

Carroll County Commissioners Meeting
Minutes
February 4, 2009

Commissioners Present: Commissioner Sorensen, Commissioner Solomon, Commissioner Albee

Others Present: Maureen Spencer, David Babson, Ashley Rigazzo, Lori Lenart, Robin Reade, Jon Hebert, Joe Kowalski

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

Public Input

1. Maureen Spencer: Question regarding credit card usage by county employees and tracking expenses.
2. Commissioner Sorensen: We monitor every statement that comes in
3. Maureen Spencer: Has anyone come up with a vision statement for Nursing home?
4. Commissioner Albee: It was talked about. Will be part of the design process with the architect that we choose. Ultimately up to commissioners with committee discussion. Have not set a specific time for the vision statement.
5. Maureen Spencer: Should send letters to every town for input. Good public relations
6. Commissioner Albee: Need to establish design process first
7. Maureen Spencer: Good thing to have in mind for the future. People are going to have ideas. Is office staff cross trained?
8. Commissioner Sorensen: Yes. Kathy Armstrong can do payroll and Stephanie will learn to do it. Kathy Garry can do things that are more important than just payroll. Asked her to come up with a better way of keeping track of employee hours (system, electronic?) Something compatible with our computers. This will make office more efficient and simplify payroll process.
9. David Babson: Commissioner Albee said Architect fee was around 6% What is responsibility of architects for that 6%? When does their responsibility end?
10. Commissioner Albee: Have not finished negotiating contracts. Once an architect is picked and contract is negotiated we will know what their responsibilities are. They have their errors and omissions insurance policies, Bonnete, Page and Stone have their policies of things not working. We want to bring in a private company at the end of the process to Commission the new building. Test everything; make sure everything is working correctly. Industry standards. Every contract is individual.
11. David Babson: If Strafford County does not fund the coop extension and UNH and state say they will not provide the 80% left. Will you ask the co-op for \$25k towards a forester that we were asked to pay two or three years ago? We paid an additional \$25k to keep the forester. We were told that everyone who had a forester after that would have to pay. Now there are two more that have not paid. If Strafford does not put up the money to support the coop extension and UNH says we are not giving you anymore. There will be cash available. Will you ask UNH to come up with the money they are saving from Strafford County? Why should this county be the only one paying \$25k more for a forester?
12. Commissioner Sorensen: I hope that you and Commissioner Solomon would question that of the County. In talking with chairman of commissioners in Strafford County, he is proposing that three counties go together on a regional basis. Carroll, Belknap and Strafford. Delegation may not let that go through. Co-op is needed now more than ever due to economy.

13. David Babson: Why couldn't you see the 1st floor of Grafton?
14. Commissioner Sorensen: Alzheimer's floor
15. David Babson: Pre-trial release figure. Has it always been included in total?
16. Commissioner Albee: Will ask Jason.
17. David Babson: MVNH- class for LNA's for 8 people. Told entire class came to work at nursing home. Now told that out of two classes (16) a total of 8 work at the home. Which figure is accurate? Jason said at the delegation meeting that they spent \$9,300
For GED services last year. How many got their GED as a result of that. If none of them, why do we have to give them the program?
18. Commissioner Sorensen: I believe that is a requirement, we will ask Jason.
19. David Babson: IEP-reimbursement from school district?
20. Commissioner Albee: I do not know if we have provided the services, if we have I do not know if school system has been billed. Our job to provide IEP service and school system to reimburse.
21. David Babson: Jason said he has done all the sub-committee meetings. Is superintendent at jail?
22. Commissioner Albee: I have been at all sub-committee meeting preparation with both of them at the jail. Superintendent was at the sub-committee meeting(Commissioner Sorensen)
23. Maureen Spencer: Is agenda going to change so that all non-public is done at the end?
24. Commissioner Sorensen: Yes
25. Maureen Spencer: Is the number of staff required at the jail based on the population?
26. Commissioner Sorensen: Configuration of jail requires certain number of corrections officers. Will find out answer to that question.

Out of Public Session

1. Commissioner Sorensen: Association of Counties meets Friday. Leave here at 7:30am, meeting is at 9am. Commissioner Solomon will drive. Conference call at 10am today to go over DEAS figures. We will question why it costs so much to belong to NH association. Taking Bids for annual report, some reports are in. Delegation meeting issues: Add \$15k for farm budget and \$15k for purchasing.
2. Commissioner Solomon: Good idea-does not affect taxes. Move to put on both sides
Commissioner Albee seconded motion. All in favor.
3. Commissioner Sorensen: Got a call Sunday. Logger having difficulty selling log lengths of hard wood. We can buy log length, 13 cords for \$1200. Less than \$100 per cord. I would say we need to do that. Contacted Allen to plow out area for wood. Suggest we sell for at least \$250 per cord-green. Local pricing is at \$300.
4. Commissioner Albee: Do we have ongoing forestry program on the complex?
5. Commissioner Sorensen: Yes, we can cut as much as we can on property but snow and wet is a problem now. Keep farm crews busy processing wood. Make revenue
6. Commissioner Albee: Do we need to bring it to the delegation?
7. Commissioner Sorensen: No change in budget spending, drop wood off asap
8. Commissioner Albee: Saturday- Tin Mountain conference on solar energy. Wind power. Try to set up meeting here for testing of tower

9. Commissioner Sorensen: Have more meetings focused on specific elements and categories.
10. Commissioner Albee: Rhymes called-wanted to know status of gas provider. Month by month w/current provider. Not guaranteed price. Will see if we can work a deal.
11. Commissioner Sorensen: Getting calls about tapping maple trees. One person has been tapping for 28 years. Why is only one person tapping? Need to go out for bid this year. Decision of commissioners who receives bid. \$81 per year for right to tap-cost \$36 to advertise! Make bid decision next Wednesday.
12. Commissioner Solomon: Conversation with Cindy Currier, CON board.
Cannot buy beds from Coos. Each county allotted a number of beds and cannot exceed that number under moratorium. If number of people over 65 increases with census figures from 2010 we may be able to increase then. Asked about veteran beds. Those are federally funded beds and do not come under CON restriction. Must deal with veterans' administration to transfer beds from their allotment. Assisted living beds (for residents with no physical restrictions) do not come off of our 103 bed quota. CON process is two steps. First step to show life safety issues. Second step is to submit application.
Someone from board will go through the process with us and we would complete the paperwork. Schedule of reviews, must get in line. Sometimes complicated. Once done, go before board and present case orally.
Look into beds at Huggins that may not be used anymore?
Commissioner Solomon now has a Motion book.
13. Commissioner Sorensen: Chairman of delegation feels there is fast process due to life safety issues. SPT says no.
Need to take Civil Engineers out of architect's budget, use local company. Get "guru" of CON in budget or negotiate fee. Monday building committee @ 1pm focusing on two architectural companies. Friday, Feb. 13th, trip to Merrimac w/some people from maintenance, recreation, etc.

Commissioner Albee made motion to accept minutes from 1/28/09 as corrected, Commissioner Solomon seconded. All in favor.

Sandi McKenzie, Steve Eldridge, Paula Carpenter, MVNH

1. Sandi McKenzie: Some residents have developed stomach illness, closed admissions due to this. Today Census is 94. Nine skilled residents, this is a record. Residents waiting to come in. Bids for wall covering in kitchen range from \$4,100-\$19,000. Will have conference with low bidder and check credentials.
2. Nursing home has holes in schedule for next two weekends. Need Commissioner approval to fill holes with agency. Renegotiated contract with agency, rate down \$6 for RN (to \$45 per hour) and \$6 for LPN (down to \$39 per hour). Need two for both weekends. Not call ins, actually short. We have been trying to bring in per-diems to fill holes.
3. Commissioner Sorensen: Did we hire only 8 LNA's out of the 16 that went through classes?

4. Sandi: Yes. Three from one program and five from the other. The major holes are not LNA's they are RN and LPN shortages.
5. Commissioner Sorensen: You have permission to fill holes with agency if they are not filled by staff by then. Approved
6. Sandi McKenzie and Paula Carpenter: We have budget modifications. These were discussed at sub-committee meeting. Revenue: Rehab – 100 Bed census
Medicaid increased number to \$414,803 up 5.7% Still conservative but realistic
Expenses: Equipment- LNA's need training videos, Fax machine is ancient.
Dietary: \$10,160 reduction. Took out ice machine and care tracker kiosk
Eliminated new beds, reduced new scanners from 4 to 2
Reduced new mattresses to 25 from 50
7. Commissioner Sorensen: How is this going to affect things?
8. Sandi McKenzie: 25 are sufficient for this year. Will get more next year until all changed over.
Took out folding chairs and another care tracker kiosk. Removed walk behind floor scrubber as the old one still works
9. Steve Eldridge: We need to have the old one serviced and tuned
10. Sandi McKenzie: Removed shower heads from budget, reduced \$10,482
11. Commissioner Sorensen: Steve, what are the tools needed for \$500?
12. Steve Eldridge: In case tools break we can replace them.
13. Commissioner Sorensen: What about new ceiling tiles?
14. Steve Eldridge: Replacing oldest invisible areas with better shape tiles
15. Commissioner Sorensen: Roof top fan?
16. Steve Eldridge: That is for stove vent.
17. Sandi McKenzie: Added washer in laundry, old one broke.
Delete total of \$7,000. This will not affect incoming skilled residents' services.
Recreation therapy has been reduced by \$4,800.
Total reduction of 4 kiosks (care tracker)
Year end salary totals not adjusted yet
18. Commissioner Sorensen: Is this based on actual people or potential hires?
19. Sandi McKenzie: % of MNA-LNA adjustment. Full compliment, realistic view-
looking at open positions.
20. Commissioner Sorensen: Where are agency fees coming from?
21. Paula Carpenter: It is coming out of overtime budget and LNA's.
22. Sandi McKenzie: Take \$50k from each
Adjustments: Entertainment cut \$1,000. Plant operations cut to \$9,000.
Total budget decrease of \$386,414, with an increase in revenue.
Still areas of YTD salary and education
23. Commissioner Sorensen: We need to fight to keep all training programs
24. Commissioner Albee: We need management sessions for employees. Factor
increase/decrease. Do calculations and comparisons. Budget was up 8.3% now it is
4.5% including wages. This is in line with inflation rate. Increase in revenue weak?
25. Sandi McKenzie: I am confident about bed occupancy and rehab
26. Commissioner Albee: State fees-revenue streams/Medicaid, Medicare. Patten is
convinced that more beds will not increase revenue. Need to get Facts.
27. Commissioner Sorensen: Monday, listen to budget negotiations(March
decision)
28. Sandi McKenzie: Sub-committee has not seen new figures

29. Commissioner Albee: Get info to sub-committee before meeting with delegation.
30. Commissioner Sorensen: Are important things being cut out in these reductions?
31. Commissioner Solomon: As long as there is no harm to home in reductions.....
32. Sandi McKenzie: We have eliminated the “just in case” things.
33. Commissioner Sorensen: Are we clearing out rooms so they can be occupied?
34. Sandi McKenzie: We started but the illness in the home is preventing that from happening right now.
35. Commissioner Albee: We need to budget annually for moveable equipment to outfit new nursing home.
36. Sandi McKenzie: We lease three pieces of equipment
37. Commissioner Sorensen: We are in agreement on reductions in the budget.

Jason Johnson and Dennis Robinson, HOC

1. 54 in house. 2 out on elec. monitor, 2 transfers, 17 out on pre-trial. Took in 19, 6 repeat, 13 released. Farm is using 2, Nursing home is using 2. 1 sent to SPU, 1 on constant watch.
2. Cost Analysis and staffing analysis;
2006-2007 - \$89 per day
2008 - \$131 per day these figures are operations cost inmate divided by gross
3. Commissioner Albee: Inmates to cost comparison
4. Jason: 1 female taken Saturday to Huggins Hospital for detox- Admitted
1 male taken to Huggins on Sunday
5. Commissioner Albee: Questions: are the 15 inmates out on pretrial included in total?
Is it a statutory requirement to provide GED services to inmates?
6. Jason: Yes, the inmates are included in total and have been. The GED is just something that we do.
7. Commissioner Albee: Put together study that shows any IEP and recovery from school district.
8. Commissioner Sorensen: I do not recall any
Question: Population is increasing, can you reduce staff? Be prepared for that question from the delegation!

Kathy Garry, Business Office

1. Three bids received for annual report. Commissioners opened bids and Commissioner Albee made motion to accept bid from Carroll County Independent Press. Motion seconded by Commissioner Solomon. All in favor.
2. Commissioner Sorensen signed letter for NH Association of Counties

Commissioner Solomon made motion in accordance with RSA91A:3 to seal the minutes of 1/28/09. Commissioner Albee seconded. All in favor.

Commissioner Albee stated that the commissioners need to review the sealed minutes quarterly and make a decision if any of them can be unsealed. Commissioner Albee

made a motion to review the sealed minutes quarterly, Commissioner Sorensen seconded the motion. All in favor.

*Commissioner Solomon made motion to go into non-public session pursuant to RSA91A:3-2A for personnel issues. Seconded by Commissioner Albee. All in favor
Into non-public executive session at 10:00am.*