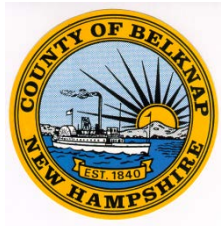


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BELKNAP COUNTY COMMISSIONERS
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John H. Thomas
Chairman
Belmont

Edward D. Philpot
Vice-Chairman
Laconia

Stephen H. Nedeau
Clerk
Meredith

Commissioners Meeting Minutes August 7, 2013

Commissioner Thomas called the Belknap County Commissioners meeting to order at 7:30 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Commissioners John H. Thomas, Edward D. Philpot, Jr., Stephen H. Nedeau and County Administrator, Debra Shackett.

Calendar items: Reviewed.

Approval of minutes: M/Nedeau, S/Philpot to accept the 07/24/13 minutes, the 07/24/13 nonpublic minutes as written. Unanimous. **Motion carries.**

Nursing Home Report: Matthew Logue reported that the supplemental appropriation that was approved last month has helped fund taking in new patients under the Medicare A program. Mr. Logue gave the Commissioners a copy of admissions in the facility to show this. It is working out great. This will show an increase in revenue from 2012 and is trending as projected. The report of the revenue comparison was given to the Board. As of today date the nursing home is 100% occupied and there are 6 short term Medicaid patients. The quality improvement process throughout the Nursing Home is very positive and it is managed extremely well. It is a very positive environment with everything coming together.

Sheriff's Departmental Report: Sheriff Wiggin reported that there are two open dispatch positions; interviews are being conducted to fill those positions. The Court Security Supervisor is retiring at the end of the month. They will also seek to fill this position thru the open application process. The Communication grant is coming along nicely; they have gathered all the State/FEMA historical data and have submitted to FEMA for approval. Once the RFP goes out, the Sheriff is hoping to start this project before Labor Day. The Sheriff's department has been receiving a lot of requests for service for large scale events at Gunstock and Meadowbrook. The Sheriff's budget is running on task (barring any unforeseen event). The cost of cruiser repairs is high because they are not able to purchase cruisers this year. Discussions ensued around ramping up coverage for a weekend patrol at Gunstock. The Sheriff will call Greg Goddard from Gunstock to discuss this and to recommend that Gunstock budget for it.

Victim Witness Grant Application: Administrator Shackett reported that this is a renewal of this annual grant. Both Administrator Shackett and Finance Director Glen Waring have reviewed

this. The grant helps to pay for a position in the county. Administrator Shackett recommends approving the application. M/Philpot, S/Nedeau to accept the Administrators recommendation and approve the victim witness grant application. Unanimous. **Motion carries.**

Administrators report: Administrator Shackett received an opinion from the attorney on posting requirements/clarification. She also reported that the audit report is complete. The auditors will come and review with the Board at a meeting for this purpose only. Administrator Shackett thought this would be a good opportunity to invite the Delegation as guests. Ms. Shackett has brought forward three transfer requests requiring the Commissioners approval. After Ms. Shackett, Mr. Waring and all county department heads reviewed their budgets; these are the three areas that were projected to run short. They are:

1. (4110) County Convention for \$4,500 – additional funding needed for remaining meeting costs through December 31, 2013.
2. (4150) Finance for \$5,500 – an employee change in health insurance coverage
3. (4230) Department of Corrections for \$10,500 (of the \$52,000 that the delegation moved into contingency from the DOC budget) – multiple long term FLMA events requiring positions to be back filled by part time employees.

All of these transfers will come out of contingency – 4198. Ms. Shackett gave the Commissioners a copy of the budget indicating how they came to these projections. M/Philpot, S/Nedeau to accept the Administrators recommendations and approve the transfers as presented from contingency to the proposed three accounts (4110, 4150, 4230). Unanimous. **Motion carries.**

Time & Attendance software recommendation: Finance Director, Glen Waring presented a detailed memo outlining the extensive research that has gone into an alternative to the current time and attendance software. The Nursing home is the only department using the existing system. The proposed new systems would do time and attendance for the whole county, reducing errors, manual manipulation and improve the payroll processing efficiency. Another important asset of the proposed system is a scheduling module. This would benefit the nursing home and department of corrections tremendously. Administrator Shackett reported that there is \$60,000 in the capital project which is available now due to a grant that was received in the Sheriff's department. Mr. Waring gave two options for payment on the recommended system. Commissioners wanted to know if we have other items that are higher priority that should be done. Commissioners also asked if we could go with a trial period, but Finance Director Waring indicated that this would be extremely problematic to go back and forth. It was decided to hold off until the later in the year and it will be brought back to the board at that time.

Commissioners' committee reports: Nothing to report, just a reminder of the Belknap County 4-H fair this weekend.

Public input: Chair Thomas asked if there was any public input. There was none.

Adjourn: M/Nedeau, S/Philpot to adjourn at 8:40 AM. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant