

Sullivan County NH

Type of meeting: Board of Commissioners Regular Business Meeting
Minutes
Date/Time: Friday, April 16, 2010; 10:00 AM
Place: Remington Woodhull County Complex, 14 Main Street,
Newport NH 03773; Commissioners' Conference Room

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – Sullivan County Health Care Administrator; Sharon Callum – *Minute Taker/Administrative Assistant*

Public Attendees: William "Bill" Roach – Sunapee Select Board Vice Chair, Ann Nilsen – Sunapee Citizen

10:00 AM The Commissioner Chair, Jeffrey Barrette, brought the public meeting to order.

Agenda Item No. 1. Sullivan County Health Care Administrator's Report

Agenda Item No. 1.a. Census

Mr. Ted Purdy reviewed the following reports [Appendix A.1-7]:

- *March 2010 Medicare, Private, Medicaid, HCBC, Managed Care, Medicare B Revenue:* Private pay is still strong, Medicare total revenue had negative variance; no HCBC; Medicare A census down; Med B remains strong. Negative variance of \$19,820 for month.
- *Revenue Review thru 03/31/2010:* little behind on insurance; Respite Care right on track; received another payment based on bed tax of 143 in April; expecting additional stimulus funds this month, also. \$278,699 net variance from operation. Net variance with out stimulus is \$51,427. Purdy confirmed marketing is strong: held a networking breakfast, a recent *Business After Hours* with Chamber of Commerce, the Community Development Director has been making rounds with hospitals and assisted living facilities, they have scheduled a May 8th meeting with Dartmouth; over all, he's heard over the last few weeks, through his peers, that census is down. Purdy feels they will see increased pressure on Medicare. Purdy noted, most physicians come out of Newport, one primarily from Claremont - his sense is that there are other physicians out there not referring to Sullivan County.
- *Sullivan County Nursing Home Quarterly Resident Census* – pretty much making budget. Purdy noted they've evaluated expense actual vs. budget and are \$150,00-\$200,000 under expense budget, at this point
- *Medicare Length of Stay Analysis*
- *Summary Admission Discharge List 3/1/2010 Thru 3/31/10:* 10 admissions, 14 discharges; this dropped total census, but still strong and over budget.
- *Summary Admission Discharge for Year to Date:* 127 admissions, 122 discharges.

Medicaid Funding in Budget Process – Mr. Purdy noted he received NH State Health & Human Services clarification regarding Medicaid: FY10 - looking at a total reduction of approximately \$523,000 and in FY11 - 4.1M reduction. Sullivan County's impact: 1.6M Medicaid Bed Days thru the year – \$1.30 for patient day for FY10, and \$2.50

for FY11; based on those calculations, we'd see a reduction of \$103,375 in FY11 (based on 110 patients for year). Commissioner Barrette feels whatever they anticipate for budget cuts, the County should budget double. Mr. Chanis forewarned the Board that pending SB1355 would not allow transfers out of the line if there were budget neutrality. Barrette noted the Board would make a conscious decision on where they will go when they review those numbers in the FY11 budget.

Agenda Item No. 2 County Administrator's Report

Non Agenda Item Department of Corrections Census

Mr. Chanis noted Supt. Cunningham was unable to make today's meeting, but provided the current DOC Census, which Mr. Chanis distributed [Appendix B].

Agenda Item No. 2.a. ARRA DOE Grant Project: Biomass Combined Heat & Power Feasibility Study Final Report

Mr. Chanis distributed the *Sullivan County Nursing Home Biomass Combined Heat and Power Feasibility Study* report [report accessed through link on www.sullivancountynh.gov Programs & Grants page] prepared by Bonhag Associates. Mr. Chanis reminded all this study was funded through the stimulus bill; in summary: the concept is viable, the system is not inexpensive, switch oil fired/steam filled to also produce electricity – a gasification system where gas is captured and that gas powers a generator to produce electricity, if implemented, the County should be able to produce all electricity for campus, there are three alternatives provided in the study, payback reflects eight (8) years. Mr. Chanis will schedule a presentation from Bonhag of findings at their next meeting in Unity.

Agenda Item No. 2.b. Community Corrections Center (CCC) Update

Mr. Chanis noted CCC construction continues to go well; a site tour for the Delegates is scheduled for Monday, April 19th. CCC construction pictures can be viewed on line [at: <http://www.sullivancountynh.gov/index.php?nav=126>]

Agenda Item No. 2.c. Payroll / HR Software Transition

Mr. Chanis noted this would be the second payroll run using the new software – and the transition went very smoothly; experienced glitch on the first run, two weeks ago, related to Claremont Savings Bank not transferring monies to each employees financial institutes – that issue was rectified with phone calls to CSB, who in turn either wired or issued checks and hand delivered the checks that same day; in the future, the timing of deposits to employees accounts will be different than it used to be: deposits will happen closer to when the banks open in the morning, the day the deposit should be in the account; this adheres to ACH rules for postings. Commissioner Barrette noted he spoke with the Claremont Savings Bank VP and thanked them for their efforts that went far above and beyond to fix the glitch.

Agenda Item No. 2.d. Salary Survey Proposal Update

Mr. Chanis noted this was a follow up to Boards request after reviewing the Human Resource partners LLC proposal, presented 4/1/10, to conduct a comprehensive salary survey of selected salaries and hourly positions, to attain references. Mr. Chanis distributed a *County References* document [Appendix C.1-4] and noted HR Director, Peter Farrand, is following up with non-county organizations to verbally speak with them. It was noted, it would be wise to have this when the County begins negotiations. No formal decision was made.

Agenda Item No. 2.e. SPF FY10 Budget Adjustment
Mr. Chanis noted they would be skipping this item.

Agenda Item No. 2.f. FY11 Budget Update
Mr. Chanis noted Monday, April 19th, Commissioners Work Session was canceled and their next work session is scheduled for Friday, April 23rd with: County Attorney's Office, Sheriff's Office, and Fund 24 Sheriff's Office Grants; he noted, they could do the Fund 10.861 County Grants, also. They have scheduled, Monday, April 26th to finalize the Boards' review and recommendations. Mr. Chanis reminded all the time line shows the FY11 budget presented to the Delegation Executive Finance Committee May 3rd. Mr. Chanis confirmed he'd have a spreadsheet with running totals and the effect on taxes, for the Boards final review day.

Agenda Item No. 2.g. Sullivan County Healthy Counties Month
Ms. Callum distributed copies of the Healthy Counties Month calendar, with high lights on upcoming events [Appendix D].

Agenda Item No. 3. Commissioners' Report

Commissioner Barrette – reiterated his visit with Claremont Savings Bank VP. Mr. Chanis confirmed he would draft a letter to the bank regarding their diligence, as well as press release. Commissioner Nelson concurred on sending out a press release that would let the community know about the software change and savings.

Commissioner Nelson – Thanked Comm. Barrette for checking into transportation services and questioned if they [Community Alliance of Human Services Transportation] were operating the bus to Dartmouth. Barrette noted they stopped the ride share route from Ascutney to Dartmouth as, he was told, the "commuter service" was just not working.

Mr. Chanis noted he received an email from Primex with the health insurance rates, which will be increasing by 16½ %, a \$20,000-25,000 increase.

Agenda Item No. 4. Public Participation

Bill Roach, Sunapee Select Board Vice Chair – indicated he saw where the Town of Goshen was contemplating contracting with the Sheriff's Office for police enforcement; he questioned if that meant the Sheriff's Office was "overstocked" with employees? Commissioner Barrette noted "no" and pointed out if Goshen has passed the article the Sheriff's Office would have hired a part time position to provide the service. Mr. Roach questioned who made the final decision for the County to enter into contracts made through the Sheriff's Office with the towns? Mr. Chanis pointed out RSA's are not clear, but that most lean towards the County Sheriff's having the authority. Mr. Roach expressed concern that monies are brought in to fund expenses. Barrette concurred, noting revenues should pay for the full program, not just cars and gas. Commissioner Nelson pointed out, the Sheriff always appears before the Board to present contracts he is entering; plus, the Sheriff has a list of part time people he can pull from when contracts like this come up. Barrette pointed out there were efficiencies gained with the County providing police enforcement. It was noted the Sheriff provides contracted enforcement for Unity and Lempster. Mr. Chanis noted the Sheriff was approached by Goshen for this instance, that their office is not out soliciting this type of work.

10:59 Mr. Roach and Ms. Nilsen left the room.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a. April 1, 2010 Meeting Minutes

**11:00 AM Motion: to approve the 4/1/10 minutes as typed.
Made by: Jarvis. Seconded by: Nelson.
Voice vote: all in favor.**

11:01 The Chair requested Ms. Callum to leave the room for the Executive Session.

Agenda Item No. 6. Probable Executive Session Per RSA 91-A:3.II.a. & C. – Personnel Issue

**11:01 AM Motion: to go into Executive Session Per RSA 91-A:3.II.a.&c.
for discussions of a personnel issue – County Administrator
compensation.
Made by: Jarvis. Seconded by: Nelson.
Those in Executive Session were: the three Commissioners and Mr.
Chanis.
Voice vote: All in favor.**

11:02 Mr. Chanis left the room, also.

**11:35 Motion: to come out of executive session
Made by: Jarvis. Seconded by: Nelson
Voice vote: all in favor.**

No formal decision was required.

**11:36 Motion: to adjourn the meeting.
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: 5-27-10



Friday April 16, 2010 – 10 AM

Sullivan County NH, Board of Commissioners Regular Business Meeting – AGENDA - Revised

Location: **Newport Remington Woodhull County Complex**
14 Main Street, Newport NH 03773

- | | | |
|---------------------|----|---|
| 10:00 AM – 10:20 AM | 1. | Sullivan County Health Care Administrator's Report |
| | | a. Census |
| | | b. Staffing |
| 10:20 AM – 10:40 AM | 2. | County Administrator's Report |
| | | a. ARRA DOE Grant Project: Biomass Combined Heat & Power Feasibility Study Final Report |
| | | b. Community Corrections Center Update |
| | | c. New Payroll / HR Software Transition Update |
| | | d. Salary Survey Proposal Update |
| | | e. SPF FY10 Budget Adjustment Notification |
| | | f. FY11 County Budget Update |
| | | g. April 2010 County Government Month: Health Counties Calendar |
| 10:40 AM – 10:55 AM | 3. | Commissioners' Report |
| 10:55 AM – 11:10 AM | 4. | Public Participation |
| 11:10 AM – 11:15 AM | 5. | Meeting Minutes Review |
| | | a. April 1, 2010 Public Meeting Minutes |
| 11:15 AM – 11:45 AM | 6. | Probable Executive Session Per RSA 91-A:3.II.a & c. – Personnel Issue |
| 11:45 AM | 7. | Adjourn meeting |

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



Upcoming Events / Meetings:

- **Apr. 19th Mon & Apr. 23 Fri – Commissioners Continue Review of the FY11 County Department Budgets**
 - **Time: 8:30 AM**
 - Place: Newport, 14 Main Street – 1st Floor Commissioners Conference Room

- **Apr. 19th Mon. Delegation: Executive Finance Committee Meeting**
 - **Time: 8:30 AM**
 - Place: Unity, Sullivan County Health Care Facility, Frank Smith Living Room, 5 Nursing Home Drive, Unity NH

- **May 6th Thu. Next Board of Commissioners Meeting**
 - **Time: 3 PM**
 - Place: Newport, 14 Main Street – 1st Floor Commissioners Conference Room

- **May 20th Thu. Sullivan County Criminal Justice Coordinating Committee Lunch Meeting & Tour of Community Corrections Center**
 - **Time: 11 AM**
 - Place: Unity, Ahern Building, 5 Nursing Home Drive

- **May 20th Thu. Board of Commissioners Meeting**
 - **Time: 3 PM**
 - Place: Unity, Sullivan County Health Care Facility, Frank Smith Living Room, 5 Nursing Home Drive, Unity NH

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

March 2010

COPY

MEDICARE							
	March 2009 Compare	March 2009 AVG CENSUS	March 2010 Actual	March 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	286	9	222	7	341	11	-119
REVENUE	\$147,829.46		\$109,087.42		\$158,565.00		-\$49,477.58
AVERAGE RATE PER DAY	\$516.89		\$491.38		\$465.00		\$26.38

PRIVATE							
	March 2009 Compare	March 2009 AVG CENSUS	March 2010 Actual	March 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	787	25	808	26	620	20	188
REVENUE	\$161,485.00		\$173,780.00		\$133,300.00		\$40,480.00
AVERAGE RATE PER DAY	\$205.19		\$215.07		\$215.00		\$0.07

MEDICAID							
	March 2009 Compare	March 2009 AVG CENSUS	March 2010 Actual	March 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	3,232	104	3,368	109	3,379	109	-11
REVENUE	\$491,490.24		\$475,258.48		\$513,608.00		-\$38,349.52
AVERAGE RATE PER DAY	\$152.07		\$141.11		\$152.00		-\$10.89

HCBC (RESPITE)							
	March 2009 Compare	March 2009 AVG CENSUS	March 2010 Actual	March 2010 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	\$0.00		\$0.00		\$0.00		\$0.00

MANAGED CARE							
	March 2009 Compare	March 2009 AVG CENSUS	March 2010 Actual	March 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	31	1	2	0		0	2
REVENUE	\$10,850.00		\$700.00				\$700.00
AVERAGE RATE PER DAY	\$350.00		\$350.00				\$350.00

	March 2009 Compare		March 2010 Actual				
TOTAL CENSUS	4,336		4,400				
AVERAGE CENSUS		139.9		141.9		140.0	

MEDICARE B REVENUE							
	ACTUAL		March 2010 Actual		BUDGETED		VARIANCE
	\$30,868.53		\$62,312.79		\$35,061.31		\$27,251.48

TOTAL MONTHLY REVENUE VARIANCE	(\$19,820)
--------------------------------	------------

Revenue Review thru 03/31/2010

	Budget	274 9 mth Budget	Days YTD	Variance	
Medicaid	6,047,320	4,539,632	4,310,185	(229,447)	
Private	1,569,500	1,178,200	1,401,847	223,647	
Insurance	15,000	11,260	5,717	(5,544)	
Respite (HCBC)	5,000	3,753	3,590	(163)	
Medicaid Assessment	1,830,110	915,055	861,180	(53,875)	Paid quarterly, 2 payments
ARRA			330,126	330,126	
Medicare Part B (Total)	412,820	309,898	428,510	118,612	
Medicare Part A	1,866,975	1,401,510	1,296,853	(104,657)	
Proshare	500,000				Paid at end of FY
Net Variance from Operations				278,699	
Net Variance without ARRA				(51,427)	
Misc Income	5,000	3,753	14,349	10,595	
Laundry	75,000	56,301	65,415	9,114	
Cafeteria	13,000	9,759	13,638	3,879	
Meals	371,664	279,003	278,748	(255)	
YTD Variance		8,708,125	9,010,157	302,033	
	12,711,389				

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-09	4836	3299	80.09%	617	14.98%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%
Aug-09	4836	3220	77.40%	748	17.98%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4160	86.02%
Sep-09	4680	3153	75.50%	705	16.88%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	4176	89.23%
1ST QUARTER	14,352	9,672	77.66%	2,070	16.62%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	12,455	86.78%
Oct-09	4836	3263	75.65%	746	17.30%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4313	89.19%
Nov-09	4680	3218	76.99%	698	16.70%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%
Dec-09	4836	3422	77.72%	700	15.90%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%
2ND QUARTER	14,352	9,903	76.79%	2,144	16.63%	849	6.58%	0	0.00%	0	0.00%	0	0.00%	12,896	89.86%
Jan-10	4836	3424	75.72%	630	13.93%	467	10.33%	0	0.00%	0	0.00%	1	0.02%	4522	93.51%
Feb-10	4368	3138	77.31%	646	15.92%	262	6.45%	0	0.00%	12	0.30%	1	0.02%	4059	92.93%
Mar-10	4836	3367	76.52%	808	18.36%	222	5.05%	0	0.00%	2	0.05%	1	0.02%	4400	90.98%
3RD QUARTER	14,040	9,929	76.49%	2,084	16.05%	951	7.33%	0	0.00%	14	0.11%	3	0.02%	12,981	92.46%
Apr-10	4680		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	0.00%
May-10	4836		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	0.00%
Jun-10	4680		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	0.00%
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
FY '10 TOTAL	56,940	29,504	76.97%	6,298	16.43%	2,491	6.50%	22	0.06%	14	0.04%	3	0.01%	38,332	67.32%
YTD AVG.		107.7		23.0		9.1		0.1						139.9	

Avg
Census

135.4

140.2

144.2

RESIDENT CENSUS - FY 09

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
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%
2ND QUARTER	14,352	9,447	76.78%	1,973	16.04%	801	6.51%	3	0.02%	80	0.65%	0	0.00%	12,304	85.73%
3RD QUARTER	14,040	9,448	75.11%	2,164	17.20%	916	7.28%	0	0.00%	51	0.41%	0	0.05%	12,579	89.59%
4TH QUARTER	14,196	9,826	75.66%	1,890	14.55%	1263	9.73%	0	0.00%	8	0.25%	0	0.00%	12,987	91.48%
FY '09 TOTAL	56,940	37,691	75.53%	8,074	16.18%	3933	7.88%	20	0.04%	183	0.37%	0	0.01%	49,901	87.64%
AVGERAGE		103.3		22.1		10.8								136.7	

130.8

133.7

139.8

142.7

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

	Mar 2010	Feb 2010	Jan 2010	Dec 2009	Nov 2009	Oct 2009	Sep 2009	Aug 2009	Jul 2009	Jun 2009	May 2009	Apr 2009	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	10	15	12	21	13	17	11	17	11	8	7	18	160	37
MCR # Admits & Readmits	6	9	7	13	7	11	7	11	5	5	6	16	103	22
MCR # Discharges from facility	5	5	5	5	6	4	4	5	3	7	6	3	58	15
MCR Discharged LOS	47.8	38.2	39.6	25.8	23.3	17.3	35.8	10.6	59.0	49.1	39.8	19.0	34.1	41.9
MCR # End or A/R Change	8	4	4	2	2	6	3	2	6	4	5	5	51	16
MCR End or A/R Change LOS	41.9	35.5	23.3	39.0	49.5	58.7	36.7	81.0	60.0	50.3	31.6	24.0	43.3	35.6
Total Average MCR LOS	44.2	37.0	32.3	29.6	29.9	42.1	36.1	30.7	59.7	49.5	36.1	22.1	38.4	38.6
Total MCR Days	222	262	467	281	264	304	296	192	203	349	460	454	3754	951
Rehab RUGs	185	258	440	278	264	298	266	192	190	349	449	447	3616	883
% of Total MCR Days	83%	98%	94%	99%	100%	98%	90%	100%	94%	100%	98%	98%	96%	93%
Non-Rehab RUGs	37	4	27	3		6	30		13		11	7	138	68
% of Total MCR Days	17%	2%	6%	1%		2%	10%		6%		2%	2%	4%	7%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	22	22	83	14	7		43	7		19	32	28	277	127
% of Total MCR Days	10%	8%	18%	5%	3%		15%	4%		5%	7%	6%	7%	13%
B ADL (medium dependency)	121	160	237	137	165	204	124	88	125	159	186	210	1916	518
% of Total MCR Days	55%	61%	51%	49%	63%	67%	42%	46%	62%	46%	40%	46%	51%	54%
C ADL (high dependency)	79	80	147	130	92	100	129	97	78	171	242	216	1561	306
% of Total MCR Days	36%	31%	31%	46%	35%	33%	44%	51%	38%	49%	53%	48%	42%	32%
Medicare Net Revenue	\$ 109,087	\$ 135,601	\$ 235,899	\$ 142,409	\$ 133,431	\$ 154,567	\$ 149,528	\$ 98,685	\$ 108,078	\$ 192,852	\$ 250,082	\$ 246,928	\$ 1,957,147	\$ 480,588

APPENDIX, A.S.

Note: This report includes only the selection criteria listed below.
 Effective Date From 3/1/2010 Thru 3/31/2010

Summary Admission / Discharge List

Sullivan County Health Care (SC)

Page 1 of 1
 04/15/2010 12:37 PM
 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
INS	Hospital	<u>1</u>	<u> </u>
	<i>INS Subtotal</i>	<u>1</u>	<u> </u>
MCD	Unknown		1
	Expired		2
	Home		1
	Hospital	<u>1</u>	<u>3</u>
	<i>MCD Subtotal</i>	<u>1</u>	<u>7</u>
MCP	Home	1	
	Hospital	<u>1</u>	<u> </u>
	<i>MCP Subtotal</i>	<u>2</u>	<u> </u>
MRA	Assisted Living		1
	Home		3
	Hospital	<u>6</u>	<u>1</u>
	<i>MRA Subtotal</i>	<u>6</u>	<u>5</u>
PVT	Home		1
	Hospital		<u>1</u>
	<i>PVT Subtotal</i>	<u> </u>	<u>2</u>
	<i>Total</i>	<u>10</u>	<u>14</u>

Note: This report includes only the selection criteria listed below.
 Effective Date From 7/1/2009 Thru 3/31/2010

Summary Admission / Discharge List
 Sullivan County Health Care (SC)

Page 1 of 1
 04/15/2010 12:51 PM
 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	2	2
	<i>HCB Subtotal</i>	<u>2</u>	<u>2</u>
INS	Hospital	1	
	<i>INS Subtotal</i>	<u>1</u>	
MCD	Unknown		3
	Assisted Living	2	
	Expired		17
	Home	8	10
	Hospital	17	27
	Nursing Home	2	
	Private home/apartme	1	
	<i>MCD Subtotal</i>	<u>30</u>	<u>57</u>
MCP	Home	1	
	Hospital	1	
	<i>MCP Subtotal</i>	<u>2</u>	
MRA	Unknown		3
	Assisted Living		2
	Expired		6
	Home	7	18
	Hospital	69	15
	Nursing Home		1
	<i>MRA Subtotal</i>	<u>76</u>	<u>45</u>
PVT	Unknown		1
	Assisted Living	2	
	Expired		2
	Home	9	6
	Hospital	4	8
	<i>PVT Subtotal</i>	<u>15</u>	<u>17</u>
PIN	Expired		1
	Hospital	1	
	<i>PIN Subtotal</i>	<u>1</u>	<u>1</u>
	<i>Total</i>	<u>127</u>	<u>122</u>

APPENDIX A.16.

Month-end Aged Analysis
 Sullivan County Health Care (SC)
 For the Month of Mar, 2010

Resident (Res #)/(Discharge Date)

Type Balance	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Balance
Aged Analysis Summary														
HCB							3,590.40						2,122.88	5,713.28
INS	17,222.15	19,741.83	18,539.55	2,141.99-	8,500.47	6,728.45	6,119.96	3,053.57	8,759.12	6,642.19	2,759.05	1,963.43	78,796.38	176,684.16
MCD	374,574.14	33,098.34	18,992.80	23,581.61	17,691.46	8,602.59	6,977.83	9,846.05	5,384.50	3,432.43	7,065.07	151.10-	65,071.48	574,167.20
MCP	4,515.52													4,515.52
MRA	92,999.92	22,631.67	34,072.53	26,247.19	38,989.24	12,440.62	8,106.18	5,636.12		1,600.26	15,387.49		1,111.83-	258,999.39
MRB	49,849.93	700.85	1,094.37	939.36	2,468.97		434.41	430.70-	1,599.02-	648.96	428.76	46.69-	89,747.63	144,236.83
MXA	4,913.57	257.50	1,245.38	371.00	4,806.00	3,016.12	4,875.50	852.14	352.84	1,619.56	12,415.50	4,806.00	61,344.83	100,875.94
MXB	4,689.64	5,671.58	214.54	195.41	1,155.36	1,534.19	419.81	1,442.25	1,040.36	105.40	153.98-	310.98	23,542.13	40,147.47
PVT	55,409.83	14,677.63-	4,018.09-	20,509.42	3,103.00	29,367.12	26,513.38	24,102.06	20,108.71	16,133.13	4,425.72	5,716.00	84,508.85	271,201.50
RES	16,682.05	13,434.65	4,734.36	1,635.27	3,661.28	2,790.56	3,681.86	1,029.01	2,069.63-	1,564.40	1,230.06	549.63-	48,793.10-	969.06-
PHC													375.00-	375.00-
HST		288.05				1,072.74-				754.11	728.50	27.26	2,143.18	2,868.36
PIN		5,400.00												5,400.00
Totals:	820,836.75	86,546.84	74,875.44	71,337.27	80,375.78	63,406.91	60,718.93	45,530.50	31,976.88	32,500.44	44,286.17	12,076.25	356,997.43	1,581,465.59
	39.26%	5.47%	4.73%	4.51%	5.08%	4.01%	3.84%	2.88%	2.02%	2.06%	2.80%	0.76%	22.57%	100.00%

To: Supt. Cunningham
 From: Lt. Roberts
 Ref: population Breakdown

Thursday April 15, 2010

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 48	Male - 21	Male - 0
Female - 8	Female - 8	Female - 0

THU- Included in the total of HOC male inmates above

Male- 16
 Female- 0

Total Population (In House) - 85 Total Population April 8, 2009 (In House) 89

Home Confinement/EM	Weekender	Merr County
Male - 1	Male - 3	Male- 3
Female - 2	Female - 0	Female- 0
NHSP/SPU	Grafton County	Cheshire County
Male - 3	Admin Transfer	Admin Transfer
Female - 3	Male - 2	Male - 0
	Female - 1	Female - 0
Hillsborough County	Friend/Keene/phoen	Rocking Cnty
Admin Transfer		
Male - 2	Male - 3	Male- 1
Female - 0	Female - 0	Female- 0
Coos County	Carroll County	
Male- 0	Male- 0	
Female- 0	Female- 0	

Total Census - 109 Total Census April 8, 2009- 130

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

Cheshire	Merrimack County	New Hampshire SP	Hillsboroug
Male- 1	Male- 1	Male- 1	Male- 0
Female- 0	Female-0	Female-0	Female-1

Pre-Trial Services- 29
 Male- 23
 Female- 6



March 17, 2010

Peter Farrand
 Director of Human Resources
 Sullivan County
 5 Nursing Home Drive
 Unity, NH 03743

Dear Peter:

I am pleased to submit this proposal to conduct a comprehensive salary survey of selected salaried and hourly positions at Sullivan County.

We believe our firm is particularly well qualified to perform this survey for Sullivan County due to our:

- **Extensive experience in New Hampshire and other New England States.** During the past several years, we have completed more than 300 consulting assignments in salary and benefit surveys, classification and pay studies, human resource audits, and other related projects. We are a full-service human resources firm and can assist Sullivan County with any and all of its needs in the challenging environment of managing the human resources function.
- **Expertise in the design of tailor-made compensation programs.** It is our philosophy to develop all programs and services to meet the specific needs of the client. We are keenly aware of the fact that pay and other human resource systems are quietly but quickly moving from the bureaucratic, hierarchical model to one offering more flexibility and opportunity to reward competencies and performance. Many organizations operating under the old model find they have *distinctions without differences* and this can and does lead to confusion for managers and poor morale among staff. It also discourages growth and limits rewards for performance.
- **Survey Integrity.** We are committed to designing, conducting and producing surveys which provide the objectivity necessary to guard against the misuse of survey data and breaches of confidentiality, while preserving access to needed and valuable information.
- **Involvement of Senior Level Staff:** This project for Sullivan County will be assigned to and managed by only experienced, senior level staff of Human Resource Partners, LLC. I would serve as the primary consultant and project manager and be the one to produce and present the final product to you.

Thank you for the opportunity to submit this proposal, and I look forward to responding to your questions or meeting with you to discuss the project in further detail.

Sincerely,

Donald H. Tyler, Jr.
 Principal & Executive Vice President



SULLIVAN COUNTY

PROPOSAL FOR A COMPENSATION SURVEY MARCH 2010

Prepared by:
Donald H. Tyler, Jr.
Principal & Executive Vice President
Human Resource Partners, LLC
7 Oak Hill Terrace
Scarborough, Maine 04074
86 Main Street
Auburn, Maine 04210
Tel: (207) 510-7033 Fax: (207) 510-7032
don@mainehrpartners.com

SURVEY METHODOLOGY

Phase I – Determining of Benchmark Positions and Survey Markets

A primary ingredient to the success of any survey is determining which key positions to survey and then preparing brief capsule descriptions to ensure that all organizations report salary information on comparable positions. I propose to work with you to review benchmarks and design the survey instrument which will enable all potential participants to readily respond to the survey.

We will also develop a comprehensive list of organizations to include in the survey which represent Sullivan County's markets as well as as well as other industries which compete for similar talent. The list of potential survey participants would be prepared in conjunction with Sullivan County to ensure a relevant and representative sample of employers.

Phase II – Conducting the Surveys

The survey questionnaires would be produced and mailed by Human Resource Partners, LLC to all potential survey participants. Completed survey questionnaires will be received by us in complete confidence and no individual private sector survey data would be released to any source.

Phase III – Producing the Survey Findings

All survey data received will be analyzed in detail by Human Resource Partners, LLC and a final report prepared which will present the results in a format that will enable you to readily understand the information and use it to determine the competitiveness of your pay program. All survey information contained in the report would be presented in the aggregate and will not identify individual private sector participants. A copy of the survey results (in summary format) will also be prepared and distributed to participants.

PROJECT COST – PART A

I estimate the cost of this phase of the project to be \$4,900 and will include phases I and II and the entry of all data to an electronic spreadsheet.

PROJECT COST - PART B

This phase of the project will include an in-depth analysis of the survey data and my presentation to the County of the report including recommendations that will enable you to assess the competitiveness of the County's pay plan. Estimated cost of Part B: \$2,400.

TIME TABLE

This survey project will be completed within a time table to be established in conjunction with the County and Human Resource Partners, LLC.

DONALD H. TYLER, JR.
PRINCIPAL AND EXECUTIVE VICE PRESIDENT

Donald H. Tyler, Jr. has been a human resources consultant since 1982. Prior to becoming Principal and Executive Vice President of Human Resource Partners, LLC, he was Executive Vice President and Principal of a Portland based human resource consulting firm. Previously he was a Vice President of Olney Associates, a Boston based human resource management consulting firm. Donald has managed projects for many clients throughout Maine, Massachusetts and other New England states, representing the financial, healthcare, manufacturing, higher education, public, and general industry sectors.

Donald brings considerable expertise to Human Resource Partners, LLC in all aspects of human resources management including: the design and implementation of base pay, incentive and executive compensation plans; internal equity studies; salary and benefit surveys; executive search; outplacement; organizational diagnosis; and performance management. He works closely with clients in developing cost effective and responsive pay delivery systems.

Prior to his consulting experience, Donald served as a top human resources executive in the healthcare and banking industries in central and southern Maine.

He has been active in community affairs and most recently served as Board President of Pottle Hill, Inc., a non-profit organization serving people with disabilities in Androscoggin and Oxford counties.

Donald holds a Bachelor's degree in Psychology from the University of New Hampshire. He attended the Maine-New Hampshire School of Savings Banking held at Dartmouth College as well as numerous other continuing education seminars and professional development programs. He is a current member of World at Work, formerly the American Compensation Association.

ELLEN D. GOTTLIEB
PRINCIPAL AND EXECUTIVE VICE PRESIDENT

Ellen D. Gottlieb, Principal and Executive Vice President of Human Resource Partners, LLC has over twenty five years of experience in organizational development, training, and management consultation in the private, non-profit and governmental sectors. Her human resource expertise includes combined skills in counseling, consulting and business.

Ellen is on the adjunct faculty of the University of Maryland's National Leadership Institute, a licensed off site facility of the Center of Creative Leadership. There she is a trainer/facilitator for the Leadership Development Program, an intensive week long program for management and executive development. In addition, she is an instructor for the University of Southern Maine's Center for Continuing Education, facilitating the Leadership Certificate program, as well as teaching courses in the Certificate Programs for Human Resources, and for Training & Development.

Prior to Human Resource Partners LLC, Ellen was Executive Vice President of a Portland based human resource consulting firm, where she provided a range a human resource services. She also held several Vice-President level positions, including Vice President at Corporate Surveys, specializing in organizational assessment and effectiveness. In this capacity, she conducted numerous climate, employee and customer surveys. She also provided training and consultation in organizational change, leadership development, team building, team development, executive and mid-management level coaching, executive search, customer satisfaction, and issues related to sexual harassment, hiring, managing performance, and terminations.

Prior to Corporate Surveys, Ellen was Vice President of Human Resources at UNUM Life Insurance Company. She supported senior management on a wide variety of organizational matters, including the human resource implications of strategic business change, and corporate wide training and development. Before UNUM, she held the position of Director of Community Services for DayOne, during which time she consulted to both school systems and business, and made numerous public, television and radio appearances.

Ellen is a well known speaker and trainer at both the local and national level, and frequent contributor to New England business magazines and newspapers. She sits on the Board of the Maine Human Resources Management Association, and previously served on the boards and/or committees of the Children's Museum of Maine, the United Way, Greater Portland Chamber of Commerce, Maine Chamber of Commerce and Industry, and DayOne.

She has a M.Ed. from the University of Southern Maine, with advanced course work toward her MBA. She is a member of the OD Network, Society for Human Resource Management, Human Resource Planning Society, and Human Resource Conference Board.

4-1-10 meeting

COUNTY REFERENCES

<p style="text-align: center;">Martha Roy Human Resource Director Rockingham County 111 North Road Brentwood, NH 03833 (603) 679-9420 mroy@co.rockingham.nh.us</p>	<p style="text-align: center;">Virginia M. Chandler, SPHR HR Operations Director Hillsborough County Department of Human Resources 300 Chestnut Street - Room 134 Manchester, NH 03101 603-627-5633 vchandler@hillsboroughcountynh.org</p>
<p style="text-align: center;">Mike Simpson, M.S., PHR Director of Human Resources Grafton County 3855 Dartmouth College Highway, Box 3 North Haverhill, NH 03774 (603) 787-2034 msimpson@co.grafton.nh.us</p> <p style="text-align: center;">Joanne K. Mann Retired Director Grafton County (Please call Grafton County HR department for contact information)</p>	<p style="text-align: center;">Sandal R. Keeffe Deputy Director/CFO PO Box 617, Concord, NH 03302-0617 (25 Triangle Parks Drive, 03301). (603) 224-7447 skeeffe@nhlgc.org</p>
<p style="text-align: center;">Milton Bratz Senior Vice President Human Resources Littleton Coin Company One Littleton Coin Place Littleton, NH 03561-3735 603-444-3520 mbratz@littletoncoin.com</p>	<p style="text-align: center;">Jack Wozmak County Administrator Cheshire County 22 West Street Keene, NH 03431 603-355-3038 jwozmak@co.cheshire.nh.us</p>
<p style="text-align: center;">Amy Foley Director of Human Resources Town of Concord, MA PO Box 535 Concord, MA 01742 (978) 318-3025 Work afoley@concordma.gov</p>	<p style="text-align: center;">Amy Cross Sawyer Director of Employee Services Portland Water District 225 Douglass Street, PO Box 3553 Portland, ME 04104 Phone: 207-774-5961 x3047 Fax: 207-879-5831 across@pwd.org</p>

Greg Chanis

From: Samantha Fletcher [samp@sullivancountynh.gov]
Sent: Wednesday, April 07, 2010 3:17 PM
To: 'Gregory Chanis'
Subject: FW: Wage Survey info

From: Michael Simpson [mailto:msimpson@co.grafton.nh.us]
Sent: Wednesday, February 17, 2010 8:34 AM
To: Samantha Fletcher
Subject: Re: Wage Survey info

At Grafton, they have used Donald Tyler, HR Partners out of Auburn, Maine 207-510-7033

Mike Simpson, M.S., PHR
Director of Human Resources
Grafton County
3855 Dartmouth College Highway, Box 3
North Haverhill, NH 03774
(603) 787-2034

From: Samantha Fletcher [mailto:samp@sullivancountynh.gov]
To: 'Lewko, Sara' [mailto:sara@merrimackcounty.net], 'Alison Kivikoski' [mailto:akivikoski@co.rockingham.nh.us], 'Deb LaFlamme' [mailto:diaflamme@co.belknap.nh.us], 'Ginger Chandler' [mailto:gchandler@hillsboroughcountynh.org], 'Julie Hoyt' [mailto:jhoyt@co.rockingham.nh.us], 'Kate Magrath' [mailto:kmagrath@co.rockingham.nh.us], 'Martha Roy' [mailto:mroy@co.rockingham.nh.us], 'Melody Jones' [mailto:mjones@co.strafford.nh.us], 'Michael Simpson' [mailto:msimpson@co.grafton.nh.us], 'Robin Reade' [mailto:RReade@CarrollCountyNH.net], 'Wendy Hurley' [mailto:whurley@co.cheshire.nh.us]
Sent: Wed, 17 Feb 2010 08:20:48 -0500
Subject: Wage Survey info

Fellow Affiliates-

Sullivan County is investigating the idea of having a wage survey/ job description analysis performed and we are seeking your assistance. We would appreciate any names of companies that you may have used over the past few years to do such a project. Your cooperation is greatly appreciated.

Samantha Fletcher
 HR Assistant
 Sullivan County

Greg Chanis

From: Samantha Fletcher [samp@sullivancountynh.gov]
Sent: Wednesday, April 07, 2010 3:17 PM
To: 'Gregory Chanis'
Subject: FW: Wage Survey info

From: Lewko, Sara [mailto:sara@merrimackcounty.net]
Sent: Wednesday, February 17, 2010 9:32 AM
To: 'Samantha Fletcher'; 'Alison Kivikoski'; 'Deb LaFlamme'; 'Ginger Chandler'; 'Julie Hoyt'; 'Kate Magrath'; 'Martha Roy'; 'Melody Jones'; 'Michael Simpson'; 'Robin Reade'; 'Wendy Hurley'
Subject: RE: Wage Survey info

Hi Samantha,

Sullivan County might want to consider utilizing Human Resource Partners LLC (207-510-7033). Merrimack County has not had the privilege of working with this group but I have heard good things from other counties who have.

Sara A. Lewko, PHR
 Human Resources Director
 County of Merrimack
 333 Daniel Webster Highway, Suite 2
 Boscawen, NH 03303
 tel 796-6800
 fax 796-6841

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

From: Samantha Fletcher [mailto:samp@sullivancountynh.gov]
Sent: Wednesday, February 17, 2010 8:21 AM
To: Lewko, Sara; 'Alison Kivikoski'; 'Deb LaFlamme'; 'Ginger Chandler'; 'Julie Hoyt'; 'Kate Magrath'; 'Martha Roy'; 'Melody Jones'; 'Michael Simpson'; 'Robin Reade'; 'Wendy Hurley'
Subject: Wage Survey info

Fellow Affiliates-

Sullivan County is investigating the idea of having a wage survey/ job description analysis performed and we are seeking your assistance. We would appreciate any names of companies that you may have used over the past few years to do such a project. Your cooperation is greatly appreciated.

Samantha Fletcher
 HR Assistant
 Sullivan County

Greg Chanis

From: Samantha Fletcher [samp@sullivancountynh.gov]
Sent: Wednesday, April 07, 2010 3:17 PM
To: 'Gregory Chanis'
Subject: FW: Wage Survey info

From: Ginger Chandler [mailto:vchandler@hillsboroughcountynh.org]
Sent: Wednesday, February 17, 2010 8:33 AM
To: 'Samantha Fletcher'
Subject: RE: Wage Survey info

Sam –

I think most of the counties have used "Human Resource Partners, LLC". The principals are Don Tyler (Donald H. Tyler, Jr.) and Ellen D. Gottlieb. I think we all have work most closely with Don. Address: 86 Main St., PO Box 372, Auburn, ME, 04210. You won't be disappointed!

Ginger

From: Samantha Fletcher [mailto:samp@sullivancountynh.gov]
Sent: Wednesday, February 17, 2010 8:21 AM
To: 'Lewko, Sara'; 'Alison Kivikoski'; 'Deb LaFlamme'; 'Ginger Chandler'; 'Julie Hoyt'; 'Kate Magrath'; 'Martha Roy'; 'Melody Jones'; 'Michael Simpson'; 'Robin Reade'; 'Wendy Hurley'
Subject: Wage Survey info

Fellow Affiliates-

Sullivan County is investigating the idea of having a wage survey/ job description analysis performed and we are seeking your assistance. We would appreciate any names of companies that you may have used over the past few years to do such a project. Your cooperation is greatly appreciated.

Samantha Fletcher
 HR Assistant
 Sullivan County

Information from ESET NOD32 Antivirus, version of virus signature database 4873
 (20100217)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

Information from ESET NOD32 Antivirus, version of virus signature database 4873
 (20100217)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

4/15/2010

April is Healthy Counties Month!



Schedule of Events:

Event	APRIL DATES	Location	To Sign Up
WALKING CHALLENGE!	ENTIRE MONTH_ FOR SULLIVAN COUNTY STAFF	ANYWHERE YOU CAN! GET OUT AND MOVE!	PEDOMETERS AND INSTRUCTIONS WILL BE GIVEN TO COUNTY EMPLOYEES.
Nutrition Class by Ann Merritt of VRH	6th and 13th	Sullivan County Nursing Home Frank Smith Living Rom	Jessica McAuliff-603-398-2222
Diabetes & Medication Management	22 nd 11 am – 12 noon	Valley Regional Hospital	Laurie Smerald-603-542-1370
Blood Pressure Clinics	8th 10:30AM-11:30AM	Sugar River Mills Heritage Drive Claremont NH	Connecticut Valley Home Care 603-543-6800
	9th 10:45AM-11:45AM	26 Rail Road St. Charlestown NH (Under Silsby Library)	
	13th 10AM-11AM	Earl Bourdon Center Maple Ave. Claremont NH	
Blood pressure and blood sugar screening	15th 11AM-12:30PM	Claremont Senior Center 5 Acer Heights Claremont NH	
	20th 11AM-12:30PM	Newport Senior Center 76 Main St. Newport NH	
Blood pressure and cholesterol Screening	27th 12:45PM-1:30PM	Bannon Pharmacy, Pleasant St. Claremont NH	
	27th 11AM-12PM	Cornish Town Hall Town House Rd. Cornish NH	
Foot Clinics	7th,14th and 21st 8:15AM-3PM	Claremont Senior Center 5 Acer Heights Rd. Claremont NH	CVHC @ 543-6800. Participation takes about 15 minutes. Cost \$15/person
	28th	Newport Senior Center 76 Main St. Newport NH	
Red Cross Blood Drive	27th , 12 – 5 PM	Newport High School	Walk In
Smoking Cessation Classes	available if interest is generated	Valley Regional Hospital	Beth Tebo 603-542-1839
*Please note that some classes and clinics do occur on a regular basis.			

The above schedule is subject to change.