

Sullivan County NH

**Type of meeting: Board of Commissioners Public Business Meeting
Minutes**

Date/Time: Thursday, June 18, 2009, 3 PM

**Place: Unity County Complex, Ahern Building, 5 Nursing
Home Drive, Unity NH 03743**

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair*, and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ross L. Cunningham – *DOC Superintendent*; Ted Purdy – *Sullivan County Health Care Administrator*; Eric Paulson and Chris Lizotte – *SMP*, County High Sheriff Michael Prozzo; and Sharon Johnson-Callum (minute taker)

Public Attendees: Larry Converse – *Claremont Resident, State-County Delegate Chair* Ray Gagnon, Ellie Tsetsi – *Good Beginnings Executive Director*; Peter Franklin – *Newport Resident*; and *State-County Delegate EFC Chair* Suzanne Gottling.

3:06 PM The Chair brought the meeting to order. All recited the *Pledge of Allegiance*.

Agenda Item No. 1 Good Beginnings Presentation – Ellie Tsetsi: CDBG Application Request

Ellie Tsetsi, Good Beginnings of Sullivan County Executive Director, provided a briefing of their non profit organization, which has provided family support since 1992; in 2003 they established leased offices at Dianna Love Center located at the Claremont Flock building, and, in May, the owner filed for bankruptcy; all tenants holding leases were affected. Building bought by Claremont Savings Bank (CSB) at auction. G.B.S.C. is trying to figure next steps to maintain family resource center; and their request: the County approve G.B.S.C. using County allocated a CDBG public facilities block grant of \$500,000 for acquisition and rehabilitation of property to serve as resource center. Ms. Tsetsi indicated the CDBG application would be due 7/27. G.B.S.C. is in conversations with CSB, but has no purchase and sales agreement, yet. Mr. Chanis noted there were specific public hearing notice criteria. It was mentioned the hearing must be noticed 12 days prior, so they anticipate hearing to be held prior to 7/15. Mr. Gagnon noted CDFA recommended G.B.S.C. collaborate with the County's CDBG funding allocation; he noted they've held conversations with Claremont City Manager - Guy Santagate, CSB representatives, the realtors, and consultants; plus, G.B.S.C. Board members have done a lot of preliminary work; he noted, both Stuart and Roger, G.B.S.C. Board members, are familiar with the CDBG process - one is a former planner of the Concord Economic.

**3:17 Motion: Move ahead with process and set up a public hearing.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

**Agenda Item No. 4.c. Community Corrections Center Update:
Review Design with SMP for Phase II**

Mr. Chanis noted SMP attended today's meeting to provide a brief overview of current status of design/floor plan process; and provided hard copies of design details, which were displayed on the table.

Mr. Chris Lizotte reviewed the concept site plan, discussed the male and female wings, in-treatment spaces, work release spaces, clinician offices, restrooms, laundry work area, control/reception center – accommodates for linear view down each wing and the entrance, multi purpose recreation room, dining room – can serve both new wing and current jail with food to come from nursing home still, administrative offices, staff lockers, and visual patrol area - will use light wells to maximize costs. Mr. Lizotte ran software from his computer of a preliminary virtual tour of the drive in to the CCC, current jail and outdoor recreation area. He noted they are on schedule. Mr. Chanis added, they anticipate starting site work / concrete in early September, with building completed by midyear, next year. Commissioner Jarvis requested SMP create a physical model of the building.

Mr. Converse indicated this was the first he heard of the County moving the laundry services to the jail. Mr. Chanis noted the issue had been spoken about fairly consistently - when they began the design phase they discussed moving it to the jail, as the area in the nursing home building has inadequate ventilation; plus, they could see a cost savings by reducing overtime equal to two full time positions; it has always been the Superintendent's strong desire to have industry as tool to prepare the inmates when entering the real work force. Superintendent Cunningham noted 90 day+ treatment programs have working components for the last 30 days of the treatment working model; the laundry detail piece is all about observation of inmate work duties – it would include three (3) shifts: two for males and one for females, about 4 hours a piece. Mr. Chanis added that they currently use inmate labor in the laundry and contraband is an issue, as well as moving inmates from one facility to another - the proposed set up would simplify those issues. Mr. Paulson noted having a loading dock at the new facility was an advantage over the present arrangement.

Mr. Converse questioned security in the dining room area. Supt. Cunningham discussed the 2008 assessment of jail population, the majority are minimum offenders; present feeding for higher level of security would be brought to high security offenders on rolling tray carts; presently, it takes an hour and the new flow would take 1/2 the time; dining is an "escorted in-supervised event-escorted out"; he also noted the area uses key swipes.

Commissioner Nelson noted he had concerns originally, but then reviewed the designs, seeing the advantage: tray carts go through the full facility, no cubbies to hide things in.

Mr. Converse questioned where the current 15 people housed in the Transitional Housing Unit (THU) would be. Supt. Cunningham confirmed they would be housed in the new wing of the CCC; he noted ten are work release, six do complex work; ten would be housed upfront and six in the flex side and treatment is across the hall – they'd remain in the treatment side until treatment finished; behavior dictates how inmates move through the facility; all on the 1st floor; he added, staff can walk in a 360 degree circle, assisted by technology, and see all going on.

Mr. Franklin questioned if the overall cost for the project was still 6.9 million? Commissioner Barrette reminded them the CCC portion is 5.6, 6.9 represented both Phase I and Phase II - upgrades to new facility and construction of new Community Corrections Center. Mr. Chanis noted SMP will perform a cost analysis of the next phase; they've met with DOC staff and prevention programmers have incorporated their feedback; if cost is over, than we will need to make hard judgments on what will need to be cut. Mr. Franklin noted he felt the project "expanded". Sheriff Prozzo, "this plan, idea, very appealing when compared to facilities I've been in; the flow concept is well thought up"; he commended those working on the project, noting "I think it will work quite nicely in our community". Commissioner Nelson noted the CCC building would be the first building a person sees when driving up, so feels it should be more pleasing to look at. Commissioner Barrette expressed concern to SMP representatives about the grade reflected on the model, feeling, as you drive up, you will end up looking at the top of the CCC building; need to be cognoscente of the look to the entire County campus.

Mr. Franklin asked if they were incorporating "green" design and construction into the project? Mr. Lizotte confirmed they were: using a better building envelope, wood frame walls with R19, will be using spray foam R30 to eliminate use of a plastic vapor, R22 will be used in the roof, intends to incorporate "day lighting" use through high windows, use of natural lighting in halls, using day light sensor lights, have not gotten to the mechanical line. Will use heat recovery in mechanical: exhausting from building, air coming in will not cross contaminate; they've looked at installing solar thermo panels on roof to heat water. Mr. Chanis noted the one compelling reason to attach the CCC to existing building: boiler in current jail is sufficient to heat water in new building; plus, they'd like to look at converting to a biomass steam fuel system to replace the nursing home's – if done, they could utilize the steam in the new CCC building.

Agenda Item No. 2. Sullivan County Health Care

Agenda Item No. 2.a. Census [Appendix A.1-9]

Mr. Purdy reviewed the following with the Board:

- May 2009 Medicare, Private, Medicaid, HCBC, Managed Care and Medicare B Revenue report:* bottom line exceeded daily revenue census except in Medicare B. Medicare A exceeded by \$76,791. Total monthly revenue variance came to \$91,801. Total revenue year to date surplus \$234,494
- Revenue Review thru 05/31/2009
- Sullivan County Nursing Home Quarter Resident Census: 102 medicaid vs 106 last year, 22.5 Private vs. 11.9 last year, Current census 140 with 13 skilled, 20 private and 107 Medicaid
- Medicare Length of Stay Analysis
- Summary Admission / Discharge List for month of May: 7 admissions / 15 discharges
- Summary Admission / Discharge List Totals 7/1/08 – 5/31/09: 153 admissions / 138 discharges; therefore, remain in positive census increase over last year
- Month-end Aged Analysis: does not reflect large number of patients admitted at the end of April – a late close and billing – we normally would have received a large Medicare payment, which was not received until 6/3/09, \$177,000, which will be reflected next month; close went really fast, expecting large Medicaid payment tomorrow.

Agenda Item No. 2.b Staffing

Mr. Purdy noted over the last three months they've hired 27 LNA's, with eight terminations; they've hired nine RN's with two departures – four came from River Valley Technical Center classes; overall, the new hires, minus those that left, provided a net positive, with decrease in agency staff use by 60%

Revenues

They anticipate Proshare estimates by next week; last year \$580,000 was budgeted vs. \$500,000 in FY09; they've seen a positive on the Medicaid side, but that could impact Proshare revenues. Mr. Purdy discussed the Medicaid rates with the Board. Mr. Chanis noted stimulus funds, too, would affect the amount received. He noted the State has indicated FMAP Sullivan County funds, for period 10/31 thru. 3/31, would be approximately \$245,000 - some counties expressed concern as the amount is less than anticipated, spreadsheet calculation was provided by NH State H.H.S. Commission Controller, Jim Fredyma; Mr. Chanis has not had time to review the spread sheet and noted the revenue was not budgeted.

Agenda Item No. 3. DOC Superintendent's Report

Agenda Item No. 3.a. Census

Supt. Cunningham reviewed the 6/18/09 census [Appendix 10]. He noted they were unable to attain last year's data as software updates are in progress; they'll be going on line Aug. 1st and are on track with an aggressive schedule with Speilman; they anticipate the reporting format to remain the same for the Board meetings. They are wrapping up security upgrades Tuesday; are keeping up communications with staff - letting them know it will be a tough year.

Agenda Item No. 3.b. Staffing

Supt. Cunningham indicated two employees will be deployed to Iraq in November - they need to fill in for 56 days, as they deploy for training in VT, and anticipate transferring to Iraq for 12-16 months immediately after. Supt. Cunningham will return with a plan for the Board to view regarding schedule coverage. He noted DOC also lost two other employees: one to Grafton County for better pay at \$4 more and one to a move to Maine; they are currently reviewing candidates to fill those two positions. Status on Program Director position: received ten applications, narrowed it down to two and are currently conducting a personality profile review on both.

Agenda Item No. 4. County Administrator's Report

Agenda Item No. 4.a. Requests For Transfer of Funds

Sheriff's Office

The Board reviewed the three transfer requests [Appendix 11].

4:14 Motion: to accept the Request For Transfer form from the Sheriff's Department as presented.

Made by: Jarvis. Seconded by: Nelson.

Voice vote: All in favor.

Laundry

The Board reviewed the one request for transfer [Appendix 12]

4:15 Motion: to accept the laundry Request For Transfer of funds forms submitted.

Made by: Jarvis. Seconded by: Nelson.

Voice vote: All in favor.

Housekeeping

The Board reviewed the two Requests for Transfer forms submitted for Housekeeping Department [Appendix 13 & 14]

Mr. Chanis noted overtime was necessary with open positions.

4:16 Motion: to approve the housekeeping transfer request as submitted.

Made by: Jarvis. Seconded by: Nelson.

Voice vote: All in favor.

Operation of Plant

The Board reviewed the Request for Transfer form from Operations of Plant [Appendix 15].

**4:17 Motion: approve the operation of plant transfer as submitted
Made by: Jarvis. Seconded by: Nelson.
Voice vote: All in favor.**

County Attorney's Office

The Board reviewed the 7 Request For Transfer of Funds forms [Appendix 16] submitted by the Attorney's Office. The Board questioned the subscription line. Mr. Chanis noted the driving factor on the subscriptions line was a vendor, Matthew Bender, that provides journal and RSA updates with no set fees; bar dues were \$1,100, supreme court fees \$1,000, a \$1,000 bill to Westlaw [online legal research] and \$5,000 to Matthew Bender.

**4:28 Motion: to approve the County Attorney transfer requests submitted.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

Sullivan County Health Care

Mr. Purdy reviewed the nursing home Request for Transfer of Funds Request forms [Appendix 17]. Commissioner Barrette noted these transfers were a positive improvement over last fiscal year when they were transferring money madly into agency lines rather than using in-house staff; *"to see we have more of our own people caring for our people is positive"* and he commended the nursing home staff, administration, and those involved in the hiring process.

**4:26 Motion: to approve the three pages of Sullivan County Health Care Request for Transfer of Funds forms.
Made by: Jarvis. Seconded by: Nelson.
Voice vote: All in favor.**

UNH Cooperative Extension

The group reviewed the UNH Cooperative Extension Request For Transfer of Funds form [Appendix 18] with two requested transfers to cover over expenditures in travel, gasoline, and unplanned office expenses.

**4:29 Motion: to approve the UNH Cooperative Extension Request For Transfer of Funds form as submitted.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

Department Of Corrections (DOC)

Supt. Cunningham reviewed the one transfer request on the Request For Transfer of Funds form [Appendix 19] for the DOC. He noted the over expenditure was as a result of needing to use per diem nurses to cover for a nursing staff on FMLA, who later resigned.

4:31 Motion to approve transfer.

Made by: Jarvis. Seconded by: Nelson

Voice vote: All in favor.

Agenda Item No. 4.b. Firing Range Update

Mr. Chanis noted the County is scheduled on the Unity Planning Board agenda to discuss the proposed firing range and new Community Corrections Center project, July 7th, 7 PM; RSA's indicate a public hearing can be held by the County or Unity Planning Board 60 days prior to construction. The Sheriff, Supt. Cunningham, County Administrator and Commissioners confirmed they would be in attendance.

Agenda Item No. 4.c. Community Corrections Update Review Bids for Phase I & Design Review with SMP for Phase II

Mr. Chanis distributed and reviewed the "*Sullivan County FINAL Bid Summary 061609.xls*" document [Appendix 20]; he highlighted on the three separate base bid projects: 1) Base Bid Building Prime, 2) Base Bid Site & Concrete Prime, 3) Base Bid Sprinkler Prime, 4) Base Bid Mechanical Prime, and 5) Base Bid Electrical Prime, which were then separated further into "Bldg Alt. #'s", based on area – with bidders submitting an amount for each base bid prime and separate area, that included:

- Bldg Alt. #1 – Re-Roof Jail
- Bldg Alt. #3 – Sallyport
- Bldg Alt. #4 – Awnings
- Bldg Alt #5 – Rec. Canopy

Mr. Chanis noted North Branch reviewed all bids for compliance to Scope of Work, whom both he and Cunningham met with. They recommend going with the low bidder in all categories; in mechanical, Chanis recommends KPMB as they are more oriented to commercial work vs. the other more oriented to residential, plus, KPMB is bondable for greater amount - any project publicly financed must be bonded for 100%; it was also noted that KPMB has done previous work with the County, therefore very familiar with the campus.

Chanis reviewed the "*DOC Phase 1 Estimate of Costs*" two-page report [Appendix 21]. Total original estimate \$1,252,000; the second page - created by North Branch – illustrates costs estimates at \$1,249,875 with a 10% contingency, taking total to \$1,374,863.

Mr. Chanis distributed and reviewed the spray foam installation document [Minute taker did not get copy]

4:52 Motion: to authorize the County Administrator to execute contracts related to upgrades at the Sullivan County House of Corrections as follows:

- Contract with All Season Construction Corp. for the Prime Building contract in the amount of \$329,780**
- Contract with Pine Hill Construction for the Prime Site and Concrete contract in the amount of \$143,212**
- Contract with KPMB Inc. for the Prime Mechanical contract in the amount of \$379,000**
- Contract with Hampshire Fire Protection for the Prime Sprinkler system contract in the amount of \$81,200**
- Contract with Interstate Electric for the Prime Electrical contract in the amount of \$54,315**
- Contract with Quality Insulation for the Prime Insulation contract in the amount of \$71,085**

Made by: Jarvis. Seconded by: Nelson.

Voice vote: All in favor.

Commissioner Jarvis commended Mr. Chanis for the data being very clear.

Agenda Item No. 4.d. FY10 County Budget Update

Mr. Chanis distributed the spreadsheet labeled "*Budget Adjustments to Achieve a 0% Increase in the Amount to be raised by taxes*" [Appendix 22]. He noted this spreadsheet included the three cuts the Board voted on at a previous meeting. He recommended they restore the \$5,000 to web filtering hardware and maintenance, reducing the \$30,000 capital for hay barn by that amount, in order to retain the zero based tax increase. Chanis pointed out the IT consultant noticed through the nursing home router rudimentary internet sites being checked out – they've spoke to the employee of concern. Commissioner Barrette feels the \$5,000 is a low price to pay for time lost by an employee accessing non-work items. Mr. Chanis also distributed a two-page document labeled "*Proposal for FY '10 Sullivan County Budget*" [Appendix 23], which Representative Gottling clarified was a document with Executive Finance Committee recommendations.

Mr. Chanis distributed an e-mail from Barbara Brill, dated June 17, 2009 3:46 PM [Appendix 24], regarding the \$3,000 County grant FY 10 budget reduction allocated to Community Alliance Human Services Transportation.

Commissioner Barrette approved cuts of funding for the hay barn line to put back into the web filtering. Commissioner Barrette & Jarvis did not like reducing the A/C again. Commissioner Nelson asked if the hay barn could be reduced further to put funding back in for filming meetings; public awareness is a big part of his mission. Commissioner Jarvis disagreed on funding for the filming, would rather do web filtering if she had to chose. Commissioner Barrette would like someone to tape the Board meetings, but for free;

recommended restoring the web filter and maintenance funds and reduce the hay barn by that amount.

Peter Franklin questioned the Board, if what they are proposing to change is the document they already submitted to the NH State DRA? Commissioner Barrette noted they were simply sending a document to the EFC with the Boards recommendations on how the Board would like to see the budget cut to attain a zero increase, per request; he appreciates the EFC allowing the Board the opportunity to arrive at the conclusion. Commissioner Barrette also pointed out the County, in this reduction, is forgoing capital improvements, which will ultimately catch up to them. Rep. Gottling concurred.

**5:09 Motion: to accept the recommendation as noted [on the spreadsheet] and return it back to EFC.
Made by: Nelson. Seconded by: Jarvis.
Discussion: Jarvis noted she seconded this "very reluctantly".
Voice vote: All in favor.**

Agenda Item No. 4.e. FY09 End of Year Procedures

Mr. Chanis noted the County is preparing for end of fiscal year, they've circulated a memo how to submit accrued payables / receivables for June – a process started last year, which has been enormously helpful. County auditors are scheduled for the first week in August.

Agenda Item No. 4.f. Grant Update

The Strategic Prevention Framework Coalition [Communities United For Substance Abuse Prevention (CUFSAP)], is collaborating with Strengthening Families Program on a mentoring program, applying to the Office of Juvenile Justice Department for a mentoring initiative grant of \$250,000 grant – monies would be used to develop a mentoring/youth program in the region; this is a very competitive grant and they are unsure the likelihood of receiving it.

Agenda Item No. 4.g. Barn Lease Review

County owns a dilapidated looking, but structurally sound barn below the jail, across the road from the St. Sauveur; when the house was sold, the County retained the barn and acreage. The new owners would like a 10-year lease of the barn, with intent to use for running horses in winter, storing hay, along with a small area around the barn – they are not interested in the land or pasturing. The County has some items stored in it, but could remove those prior to the lease: old water tanks, galvanized animal troughs and various "junk". Mr. Chanis confirmed he would contact the County's liability vendor, and would request the lessee retain liability insurance. The Board would also like him to check out the RSA's and tax issues of the current barn property. The Board members noted they would tour the building area to view it and revisit the issue at the next meeting.

Agenda Item No. 5. Commissioners' Report

Agenda Item No. 5.a. Decide on town select board meeting dates for:

- i. Cornish: The Board chose 6/29/09 6:30 p.m.
- ii. Springfield: The Board chose 7/27/09

Agenda Item No. 5.b. Any other reports

The Board noted the Pancake Breakfast was very nice, and they received several comments indicating the "bacon" was a big hit this year.

Cornish Town Meeting Attended

Commissioner Nelson and Barrette noted they both attended the Charlestown Select Board meeting, did not receive a lot of questions regarding the County updates.

Agenda Item No. 6. Public Participation

Peter Franklin, Newport resident, questioned what the total amount borrowed on the RAN was? Mr. Chanis indicated it was \$775,000. Franklin asked if they anticipate borrowing between now and June 30th? Mr. Chanis indicated, "Yes. It depends on arrival of the FMAP and Proshare revenues". Franklin questioned if the Proshare would be \$450,000? Chanis noted it was a wild guess, and, that there were more factors than normal with FMAP, bed tax and Proshare. Franklin asked if Chanis anticipated the County would end with a surplus or deficit? Chanis questioned if he was referring to "budget vs. actual", and indicated, not including auditor adjustments, the County will end up with a surplus, with 1 million in the contra revenue line, of 1.3 – 1.5 million. Barrette reminded the public that does not take into account non-cash adjustments. Franklin noted he feels the County should know the adjustments. Chanis indicated the County does not know what auditors will recommend on the balance for Accounts Receivables; ... "we know there will be adjustment for appreciation, unless we are going to have major capital improvement such as with the DOC next year. Liability and assets may change." Franklin asked how bonding was going for the Community Corrections Center? Asking if arrangements were finalized with NH Municipal Bond Bank? Mr. Chanis indicated, "No, in process for winter cycle application for bond; once the fiscal year changes, they'll have a better indication of the cycle interest rates; they have choices, 1) can go to the NH Municipal Bond bank, or 2) go to local banks. They'll be looking at all options and will choose the most advantages one for the County. Franklin asked when they would expect the 1st payment of interest? Mr. Chanis indicated no earlier than 2010. Franklin asked if they are including, or would be receiving, stimulus money not budgeted? Mr. Chanis confirmed, "Yes, between \$300,000-\$500,000; our budget does not include that, EFC is not anticipating phasing that in"; expect to see 1.5 surplus based on that. Franklin questioned when the auditors were coming? Mr. Chanis noted they performed a pre-audit in

mid May and reiterated they'd arrive in August. Commissioner Nelson noted, "You can't ask auditors accounting questions, due to new rules".

Larry Converse, Claremont resident, asked why the elevation of the new CCC has to have a five (5) foot increase; and not just dig down? Barrette, noted if he viewed the site, if they dug down, they'd be buried in bank and would be looking at the roof of the building; he noted nothing was final and they are looking at everything. Mr. Chanis noted he was not a civil engineer, SMP was hired for their expertise and they've held extensive discussions regarding the grade. Franklin recommended they visit Merrimack County nursing home, which was built into the side of the hill. Nelson pointed out, the DOC facility is the least attractive building on the County campus; by elevating the new CCC facility, it's hidden.

Rep. Gottling questioned how the County was paying the architects? Commissioner Barrette noted through bond anticipation notes. Mr. Chanis reminded them the three (3) million line of credit, bond anticipation note, was paying both Phase I and Phase II; there is A) a \$3 million line of credit [Lake Sunapee Bank @ 2% interest], B) a \$2 million end FY09 line of credit [Connecticut River Savings @ 1.97%], and C) a \$5 million line of credit [Laconia Savings Bank @ 1.05%] approved for FY10. He indicated, according to RSA's, a bond or note is treated identically. They've borrowed \$150,000 of the \$3 million bond anticipation note.

Mr. Franklin asked what the rate of interest on the RAN was?

Mr. Chanis did not have the information right in front of him but provided approximate amounts (see bracketed information above for exact amounts). Mr. Chanis noted they would try not to borrow from the \$2 million, as the \$5 million interest less was less.

Mr. Converse questioned if the laundry services and equipment were being moved from nursing home to the new CCC. Mr. Chanis noted they anticipate moving existing machinery from old laundry to new facility; and, in doing so, they would move the revenue source line from the nursing home department to DOC since inmates would be performing the work.

5:47 Motion: to go into Executive Session per RSA 91-a.3.ii.c. for a personnel issue.

Made by: Barrette. Seconded by: Nelson.

Roll call vote: All in favor.

6:24 Motion: to come out of Executive Session.

Made by: Jarvis. Seconded by: Nelson.

Voice vote: All in favor.

Agenda Item No. 8 Meeting Minutes Review

Agenda Item No. 8.a. May 21, 2009 Public Meeting Minutes

6:21 Motion: to accept the 5/21/09 public meeting minutes as typed.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Agenda Item No. 8.b. May 21, 2009 Executive Session Meeting Minutes

6:23 Motion: to approve and release the 5/21/09 Executive Session Minutes as typed.

Made by: Barrette. Seconded by: Nelson

Voice vote: All in favor.

6:25 Motion: to adjourn.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Respectfully submitted,


Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date signed: 7-26-09



Sullivan County NH, Board of Commissioners - Business Meeting

Thu. June 18, 2009 – Agenda - Revised

Place: Unity County Complex – Ahern Building
5 Nursing Home Drive, Unity 03743

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|------|-----------|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3:00 | PM – 3:15 | PM | 1. | Good Beginnings Presentation – Ellie Tssetsi
<input type="checkbox"/> CDBG Application Request |
| 3:15 | PM – 3:35 | PM | 2. | Sullivan County Health Care Administrator's Report
a. Census
b. Accounts Receivable
c. Staffing |
| 3:35 | PM - 3:55 | PM | 3. | D.O.C. Superintendent's Report
a. Census
b. Staffing |
| 3:55 | PM – 4:25 | PM | 4. | County Administrator's Report
a. Requests For Transfer of Funds
b. Firing Range Update
c. Community Corrections Center Update – Review bids for Phase I & Design Review with SMP for Phase II
d. FY10 County Budget Update
e. FY09 End of Year Procedures Update
f. Grant Update
g. Barn Lease Review (adjacent to St. Sauveur property) |
| 4:25 | PM – 4:45 | PM | 5. | Commissioners' Report
a. Decide on town select boards meeting dates for:
i. Cornish (Mondays 6:30 PM – 8:30 PM or Friday's 9 AM – 12 Noon)
ii. Springfield (Mon. 6/22, 7/6, 7/13, 7/27, 8/10, 8/24; 7PM)
b. Any other reports (Briefing on: Pancake Breakfast, SCCJCC – Next meeting?) |
| 4:45 | PM – 4:55 | PM | 6. | Public Participation |
| 4:55 | PM – 5:15 | PM | 7. | Probable Executive Session For Personnel Issue Per RSA 91-A:3.ii.c. |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- 5:15 PM – 5:20 PM 8. Meeting Minutes Review
- a. May 21, 2009 Public Meeting Minutes
 - b. May 21, 2009 Executive Session
 - c. May 28, 2009 Public Hearing Minutes
- 5:20 PM 9. Adjourn meeting

Upcoming Events / Meetings:

- **Jun. 26th Fri. FY10 County Budget – County Convention**
 - **Time:** 9 AM
 - Place: Claremont, Sugar River Valley Regional Technical Center,
- **Jul. 1st Wed. Commissioners attend Charlestown Select Board Meeting.**
- **Jul. 2nd Thu. Next Board of Commissioners Meeting**
 - **Time:** 3 PM
 - Place: Newport, 14 Main Street – Remington Woodhull County Complex
- **Jul. 3rd Fri. Newport County State Complex Closed For Holiday**
- **Jul. 6th Mon. Commissioners attend Newport Town Select Board Meeting**

MAY 2009

Appendix A.1.

MEDICARE							
	May 2008 COMPARE	May 2008 AVG. CENSUS	May 2009 Actual	May 2009 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	350	11	460	15	403	13	57
REVENUE	\$161,207.55		\$250,081.76		\$173,290.00		\$76,791.76
AVERAGE RATE PER DAY	\$460.59		\$543.66		\$430.00		\$113.66

PRIVATE							
	May 2008 COMPARE	May 2008 AVG. CENSUS	May 2009 Actual	May 2009 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	712	23	664	21	589	19	75
REVENUE	\$139,290.00		\$137,050.00		\$120,745.00		\$16,305.00
AVERAGE RATE PER DAY	\$195.63		\$206.40		\$205.00		\$1.40

MEDICAID							
	May 2008 COMPARE	May 2008 AVG. CENSUS	May 2009 Actual	May 2009 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	2,947	95	3,350	108	3,255	105	95
REVENUE	\$444,731.77		\$509,434.50		\$491,212.05		\$18,222.45
AVERAGE RATE PER DAY	\$150.91		\$152.07		\$150.91		\$1.16

HCBC (RESPITE)							
	May 2008 COMPARE	May 2008 AVG. CENSUS	May 2009 Actual	May 2009 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	\$0.00		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	#DIV/0!		\$0.00		\$0.00		\$0.00

MANAGED CARE							
	May 2008 COMPARE	May 2008 AVG. CENSUS	May 2009 Actual	May 2009 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	\$0.00		\$0.00				\$0.00
AVERAGE RATE PER DAY	\$0.00		#DIV/0!				#DIV/0!

	May 2008 COMPARE	May 2009 Actual	BUDGETED	VARIANCE
TOTAL CENSUS	4,009	4,474		
AVERAGE CENSUS	129.3	144.3	137.0	

MEDICARE B REVENUE							
	May 2008 COMPARE	May 2009 Actual	BUDGETED	VARIANCE			
	\$41,081.35	\$17,925.94	\$37,019.27	-\$19,093.33			

TOTAL MONTHLY REVENUE VARIANCE	\$91,801
TOTAL REVENUE YTD SURPLUS/SHORTFALL	234,494

Revenue Review thru 05/31/2009

	Budget	335 Days 11 mth budget	YTD	Variance
Medicaid	5,783,625	5,308,259	5,279,405	(28,853)
Private	1,421,675	1,304,825	1,567,105	262,280
Insurance	-	-	76,640	76,640
Respite (HCBC)	5,000	4,589	3,046	(1,543)
Medicaid Assess	1,631,068	1,223,301	1,342,208	118,907
Medicare Part B (Total)	435,872	400,047	327,397	(72,650)
Medicare Part A	2,040,350	1,872,650	1,752,363	(120,287)
Net Variance				234,494
Misc Income	-	-	17,459	17,459
Laundry	70,000	64,247	71,422	7,176
Cafeteria	12,000	11,014	13,673	2,659
Meals	371,664	341,116	344,300	3,184
YTD Variance			10,795,018	264,971

Based on 3 qtrs (includes 36,796 for ARRA09)

Does not include Proshare payment (expected June09)

Sullivan County Nursing Home
Quarterly Resident Census

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-08	4836	2898	72.22%	763	19.01%	348	8.67%	4	0.10%	0	0.00%	0	0.00%	4013	82.98%
Aug-08	4836	3096	76.41%	650	16.04%	286	7.06%	12	0.30%	8	0.20%	0	0.00%	4052	83.79%
Sep-08	4680	2976	75.04%	634	15.99%	319	8.04%	1	0.03%	36	0.91%	0	0.00%	3966	84.74%
1ST QUARTER	14,352	8,970	74.56%	2,047	17.01%	953	7.92%	17	0.14%	44	0.37%	0	0.00%	12,031	83.83%
Oct-08	4836	3148	75.82%	623	15.00%	353	8.50%	0	0.00%	28	0.67%	0	0.00%	4152	85.86%
Nov-08	4680	3064	77.45%	633	16.00%	226	5.71%	3	0.08%	30	0.76%	0	0.00%	3956	84.53%
Dec-08	4836	3235	77.10%	717	17.09%	222	5.29%	0	0.00%	22	0.52%	0	0.00%	4196	86.77%
2ND QUARTER	14,352	9,447	76.78%	1,973	16.03%	801	6.50%	3	0.02%	80	0.65%	0	0.00%	12,304	85.73%
Jan-09	4836	3246	76.04%	714	16.73%	309	7.24%	0	0.00%	0	0.00%	0	0.00%	4269	88.28%
Feb-09	4368	2924	73.58%	709	17.84%	321	8.08%	0	0.00%	20	0.50%	0	0.00%	3974	90.98%
Mar-09	4836	3278	75.60%	741	17.09%	286	6.60%	0	0.00%	31	0.71%	0	0.00%	4336	89.66%
3RD QUARTER	14,040	9,448	75.11%	2,164	17.20%	916	7.28%	0	0.00%	51	0.41%	0	0.00%	12,579	89.59%
Apr-09	4680	3173	73.13%	704	16.22%	454	10.46%	0	0.00%	8	0.18%	0	0.00%	4339	92.71%
May-09	4836	3350	74.88%	664	14.84%	460	10.28%	0	0.00%	0	0.00%	0	0.00%	4474	92.51%
Jun-09			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
4TH QUARTER	9,516	6,523	74.02%	1,368	#DIV/0!	914	#DIV/0!	0	0.00%	8	0.09%	0	0.00%	8,813	92.61%
FY '09 TOTAL	52,260	34,388	75.20%	7,552	16.52%	3,584	7.84%	20	0.04%	183	0.40%	0	0.00%	45,727	87.50%
YTD AVG.		102.7		22.5		10.7								136.5	

RESIDENT CENSUS - FY 08

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		PRIVATE		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		RESPITE		DAYS		FILLED	
1ST QUARTER	14,352	9,823	80.70%	1,489	12.23%	854	7.02%	6	0.05%	0	0.00%	0	0.00%	12,172	84.81%
2ND QUARTER	14,352	9,273	75.43%	1,560	12.69%	1,435	11.67%	9	0.07%	0	0.00%	3	0.02%	12,293	85.65%
3RD QUARTER	14,040	9,231	76.08%	1,821	15.01%	1,081	8.91%	0	0.00%	0	0.00%	0	0.05%	12,133	86.42%
4TH QUARTER	14,196	8,761	74.11%	2,054	17.38%	986	8.34%	20	0.17%	0	0.25%	0	0.00%	11,821	83.27%
FY '08 TOTAL	57,096	37,088	76.60%	6,924	14.30%	4356	9.00%	35	0.07%	0	0.06%	3	0.02%	48,419	84.80%
AVGERAGE		101.6		19.0		11.9								132.7	

Medicare Length of Stay Analysis
Sullivan County Health Care (SC)

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AR7400A

	May 2009	Apr 2009	Mar 2009	Feb 2009	Jan 2009	Dec 2008	Nov 2008	Oct.2008	Sep 2008	Aug 2008	Jul 2008	Jun 2008	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	7	18	16	17	16	13	11	14	12	14	15	11	164	74
MCR # Admits & Readmits	6	16	12	5	10	6	7	8	8	7	8	6	99	49
MCR # Discharges from facility	6	4	4	1	4	2	2	3	6	3	2	3	40	19
MCR Discharged LOS	39.8	24.3	25.8	14.0	35.0	25.0	53.5	15.3	30.5	12.3	9.0	45.3	29.3	31.2
MCR # End or A/R Change	5	5	8	8	3	2	6	3	5	5	7	2	59	29
MCR End or A/R Change LOS	31.6	24.0	51.6	36.9	26.0	65.5	51.2	63.7	42.2	65.0	55.4	41.0	45.7	36.7
Total Average MCR LOS	36.1	24.1	43.0	34.3	31.1	45.3	51.8	39.5	35.8	45.3	45.1	43.6	39.1	34.5
Total MCR Days	460	454	286	321	309	222	226	353	319	286	348	306	3890	1830
Rehab RUGs	449	447	283	309	263	204	207	299	269	244	268	254	3496	1751
% of Total MCR Days	98%	98%	99%	96%	85%	92%	92%	85%	85%	86%	77%	83%	90%	96%
Non-Rehab RUGs	11	7	3	12	46	18	19	54	46	41	80	52	389	79
% of Total MCR Days	2%	2%	1%	4%	15%	8%	8%	15%	15%	14%	23%	17%	10%	4%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	32	28	48	53	42	50	59	77	81	77	53	43	643	203
% of Total MCR Days	7%	6%	17%	17%	14%	23%	26%	22%	26%	27%	15%	14%	17%	11%
B ADL (medium dependency)	186	210	103	202	214	165	104	167	150	79	125	31	1736	915
% of Total MCR Days	40%	46%	36%	63%	69%	74%	46%	47%	48%	28%	36%	10%	45%	50%
C ADL (high dependency)	242	216	135	66	53	7	63	109	84	129	170	232	1506	712
% of Total MCR Days	53%	48%	47%	21%	17%	3%	28%	31%	27%	45%	49%	76%	39%	39%
Medicare Net Revenue	\$ 250,082	\$ 246,928	\$ 147,829	\$ 164,585	\$ 146,885	\$ 110,110	\$ 118,325	\$ 173,813	\$ 140,739	\$ 127,743	\$ 158,726	\$ 142,666	\$ 1,928,430	\$ 956,308

Note: This report includes only the selection criteria listed below.
 Effective Date From 5/1/2009 Thru 5/31/2009

Summary Admission / Discharge List

Sullivan County Health Care (SC)

Page 1 of 1
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 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
MCD	Expired		2
	Hospital		3
	<i>MCD Subtotal</i>	<u> </u>	<u> </u>
			5
MRA	Assisted Living		1
	Expired		1
	Home		3
	Hospital	6	
	Nursing Home		1
	<i>MRA Subtotal</i>	<u> </u>	<u> </u>
		6	6
PVT	Expired		4
	Home	1	
	<i>PVT Subtotal</i>	<u> </u>	<u> </u>
		1	4
	<i>Total</i>	<u> </u>	<u> </u>
		7	15

Note: This report includes only the selection criteria listed below.
Effective Date From 5/1/2009 Thru 5/31/2009

Summary Admission / Discharge List Totals

Sullivan County Health Care (SC)

Page 1 of 1
06/15/2009 10:53 AM
RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Assisted Living		1
Expired		7
Home	1	3
Hospital	6	3
Nursing Home		1
	<u>7</u>	<u>15</u>
	<u><u>7</u></u>	<u><u>15</u></u>

Note: This report includes only the selection criteria listed below.
 Effective Date From 7/1/2008 Thru 5/31/2009

Summary Admission / Discharge List

Sullivan County Health Care (SC)

Page 1 of 1
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 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	4	3
	Hospital		1
	<i>HCB Subtotal</i>	<u>4</u>	<u>4</u>
INS	Expired		1
	Home	1	3
	Hospital	5	2
	<i>INS Subtotal</i>	<u>6</u>	<u>6</u>
MCD	Unknown	1	1
	Assisted Living	1	1
	Expired		19
	Home	9	5
	Hospital	18	37
	Nursing Home	4	2
	<i>MCD Subtotal</i>	<u>33</u>	<u>65</u>
MRA	Unknown		2
	Assisted Living		1
	Expired		4
	Home	4	20
	Hospital	86	12
	Nursing Home	3	2
	<i>MRA Subtotal</i>	<u>93</u>	<u>41</u>
PVT	Unknown		1
	Assisted Living	2	1
	Expired		12
	Home	8	5
	Hospital	1	2
	Nursing Home	6	1
<i>PVT Subtotal</i>	<u>17</u>	<u>22</u>	
<i>Total</i>		<u>153</u>	<u>138</u>

Note: This report includes only the selection criteria listed below.
Effective Date From 7/1/2008 Thru 5/31/2009

Summary Admission / Discharge List Totals

Sullivan County Health Care (SC)

Page 1 of 1
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RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Unknown	1	4
Assisted Living	3	3
Expired		36
Home	26	36
Hospital	110	54
Nursing Home	13	5
<i>Total</i>	<u>153</u>	<u>138</u>

Month-end Aged Analysis
 Sullivan County Health Care (SC)
 For the Month of May, 2009

Resident (Res #)(Discharge Date)

Type Balance	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Balance
INS													1.31	1.31
MRB													5.47	5.47
Totals:	672,601.76	303,879.63	80,565.23	14,878.62	37,209.29	12,830.54	29,546.79	35,570.69	87,455.11	35,934.45	21,029.81	52,291.45	469,389.98	1,853,183.35

Aged Analysis Summary

HCB							160.32-		160.32	320.64-	641.28	1,282.56	514.50	2,117.70
INS	22,793.74	27,412.65	26,087.00	2,369.73-	8,238.94	7,957.57	11,933.47	18,907.85	19,111.86	3,592.77	2,934.18	2,578.96	110,345.17	259,524.43
MCD	418,620.00	33,420.81	29,318.23	5,042.46	4,251.68-	1,943.76	5,238.71	688.24	5,791.75	8,636.86	340.12	1,044.89	115,292.94	621,127.09
MCP														
MRA	204,691.76	213,686.01	21,809.76	967.92	14,535.84	612.00-	128.00-	384.00-	2,511.65	6,527.59	2,090.85	7,021.57	19,889.74	492,708.69
MRB	13,757.44	1,024.94	6,728.68	5,942.95	12,384.61	4,450.65	4,432.39	5,381.54	21,068.93	12,596.50	8,842.95	11,110.48	138,064.79	245,786.85
MXA	22,640.38	8,277.00	1,944.50	7,136.56	393.14	2,504.00	2,560.00	1,273.14	7,116.42	8,149.36	7,234.28	6,964.50	59,607.83	135,801.11
MXB	1,205.26	1,648.80	927.52	461.19-	783.35-	1,374.60-	911.98	1,291.96	3,475.23	1,103.76	5.07	334.34-	26,190.59	33,806.69
PVT	16,085.00-	2,904.71	16,382.01-	9,961.34-	1,816.26	1,419.37-	2,347.27	6,268.00	23,330.80	10,689.28	2,244.25	21,317.46	13,724.32	40,794.63
RES	4,249.68	15,477.45	9,374.27	7,867.62	4,793.75	926.37-	1,684.89	2,143.96	4,888.15	15,041.03-	3,303.17-	1,305.37	13,864.90-	18,649.67
PHC													375.00-	375.00-
HST	728.50	27.26	757.28	713.37	81.78	206.90	726.40							3,241.49
Totals:	672,601.76	303,879.63	80,565.23	14,878.62	37,209.29	12,830.54	29,546.79	35,570.69	87,455.11	35,934.45	21,029.81	52,291.45	469,389.98	1,853,183.35
	36.29%	16.40%	4.35%	0.80%	2.01%	0.69%	1.59%	1.92%	4.72%	1.94%	1.13%	2.82%	25.33%	100.00%

POPULATION DATA: As of Tuesday June 18, 2009

House of Corrections Custody	Pre-Trial Inmates	Protective
Male - 42	Male - 30	Male - 0
Female - 5	Female - 7	Female - 0

THU- Included in the total of HOC male inmates above

Male- 16
Female- 0

Total Population (In House) - 84

Home Confinement/EM	Weekender	Merr. County
Male - 4	Male - 2	Male- 3
Female - 4	Female - 0	Female- 3

NHSP/SPU	Grafton County	Cheshire Cty.
Male - 5	Male - 0	Male - 1
Female - 0	Female - 0	Female - 3

Hillsborough County	Phoenix/farn/friend/DHMC	Strafford Cnty
Male - 2	Male - 1	Male- 1
Female - 0	Female - 0	Female- 0

Belknap County	Carroll County
Male- 0	Male- 0
Female- 0	Female- 0

Total Census - 113**Temp Hold for other jurisdictions- Included in the above in house Total population**

NHSP	Merrimack County	Hillsborough County	Cheshire
Male- 0	Male- 1	Male- 0	Male- 0
Female- 0	Female- 0	Female- 0	Female- 1

Pre-Trial Services- 17
Male- 9
Female- 8

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Sullivan County Sheriff

DATE: June 17, 2009

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Group Health Insurance	10440-11012	\$1,049.00		
	Elected Official salary	10440-10000		\$1,049.00	
2	Group Health Insurance	10440-11012	\$ 810.00		<i>h.c. 6/17/09</i>
	Salary Office Staff	10440-10002		\$ 810.00	
3	Group Health Insurance	10440-11012	\$3,500.00		
	Gasoline	10440-16069		\$3,500.00	
4	Group Health Insurance	10440-11012	\$ 200.00		
	Postage	10440-13038		\$ 200.00	
5					
6					

6-17-09
 Dept. Head / Date

App. 2 / Request

[Signature] 6/17/09
 County Administrator / Date (when applicable)

[Signature] 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

ORIGINAL

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: laundry

DATE: 6/1/09

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	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Health Insurance	40-560-11012	2000. ⁰⁰		General Supplies will be overexpanded for year
	General Supplies	40-560-15032		2000. ⁰⁰	
2					
3					
4					
5					
6					

DWR 6/1/09
Dept. Head / Date

[Signature] 6/3/09
County Administrator / Date (when applicable)

[Signature] 6/19/09
Commissioner Chair / Date

Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Housekeeping

DATE: 6/1/09

COTTAGE COUNTY

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Salaries	40-570-10001	973.14		OT overexpended
	Overtime	40-570-10008		973.14	
2					
3					
4					
5					
6					

[Signature] 6/1/09
 Dept. Head / Date

[Signature] 6/3/09
 County Administrator / Date (when applicable)

[Signature] 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: House Keeping

DATE: 6/1/09

COUNTY GOVT. NHC

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Cleaning Supplies	40-570-13033		575.07	cleaning supplies overexpended
	Floor Care	40-570-12039	575.07		
2					
3					
4					
5					
6					

N. Quinn 6/1/09
 Dept. Head / Date

[Signature] 6/13/09
 County Administrator / Date (when applicable)

[Signature] 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Operation of Plant
 DATE: 6/1/09

50:11W 60:1 MIC

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Even Maint + Repair	40-550-19082	10.00		vehicle repairs overexpended
	Vehicle Repairs	40-550-19084		10.00	
2					
3					
4					
5					
6					

H. Onampund 6/1/09
 Dept. Head / Date

[Signature] 6/3/09
 County Administrator / Date (when applicable)

[Signature] 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

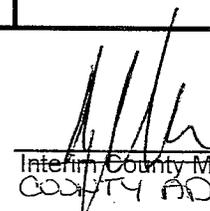
REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Sullivan County Attorney's Office

6/3/2009 - Page 2 of 2

	Account description	Account Number	Transfer		Purpose of Transfer
			From	Transfer To	
1	Deposition & Transcripts	10410-14049	1000		To cover projected over-expenditure in Educ. & Training line item
	Education & Training	10410-11017		1000	
2					
3					
4					
5					
6					


 Dept. Head / Date 06-03-09

 6/3/09
 Interim County Manager / Date (when applicable)
 COUNTY ADMINISTRATION

 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

page 1 of 3

DATE: June 2009

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Admin Group Health Ins	40.500.11012	21,000		Nursing Aides Salaries: \$58,854 neg bal, projected funding needed is \$131,000
	Salaries Nursing Aides	40.540.10004		21,000	
2	Admin Office Supplies	40.500.13036	6,000		Previous transfers reduced Nursing Aide Salaries by \$344,000, readjustment needed
	Salaries Nursing Aides	40.540.10004		6,000	
3	Dietary Group Health	40.530.11012	43,000		
	Salaries Nursing Aides	40.540.10004		43,000	
4	Nursing Worker Comp	40.540.11014	28,000		
	Salaries Nursing Aides	40.540.10004		28,000	
5	Nursing Dental Ins	40.540.11016	33,000		
	Salaries Nursing Aides	40.540.10004		33,000	
6					

Sedg Purdy 6/17/09
 Dept. Head / Date

[Signature] 6/18/09
 County Administrator / Date (when applicable)

[Signature] 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

page 2 of 3

DATE: June 2009

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	RN Salaries	40.540.10002	24,000		RN-On Call: \$15,995 neg balance, projected funding needed is \$24,000
	RN-On Call	40.541.10002		24,000	
2	Marketing Salaries	40.492.10001	26,000		LPN-On Call: \$27,855 neg balance, projected funding needed is \$40,000
	LPN-On Call	40.541.10003		26,000	
3	Marketing Group Health	40.492.11012	14,000		
	LPN-On Call	40.541.10003		14,000	
4	Nursing Worker Comp	40.540.11014	25,000		LNA-On Call: \$17,815 neg balance, projected funding needed is \$33,000
	LNA-On Call	40.541.10004		25,000	
5	Nursing Performance Increase	40.540.10009	8,000		
	LNA-On Call	40.541.10004		8,000	
6	Admin Contract Services	40.500.12029	9,000		FICA On-Call: \$6,381 neg balance, projected funding needed is \$9,000
	FICA On Call	40.541.11010		9,000	

Seed J. Purdy 6/17/09
Dept. Head / Date

[Signature] 6/18/09
County Administrator / Date (when applicable)

[Signature] 6/19/09
Commissioner Chair / Date

Executive Finance Committee Chair / Date

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

page 3 of 3

DATE: June 2009

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Med B OT Services	40.586.12034	23,000		Nurs Health Ins: \$23,149 neg balance. Previous transfers reduced line, readjustment needed.
	Nursing Group Health Ins	40.540.11012		23,000	
2	Med B PT Services	40.586.12033	6,000		Nurs Equip: \$2,071 neg balance (wound vac), projected funding needed is \$6,000
	Nursing Equipment	40.540.21097		6,000	
3	Med B PT Services	40.586.12033	2,500		Group Health Ins: \$2,438 neg balance
	Rec Therapy Group Health Ins	40.593.11012		2,500	
4	Admin Educ & Conf.	40.500.11017	1,700		Admin Tele.: \$1,601 neg balance
	Admin Tel/Internet	40.500.16068		1,700	
5					
6					

Seely Purdy
 Dept. Head / Date

6/18/09 *[Signature]*
 County Administrator / Date (when applicable)

Jeffrey R. Ba 6/19/09
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Sullivan County Cooperative Extension

6/17/2009

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Group Health Insurance	10.475.11012	\$1,500.00		To Cover Travel Overage, i.e. mileage/gasoline expenses
	Travel	10.475.11018		\$1,500.00	
2	Group Health Insurance	10.475.11012	\$ 1,500.00		To Cover Unexpected Office Expenses, i.e. Computer repair (Budget Sense & telephone breakdowns - wiring)
	Office Supplies	10.475.13036		\$1,500.00	
3					
4					

Scott Wilson 6/17/09
Dept. Head / Date

[Signature] 6/18/09
County Administrator / Date (when applicable)

Jeffery R. [Signature] 6/19/09
Commissioner Chair / Date

Executive Finance Committee Chair / Date

JUN 17 '09 PM 3:50

To increase budget, you debit the account. To decrease, you credit the account.

Sullivan County FINAL Bid Summary 061609.xls

	<u>NBC</u>	<u>ALL SEASON</u>	<u>PINEHILL</u>
SCHEDULE IN WEEKS	<u>19</u>	<u>10</u>	
BASE BID BUILDING PRIME	\$ 210,000.00	\$ 184,362.00	NO BID
BLDG ALT. #1 - RE-ROOF JAIL	\$ 134,500.00	\$ 77,351.00	
BLDG ALT. #3 - SALLYPORT	\$ 32,700.00	\$ 32,326.00	
BLDG ALT. #4 - AWNINGS	\$ 13,600.00	\$ 13,906.00	
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ 22,800.00</u>	<u>\$ 21,835.00</u>	
TOTAL BUILDING & ALTERNATES	\$ 413,600.00	\$ 329,780.00	

	<u>PINEHILL</u>	<u>UNITED</u>	<u>GOSELIN</u>
SCHEDULE IN WEEKS	<u>5</u>	<u>10</u>	
BASE BID SITE&CONCRETE PRIME	\$ 122,412.00	\$ 171,469.00	INCOMPLETE
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	
BLDG ALT. #3 - SALLYPORT	\$ 16,000.00	\$ 14,671.00	
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ 4,800.00</u>	<u>\$ 9,376.00</u>	
TOTAL SITE/CONC & ALT'S	\$ 143,212.00	\$ 195,516.00	

	<u>HAMPSHIRE</u>	<u>CARTER</u>	<u>KPMB</u>
SCHEDULE IN WEEKS	<u>15</u>	<u>10</u>	<u>10</u>
BASE BID SPRINKLER PRIME	\$ 75,500.00	\$ 154,150.00	\$ 68,000.00
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	\$ -
BLDG ALT. #3 - SALLYPORT	\$ 2,400.00	\$ 2,400.00	\$ 6,700.00
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	\$ -
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ 3,300.00</u>	<u>\$ 5,425.00</u>	<u>\$ 7,300.00</u>
TOTAL SITE/CONC & ALT'S	\$ 81,200.00	\$ 161,975.00	\$ 82,000.00

Sullivan County FINAL Bid Summary 061609.xls

	<u>ECK & JOHN</u>	<u>LAKES REG.</u>	<u>KPMB</u>
AHU LEAD TIME	<u>10 WEEKS</u>	<u>10 weeks</u>	<u>10 WEEKS</u>
BASE BID MECH PRIME	\$ 416,246.00	\$ 379,000.00	\$ 379,000.00
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	\$ -
BLDG ALT. #3 - SALLYPORT	\$ -	\$ -	\$ -
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	\$ -
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL SITE/CONC & ALT'S	\$ 416,246.00	\$ 379,000.00	\$ 379,000.00

	<u>GIGUERE</u>	<u>INTERSTATE</u>	<u>WJGE</u>
BASE BID ELECT PRIME	\$ 61,200.00	\$ 50,610.00	\$ 98,400.00
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	\$ -
BLDG ALT. #3 - SALLYPORT	\$ 3,550.00	\$ 2,700.00	\$ 11,960.00
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	\$ -
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ 500.00</u>	<u>\$ 1,005.00</u>	<u>\$ 5,084.00</u>
TOTAL SITE/CONC & ALT'S	\$ 65,250.00	\$ 54,315.00	\$ 115,444.00

DOC Phase 1 Estimate of Costs

Roofing W/Insulation	200,000
HVAC Overhaul	480,000
Buildings to house HVAC	60,000
Heating system radiation and piping	240,000
Proper venting of bathrooms	40,000
Replacement of pneumatic controls	42,000
Sprinkler system for building	190,000
Total Original Estimate	1,252,000

Standard Estimate Report
Sullivan County Correctio

Appendix 21.b

Description	Quantity	Labor		Material		Subcontract	Equipment	Other	Total
		Unit Cost	Amount	Unit Cost	Amount	Amount	Amount	Amount	Amount
GEN CONDITIONS									
'000						75,000			75,000
040									1,672
	Construction Manager - Owners Agent Phase 1								1,672
400									200
	Travel								200
515									600
	Temporary Water								600
516									9,500
	Temporary Toilet								9,500
581									7,500
	Project Clean-Up								7,500
725									16,411
	Testing Services								16,411
741									45,000
	Insurance								45,000
990									155,883
	Design Fees								155,883
GEN CONDITIONS									
						35,883	120,000		155,883
DEMO & SITE									
'000									7,500
670									4,500
	Water Line ALLOWANCE								4,500
831									12,000
	Temporary Fence								12,000
DEMO & SITE									
									143,212
'000						143,212			143,212
106									143,212
	Site & Concrete Prime Contractor								143,212
SITE & CONCRETE									
PRIME BUILDING CONTRACTOR									
'000									329,780
002									329,780
	Prime Building Contract								329,780
PRIME BUILDING CONTRACTOR									
THERMAL/MOISTURE									
'000									93,585
200									93,585
	Insulation Sub								93,585
THERMAL/MOISTURE									
MECHANICAL									
5000									81,200
5300									379,000
	Fire Protection Prime Contractor								379,000
5500									460,200
	Mechanical Prime Contractor								460,200
MECHANICAL									
ELECTRICAL									
6000									55,215
3100									55,215
	Electrical Prime Contractor								55,215
ELECTRICAL									

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit
Labor						2.330
Material	35,883					78.831
Subcontract	1,213,992					
Equipment						
Other						81.161
	1,249,875	1,249,875				
Contingency	124,988			10.000 %	T	8.116 /
Total		1,374,863				89.277

Budget Adjustments to Achieve a 0% Increase in the Amount to be raised in taxes.

County Administrator Proposed Budget Adjustments	Page #	Acct #	Expense	Tax \$	% Change	\$ Change
	Comm. FY 10 Proposed		33,792,848	13,228,191	2.10%	\$271,980
Misc. payroll adjustments to correct errors	Various	Various	(2,314)	13,225,877	2.08%	\$269,666
Propane reduction at SCHC (Commissioners Recommended 2-1)	164	40.550.16062	(7,250)	13,218,627	2.03%	\$262,416
Web Filtering Hardware (Commissioners Recommended 2-1)	6	40.500.21097	(3,000)	13,215,627	2.00%	\$259,416
Web Filtering 3yr/Maint. Agreement (Commissioners recommended 2-1)	6	40.500.21097	(2,000)	13,213,627	1.99%	\$257,416
Propane Woodhull Complex	68	10.497.16062	(1,000)	13,212,627	1.98%	\$256,416
Propane Court House	51	10.460.16062	(1,000)	13,211,627	1.97%	\$255,416
DOC reductions (See Attached Detail)	75-77	Various	(45,947)	13,165,680	1.62%	\$209,469
SCHC Decentralized Dining Project	59	10.480.21096	(100,000)	13,065,680	0.84%	\$109,469
SCHC A/C Stearns 3 Project	59	10.480.21096	(100,000)	12,965,680	0.07%	\$9,469
Delegation Contract Services (Recommended by EFC)	89	10.980.12029	(3,000)	12,962,680	0.05%	\$6,469
Delegation Travel (Recommended by EFC)	89	10.980.17076	(2,500)	12,960,180	0.03%	\$3,969
Filming of Commissioners meetings	4	10.400.12029	(4,000)	12,956,180	0.00%	(\$31)

Presented June 18, 2009

Proposal for FY '10 Sullivan County budget

Reduction required for no tax increase: \$271,980

Consider reduction or removal of the following appropriations:

Recommended by 2 – 1 vote of County Commissioners but not removed or reduced in budget book.

10.400.21097	Web Filter		\$3000	Remove
	Web Filter 3 yr. maint. Plan		\$2000	Remove
40.550.16062	Propane	\$32,500	\$7000	Reduction

There will be some budget reduction from the errors made in determining salaries (and FICA and Retirement) when last year's insurance bonus was included by some department heads in the salary base for this year's 3% raise. ?????

1. 10.484.21096 Hay Barn Floor/Doors/Shelves **\$30,000** **Remove**
 A desirable but non-essential capital improvement.

2. 10.480.21096 AC Stearns 3 **\$100,000** **Remove**
 SCHC administrator prefers changes in dining methods with upgrading of all three floors to installation of AC.

Also note that room air conditioners are put into resident rooms when requested. Retain AC project for the OT and PT spaces on the ground floor.

3. 10.460.16062 Propane **\$1000** **Reduction**
 10.497.16062 Propane **\$1000** **Reduction**

4. 10.980.12029 Delegation Contract Services **\$3000** **Remove**

This money was used in 2008 when there were many questions from the delegation to the auditors. None has been used in FY '09.

10.980.17076 Delegation Expenses \$7500 **Reduce \$2500**

As of June 1, expenses were at \$3076. EFC members attend the most meetings in the spring. My expenses for March through June are about \$200. If four other members and the clerk average a similar charge, the amount is \$1200. Other delegation members will have far fewer trips and meetings. It is reasonable to estimate another \$800 from the remaining members. Our expenditure for this year will be in the neighborhood of \$5000. Some members of the delegation have said they may not be billing the county for mileage.

5. 10.600.10001	CCC Dir. of Operations	\$45,000	Reduce by \$35,250
	CCCO	\$13,500	Reduce by \$10,125
	CCCO	\$27,000	Reduce by \$20,250

Delay hiring of Director and 2 new CCC Officers until the end of the third quarter. This allows the new CCC Director and the 2 new officers 3 months to prepare the transition from the THU to the new facility. There will be even more time if the facility does not open by June 30. The present budget calls for the Director and one officer to begin July 1 and the second officer to begin Jan. 1. The present intention of the Superintendent is to hire an experienced gentleman for 32 hours per week receiving no benefits. However FICA will be due. The other two officers will qualify for benefits so delaying their positions results in further savings in benefits.

CO Per Diem: This position has been 24 hours per week and is being doubled. No benefits are used. However, keeping the position staffing the same as this year results in likely saving of **Reduce by \$18,500**

6. 10.409.12029	Accountant	\$25,000	Reduce by \$10,000
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As of June 1, this account had an expenditure of \$ 9980 and an encumbrance of \$2984. It is reasonable to expect that \$15,000 will be spent by June 30. Therefore, a similar expenditure for next year is anticipated.

If these cuts and reductions are adopted, we will reduce expenditures by \$243,625. This will mean a budget increase of .2% (two tenths of a percent). To reach 0% increase in taxes, a further reduction of \$28,355 is needed. These are items to consider.

7. 10.400.12029	Filming of Commissioners' meetings	\$4000
8. 10.480.21096	Lease/purchase SCHC 14 Pass. Van	\$12,000
10.484.21096	Lease/Purchase Truck/w/plow Unity	\$7000
11. The 14% increase in Recreational Therapy salaries.		\$????
12. The 14% "Retention raise" for DOC Superintendent		\$9,981

Other important issues to consider or to urge the County Administrator and Commissioners to look at.

1. Adopting a new system of payroll services to replace ADP
2. Equalizing health care payments between union and non-union employees
3. Adopting a single grade/salary system for union and non-union employees

-----Original Message-----

From: Barbara Brill [mailto:bbrill@communityalliance.net]
Sent: Wednesday, June 17, 2009 3:46 PM
To: Greg Chanis
Subject: Message to Sullivan County Commissioners & Sullivan County Delegation Members

Greg -

I am contacting you to ask you to urge the County Commissioners, the Executive Finance Committee, and the entire Sullivan County Delegation to re-instate level funding for Community Alliance Transportation Services. The \$3,000 cut that has been proposed by the County Commissioners could have a significant impact to our program and most probably would result in service cuts.

Our transportation program's primary funding source is the Department of Transportation (DOT). However, DOT allocated funds can only be accessed if local match funds are available. We have already learned that our state funds (which are considered local match funds) will be reduced by \$5,300. That will, in effect cut our revenue by \$10,600 as we will not be able to draw down the federal funds. If County funds are reduced by \$3,000 it will also impact our ability to draw down the federal dollars and will reduce our funding by another \$6,000. We cannot absorb a decrease of \$16,600 without cutting services.

We anticipate providing 30,000 rides this year. The vast majority of our riders have no other transportation options available. Members of the Community Mobility Project have been working for the past several years to improve transportation options for our region. This reduction in funding would have a negative impact on that prospect. Please reinstate level funding to this program that so many Sullivan County residents depend on.

I understand the Commissioners will be meeting tomorrow to work on the budget with members of the Finance Committee. I would appreciate it if you would share this email with both groups. I would be happy to provide any additional information that is needed as you consider my request.

Thanks in advance - Barbara Brill, Community Alliance