

Belknap County Commissioners Meeting of July 30, 2008 Commissioners Conference Room

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

Members present: Commissioner Philip Daigneault, Chairman and Commissioner Christopher Boothby, Vice Chairman. Commissioner Richard Long, Clerk was on a scheduled vacation.

Attendees: Commissioner Nicholas Toumpas, Sheriff Craig Wiggin, Brian Loanes, Courtney Marshall, Debra Laflamme, Christopher Rogers and Debra Shackett.

Minutes of the Meeting

DHHS Commissioner Nicholas Toumpas

State level update: Commissioner Toumpas informed the Commissioners that the State is in the process of changing their chart of accounts. These accounts will be at a much more detailed level. They are implementing on August 1, 2008 starting with Administrative systems. At this point, it is just the budget system that is being implemented. The Finance system may not be affected until the first quarter of 2009 calendar year. This will be challenging for everyone.

2010 and 2011 State budgets: Commissioner Toumpas along with the other Commissioners in the State will be meeting with the Governor to talk about issues related to the budget. The budget Director will provide some guidance for the 2010 and 2011 budget. The pressure is on and these budgets will be very lean given the nature of the times, price of food, gas and oil, healthcare, etc.

Fuel Assistance: A meeting was held recently in the Governor and Council chambers, which was attended by various agencies, oil companies, etc. They collectively met to discuss what the issues are, what the needs are, price of gas, mortgages, childcare, etc. There is an influx of more people asking for assistance who can't make things work. (Last year they served 35 thousand people and this year they expect it to be over 50 thousand). Costs continue to rise in all areas and everyone wants to know what the State will do. The State is very concerned with the winter coming and families and elderly with the rising costs of virtually everything. This is not a cycle but rather a shift into a long-term trend. (The demand side will not abate). The State is gathering with CAP agencies, oil companies, and various agencies to quantify the demand and need. This is not a one size fits all situation.

Long term care coordinator (LTC) program: Belknap County was the pilot project for the LTC and other counties followed suit. It was a great program, Commissioner Boothby and Daigneault expressed that the only problem was that the County had all the responsibilities but had

absolutely no authority. That is why the County terminated that contract with the State. This may be a topic that will be revisited in the future.

Investigation of employee: After complaints were received, the County conducted an investigation of a nursing home employee. In addition, three State agencies conducted investigations, each with different findings. The inconsistencies have created a personnel problem for the county. The Commissioner agreed to research.

Goals moving forward: Commissioner Toumpas wants to have a mindset and cultural change this is part of his goal. This is why he is trying to get out there and talk to people one on one so that he can address some of these issues and change some protocols and procedures for more consistency and communication. Commissioners thanked Commissioner Toumpas for coming in. This was a positive start towards a working relationship and some insight to forthcoming changes.

Sheriff Craig Wiggin

Tree pruning/removal: The Sheriff came to the commissioners with a request to remove select trees for security purposes between his parking lot and the Department of Corrections. The trees have become so grown, that they need to be thinned out for security reasons. The Sheriff is requesting permission to obtain proposals for the tree work. They won't take all the trees down because it would be too bare, but to thin them out would be his request. This should not cost a lot of money. Commissioners authorized the Sheriff to get bids and bring back before the Board with his recommendations.

Portable ID unit: The Sheriff told the Commissioners that he was looking to buy a new portable ID unit (digital ID maker to make laminated license style id's). He could purchase one for around \$300-\$400 dollars. The Sheriff suggested all departments could have access by way of making id's for every employee. In this day and age, it is prudent for all employees to have a photo ID for security and safety reasons. Commissioners asked what the nursing home uses. They have some sort of badge maker because all of their employees where them around their necks. Commissioners want the Sheriff to check with the Nursing Home Administrator first to see if that is something that we can all use before we go buy one. The Sheriff said that for security reasons, all employees should wear a picture ID. Commissioners concur.

Brian Loanes, Restorative Justice Director

Discussion on program: Commissioners had the Mr. Loanes in for ongoing discussions on the restorative justice program. Commissioners shared some feedback that they have received from different sources with Mr. Loanes. Mr. Loanes said that different people have different philosophies and perceptions of things. There was discussion. Commissioners told Director Loanes that if he needed to make changes, to do so accordingly. Director Loanes agreed that it is always good to re-evaluate the program and he has some new ideas for revenue sources. Commissioners will anticipate that information in the up coming budget process. Commissioners told Mr. Loanes the same thing they have been telling all the department heads which is that they will be re-evaluating the whole budget process this year.

Courtney Marshall, Debra Laflamme and Christopher Rogers

Update on State and DHHS: Commissioners updated Mr. Marshall on their meeting with Commissioner Toumpas this morning.

Bed hold policy: The Nursing home is in the process of revising this policy and Mr. Marshall gave the Commissioners a draft of where they were going with this. The practice has been not to charge for the 10-day bed hold. Under law, we are allowed to charge. The Nursing home is full and the beds now are more of a fleeting commodity because of the census. It doesn't make sense to do this when there were empty beds in the home, but that is not the case anymore. There was discussion on private pay versus Medicaid. Commissioners feel that \$100 per day is a fair amount. Discussions ensued. Motion made by Commissioner Boothby and seconded by Commissioner Long to implement the \$100 per day fee (start the first day out) for bed hold up to 10 days subject to the Nursing Home Administrators discretion on the ability to pay. **This \$100 fee is for private pay and for Medicaid.** Unanimous. **Motion carries.**

Ozone savings: Christopher Rogers gave the Commissioners an update on the savings thus far since switching to the Ozone System. The original projection was to save \$20,582.24 in the first year after installing the Aquawing Ozone System. (13.5 ROI) The 6-month figures show a savings of \$13,128.05, which is a ROI of 10.75 months. This is fantastic and the savings have been tremendous. Commissioners are very pleased.

Cardboard Recycling: Mr. Rogers stated that they estimate that 40% of waste at the Nursing Home is corrugated cardboard. (They are testing that now) If you remove it from the waste stream, the found accompany out of Massachusetts called Yorkshire Paper Corp, would come here and install a baler and set it up in an area inside the garage. Then, they would purchase the county's corrugated cardboard. Commissioners love it and want to know how we can make this program countywide. Mr. Rogers said that he spoke with Harold Powell; the courthouse will save and then bring up here when they have a load.

The company will charge the county \$20 per month for a rental fee for the baler. Once you have 5 bails gathered, they come and pick it up and take it away. They pay \$65 per ton. If you deduct the cardboard out of the waste stream, we could drop Waste Management down to two pick ups per week, which reduces the monthly bill by \$325 per month, that is also a huge savings.

Commissioners want Debra to bring this up at her next department head meeting so that we can get full participation here in this program. Mr. Rogers said that the agreement that the company is proposing is for four years. Mr. Rogers is still obtaining clarification with a few items on this agreement. Mr. Rogers will bring back the information to the Commissioners before any agreement is signed.

The only cost associated with this would be the purchase of a pallet jack, which will be around \$200-300 dollars along with the electrical and the disconnect that needs to be installed in the garage which will be \$300-\$500. Mr. Rogers has the money in his budget. Again, Commissioners want everyone to know that we will now have a pallet jack for the county in case any department has a need for it's use.

Commissioners said this is good thinking and what the county needs to be doing as an organization. To find a way to do the right thing by the environment, to save money for the county, is great. Commissioners told Mr. Rogers that he is to be commended. We need more of this.

Debra Shackett, County Administrator and Finance Officer

County Attorney: There was correspondence relevant to Mr. Lambert and Mr. Tardif's lawsuits and the County Convention for the Commissioners to review and be informed.

Human Services: Ms. Schonfeld forwarded an update for her department dated 7/29/2008. Ms. Schonfeld is very concerned about receiving the June bill in July with the higher rate, which is a shock. Commissioners saw that in the newspaper and were wondering what is going on. The NHAC is working on this issue. Ms. Schonfeld also forwarded an update on the categorical programs as of the May 2008 State bill.

NHAC: NHAC forwarded the award packets for the 2008 Annual conference in October. Belknap County needs to pick a representative for that Committee. It has always been Commissioner Boothby in the past. There was discussion. Commissioner Boothby will represent Belknap County again this year. Ms. Bovill will let Betsy Miller at the NHAC know and distribute packages accordingly.

Maintenance: Ms. Shackett gave the Commissioners the copy of a proposed job description for the Maintenance Director. Commissioners said that it looks great. This request was based on conversations at a previous Commissioners meeting. Ms. Shackett also talked with everyone involved on how reporting structure will work from now on. All were optimistic, on board and willing to work together.

Ms. Shackett informed the Commissioners that Harold Powell is expecting a quote from CCI Friday of this week for the arched entrance at the Courthouse.

Right to know law update: Representative Thomas asked Ms. Bovill to distribute the updated Right to Know Law that became effective July 1 2008 in an effort to keep everyone informed.

Motion to approve minutes: Motion made by Commissioner Boothby and seconded by Commissioner Daigneault to approve the 7/2/08 non-public minutes, the 7/16/08 public minutes and the 7/16/08 non-public minutes as prepared. Unanimous. **Motion carries.**

Finance updates: Ms. Shackett has Unifund coming on Thursday for the day to train her on the software. Ms. Shackett still would like to purchase a laptop as discussed with the Commissioners. Commissioners said that there is money in the Finance Budget and told Ms. Shackett to go ahead and order a laptop. The computer that is currently in the office is very old.

Ms. Shackett will attend the NHAC meeting on Friday in Concord. This will be her first meeting and the Superintendent of the jail will accompany her.

Ms. Shackett and Ms. Mora met with our representatives from Citizens bank last week. Ms. Shackett was able to get a feel for the accounts, what the accounts are, they showed her how to look up balances online and how the sweep accounts are working, etc. Debra told the Commissioners that the County will need to borrow money soon (TAN) as we are down to approximately \$3 million. On August 20th Ms. Shackett has a meeting with Chris Therian and Bill Fazzioli to discuss tan anticipation notes (tan).

Ms. Shackett contacted our Auditor from DRA for discussions. Lastly, Ms. Shackett forwarded a draft of the supplemental sick leave policy to Anna Marie from the SEA and is waiting for a response.

Ms. Shackett also suggested that the meetings would be more efficient if the Commissioners had packets containing all documentation to read and review prior to the meeting. The department heads would have to submit their information a little earlier so that packets could be out together

for the Commissioners to pick up earlier in the week. Commissioners feel this is a great idea and they are all for it. They want Ms. Shackett to task department heads accordingly.

With no further business to discuss, the meeting was adjourned by unanimous vote at 10:22 AM.

Attest: _____
Philip P. Daigneault, Chairman

Christopher D. Boothby, Vice Chairman

Richard W. Long, Clerk

Respectfully submitted,

Angela A. Bovill, Administrative Assistant