

Belknap County Commissioners Meeting

January 9, 2008

Commissioners Conference Room

Commissioner Daigneault called the Belknap County Commissioners meeting to order at 8:05 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, David Barry, Donna Lane, Linda Harvey, Bob Reals Jr., Barbara Luther, Carol Schonfeld, Christopher Rogers, Bernard Gray, Bob Baranello, Lee Moore, Lori Ciraso and Nancy Cook.

Minutes of the Meeting

Superintendent Richard Grenier and Lt Dave Berry, Department of Corrections

Updates and current business:

1. Dave Berry is the new Lt. replacing Ed White who retires the end of February 2008. His rate of pay was discussed. Rags proposed that Sgt. Berry be moved to Grade 11, Step 3 for a 120-day probationary period. At the successful conclusion of that period, he would advance to Step 4. Commissioner Boothby made the motion to accept the Superintendent's recommendation. Commissioner Long seconded. All in favor. **Motion carries.**
2. Jail population is currently at 89 long-term inmates.
3. There will be a promotion board to choose the new Sergeant this morning at 10 AM. There are two candidates for this position. The board will leave the Sgt's nomination to his discretion. The Superintendent will come back at the next meeting with his recommendation.
4. Rags needs a motion to hire a new Corrections Officer by the name of Casey Bean. He is an outstanding candidate and would like approval from the board and a recommendation that he be hired. Commissioner Boothby made the motion to approve the appointment of Officer Casey Bean. Commissioner Long seconded. All in favor. **Motion carries.**
5. The Jail is looking at changing the inmate-booking package to Digital Solutions from Tenetics. We previously had a 5-year contract but the contract is up the end of May. Digital Solutions will give us a kiosk in the lobby so people can deposit money in the inmate's accounts. The payback is the phone business – they take a cut.
6. Rags requested the following transfer: \$10,000 to 6100-0591 (Maintenance) to 9900-0001 (Commissioners Contingency. This is an emergency fix due to the control panel backup shorting out and burning up numerous locks. Commissioner Boothby made the motion to approve the transfer. Commissioner Long seconded. All in favor. **Motion carries.**

7. The Laundry was discussed at some length. As of 1/1/08 the Jail will provide one person combined with the three nursing home employees. There was a housekeeping position that opened up so the laid off laundry employee too that job.

Donna Lane, Linda Harvey, Bob Reals Jr.,

CDBG Public Hearing: Commissioner Boothby opened the CDBG public hearing at 8:30 AM. Informational packets were available for the public. Donna Lane explained the CDBG funding request, CDBG funds are available to municipalities to economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate-income persons. CDBG application proposals are submitted to the NH Community Development Finance Authority (NHCDFA). Up to \$500K annually is available on a competitive basis for housing and/or public facilities, economic development and emergency activities that directly benefit low and moderate-income persons. Up to \$12K is available for feasibility study grants. This proposed CDBG housing application is a request for \$500K. The County (BC) will retain \$25K administrative and remaining \$475K will be sub granted to LACLT towards the rehabilitation and acquisition of the Cook Building at 614 Main Street, Laconia, NH. The building houses 11 apartments and 4 commercial units. Upon rehabilitation, 8 of the units will be affordable housing for low and moderate-income households. This project conforms with Belknap County's Housing and Development Plan's Goal of: Encourage municipalities in Belknap County (BC) to facilitate adequate, safe and convenient housing for all age and income groups, and encourage municipalities to support local projects as appropriate, that encourage full use/occupancy of historic structures to retain and enhance their economic viability and insure that that significant historic and architectural sites in BC will be preserved and maintained.

They are respectfully requesting \$500,000. Commissioner Boothby thanked Donna for outlining their request and then asked if there were any public comments. There were no public comments. Commissioner Boothby made the motion to approve the funding request of \$500K for through the CDBG for the Cook Building, 614 Main Street, Laconia, NH and to approve the submittal of the application and vote to authorize the Chairman to sign and submit the application and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Long seconded. All in favor. **Motion carries.** This public hearing was closed at 8:35 AM.

Commissioner Boothby then opened the second public hearing at 8:35 AM and the Housing and Community Development Plan was discussed. Commissioner Boothby then asked if there were any public comments. There were no public comments. Commissioner Boothby then made the motion to readopt the Housing and Community Development Plan. Commissioner Long seconded. All in favor. **Motion carries.** The public hearing was closed at 8:36 AM.

Commissioner Boothby then opened the third public hearing at 8:36 AM and the Residential Anti-displacement and Relocation Assistance Plan was discussed. Although this project does not involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation, they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. Commissioner Boothby then asked if there were any public comments. There were no public comments. Commissioner Boothby then made the motion to readopt the Residential Anti-displacement and Relocation Assistance Plan. Commissioner Boothby also wanted to state for the record that no one would be displaced during this project. Commissioner Long seconded. All in favor. **Motion carries.** The public hearing was closed at 8:38AM.

The CDBG Public hearing portion of the 01/09/08 Commissioners Meeting was concluded at 8:40 AM.

Conference Call with Don Jutton at Municipal Resources Inc.

Maintenance Consolidation Survey: The Commissioners were very dissatisfied with the draft report that was provided. They felt the proposal was all fluff and not worth the money paid. The items that need to be looked into are: 1) More efficient operations 2) Energy efficiency 3) Electricity and 4) Who is in charge of all maintenance (insider or outsource). They then called him on the phone. Don Jutton said, in his defense, that they are not energy engineers. Commissioners wanted more strategic answers – not that the cracks in the parking lot or old ceiling tiles need to be replaced. Commissioner Long wanted to know why they didn't discuss the complexity of the whole complex being outsourced. This was never addressed in the report. Burt Watson said that no one wanted the job – used to be Johnson Controls. The board would like Municipal Resources at the next meeting (on 1/23/08) to discuss this further.

Bob Baranello, Landmark Health Solutions

Updates: A mock survey has been scheduled with Landmark for January 23rd. This is completely supported by the board to see if we are survey ready. Bob shared the recommendations by the Focus Group from Landmark as of 1/4/2008. The consultant is Lee Moore. Commissioner Long made a motion to enter into Non-Public Session per RSA 91 A3, II. Commissioner Boothby seconded. Commissioner Daigneault took a polling of the board. Unanimous. **Motion carries.** The Board was in a non-public meeting at 8:50 AM.

At 10:28 AM, the board concluded non-public session by unanimous vote and was back in a public session. While in non-public session, no actions were taken and no decisions were made. Commissioner Long then made the motion to seal the minutes of the non-public session. Commissioner Boothby seconded. Unanimous. **Motion carries** and the minutes have been sealed.

Bud Gray, Nursing Home Administrator

Updates: Bud Gray tendered his resignation to the board of Commissioners for personnel reasons. There was discussion.

The Belknap County Commissioners accepted the resignation of Nursing Home Administrator Bernard (Bud) Gray effective immediately – this was in the best interest of the home and wished him well. Commissioner Boothby made the motion to accept Bernard Gray's resignation. Commissioner Long seconded. All in favor. Unanimous. **Motion carries.** Nancy walked Bud Gray back to his office and in parting; Bud indicated that he would be available by phone if they had any questions. The Commissioners would like Nancy to contact Landmark, the State, Bob Hemingway, and Lori Brown. The Commissioners then instructed Nancy to summon all Nursing Home Department Heads for a quick meeting with the board. The formal announcement was made that Bud Gray had resigned.

Barbara Luther, Registrar of Deeds

Office Policies:

1. The Commissioners first wanted to congratulate Barbara on the well-deserved promotion.

2. The board doesn't want to tell her how to run her office but wanted to go over some procedures that other departments comply with. Office policies – 8am to 4pm with a 30-minute lunch. If the Deeds employees want a one-hour lunch they come in at 7:30 am and stay until 4:30 pm. Also discussed holidays and the closure of the Deeds office.
3. Susan is interested in the bookkeeping and recording position but she needs some training. Barbara is interested in training her – can she be given more money? Commissioners would like the training to be done first and then come back with a proposal with a possible upgrade.
4. Deputy Judy Kelly's rate of pay was discussed. There was discussion of where she is on the pay scale and where she will go. Barbara will come back with an upgrade proposal.
5. Coverings in vault – inspect things that are supposed to come down – ok in case of an emergency. Call Harold and have him help you. The file cabinets for archives – Commissioners recommend Barbara call Jack Ellsworth at MacDurgin for a price. Need water protection.
6. Several recent articles were shared with the board reference the appointment of Barbara Luther as the Commissioner Registrar of Deeds.

Carol Schonfeld, Human Services Administrator

Updates and Current Business

HB2 – There was discussion with the board on the parental cases that Carol still has open through June 30th. As of July 1st the state will pick up all new parental reimbursement. Carol recommends that we use 2007 figures on Skilled Care, Drawback and Duals. There is still an issue on the outstanding amounts that the counties owe. We should still book the children expenses and not pay without a bill. Business as usual. Carol doesn't feel that Belknap County should negotiate. George at Strafford feels we can still negotiate – runoff. We are done – the counties need the backup and we should stand firm and not negotiate. There is a \$2.1 million supplemental for the Nursing Homes divided by 10 counties. This is extra money from the state – not Proshare. Nancy will look into this.

Carol provided the Human Services Affiliate Proposal as follows:

(Response to 1/2/08 DRAFT “Memorandum of Agreement” proposed by DHHS)
January 9, 2008

The Human Services affiliate of the N.H. Association of Counties has discussed the MOA that was drafted by John Wallace, DHHS. We wish to make the following recommendations:

1. Re: Transition Billings

The counties will pay charges that appear on state bills through the June, 2008 state bill at the percentage share that currently exists in FY08, for the categories of OAA, APTD, Medical Surcharge, INC, DCYF, HCBC, PP, Rate Setting, and Clawback. Charges for categories of services OAA, APTD, Medical Surcharge, DCYF, PP, and clawback which do not make the cut-off for the June, 2008 state bill will become the liability of DHHS at 100% of the non-federal share.

On the July state bill, counties will pay charges for INC, Rate Setting, and HCBC with dates of service in FY08 or prior, at the FY08 percentage shares. Any charges for INC, Rate Setting or HCBC dates of service that fall in FY09 will be paid at the HB2 prescribed percentage, of 100% of the non-federal share.

2. Re: Parental Reimbursement

Regardless of whether the Department determines that, after July 1, 2008, it will collect parental reimbursement, counties should continue to collect parental reimbursement on all cases that are open as of June 30, 2008. We should continue to receive credit for 25% of the reimbursement received, plus a 15% administrative fee. This will necessitate the HB2 study committee to create statutory language giving the counties authority to appear in court on behalf of the Department for parental reimbursement cases. Counties also need to be able to access payment histories in the DCYF Bridges information system in order to calculate length of reimbursement and the overall cost of the case.

Re: County Deductions

Counties will work with DHHS to resolve the Skilled Care, Clawback, and Duals amounts that DHHS shows as being outstanding. Counties have worked for over a year with DCYF to resolve the billings of old charges. We believe that we either approved for re-billing, offered negotiation for disputed claims, or paid all of the outstanding charges for which we are liable.

Re: Recoveries

The HB2 committee should clarify that any recoveries for nursing care services or HCBC services should be credited to the counties at 100% of the non-federal share after July 1, 2008.

Angela Bovill, Administrative Assistant

United Way Campaign for Belknap County: Angela has the meeting dates scheduled for presentations to county employees from the United Way representatives. Angela will be obtaining raffle items for employees who contribute. Angela wants approval from the board on what she authorizes her to expend and to offer as incentives for the employees. Commissioners concurred that they will give away 10 total, 4-hour slots of paid time off. Angela thinks it is better to offer to those who contribute \$25 or more. Commissioners concur. Commissioners also authorized the expenditure for Angela to obtain gift cards for employees to be put into a drawing to win. This raffle will be open to all who contribute.

Nancy Cook, County Administrator and Finance Officer

Updates and Current Business:

1. The **City of Laconia** requests the honor of the Commissioners presence at the Inauguration of Mayor Matt Lahey. This is scheduled for January 14th at 7:30 pm in the Belknap Mill. The Commissioners told Angela they would be unable to attend.
2. **Deeds:** Barbara Luther as Registrar and Judy Kelly as Deputy Registrar will be taking the oath on Friday, 1/11/08 at 8:30 am in the Superior Court. The board asked that Angela contact the Executive Committee.

3. **Citizens Council:**

Belknap Citizens Council on Children and Families cordially invites the board to join them at a Retreat on January 18th 2008 from 8am – 3pm at the Woodside Building at the Taylor Community in Laconia. The Commissioners are unable to attend – please send their regrets.

Citizens Council Line Item Transfers: Al Robichaud requests that \$48.00 be transferred from 4102-0431 (Books and Pubs) to 4102-0411 (Awards and Retirements). This is to meet expenses for the remainder of the fiscal year. Commissioner Boothby made the motion. Commissioner Long seconded. All in favor. **Motion carries.**

4. County Attorney: Line Item Transfers: Jim Carroll requests that the board transfer \$200 from line item 4110-0431 (Meetings and Training to line item 4110-0431 (Books and Pubs) and transfer \$50.00 from line item 4110-0540 (Meetings and Trainings) to 4110-0550 (Vehicle and Travel). Commissioner Boothby made the motion to approve. Commissioner Long seconded. All in favor. **Motion carries.**

5. Sheriff's Department: The accident report that Deputy Mike McCarn had prepared on the cruiser accident was shared with the board. He was rear ended while transporting an inmate. Mike was fine and a bit shook up. Cruiser had minor damage that the insurance covered.

6. Nursing Home:

Chris Rogers is looking at an Ozone Study for the Laundry Department. He will put together a report with numbers and references and do a presentation at a future meeting. This could even save us money on fuel – due to using less hot water.

The County prevailed in the tuition reimbursement case with a former employee. The total award is \$15,756 and this former employee will pay the county \$250 a month until paid in full. We did not receive attorney's fees but did receive interest.

Nancy shared the memo on rates effective 2/1/08 from the State of New Hampshire dated 12/31/2007. The proposed rate is \$140.92 per resident, per day.

Pooled or Agency total to date is \$392,392.39 for budget year 2007.

Bud Gray shared with the board the letter (dated 12/4/2007) notifying HHS that Lori Ciraso is the Interim Director of Nursing Services for Belknap County.

Darlene Clark, LPN, received the Gordon Bartlett Humanitarian award for 2007. The honor is given to an employee who demonstrates the nursing home's core values of reverence, integrity, compassion, and excellence.

7. **CDBG on the New Hampshire Alliance of Regional Development Corporation** for \$220,000. Commissioner Long needed to be refreshed on what this CDBG was for? Nancy said the funds are awarded to 11 regional development corporations for capacity buildings and to spur economic development in each county. Each RDC is required to document the use of funds and the creation of one job. All eleven jobs will benefit low/moderate income employees.
8. **CDBG on Laconia Housing Area Rehab of the Cook Building in Laconia:** The public hearing notice was in the Citizens paper for the public hearing. Also shared was a news article on the Laconia Area Community Land Trust being named the Citizen 2007 Newsmaker of the Year award.
9. **Laconia Airport Authority:** A letter from Mayor Matt Lahey to the DES Wetlands Bureau contesting that the City has complied with the outstanding remaining issues reference wetlands at the Airport. The state is still playing games with the airport. See attached.
10. **Lakes Region Women's Achievement Awards:** ZONTA Club of the Lakes Region is recognizing women in the local area. A \$1,000 cash award will be awarded to the organization of the winner's choice. The deadline is January 21, 2008.
11. **Cooperative Extension:** Amy Ouellette from the Coop presented the Commissioners with a \$7,447.22 check in unspent 2007 funds. The board thanks the Coop for all their hard work.
12. **Subcommittee Hearings:**
 - a. Outside Agencies: 1/14/2008 at 1pm (Laurie Boyce)
 - b. Lakes Region Mutual Fire Aid: 1/11/2008 at 9am (David Russell)
 - c. BCEDC: 1/11/2008 at 9am (John Thomas)
 - d. Belknap County Citizens Council: 1/11/08 at 2:00 pm (Chuck Clark)
 - e. Law Enforcement: 1/18/2008 at 2:00 pm (Don Flanders)
 - f. Court House: 1/25/2008 at 9:00 am (Frank Tilton)

13. **Ferdinando Insurance:** Nancy shared a copy of the summary of insurance for 2008. We saved \$4,502 in the premium from 2007.
14. **Moody's Upgrades Belknap County from A1 to A2:** Some good news Nancy wanted to share with the Commissioners. This will help us with future borrowing rates.
15. **Genesis:** Maggie sent over a copy of the Genesis annual report for the Commissioners review.
16. **2008 Budget Passage:** The Chair of the County Convention has set February 19th, 2008 as the night to pass the 2008 budget. Please post this date.
17. **2008 NHAC Annual Conference at the Mount Washington.** It was discussed of the possibility of Coos and Belknap co-hosting the conference since Sullivan County can't. It was indicated that the Mt would honor the prices of two years ago.
18. **Primex:** The Commissioners would like Nancy to contact Nick at Primex to conduct the personality profiling and interviewing with the next Nursing Home Administrator.

With no further business to discuss, the meeting was adjourned by unanimous vote at 12:00 pm.

Nancy Cook, CA & FO

Attest: _____
Philip Daigneault, Chair

Christopher D. Boothby, Vice Chair

Richard W. Long, Clerk