



BELKNAP COUNTY COMMISSIONERS
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David DeVoy
Chairman
Sanbornton

Hunter Taylor
Vice-Chairman
Alton

Richard Burchell
Clerk
Gilmanton

Commission Meeting Minutes July 1, 2015

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

Minutes 6/4/15 & 6/17/15: M/Taylor, S/ Burchell to approve the minutes with one change to the 6/17/15 minutes. Unanimous. **Motion passed.**

Physician Services Agreement-Department of Corrections: Superintendent Gray spoke about the current contract that expires today. He stated they have been using American Institutional Medical Group, LLC since 2012. Commissioner Taylor asked if the amount in the contract is what was budgeted for 2015. Superintendent Gray stated it was. Commissioner DeVoy asked how long the contract is for. Superintendent Gray stated three years. Commissioner DeVoy asked if the contract went out to bid. Superintendent Gray stated it had not. M/Taylor, S/Burchell to approve the contract. Unanimous. **Motion passed.**

Appointment to Corrections Certification Board: Superintendent Gray asked permission to join the Corrections Certification Board. M/Taylor, S/Burchell to approve Superintendent Gray to join the Corrections Certification Board. Unanimous. **Motion passed.**

Award of Contract-Dispatch RTU: Facilities Manager Muzzey requested permission to sign a contract with Eckhart & Johnson to replace the Sheriff roof top unit. He stated there were three bids received, 2 were competitive. M/Taylor, S/Burchell to allow Facilities Manager Muzzey to sign the contract. Unanimous. **Motion passed.**

Clarification of Elected Official Health Ins. Option: Commissioner DeVoy stated that the elected officials requested to be able to choose the site of service plan and not have to pay any premiums. This would save the county money. Commissioner Taylor stated based on the Executive Committee meeting they expect the commissioners to continue to save money. Judy McGrath stated she would be favorable of being allowed the change. M/Taylor, S/Burchell to allow elected officials the option to change to the site of service plan and not pay any premiums. Unanimous. **Motion passed.**

Clarify effective date of health insurance offer & exceptions: Commissioner DeVoy stated the commissioners voted to offer step and cost of living increases to those employees that changed to the site of service plan by 7/1/15. Commissioner Taylor stated when we say all employees it refers to only non-union employees. Commissioner DeVoy stated yes. M/Taylor, S/Burchell to offer step and cost of living increases to those non-union employees that switch to the site of service plan by 7/1/15. Unanimous. **Motion passed.**

Request to Fill-Sheriff's Dept.: Commissioner DeVoy stated he had been contacted by Sheriff Wiggin in regards to the hiring freeze. Commissioner Taylor stated we are under a court order to not over expend line items. He expressed the need to start planning with the Executive Committee about the budget. Commissioner Burchell stated we should meet with the Executive Committee as soon as possible and hold hiring until then. Commissioner DeVoy stated he was in favor of filling this position. Commissioner Taylor stated if we don't have relief then we will have to have layoffs and we need direction from the Executive Committee. M/Taylor, S/DeVoy to allow the Sheriff to proceed with filling the deputy position. 2-1 Commissioner Burchell was opposed. **Motion passed.**

Nursing Home Transfers: Nursing Home Administrator Logue stated transfer 2015.05 is to cover overtime expense to train the new billing coordinator. Administrator Shackett stated 2015.05 originally submitted by Nursing Home Administrator Logue was as of two days ago over expended by \$204.61. Administrator Shackett had a conversation with Ms. Ellsworth regarding the training of the new billing coordinator and she stated that there is still more training needed. Transfer 2015.05a will hopefully cover to the end of the year. Commissioner DeVoy asked if Nursing Home Administrator Logue was ok with that, he stated it was fine. Administrator Shackett stated transfer 2015.06 was to transfer from nursing overtime to rehab overtime, which was already over expended and not a good idea. Transfer 2015.06a to cover expenses and reverses what Nursing Home Administrator Logue asked for. Transfer 2015.07 is exactly as requested by Nursing Home Administrator Logue. Nursing Home Administrator Logue stated he did the transfer requests based on the 6/17/15 financial statements. Commissioner Taylor stated he saw the last communication from Nursing Home Administrator Logue and it is another example of a problem created when the board receives last minute information. Commissioner Burchell stated he had no comment. Commissioner DeVoy stated the Executive Committee is not happy about having to have another meeting. Administrator Shackett asked Nursing Home Administrator Logue if he was comfortable with transfer 2015.05a, 2015.06a and 2015.07. He stated he was. Commissioner Taylor asked if the transfer request for dietary took into consideration the \$8,000.00 request that the board already approved or if they need an additional \$13,000.00. Administrator Shackett asked Nursing Home Administrator Logue if he had a current budget. Nursing Home Administrator Logue stated he was working off the 6/17/15 budget. Administrator Shackett stated the board approved the transfer for \$8,000.00 but not the Executive Committee. She stated she could not explain why the current budget is not being used as it is available to all department managers. Administrator Shackett recommended going with the \$13,000.00 request as dietary overtime has already spent half the budget. Nursing Home Administrator Logue stated there is plenty of money in the part-time wage account due to vacant positions. Commissioner Taylor asked for clarification of the dietary overtime line. Administrator Shackett stated that 94.6% has been expended and it is reasonable to spend another \$12,000.00. Commissioner Taylor stated he felt confident that if the

transfers were reworked they would be approved. Commissioner Burchell stated there are a lot of positive and good things going on at the nursing home. Commissioner DeVoy stated he wanted to postpone approving the transfers until Administrator Shackett and Nursing Home Administrator Logue worked together. He then asked what the plan was to compete with other nursing homes to hire staff. Nursing Home Administrator Logue state he would work on this and report back to the board. Administrator Shackett stated it is very likely that the dietary overtime is over expended and pushing the transfers off over expends the line more. Commissioner Taylor stated he would like to approve a procedure where the Administrator and Nursing Home Administrator Logue sit down and work on a well thought out transfers to get through the fall. He stated we are in violation of the court order and we need to avoid it. Commissioner DeVoy stated he needed an exact date when this would be done. Administrator Shackett stated she was willing to meet anytime. Commissioner Burchell stated finance should be there. Nursing Home Administrator Logue requested the current budget. Administrator Shackett offered again to show Nursing Home Administrator Logue how to look at budget in accounting software. There was discussion about the date and time to hold another meeting. Commissioner Taylor stated they would meet Thursday, July 2nd at 1pm to discuss the nursing home transfers after Administrator Shackett and Nursing Home Administrator Logue met.

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

Previously Signed Documents

<u>Document Date</u>	<u>Document</u>
6/25/2015	Payroll Manifest
6/25/2015	Accounts Payable Manifest

Nonpublic session: M/Taylor, S/Burchell to enter into nonpublic session per RSA 91-A: 3, II (a). Commissioner DeVoy called the roll: Taylor-Y, Burchell-Y and DeVoy-Y. At 9:40 am, the board entered nonpublic session.

Adjourn: Meeting adjourn at 10:00 am.

Respectfully submitted,



Jamie Ellsworth
Administrative Assistant

