

Carroll County Commissioner's Meeting
Minutes
January 28, 2009

Commissioners Present: Commissioner Sorensen, Commissioner Solomon, Commissioner Albee

Others Present: Maureen Spencer, David Babson, Jon Hebert

Meeting called to order by Commissioner Sorensen at 8:15am

Public Input

- Captain Hebert wanted to share the information about the sub-committee meeting for budget. The Dictaphone issue (\$24k) is resolved for now. Have been able to negotiate an extension of lease for 6 months. Ask that process be started to set up Capital Reserve of \$8k for IT and computer equipment for Sheriff's office for 2010. Instead of \$24k in 2009, we are asking for \$8k to go into capital reserve. Sub-committee did vote to approve to send to delegation \$20 per day per Diem for bailiffs.
- Fuel cap of \$2.09 for 18 months starting Feb. 1st (saved approx \$37k), extension of Dictaphone lease, and bailiff issue has reduced budget.
- Clothing allowance in dispatch questioned. Tazers not discussed.
- Uniform contract with union is 3 years. Under labor contract.
- Commissioner Sorensen: Next contract time I will push to Reduce or eliminate uniform allowance for dispatch. They are not seen why do they need uniforms?
- Captain Hebert: Dispatch is seen by public at all hours of day by different people. Purchase of uniforms not tied in to one supplier it is in the labor agreement.
- Commissioner Sorensen: All contracts are signed by commissioners on behalf of the County. We are responsible for all contracts.
- Captain Hebert: Sub-committee said that they do not negotiate union contracts. They are only there for the funding. Done with sub-committee, changes given to Kathy Garry.
- Maureen Spencer: Emailed office for procedure in snowstorms, Lory did not know procedure.
- Commissioner Sorensen: Lory called me, Dispatch will know of cancellations or delays.
- Maureen Spencer: Minutes are not archived, need to keep notebook for motions made to be easily referenced.
- Commissioner Sorensen: Need notebook for policies.
- Commissioner Albee: No Cancellations/possibilities of delay only
- Maureen Spencer: Office does not know, no archived minutes on website. Need to get the information out to public.
County lost the law suit? How does this change the budget?
- Commissioner Sorensen: We did lose lawsuit, may give more authority to HHS to do what they want which is not good.
- Commissioner Solomon: There are some new bills coming up that address this issue.
- David Babson: Jail management concern about having Jason and Dennis at jail. Let Jason run it on trial for 6mo to 1yr and see how he does. Is Dennis ever there?
- Commissioner Albee: Dennis is there frequently. He is 32 hours @ \$55k with no benefits.

- Commissioner Sorensen: Position is not automatic, must be applied for.
- David Babson: Employment problems, promote from within?
- Commissioner Sorensen: We would get immediate criticism if we did this.
- Commissioner Albee: Jason not qualified at this time for position. Slated for classes this year. We have contract with Dennis. Add salaries together-must see if wage is comparable.
- David Babson: Question on paying clerk. Is Commissioner Solomon going to take minutes for public and non-public so we can save \$5k a year? My suggestion is that she should be the clerk.
- Commissioner Sorensen: Commissioner Solomon is responsible for public and non-public minutes. It is her option as clerk to make a recommendation of what she wants to do.
- David Babson: Who gets dental insurance?
- Commissioner Sorensen: All employees are able to get dental if they want it. It is not a large plan. Pays for cleaning and routine procedures.
- David Babson: Hay-open meeting on raising revenue. Rubbish pickup and recycling?
- Commissioner Albee: We do not recycle yet except for cardboard. We want to start doing plastics, etc.
- David Babson: What is the total increase in union contracts? Increase last year on medical insurance was 19%. This year you said it will be 11%. 30% over 2 years. Employees do not realize this is increase in pay when we pick up another 30% for medical insurance. Need to make a choice over medical insurance or pay increase. Not both.
- Commissioner Sorensen: Increase this year is 8 ½ %
- Commissioner Albee: Still twice inflation rate. Actual cost of salary plus health and benefits. What is the cost per employee? That cost needs to be on paper when we sit down with union.
- David Babson: Question on daily rate at MVNH for private pay. Is that increasing enough to make patients go somewhere else?
- Commissioner Sorensen: Others in this area are getting \$275-\$300 for private.
- Maureen Spencer: Talk about trip to Grafton?
- Commissioner Sorensen: Yes

Out of Public Session

- Attachment needs to be added to minutes on schedule of incentive plan for MVNH
- Commissioner Sorensen: Sunday critical level at MVNH authorized two agency staff.
- Approval of minutes from January 21, 2009.

*Commissioner Solomon motion to accept minutes of January 21st as presented.
Seconded by Commissioner Albee. All supported motion.*

*Minutes from non-public session sealed on January 21, 2009 as per RSA91-A; 3 2A
and
RSA91-A; 3 2C regarding Dismissal and compensation of public employee, discussing
in
public would adversely affect reputation of person. Motion by Commissioner Solomon*

to seal these minutes. Commissioner Albee Seconded motion, All supported motion.

- Commissioner Sorensen: David Babson would like to have a committee to discuss the Farm. Ideas?
- Commissioner Albee: Committee or meeting? Post it on agenda in Advance for April after budget is done. Meeting for hay and wood pricing
- Commissioner Sorensen: It will affect budget as far as revenue. We can change it but suggest that we not go down. Already in revenue. May be increased. Look at 2nd or 3rd week of April for meeting.
- Commissioner Albee: Feb. 6th Executive meeting of NH Assoc. of Counties. All commissioners are going.
- Commissioner Sorensen: The question we will ask is why we are paying \$10k in dues.
- Commissioner Albee: I will be attending Alternative Energy presentation on Saturday at Tin Mountain.
- Commissioner Albee: Building committee voted 2 architects on the short list. Will have two best back on Feb 9th at 1pm for more specific info and solutions. The ones chosen have Global experience, great presentations and cost perspectives.
- Commissioner Sorensen: One just had architects, other had team (engineers, interior design, landscape and lighting specialists, etc). Need to iron out CON and sudden increase of fee by using Susan as CON person.
- Commissioner Albee: Very confrontational/negotiate with her. Needs to be justified.
- Commissioner Sorensen: Opinion that Project coordinator with help of county can get CON done.
- Commissioner Solomon: Spent day in Concord with CON board and found the application straight forward.
- Commissioner Albee: Architectural Commissions are all negotiable. If they need CON person they can pay her. Finance meeting on MVNH on Feb 2nd @1pm. Sub-committee on Friday Jan 30th
- Commissioner Solomon: Attended UNH Co-operative Extension meeting. 12 young architects/4 selected by UNH cooperative/will come for Q and A session to explain budget and their support of the County.
- Commissioner Sorensen: Checked with Strafford County. They also had mistake from DEAS. Agreement w/DEAS Rate is going up 3.8% this year. Base rate may not be right and could be why increase of \$88k from original.
- Rochester and Dover capped budget on co-op and eliminated regional agencies and people. Solution? Regionalize co-op extension between counties. No money from Belknap unless re-organized. Co-op has helped Carroll County in all areas.

Visit to Grafton County:

3 – MVNH reps

3 – Commissioners

2 – Delegation members

1 – 1 building committee member (Jim Martin)

Were able to ask questions of Administrator and maintenance for pros and cons of new building.

- Commissioner Solomon: Voted NOT to cut or may end up with more problems in the future.

- Commissioner Albee: Modify in design phase-not later. Impact/cost more money if not done right at the beginning. Infrastructure should not be short cut.
- Commissioner Sorensen: Should look at 2/3 private rooms, 1/3 semi-private

Generalized discussion of Grafton nursing home lighting/area/rooms/location

- Commissioner Albee: Built in 2003-6 years later already looking to retrofit to bio-mass.

Jason Johnson, Jail/HOC

- In-house population 51, 3 out on elec monitor, 2 weekenders, 1 transfer, 15 pre-trial release for total of 72. 14 taken in last week, 13 released. 5 repeat offenders. 2 OAS, 1 robbery, 1 SA, 1 hindering apprehension. Farm using 3/5 available. 3 on constant watch/in processing. Protective custody room being used so one officer can watch all three. SPU has no room. May be able to free up one soon for most complex inmate.
- Inmate that was in hospital is back on constant watch. New policies to review are snow removal and hunger strikes.
- Budget was analyzed by sub-committee for Equipment repair/office supplies/elec monitoring
- Commissioner Albee: Did you communicate cost savings of Electronic monitoring?
- Jason Johnson: Yes. Subcommittee consisted of Rep. Steven, Rep. Knox, Rep, Roberts, and Rep. Scala.
- Commissioner Sorensen: Grounds care/trash removal in-out
- Jason Johnson: Uniform expense was looked at. Recommended I have back sheets with detail of budget line items. Moving van from MVNH for transport of meals.
- Jason Johnson will be returning for executive session.

Sandi McKenzie, MVNH interim Administrator

- Average daily census 95 (5 skilled level)
 - 97 (High)
 - 93 + 1 LOA (low)
 - 2 admissions pending this week/2 next week
 - Initiatives: Meetings with staff department by department
 - Meetings next week: Safety and department head to focus on space/storage, Environment: noise pollution/decrease paging, look into system.
 - Snow removal from roof last week-small leak in kitchen
 - A kitchen wall covering bidding ends this week, work to be initiated first two weeks of Feb. Work hours 7pm-4am.
 - Admission process refinement/marketing
 - Rehab services-review modalities/revenue source
 - Details of LNA program and process review
- Commissioner Sorensen: May students work in some capacity while they are taking course? Do new LNA's shadow? Are older employees discouraging new LNA's? If so disciplinary action needs to be taken.

- Sandi McKenzie: Yes, if they show need we will try to place them in some capacity. There is an orientation and mentorship period. We hope that it is a nurturing environment and that all will work as a team. Every healthcare facility deals with this issue.
- Commissioner Albee: Bolster argument to increase beds/utilize infrastructure to 100% capacity. Keep eye market/ private pay to see if we are losing residents.
- Sandi McKenzie: Older building is deterrent/ care is excellent. Checking with marketing on what is consensus.
- Commissioner Albee and Commissioner Sorensen: commissioners will be lunching at nursing home on Wednesdays to sit with staff and talk over issues
- Commissioner Sorensen: Need justification of adding beds. What is ideal staffing and beds @ new building? Revenue stream.
- Sandi McKenzie: Type of resident/vision/population. Meeting with subcommittee on Friday for line items in budget. Went over budget with Paula and heads to discuss line by line. Paula has back-up sheets.

Kathy Garry, Business Office

- Betsey Miller: Executive Committee consists of 5 members from each county. Decided on 3 commissioners, Ann Aiton, and Dennis from HOC.
- Executive committee meets 1st Friday of each month at 9am. Executive council is 10am.
- Lory contacted Merrimac to schedule tour and is waiting for call back.
- Policy of expense accounts
- Commissioner Sorensen: suggesting monthly (submitted by 28th) or quarterly.
- Commissioner Albee: Look at each level of employee. Suggest monthly.
- Commissioner Solomon: State does it monthly
- Kathy Garry: submitted by 15th of following month.

Future discussion on reimbursement will take place

- Kathy Garry: Time cards/payroll companies/ will get more info on companies that coincide with our software.
- Documentation from Donna Lane in regard to CDBG project: semi-annual report. Need signature from Commissioner Sorensen who was previously authorized to sign all documentation regarding CDBG.
- Commissioner Sorensen: Need Hale's Location budget for delegation deliberation.

Encumbrances:

Water System: \$5k (cover for water storage tank, no new tank)

Building Impound Area: \$10k

Maintenance: energy \$10k

Dietary: wall covering \$8k

Meters: Jail \$6k MVNH \$7k Need to know usage per building. Admin. building has meter.

Commissioner Albee moves to accept encumbrances as presented, Commissioner Solomon seconded, All in favor. So voted

- Kathy Garry: Telephone conference Friday at 12pm for DEAS budget discussion.
- W-2's are done
- Commissioner Sorensen: Spend time with Stephanie on payroll as whole, not just new entries.
- Kathy Garry: Need to plan to utilize skills of the people that we do have.
- Commissioner Sorensen: Hope to get company to do payroll electronically except for special items.

Robin Reade: Human Resources

- Holiday Policy and Personal Time. Cannot change anything on union contract
- Next week will do sick time and vacation time.
Holiday and personal time Policy discussions were conducted between Robin Reade and Commissioners.
- Commissioner Albee: Non-union same as union? Based on contracted hours 40 hr has 11 (10 regular, 1 floating)
- Robin Reade: Attorney gets 12 holiday and 2 personal days.
- Commissioner Albee: Is this Statutory? Everyone should have the same. Total should be the same.
- Robin Reade: Has always been done according to court schedule. Difficult to set policy
- Commissioner Sorensen: Commissioners can regulate attorney and deeds schedule/days. We are responsible for payroll. If holidays affect payroll we will need to discuss this with them before making new rulings.
- Robin Reade: Looking at 11 holidays and 2 personal days? Non-union get personal days, union employees have to convert sick days to personal days (union regulation)
- Snow Policy?
- Commissioner Sorensen: I would like to see something on that. Critical for nursing home positions.
- Robin Reade: Safety committee issue
- David Wells recommends purchasing software to use for minutes so they cannot be changed. Adobe is favorable @ \$300. From HR Budget
- Robin Reade: Process of doing reference checks before interviews no recommended, could cause issues. May do mini-phone interviews.
- Commissioner Albee: Asking for references with resume?
- Robin Reade: Yes
- Commissioner Sorensen: We should do nothing prior to interview
- Commissioner Albee: Can verify employment history w/o reference
- Robin Reade: Will just verify employment.
- Commissioner Albee: Need to talk to Lory about agenda so we do not go in and out of public session. Executive sessions scheduled for end.

Commissioner Sorensen motion to go into non-public session per RSA91-A: 3 2C regarding personnel. Seconded by Commissioner Albee. All in favor.

Public session adjourned at 10:30am

