



BELKNAP COUNTY COMMISSIONERS  
34 County Drive  
Laconia, NH 03246  
Phone (603) 527-5400  
Fax (603) 527-5409

**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes September 7, 2017

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

Absent: Commissioner Waring

**Minutes:** M/Taylor, S/DeVoy to approve the minutes with the revisions to the Departmental Update: Sheriff section. Unanimous. **Motion passed.**

**Calendar:** There was no discussion.

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

Previously Signed Documents	
<u>Document Date</u>	<u>Document</u>
8/16/2017	Payroll & A/P Manifest
8/18/2017	Change of status forms:County Admin. Wage increase & phone stipend
8/18/2017	Retirement card
8/24/2017	Payroll & A/P Manifest
8/30/2017	Payroll & A/P Manifest

**LEAN Project Team Update:** County Administrator Debra Shackett reviewed the LEAN information included in the packet. She stated they had been meeting as a group to make sure new procedures get implemented and stay in place. County Administrator Shackett stated this was the first LEAN project for the County.

Kris Miller, Billing Coordinator stated this LEAN project is the best thing she has been a part of. She stated since LEAN she has been able to do follow up and get bills out quicker. Nursing Home Administrator Shelley Richardson stated this has been a great process and processes are being done more efficiently.

Kelly Thomson, A/R clerk stated secondary claims are a process that was now being followed up on and payments are being received sooner.

Patti Ricks, Health Information Manager, thanked Deb for allowing her to be part of the process. She stated it has always been a goal to be electronic and be completely paperless.

Commissioner DeVoy asked if uncollectable accounts had been addressed. Nursing Home Administrator Richardson stated they did not cover this in this LEAN process. Accounting Manager Lori Sharp stated there are less things going into the old uncollectable state.

Commissioner Taylor stated this process is quite impressive.

**CDBG-Grant Administrator:** County Administrator Shackett recommend Donna Lane be hired as the grant administrator for the CDBG Child Advocacy Grant. M/Taylor, S/DeVoy to accept the recommendation of County administrator. Unanimous. **Motion passed.**

**Building Committee Update:** County Administrator Shackett stated the cable had been installed and were waiting for phones. Commissioner DeVoy stated the devices for video visitation are 3 months behind so the committee decided to keep the visitation room for now.

**Acceptance of Donation-Sheriff Dept.:** Sergeant William Wright stated Strafford County drug team offered a car for the Belknap County drug task force. He stated it has gone through the Attorney General Office for drug forfeiture. M/Taylor, S/DeVoy to accept the donation requested. Unanimous. **Motion passed.**

**Transfer Request:** M/Taylor, S/DeVoy to approve transfer request 2017.05. Unanimous. **Motion passed.**

**Association of Counties Request re: HB-517, Section 176 & 177:** Commissioner Taylor spoke about the effects of the current managed care would have on the nursing home. M/Taylor to make the \$10,000 contribution. Commissioner DeVoy asked if the two consultants will meet and go to Legislative body with different plans. Nursing Home Administrator Richardson stated the private sector is looking into a consultant also. Commissioner Taylor stated the hope is out of the three consultant reports HHS will be able to put together a good plan. S/DeVoy. Unanimous. **Motion passed.**

**Other:** Nursing Home Administrator Richardson stated she received 4 bids for the beds and mattresses. She stated she recommends the bid be awarded to Direct Supply. M/Taylor, S/DeVoy to accept the recommendation. Unanimous. **Motion passed.**

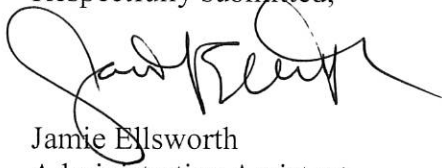
**Public Comment:** There was no public comment.

**Non Public Session 91-A:3, II (a):** M/Taylor, S/DeVoy to enter non-public session per RSA 91-A: 3, II (a). County Administrator Shackett called the roll: DeVoy-Yes and Taylor-Yes. At 6:30 pm the board entered non-public session. At 6:50 pm The Board closed the non-public session and resumed public session.

The Commissioners reviewed the expenditures and revenues.

**Adjourn:** The meeting adjourned at 7:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jamie Ellsworth', written in a cursive style.

Jamie Ellsworth  
Administrative Assistant

