

# Belknap County Commissioners Meeting of June 5, 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: Barbara Luther, Courtney Marshall, Debra Laflamme, Richard Grenier, Brian Loanes and Angela Bovill.

## Minutes of the Meeting

### Commissioners Daigneault, Boothby and Long

***Approval of meeting minutes:*** Commissioners need to approve the minutes of the April 30, 2008 and May 21, 2008 Commissioners meetings. There was discussion. Commissioner Long made the motion to approve the 4/30/2008 and 5/21/2008 Commissioners meeting minutes. Commissioner Daigneault seconded. Unanimous. **Motion carries.**

### Barbara Luther, Commissioner Registrar of Deeds

***Non-public session:*** Commissioner Long made the motion to enter into non-public session per RSA 91-A: 3, paragraph II, (a) for a personnel matter. Commissioner Daigneault seconded. Commissioner Daigneault took a polling of the board. Unanimous. **Motion carries.** The board was in a non-public session at 8:02 AM.

At 8:16 AM non-public session was concluded and the board was back in a public meeting. While in non-public session, no actions were taken and no decisions were made.

### Courtney Marshall and Debra Laflamme, Nursing Home

***Investigation:*** There was a letter from the State in an ongoing investigation on a former employee (LC) at the Nursing Home. This employee was terminated from the Nursing Home a few months ago. There have been several investigations done (i.e.: Ombudsman, State Licensing & Certification and Adult Protective Services). They all have different criteria with levels of investigation. They come up with different conclusions. Commissioners are extremely concerned with the State Agencies having conflicting outcomes of their investigation. Is there communication to one another on these cases? There was extensive discussion on the matter. Commissioners would like Courtney to contact the Supervisor of the person from the State and

follow up with the Commissioners once he has a response about the conflicting reports. It has put us in a vulnerable position and we would like to resolve it.

**Drug/Alcohol policy:** Courtney had County Attorney James Carroll review the policy on alcohol and drug testing at the Nursing Home. James made some recommendations for changes and those changes have been made. Commissioners reviewed. Commissioner Boothby made the motion to approve the drug/alcohol testing policy for the Nursing Home as presented. Commissioner Long seconded. Unanimous. **Motion carries.**

**Plan of Correction:** Courtney gave the Commissioners the letter from the State of NH, DHHS regarding the recent survey. A plan of correction was also included as a total packet for the Commissioners to review. There was discussion.

**Skilled Nursing:** A letter from the State of NH, DHHS was sent to Courtney with regards for initial enrollment as a skilled nursing facility. They forwarded some documents that need to be completed by the County and returned to the State before Belknap County Nursing Home can be approved for participation in the Medicare Program as a skilled nursing facility. Courtney pointed out that in the last paragraph, that Belknap County needs to specify the date in which we would like this to be effective. Courtney's recommendation is for it to be effective September 1, 2008. Commissioners concur. Our census is 94 beds. (We will take our own people back first). This is good news!

**Agency Nursing:** The agency nursing has dropped at the Nursing home. In fact, there is none scheduled at this time. Deb Laflamme told the Commissioners that there is only one nurse position left to fill and the home will be at full staff. Commissioners wanted to, on the record, commend Courtney along with Administration and **ALL** employees at the Nursing Home on this fantastic accomplishment. What an incredible turn around. Kudos to all Nursing Home employees and keep up the good teamwork and effort that has made such a change at the Nursing Home.

**Time clock/department head item:** Currently there are 2 department heads that Courtney would like to put one on the time clock and then another one they would like to take off the time clock. The two department heads that they would like to put on the time clock do not supervise anyone. They are aware both aware and Courtney has discussed it with them. The other department head does supervise employees, etc. and should be taken off the time clock and put on salary. There was discussion and this is Courtney's recommendation. Commissioners want to make sure that Courtney still pre-authorizes any overtime so that we keep things in order. All three of these employees are nonunion positions.

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

**Population:** The Superintendent reported that there are currently 84 inmates in the house of correction, 6 inmates on the bracelet program and 7 inmates on work release.

**Motorcycle week:** Things are going well as far as planning ahead. The Superintendent indicated that they are not shipping out as many numbers (inmates) this year and they don't expect it to be a problem this year partly because of the change in the dates of bike week. Superintendent is staffing the facility accordingly. Al Wright, the superintendent of Rockingham DOC is taking 15 inmates at no charge. Normally there would be a fee, but Al told Richard that because Richard helped Al out with a trial/inmate recently, he would not charge their fee. It is an exchange of services. That is fantastic.

**Policies and Procedures:** The suicide and prevention/response policy (No. G-7) was presented to the Commissioners. This is a new policy that took the old procedures, consolidated them and made them into one specific policy relative to suicide dated 5/15/08. Commissioner Long made the motion to approve the policy No. –G-7, suicide and prevention/response. Commissioner Boothby seconded. Unanimous. **Motion carries.**

Belknap County Department of Corrections policies in sequential order from No. A-1, thru No. A- 20. Commissioners had been given these policies months back to review. The Superintendent in requesting a formal motion to approve these new polices and procedures A1 – A20 for the Belknap County Department of Corrections. Commissioner Boothby made the motion to approve the policies and procedures A1 – A20 as presented but he Superintendent. Commissioner Long seconded. Unanimous. **Motion carries.**

**Tour of the Jail:** Commissioners are due for an inspection of the facility. Angela will schedule a tour of the department of corrections for the Commissioners at their July 2, 2008 Commissioners meeting.

**Board of medicine:** The Jail received 2 subpoenas from the Board of medicine for two different cases. They have never received one before; these are for investigations that are ongoing.

**Part times nurse status:** The Superintendent said that they have two interviews schedules for this Friday (6/6/08). There were only two applications that came in for the position.

**Farm/garden:** The Superintendent told the Commissioners that they have planted 350 lbs. of potatoes, a pick your own pumpkin patch with some decorative corn. This is in addition to the vegetable garden that is already well underway. This is a great program.

### **Brian Loanes, Director of the Restorative Justice Program**

**Incentive funds for Restorative Justice:** Brian explained his request for this years Incentive Funds. Brian has requested \$25,000. This is a large increase in revenues. Brian explained that the incentive funds to the Restorative justice program have decreased over the years. Part of the reason is the incentive funds panel felt there was duplication of administrative services for the Restorative Justice (RJ) program, the Youth Service Bureau (YSB) and the Youth Assistance Program (YAP). As Brian understands it, basically, it is because nothing has been done to combine these programs. It was not from lack of effort and Brian wanted to make sure that the Commissioners understood that. Back when the Program Integration Committee presented their proposal to the Commissioners, Brian felt that he that was not something he could really support that due to the fact that it would cost the County more money. There was discussion. Brian is asking for the Commissioners support of his request at the meeting of the panel on June 23. Brian asked if whether a letter of support could be written or if a Commissioner could attend. Commissioners would like to see our own programs supported. Commissioners will also talk to Carol Schonfeld to express the same. Commissioners asked Angela to have Carol Schonfeld at the June 18 Commissioners meeting for discussion.

**Office staffing:** Brian let the Commissioners know that Victoria O’Hara has left her employment with Belknap County Restorative Justice to go back to school. Commissioners asked if Brian has hired another part time employee. Brian said no, but he wanted to know if he could advertise on the juvenile court diversion network for New Hampshire as well as Upstream for a qualified person. Commissioners concur with this.

**Commissioner Daigneault**

**Transfers under \$10K:** Commissioner Daigneault has put together a list of transfers under \$10K for the Commissioners to approve and a list of transfers over \$10K for the Commissioners to approve to recommend for the County Conventions approval. Commissioner Daigneault went through the budget and spent a lot of time putting together these figures together. Commissioners first reviewed the transfer schedule under \$10K. Commissioner Long then made the motion that the Commissioners approve the list of transfers under \$10K (\$9422 in the GF and \$6038 in the Nursing Home) as prepared by Commissioner Daigneault per attached schedule for a total amount of \$15,460. Commissioner Boothby seconded. Unanimous. **Motion carries.**

**Transfers over \$10K:** Commissioners reviewed the transfer schedule for transfers over \$10K. Commissioner Boothby made the motion, subject to the approval of the County Convention the list of transfers over \$10K (\$57,347 in the GF and \$265,408 in the Nursing Home) as outlined by Commissioner Daigneault per attached schedule for a total amount of \$322,755. Commissioner Long seconded. Unanimous. **Motion carries.**

Commissioner Daigneault will also request authorization from the County Convention to pay the 4<sup>th</sup> quarter Primex bill of \$32,507 for Workers Compensation Insurance out of the 2007 contingency fund budget.

**Angela Bovill, Commissioners Administrative Assistant**

**Sheriffs Department:** Sheriff Wiggin submitted a copy of a letter that he wrote regarding an audit for a grant that was conducted in his department. Sheriff wanted the Commissioners to be updated and what the outcome was.

**Human Services:** There was a copy of the memo of Agreement (MOA). Commissioner Boothby has a copy of this along with Carol Schonfeld notes in preparation of tomorrows meeting.

There was also a copy of the categorical programs as of the March 2008 State bill for the Commissioners to review.

**Auditors and the fund balance for budget:** The auditors sent an email asking the Commissioners how much of the 2007 fund balance will be used to reduce the 2008 budget. There was discussion. Commissioners advised Angela to tell the auditors that they will be using \$2 million. This is based on the Commissioners default budget.

There were various newspaper articles for the Commissioners to review.

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

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Angela A. Bovill, Administrative Assistant

**Attest:** \_\_\_\_\_  
**Philip P. Daigneault, Chair**

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**Christopher D. Boothby, Vice Chair**

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**Richard W. Long, Clerk**