

**D R A F T**  
**Carroll County Commissioner's Meeting**  
**Minutes**  
**July 20, 2011**

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

**Public:** Chip Albee, David Babson, Daymond Steer, Ellie Comeau and Ed Comeau

Commissioner Sorensen called to the meeting to order at 9:15 am.

**Public Input**

Representative Babson - It has been more than six months since we have had the Kronos Time Clock system going, how has that been working out, We were suppose to have an accurate record of employees, how they were taking their vacation days and sick time.

Kathy Garry stated that we still are tracking accuracy, and how the punches are working. We are still doing both to verify the accuracy. Everyone is using it and it seems to be okay. We have been on it only two months. There is a lot more involvement. Everyone is on it, Deputies - their schedules are on it, and all dispatches are on it.

Mr. Albee stated that he was a little disappointed that at the Public Hearing held on Monday, that Cooperative Extension had no presentation ,and he is a little confused as to whether or not their position is, we really don't care where we are, nothing changes or they we're excited to be at the Complex.

Commissioner Sorensen stated that he was a little disappointed that a vote hadn't been taken by the Council supporting the idea of moving to the Complex or whether they want to stay in Conway. He asked if Representative Babson would like to speak to that?

Representative Babson replied that we had a vote taken five years ago. We went all through the exercise for a building out here. It's always been that we want to be here. There is a concern on the part of the Advisory Board, that we don't know what the cost is to have us down here, it could be more money than where we are. He can assure him that the Cooperative Extension wants to be down here unequivocally.

Commissioner Sorensen stated that he had received a copy of the NH Plan for Homeless Veterans. He had given the AARP article on Homeless Veterans to Representative McCarthy to follow-up on, and he said he would.

**Draft Policy Comments**

Mr. Albee stated that he didn't understand #4. *No revenue will be spent, except grants received for a particular purpose.*

Commissioner Sorensen stated for example, the farm brings in income from the camp firewood. He is looking into the future and saying that we are going to have to purchase another processing unit. We are not going to be able to take money out of the campfire wood project or the logging project to offset or to purchase that piece of equipment, without prior approval from the Commissioners. Any income that comes in comes into the County.

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It may have to go to the full Delegation. There is a fine line as to what the Commissioners have authority to do and what the Delegation has authority to do with regard to the day-to-day activities of operating the County. Example - if we feel that maintenance or the jail needs another employee, we can go ahead and hire that employee, however, when it comes time for budgeting we need the Delegation to approve the funding or increase the funding for that position.

Representative Babson asked for an explanation of #1 *Department heads that overspend a line item by \$1,000.00 must be approved by the Commissioners. The cost of the item within the line item cannot be spread over several line items to absorb the cost. (unless approved by the Commissioners)*

Commissioner Sorensen stated that what's not in here is *anticipation*. They need to come to the Board of Commissioners if they anticipate going over a \$1000 over a line item. If they go over a \$1,000 we would have to take that under consideration; are they going to be over their bottom line, can the bottom line be adjusted from some other item that is under spent, but it has some control as to what they are doing.

Commissioner Sorensen stated that we have to make sure that no Department Head shall go over the bottom line. That will always be a given.

Representative Babson has a correction to the minutes - How many deputy cars have been stolen in the past 40 years.

Commissioner Kenney made a correction on page 4, added Bob Murray's last name.

**Motion**

Commissioner Kenney makes a motion to approve the minutes of July 13, 2011 as corrected. Commissioner Sorensen seconded the motion. All were in favor. Motion passed.

Commissioner Kenney stated that yesterday, she received two non public minutes which she will review.

**Department Reports**

**Jason Johnson - HOC**

The current population is 47 in house, 2 weekends, 9 transfers, 3 electronic monitors and 18 on pre-trial release for a total population of 79.

Total number of admitted inmates for the week was 23 (7 repeaters) and total number of released inmates for the week was 26.

Jason reported that his meeting with Horizons went very well. He will be following up with them today to get an estimate for their services. Horizons is currently providing services in Belknap County. He thinks they would be a great asset to our facility.

Jason met with Dr. Braga and Christopher Schwieger, PA on Friday to look at replacing a doctor that would be possibly leaving for personal reasons. . A proposed contract has been forwarded to the County Attorney's office, Dr. Braga and Mr. Schwieger for their

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review and comment(s). They would be happy to provide services and oversight of the medical department. The Physician Assistant would be here every week, and the Physician would be here once a month. The Physician would handle chronic care, and the Physician Assistant would deal with any emergent issues. With their level of training, they would be able to provide minor on-site medical procedures to defer hospital costs. They would like to reduce out of facility expenses, use a drug formulary to reduce medicine costs. They have a goal to achieve accreditation through the National Commission of Correctional Health Care during their tenure. The Superintendent from Belknap County was also involved in this meeting and he may request their services as well.

Commissioner Sorensen suggested that Jason ask if they would like to enter a contract possibly renting space in the old nursing home.

Jason has another company coming in later today to look at the security system and provide an estimate for a maintenance contract. Another company will be here later in the week. This will give us three quotes to review for next year's budget.

Tri-State Fire completed the duct cleaning yesterday. There is a noticeable difference in the air being moved through the building.

Jason has a proposal from Northern Human Services for providing mental health services at the facility to include mental health counseling and psychiatric services. Jason will deliver this proposal to Commissioner Sorensen later this morning.

**Kathy Garry Business Office**

Kathy stated that she has an application for a grant for the Victim Witness Advocate Program for \$26,500 from the County Attorney office.

Commissioner Kenney asked to review the application for the grant and asked if this was a yearly grant. Kathy replied that it was and that the County Attorney's office has been doing this for many years.

**Motion**

Commissioner Sorensen made a motion to approve the application to apply for this \$26,500 grant for the Victim Witness Advocate Program. Commissioner Kenney seconded the motion. All were in favor. Motion passed.

On August 5, 2011 there is a Commissioners New Hampshire Association of Counties meeting. Betsy Miller has requested that the Commissioners stay for the County State Finance Commission Meeting as they will talk about nursing home rates, billing, and access to new heights.

Commissioner Kenney had asked Kathy if she would send her the email and any information as she did not receive it. Kathy stated that she would.

Commissioner Sorensen gave Representative Babson a copy of the Sheriffs IT and Dave Meyers time involved in IT.

Bob Murray reported that the generator failed to start this morning.

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He asked if the Commissioners had made a decision regarding the bids of the movers. They replied they had not.

Commissioner Sorensen asked Bob Murray if he had purchased the truck. He replied that it would be delivered on Thursday. At that time the transaction will happen.

Commissioner Kenney asked if he had purchased the truck for \$7,000. He replied yes. She will have to sign the check for that amount.

Sandi McKenzie stated that the Packet had been sent out to the state, and she has emailed them as far as coming up for their inspection.

Commissioner Sorensen reported that we have been trying to make decisions as to when the open house will be. The Open House will be on September 10 and September 11 with the Dedication being on September 10. Our moving date will be September 13, 2011.

Commissioner Sorenson made a motion to go into non-public for the purpose of policy, personnel and contracts. Commissioner Kenney seconded the motion. Roll Call vote was taken, all were in favor.

The meeting was adjourned at 10:30 am.

Respectfully submitted

Sandra Twyon  
Recording Secretary