

## **Carroll County Commissioners Meeting**

### **Minutes**

**February 9, 2011**

**Commissioners Present:** David Sorensen, Dorothy Solomon, Asha Kenney

**Public:** Daymond Steer, Maureen Spencer, Ed Comeau

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

#### **Public Input**

1. Maureen: Regarding last week's minutes, they are not on the website yet.
2. Com. Sorensen: We will check on the minutes.
3. Daymond: Asks about the projected name of the new nursing home.
4. Com. Solomon: We got close to 100 suggestions. We spent a good deal of time going through each and every one of them. We came up with Mountain View Community, Center for Rehabilitation and Transitional Living. We would use Mountain View Community for the shorter name.
5. Com. Kenney: I think the name is too long. I think we should go with a shorter name.
6. Com. Solomon: The name needs to let the people know what the facility offers. People need to understand that we offer rehabilitation services. We do not want the name to include home or nursing home.
7. Com. Sorensen: I would like to think more about it. Will discuss this next week.
8. Maureen: Can I have the status of the non-public minutes?
9. Com. Kenney: I have the minutes, but I need to review them all before they can be released. They should be ready for next week.

#### **Bids**

1. Com. Sorensen: We received two bids for our annual report. Independent Color

Press for \$649.00 for stapled pages and \$749 for perfect bound, any additional pages beyond 75 pages would be 0.04 per page. Bid from Minuteman Press is \$694.64 for folded and stapled, booklet size, 75 pages plus cover. We will review these bids and vote on them next week.

## **Reports**

1. Com. Sorensen: I went to the building committee meeting and it looks like the commissioning agent, Mark Whitman, is looking at the first or second week in August for final inspection. We are hoping to open up by the end of July, so we will have to talk to him about that. He seems to be really on the ball and expects things to be done right. He has talked to all the contractors.

2. Sandi McKenzie: I thought it was a tremendous kick-off meeting which included all of the contractors as well as Bob Murray, our nursing home superintendent. Verification testing and performance testing was discussed. He will be working right along with the contractors now.

## **Minutes**

Corrections: Page 1, #3 - Change Asha to Com. Kenney.  
Page 2, #2, McKenzie - Change Kenny to Kenney.

MOTION: Commissioner Sorensen moves to approve the minutes of 1/26/11 as corrected. Commissioner Kenney seconds this motion. So voted.

## **Reports**

1. Com. Sorensen: I have a report on the impound yard that is going to be out in back of this parking lot. I have a preliminary plan and have dropped this off at Will's office. There have been some changes made so that we will not have to go through the Wetland Department. It's 120 feet by 80 feet, 20 feet for each vehicle, 40 feet in the middle for drive through. Will is going to get an estimate for an 8 foot chain link fence plus two gates.

NHAC had another meeting regarding the Right To Know Law. Minutes need to be posted as well as attendance record. I asked when we seal minutes, in what session do they get sealed? It is my understanding is that it goes into the public session that minutes of non-public be sealed.

2. Com. Kenney: I think they get sealed in non-public session.

3. Com. Sorensen: We will have to get this information.

## **Jason Johnson – HOC**

1. Current population is 66 in house, 1 weekender, 11 transfers, 4 electronic monitor, and 13 on pre-trial release for a total in population of 94.

2. Total number of admitted inmates for the week was 12 (8 repeaters) and total number of released inmates for the week was 10. Repeater Charges: 1 in for violation of probation (booked 2 times over 2 years), 1 in for Capias (booked 13 times over 7 years), 1 in for 3 counts violation of protective order and criminal threatening (booked 3 times in 4 years), in for Capias (booked 7 times in 12 years), 1 in for criminal restraint, reckless conduct, simple assault, obstructing the report of a crime (booked 2 times this year), 1 in for attempted murder (booked 2 times in 16 years), 1 in for protective custody (booked 6 times in 10 years).

3. Farm has been taking out an average of 3 inmates per day. They have 10 available.

4. Spoke to Westlaw regarding the law library contract. Because the county attorney and the jail have two different packages, they can not do a combined package for the county. What they will do for both departments is a 0% increase for the next three years. I have a copy of the contract for review and approval.

5. Joe repaired the damage to the roof yesterday with some inmate help. He found the wood frame to be rotted. He is also asking about the possibility to have blown in insulation in the attic to help prevent ice on the roof. He found that the original insulation has settled exposing some of the heat ducts which is causing the ice on the roof.

6. Had to administratively transfer an inmate to Coos County due to a conflict of interest with a staff member.

7. Com. Sorensen: You did a real good job on Monday at the Delegation Meeting. They asked a lot of questions and you had a lot of answers for them. I hope they accepted your answers.

## **Sandi McKenzie – Nursing Home**

1. Census is at 103, 4 Medicare residents, 30 private pay residents, 69 Medicaid residents.

2. 2011 Nursing Home Budget – Subcommittee meeting on Monday, February 14<sup>th</sup> at 8:30 a.m. with County Delegation with budget review to follow on the same day.

3. Kingswood High School Career Day – Tuesday, February 8<sup>th</sup>. Representation by Mountain View Nursing Home with Cheryl Delisle, Director of Nursing, Jenn Chiavacci of Admissions, Susan LeClair of Activities, and Stephanie Milbury of Human Services.

4. Moving Day – Scheduling a meeting in March with Merrimack Nursing Home focusing on the resident move. Will talk about what worked well and what didn't. We are attempting to learn from their experience. They moved 100 residents a day.

5. New building – We had a Master Key meeting yesterday with Lang Door Hardware. We are almost complete with the revisions that will be made and will be sent back for us to review further changes and sign off. RFS (Rist-Frost-Shumway) Engineering Commissioning kick-off meeting was held yesterday. Members of the team include BPS, EGA, mechanical/plumbing contractor, building automation systems contractor, electrical contractor, commissioning agent, Mountain View Nursing Home superintendent of facilities and administrator. Discussion included plans for verification and performance testing, operation and management training. It was a very productive first meeting.

6. Farm has been taking care of snow removal from the nursing home roof.

7. Regarding the budget, we have gone over a few things, one being the electrical cost. We budgeted for \$88,000.00. We went back to the architect and she contacted the consultants regarding what is realistic for doubling the size of our facility. There will be an increased charge for monies budgeted for that due to the fact of the cooling system, even though it's going to be much more efficient. There will be added monies in that area. On the LNA line item, when we budgeted for the increase in their salary which came forth for the union contract, the number that was increased was pulled from a different line item, so it showed on the actual numbers more of what it should have been. There will be a decrease of \$45,000 in that area. Medical supplies line item will be increased as our census has increased.

### **Robin Reade - Human Resources**

1. Robin: We had a health insurance meeting on Monday. We received two quotes from Primex. We are now going to look at other carriers to compare the quotes that we got from Primex. A question came up during negotiations, would we be interested in having the Teamsters insurance give us a quote? We may get a better rate if the whole county is insured with them. If they agree to give us a quote, we will look into that.

2. Com. Sorensen: We need to see what kind of ties there are with the union. Asks that Robin talk with Stephanie about going over to the new facility and getting some pictures. I think we need to do more public relations.

### **Public Input**

1. Maureen: Did you have a meeting with Wendy about the walking path?

2. Robin: We did have a meeting. We are getting a downsized scale of the new facility so that she can plan it out. Wendy did go see the path at Memorial and is very excited by the

possibilities of what we can do there. She is going to map out some ideas and we will meet in another month.

3. Maureen: Are all the bids signed off on now?

4. Com. Sorensen: We still need bids on the furniture and painting, landscaping, landscaping design.

5. Ed: Have you looked into Virtual Town Hall for the website?

6. Com. Sorensen: This will need to be approved by the Delegation.

MOTION: Commissioner Sorensen makes a motion to go into non-public session for the purpose of employee discipline issues. Commissioner Solomon seconds this motion. All Commissioners agree. So voted.

Meeting adjourned at 9:31 a.m.

April Carpenter, Recording Secretary