

# Belknap County Commissioners Meeting of September 10, 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; Commissioner Christopher Boothby, Vice Chairman and Commissioner Richard Long, Clerk.

Attendees: Richard Grenier, Carol Schonfeld, Courtney Marshall and Debra Shackett.

## Minutes of the Meeting

### Richard Grenier, Superintendent, Department of Corrections

**Former County Administrator as an inmate:** Commissioners asked the Superintendent to discuss the situation of having Nancy Cook, former Belknap County Administrator as an inmate at this county facility. Richard feels that we are the best jail in the State and it is not unknown to them to deal with people who are known to the outside and then come to the jail. The Superintendent would like to initially keep this inmate for an initial evaluation period of a week to ten days. Commissioner Boothby stated that this is inherently a conflict of Ms. Cook being here. There is a reason that the Commissioners asked the Attorney Generals Office and not the Sheriff's department to handle the investigation and that this is the same thing as far as Commissioner Boothby is concerned. It is a conflict. Commissioner Long indicated that he wants what ever is best for Ms. Cook. But fully understanding that it is at the Superintendents discretion on how he runs his jail and the decisions that he makes, he is the Superintendent and the decision should be his. If after a week to ten days he feels Ms. Cook should stay or go, it is at the Superintendents discretion. Commissioner Daigneault stated that Ms. Cook was the Administrator of this County and the Superintendents boss and that Merrimack County's offer to take her may be in the County's best interest. But that he would agree with the initial evaluation period. Ms. Shackett stated that the Department of Corrections staff in Belknap County would do their job as they normally would no matter who the inmate may be. Commissioner Boothby motioned to have the Superintendent transfer inmate Nancy Cook to Merrimack County immediately, further at his discretion that Ms. Cook will receive the same treatment as any other inmate. Motion failed for lack of a second. Commissioner Long then motioned for Superintendent Grenier to be given the authority that he currently already has to evaluate the condition of this inmate and to take what steps are best for the County and for the inmates well being. Commissioner Daigneault seconded for discussion. Commissioners Daigneault think more emphasis needs to be placed on a transfer after the evaluation.

Commissioner Boothby again wanted to state for the record that he is strongly against this motion. This inmate should be transferred. Commissioner Daigneault stated that if conditions improve after the evaluation period then a decision will be made to transfer, and then they will accept a recommendation for transfer. Commissioner Daigneault seconded. Commissioner Long and Daigneault in favor.

Commissioner Boothby voted no. Majority rules. **Motion carries.** Commissioner Boothby again wanted to state for the record that he cannot believe the action that was taken and that he is very concerned about the situation. Superintendent Grenier assured the Commissioners that at the end of the evaluation, if in

his professional opinion he feels that inmate Cook warrants a transfer, then they can rest assured, she will be transferred immediately. Commissioners thanked the Superintendent.

**Carol Schonfeld, Human Services Administrator**

**Juvenile files:** Carol is awaiting a response in writing from DHHS regarding the files of the children that she has stored. Commissioners talked about hanging onto those files for one more year until a definitive answer is received from the State. Carol is concerned about moving them out of her office and not having control of them. Carol will report back to the Commissioners with what the State recommends.

**NHAC meeting:** Ms. Schonfeld and Ms. Shackett attended the State County Finance meeting. Debra and Carol discussed processing the bill at the 100% share due to lack of support by those present, to pay only our 50% share. They were also disappointed to learn that there was a proposal prepared regarding the recoveries for INC/HCBC, which has the State deducting an administrative charge, resulting in our recovery figure becoming 73.7% instead of the 100% of the non-federal share. Ms. Schonfeld points out that a Commissioners Council meeting is forthcoming as well as other issues contained in the MOA. Therefore, if Commissioners agree with her concerns, this will be our (Belknap County) only opportunity to have input. Commissioner Boothby attended Carol's affiliate meeting with the State in the past and indicated that we would not review these again. Ms. Schonfeld assumes that Commissioners agree with her that the State should write these off entirely. All three Commissioners concur with Carol and Commissioner Boothby will move forward with that message as the representative for Belknap County.

**Proposal for software:** Carol said they are still awaiting additional information regarding the State's new MMIS system so that George Humphrey from BDS could provide us with an estimate for revision for her software. Carol had put \$10,000 in the budget and it appears that it may only require \$3000 if ALL counties who indicate they will participate actually do. Carol will try to firm this number before she prepares her budget.

**Courtney Marshall, Nursing Home Administrator**

**Medicare A certified:** Courtney presented the Commissioners with the letter dated 9/2/2008, which states that, the Belknap County Nursing Home is officially Medicare A certified. This is very exciting news. Commissioners congratulated Courtney and thought this was great. Courtney said they have yet to accept their first Med A patient, but thought that could happen this week or next week. Courtney said that they are working to make sure that their billing systems are up to speed. They will not start billing until October.

**Non-Public session:** Commissioner Boothby made the motion to go into a non-public session in accordance with RSA 91:A-3; paragraph II, (a) to discuss personnel issues. Commissioner Long seconded. Commissioner Daigneault took a polling of the board. Unanimous. **Motion carries.** At 9:11 AM, the Commissioners were in a non-public session.

Commissioners unanimously voted to come out of non-public session and enter back to a public meeting at 9:56 AM. While in non-public session, no actions were taken and no decisions were made.

**Department of Corrections Policies and Procedures:** At a previous meeting, the Superintendent gave the board policies and procedures to review for approval. Commissioner Boothby made the motion to approve the Department of Corrections Policies and Procedures, B-1 thru B-6 and C-1 thru C-6 as presented by the Superintendent. Commissioner Long seconded. Unanimous. **Motion carries.**

**Bids for Nursing Home Server:** As follows: Cocci Computer, \$4085, Mac Durgin Business Systems, \$4589 and Cybertron, Inc. \$3950. Commissioner Boothby made a motion, subject to verification by the County Administrator to award the Nursing Home Server Bid to Cybertron, Inc. for \$3950 per the specifications. Commissioner Long seconded. Unanimous. **Motion carries.**

**NHAC Executive Committee:** Commissioners will add Ms. Shackett to the NHAC Executive Committee for Belknap County. It is important that Debra be part of this organization and has an active role.

**Proposal for bookkeeper in Finance office:** Debra proposed hiring a bookkeeper, full time in the Finance Office and provided supporting documentation. There are a number of different reasons why this is necessary to the efficiency of the office. There are a lot of things that need to be pulled back to the Finance and Commissioners Office so that business is centralized and more efficient. Currently, each position is working to maximum capacity and needs another position and more definitive segregation of duties. In depth discussions ensued. Debra has discussed this and proposed it at a prior meeting along with job descriptions, etc. Commissioner Boothby made the motion to approve the proposal to hire a bookkeeper as presented by the County Administrator & Finance Officer and that it be advertised in house and to the public and that the Commissioners bring the Executive Committee for their approval. Commissioner Long seconded. Unanimous. **Motion carries.**

**Budget process:** There was discussion on the budget process and far as submission and the process the budget takes from that point forward. Department heads will turn their budgets into Ms. Shackett. Then, Ms. Shackett will meet with each individual department heads. Then, they will make recommendations to the Commissioners. Department heads should be going to Ms. Shackett as the County Administrator and Finance Officer versus going to the Commissioners. From a business stand point; this is a must as far as the flow of information and urgency. Ms. Shackett should make the determinations on day-to-day operations of the County. Commissioners concur.

**LGC Health Insurance: There** was a participation agreement that needed to be signed that simply indicates that we participate in their trust. This is something that the LGC legal people are having all their members sign. There are no terms and it is just in accordance with their by-laws. Commissioner Boothby made the motion to authorize the chairman to sign on behalf of the county. Commissioner Long seconded. Unanimous. **Motion carries.**

**Executive Committee for approval:** Commissioner Boothby made the motion to bring the following items to the County Convention Executive committee for approval. Update of the County Budget, request for transfers for the following: \$73,000 for Conneston Construction for the front entrance repairs at the courthouse, \$10,000 transfer to legal expenses in the Commissioners budget, \$10,000 transferred for the Audit expense in the Commissioners budget, to accept the proposal for adding the bookkeeper position to the Finance/Commissioners office along with the expenses to do so. Commissioner Long seconded. Unanimous. **Motion carries.**

**Approval of Minutes:** Commissioner Boothby made the motion to approve the 8/13/08 minutes and the 8/13/08 non-public minutes of the Commissioners meeting as prepared. Commissioner Long questioned the date and seconded the motion pending verification. The date is correct; the attendees of the meeting need to be changed. Unanimous. **Motion carries.**

With no further business to discuss, the meeting was adjourned by unanimous vote at 10:46 AM

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Angela A. Bovill, Administrative Assistant

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

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**Christopher D. Boothby, Vice Chairman**

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**Richard W. Long, Clerk**