

**DRAFT**  
**Carroll County Commissioners' Meeting**  
**Minutes**  
**September 14, 2011**

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

**Public:** Maureen Spencer, Daymond Steer, Steve Brown, Ed Comeau and Marge Webster.

The meeting was called to order, by Commissioner Sorensen, at 8:16 a.m.

**Public Input**

Commissioner Sorensen recognized our former Commissioner Marge Webster.

**Marge Webster:** Thank you for allowing me to speak in Public Input. I just wanted to say how much I appreciate the work of the Board of Commissioners of Albee, Solomon, and Sorensen for assuring that the contract on Mountain View Community 2008 was funded, and to the Board of Commissioners of Sorensen, Solomon, and Kenney as the Mountain View Community became a reality. The positive energy and support by the County citizens and the Mountain View Community residents is at a maximum high today; but that of the County employees is at a maximum low due to the hostility, discontent, and lack of respect by some members of the current Board of Commissioners. The County family, a term used for many years, which for those who do not understand, is all of your employees. They are feeling non-valued, not respected, and that their job is not totally understood. If you do not understand their risk, and the depth of their jobs as County employees, then take the time to learn since it is your duty and obligation as a Commissioner. Therefore, you can show them the respect they deserve. Please refer to [www.governmentoversite.com](http://www.governmentoversite.com) for more information.

**Commissioner Sorensen:** Do you have any documentation; apparently, you must have talked with some of the County employees. **Commissioner Kenney:** How do you get your information? Are you living here in this state or in Puerto Rico? **Marge Webster:** I do not live in this country. **Commissioner Kenney:** How do you get your information? **Marge Webster:** There are many employees from all departments that have spoken to me. **Commissioner Kenney:** I do not understand why the employees talk to you; they should come to the Board of Commissioners. **Marge Webster:** They would if they felt comfortable.

Commissioner Sorensen thanked Ms. Webster for her comments.

**Minutes**

**Motion**

**Commissioner Kenney** made a motion to approve the non-public minutes of 9/7/11 and to keep them sealed. Commissioner Sorensen seconded the motion. All were in favor. Motion passed.

**Commissioner Kenney** made a motion to approve the non-public minutes of 7/27/11 and to keep them sealed. Commissioner Sorensen seconded the motion. All were in favor. Motion passed.

**Commissioner Kenney** made a motion to approve the non-public minutes of 8/31/11 and to keep them sealed. Commissioner Sorensen seconded the motion. All were in favor. Motion passed.

**Commissioner Kenney** tabled the public minutes of 9/7/11 until the following week.

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### **Minutes Motion**

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### **Reports**

Commissioner Solomon: Saturday was our Ribbon Cutting Ceremony. It was a beautiful day and a memorable event, which was well attended. On Tuesday, the actual moving-in day for the residents, was fantastic. The residents were over in the new nursing home with entertainment and lunch in the multimedia room. Unfortunately, Don Litchko, our wonderful volunteer, who has been so involved in our moving process, broke his elbow and was unable to be with us. Chip Albee was there and everything went like clockwork. Everyone is just in awe of our new nursing home. Thank you to all who were involved with the move.

Commissioner Sorensen: I would second Commissioner Solomon's positive remarks. I was here on Tuesday at both the old nursing home and the new home. People were moving on their own; some went on the bus and some in wheelchairs. I was also there to see the smiles on the faces of the residents when they arrived at their new nursing home. The comments made by volunteers, family and residents more than met their expectations. I spoke with Mr. Litchko who is scheduled to have his elbow operated on tomorrow. He was in good spirits and I again thanked him for all his hard work. Will keep in touch with him.

Commissioner Kenney: I think the dedication went well. It was a beautiful day with good attendance and many people took of the nursing home. Everyone seemed to like the building, it was looking perfect.

Daymond Steer: Do you know how long the move took. Commissioner Solomon: I think it took just over an hour.

Maureen Spencer: There were quite a few people there on Sunday. I made a comment to the Nursing Director and Rob that their faces must hurt at night from all the smiling they do during the day. It was just wonderful to walk into the new home and feel the love and the light.

Kathy Garry: Staff and volunteers worked very hard to make sure that the residents were comfortable and not disoriented.

### **Jo Jo Bellville, Department of Revenue Kathy Vizard Clerk Hale's Location**

Jo Jo Bellville: I work for the Department of Revenue in the Property Appraisal Division. We assist municipalities in assessment sales. Hale's Location is my town and every now and then, I need to see if the Commissioners have any questions. This year I know that you are doing just pick-up work. and there is not much for me to be involved in. Last year, 2010, Hale's Location did a full town wide value update. She sent a letter out March 3, 2011 regarding the update.

She assisted Mark Nieder, CNHA, Assessor Supervisor, with lots of interiors that he had performed. Hale's Location is unique; normally towns will have hearings and people can go to the town hall and meet with the assessors. Because we have limited homes, Mark will make the appointments, I follow him, and we go into the homes and talk to the taxpayers. That is your way of doing the hearing. The only thing that I was not involved with was that a bond had been required, but there was not a bond posted. She does not know if the Commissioners approved that or not. The update was done last year. The Company posts a bond that protects you. If the job is not done, you have the bond to rely on.

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The next time the town does an update, we will have to make sure we get that, if the Commissioners require it. In June, she sent a letter; Hale's Location not only did an update but it was your assessment review year. She had to come to the town and assess all their assessment processes. She worked with Kathy during that process; everything was in order, except for your USPAP manual. You should have received a checklist with my letter. The only part of the manual that was non-compliant was the arrival or the determinations of the value of the land. There is a section for MAP, lots, and no explanation of how he arrived at them.

The problem she sees is that the manual is the town's manual. If that experience should leave your location and she steps in to take over, how would she continue to keep things accurate without knowing how those values were arrived at? It is a manual for assessing, so if someone should leave and you hire someone new, that someone should be able to pick up that manual and continue. That manual would tell how you arrived at your land values but under the land portion, there is just a sheet of paper, which has just MAP 201, lot 1, at \$150,000. However, she does not know why. It is up to the Commissioners but she really thinks that you should get an explanation. Kathy will follow up on obtaining our USPAP Manual. She has received a communication from Mark in which he states his explanation for items 27, 28, and 29. Jo Jo: Is your MS1 with all the changes for this year in the computer and ready to be filed for your tax rate? Kathy Vizard: It was filed yesterday. Please refer to [www.governmentoversite.com](http://www.governmentoversite.com)

Commissioner Sorensen: The Association has come forward and asked if they could use some of the money, they have in the UFB. to repair the roads. Under the agreement, roads are the responsibility of the Association not the responsibility of the selectmen. He asked what would be your suggestion to address this.

Kathy Vizard stated that she spoke with Municipal Services and they have no problem adding a line item for highways and roads. They are not concerned with an agreement, whatever is raised and appropriated and approve, they will accept.

Commissioner Sorensen questioned what if a taxpayer comes and says they do not want their taxpayer money to go to roads. Their Association dues go to road maintenance.

Kathy Vizard: It is not changing over. Right now, they do not have a line item for highways and street.

Kathy: I misquoted the UFB amount of \$500,000.00; it should have been \$290,000.00.

Commissioner Solomon stated that on 10/15/11, Hale's Location is having their Association meeting and they can vote on this at that time. Commissioner Sorensen stated the Commissioners would vote on it, and the County Delegation would approve it.

Kathy spoke with Mr. McClure last week, and the last quote he had was \$150,000.00 and that was two years ago. Roadwork would not be done until next fall. Commissioner Sorensen stated that we need to have three bids.

Jo Jo asked if Hale's Location has any telephone poles and conduits. There is a new law that passed that telephone poles and conduits are now taxable, so like Fairpoint they will start getting tax bills. There is procedure to assess them. We are advising our towns to put money in the overlay, to protect them just in case the court overrules and have to give the money back.

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### **Department Reports**

#### **Sandi McKenzie Mountain View Community**

Our census today is 103. We have 7 Medicare Residents, 20 Private Pay Residents, and 76 Medicaid Residents.

Sandi: The whole week has been surreal. The move went very well. She expressed her thanks to the Commissioners for their hard work.

Sandi has been talking with Jonathan McCosh, BEAS Rate Setting and Auditor Administrator. Two years ago, we talked about when we were going to be building, our rate could change. We are going to have to look at all of our capital expenditures, submit documentation similar to that we would be submitting to the Certificate of Need Board. We would, hopefully, have an increase in our daily rate come January. A lot of it would paper trail and then an onsite visit.

Our license number for the nursing home has changed because of our address has changed. It is not our provider number for Medicare. This is our state license.

Commissioner Sorensen reported that he signed off on the building as being 99%, complete; our insurance is in effect. We picked that up on Monday.

Commissioner Kenney: How many volunteers did you have? Sandi replied that we had over 54 volunteers and they were wonderful.

#### **Please refer to attached report -MVC.**

Maureen Spencer: Was Saturday's Ribbon Cutting Ceremony videotaped?

Ed Comeau: The Mission Statement of [governmentoversite.com](http://governmentoversite.com) is to watch government, not to promote. Government. That is not to be taken as a negative for the nursing home. A positive for the nursing home would be that he spoke with most all of the staff and was in awe of how smoothly everything went.

Commissioner Kenney: What I wanted to say, I forgot to tell Marge Webster. I asked her what she said about employees coming to her about issues. Then I asked her why they do not come to the Board of Commissioners and she said they do not feel comfortable. I do want to say that I have a lot of employees contacting me or emailing me about certain issues.

Commissioner Sorensen: A week or so ago, we met with our secretary, who takes the minutes. At that time, it was decided that each department head that gives a presentation would be asked to have a report much like what Sandi and Jason have. This report will be attached to the minutes. The rationale for this is to decrease the length of the minutes.

Jason Johnson HOC Our current population is 58 in-house, 1 weekender, 9 transfers, 3 electronic monitors and 19 on pre-trial release for a total population of 91.

Jason: I met with Attorney Lee and she estimated an additional 35 hours would be required to provide a complete and thorough review of our policies and procedures.

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He would like to move \$5,600.00 from the inmate programs line to the other fees and services line to cover that additional cost. He feels that the review is warranted and well worth the money.

Discussion ensued. Commissioner Sorensen asked if this would complete the total review; He asked Jason to make sure we get a letter from them stating that our policies and procedures are now in compliance with their respective laws.

Jason: Once I receive the reviewed document with recommendations, I will update the policies and procedure to reflect those recommendations and will give to the Commissioners for their review. I have a balance of \$26,000.00 in other fees and services.

Commissioner Sorensen: Because we passed the policy that department heads have to come to the Commissioners to move money from one line item to another because they anticipate being overspent. We need to approve \$5,600.00 from inmate programs to other fees and services. Do I hear a motion to change that? This will be the first item move because of our policy. We need to have a good reason for doing this transfer. It is an important document that we definitely need to have at the Jail should we go to court over an issue. It has to be firm and done right. He thinks it is a valid reason to move \$5,600.00 from inmate programs to other fees and services.

#### **Motion**

Commissioner Solomon made a motion to move \$5,600.00 from inmate programs to other fees and services. Commissioner Kenney seconded the motion. All were in favor. Motion passed.

Jason: With respect to our medical service, I learned on Monday, that our ARNP would not be returning. I really need that position filled, and is requesting to move on the contract with Chris Braga, M.D. and Chris Schweiger, PA.

Commissioner Kenney Do I understand that the nurse practitioner is leaving? Is the doctor also leaving?

Jason: The nurse practitioner is leaving. He does not have anyone to replace her. I need to fill that position so that I can have someone come in on a weekly basis to write prescription and see inmates.

Commissioner Kenney: Do you mean the medical doctor and the physician assistant? Jason: replied, yes, there is a flat fee of \$4,000.00 a month. He has it in his budget to bring them in immediately and they can start to bring those pharmaceutical costs down.

Discussion ensued. Commissioner Solomon asked if there was an out of six months in the contract. Jason stated it was not in the contract, but he would put it in. They originally were looking for a multi-year contract, but we can write the contract to be for a year with a six-month provisional clause.

Commissioner Kenney asked about the possibility of utilizing Hannaford and Wal-Mart where prescriptions are only \$4.00. Jason replied that we use blister packs. We cannot go to an individual because then it becomes dispensing medication. These stores sell them in pill bottles and ours are individually wrapped. identified by inmate.

Commissioner Sorensen: What is the Boards' feeling on hiring Chris Braga, M.D. and Chris Schweiger, PA who have come and explained to us that they were going to drive down the pharmaceutical costs?

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Commissioner Solomon stated that if we decide today to contract with these two people is there not an out of six months. Jason: He can include that in their contracts.

#### **Motion**

Commissioner Solomon made a motion to contract with Chris Braga, M.D. and Chris Schweiger, PA for a year's contract with a six-month provision for both people. Commissioner Sorensen seconded the motion. Commissioner Kenney opposed. Motion passes 2-1.

Commissioner Kenney: The six-month provision means that if it is not okay, we can opt out in six months. Jason reported that he would get their contracts together and present them next week.

Maureen Spencer: I would like to know Commissioner Kenney why you opposed this motion.

Commissioner Kenney: I think that cost is very high. Maureen Spencer: What would you do in the mean time? Commissioner Kenney: I would hire a nurse practitioner. I think we can find someone. Because there is time crunch, we need to approve a contract for \$50,000.00.

Maureen Spencer: So in the meantime if something happens and the County is liable, because they do not have any physician coverage, how would you handle that? Commissioner Kenney: We can get a physician or another nurse practitioner. She thinks that we can hire someone, it does not take months. We do not have much information on these doctors. Maureen Spencer: Were you here for their presentation? Commissioner Kenney does not think that she was here for their original presentation.

Ed Comeau: That meeting is archived, so you would be able to review it. Commissioner Kenney: She will do that, as she does not remember. What she heard was discussed at a sub- committee meeting.

Commissioner Sorensen stated that one of the benefits of these two would be that they would be able to reduce the cost of medication. I am not sure another person, other than a physician, could do that.

#### **Kathy Garry Business Office**

Kathy has the registration forms from Peggy for the Association of Counties Conference. Primex will be sponsoring the Monday lunch, so there will be no cost to the County.

She state that you have to be there early in the morning and stay late; we need to be there before therefore, that people attending may get their packets. We need to get these registrations out to all the department heads, as they need to be in by next Friday if you are staying overnight.

Commissioner Sorensen: I asked Kathy Armstrong to look at our travel expenses for this year. She gave me a report. We are going to use up our travel expense of roughly \$365.00 before the end of the year. I would propose that we put in the \$2,000.00 for the conference and registration and the balance for transfer to our travel expense to be used for the rest of the year.

Commissioner Kenney suggested that we move nothing, and that we do not get any mileage for September through December.

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Discussion ensued: Commissioner Solomon: We did not put enough in our budget for travel, as we did not take-in the mileage rate that we were getting. .

Commission Kenney: When I came in, it was already cut by a \$1,000.00. Commissioner Solomon: The \$1,000.00 was put back in because your travel distance was greater than the travel distance of our prior Commissioner.

Commissioner Sorensen: We will get further information and discuss this next week.

### **Robin Reade Human Resources**

Robin: I have given the Commissioners a proposal for non-union employees. The Union and Jail have there procedures in place; we need to get our benefit package on-board. The department heads met to get our benefit package in order. It is what we do now; one of the changes we made is the sick time. Currently we get 12 sick days per year. One of the departments has asked if we could definite our sick and personal days because in some of the offices, they were not okay with employees taking sick time if they were not used for sick time. This is not a policy per say; we will have definitions for what constitutes a sick day, a personal day, etc.

Department heads want their staff to use their vacation days for vacation. Your non-union employees are usually management. The Jail has brought this issue forward. We were in discussions last year with some promotions over there. It is imperative that we get this completed so that when non-union employees are hired they know exactly what their benefits are. .

Robin: We are not taking away any holidays. They would have the opportunity to use that time at another point. That becomes problematic with the staff at the Jail. If you do not take it, within a year, you lose that holiday. She is not asking for approval today, but needs to keep working on this. Discussion ensued regarding earn time. Kathy felt that was very expensive. You are paid for 52 weeks a year. At the end of the year, it could be a huge liability if someone does not take his or her time.

Commissioner Sorensen: I feel that they should take their vacation time when it is due.

Commissioner Solomon: Is there a policy for donating time to another employee? Robin: replied Yes, we have a policy in place for that.

Robin: We are in the final design phase of our website. She distributed several examples for review. The content changes asked for were made, and we revised the border to the color green.

### **Motion**

Commissioner Sorensen made a motion to go with the green border. Commissioner Solomon seconded the motion. All were in favor. Motion passed.

Robin: I need your input on our Video Tour book. We are at the point where we are doing scripting: there are seven slots, which we talked about, and four of which we cannot change.



There are sample scripts available, and she will make copies for the Commissioners. Please refer to [www.governmentoversite.com](http://www.governmentoversite.com) for further details.

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Ed Comeau: Is this through Virtual Town Hall? Robin: No, it is a separate company and there is no charge for this. What they do is try to promote the county and municipalities in the area and they get advertisers. Ed Comeau: This is similar to what he will be doing during the next few weeks. You are promoting government; mine is monitoring government.

Robin: I have talked with the company and have sent an email to them, but have not heard back. Ed Comeau: I would very carefully monitor your advertisements. If you have the wrong advertiser on your site, and they promote something that is not correct, it will come back to you.

Commissioner Sorensen: I have asked for a list of people that they have contacted and signed up for that exact reason.

**Motion**

Commissioner Kenney made a motion to go into non-public session for personnel, contract and security and safety. Commissioner Sorensen seconded the motion. All were in favor. Roll call vote: Commissioner Sorenson, Commissioner Solomon-yes Commissioner Kenney –yes.

The meeting was adjourned at 10:33 am.

Respectfully submitted,

Sandra Twyon Recording Secretary