



BELKNAP COUNTY COMMISSIONERS
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Gilmanton

David DeVoy
Vice-Chairman
Sanbornton

Hunter Taylor
Alton

Commission Meeting Minutes February 10, 2015

Commissioner Burchell called the Belknap County Commission meeting to order at 9:00 am on the above date at 34 County Drive, Laconia, NH and the pledge of allegiance was recited.

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

Nursing Home updates: Commissioners asked Mr. Logue to explain what the award for the top 2% is. He explained that of all the Nursing Home providers in the country, Belknap County Nursing Home is in the top 2%. This is based on the last 3 surveys and clinical outcome. They have been nominated; the award winner will be announced in May. There was a question on the hiring freeze for the County and the Commissioners screening new employees that needed clarification. Commissioners said that they gave authority for Mr. Logue and Mr. Ward to hire and staff as needed, but that everyone else comes to the board. Commissioner Taylor said that they need to adhere to the contracts and would like assurance from these department heads that they are cognizant of the regulations/policies in place and will adhere to them. Mr. Logue agreed and said that the budget is the business plan for each department and that he will proceed with his plans according to the budget. Commissioner Taylor asked that when he acts on a new hire, is there communication letting the three Commissioners know. Mr. Logue said not for current positions, but maybe for new. Commissioner Burchell said currently the process is to go through Admin/Finance and Human Resources when submitting a request to fill and wanted to discuss this with the other Commissioners. Commissioner DeVoy would like to keep in place what we currently have. Human Resources and Finance do the hiring and the background checks. Mr. Logue said he waited 4 months to get a position filled due to the background/reference check and he would like to narrow down that time. Commissioner DeVoy indicated that sometime the reason for no response back when looking for a reference is if it is a bad one. Also, that the employee needs to provide required documents prior to coming on the job. Commissioner Burchell asked if Mr. Logue has ever performed HR duties in his career. Answer: Yes, he has and the Nursing Home could do it. Commissioner Taylor asked Mr. Logue if he would have hired that employee without talking to their references. Mr. Logue said he didn't know the person personally, but an RN said they were a good employee. Comm. Taylor asked again if he would have put this person to work with no reference. Mr. Logue said that if he had the responsibility, it would be a case by case basis. Administrator Shackett said that the previous Commissioners were comfortable with the request to refill process. If the Commissioners

authorize refilling positions at the Nursing Home, is there is a policy to follow when it comes to hiring, if they want a faster process; there was never any intent to slow that down and she wanted to offer that to the Board. There was discussion on the Administration and Finance wage charges in the Nursing Home. Commissioner DeVoy wants to capture true bed costs to recapture money on the Nursing Home form. (Medicaid cost report) Commissioner DeVoy asked how they get those numbers. Administrator Shackett said that there is a percentage charged to the Nursing Home for Finance and Administration for in the cost report. Right now, there is no money for Administration wages being assessed in the Nursing Home for 2015. They can capture in the cost report instead of in the budget. This way, the wages are clear in each budget. Commissioner Burchell brought up two items from last night's Delegation meeting. He would like Mr. Logue to clarify the \$25,000 for flooring. Should it be a capital project instead of in the Nursing Home budget? Also, the medical records/time clock system. Mr. Logue said that he would clarify in an email to the three Commissioners.

Department of Corrections: Superintendent Ward acknowledged Captain David Berry, Deputy Superintendent. Captain Berry has had 21 years of service with Belknap County and his last day is Friday. He was hired as the Superintendent of Sullivan County DOC. Commissioners said that Sullivan County's gain is their loss; they thanked Captain Berry and wished him well. Superintendent Ward reported there are 94 inmates (14 elsewhere to = 108) and 12 are women. The inmate average (in house) in January was 91. 71 are sentenced inmates. Captain Berry does a 2/3 report and Supt. Ward will give copies to the Commissioners. Belknap County has the lowest pretrial numbers in the State. Commissioner Taylor asked if they track repeats. Answer: Yes, if they were in programs. They track programs and the numbers are updated monthly. Commissioner Taylor said would be helpful for the Commissioner to know this information. Superintendent Ward has the Memo of Understanding with Mr. Kevin Warwick, the programming consultant. It needs to be signed by the Chair. Mr. Warwick will be here this Wed and Thursday to meet with various individuals. Commissioner Burchell signed. Commissioners invited Brian Loanes, Executive Director of Restorative Justice to the table also to discuss the proposed plan for moving their offices to the county complex. Having the use of conference room #2 is so beneficial. Mr. Loanes is not sure what the SF space is here but the set up as far as privacy is much better for what they do. The commissioner's offices and conference room #2 provide good space and privacy to better suit their needs. Commissioner Burchell asked if it would be a gain to have Restorative Justice move over here. Answer: yes, it will be helpful to have shared resources in the Community Corrections Center. Superintendent Ward 100% agrees as it also eliminates some duplication. The CCO can take on some roles to assist which makes a great shared resource and a win win for both. Commissioners said it is a good plan and joining or forces to expand programs. Superintendent Ward reported that he hired the new Community Correctional Officer (CCO), Nicole Mills. She started today and will be on full duty next week. Commissioner DeVoy asked when the work crews go out. Supt. Ward said mostly spring to fall, not in the winter, other than around the complex. Supt. Ward reported that the home builders association will be coming in to teach a class at the jail.

Transfer requests: There were two transfer requests. The legal transfer requests (#2014-58) were broken out by Administrator Shackett. Commissioner Taylor reviewed and pointed out 3 bills that need to be paid. Atty. David Horan, Upton Hatfield regarding the personnel committee in the Logue matter and Atty. Rice for a personnel matter. Comm. Taylor would like an

immediate transfer on those and Commissioner DeVoy follows Comm. Taylor's recommendation. M/Taylor, S/DeVoy to request the transfer to pay those 3 bills. Unanimous. **Motion passes.** Commissioner Taylor reviewed the remaining legal bills. Some of these incurred after the money was gone and he believes this reflects upon the previous Commissioners, leaving them no basis to challenge the bills. If we challenge some of these, we will be brought back into legal drama. Based on this, he suggests the attorney's fees for services be paid. Comm. DeVoy agrees. M/Taylor, S/DeVoy to approve the transfers to pay all of the remaining legal bills. Comm. Burchell abstained. 2 - Yes, 1 - abstention. Majority rules. **Motion passes.** The next transfer request (#2014-57) is for a Medicare A transfer for \$1380.39. M/Taylor, S/DeVoy to approve transfer request #2014-57. Unanimous. **Motion passes.**

LRPATV: The Commissioners have all reviewed the letter from Lakes Region Public Access TV board member. Administrator Shackett said the rate is lower than they all thought. Discussions ensued. Based on the number of meetings for the county (commissioners and delegation), Commissioner Taylor suggested putting \$5,000 in that line item. Comm. Burchell agrees and suggested paying quarterly. M/Taylor, S/DeVoy for the offer from LRPA-TV and increase the 2015 budget to \$5,000 in that line and pay quarterly to LRPATV. Unanimous. **Motion passes.**

Medicaid cost shifting: The Commission would like to sign a joint letter addressing the Medicaid cost shifting from the State. They would like it to be signed by the Commissioners and Delegation and sent to the Governor.

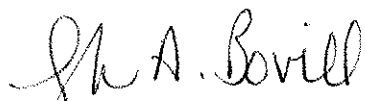
Budget discussion: Comm. DeVoy wants to have a budget work session so the Commission can work as a team to review the budget, going through every line item so the 3 Commissioners aren't going in all different directions. He would like to do it this week and proposed this Friday, all day, starting at 7:30 am. Administrator Shackett will schedule every department and outside agencies.

Public comment: Peter Mulcahy asked who provides security for inmates at the courthouse. Answer: Sheriff, Bailiffs. He asked then who would provide that security when the Restorative Justice offices move to the admin wing. Mr. Loanes said that his dept. works with people who are not in custody, not inmates. Supt. Ward said that inmates are a security risk and that the outer door to the admin wing is a secure door where you get buzzed in. Also, that CO's will always be present supervising inmates.

Bond counsel: Administrator Shackett presented the engagement letter for bond counsel for the Tax Anticipation Note. All three Commissioners are ok with this.

Adjourn: M/Taylor, S/DeVoy to adjourn at 10:05 am. Unanimous. **Motion passes.**

Respectfully submitted,



Angela A. Bovill, Administrative Assistant