in one day a week, etc or fill in when needed. It may take a couple months to get that person up to speed. Commissioners are ok with this.

Carol Schonfeld, Human Services Administrator

Genesis: Carol gave the Commissioners the numbers with Genesis for 2007. The total billed to the County in 2007 was \$35,069.55. The County awarded (paid) \$27,500 to Genesis in total for 2007. Carol does the eligibility criteria of patients to determine what is allotted. There were some people that were billed for who exceeded the Medicaid limit. They were deducted before Carol paid the \$27,500. There was discussion. Commissioners asked to have Genesis into their next scheduled Commissioners meeting to have discussions.

Categorical programs: Carol gave the board the report after the November 2007 bill was paid. There is a \$75K surplus YTD. We still have December to go and Carol said that we have to remember that we have the four programs that have an additional month accrued. The numbers are still ok. Carol thinks that we should be somewhere around a \$43K surplus. Commissioners thought that was great.

Revised budget: After the November bill, Carol had to look at her proposed 2008 budget, which she gave several months ago with preliminary numbers. This will now need to be adjusted. There was discussion on the \$2.1 million (which is what the county would have to be paying because of the supplemental payments). Carol asked the Commissioners in an earlier meeting if they thought she should put money for that in the budget. The Commissioners decided no. These extra funds might bump the county up against our cap because of supplemental payments to be made. They have us up against a wall. Carol just wanted to go over it again. She was not sure where the Commissioners wanted to go with that.

The other item was the additional information that was revealed when they went to talk to the Senate Finance and said that they have \$3 million dollar error and they can't figure out where it is. It doesn't say what it is for it just says that there is \$3 million dollar error for services for 2007 that they cannot figure out. So the question becomes; is that part of Carols budget, etc and no one has an answer for that yet and Carol is nervous about it. There was discussion. Carol will have to add about \$254K to her budget. Carols budget is more conservative because of these open items and the Commissioners concur with that. It is better than having to go out for a supplemental. Carol will meet with her sub committee this week and wanted to make sure that Commissioners concur, be conservative. Commissioner Long made the motion for the record regarding Carols budget to take out the \$100K credit and add the \$254K. Commissioner Boothby seconded. Unanimous. **Motion carries.**

Lisa Morris

Updates on Public Health Awareness Program: First, Lisa wanted the Commissioners to know that they moved their offices over to 67 Water Street. That doubled their size. Now they have Service Link, the Public Health Awareness and they will be doing a substance abuse prevention community change program. So it will all be under one roof. Lisa explained a little about the substance abuse program. This will be run through the Feds and what they will be doing is taking about 8 months to a year accessing communities within Belknap and Carroll County. Then they will help these communities change and work together on these issues. Lisa also came to the Commissioners to give them a quick update on the progress of the Public Health Awareness Program. Lisa wants to make sure that the County Commissioners are kept closely up to date on

this program for the future. Lisa gave them an overview of the progress from inception to current and also goals for the future. Lisa told the Commissioners that the State is still looking to regionalize this program. Commissioners have concern with this and made it clear to Lisa that it is not going to happen. Lisa also talked about other options that they are talking about with the State that will try and branch this out to various regions. Commissioners said that there are too many duplications of services. Why reinvent the wheel and we should use the resources that we already have. Commissioners said that it sounds like an unfounded mandate to them. There was discussion. Commissioners thanked Lisa and appreciate the updates in monitoring the Program.

Richard Grenier, Superintendent of Department of Corrections

Promotion: Richard came back to the board based on a previous recommendation to let the board know that promotion board recommended hiring Jamie Laramie for the Sergeants position. Richard also told the Commissioners that they were all outstanding candidates that applied. Commissioner Boothby made the motion to support the promotion of Jamie Laramie to Sergeant based on the recommendations of the Superintendent through the promotional board process effective March 1, 2008. Commissioner Long seconded. Unanimous. **Motion carries.**

Population: The population is currently at 82.

Retirement: Richard talked briefly to the Commissioners about retirement. He has been a part of the New Hampshire retirement system for so long, it may be more beneficial for him to retire. He wanted to briefly discuss retiring in place and the scenario that he has come up with. Also, if he were to retire in place, the county would not have to pay for healthcare, etc. There was discussion. Superintendent also needs to meet with the retirement board. Commissioner Long and Boothby see no problem with this but want to discuss it when Chairman Daigneault returns from vacation then the full board can discuss with the Superintendent. Richard also wants to talk to Chairman Daigneault about this.

Lee Moore and Lori Ciraso, Landmark

Updates and mock survey: First, Lee and Lori wanted the Commissioners to know that the staff has been just fantastic at the Nursing Home. They have been very receptive and have worked very well with Landmark. There have been no difficult personalities to deal with and that has been very impressive. Overall, things are going really well at the Nursing Home. They worked with a few department heads to give them some info around how the actual survey goes, etc and they found useful. There were some issues within some systems that need to be tightened up. There were not too many surprises for the staff; these were things that were already recognized and being worked on. Landmark is in the process of redoing some of these with the management team at the home. The falls program needs to be improved and easier to follow. The resident health book had a couple things that needed to be improved as far as the flow of paperwork. There needs to be follow up on this item also. Right now there isn't any. Commissioners asked about a Med pass. That has not been monitored yet. Patty from Landmark will be back here Friday and Lee recommended that she spend time on each unit doing med pass. There were some issues with the MDS coding. Some of that is in the assessments and the way that they are designed. More attention to detail needs to occur in this area. Nancy would like to discuss this with the Commissioners more at a later time.

Lori said that there are some issues with documentation that she will address. There was discussion. Commissioner Long asked that if the State were to have come in today, how long would it have taken them to do the survey. Lee said that she would imagine about 3 days. The

mock survey that was done by Landmark today would have covered most items that the State would cover. Commissioners just wondered what did we miss compared to what they look at. The State does it differently when they come in. First the look at the reports off of the MDS, then identify what the high-risk areas are. That is what Landmark did. There was discussion. The next phase that the State would address is scope and severity and that takes a little bit longer. There were discussions. Commissioners told them that this was good work today and thanked them for their help.

Nancy Cook, County Administrator and Finance Officer

Deeds: There was a memo from Barbara Luther to the Commissioners regarding a conversation she had with the Commissioners on 01/09/2008 to let them know that she is appointing Judith A. Kelley as her Deputy Registrar. Barbara is asking for an upgrade from a GR8/STEP3 to a GR10/STEP4. There was discussion. Commissioner Long made the motion to approve an increase for Judith Kelley, Deputy Registrar of Deeds to be at a Grade 10, Step 1. Commissioner Boothby seconded. **Motion carries.**

Nursing Home: There was a copy of the letter that the Commissioners signed that was sent to Penny Taylor and the Board of Examiners of Nursing Home Administrators along with a copy of Howard Chandlers license.

There will be a second Nursing Home Sub Committee meeting on February 4, 2008 at 3:00 PM to finish the budget.

At 2:00 PM tomorrow, there will be a meeting in the multipurpose room. This meeting is to inform the BCNH staff regarding the recent Administrative changes so that everyone is aware of what is going on.

They are also sending out a newsletter type document every week titled Belknap Updates so that staff and all employees are involved and everyone at the Nursing Home stays informed to what is happening at the Nursing Home.

There were updates on the Nursing Agency totals year to date for the Commissioners to review.

CDBG: Nancy needs to get a motion for a Financial Management Plan Regarding the current CDBG for the flooding that the County supported. Nancy needs all three Commissioners to sign. There was discussion. Commissioner Long made the motion to approval the signatures on the Financial Management Plan for the CDBG Funds and also to approve the signatures on the code of ethics, conflict of interest portion as Nancy discussed. Commissioners Boothby seconded. Unanimous. **Motion carries.**

New Hampshire Retirement System: There was a memo dated 1/11/2008 regarding potential litigation. Gilford, Laconia and even Meredith are interested in joining this conglomerate of people regarding litigation. The Association of Counties is going to agree with it and they wanted to know if the Commissioners might be interested in joining? Our cost to join will be \$2904.25. Commissioners think that we should do it. It is affordable and it is solidarity with the county members and they think that Belknap City should do it. There was discussion. Commissioner Long then made the motion to fund \$2904.25 to fund Belknap County participation in the lawsuit **pending the majority member ship of the New Hampshire Association of Counties.** Commissioner Boothby seconded. Unanimous. **Motion carries.**

NHAC Annual Conference: Nancy let the Commissioners know that she received an email back from Sue Collins of Coos County. Sue responded that the Coos County Commissioners agreed to co-sponsor the NHAC 2008 Annual conference if it is held at the Mount Washington if Belknap County wishes to have a co-sponsor. (Sullivan was supposed to host the Conference this year but due to the fact that their Administrator resigned, they backed out of sponsoring the 2008 NHAC Annual Conference. So, the NHAC was looking for another host County). Belknap County Commissioners will meet at the Mount Washington with Coos County Commissioners and the NHAC when Commissioner Daigneault returns to discuss this before any decision is made.

Maintenance: Commissioners discussed the maintenance position and Harold Powell. There was discussion. Commissioner Long proposed hiring Harold full time for the position of Maintenance Superintendent with a one-year probation as recommended by Nancy Cook. There was discussion on salary and it was decided that they would start Harold at \$50K with a review for a raise in 6-months. This will be effective February 1, 2008. Commissioner Boothby seconded. Unanimous. **Motion carries.**

With no further business to discuss, the meeting was adjourned by unanimous vote at 6:00 PM.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip P. Daigneault, Chairman

Christopher D. Boothby, Vice Chairman

Richard W. Long, Clerk