

**Carroll County Commissioners' Meeting
Minutes
September 21, 2011**

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

Public: David Babson, Kathleen Maloney, Daymond Steer, Steve Brown, Ed Comeau and Susan Willey.

Commissioner Sorensen called the meeting to order, at 8:33 a.m.

Public Input

Kathleen Maloney: I was unable to attend the August 17th and September 14th meetings. I understand that, Marge Webster, a former Commissioner, who lives in Puerto Rico, came to address to the Board. In the minutes of 9/14/11 they refer to www.governmentoversite.com, for review. Unfortunately, I could not hear anything she said on the video. There was notification on that site, that there was a technical issue with the video feed. This is a catch-22. Are we going to refer to the site; is the video and voice feed going to be there so I can hear what she said, or am I going to have to wait until later for the minutes?

Commissioner Sorensen: You will have to wait for the original minutes of the meeting. The video is not an official record.

Commissioner Solomon: Generally speaking when there is reference made to www.governmentoversite.com it refers to discussions. Only salient information should be documented in our minutes. We are trying to reduce the length of our minutes.

Susan Willey: I would like to ask that more attention be given to our website. It is very difficult to use. **Commissioner Solomon:** Our new website is ongoing. We are working diligently to get this on-board.

Representative Babson: I have not been on the website since being informed how to get the meeting minutes. I do agree that with all the money that we have spent working on a website, we certainly should have something better than what we have.

Susan Willey: I would like to give commendations to the very many people who made the nursing home move work as it did. I was not here, but I understood that in spite of their leader being injured, everything went smoothly. There was a contingency plan for everything. Thank you all.

Kathleen Maloney: Has the Board addressed what we are going to do with the beds and the other furniture left in the old nursing home?

Commissioner Sorensen: No, Bob Murray was to be on the agenda this morning, but the state is here for their annual survey to insure that the nursing home complies with all of the rules and regulations. That is a state survey and is separate from our licensing inspection for our new nursing home. Bob, as Supervisor of Maintenance, is involved with the surveyors.

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Reports

Commissioner Sorensen: There was a meeting with Health and Human services at the Gibson Center. They have changed their district service area from Carroll County; now it goes all the way down to Rochester, Farmington, Milton, Alton and part of Laconia and all the way up to Jackson. They have increased their service area, and are trying to consolidate to have less regional offices. They are looking for a facility, in either Tamworth or Ossipee that would house roughly 45 people with square footage approximately 10,000 sq ft.

We mentioned to them that we have an old nursing home that we are about to renovate. It would be ideal for both the state and the County to have HHS on this complex. The situation is that they are not going to be moving into any facility until next spring. I have spoken to four or five Representatives. As long as we can get a commitment from HHS that they would be here, they would consider it for a portion of the old nursing home. I am not sure we can wait until the RFP comes out from HHS, I do not think we can get a commitment out of them, right away, but we can try.

Representative Babson: I attended that meeting also. If we have not learned from the Cooperative Extension coming here, we have not learned anything. Has anyone started to get the ball rolling? They said they were going out for RFP in the next few weeks.

Commissioner Solomon: I am in contact from HHS and told her we were very interested and to let me know when the RFP goes out.

However, this came up at the meeting yesterday with the Advisory Council for the Cooperative Extension. There are innumerable interplays here. My question to the Cooperative Extension is "did we lose the fiber optic line". Their answer is probably yes, but if we had the fiber optic line that would be another incentive for HHS to be here on the complex, as they are going to a pretty much all online format, They will need something that is fast and reliable; that would be the fiber optic line. We need to establish, very quickly, with the Delegation, to let us leave those two wings, mothball them at this time, so that we have the option that all of a sudden presented itself.

Commissioner Sorensen: We met with BPS on Monday to look at what could be done with Cooperative Extension and the old building. Cooperative Extension has agreed to use many of the facilities that are already there. That would cut the expense down for rehabbing their area, well below the estimate, which was \$300,000.00 and the quote at that time from the Delegation was \$500,000.00. By taking down a couple of walls, but should be leaving both intact, was satisfactory to the Cooperative Extension. They will come up with a close estimate and a redesign as to what their needs are for the area. If we leave everything intact as it is, that would take up 4500 sq ft and they only need 3000 sq ft, but because of corridors and bathrooms that we should leave both intact to keep the cost down, it increases the sq footage up to 4500 sq ft.

Commissioner Solomon: I attended a meeting last evening of the Advisory Council of the Cooperative Extension. Representative Babson and Representative Knox were also there. I gave a report regarding our conversation with BPS and the University. They were very positive and accepting of the plan.

They also gave a report on their budgetary changes, number of people who were leaving, voluntarily, and those who were resigning or retiring. There is some question about regionalizing the specialists and Representative Babson had some concerns about that issue. For a complete review, refer to www.governmentoversite.com

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Commissioner Kenney: I attended a meeting on Monday morning about a Ten-Year - Transportation Improvement Plan 2013 – 2022, with a presentation by Executive Councilor Ray Burton and the some members of the DOT. It had to do with improvement of the roads. She passed out a flyer for review.

Ed Comeau: Since I am part of Brookfield I am actually one of the Commissioners on the Strafford Regional Planning Commission. The area above Brookfield and Wakefield is the Lakes Region and the only two towns in this county that would be affected by the meeting Commissioner Kenney is talking about would be Wakefield and Brookfield. Therefore, it does have to do with Carroll County.

Commissioner Solomon: Absolutely. The whole point of the coordination of the RCC is to get everyone to work together. Now that we are part of the ten county districts, we can all work together in a total regionalization of transportation for this area. If you needed to get from Coos County to Portsmouth, there should be a way to accomplish that.

Commissioner Sorensen: It is questionable whether Attorney Robin Gordon will be here or not. It concerns a legal matter, which I did not learn about until this morning. Our insurance company advised us to follow the procedures we have in the County and not allow her to speak at our meeting. This morning I told her not to attend the meeting.

Department Reports

Jason Johnson HOC

Current population this morning is 57 in-house; 1 week-ender, 8 transfers, 2 on electronic monitoring, and 19 pretrial release for a total population of 87.

Jason: Captain Fowler and Sergeant Phillips had a presentation last week by a company called ED Options. Apparently, the same company provides GED programs through Conway Adult ED. They came in about \$5,000 cheaper than Plato, and are located in MA. In addition, once an inmate comes into the facility, enrolls in the GED program, and is released for whatever reason, they are able to continue their GED program through Conway Adult ED.

I would like to have a contract with ED Options at a cost of about \$5,000.00. After moving the \$10,000.00 that I requested last week, there is still \$16,000.00 available in that line. I would like to bring them in, and can have a contract for the Commissioners next week.

Commissioner Sorensen: We are taking money out of inmate programs; what are we losing in inmate programs. We took \$10,000.00 out recently, and now we are going to take \$5000.00, which belongs in that category, but what do you have planned for that \$16,000? Jason: After moving out \$10,000.00, I have \$16,000.00 that would be for substance abuse counseling, and similar programs. I am trying to enter into a contract agreement with Northern Carroll County Mental Health to provide these programs.

Commissioner Solomon: Jason, you said you had an inmate sent to the hospital and stayed five days. In those five days, was there a correction officer with them? Jason replied yes, 24/7 for five days.

Commissioner Sorensen: Was that overtime? Jason: I would have to look at the coverage, but I do not think it was overtime. If it were, it would probably be minimal.

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Jason: I would like to bring up the contract that I have for the physician and physician assistant that I spoke about last week. The County Attorney has reviewed the contract and we revised some of the language in order to present it this morning. Attorney Dewhurst pointed out that I would have to put a slash up at the top of the page, as the contract is with the County of Carroll and the Department of Corrections. There were some format changes and indemnification changes made. I changed the contract from twelve months to six months with an automatic renewal, and extended the termination notice from thirty days to sixty days.

Commissioner Kenney: Did you send me also an email after you changed it. Jason: Yes, I did Commissioner.

Commissioner Sorensen: What types of in-service education will they provide for your staff?

Jason: They will provide in-services for my staff on standard precautions, infection control procedures, infectious diseases, extended precautions, etc.

Commissioner Sorensen: Jason, you were talking about the physician being here once a month and the physician assistant once a week. I do not see that in the contract.

Commissioner Kenney: Do we have a nurse there in the jail. The contract states that in order to provide 24-hour on-call coverage, they would need a nurse to do the assessment. Jason: I do not have coverage around the clock. I only have coverage for 12 hours during the day from 7 am to 7pm. These are 12-hour shifts. Commissioner Kenney: When there is no nursing coverage after 7 pm, do you need to send the inmate to the hospital? Jason: Not necessarily.

Commissioner Sorensen: This service is for \$4166.67 per month. I do not see that in the contract. It does say that they will cover the facility, but not that the physician will be here once a month and the physician assistant coming once a week. Jason: I will review that and document the changes.

Susan Wiley: We are talking about physical health. I would like to hear about what is happening with mental health through the jail. It seems to me if we have eight people who have been through the court system sixty times, we have some substantial mental health issues, and I would like to hear what we are doing to address those mental health issues.

Jason: We are looking into a contract agreement with Northern Carroll County Mental Health to provide both psychiatric services and mental health counseling services. Currently we only have mental health services on an emergent basis. I do not have anyone in the facility on an ongoing basis.

Susan Wiley: Mental health is as important as physical health especially in that population, and I would think that there could be some expedition to try to get that position filled quickly.

Commissioner Solomon: Referred to #7 and #10 in the contract, which I feel needs more specificity.

Jason: Currently, we have a nurse practitioner but she has resigned and will be leaving.

Discussion ensued regarding the need for on-call nursing coverage after 7 pm to be available for inmate assessment and for contact with the physician and/or physician assistant.

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Representative Babson: Has anyone from the Commission talked with the nurses at the nursing home to ascertain if one of the nurses would be interested in going over to the jail, when needed, to do an assessment.

Commissioner Sorenson: I have been in contact with the Nursing Home Administrator, who is in charge of the nursing staff.

Representative Babson: I have a comprehensive breakdown of costs, given to me by Jason from January 1, 2011 to July 31, 2011. Discussion ensued.

Commissioner Sorenson: There are suggestions made that we have to review. We need to get in contact with Northern Carroll County Mental Health to see if we can move that contract process along. Jason: If I can make these changes, can I have the contract approved this afternoon? Commissioner Solomon: I think we need to have that medical coverage.

Commissioner Sorenson: We are fine with that, please get it back to us. (refer to www.governmentoversite.com)

Kathy Garry Business Office

Kathy: Attorney Gordon's meeting for today is cancelled. I have spoken with Representative Patten. The Delegation has scheduled a Delegation Meeting for October 3, 2011 at 9 a.m. for the purpose to discuss the 2012 budget guidelines for the Commissioners. That is all that is on the agenda for that day.

Commissioner Sorenson: We met with BPS on Monday, and they are to have some information back to us regarding the Cooperative Extension on 10/12/11. Could we have the third quarter reports in early November, so that we can schedule a meeting with the Delegation on November 7, 2011? Kathy: I can do that.

Discussion ensued regarding the New Hampshire Association of Counties Convention in October 2011.

Representative Babson: Is it possible to have Kathy ask Representative Patten to put HHS on the agenda for the 10/3/11 Delegation Meeting for some discussion of the possibility of HHS moving to the complex, rather than waiting another month. If the Delegation does not reverse its decision to take away all the wings, why go through the exercise.

Commissioner Solomon: I would like to suggest, because it is not my place to tell you, Mr. Brown, the Delegation Meeting has a time for Public Input, and you might want to bring up Cooperative Extension, again.

Commissioner Sorenson: We met with the landscaper regarding the new building, and discussed what took place three weeks ago with regard to Mark McConkey's offer to volunteer his services to do some work for us. Therefore, we have terminated the landscaper contract. We have not entered into any contract for the planting of any of the trees or shrubbery around the building.

We paid her for her landscaping design, but will not pay her until we get the final design. She has sent us a bill for \$6,000.00 which we agreed that we would approved based on getting the final plan and details as to what she has done regarding finding plant material.

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That amount is way under budget. We will work in phases for landscaping the nursing home. We will go to some of the local nurseries to see if we can locate those trees that are in the plan.

Motion

Commissioner Sorensen made a motion that we pay the \$6000.00 to Carol Jowdy for her landscape design subject to her providing us with the final plan. Commissioner Kenney seconded the motion. All were in favor. Motion passed.

Robin Reade Human Resources

Robin: I need to order some equipment for the Business Office and Human Resources. We had put in our budget for two new computers, one for the Business Office and one for Human Resources. I have a quote for \$1,341.00 per computer. This is for the software, the actual system and installation. One of the computers from Human Resources will be recycled and go to the maintenance department.

The Business Office has \$1500.00 in their budget, and I have \$2,000.00. What came up at the IT Committee was that we are in desperate need of two UPS backups for the servers. These need to be ordered as soon as possible. I have enough money in my budget to purchase one of the computers at \$1341.00, one of the servers at \$439.00 and five backup tapes at \$39.00. . Commissioner Sorensen: Can the UPS backup for the server come out of the \$1500.00 that is in the Business Office. Robin: It should not be a problem, if Kathy has not slated that for something else.

Commissioner Kenney: What kind of computers are you purchasing? Robin: They are Next link Desktop Business Series -Cybertron Headquarters, coming from Gov.Connection. I ordered them directly from Gov Connection. .

Commissioner Sorensen: We have a one year contract with Cybertron and that \$300.00 installation fee will need to be reviewed and the allocations for each department.

Commissioner Kenney: When the computers come in, we have to pay Cybertron for the installation. Robin: Yes, that is in our contract. Commissioner Kenney: So for every computer that they install, we have to pay \$300.00. Robin: Correct.

Kathy: Did you have an opportunity to review the scripts for the Video Tour? They are coming here in three weeks and you will have to memorize your script. I have to firm that up with you

Stephenie and I want to attend a conference put on by Sheehan, Phinney Bass and Green It is a labor law conference. We usually go every year. It costs about \$300.00 and I have that in my budget. The laws change every four to five months and we need to keep updated on them.

Robin: Did you have a chance to look over my policies? Commissioner Sorensen replied that he did not.

Commissioner Sorensen: Sandi do you have anything to report in public regarding the new facility. .

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Sandi McKenzie: We are under inspection now. The team consists of two observers, Jon Martin, DHHS, and Mary Castelli, a Senior Division Manager at DHHS. When they came in to the facility, they thought they would find chaos. There were amazed... at how smoothly things were running as they walked around Household to Household. We still we need to fine tune systems and such.

The Life Safety survey was yesterday, where they looked at the physical structure of the building, the fire drill logs, the disaster logs, and evacuation drills, and that was deficiency free. This is probably the first time in many years that our Life Safety survey has been deficiency free.

Minutes

Commissioner Solomon: I would like to bring this up because it has been bothering me for the whole week. On page 4 of the 9/14/11 minutes, Commissioner Kenney, you said that you get calls from people telling you that they do not like what is going on; they have problems. If you are getting those kinds of calls and emails that is something, you should be sharing with us, the other two Commissioners. If I get a call at home or an email from somebody, who has a complaint I bring it before the County Commissioners because this is just not to me, but this is something that people are saying about how the County is being run, and that is our job. You cannot say that people are calling you and hide those facts from us. Commissioner Kenney: I had a couple of phone calls and emails from certain employees and they said they brought an issue before the appropriate Board and they did nothing about it. Commissioner Solomon: That does not change anything. You still should tell us 'so that we are aware of a continuing problem; if there is a problem, everyone has to be involved in it.

Commissioner Sorensen: When somebody calls you with an issue, it should be brought to the full board so action can be taken... Commissioner Kenney: She understands, but they ask me not to bring it up. Commissioner Solomon: Then what are you going to do about it? If they ask you not to bring it up, how can it get resolved?. That does not make any sense. You should be telling them that. A problem cannot get resolved if it is a secret.

Commissioner Sorensen: What you should say, Commissioner Kenney, when people call you, is that - I will bring that up to the Board, if they do not like that response, then it probably should not be mentioned. If it is, an issue that needs to have action on, you should bring it to the Board, either review it, take action or do whatever needs to be done.

Commissioner Solomon: Last week, Commissioner Kenney, you were talking about the travel allowance for the Commissioners. You said that Commissioner Albee presented a bill for \$7500.00. Commissioner Kenney: I did not say that he presented a bill for \$7,500.00. We were talking about mileage, and that the \$7500.00 was for the Commissioners.

Commissioner Sorensen: I was called by Daymond regarding this and have asked him to respond to that issue. .

Daymond Steer: I thought Commissioner Kenney was correct in that the Commissioners did spend \$7500.00 in total. The budget was \$5000.00, and of that, Commissioner Albee spent \$1300.00. The Commissioners did overspend the line item that year, and the amount spent was \$7500.00 and budget was for \$5000.00.

Commissioner Sorensen: My caution is this, that when we talk about figures, let's make sure that it is clear what figures we are talking about, and that the figures are documented somewhere

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so that we do not have to go through this procedure to find out what was spent and so forth. Let us make it clear, we overspent by \$2,000.00 and Commissioner Albee spent \$1,300.00. Commissioner Kenney: I think it was \$1,876.00 in 2009 and Daymond was referring to 2010.

Motion

Commissioner Kenney made a motion to accept the minutes of 9/14/11 as corrected. Commissioner Solomon seconded the motion. All were in favor. Motion passed.

Commissioner Sorensen: As we stated last week, we are trying to reduce the minutes. When anyone comes in with a written report, it will be attached to the minutes.

Commissioner Sorensen: We are talking about minutes for 8/31/11 and it is now 9/21/11. When corrections are needed, they should be made the following week rather than holding up the meeting.

Commissioner Kenney made a motion to accept the minutes of 8/31/11 as corrected. Commissioner Sorensen seconded the motion. All were in favor. Motion passed.

Commissioner Kenney made a motion to accept the minutes of 9/7/11 as corrected. Commissioner Sorensen seconded the motion. All were in favor. Motion passed.

The non-public minutes from July 13 2011 will be held until our next meeting.

Public Input

Representative Babson: I have suggested in the past that the Commissioners look over the Credit Card slips. The third quarter is over, and it would be a good time to look at them.

Commissioner Sorensen made a motion to go into non-public for personnel discipline and contracts.

Commissioner Kenney seconded the motion. All were in favor. Roll call vote: Commissioner Solomon, yes; Commissioner Kenney, yes; Commissioner Sorensen, yes. So voted.

The meeting was adjourned at 10:28 am.

Respectfully submitted,

Sandra Twyon Recording Secretary

corrected copy of minutes for 9/21/11