

Sullivan County NH

Type of meeting: Board of Commissioners, Regular Public Meeting

Date / Time: Tuesday, December 20, 2005; 1:30 p.m.

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

ATTENDEES: Commissioners Donald S. Clarke - *Chair*, Ben C. Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio - *County Manager*; Courtney Marshall - *Nursing Home Administrator*; Heidi Smith - *Director Of Nursing*; Sherrie Curtis - *Human Services Coordinator*; Greg Chanis - *Director of Facilities*; Sharon Johnson-Callum (*minute taker*).

OTHER ATTENDEES: Rebecca Miller, *Eagle Times Staff Reporter (arrived later)*

1:26 The Board of Commission Chair, Commissioner Donald Clarke, brought the meeting to order. The Pledge of Allegiance was recited.

AGENDA ITEM NO. 1 MEETING MINUTES

AGENDA ITEM NO. 1.A. DEC 1, 2005 7 PM PUBLIC HEARING MEETING MINUTES

1:27 A motion was made by Commissioner Jarvis to approve the December 1, 2005 7 p.m. Public Hearing Minutes as typed. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. DEC 6, 2005 PUBLIC MEETING MINUTES

1:28 A motion was made by Commissioner Nelson to approve the December 6, 2005 Public Meeting minutes as printed. Commissioner Jarvis seconded the motion. Commissioners noted they approve of including documents discussed in the public meeting inserted in the meeting minutes document. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.C. DECEMBER 6, 2005 EXECUTIVE SESSION MEETING MINUTES

Discussion regarding confidentiality of dollar amounts commenced. Commissioner Clarke noted the action regarding the non-public portion was made in the public portion and was documented. He suggested approving and keeping the minutes sealed.

1:29 A motion was made by Commissioner Nelson to approve the December 6, 2005 Executive Session meeting minutes and leave them sealed. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Commissioner Clarke noted they would go out of order from the agenda to hear from the Facilities Director pertaining to the Facilities Review Committee that just met that day and the issues they discussed and decisions made.

FACILITIES REVIEW COMMITTEE UPDATE

Greg Chanis, Facilities & Operations Director, read through a 12/13/05 memo to Mr. Gil de Rubio pertaining to the demolition project and Mr. Chanis's recommendations (see copy of

Dec 20, 2005 meeting minutes approved @ 1/03/06 meeting.

memo that follows).

COPY

Interoffice Memo

Date: 12/20/05
To: Ed Gil De Rubio
From: Greg Chanis, Director of Facilities Management
RE: Unity Complex Demolition Project

Attached you will find a worksheet summarizing the information related to the demolition of buildings at the Unity Complex. In summary, the bid from Justin Excavation is substantially lower than the other five bids and regardless of what the scope of work is I would recommend using their services. Justin Excavation's bid for demolition of all the buildings is \$68,000 and after the asbestos abatement process, we have \$54,995 available from the original \$120,000 budgeted for this project. My recommendation is to demolish all of the buildings except the Men's Annex which would cost \$84,150. This leaves us with a shortfall of \$14,155 which I propose making up with surplus funds related to the purchase of the new tractor earlier this year. Of the \$55,000 allocated for the purchase of the tractor, we actually spent \$41,505, leaving a surplus of \$13,495.

In addition to the worksheet summarizing this information, I have attached copies of the three bids for demolition. I look forward to discussing this matter in detail with you in the future.

Mr. Chanis indicated the Facilities Review Committee met today and discussed at length the proposals and recommendations. The committee decided to demolish all five buildings including men's annex, as being the last building, pending finance, and voted unanimously to recommend that to the Board of Commissioners.

1:32 A motion was made by Commissioner Nelson to accept the committee's report and act favorably upon their recommendations. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

CAPITAL ITEMS UPDATE

NURSING HOME EQUIPMENT – Fifty (50) beds were budgeted, ordered and arrived - all but eleven (11) are now in the facility. One hundred (100) new mattresses were budgeted, purchased -all but fifty (50) are now in the building. They are changing out the over-bed tables. \$50,000 was budgeted for a new generator to replace the one in the boiler room. The generator bid notice will go out within two weeks, with bids due by January 14th – tentative date - with anticipated work to

Dec 20, 2005 meeting minutes approved @ 1/03/06 meeting.

begin in February. The generator will be diesel, stationed outside with a self-contained fuel tank above ground, it is kept warmed through it's own wiring; a standard installation - more efficient than propane gas, which is currently being used. \$200,000 budgeted for the heat conversion - held series of engineer meetings, anticipate bid going out in January with work anticipated to start in June. \$40,000 placed in to revamping the Ahern Building. They held their first event today in the building, and just have a few small items to complete. \$100,000 budgeted in shower room renovations - they are in final stages of picking tiles and moving forward to complete by March. Per Chanis, this latter issue was an item the state survey team focused heavily on, encouraging Facilities to move quickly to complete. Mr. Chanis discussed the status of renovations and type of plumbing fixtures purchased. He anticipates holding meetings with the Nursing Home Administrator and Director of Nursing pertaining to the needs assessment of other shower room(s)/storage space(s).

SIDE NOTE - USED MEDICAL EQUIPMENT

Representative Converse asked about the status of the used medical equipment, as the viewings were held. Mr. Chanis noted Representative Donovan will be taking electric beds, as he has found a storage place to hold them; and Facilities will contact the company, mentioned at a previous meeting, to collect the remaining equipment in January.

AGENDA ITEM NO. 2 HUMAN SERVICES REPORT

5% MONIES / INCENTIVE FUNDS

Human Services Coordinator, Sherrie Curtis, noted the Incentive Funds Review Committee last year decided to begin program reviews - involving on site review tours and mini audits. They began their reviews in December, visiting the Claremont programs that received the Incentive Funds/5% Monies. Ms. Curtis noted they visited:

- *Women's Supportive Services* - a large volunteer based program with funds spent on education;
- *Claremont Soup Kitchen* - their biggest surprise. They were impressed by how much is done in such a small, absolutely spotless, area and feels they would give more money if they could.
- *Parents As Teachers* - A first year program with the 5% Monies. Accordingly, they have no benchmarks at this time to judge. Funds used to start programs in Acworth, Charlestown and Langdon.
- *Good Beginnings* - A wonderful volunteer-based program. The program is located in a building where space is being used to its maximum. The program expanded with a thrift store called "Second Beginnings".

Ms. Curtis noted all programs they funded also sought other funding sources, working hard at fund raising and grant writing. Ms. Curtis briefly mentioned a follow up letter was sent in July, to one of the programs they funded in order to gather more information on the program, and the results were provided to the committee. Ms. Curtis briefly discussed a meeting held with Mr. David Osgood of Southwest Community Service. Ms. Curtis will be scheduling site visits for the Newport funded programs after the first of the year. Mr. Gil de Rubio inquired on the dollar amount for the anticipated FY 07 funds. Curtis noted it appears to be \$154,834. She noted FY 06 was \$149,699, plus \$9,453 surplus from FY 05.

Commissioner Clarke inquired on the status of the \$35 [amount referred to was actually \$31,589.48] credit inquiry he made earlier. Curtis indicated she believes it to be associated with a nursing home resident who sold their home and that's the county share. Curtis noted the YDC

population increased.

1:48 Rebecca Miller arrived.

AGENDA ITEM NO. 3. NURSING HOME REPORT

SIDE NOTE - STATE SURVEY UPDATE

Mr. Marshall noted the NH State surveyors completed their review of the Nursing Home. He noted seven state inspectors arrived Monday and left Thursday. The surveyors reviewed resident charts, all rooms, and noted to him they saw improvement from last year. He does not have the official report, yet, but noted they received five (5) relatively minor deficiencies, primarily with nursing documentation, missed practice fire drills, and a cleanliness issue in dietary. Marshall felt it was an excellent report card for the staff and quality of care and will copy the Board once the official report is received.

- Commissioner Clarke asked when surveys are performed how much they scrutinize the patient care and charts as regards to patient health issue. Mr. Marshall indicated the survey team was comprised of licensed nurses with a therapist so they know what to look for thoroughly. They go through every room, sit at each Nurses Station for the week, and shadow them on their rounds. They found no deficiencies in the level of care.

SIDE NOTE - NEW NURSE PRACTITIONER

Mr. Marshall noted their new Nurse Practitioner was doing a great job helping the physicians, reviewing quality care issues and charts; and, they have received good press coverage.

AGENDA ITEM NO. 3.B. STAFFING

Mr. Marshall noted Heidi Smith, Director of Nursing, continues to work on the staffing, diligently. Ms. Smith indicated they continue to interview and hire. She noted a Director of Nursing/Nurse Manager on the MacConnell Unit begins the first week in January. They have found great interest in the new Baylor position, a position that covers 24 hours on weekends and receives compensation for 32 hours. The new position was created to attract employees to a difficult shift to staff; and was a result of them realizing the workforce was broken up in to two camps: those that have a difficult time working weekends and folks that need to work weekends as they attend school or other issues during week days. They did grandfather-in those that wished to continue to work weekends. Ms. Smith noted the employees feel positive about what is occurring.

- Mr. Gil de Rubio commended Ms. Smith and Mr. Marshall for their work.
- Commissioner Clarke asked how long it had been since eliminating agency nursing? Ms. Smith confirmed agency nursing had not been used since June 25th. Commissioner Clarke indicated, for public sake, that agency nursing cost had been a large impact on the budget.

AGENDA ITEM NO. 3.A. CENSUS

Mr. Marshall briefed over the Nursing Home Census As of December 20, 2005 noting revenues and census days continue to increase. Mr. Gil de Rubio noted revenue budgeted is around 44/46% of budgeted year, and that what is positive about this year was that no tax dollars are allocated to the Nursing Home, and are looking at a potential savings to the tax payer to a tune of 1.7 and 2 million dollars to the towns. (See inserted census document that follows).

	Licensed Beds	Medicaid Filled Beds	Private Filled Beds	HCBC Filled Beds	Medicare Filled Beds	Private Insurance	Total Filled Beds	Vacant Beds
MacConnell	32	25	5	0	1	0	31	1
Stearns I	40	21	3	0	12	0	36	4
Stearns II	42	34	3	0	1	0	38	4
Stearns III	42	31	10	0	0	0	41	1
TOTAL BEDS	156	111	21	0	14	0	146	10
BUDGETED		112	21	1	10	0	144	
				ACTUAL	BUDGETED			
Percentage Medicaid:				76.03%	71.79%			
Percentage Private:				14.38%	13.46%			
Percentage Medicare:				9.59%	6.41%			
Percentage Private Insurance:				0.00%	0.00%			
Percentage HCBC:				0.00%	0.64%			
Percentage Filled:				93.59%	92.30%			
Note: Total census includes 1 resident in the hospital - private pay								

Along with: *Medicare Length of Stay Analysis, Daily Census Reconciliation, November 2005 Billing and Month End Aged Analysis reports.* (See inserts that follow)

Medicare Length of Stay Analysis
Sullivan County Nursing Home (SC)

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AR7400A

	Nov 2005	Dec 2005	Jan 2006	Feb 2006	Mar 2006	Apr 2006	May 2006	Jun 2006	Jul 2006	Aug 2006	Sep 2006	Oct 2006	Nov 2006	Dec 2006	12 Mos.	Calendar YTD
Total Admits & Discharges (All Payers Types)	10	13	17	11	18	5	14	10	8	3	3	2	2	112	127	
MCR Admits & Discharges	0	4	2	0	0	4	7	3	5	2	2	2	2	82	64	
MCR Discharges MCR	0	0	2	2	12	0	2	16	12	12	11	11	2	26	27	
MCR F Discharges	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
MCR Adm - 867 In Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MCR Average LOS	36	42	41	32	28	35	37	27	19	37	37	26	8	31	28	
Total MCR Days	360	546	437	351	504	175	518	282	152	74	74	52	16	372	2710	
Admits MCR	122	124	250	146	135	201	185	133	102	62	41	43	124	124	1591	
% of Total MCR Days	34%	23%	57%	41%	27%	59%	36%	47%	67%	84%	55%	81%	77%	34%	55%	
Non-Admits MCR	138	182	178	140	81	0	45	19	50	32	15	19	16	124	439	
% of Total MCR Days	38%	33%	40%	38%	22%	0%	20%	23%	33%	16%	45%	19%	23%	27%	45%	
Disch Days	7	7	0	0	0	15	34	0	0	8	27	27	14	14	97	
% of Total MCR Days	2%	1%	0%	0%	0%	4%	7%	0%	0%	11%	37%	52%	10%	4%	36%	
AADL (Low dependency)	125	76	135	164	54	85	39	111	80	83	35	18	18	457	834	
% of Total MCR Days	35%	14%	31%	47%	14%	25%	28%	34%	27%	44%	25%	10%	10%	51%	91%	
BADL (medium dependency)	73	107	236	142	52	21	25	31	77	26	21	16	16	819	1444	
% of Total MCR Days	20%	19%	54%	42%	15%	6%	10%	12%	27%	23%	25%	20%	20%	31%	53%	
AADL (high dependency)	112	135	104	170	154	81	34	71	56	22	14	7	7	540	832	
% of Total MCR Days	31%	24%	24%	51%	44%	24%	14%	29%	36%	22%	14%	7%	7%	24%	46%	
Medicare MA Revenue	\$110,818	\$110,486	\$144,578	\$128,247	\$71,197	\$0,220	\$11,073	\$74,282	\$22,707	\$30,607	\$26,027	\$17,435	\$22,708	\$226,722	\$920,722	

Daily Census Reconciliation
Sullivan County Nursing Home (SC)

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AR7400A

Source: Resident type

	MCR	MCD	MCA	MVT	Def
Medicare	27	3876	375	65	4287
Contract	0	0	0	0	0
Other	0	0	0	0	0
Total	27	3876	375	65	4287

	MCD	MCA	MVT	Def
Impairment Days	27	3876	375	65
Other Days	0	0	0	0
Total	27	3876	375	65

Sullivan County Nursing Home
November 2005 Billing

Payer Source	Amount Billed	Notes	Amount Budgeted
HCBH Reimptg	\$5,888.00		\$2,400.00
Insurance	\$74,013.70	Includes private billing & 2nd insurance to Medicare	
Medicaid	\$380,814.35		\$456,776.00
Medicare A	\$87,821.06		\$108,333.00
Medicare B	\$18,335.74		\$27,700.00
Medicaid X Over A	\$3,004.00	Medicaid is secondary insurance for skilled residents	
Medicaid X Over B	\$1,728.85	Medicaid is secondary insurance for Part B services	
Private	\$114,240.00	Includes private billing. Also when a resident doesn't have a 2nd insurance, they are billed privately for Medicare A & B services	\$124,552.00
Medicaid Resources	878,078.47	This represents the money due from residents/family	
Private Reimptg	\$0.00		
Total Billed	\$882,254.00	Total Budgeted	\$731,787.00

Date: December 20, 2005

The following names have been compiled from the two public hearings meeting minutes (Nov 15th and Dec 1st) and includes the suggested names on the list from Courtney and Patti. This list is also in alphabetical order:

1. Sullivan County Health and Rehab
2. Sullivan County Health Care
3. Sullivan County Healthcare and Rehab (or Rehabilitation)
4. Sullivan County Healthcare and Life Improvement Center
5. Sullivan County Healthcare and Rehabilitation Center
6. Sullivan County Nursing and Rehabilitation Center
7. Sullivan County Nursing Care and Rehab
8. Sullivan County Nursing Home Rehab and Respite Center
9. Sullivan County Rehab and Nursingcare

There was a suggestion to leave the words *Sullivan County Nursing Home* and add any necessary wording after to reflect the services offered. As there are a number of wording options that could be added after, I did not include this in the list, but wanted to note this.

Sharon

Courtney Marshall noted he received a fax from Rep. Donovan indicating he favored Sullivan County Nursing & Rehabilitation Center. The Board reviewed the full list of nine suggested names. Commissioner Clarke asked the Board if they favored a specific name. Commissioner Nelson noted he would make a motion to get things moving.

2:03 – A motion was made by Comm. Nelson to choose #2 *Sullivan County Health Care*. Commissioner Clarke seconded the motion. *Discussion:* Commission Nelson noted choosing this name would keep it simple. He noted he could visualize letter head to be ***Sullivan County Health Care***, bolded, with all other health care facility services, for example: *Long Term Nursing, Short Term Nursing, Rehab, Dementia Care*, listing all other services offered, underneath; that way, we can market whatever service we want to the appropriate agency. Commissioner Clarke noted two public hearings were held and the Board has the authority to make the name change, but they wanted to accept audience comments to the motion. Rep. Converse noted he would like “*Sullivan County Nursing Home Healthcare*” - indicating he spoke to a lot of people who wanted to keep the words “Nursing Home” but did not mind what was stuck on the end of the name. Commissioner Clarke noted he received the impression the words “Sullivan County” were the most important words. Heidi Smith noted Commissioner Nelson’s point was well taken in “keeping it simple” as whatever they say is going to become the catch phrase in the community and will be easier to remember if shorter. Pam Wylie noted, with the new

wave of healthcare, she concurred with Commissioner Nelson in keeping it simple they could incorporate a whole lot of different services under that one short umbrella name. Marshall recommended adding the word "Center" to the name, since they are a complex. **Commissioner Nelson requested his motion be amended to include "Center". Commissioner Clarke seconded the amendment.** Gil de Rubio noted a shorter name showed a more global approach and would open the door to a number service options. Commissioner Jarvis noted she was opposed to the adding the word "Center" on to the suggested name. Commission Jarvis noted a lot seemed to like "Sullivan County Healthcare Rehabilitation" which is long so she would lean towards "*Sullivan County Healthcare*". **Commissioner Nelson withdrew his amendment to add "Center", and so was the second. A voice vote was taken to rename the Nursing Home Complex to "Sullivan County Healthcare". The motion carried, unanimously. 2:09 is the time.**

2:10 Sam Fletcher, Human Resource Assistant, arrived at meeting.

AGENDA ITEM NO. 4 GENESIS HEALTHCARE MANAGEMENT SUPPORT AGREEMENT

See following copy of the two page proposed Manager Support Agreement between Genesis and Sullivan County



December 15, 2005

Mr. Gil de Rubio
Sullivan County Commissioners Office
14 Main Street
Newport, NH 03773

200 Main Street
Newport, NH 03773
Tel: 603.271.2300
Fax: 603.495-7531

Re: Management Support Agreement between Genesis HealthCare and Sullivan County
Nursing Home ("Agreement") dated January 1, 2004

Dear Mr. Gil de Rubio,

Per Section 9.11(b)(1) of the above referenced "Agreement", the "Agreement shall automatically renew" for a period of one year, unless either party notifies the other party in writing of its intention to terminate this Agreement at the end of the then current term and such notice is given at least one hundred twenty (120) days prior to the expiration of the then current term". Our mutual intention is to extend the "Agreement" for a period of eighteen (18) months and to adjust fees payable by Genesis effective July 1, 2006.

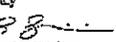
Provisions of the "Agreement" shall remain unchanged and be in full force and effect during the Extended Term, with the exception of the following:

- Section 5 Term: The term of this Agreement shall end on June 30, 2007
- Effective July 1, 2006 and for subsequent Extensions of the Agreement, Section 6.1 Survives. This shall be modified in total to read: "Commencing on Manager, in addition to reimbursement for operating expenses at the Facility (including, without limitation, salaries and benefits for Administration at the Facility) consists of a fee (the "Services Fee"), payable in arrears on the first business day of each month in the amount of 4% of the Net Revenues of the Facility for the immediately preceding month. The revenues of this agreement, Net revenues shall be defined as total revenue derived from patient services less any contractual allowances and adjustments with third party payors, and all as determined on reasonable and generally accepted accounting principles, consistently applied.

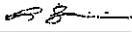
Except as expressly modified in this letter of agreement, each of the parties shall retain all of its rights at law or in equity under the existing Agreement and neither party waives any rights it may have by signing this Letter of Extension.

If you agree to an extension of the Agreement in accordance with the terms and conditions set forth herein, please sign both copies of this letter where indicated and return one to Genesis using the enclosed addressed envelope.

Sincerely,


Raymond L. Thibierge
Senior VP of Operations and Network Services
Genesis HealthCare Corporation

Mr. Ed de Buijs
December 15, 2005
Page Two
Oncology Management Support Agreement



Approved and Accepted
Ray F. Hargraves
General Vice of Operations and Network Services
Oncology Health Care Corporation

_____ Date

Approved and Accepted
Ed de Buijs
County Business Manager
Sullivan County Nursing Home

_____ Date

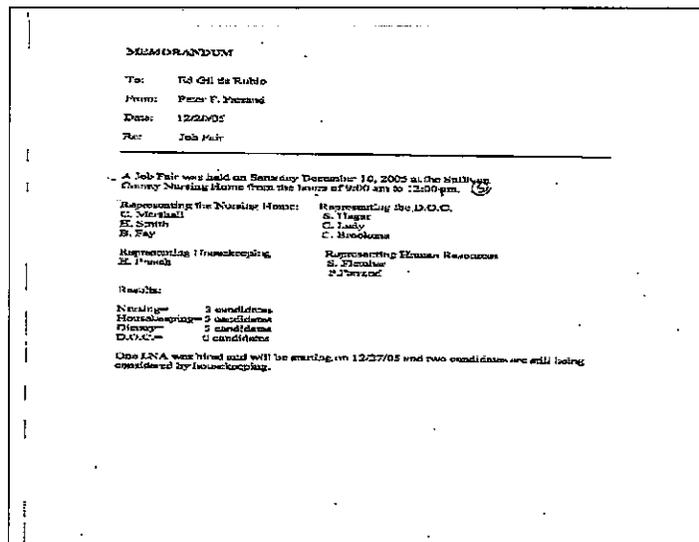
Mr. Gil de Rubio discussed the proposed eighteen (18) month extension to be effective January 1, 2006. The first six months would be calculated at the current rate, then, effective July 1, 2006 to the termination date of June 30, 2007, compensation would be based on 4% of the Net Revenues of the Facility for the immediately preceding month. Net Revenues was defined as total revenue derived from patient services less any contractual allowances and adjustments with third party payors. The County Manager noted revenues were running approximately \$400,000 per year. He noted Genesis costs were concurrent with market price and the County could see a net savings of \$1.72 million dollars. The County Manager feels the contract cost is money well spent and is concurrent with the direction of the Commissioners and County Manager, as well as where the Delegation wants to see Sullivan County Healthcare go. Mr. Gil de Rubio encouraged the Board to accept the proposal. He noted the County Attorney reviewed the agreement and copies were sent to the full Delegation, and would appear on the December 29th Delegation agenda. Commissioner Nelson recommended decreasing the termination out period to 90 days. General discussion commenced. It was noted the contract would be billed monthly.

2:20 A motion was made by Commissioner Nelson to approve the extension of the agreement with change in the compensation that has been discussed with termination notice clause changed to 90 days. Commissioner Clarke seconded the motion. Discussion: contingent on the budget. Actual increase does not occur until July 1st. A voice vote was taken. The motion carried with majority. Commissioner Clarke and Nelson voted in favor of the motion. Commissioner Jarvis was opposed to the motion.

AGENDA ITEM NO. 5 COUNTY MANAGER'S REPORT

The County Manager requested Mr. Peter Farrand provide an update on the job fair held recently and the upcoming regional training being offered.

Mr. Farrand noted the County held a Job Fair [Saturday December 10th] from 9 a.m. – noon. It was set up in the Frank Smith Living Room at the nursing home. He read through his Dec 20th memo to the County Manager (See copy of memo that follows) that showed 9 candidates as result.



REGIONAL TRAINING

Mr. Farrand noted, in conjunction with the New Hampshire Board of Education & Training, they would begin holding regional training January 12th, hosting a six-week class that would provide credits towards a public certification. Once held, they could start to tailor future classes towards specific fields such as police departments, computers, etc. Successful participant would receive a certificate of supervision, which would be considered continuing education - four credits. The cost would be \$105 for each participant. Ms. Fletcher noted they currently have 6-7 people who submitted application forms, with January 5th the application cutoff date. They have room for 30. They've strongly noted attendances at all classes in the program are mandatory. The program has been opened to the surrounding communities. The course requires fifteen (15) participants to be productive for the cost the NH Board of Education and Training to come to the region.

2:30 Mr. Farrand and Ms. Fletcher left the meeting.

Mr. Gil de Rubio and the Board of Commissioners wished all staff happy holidays.

AGENDA ITEM NO. 6 COMMISSIONERS REPORT

There were no verbal or written reports provided.

AGENDA ITEM NO. 7 PUBLIC PARTICIPATION

Rep. Converse pointed out Mr. Gil de Rubio noted an amount of \$400,000 was approximately revenue and questioned if there was a specific Genesis Contract cost, and could they provide projections? The County Manager noted again the cost is based on 4% of the net revenue, and that the approximate amount of \$400,000 was derived from budgeted figures. Commissioner Clarke noted the basic concept to the idea would be similar to working on a commission. It was noted the revenue is minus any contracted Nursing Home facility services. Ms. Smith noted at this point she was most impressed, during meetings with the Genesis teams, that Ray Thivierge noted it's okay we make money with this system it goes back to the community through the expertise and resources. She felt comforted to know Genesis philosophy was in line with what the County wanted.

UPCOMING EVENTS

Dec 21st 1 PM - Commissioner Clarke noted a special meeting would be held in Newport with the County Manager and Board pertaining to union negotiations. The County Manager would provide updates during the meeting tomorrow.

SIDE NOTE - DIETARY UPDATE

Commissioner Clarke pointed out it had been about three months since Mr. McPhall assumed management of the Dietary Department, and he requested a cost comparison be provided. The County Manager will attain this information. The County Manager indicated he had noticed service improvements and increased positive employee moral. Commissioner Jarvis concurred she heard employees were pleased. The County Manager pointed out Mr. McPhall provides weekly Dietary announcements, that they held several summer barbecues and added equipment

in staff dining room.

2:43 A motion was made by Commissioner Nelson to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis". The signature is written in black ink and is positioned above the typed name and title.

*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.