

Belknap County Commissioners Meeting  
March 4, 2008  
Commissioners Conference Room

Commissioner Daigneault called the Belknap County Commissioners meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH.

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

Attendees: Courtney Marshall, Diane Roberts, Deb Laflamme, Dennis Breault and Nancy Cook.

**Minutes of the Meeting**

**Nursing Home Administrator Courtney Marshall, DNS Diane Roberts, HR Deb Laflamme, and Dietary Manager Dennis Breault**

**Updates:** Mr. Marshall started by saying that the State Survey Team did not arrive today as expected. That will give us another week to prepare. They usually arrive on a Monday or Tuesday. Census is currently at 89 residents with one admission tomorrow. We have several referrals that we are working on. Medicare application was fine – and sent off Monday. The State has to make a decision within 90 days. He mentioned to the board that the Medicare reimbursement rate is higher than the Medicaid rate – Bud joked by saying that’s a good thing. Courtney said he went to a hearing on Monday on the additional Supplemental Medicaid payment – the state considers this surplus money. Should be distributed within 60 to 90 days.

**Dietary Department:** Dietary Manager Dennis Breault has a part time employee that is a good employee and would like full time employment. Dennis worked this into the budgeted hours and would like to put this employee to full time status with benefits. He crunched the numbers and informed the board that with the savings in food costs we can afford to switch this employee to full time. Commissioner Daigneault’s concern is that we are at full time complement now. Dennis said they are not – full time is 666 and with full coverage it comes out to 690 hours. This employee was hired at 32 hours. This will give us additional coverage during the optimum food serving times. Commissioner Long wanted to know if Dennis is looking to hire additional people now. Commissioner Long made a motion to approve the Dietary Manager’s request to increase the hours of the part time dietary person by 8 hours and to pay benefits. We have a motion and a second. With no further discussion the motion is approved. All in favor. **Motion carries.**

**Staffing Levels in Nursing:** DNS Diane Roberts: Diane wants to bring the Commissioners up to speed with staffing in the Nursing Home. She continues to have one vacancy for an LNA that is posted internally. The actual licenses Nurses we have a full complement. We are still in need of finding a Supervisor in the 3-11 shift. Diane hired a wonderful nurse today that will be starting in a couple of days. Diane also found a night MLNA that has been posted for a year and a half. Diane is very excited and people are flocking in to fill out applications. Commissioner Daigneault said that it was great to hear that. Commissioner Long wanted to know if they were local and if there were any employees that we lost that we would like to have come back? The employee hired today had worked for the county many years ago.

**Registry:** Diane also wanted to make a change to the Registry Staff that was approved in 2006 by the Commissioners. The board had approved registry and per diem staff and now they are asking to re-evaluate the requirement of the Registry. We currently require them to work one weekend a month – and guarantee they will receive that. She’s asking for the requirement to be re-evaluated. So all “RN, LPN, LNA, and MLNA’s will be required to work a MIMIMUM of one weekend per month and/or 4 regular shifts per month.” They would also be required to undergo a health screening available thru Staff Development/Infection Control/QI. Diane feels that by the end of 2008 we will have a full complement of Nurses and won’t need pooled nursing. Commissioner Long moved the changes to the Registry Staff dated March 4, 2008, per the Nursing Home’s request. Commissioner Daigneault made a motion to second. All in favor. **Motion carries.**

**Tuition Assistance Program:** Deb Laflamme and Courtney would like to rework the Tuition Assistance program as it currently exists in the Nursing Home. Deb did a survey with other counties – she shared this with the board. She also provided a spreadsheet that summarized the information. The home would like to keep the program but make some changes. Pat Watson is the only employee who is currently utilizing this program. She just resigned from the home and has assured Courtney that she will pay the county back in full. Courtney supports Shelley Richardson to be the next candidate for the RN Tuition Assistance Program.

**Chamber of Commerce:** Courtney wanted to know if the board would support his joining the Chamber? The board discussed this at some length. They wanted to bounce the idea around – they are very mindful of expenses due to the recent litigation.

**Nancy Cook, County Administrator and Finance Officer**

**2008 Final Budget Motion:** Commissioners discussed the meeting held with Eileen Cabanel and Mayor Lahey on Friday. They are having a real problem with the tax cap at the City of Laconia. Commissioner Daigneault mentioned to the board that some recent developments have brought in additional revenue to be applied to the 2008 budget. They are: \$150,000 in the supplemental HHS payment in the home, \$150,000 with increased Gunstock revenues, and applying another \$100,000 to the surplus number to reduce revenue through taxation. The Commissioners concurred and made a motion to pass the budget as follows: Motion to adopt the Year 2008 Belknap County Budget authorizing

General Fund Revenue of \$19,147,054, General Fund Expenditures in the amount of \$15,284,309, Nursing Home Revenue and Expenditures of \$11,335,902, making the 2008 Belknap County Budget \$26,620,211. Give the Belknap County Michael Muzzey authorization to borrow in anticipation of revenue thru taxation and Tax Anticipation Notes (TANs) up to \$14,590,632.

With no further business to discuss, the meeting was adjourned by unanimous vote at 6:30 pm to the public hearing on the final vote of the county budget with the County Convention.

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Nancy E. Cook, County Administrator  
& Finance Officer

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

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**Christopher D. Boothby, Vice Chair**

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**Richard W. Long, Clerk**