



BELKNAP COUNTY COMMISSIONERS
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David DeVoy
Chairman
Sanbornton

Hunter Taylor
Vice-Chairman
Alton

Richard Burchell
Clerk
Gilmanton

Commission Meeting Minutes June 17, 2015

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

Minutes 5/20/15: M/Taylor, S/ DeVoy to approve the 5/20/15 minutes. Unanimous. **Motion passed.**

Minutes 6/1/15: M/Taylor, S/DeVoy to approve the 6/1/15 minutes. Unanimous. **Motion passed.**

Minutes 6/4/15: The commissioner requested revisions to the minutes and that they be sent back out for approval.

Ratification of Previously Signed Documents: M/Taylor, S/DeVoy to ratify previously signed documents. Unanimous. **Motion passed.**

Previously Signed Documents

Document Date	Document
6/1/2015	ASA Addendum
6/1/2015	Prisoner Housing Agreement
6/1/2015	Transfer request #2015.04
6/2/2015	Violence Against Women Grant
6/3/2015	Payroll Manifest
6/3/2015	Accounts Payable Manifest
6/11/2015	Payroll Manifest
6/11/2015	Accounts Payable Manifest

Request to Fill-Administrative Assistant, Corrections: Superintendent Ward requested the position of Administrative Assistant be returned to a full-time position. He stated this position needs to be a Monday through Friday position and he recognizes the additional costs associated. Commissioner DeVoy asked what Superintendent Ward's plan was until the position is filled. Superintendent Ward stated he has a correctional officer who agreed to help with some of the job duties. He will be relying on the Human Resource Generalist and Finance department for assistance. Commissioner Taylor agrees that this position is a vital position to the department. He reminded the board that there is not enough appropriated for current health insurance costs. We might be looking at layoffs to cover the cost or have to go to the Executive Committee to request transfers. There are a lot of vacant positions that might remain unfilled. Commissioner DeVoy would like the Superintendent to try to fill the position as part-time and if he can't then fill it as full-time. Commissioner Burchell would like to schedule a meeting with the delegation. He stated he has received some good budget news. He believes this position should be filled as full-time. Superintendent Ward stated the current position is 32 hours with prorated benefits. M/Taylor, S/Burchell to fill position as full-time. Unanimous. **Motion passed.**

Nonpublic session: M/Taylor, S/DeVoy to enter into nonpublic session per RSA 91-A: 3, II (a). Commissioner Taylor called the roll: Taylor-Y, Burchell-Y and DeVoy-Y. At 9:43 am, the board entered nonpublic session.

Nonpublic session concluded at 9:54 am and the board returned to a public meeting. The commissioners announced that Captain Gray has agreed to be Acting Superintendent until further notice.

Community Corrections Center: Commissioner Burchell asked Commissioner DeVoy if it was correct that he doesn't want to spend more than \$8 million on the project. Commissioner DeVoy stated he was asked and stated that he is working with the board and they will all vote.

Communication Outside Commissioners Meetings: Commissioner Burchell stated he didn't think he needed to file a Right to Know request to gain access to the requested emails from Administrator Shackett. Commissioner DeVoy asked Administrator Shackett if she provided them. Administrator Shackett stated they were ready. Commissioner Burchell doesn't believe he should have to pay for public emails. Commissioner DeVoy stated if he asks Administrator Shackett a question then she shouldn't have to forward email to Commissioner Burchell. Commissioner Burchell stated what's been asked for should be forwarded. He thinks the goal should be transparency. He stated he is not on a witch hunt. Administrator Shackett stated the request specifically asked for printed emails. Commissioner Burchell stated that was correct, but moving forward it would be ok to forward them. Administrator Shackett asked if she should sent all emails to Commissioner Burchell. Commissioner Burchell stated he only wants the ones he asked for. Commissioner Taylor stated no one commissioner has the right to impose a request on a department head. Commissioner Taylor stated Commissioner Burchell should have come to the board with his request. Commissioner Taylor made reference to Commissioner Burchell being on a witch hunt for the County Administrator. Commissioner Burchell stated sometimes you don't know what you are looking for until you see it. Commissioner Taylor stated before occupying the time of county employees requests should come to the board for approval. M/Taylor, S/DeVoy to waive the fees for Commissioner Burchell's request. Unanimous.

Motion passed. M/Taylor, S/DeVoy that any request for emails or correspondence from any commissioner to any department head or county employee requires majority vote by the board of commissioners. Unanimous. **Motion passed.**

Open Sealed Bids-Roof Top Unit Sheriff's Dispatch: Commissioner DeVoy stated that Facilities Manager Dustin will be reviewing all bids. The following bids were received: Don Morin Associates \$9,900.00, Eckhardt and Johnson \$9,982.00 and Highline Building Company, Inc. \$11,956.00.

Nursing Home-Private Pay Increase: Commissioner DeVoy asked Nursing Home Administrator Logue about the letter that was sent out to families regarding increasing the private room rate. Commissioner DeVoy stated the previous board voted to increase the rate effective 1/15/15 and the current board had not approved this increase. Nursing Home Administrator Logue stated the increase only affects the private rooms, which there are 16. Commissioner DeVoy stated that this request needed to come to the board and that another letter needed to be sent out to the families rescinding the increase. Commissioner Taylor was amazed to hear that the rate change happened without communicating with the board. Commissioner Burchell asked how does going up to \$300 impact the budget. Nursing Home Administrator Logue stated the Director of Nursing feels strongly that putting all the Medicare A residents together will be beneficial. He stated that the Medicaid residents in private rooms would have to pay. Nursing Home Administrator Logue stated that he could sit down with the commissioners and talk about this. Commissioner DeVoy stated the rate will stay at \$290 and will be discussed at a later date. He also stated if you, Nursing Home Administrator Logue, owned the nursing home the rate increase would be ok. The commissioners are the ones responsible. Commissioner Burchell asked if we need to delay this until 2016. Nursing Home Administrator Logue stated that we are required to give a 30 day notice. M/Taylor, S/DeVoy to rescind the letter. Unanimous. **Motion passed.**

Employee Wages & Benefits: Commissioner Taylor stated the main goal in negotiations is to get the HMO health insurance changed to the less expensive plan. The Site of Service plan is less expensive but does require deductibles and co-pays. He stated the HMO family plan will hit the Cadillac tax in 2018. The negotiating team has had success with one bargaining unit but not in the other three. Commissioner Taylor stated that if we are going to be underfunded in health insurance that we need to fix it sooner rather than later and go to the delegation. Commissioner Taylor spoke about offering the 30 non-union employees a 1.4% cost of living and step increases if they switch to the site of service plan. He wanted the opinions of his colleagues about whether it should be a compulsory or voluntary change. He stated it's a good policy and the county pays the full premiums. Commissioner DeVoy asked Administrator Shackett if there was any data showing the savings for each employee. Administrator Shackett stated it would be hard to do. It all depends on how you use the insurance, if you don't use the insurance than they would be ahead. She also stated the step increase would be based on merit and anniversary date. Commissioner DeVoy stated if you have a family plan, with raises and not paying the insurance premium than you would be ahead \$600.00. Administrator Shackett stated it is not always going to pan out. The wage increase would be a morale booster. Commissioner Burchell stated we have high claims experience. He stated he is all for wage and cost of living increase, but if we are not being met halfway than it is hard. He doesn't believe that everyone will save money.

Commissioner Taylor stated the 1.4% cost of living increase would be retro back to 4/1/15 and the 3% step increase would be on anniversary date. Commissioner Burchell agrees with Commissioner Taylor, but he does not see the savings in the family plan. He stated the same problem remains that employees want cost of living, step increase and to keep the same insurance. Commissioner Taylor suggested we do the move for non-union employees. Commissioner Burchell stated we need to address why claims are so high. Administrator Shackett stated the claims history has dropped. Commissioner DeVoy asked if there is a bonus for employees that do not take the health insurance. Administrator Shackett stated that there is an opt out bonus. It is based on what plan the employee would be on if they had our insurance. Commissioner DeVoy stated maybe we should discuss increasing the bonus amounts. He thinks it should be voluntary for non-union employees. Superintendent Ward asked if this would apply to all employees. Administrator Shackett stated the numbers she put together included all non-union employees switching to the site of service plan. M/Taylor, S/DeVoy anyone who has or changes to the site of service plan by 7/1/15 will receive a 1.4% cost of living and a step increase retro to 1/1/15 only effective on anniversary date upon merit and good review and for those who do not take the insurance for non-union employees only. Commissioner Taylor stated he is hoping the employees will look at the site of service plan more closely. Unanimous. **Motion passed.** Commissioner DeVoy stated we need to encourage employees to save the county money. We should discuss increasing the incentive for opting out of the insurance. Administrator Shackett stated the conversation is about non-union employees. If we want to change anything for union employees than it needs to be negotiated. Commissioner DeVoy spoke about the number of vacancies in the county. He believes we should fill the LNA and Activity Director positions and put a hiring freeze on the laundry and Sheriff's positions. Commissioner DeVoy stated he always believed that the jail should oversee the laundry. Commissioner Taylor stated we should freeze anything not vital. Commissioner DeVoy stated he believes the Sheriff's department has part-time employees that can fill in. Commissioner Burchell stated hiring a department of corrections officer to supervise the laundry is not a good idea. He also stated the lack of hiring RN's in the nursing home affects the ratings. It is not good to play one department off on another. Commissioner DeVoy asked Commissioner Burchell if he supports a hiring freeze. Commissioner Burchell stated yes. Commissioner DeVoy stated Grafton County is offering a sign on bonus. Nursing Home Administrator Logue stated we do not offer one. Our problem is our positions are part-time. Administrator Shackett stated we have four full-time LNA positions currently open. M/Taylor, S/DeVoy to freeze hiring the laundry supervisor and Sheriff Deputy. Unanimous. **Motion passed.** Administrator Shackett stated as of right now if there is no change made the county will be overexpended by \$80,000.00 in the health insurance line items. Commissioner DeVoy stated we will address and have a balanced budget. Commissioner Taylor stated they need to meet sooner rather than later with the Executive Committee.

Budget: Commissioner Taylor reminded all department heads of the need to watch their budget. They should identify a problem before it becomes a problem. He noted that the nursing home has over expended line items again.

Adjourn: M/DeVoy, S/Burchell to adjourn at 10:47 am. Unanimous. **Motion passed.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie Ellsworth". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jamie Ellsworth
Administrative Assistant

