



BELKNAP COUNTY COMMISSIONERS
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Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
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Commission Meeting Minutes

July 19, 2018

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

Minutes: M/Taylor to approve the minutes, S/Waring. Unanimous. **Motion passed.**

Calendar: There was no discussion.

Previously Signed Documents: M/Taylor to ratify the previously signed documents with the amendment of R.A.N. to T.A.N., S/Waring. Unanimous. **Motion passed.**

Previously Signed Documents

Document Date	Document
7/3/2018	Payroll & A/P Manifest
7/11/2018	Payroll & A/P Manifest
7/11/2018	T.A.N. documents

Departmental Update-DOC: Superintendent Keith Gray reviewed the handout included in the meeting packets. He stated the department will need a supplemental appropriation or transfer from contingency to make it through the year. Superintendent Gray stated there has been a lot of unanticipated resignations and FMLAs and acknowledged the staff for all they do.

Commissioner Taylor asked if it was correct that protective holds are not fined and are just held until they are no longer a danger to themselves. He stated the County bears the cost of the protective custody. Superintendent Gray stated that was correct. He stated the state does not have a drunk and disorderly fine.

Commissioner Waring asked how long the positions have been vacant and when is the anticipated date they will be filled. Superintendent Gray stated the 2 corrections officers have been open for at least 1 month, the Sergeant was just recently posted, the Community Corrections officer was posted 3 weeks ago and the nurse position has been posted since April. He stated he is anticipating the resignation of the Administrative Assistant next week as she will be moving on to a higher paying job.

Commissioner DeVoy asked if everyone that applies and is qualified receives an interview. Superintendent Gray stated the applications are reviewed and interviews are scheduled with those that qualify. Commissioner DeVoy asked why the sentenced booking numbers are going down. County Attorney Livernois stated he did not have a solid answer. He stated it could be more are getting sent to state prison, drug treatment sentences or alternative sentencing options. Commissioner DeVoy asked why the CORE program numbers were so low. Superintendent Gray stated everyone that has been sent with an order is in the program and there are a few that have been pulled from the program due to disciplinary problems. He stated the drug court has doubled in the last 8 months. County Attorney Livernois stated there are only 41 sentenced inmates and 19 are in the program, that equals out to almost ½ the sentenced population in the CORE program.

Commissioner Waring asked if the savings in full-time wages would help with the budget shortfall. County Administrator Shackett stated when an employee gives their notice the budget is updated.

Departmental Update-Sheriff: Sheriff Moyer reviewed the handout included in the packets. He provided an update on the Department of Justice review of departmental policies and staff trainings. Sheriff Moyer stated they have hired two dispatchers.

Departmental Update-County Attorney: County Attorney Livernois stated the budget is going well. He stated the assistant county attorney resigned a month ago and was hoping to fill the position soon. County Attorney Livernois stated he is working to fill the 2nd grant funded victim witness coordinator.

Commissioner DeVoy asked if the current case load was high. County Attorney Livernois stated it is averaging between 400-500 cases at a time. There was a discussion about the federal government hiring attorneys to cover the fentanyl cases.

County Attorney Grant Request: County Attorney Livernois stated he had applied for a grant and has been awarded the grant to cover the cost of the IT equipment for the new victim witness coordinator and current victim witness coordinator computer replacement. He requested the Commissioners acceptance of the grant that has been awarded. M/Taylor to approve the request of the County Attorney, S/Waring. Commissioner DeVoy asked if they needed to go to the Delegation. Commissioner Taylor stated they did not as long as they are staying within the gross appropriation. Unanimous. **Motion passed.**

Accept CTE Grant-DOC: Superintendent Gray request the Commissioners accept the CTE grant award. He stated the Board approved the proposal for the grant. M/Waring, S/Taylor to accept the grant. Unanimous. **Motion passed.**

UNH Cooperative Extension MOU: Kelly McAdam, UNH Coop. Extension stated she was looking for approval of the MOU that is due every 6 years. Commissioner Taylor confirmed that they were not committing to anything. M/Taylor, to approve the MOU, S/Waring. Unanimous. **Motion passed.**

Approve SAN purchase: County Administrator Shackett stated the SAN replacement is the highest priority for computer projects this year. She stated it has been put out to bid twice. County Administrator Shackett stated if the project is completed the IT budget will go over. Commissioner Waring stated it was his opinion that this opens up a larger conversation. He stated they have a department total that they know will go over and at what point they are going to move forward with asking for a supplemental appropriation. Commissioner Waring stated this is an absolute need of the IT infrastructure. Commissioner Taylor asked if the \$2,000 bottom line surplus included the spending of this project. County Administrator Shackett stated it was included. Commissioner DeVoy stated his thought is addressing this issue at the beginning of the 4th quarter. Commissioner Taylor agreed. He stated they need an answer on the ProShare money.

M/Taylor approve the SAN purchase, S/Waring. Commissioner Waring stated his concern is they are running up against a time crunch. He stated it is his understanding that DRA will have begun setting the tax rates. Commissioner Waring stated he was not sure what the delay is for as they have a fiscal crisis. Commissioner Taylor stated he could not imagine there will be any additional tax money raised that the money will come out of the fund balance. Unanimous. **Motion passed.**

Engagement Letter: County Administrator Shackett stated the letter is to engage services of the financial advisor for the TAN. M/Waring to accept and authorize County Administrator Shackett to sign, S/Taylor. Unanimous. **Motion passed.**

Award bid-Nursing Home: Nursing Home Administrator Richardson stated the pharmacy services contract is up August 23rd. She stated it was put out to bid and only received one response from current pharmacy provider. Nursing Home Administrator Richardson stated there is enough in the line item to cover the cost of the contract. Commissioner DeVoy asked if the cost go up every year. Nursing Home Administrator Richardson stated it can go up to a 3% yearly maximum. M/Waring to accept the Nursing Home Administrators recommendation, S/Taylor. Unanimous. **Motion passed.**

Nursing Home Administrator Richardson recommended purchasing 6 beds from McKesson. M/Taylor to approve the request, S/Waring. Unanimous. **Motion passed.**

DHHS/ProShare money: County Administrator Shackett stated the County received a windfall of ProShare \$2.7 million more than anticipated and the state is requesting 50% back to send to the federal government were it will be matched for the IDN's use. Commissioner DeVoy stated he wanted to know how much the state is giving to the IDN. Commissioner Taylor stated he would like the state to tell us what benefit Belknap County is getting from the match.

Process for Department Head wage consideration: Commissioner Waring stated there had been discussions earlier in the year and addressed all non-union employees except the department heads. He stated he was under the impression that compensation adjustments would be handled with annual reviews. Commissioner Taylor asked if the analysis that has us with \$2,000 surplus included pay increases for department heads. County Administrator Shackett

stated it includes both COLA and step increases. Commissioner Waring stated there is a policy that should be followed and does not feel they should be forgoing someone's raise due to what may or may not happen at the end of the year with the budget. Commissioner Taylor stated he didn't think this was a normal year. He stated the policy should apply in normal times and this is not a normal time. Commissioner Taylor stated he thought they could afford to wait until the end of the year to see what happens. Commissioner Waring stated his concern is the policy doesn't speak to a normal year or abnormal year. He stated they either need to follow the policy or amend it. M/Taylor due to the extreme budgetary circumstances that pay increases for department heads be delayed until later in the year when the economic situation is clear, S/DeVoy. Waring opposed. **Motion passed.**

Financial Update: County Administrator Shackett stated she had highlighted all the variances that are predicted to be more than \$10,000. She stated for the Nursing Home revenue there is a surplus in ProShare but all the other revenues are projected to be a shortfall.

Commissioner DeVoy stated he wanted to know why they are not capturing the people in the nursing home. Nursing Home Administrator Richardson stated the skilled census is down at all facilities and the census at the hospitals are low. She stated the hospital is not admitting patients which means they don't qualify for skilled benefits. Commissioner DeVoy asked if all the other facilities have the same problem. Nursing Home Administrator Richardson stated they are all having the same problem. Commissioner Taylor asked if the Delegation increased the revenues. County Administrator Shackett stated they increased revenues during budget season. She stated the last 2 years they did not make the revenue estimates.

County Administrator Shackett stated the cash flow statement was revised to include the TAN and ProShare amounts.

Commissioner DeVoy asked how much interest was being made on the extra ProShare. County Administrator Shackett stated they are getting 2% on the money. Commissioner Waring stated it is \$7,900 for six months.

Other: County Administrator Shackett pointed out the newsletter included in the packets. She stated she hopes to continue quarterly.

Commissioner DeVoy stated there are two unions that they need to schedule meetings with.

Commissioner Taylor stated there is another meeting coming up to discuss the PACE programs. He stated Belknap County in 10 years will have doubled the 65+ population and triple the 85+ population. Commissioner Taylor stated the HHS bill will increase to \$15million if something isn't done. He stated if we can flip the in home care and institutional care the costs will be closer to what they are today.

County Administrator Shackett reviewed the draft letter for the DOC semi-annual tour. All the Commissioners were ok with it.

Public Comment: Rep Michael Sylvia, Belmont stated the presentation from DHHS in May for the Delegation left most of us wondering what was being said. He stated the Carrol County presentation was done July 2nd and it is very clear.

Non-Public per RSA 91-A:3, II (a): M/DeVoy to enter non-public session per RSA 91-A:3, II (a) personnel matters. County Administrator Shackett called roll: Waring-Y, DeVoy-Y and Taylor-Y. At 7:17pm the Board entered non-public session.

Adjourn: The meeting adjourned at the conclusion of the non-public session.

Respectfully submitted,



Jamie Ellsworth
Administrative Assistant

