

Sullivan County NH

Type of meeting: Board of Commissioner Public Business Meeting

Date / Time: August 16, 2005; 1:32 PM

Place: Sullivan County Unity Complex, Nursing Home, 1st Floor
Recreation Room

ATTENDEES: Commissioner Donald S. Clarke - *Chair*, Bennie Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio - *County Manager*; Sharon Johnson-Callum (minute taker)

OTHERS IN ATTENDANCE: Courtney Marshall - *Nursing Home Administrator*; Heidi Smith - *Sullivan County Nursing Home (SCNH) Director of Nursing*; Brenda Temple *SCNH Admissions Director*; Patti Koscielniak - *SCNH External Care Coordinator*; Peter Farrand - *Human Resource Director*, Ron McPhall - *Food Service Director* and other County Department Heads and Nursing Home nurse managers and staff present for the special presentation. Ted Walski - *NH Fish & Game*, Greg Chanis - *Facilities & Operations Director*, Kelly Murphy - *United Way*, State-County Delegates Larry Converse and Peter Franklin.

AGENDA ITEM NO. 1. MEETING MINUTES

AGENDA ITEM NO. 1.A. AUG 2, 2005 PUBLIC

1:32 A motion was made by Commissioner Jarvis to approve the August 2, 2005 public meeting minutes with the corrections noted: "Deer" should be "Deere", "suite" should be "law suit" and "secession" should be "session". Discussion. Minute taker will make the corrections. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. AUG 2, 2005 EXECUTIVE SESSION RSA 91-A.3.II.C.-PERSONNEL ISSUE

The County Manager recommended these minutes be kept sealed, as the issue was pending.

1:35 A motion was made by Commissioner Jarvis to approve and keep sealed the August 2, 2005 Executive Session RSA 91-A.3.II.c. - Personnel Issue meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.C. AUG 2, 2005 EXECUTIVE SESSION RSA 91-A.3.II.E. - POSSIBLE LITIGATION ISSUE

The County Manager recommended these minutes be kept sealed, also, as the issue was pending.

1:37 A motion was made by Commissioner Jarvis to accept the Aug 2, 2005 Executive Session 91-A.3.II.e. - Possible Litigation meeting minutes and to keep them sealed. There was no discussion. A voice vote was taken. The motion carried, unanimously.

1:38 Brenda Temple left the meeting.

AGENDA ITEM NO. 1.D. AUG 3, 2005 SPECIAL MEETING - GENESIS NEGOTIATION MEETING MINUTES

Aug 16, 2005 Public Meeting Minutes

Aug 16, 2005 Public Meeting Minutes approved @ Sep 6, 2005 meeting.

It was noted by Commissioner Jarvis the minutes appear incomplete. The minute taker agreed.

1:39 A motion was made by Commissioner Jarvis to table the minutes until the draft minutes were complete. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 2 SPECIAL PRESENTATION BY COUNTY MANAGER

The County Manager formally announced the Nursing Home Administrator, Courtney Marshall, and asked him to introduce the newest Nursing Home staff. Mr. Marshall introduced the new Director of Nursing, Heidi Smith, and the new Admissions Coordinator, Brenda Temple (Ms. Temple was not present during introductions).

The County Manager discussed briefly the increase in census and pointed out one of the issues to address with the Nursing Home was to eliminate agency nursing. He noted, effective June 25th they discontinued hiring agency nurses, a result of the leadership of the new Nursing Home Administrator, Courtney Marshall. The County Manager read through a letter addressed to Mr. Marshall commending Mr. Marshall for his role in this task. After the letter was read, Mr. Marshall commended the "wonderful nurse management and staff" for their role in the successful completion of the task.

Mr. Marshall left to attend to another meeting in progress with the Genesis auditors. Other Nursing Home employee staff and department heads left the meeting at this time, also.

AGENDA ITEM NO. 3 SUSAN ORLANDO – NATIONAL ENDOWMENT OF THE ARTS

Suzanne Orlando introduced herself as the director of the Minor Memorial Library in Lempster; and noted she also fills in at the Acworth and Charlestown libraries so could be considered a "county librarian at large". Ms. Orlando discussed the "The Big Read", a grant program funded through the National Endowment of the Arts (NEA) - to revitalize the role of reading in literature. She explained there were only six grants offered nationally. She checked with the NEA, and discovered they could be eligible to apply as a county serving sixteen towns, fourteen libraries and 40,000 people. She mentioned the book titles of the books the NEA recommends as The Big Read program: *The Great Gatsby*, *Fahrenheit 451*, *Their Eyes Were Watching God* or *To Kill a Mockingbird*, the latter is what they would be promoting. Ms. Orlando noted she would be the program coordinator, there would be book discussions led by local authors – paid by stipends, there would be key note discussions, film screenings at both the Newport and Claremont Opera Houses, she has a sketchy budget created and the grant application due date is August 31st. Grant proceeds would fund the program coordinator salary, the key note speakers, materials – such as 25 copies of books for each town, advertising, theater rental fee, transport mileage and support staff. It was decided the County Manager would meet with Ms. Orlando to discuss how the County would act as administrator for the grant. Ms. Orlando will contact the Commissioners' Office to set up an appointment.

1:56 A motion was made by Commissioner Nelson to authorize the County Manager to proceed with The Big Read program. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 4 NH FISH AND GAME – PHEASANT STOCKING / TED WALSKI

Mr. Walski introduced himself. He is seeking permission to use county farmland as one of 50 pheasant stocking sites in New Hampshire, with the stocking to commence in September. The necessary site needs to be field / farm land with open acreage of approximately 100 acres. He discussed a few stipulations required: necessary signs and parking areas. Per request of Commissioners, Greg Chanis left the meeting to attain an aerial map of the county properties. Different sites were discussed, such as the Judkin's place and Marshall Pond area. It was noted Mr. Walski would coordinate the details with the County Manager and Greg Chanis. Mr. Chanis rejoined the meeting with the aerial map and the group discussed the different areas that were spoken of. Mr. Chanis will check into the matter and report back at the next meeting. It was requested that Mr. Walski provide Mr. Chanis with all necessary phone numbers in case there are problems. Mr. Walski also discussed funds from Small Habitat grants and noted he liked to see money spent on County properties. He noted the applications for this could be completed anytime of year. Commissioner Clarke noted the Mills Place should be the next on the brush hogging agenda.

2:11 A motion was made by Commissioner Nelson to authorize Greg [Chanis] to work with Ted [Walski] on this pheasant release project. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 5 CDFA CLOSE OUT FORMS

The County Manager discussed the "Grant Close-Out Agreement" triplicate forms which Glenn Coppleman, of the CDFA, requested to be completed, signed and dated in order to formally close their file on the CDBG building capacity grant for WRDC. The forms require a signature from the Chair of the Board of Commissioners, a WRDC representative and a CDFA representative. The minute taker noted to the Board a notice was sent to Jay Gamble, as president of the Board of WRDC, that his signature was needed on the form.

2:15 A motion was made, by Commissioner Jarvis, to authorize Commissioner Clarke to sign [the grant close-out agreement]. Commissioner Nelson seconded the motion. Discussion – Mr. Clarke noted this was a formality to indicate the money was received and WRDC is no longer active. A voice vote was taken. The motion carried, unanimously.

STATE OF NH DHHS / APPLICATION FOR RESIDENTIAL OR HEALTH CARE LICENSE – LICENSE #0088

The County Manager noted this was a form to renew the Sullivan County Nursing Home licenses effective 12/31/05. The minute taker noted the completed renewal application must be submitted 190 days prior to the renewal date.

2:20 A motion was made by Commissioner Nelson to approve signing the renewal application form. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

CLAREMONT SAVINGS BANK SIGNATURE CARD

The County Manager noted another form was needed by Claremont Savings Bank to complete the package of forms, which required signatures of those on the Nursing Home fund accounts. This was one form, which was not completed at the last meeting. There was no formal motion required. *Commissioners Clarke signed the form and returned it to the minute taker.*

AGENDA 6 NURSING HOME REPORT

The County Manager noted, the Genesis team was currently in a meeting with the Nursing Home Administrator, so he would provide the report. The County Manager discussed the Nursing Home census: 131 total beds filled, medicaid beds at 101 with private at 16 and Medicare at 13. He noted the private and Medicare beds were rapidly filling, with Patti Koscielniak doing a fantastic job. Their management team is in place and they are turning the corner towards progress.

AGENDA ITEM NO. 7 COUNTY MANAGER REPORT

PROBABLE EXECUTIVE SESSION REQUEST

The County Manager noted two Executive Sessions were required at the end of the meeting.

FOOD SERVICE VENDOR RFP

The Commissioners, County Manager and Ron McPhall, Food Service Director, discussed the Food Service RFP for food service provider vendors. Bids were being mailed to Burlington Foods, Sysco, Northern New England, PFG and Fitz Vogt. The bid reflects the top 100 commonly used goods and a menu. The responses will include bulk and food brands, usually they will do 30/60 day pricing, renews 60 days based on market indicators, produce price fluctuates with seasons and goes up 1 ½ to 2 percent based on the season. The more you spend the more you get back in rebates – rebates are considered a benchmark. Their commitments are normally good for one year. RFP results will be brought to the next meeting.

AGENDA ITEM NO. 8 COMMISSIONERS REPORT

Commissioner Clarke noted the NHAC is looking into providing a prescription drug discount card plan and the NHAC President recently attended a NACo conference regarding this matter. This would entail Sullivan County being the provider for residents, employees, but also members of the general public. This will be exciting when Medicare Part D comes into play in January 2006. The discount could be applied to deductibles on private insurance or co-pays.

Commissioner Clarke noted there is an upcoming Commissioners Council planning committee meeting Thursday to discuss handling Mr. Monahan's replacement. And, there will be another NHAC Government Awards meeting to review the awards applications submitted, with awards to be given at the Annual Conference in October at the Balsams.

Commissioner Jarvis noted the Nursing Home Trust Fund Committee will meet Friday, August 19th at 8:30 a.m. Committee members will include: Commissioner Jarvis, Rep. Tom Donovan,

Julie Woodman and County Treasurer, Mark Pitkin.

AGENDA ITEM NO. 9 PUBLIC PARTICIPATION

Kelly Murphy, Executive Director of the Sullivan County United Way, introduced herself. She discussed a transportation summit to be held Sep 27th at the Claremont Senior Center, which will bring together NH DHHS, NH Transportation, Endowment for Health, local government officials and communities that have transportation brokerages. She noted this summit was a result of discussions at senior advocates meeting in Sullivan County, which, at the end of the meeting, citizens indicated participation from hospitals and local government were needed at the summit. During the summit they will lay the foundation of what transportation services are currently in the area and a RFP will be discussed. As another phase of this, the United Way will distribute a community survey and have the data available at the next meeting. Kelly will send post cards to the County as a reminder of the summit.

Ms. Murphy also noted the United Way was gearing up for their fund raising kick off, with the United Way visiting Charlestown Sep 12th, Sunapee on Sep 13th, Newport on the 14th, Claremont on the 15th. From 6-8 a.m. United Way agency volunteers will hand out United Way bags, to workers on their way to work, with donuts and coffee. The Coffee Cup will be donating 1,200 donuts to the event. Ms. Murphy will bring a sheet of all United Way agencies and the total the county has used.

2:39 Kelly Murphy left the meeting.

Rep. Converse inquired about a sand pile on the MacConnell Unit roof. The County Manager indicated he would follow up with Mr. Chanis on the issue.

Rep. Converse pointed out current Nursing Home census numbers were less than the census a year ago, noting Private pay was 18 last year vs. 16 this year and that Medicare was 1 last year. The County Manager pointed out Medicare was 13 on today's census and that was above budget. The County Manager briefly discussed numbers of deaths over the weekend. He noted Ms. Koscielniak's mission is to admit four a week and is surpassing that quota. County Manager noted there were still a lot of empty beds and that Sullivan County is being proactive about the issue.

2:49 A motion was made by Commissioner Nelson to go into Executive Session per RSA 91-A:3.II.e. – Litigation Issue. Commissioner Jarvis seconded the motion. The County Manager noted, during discussion, that the Human Resource Director and County Attorney would be staying for the Executive Session. A roll call vote was taken. The motion carried with all in favor.

The group reconvened to the Nursing Home Business Conference Room.

3:51 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.

- 3:51 A motion was made by Commissioner Jarvis, pursuant to the conversation in executive session, to authorize the County Attorney to continue to negotiate details of a response to the employees requests, with the litigant discussed in executive session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.
- 3:52 A motion was made by Commissioner Nelson to go back into Executive Session per RSA 91.A:3.II.c – a personnel issue. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The motion carried with all in favor.
- 4:10 A motion was made by Commissioner Nelson to come out of Executive Session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.
- 4:11 A motion was made by Commissioner Nelson to place a moratorium on the smoking policy for employees until we give management time to come up with an alternative proposal, with a plan submitted on the 2nd meeting in September, September 20th. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.
- 4:12 A motion was made, by Commissioner Nelson, to place a moratorium on resident smoking policy to give management time to come up with alternative plan by September 20th. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.
- 4:13 A motion was made by Commissioner Nelson to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried with all in favor.

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.