

Sullivan County NH

Type of meeting: Board of Commissioners – Special Meeting
DOC Community Corrections Update & Transfer of Fund Forms

Date / Time: Wednesday, February 13, 2008; 2:00 PM

Place: Unity County Complex, Sullivan County Health Care Facility,
1st Floor, Business Conference Room.

Attendees: Commissioners Bennie Nelson – *Vice Chair* (arrived at 2:40 PM) and Ethel Jarvis – *Clerk*; Greg Chanis – Interim County Manager; Ross Cunningham – DOC Superintendent; and Sharon Johnson-Callum (minute taker).

Not Present: Commissioner Barrette.

2:45 The meeting was opened by Vice Chair, Bennie Nelson, when he arrived.

Request to Transfer Fund Forms – New Form and three (3) requests

Mr. Chanis discussed the new form format being used to detail a department head's request to transfer funds from one line to another. Since DOC and the nursing home report directly to the Board of Commissioners, if Mr. Purdy creates the form at SCHC or Mr. Cunningham at the DOC, it will by-pass Mr. Chanis and require authorization just from the Board and the EFC; otherwise, Mr. Chanis would review and ratify the form before going to the Board. Mr. Chanis felt having all at the same time, rather than requesting a meeting for each form, more efficient for the Commissioners and EFC.

Superintendent Cunningham provided explanations on his request to transfer money for uniforms. In his evaluation of uniform costs, he found the staff uniforms to be expensive, pants are 50/50 poly with stripe and run \$60 per piece; he redesigned the pants, had staff wear them, then issued them the outfits. This was done as an exercise for both morale and preplanning for uniforms down the road. The outfits are much cheaper, and include: boots, hats, jackets and pants. The redesigned pants came in at ½ the cost of the original.

Mr. Chanis provided explanation regarding the oxygen request for transfer: Genter was the nursing home supplier of the machine and refills for the County tanks; the oxygen expense line, over the last couple years, has been over expended; the lease ran out this past summer; the nursing home decided to purchase their own oxygen concentrators and renegotiate with Genter - in long run the County will spend less.

2:54 **Commissioner Nelson moved to authorize the Chair to sign the transfers [Appendix A, B and C]. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Barrette was absent for the vote.**

As Commissioner Barrette had not arrived, discussions on the DOC Community Corrections Facility were postponed to 8:30 AM, Friday, February 15, 2008.

2:55 Commissioner Jarvis adjourned the meeting [to attend the DOC Awards Ceremony at the Ahern Building]. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,



Commissioner Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date signed: 2-21-08

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC _____

DATE: 2/12/08 _____

	Account description	Account Number	Transfer From (Debit)	Transfer To (Credit)	Purpose of Transfer
1	Nursing Group Health	40.540.11012	28,000		To cover expected over expenditure
	Oxygen	40.540.14053		28,000	
2	Dietary Group Health	40.530.11012	27,500		To cover expected over expenditure
	Dietary General Supplies	40.530.13032		27,500	
3					
4					
5					
6					

Scott Runchy 2/13/08
 Dept. Head / Date

 Interim County Manager / Date (when applicable)

Jeffrey R. Bass 2/13/08
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: _____ DOC _____

DATE: _____ 12-Feb-08 _____

	Account description	Account Number	Transfer From (Debit)	Transfer To (Credit)	Purpose of Transfer
1	Employee Salary	10600.10001	424.17		To cover over expenditure
	Unemployment Compensation	10600.11015		424.17	
2	Employee Salary	10600.10001	1883.63		To cover over expenditure and to cover expenses for remainder of FY08
	Travel	10600.11019		1883.63	
3	Security Supplies	10600.13039	5000		To cover over expenditure and to cover expenses for remainder of FY08
	Uniforms	10600.13031		5000	
4					
5					
6					

R.C. J. 2/12/08
Dept. Head / Date

NA
Interim County Manager / Date (when applicable)

Jeffrey K. Be 2/13/08
Commissioner Chair / Date

Executive Finance Committee Chair / Date

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: County MANAGERDATE: 2/13/08

	Account description	Account Number	Transfer From (Debit)	Transfer To (Credit)	Purpose of Transfer
1	Group Health Insurance	10.403.11012	500		To cover current over expenditure
	Equipment	10.403.21097		500	
2	Group Health Insurance	10.403.11012	59		To cover current over expenditure
	Office Supplies	10.403.13036		59	
3	Group Health Insurance	10.403.11012	130		To cover current over expenditure
	Gen. Maintenance and Repair	10.403.19082		130	
4					
5					
6					

NA
 Dept. Head / Date

ky Choni
 Interim County Manager / Date (when applicable)

Jeffrey R. ... 2/13/08
 Commissioner Chair / Date

 Executive Finance Committee Chair / Date