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Sanbornton

DRAFT

Commission Meeting Minutes January 30, 2015

Commissioner Burchell called the Belknap County Commission meeting to order at 3:00 pm on the above date at 34 County Drive, Laconia, NH.

In Attendance: Commissioners Richard Burchell, David DeVoy, Hunter Taylor and County Administrator Debra Shackett.

Commissioner Burchell and DeVoy welcomed newly appointed Commissioner Hunter Taylor. Commissioner DeVoy led with the pledge of allegiance.

Community Corrections Plan: Superintendent Ward has a proposal from Kevin Warwick. He met with Mr. Warwick who determined a time frame of 90-120 days to complete the program plan. The plan he proposes models Sullivan County's at a cost of approx. \$40,000. Commissioners questioned this cost and why the previous report done for the county didn't include this. Superintendent Ward stated that the previous Ricci Greene report did not involve a program plan. Mr. Warwick is a program planner/designer. Supt. Ward stated this will be money well spent; we need this program plan before anything can be done. Superintendent Ward also spoke with the National Institute of Corrections and they will be able to fund some of this project and provide assistance, thru a grant. Commissioner DeVoy asked if this we recreating the wheel; why not a cookie cutter approach and do Sullivan County's program here. Supt. Ward said you can't make that portable somewhere else, we need a program that will fit our facility. Commissioner DeVoy asked how much the NIC grant would be. Answer: \$6,000 – 8,000. The NIC will gather their info and send to Mr. Warwick to incorporate in his report. Commissioners want to firm up this contract to a 90 days period. Supt. Ward said that Mr. Warwick has never seen it done in that short a time and does not want it done in haste. 120 days is the target date. If you push for 90 days, it could fail. Commissioner Taylor complimented Supt. Ward for this quick turnaround. He has knowledge of Mr. Warwick and felt he is the best person for this job. Programming is the primary thing that Belknap County needs for success to reduce recidivism etc., and Comm. Taylor wants to get started right away. M/Taylor, S/DeVoy to accept the proposal of Mr. Warwick as presented and urge him to do his best to try for the 90 days. Unanimous. **Motion passes.**

Community Corrections officer position: Supt. Ward reported the posting for this position closes today. There are 5 applicants and he will have a recommendation for the Commissioners on Monday 02/02/15.

Line item funding for Outside Agencies: Commissioners will be looking into this in the budget and discuss/address concerns on if there are overlapping agencies.

Inmate population: Commissioner DeVoy asked what the population was as of today (of inmates staying at the jail). It is 92. Commissioner DeVoy wants Supt. Ward to bring these numbers to every meeting and report to the Board so that they can monitor. As the Commission adds more resources for the Jail, they want to see the numbers go down.

Relocation to executive wing: Commissioner Burchell invited Brian Loanes, Restorative Justice Executive Director. He stated how he and Daniel Ward have been discussing the system in Belknap County and appreciate that Mr. Loanes wants to participate. They asked Mr. Loanes if he and his staff could work out of the Administration Wing. Answer: Yes. Mr. Loanes said he obviously had not had a lot of time to think about this move, but the Community Corrections aspect really excited him. He is confident that he and Supt. Ward can come up with a plan that will work for him and his case managers once in place. Comm. Burchell said that they could defer this until the next meeting and asked if they could have a proposal by the next Commissioners meeting. Answer: Yes.

Retirement of Captain Berry at the DOC: Superintendent Ward announced that Captain Berry's last day of employment at Belknap County will be 02/13/15. He read his letter of resignation to the Commissioners. Captain Berry has been hired as the new Superintendent of Sullivan County DOC. He has been with the county for 21 years. Congratulations to Captain Berry and best of luck with his future endeavor.

Assignment of Outside Agencies to Commissioners: Commissioner Burchell said that he has come up with the representation of reach Commissioner unless they are opposed. Assignment is as follows: Cooperative Extension is Comm. Taylor, Genesis is Comm. DeVoy, CAP is Comm. Taylor, Economic Development is Comm. DeVoy (per their request) and Laconia Airport and Conservation District is Comm. Burchell.

Nursing Home costs per day: Nursing Home Administrator Matthew Logue reported on the NH costs per day for the two scenarios at the home: long term rehab patients and long term care patients. On the average, a long term care patient is \$294 per day. The private pay rate is \$290 per day. Comm. DeVoy said if you take the budget number and divide it by 94 beds, it comes out to over \$300, how that can be. The numbers are based on full beds, not empty beds for true costs. Other items are factored in like dietary, meds, housekeeping, laundry is all in the total number. Comm. DeVoy wants to make sure that we capture the right costs and bill the correct parties. Comm. Burchell stated that the County loses revenue if administration support is not included in the cost. Mr. Logue confirmed that true, it's for the Medicaid cost report and it is a financial issue for DHHS. (Health and Human Services).

Designation of negotiation team with unions: Comm Burchell would like Comm. DeVoy and Comm. Taylor to be part of the negotiation team along with a member from Sanbornton, Mr. Roger Gray. Comm. Burchell asked Mr. Gray if he was open to this. Mr. Gray confirmed, yes he is willing to be part of the team. Comm. Burchell then appoints Mr. Roger Gray, and Commissioners DeVoy and Taylor as the union negotiating team for the county.

Transfer requests: Comm. Burchell said that there was one request for \$60 from GED training to supplies in the inmate program. The Commission is ok with that and all three will sign. Comm. Burchell also stated that there was another legal transfer request that he is not prepared to sign. In his opinion, the work was done after the line was fully expended. He believes that these legal bills have been drawn with a heavy hand. He would like to give this project to someone with legal experience to look into the outstanding legal bills and asked Comm. Taylor if he would be willing to do this. Comm. Taylor answered yes, he is. All three Commissioners are ok with that.

LRPA-TV: The Commissioners received a letter dated 01/28/15 regarding a proposal for paying one annual fee. He stated that he is not comfortable deciding on this now. Comm. DeVoy said that the Commission should run the math and make an offer as publicizing their meetings on TV is important. Comm. Taylor said how important it is to the community but needs to get more familiar with the process. Comm. Burchell stated this would be discussed at the next meeting after everyone has given it some thought

Health census update: Commissioner Burchell thanked County Administrator Shackett for this update. This will now allow qualified companies to bid on health insurance options and he would appreciate it if they did.

Staffing issue at Registry of Deeds: Register, Judith McGrath recapped for board her staffing request originally made at the 01/20/15 Commission meeting. She is making a request to fill an existing position and is seeking the Commissioners approval. Since the 01/20/15 meeting, she has had another full time employee give their notice of retirement at the end of May. This will leave yet another gap in staffing. She would like to hire someone to get past the learning curve in time and is asking for the Commissioners consideration to fill one or both positions. Comm DeVoy recommended filling the existing position (left vacant by Ms. McGrath being elected as Registrar) for now and see how the budget works out. M/DeVoy, S/Taylor to fill the vacancy of Ms. McGrath's old full time position. Unanimous. **Motion passes.** Ms. McGrath thanked the Commission.

Public comment: Supt. Ward stated that there are two issues he has to deal with. The Community Corrections Officer hiring and Captain Berry leaving. First, if you hire within for the CCO, it creates a trickle effect of moving CO's. If you move one floor CO to the CCO position, the slot needs to be filled. Supt. Ward is asking for permission to fill that floor position. Secondly, in two weeks Captain Berry will be leaving, the position will be posted and hopefully filled internally. That means he will have another request to fill at the next meeting. Comm DeVoy does not want to wait to give Supt. Ward authority due to his time frame with staffing challenges, M/DeVoy, S/Taylor to authorizing the hiring and maintaining of staff as he sees

suitable. Unanimous. **Motion passes.** Comm. DeVoy wants to see this advertised in house for our current employees to have opportunity.

Minutes: Commissioners have reviewed and will initial the 01/08/15 and 01/20/15 minutes as approval.

Nonpublic session: Comm Burchell said that there were personnel matter, legal liabilities and union negotiation matters that need to be discussed. M/Taylor, S/DeVoy to go into nonpublic session at 3:42 pm. Unanimous. **Motion passes.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant