

## Sullivan County NH

**Type of meeting:** Board of Commissioners Regular Business Meeting – Public

**Date/Time:** Tuesday – August 22, 2006, 1:30 p.m.

**Place:** Unity County Complex, Health Care Facility, 1<sup>st</sup> Floor, Recreation Room

**Attendees:** Commissioners Donald S. Clarke – *Chair*, Ben C. Nelson – *V. Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Mike Pulling – *HCMA President*; Courtney Marshall – *Administrator of the Health Care Facility*; Scott Hagar – *DOC Superintendent*; Douglass Roberts – *DOC Inmate Programs Director*; Peter Farrand – *Human Resource Director*; Sharon Johnson-Callum (minute taker)

**Other attendees:** *State County Delegate* Larry Converse; Lisa Connell – *Eagle Times Staff Reporter*, unknown man.

**1:30** Commissioner Clarke called the meeting to order. Courtney Marshall led all in the *Pledge of Allegiance*.

Commissioner Nelson indicated he would be leaving early. Accordingly, the Board decided to go out of agenda order to handle items that required motions and/or signatures.

### **AGENDA ITEM NO. 3 CDFA: PVE CDBG GRANT EXTENSION REQUEST**

These forms represented the second block of funds for the CDBG: Pleasant Valley Estate project, a project the County and Claremont City collaborated on to enhance the septic services to the park. The forms required signatures from the Chair and Clerk, and required notarization.

**1:35** A motion was made, by Commissioner Nelson, to approve the Chair and Clerk signing the CDBG forms for the Pleasant Valley Estate project. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

*All forms were signed and notarized. Copies of the documents are on file in the CDBG files at the Board of Commissioners Office.*

### **AGENDA ITEM NO. 6.B. ASSISTED LIVING/SENIOR CARE UPDATE – DISCUSSIONS ON 501(C)(3)**

Mr. Michael Pulling reviewed the 501(c)(3) documents: “*Considerations Related to Forming a Non-Profit 501(c)(3) Corporation*”, “*Selected Pages*” showing same

certificates, and a few "member" scenarios. It was noted the pro's of a 501(c)(3) status would be to gain access to outside funding. He discussed different scenarios of how the Board could oversee the facility. He noted the application process with the state only takes a couple weeks, but takes approximately six months with the IRS. Mr. Clarke asked for the reasoning why the County could not run the facility without the 501(c)(3) status? Mr. Pulling responded that outside funding would be extremely hard to attain. Commissioner Clarke expressed concern with the political aspect of becoming a 501(c)(3); however, now that they had discussed it, he had a better idea of how to approach that concern. Mr. Gil de Rubio and Mr. Pulling will draft a sample, with input from the Buildings Committee, for the Board to review. Mr. Gil de Rubio requested a copy of the documents disbursed to the Commissioners today, be sent to Rep Converse. Commissioner Nelson inquired about the avenues of funding sources under 501(c)(3). Mr. Pulling recommended they speak with the Alice Peck Day representative they would see during the August 28<sup>th</sup> tour of the assisted care facilities. A copy of the agenda for the tour was distributed (Copy can be viewed @ [www.sullivancountynh.gov](http://www.sullivancountynh.gov), under the "County Calendar" page).

1:50 Mr. Pulling left the meeting.

**AGENDA ITEM NO. 1 MEETING MINUTES**

**AGENDA ITEM NO. 1.A. JULY 25, 2006 PUBLIC MEETING MINUTES**

**1:51 A motion was made, by Commissioner Nelson, to approve the July 25, 2006 public meeting minutes as typed. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**AGENDA ITEM NO. 1.B. AUGUST 8, 2006 PUBLIC MEETING MINUTES**

**1:52 A motion was made, by Commissioner Nelson, to approve the August 8, 2006 minutes as typed. Commissioner Clarke seconded the motion. A voice vote was taken. The motion carried with the majority, two in favor. Commissioner Jarvis abstained, as she was not at the meeting.**

Mr. Gil de Rubio indicated Superintendent Hagar had requested a Non Public meeting with the Board to discuss a DOC personnel issue and apologized for not advising the board of the issue earlier.

**1:53 A motion was made, by Commissioner Jarvis, to go in to Executive Session [91-A:3.II.c - Personnel Issue] in order to hear a personnel issue. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

**2:00 A motion was made, by Commissioner Jarvis, to come out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**2:00 A motion was made, by Commissioner Nelson, to authorize early ET Buy Back requested by the Superintendent for the Corrections Officer noted in the non public session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was made. The motion carried, unanimously.**

*2:01 Commissioner Nelson left the meeting.*

**AGENDA ITEM NO. 4 JUDKINS PROPERTY CONSERVATION EASEMENT**

Commissioner Clarke and Jarvis noted they had not had time to review the bolded changes to the document from Brian Hotz for the Judkin's Property Conservation Easement. Commissioner Clarke requested Johnson-Callum remind them a day before the next meeting about this document.

**2:01 A motion was made, by Commissioner Jarvis, to table discussions until September 5<sup>th</sup>. Commissioner Clarke seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was absent.**

**AGENDA ITEM NO. 2. DOC REPORT PRETRIAL SERVICES PROGRAM UPDATE**

Superintendent Hagar briefed the group on the Sullivan County Pretrial Service (SCPS) program and indicated he was seeking their endorsement. He spoke of several meetings held between himself and the County Attorney, Lt. Doug Roberts and the State Defense Attorney – Jan Peterson, who are all in support of the program. Ricci Greene, the consultants performing the needs assessment are excited the Superintendent initiated the changes ahead of schedule. He indicated funds were placed in the FY07 budget for the Community Corrections Officer position handling the program. The program “kick off” will be in September, and they are ready to “test drive” it with referrals from Superior Court only, at this time, and with a maximum of 10 offenders – from there they can enhance it and expand it further in to the district court judicial system. Through their planning and meetings they’ve recognized a pre-trial incarcerated population, in lieu of bail, that may not necessarily need to be in jail – and the plan provides for two levels of supervision, general or increased, with the option for the judge to increase supervision. General supervision is made up of approximately 12 conditions, including: curfew, substance abuse testing and daily contact. Increase Supervision includes General conditions, plus electronic monitoring and the sobriator. The services are available to defendants charged with misdemeanor and felony offenses, as approved by the courts. Commissioner Clarke requested future DOC reports include the new programs pretrial data.

2:10 A motion was made by, by Commissioner Clarke, endorsing the pretrial service program and encouraged the implementation. Commissioner Jarvis second the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Superintendent Hagar confirmed staffing was in great shape.

2:11 Superintendent Hagar and Lt. Douglass Roberts left the room.

#### AGENDA ITEM NO. 5 HEALTH CARE REPORT

##### AGENDA ITEM NO. 5.A. CENSUS

Copies of the August 22<sup>nd</sup> Census, Medicare Length of Stay Analysis, July 2006 Billing, July Daily Census Reconciliation, and July - Month-end Aged Analysis were distributed. Mr. Marshall pointed out they were under budget on the Medicare census with 10 in house; 149 total beds filled: 114 Medicaid, 21 Private, 4 HCBC; 7 vacant. He noted the hospitals are slow and physician coverage issues may be part of the cause of the slump in the summer census.

##### AGENDA ITEM NO. 5.C. PHYSICIAN RECRUITMENT

Mr. Marshall indicated he met with Dr. Schell who confirmed he would be staying another two weeks, with Dr. Batra, a temporary doctor, coming in at Valley Regional as of 9/11/06, and who will be responsible for Dr. Schell's patients. Mr Gil de Rubio indicated he met earlier that morning with Mr. Marshall and would be arranging a meeting with Clair Bowen to discuss the physician status and help them understand the importance of physician coverage.

##### AGENDA ITEM NO. 5.B. STAFFING

Mr. Marshall noted they were "getting over the hump" of transitioning back from the Baylor Program. The Ombudsman's Office returned twice last week for routine visits and everything is within line. He anticipates written correspondences within two to three weeks regarding the previous allegations, and feels the tone of that letter will be positive. They are conducting family resident surveys through MyInnerView, an outside survey company, to provide subjective feedback on quality of care issues. The same company will be conducting an employee wide survey. Commissioner Jarvis asked how they were doing since the change from the Baylor program? Mr. Marshall confirmed they were doing okay, that they lost seven out of thirty-one, and within that time period hired four and are making sure rules are enforced.

Commissioner Clarke noticed on the July 2006 Billing, they were approximately \$90,000 below budget. Mr. Marshall discussed accounts pending to go over in to the next month, which could account for \$6,000-8,000 more. It was noted the primary problem was the Medicare number budgeted at 21, and they are running, on average, 10-11. Mr. Marshall noted, though today's total census was 149, yesterday's was 153; and feels, over all, the census is holding.

**AGENDA ITEM NO. 6. COUNTY MANAGER'S REPORT**

**AGENDA ITEM NO. 6.A. PANDEMIC PREPAREDNESS MEETING UPDATE**

Mr. Gil de Rubio noted the application forms have been completed, funds should be received around 2<sup>nd</sup> week of September; another meeting is planned for August 30<sup>th</sup> – an assessment review facilitated by Neil Twitchell's office [NH Dept. of HHS]. Once funds are approved and received they will create an RFQ for a consultant and use the consultant's help with the committee to create the regional plan – to include a tabletop exercise. Mr. Gil de Rubio anticipates the plan to be in place and associated with the tabletop exercise by June 2007.

**AGENDA ITEM NO. 6.C. GOAL SETTING UPDATE**

Mr. Gil de Rubio has received nothing but positive feed back from the Goal Setting workshop held August 17<sup>th</sup> with the Department Heads/Elected Officials, Commissioners and NH Primex workshop facilitator, Nick Manolis. Mr. Manolis was pleased with the process and will be sending follow up information, from which a second workshop will be set.

**UNION UPDATE**

Mr. Gil de Rubio will sit down next week to get the Union's proposal. Human Resource personnel, Janice Bryk and Mr. Gil de Rubio met with the County's insurance carrier yesterday, receiving a comprehensive report. They are reviewing the prescription drug program, the lack of deductibles and co-pays; and received data they will share with the Union. The Union is receptive on finding a consensus on the issues. With the data they received on "outpatient use" a recommendation was made to apply a deductible; plus, the \$1 for 90 days worth of prescriptions is hurting the County. They are looking at revamping their wellness programs. He feels the problem has been the lack of adjusting rates over past 25 years to keep up with what the rest of the municipalities are doing. He feels they are now getting a good handle on what is driving the high costs.

**NOT ON AGENDA - RICHARDSON MEMO**

Mr. Gil de Rubio requested the Board to review the e-mail from Diane Richardson pertaining to purchasing County property adjacent to them. After a brief discussion, of which it was noted there were no specifics indicated in the memo – nor did the Richardson's want to purchase immediately, Mr. Gil de Rubio indicated he would make an appointment with her to attain more data.

**AGENDA ITEM NO. 7. COMMISSIONER REPORT**

**AGENDA ITEM NO. 7.B. FEDERAL ANNUAL CERTIFICATION REPORT – SHERIFF'S OFFICE**

This was the Sheriff's Office Annual Federal Certification Report and required signature from the Chair. The Board reviewed the form. (Copy on file at Commissioners' Office)

**2:38 A motion was made, by Commissioner Jarvis, to empower the Chair to sign the Sheriffs Office Federal Certification form. Commissioner Clarke seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 7.A. FY06 COUNTY ANNUAL REPORT: COMMISSIONERS REPORT  
Commissioner Jarvis was okay with the report written by Commissioner Clarke.

AGENDA ITEM NO. 7.C. FY06 COUNTY ANNUAL REPORT UPDATE  
Johnson-Callum showed Commissioner Jarvis and Clarke a sample of the report. She will be attempting to do this in house, but will comparison shop if it can be done cheaper elsewhere. No dedication ideas were received. A new section will be added for County employees receiving NHAC awards. The format will be regular letter size, unless outsourced to a printer.

NON AGENDA ITEM - NHAC MENTAL HEALTH SUMMIT  
Commissioner Jarvis asked if a non-county person could attend the NHAC Mental Health Summit. Johnson-Callum will check with Kathi Fortin on this and get back to them.

NHAC: COUNTY HUMAN SERVICES  
Commissioner Clarke briefly discussed letter from Cathy Stacey and George Maglaras to the County Commissioners requesting input on how they can obtain a county consensus on simplicity and quality of providing Human services. Mr. Clarke will meet with Mr. Gil de Rubio next week to discuss their response.

COUNTY LAND USE COMMITTEE  
Commissioner Jarvis will be contacting Johnson-Callum to find a good date for the County Land Use Committee. Commissioner Clarke noted Chuck Miner is anxious to get involved with the committee; and spoke briefly about a call from the Fish & Game regarding the Pheasant Stocking program. Commissioner Clarke spoke of Small Grants for brush hogging – Burt Spaulding did the best job for the amount of time. Commissioner Clarke is unsure how much of the grant is used.

TRANSPORTATION FORUM AUGUST 24<sup>TH</sup>  
Commissioner Jarvis and Clarke, as well as Mr. Marshall and Patti Koscielniak will be attending the Transportation Forum August 24<sup>th</sup>. Ms. Jarvis noted it's a great place to chitchat about County issues. She noted NH spends only \$175,000 on transportations, and feels that amount is very little.

**AGENDA ITEM NO. 8. PUBLIC PARTICIPATION**  
Representative Converse asked why the health insurance contribution for non-union vs. union was different? Mr. Gil de Rubio indicated, historically, that is the policy of Sullivan as the union employees use the benefits more. Mr. Gil de Rubio pointed out

premiums were raised across the board for union and non-union. Commissioner Clarke confirmed they would look at all portions.

**2:54 A motion was made, by Commissioner Jarvis, to adjourn the meeting. Commissioner Clarke seconded the motion. There was no discussion. A voice vote was made. The vote carried, unanimously. Commissioner Nelson was absent.**

*Respectfully submitted,*

A handwritten signature in cursive script that reads "Ethel Jarvis".

*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j-c.*