

**DRAFT**  
**Carroll County Commissioner's Meeting**  
**Minutes**  
**June 15, 2011**

**Commissioners Present:** Dorothy Solomon and Asha Kenney. **Absent:** David Sorensen.

**Public:** David Babson, Bob Bird, Ed Comeau, Linda Dabica, Kathleen Maloney, Maureen Spencer, Henry Spencer, Daymond Steer and Maynard Thompson.

The meeting was called to order by Vice-Chairman, Dorothy Solomon, at 8:50 am.

**Public Input**

None

Commissioner Solomon stated that we will review the minutes toward the end of the meeting.

**Department Reports**

**Sandi McKenzie – MVNH**

We have a census of 101 residents, 16 Private Pay residents, 69 Medicaid residents and 11 pending Medicaid. We just had a recent death and will be receiving 1 new admission today, and are working on the next admission.

Yesterday we received our Certificate of Registered Trade Name, which we will be using in the new nursing home; Mountain View Community. ...Enacted in 1980 we sent \$175, and have received that refund.

We received our new license application and it is ready to be sent in once we get the new layout of the new nursing home with the designated emergency exits. Our physical address has changed and we need to apply for a new license. This license needs to be signed by the Commissioners. Representative Babson asked some time ago what the fee was for the new license; there is no fee as we are a government entity.

Furnishing quote: The initial quote that we had for the entire package that we were purchasing was \$14,265.79.

Initial quote outside of the bed spreads, was \$9286.97. In looking at all of the items we have a revised quote of \$8749.39 which is a difference of \$537.58. We need 132 wall clocks, 12 inch in diameter and battery operated. We also need 13 larger clocks. We were able to decrease the amount from \$29.00 to \$28.00.

Commissioner Kenney asked if there were clocks in the old nursing home that could be brought over to the new nursing home, or will you buy everything brand new? Sandi replied that the clocks we have are wired into the walls.

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The issue at hand has to do with the bedspreads. We were quoted \$39.99, but found out that the pricing was \$49.99. Basically what we are looking for is an approval to spend \$8,749.39.

Mr. Thompson reported that in some areas there are commercial services that provide soft goods; bed spreads, sheets, towels and then takes them away, launders them and keeps it going so that you don't have to take ownership and wouldn't have the laundry requirements. Is that available in Carroll County? Has that been looked in to?

Sandi replied, No, it has not been looked into. We were trying to do our own linen. Mr. Thompson asked how are you doing that? Sandi replied that we were trying to reduce our laundering cost which was now \$70,000 per year by purchasing our own supplies and washing them ourselves. We believe that we can save a great deal of money on this option.

**Motion**

Commissioner Solomon made a motion to move forward with the purchasing of the furnishing for \$8,749.39. Commission Kenney opposed. Commissioner Solomon stated that we will have to wait until next week to review again.

**Bob Murray**

We have made contact with Jason and Will, and it appears that we will be able to utilize the DOC inmates to help us with this move. They will be able to help us with the beds when they arrive. Resident boxes will be sealed, signed-off, and placed in designated areas. Beds are being delivered almost assembled, but we have to check the head board and we needs bodies to do that. A few beds will be brought over from the old nursing home.

Sandi reported that the inmate help will not be occurring when the residents are there.

Sandi stated that once the state receives our signed application, they will notify us of the date when they will be up here to look at life safety and do our health inspection.

Commissioner Solomon had a question regarding May 18 minutes: She asked him to explain the problem with the generator. She noted that there was a problem with what they call a 30 minute cool down,

Bob stated that there was a problem with what they call a cool down timer on the generator, and it failed. It is a 30 minute timer that allows the generator to cool down, off of load and shuts the generator down. He instituted a manual process for that 30 minutes, and decided not to spend the money on that repair because it was going to cost \$750.00 for the parts plus the labor to put it in. He did not feel it was necessary with the addition of the manual step. A week or so later the timer started working again, so it is a non-issue.

**Motion**

Commissioner Kenney made a motion to approve the minutes of 5/18 as corrected. Commissioner Solomon seconded this motion. All were in favor.

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Maureen Spencer asked why Commissioner Kenney opposed the motion on the clock, etc.?

Commissioner Kenney stated that every time we make major purchases, we need to ask ourselves, is this a need or a want. The two Commissioners approved \$44,000 for art work; she doesn't think this is a need. If it is a need, we should take it out of the \$44,000 budget for art work.

**Motion**

Commissioner Kenney made a motion to accept the non-public minutes of 5/25/11 for personnel issue, and keep it sealed Commissioner Solomon seconded, all were in favor.

Commissioner Kenney wanted to say something about the non-public minutes. She just received two sets of non-public minutes for May 4 and May 18, 2011 at 8 :50 am this morning. She can't approve them now, because she has to read them first. This happens a lot. She usually receives them at 8:12 am or 8:15 am. There was an issue with the non-public minutes of May 5<sup>th</sup> which she couldn't remember, and she needed to listen to the tape. Normally, when she receives the non-public minutes in a timely manner, she approves them immediately.

Representative Babson stated that if you use this format, after having had Public Input, it is important that you open it up for Public Input. Commissioner Solomon agreed.

Representative Babson felt that it was important that some comment be made, regarding the point Mrs. Spencer made, that she and former Commissioner Albee, weren't in cahoots with whatever was in Commissioner Kenney's letter.

Representative Babson stated that he made the point that he didn't think that any minutes had been released since last June or December and has been well over six months since we have seen any minutes.

Representative Babson stated that had the garden been plowed as expected, the minutes should indicate that Will would have used his own equipment, and that would have been very generous of him.

**Motion**

Commissioner Kenney made a motion to approve the minutes of 06/08/11 as corrected. Commissioner Solomon seconded this motion. All were in favor.

**Chris Cass – BPS**

Commissioner Solomon stated that she asked Chris to come to the meeting for a number of reasons. She has been in touch with Charlie Agnew regarding the silo and understands that Chris also has been in contact with him.

Chris Cass stated that the information from Charlie and the Engineer is forth coming. The silo concrete pad will be put up in less than a week. The door could be cut out and wait for the boiler delivery. We can secure it with a temporary plywood door, and the nursing home would have a key for it to make sure that it is secure every night.

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Further discussion ensued on temporary trailers, kitchen equipment, the silo, etc.

Commissioner Solomon asked if BPS has been in touch with the landscaper. They have not, and BPS was informed that the landscaper, Carol Jowdy, will probably be at the next meeting and they could meet with her.

Chris reported that we are pretty much on schedule. August is blocked out for inspections by the state.

Rep Babson reported that he got a call from another Representative who had received a call from Wolfeboro. The individual said that the rumor was, there had been a problem that BPS or someone had forgotten to put the piping in for the radiant heat in the floor.

Chris Cass reported that this was a rumor.

**Department Reports**

**Jerry Gagne, Maintenance**

Gave an update: We are one-half day ahead of schedule on the lighting update, and they should be done by the end of the week. They are bringing in a lift tomorrow to start on the street lights and wall packs.

As soon as we are done with the lighting upgrade, we will put out to bid for upgrading the building controls and integrating the air conditioning in with whole system. The whole system will be more efficient when we are done.

Commissioner Solomon stated she was at a meeting where Senator Shaheen was talking about a bipartisan bill that she was working on regarding energy efficiency. The Senator was pleased that county was moving ahead with its own efficiency program.

**Jason Johnson – Superintendent County Jail**

Current population is 51 in house; 1 week-ender, 8 transfers, 2 electronic monitoring and 18 on pre-trial release for a total population of 80.

He reported that we are down a nursing position. An ad has been placed with two responses. He has requested assistance from the nursing home, for per diems and other staff. No one signed up.

He reported that the nursing schedule had been adjusted and the medication times changed. In the absence of nursing coverage, we will notify EMS and inmates will be sent to the hospital for any emergencies that should occur.

Commissioner Solomon reported that we are still holding off on Prime Care, and asked Jason to contact Attorney Dewhurst who would explain what procedures he would like Jason to follow.

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Commissioner Solomon reported that the Carroll County is hosting the NH Association of Counties Conference on October 24 and 25 to be held at North Conway Grand Hotel. Since the theme of the conference is "Veterans", one of the things we're doing is to have a Color Guard at this event.

**Carroll County Transit Authority**

Commissioner Solomon welcomed Jack Rose, Chairman of Carroll County Transit Committee and Bev Raymond, who is Director of Transportation for Tri-County Connection. Commissioner Solomon stated that last week she made a comment after having been at the committee meeting talking about the problems that exist with the fixed bus line and demand/response line and noted that one demand/response bus was pulled from service.

Bev. Raymond stated that when Carroll County Transit Authority was first looked at, and we had a feasibility study done, Tri-County CAP put out a proposal to hire a consultant to see what would be the best services to be provided within the County to be able to serve the people and their needs. It was decided at that time the best way to do that would be to put three demand/response buses on, but to be able to do that with just that service would be almost impossible without having another route which is called public transit route.

Tri-County CAP was notified that they needed to put the public route out to bid, in case there were any public providers in the area that were interested in providing that service. There was one provider that was interested, and they submitted their proposal. We found that it was more than we could afford. Their proposal was denied. Because Tri-County CAP people were involved in the review committee, the DOT suggested that we do a second review with no participation from Tri-County CAP. He made changes and submitted other information. They recommended we do a contract with him, but we came to the same determination which was that the amount needed to run the service would allow Tri-County CAP no money to provide administrative services to the Federal and state entities. We will have to wait to hear from him; he has a number of days, and if he feels that he does want to appeal this, he can follow the process which allows him to appeal to the Department of Transportation.

Representative Babson questioned the number of riders using the service. What she could give him was that when we started in December 2010 we had 110 riders: January 2011 we had 230 ; February 2011 we had 354; March 2011 we had 363 and in April 2011 we had 386, but she would get back to him with the exact figures he wanted.

Jack Rose said if was only because of the protest of this one carrier operating in the North Conway area, that the problem with the fixed route exists. He has provided a trolley design in the Conway area which is not a scheduled line. This whole situation could have been resolved months ago, but unfortunately this did not happen. Now we are trying to get a decision made and get our buses in operation.

Daymond Steer asked if the letter has gone out from the Director of Tri-County CAP to Entertainment Tours (the contesting server) stating your position. Are you anticipating an appeal? Bev replied that at this point, she didn't know. We have to wait to hear from ET. There is a 5 day deadline for Tri-County CAP to hear back.

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**Robin Reade- Human Resources**

Our new Health Insurance Plan was agreeable to both of the unions. We are in our open enrollment period and have different vendors here to do our disability, life insurance, etc. These are voluntary benefits that we have.

We are moving ahead with Virtual Town Hall – scheduled first training session for next Wed 2:30. From what she understands we will be working on design and layout and then bring it to a larger group to get some input, maybe someone from the Commissioners and public to work on the design and what some of the needs are out there.

Commissioner Kenney stated that she has not seen any papers or agreement

Robin reported that she just got it yesterday, and when Commissioner Sorenson is back, we can sign that. We will have it for the next meeting.

We are still working on our pay-code mapping which interfaces the payroll into the Kronos system. When we set up Kronos we had used quite few codes to map out and the payroll system uses less. They are working on it. We had tried to coordinate a conference call for this week, with Kathy, myself and the Kronos representative. We need to set a go-live date.

Commissioner Solomon stated that with regard to pooling for healthcare with the NH Association of Counties she is attending a meeting on Friday. Robin stated that our HR affiliate is having a speaker come in to discuss how that has worked in other Counties.

Commissioner Kenney asked Robin if there is an Employee Handbook.

Robin stated that she has Employee Handbooks for the Nursing Home and the Jail, and then we have the Union contracts. She has sent Commissioner Kenney, via email, the major policies that we have done. We are working on an Employee Handbook.

Commissioner Kenney stated that she heard a labor attorney was coming and it is important to have that Employee Handbook. Commissioner Kenney stated, so you are working at the moment on it. Robin stated that she was working constantly to develop policies.

Commissioner Kenney asked what you can give me now? .Robin replied that she sent her the policies that she has developed. Commissioner Kenney asked, If you hire someone, would you hand them an Employee Handbook. Robin replied that If we hire someone from the Jail, we have started doing an orientation with the Jail, they get the appropriate documentation that they would need. If they are a union employee, which is mostly what we hire, because our non-union positions are usually administrative, they get a copy of the union contracts from the union, and a facility manual from the Superintendent. With regard to Mountain View, all of our employees go through orientation. They get a copy of the Hand book and have to sign-off on it. Any other employees get a copy of our policies and have to sign off on them. Commissioner Kenney asked do you have a paper handbook to give to me now. Commissioner Kenney asked if the policies are annually updated.

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Robin stated no, that she tries to update them; the harassment policy is looked at on a regular basis. Commissioner Kenney asked if she had anything else to hand her. Robin stated that she would make her a copy of what we have.

Henry Spencer questioned Commissioner Kenney as to why she wouldn't second the motion? The reason you gave in public at the time, is that we spent too much money on art work. To sit back and not want to spend this money strikes me as inadequate.

Commission Kenney state that she is the elected official here and no one is going to tell her how to do her job, and you have to know the bedspreads are not here, so it will be more.

Commission Solomon moved to close this meeting and go into non-public session for the purpose of a safety issue. Commissioner Kenney seconded the motion. Roll call vote taken by Commissioner Solomon and Commissioner Kenney.

The meeting was adjourned at 10:40 am.

Respectfully submitted,

Sandra Twyon  
Recording Secretary