

## Sullivan County NH

**Type of meeting:** Board of Commissioners – Regular Public Business Meeting  
**Date / Time:** Tuesday, January 22, 2008; 3 PM  
**Place:** Unity County Complex – 5 Nursing Home Drive, SCHC Facility  
1<sup>st</sup> Floor, Activities Room

**Attendees:** Commissioner Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk*; Cynthia Sweeney – *County Treasurer*; Greg Chanis – *Interim County Manager*; Ross Cunningham – *DOC Superintendent*; Sheriff Michael Prozzo; John Gramuglia – *DOC LADC*; Kevin Warwick – *Alternative Solutions / DOC Consultant*; Ted Purdy – *SCHC Administrator*; and Sharon Johnson-Callum (minute taker).

**Other attendees:** Steve Cunningham – Croydon Health Officer/Citizen, Peter Martin – *Exquisite Productions* (filmed meeting); Representatives Larry Converse, Suzanne Gottling (arrived later) and Peter Franklin (arrived later); Joe Osgood – Claremont Business Owner/citizen; and Jen Sharkey – Emerge Family Advocates (arrived at 4:26).

**3:00** The Chair brought the meeting to order.

Representative Converse led all in the *Pledge of Allegiance*

### **Agenda Item No. 1 Commissioners' Officer Appointment**

Appointment to Chair

**3:01** Commissioner Nelson moved to appoint Jeffrey Barrette as Chair. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Appointment to Vice Chair

**3:01** Commissioner Barrette moved to nominate Ben Nelson as Vice Chair. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Appointment to Clerk

**3:02** Commissioner Nelson nominated Ethel Jarvis as Clerk. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

**Agenda Item No. 2 \$4,000,000 (Million) Line of Credit Request, County Treasurer**  
Ms. Sweeney noted there was One (1) million in the Temporary Investment account, which she feels should carry the County through to mid February; her calculations indicate the County will need 3 ½ million to carry the County to June; and, she

recommends they attain a Four (4) million dollar line of credit. Commissioner Jarvis noted the County Treasurer went out to bid. Ms. Sweeney confirmed Lake Sunapee Bank (LSB) offered a line of credit at 3.624% and Citizens Bank first offered a rate of 3.5%, but returned to say they could no less than 3.645%. Ms. Sweeney recommends they stay with LSB. Commissioner Barrette noted in today's news the Feds discounted their interest rates. He requested the Treasurer to revisit the banks to see if they would reduce, also. Commissioner Jarvis concurred. Mr. Sweeney noted the rates were based on the FY06 financial statements, but would hold onto the paperwork for a couple weeks to see if rates decrease. Commissioner Nelson approved of keeping the borrowing locally. Mr. Chanis confirmed cash flow is still within projections, possibly better, and concurred with the borrowing amount.

**3:10 Commissioner Jarvis entertained a motion for the County Treasurer to borrow Four (4) million [line of credit] from Lake Sunapee. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

The Board signed a formal document approving the County Treasurer to borrow [Appendix A].

**Agenda Item No. 3. Sheriff's Office: Vehicle Fleet Update**

Sheriff briefed the Board about the mileage on his current vehicle fleet and that their lease renewal would be due in March / April. He is recommending they go with a four-year fleet lease as part of a State bid, annual payments. He priced the following models: Chrysler, Ford and Chevrolet. He discussed the dollar variances between the makes. He is recommending they go with the Chevy's: V6. It provides 4-6 mpg improvement over current fleet. If going with the Chevy's they'll need to replace: cages, doors and seats - which are all 12 years old. Their current Ford equipment will not fit in the Chevy's. GM's lease program is through Municipal Group Inc., of Colorado, with a rate of 3.81, and they do business in NH. He has received references from the following agencies that use Municipal Group: Strafford County, Bath NH, Canton, Hillsborough, Goshen, Marlow - just to name a few. His plan is to replace the entire fleet on a four-year lease program of \$39,471.20. He spoke regarding the current cost per unit. If he misses the February fleet deadline, the next time would be Sept/Oct and he does not want to waste money to get fleet back up. Their office averages 13,000 miles per month. The Sheriff noted he was just looking for vote of endorsement or confidence to meet with EFC Friday. He confirmed delivery and 1<sup>st</sup> payment for fleet would not occur until July 1<sup>st</sup>, 2008. The vehicles would be standard color of white. The cost to change over lights and radio - \$20,000 for entire fleet.

3:27 *Rep. Suzanne Gottling arrived.*

**3:28 Commissioner Nelson moved to endorse the Sheriffs plan to move ahead with a four-year lease and move ahead with plans. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.**

## Agenda No. 4.

## DOC Superintendent Report

Agenda Item No. 4.a. DOC Officer of the Year Award, signing certificate  
Superintendent Cunningham brought forth to the Board the DOC Officer of the Year Award certificate, which will be presented [February 13<sup>th</sup>] at the Ahern Building to the recipient [name withheld until recipient receives award]. The Board signed the certificate.

Agenda Item No. 4.b. SPOTS Terminal

Supt. Cunningham would like to install a SPOTS terminal at the jail. SPOTS terminals are connected to the NIC to perform criminal background checks that would who up outstanding warrants, etc. - will enable timely classification of inmates and enhance security at the facility. DOC currently relies on the Sheriff's terminal. They are having to send DOC employees from Unity to Newport to task Sheriff personnel to perform checks. Three DOC employees were trained for free to use the system: Captain, Lieutenant and the Corporal. Invoices would be quarterly and the first would take 6-8 weeks from first notification to receive an invoice. Supt. Cunningham is seeking permission to pay the quarterly fee for the remainder of FY08 from the Commissary Fund line 10202.02218 – an inmate programs funds – as this was not budgeted in the Contract Services line for DOC in FY08. Commissioner Barrette feels this is a valid inmate program issue to use the Commissary funds for and asked why not continue to pay for the program out of the fund? Supt. Cunningham concurred they could make an argument either way. He has approximately \$16,000 in the Commissary Fund, but has discovered the funds were not being rolled over from year to year; and must be done so [through a liability account]. Commissioner Barrette wants to keep it off the taxpayers. Supt. Cunningham will check how other NH counties handle the procedure and will confirm if the Commissary account can do this in the future.

**3:42 Commissioner Nelson moved to authorize the Superintendent to go ahead and order the SPOTS system with the initial payment to come from the Commissary Fund, with that it meets criteria for the Commissary Fund, and next payment will thrash out if its in the budget or not. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.**

Commissioner Barrette noted the Board would be bringing the Commissary Fund into the FY09 budget.

Agenda Item No. 4.c. Community Corrections Center Proposal

Commissioner Barrette noted this project is an attempt to free up inmate bed space / overcrowding at the DOC and to deal with the problem on a short term basis; in lieu of a complete new jail, a proposal was made for a community corrections center. Supt. Cunningham discussed current jail system census: 96 in custody – excluding THU; 114 under supervision; 43 males, 7 females; Pretrial : 39 males, 30 females; THU: 16 males – full to capacity, no females in this program; home confinement: 4 males on electronic monitoring and 3 females; plus weekenders. He briefed them on Sullivan County inmates held in other counties. He confirmed when housing other County inmates, they have a "gentlemen's agreement", Sullivan takes care of medical costs for Sullivan inmates in other counties – they do not pay per diem rate. Commissioner Nelson noted Sullivan does not have space to physically separate inmates when needed and must move inmates to other counties. Supt. Cunningham noted they have 14 physical beds, 2

of which are in the day room, for female section, and to avoid placing them on the floor, they transfer them out to other counties. Superintendent Cunningham introduced Kevin Warwick and John Gramuglia. Mr. Warwick reviewed the "Community Corrections Center" PowerPoint handout distributed to the Board [Appendix B]. Their goal: provide secure programming to transition inmates successfully back into the community. Mr. Warwick reviewed:

- ❑ Primary target population and components,
- ❑ An example picture of what a modified dorm would look like – okay for minimum to medium secured inmates, less expensive than cells – toilets are one of the largest cost factors in jails as there is one in each cell and only one or two required in this type of environment, plus they would see a decreased monitoring cost.

Supt. Cunningham noted the treatment would be seen in three phases:

- ❑ Phase I: Intensive Treatment, a 75-90 day program ordered from County Attorney and Superior Court Judge. Mr. Gramuglia noted they would be trying a multi phase system to "earn your way" through the system, the 75-90 days in-patient treatment is based on data and research. Will be driven by level of service, look at risk and need, can we mitigate dynamic factors: substance abuse, living quarters when they get out, education and training. Will use cognitive based substance abuse classes – change the way they think, to change the way they behave.
- ❑ Phase II: Inmates working in the community – hold night programming so no one misses programming. Plans to have an inmate family component to teach family members how to curtail enabling the inmate when they join the family; they will have appointments for further counseling; probation will monitor inmate as they leave. Inmates wages will help support the efforts, to promote a "buy in" by the inmate into the program; will have electronic monitoring for reporting; perform post release performance.

Commissioner Jarvis pointed out 80% of the inmates are in need of treatment Mr. Gramuglia indicated with this new center they would be able to include females, which they are currently unable to do with the THU program (THU stands for "Transitional Housing Unit", a DOC program located at the Sullivan County Health Care Facility in Unity NH). Supt. Cunningham reviewed THU intermediate outcomes. He noted he'd need to speak about a secured environment in the future. He noted this current plan will work for a five-year window, but they need to look into jail upgrades to the: sprinkler system, fire alarm, HVAC, roof fabrication, security system and outside details. For this project, the THU would be moved to the new community corrections center. They'd need booking officer for the flow into the jail, utilizing classification tools to process more effectively, in a shorter period of time – currently have single employee, need two additional positions for current LADC; would upgrade Corporal to Sergeant. He reviewed the PowerPoint hand out - Current Costs of Inmates Waiting for Treatment Beds: 10 inmates waiting, each bed turns over 3 times, average of 120 days, average daily cost \$63.73, total current cost is \$229,428. Commissioner Nelson noted a typical sentence is for one (1) year, with no treatment beds available, inmates sit at \$63 dollars a day – cost to the County taxpayer – if unable to enter a treatment program; if no treatment available, County DOC doors open and they are back out on the street; being able to treat within the County is new; THU is not new, currently the LADC is doing some programming in trailers, but the County is unable to place females into the THU program; he noted the first new jail designs were expensive and no one wanted to push the expense onto the tax payer; with this proposal they spend money now to save in the future and he commended Supt. Cunningham. Supt. Cunningham noted Ricci Greene helped provide estimates for this project; with a 10,000 sq foot facility it would be \$200

per square foot, so they'd be looking at \$4,247,712. He is seeking support to move forward to educate the public and go before the EFC on Friday. Commissioner Nelson briefed the public participants on the recent [new jail] needs assessment [on line at [www.sullivancountynh.gov](http://www.sullivancountynh.gov) "Current Projects" page] - \$44 million for a new facility, was then reduced to \$37 million as they pared it down, Supt. Cunningham thought outside the plans – the County currently houses inmates with drug and alcohol dependency issues, housed at \$63 dollars a day, with no treatment plans in area, this would provide a facility to accomplish these goals. He recommends Mr. Cunningham include it in the FY09 budget and move forward to attain harder numbers. Commissioner Barrette pointed out the new proposal is very bondable, well thought out and a smart approach to the overwhelming problem the County currently has. Sheriff Prozzo noted he is on his 7<sup>th</sup> term as County Sheriff and feels this is a proactive approach. He pointed out there are other savings the County would realize in taking care of Sullivan inmates within the county. They currently transport inmates to treatment facilities; as an example, he noted, tomorrow a Sheriff's Deputy will transport an inmate to Jefferson, a 2 ½ hour drive, for an interview to be accepted into a 28 day treatment program. Since they compete with other counties and inmates for treatment, they must shop around and Friday they will take the same person to another place for another interview. He indicated both Superior Court and the County Attorney would appreciate the new proposal. Mr. Chanis commended Superintendent Cunningham and the DOC staff on the new proposal. He urged them not to lose sight that the existing DOC facility needs upgrades and encouraged them to include upgrade costs in the bond if they decide to go with the new proposal. He briefed them on rough estimates and gave examples of various amounts and various bond lengths. Commissioner Nelson briefed the public participants on the recent State Fire Marshall's report, of negative findings at the DOC facility: a wooden frame roof, no fire suppression system, antiquated electrical problems, no secure area to get people far enough away from building – all safety issues, and again encouraged Supt. Cunningham to move forward and place it in the FY09 budget. Commissioner Jarvis concurred on the project being bondable and encouraged him to go before the Delegation. Commissioner Barrette commended Superintendent Cunningham on his creativeness with the proposal, showing fiscal responsibility to a serious issue and noted he has his support. Commissioner Jarvis noticed the plans do not include the security hardware or fencing and asked if they had costs? Mr. Cunningham confirmed he'd attain a more firm cost calculation, as they get closer to going for a bond. Mr. Chanis confirmed they are in the process of attaining upgrade costs on the main DOC facility.

## **Agenda Item No. 6. SCHC Administrator Report**

### Agenda item No. 6.a. Census

Mr. Purdy distributed copies of the census to public participants [Appendix C]. He briefed over the reports. Mr. Purdy confirmed he received the DHHS Medicaid rate letter reflecting a reduction from \$155.00 to \$144.98, effective 2/1/08; a reduction of \$32,000 per month or \$192,000 for a six (6) month period. Commissioner Nelson requested a copy of the letter. Mr. Purdy noted the last six (6) month budget neutrality has been at 19% and increased to 26%. They have three referrals pending in the community, nothing from the hospitals today; January has seen 12 admissions to date, which has exceeded December's count.

Agenda Item No. 6.b. Staffing: Administrative Assistant Position

Mr. Purdy noted they were not asking for additional staffing, but held open an unfilled Secretarial position, reevaluated what functions were more important to fill, as a result, would like to change this to an Administrative Assistant position, to primarily assist with resident trust monies, answer phones, public relations and work on computer. He noted the previous position was a grade 10 and is recommending it be reduced to Grade 4. Commissioner Jarvis pointed out typically an Administrative Assistant would not be considered a lower grade. Mr. Purdy indicated this was a recommendation from the Human Resource Director. Mr. Chanis confirmed this was a position once filled by Pam Jones. Mr. Purdy confirmed the volunteer would continue and would just free up the Administrative Assistant responsibilities, when present. Mr. Chanis pointed phones are mainly answered by their phone system, not the volunteer. Commissioners indicated they were all set with the requested change – a small change in duties and big difference in appearance.

Agenda Item No. 6.c. Landmark Agreement: Review and Ratification

Mr. Purdy indicate he feel it's important for the nursing home to have the mechanism of a consultant, "al a carte", allowing him to request specific consultant services. He pointed out fees and services are listed on the agreement Attachment A. He has used Landmark little, to 'nil, since he arrived, but would like to use them more on the clinical services side – MDS evaluations / quality care plans, in order to help them provide good documentation, allowing them to avoid NH State survey deficiencies. He pointed out the agreement just says Sullivan would call them first regarding these issues and the agreement defines the rate per service, when used; it does not bind them to use the service. Commissioner Jarvis expressed concern about the 12-month termination clause in the agreement and requested it be changed to six months or to the end of the fiscal year - no further; with the renewal period, she's not in favor of going beyond June 30<sup>th</sup> - overlapping fiscal years. Commissioner Barrette pointed out there were no cost obligations to this agreement and it indicates there is a 30-day notice to quit, and feels the date is immaterial. Commissioner Nelson indicated he agrees with both, but requested Mr. Purdy to look into changing it to a six (6) month period.

**4:49 Commissioner Jarvis moved to accept the al a carte agreement with Landmark from January 1<sup>st</sup> 08 to June 30 '08, as needed and clarify the term of agreement and 30 day out. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was made. The motion carried, unanimously.**

**Agenda Item No. 7. Interim County Manager Report**

Agenda Item No. 7.a. Fy09 Budget Update

Mr. Chanis noted the Board held the finalized timeline in their binder, which includes:

- 1/23/08 – They are holding a budget software presentation for Department Heads to ensure data entry format consistency.
- 2/1/08 – Budget data entries are due into system and returned to him.
- 2/4/08 through 2/7/08 – Ms. Chanis will review budgets with Department Heads for consistency.
- 3/4/08 – Mr. Chanis will submit the FY09 proposed Department Head budget to the Commissioners.

- ❑ 3/28, 3/31, 4/4 and 4/7, Mondays and Fridays – Commissioners, EFC and Department Heads / Elected Officials will hold collaborative meetings to review budgets.
- ❑ Mr. Chanis will be on vacation during the large gap in March.

Agenda Item No. 6.b. MRF Update

The County is involved with ANEI, Claremont City and the Town of Newport in a material recovery facility assessment. There was a collaboration between the aforementioned parties to have a preliminary business plan done by Resource Recycling Solutions, which is on line at the County's website [www.sullivancountynh.gov](http://www.sullivancountynh.gov), "Current Projects" page. ANEI representative, Jim Gruber, will attend the next Commissioners' meeting in Newport to get guidance on how they want to proceed.

Agenda Item No. 6.c. Fund 24 Grant Update

- ❑ PHNC (Public Health Network Coordinator) – The County received a NH State grant to fund this position. The position was filled, then reopened and re-advertised, with resumes due Jan 25<sup>th</sup>. Interviews will be conducted next week.
- ❑ AHHR Pan Flu Phase III Plans – Went through Pan Flu Phase I, currently wrapping up Pan Flu Phase II and have now received RFP for Phase III. The region's AHHR (All Hazard Health Region) is established and they will receive funding for specific projects.
- ❑ Current Excel Spreadsheets, eff. 12/31/07 – The Board received current spreadsheets regarding the individual grants the County is currently working with [Appendix D].

**Agenda Item No. 7 Commissioners' Report**

Agenda Item No. 7.a. Frozen Funds

It was noted the Board took no formal action on previous discussions (11/14 and 11/15) to freeze funds. Mr. Chanis noted, in the past, the County used a line to separate out these funds, and could do so again. The group discussed using the line to isolate the funds discussed and the possibility of the need to appear before the EFC to attain approval, based on the language in a previous Delegation motion. It was noted the EFC plans to meet Friday and the group discussed bringing forth a list of the fund amounts to be frozen. Representative Gottling inserted they needed to make sure they are still viable and honored by each department. Commissioner Barrette requested Mr. Chanis prepare the list that they would bring before the EFC. Commissioner Jarvis pointed out they had several transfers to bring forth, also. Commissioner Barrette concurred, in the agency nursing lines. Commissioner Barrette requested a projection to end of fiscal year. Mr. Chanis noted, in event that a transfer is necessary between funds it would not be up to the department head(s) to decide on where the funds are coming from, so for this EFC meeting, they would have them review transfers within funds.

Agenda Item No. 7.b. Smoking Issue – Tabled from 12/22 and 1/8/08

Mr. Purdy has no updates. Mr. Chanis noted negotiations are ongoing. Commissioner Barrette requested the issue be placed on the February 19<sup>th</sup> meeting to revisit.

Non Agenda Item – County's Unity Site: Underground Gas Tank

Commissioner Nelson asked about the status of the underground gas tank. Mr. Chanis noted they have a current permit and the tank is close to being empty. They have not

made a decision to continue to use the underground tank or switch to Cheshire Oil. Mr. Chanis confirmed there would be a capital cost to place an above ground tank. The group discussed locations of NH State vehicle gas pumps utilized for government vehicles. Mr. Chanis confirmed there is a cost for maintaining the underground tank: sensor/inspections – we do need to do an analysis. Commissioner Nelson requested he decide to use it or not use it, so it does not become stale.

#### **Agenda Item No. 8. Public Participation**

Jen Sharkey introduced herself as the Program Coordinator for Emerge Family Advocates located in White River Jct. Emerge is supervised visitation center, providing supervised visits for court ordered services since 1996. She indicated in 2001 they applied with NH Cooperative for this Safe Havens funding: 1<sup>st</sup> round was to create more safety where there is violence and restraining orders involved, in the 2<sup>nd</sup> round of funding they performed a needs assessment – this was completed in 2005 and showed lower Sullivan was underserved, and the recent round of funding notify just arrived. The grants provide for a 3% administrative cost - historically the grants were funneled through NH Justice. With this new funding they could apply this year or next, but it must be done through a municipality; County's and municipalities are being encouraged to apply to encourage more localized services. She confirmed States can still apply with up to 3 grantees under them. Commissioner Barrette asked if this would localize services? She confirmed they just completed the opening of site in Newport and are looking to see if Unity is underserved, and would be looking into sustainability. Ms. Sharkey noted they could go through a town or county, and can be inclusive for those folks. Commissioner Jarvis questioned where the 3% indirect criteria was derived from and indicated it does not seem sufficient to perform the bookwork. Ms. Sharkey confirmed it is a NH Dept of Justice percentage, to provide funds for administrating the grant. Administrative services include recording every six months and being the communication liaison. Other aspects would be handled the direct supervisor implementing, hiring, and day to day grant management. Mr. Chanis noted the Letter of Intent merely says the County intends to file the application and does not tie the County to a particular agency. Mr. Chanis noted to Ms. Sharkey he knew she held a conversation with Good Beginnings, that the County currently provides funding for supervised visitations and asked what the difference would be? Ms. Sharkey indicated they identify Good Beginnings as collaborative as they were renovating, they decided to start their own site and start their own visitation center; Emerge provides different services, with their primary focus on supervised visitation; this grant provides safety to domestic violence, there are certain restrictions on what can and cannot be done with the funding. Commissioner Nelson pointed out Good Beginnings handles primarily children and do not do older children. Ms. Sharkey noted Emerge deals with parent/child contact, they currently have nine (9) families community to Windsor from Sullivan County; these families have chosen to continue commuting, rather than utilize the Newport site – they allow the families to make that decision. Their Newport site was opened at the beginning of year. Ms. Sharkey confirmed if they do not intend to apply for this grant, they developed a sustainability plan that includes other grants. They have other needs; this grant would enhance the Newport site. Mr. Cunningham asked if Emerge was working with jails or prisons. Ms. Sharkey noted not at this point, but encouraged the County, if that was a need, to contact her. Ms. Sharkey confirmed Newport would be single site and she's approached Good Beginnings, if they came on board, they would be considered another site. Ms. Sharkey confirmed this was not to replace current funding, but expand on services. Commissioner Barrette requested a

copy of the needs assessment Emerge had done. Commissioner Nelson indicated he'd like to hear from Good Beginnings and Women's Supportive Services. Commissioner Barrette concurred, noting whether they go for the grant or not, it should be based on the need; if it's not needed, don't go for it. Commissioner Nelson requested to hear from the Good Beginnings representative.

**5:31 Commissioner Nelson moved to submit a Letter Of Intent. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Ms. Sharkey confirmed the grant application is due by February 28<sup>th</sup>. She noted it's a highly competitive grant; so there is certainly chance they might not get it. Ms. Sharkey confirmed they found the highest child exchange rates were occurring in Newport and has a lasting impact, as exchanges happen at Police Departments. Ms. Sharkey will e-mail more information and noted the courts would have more information. She distributed a brochure on their program.

#### Other Public Participation

Mr. Joe Osgood pointed out the County Treasurer during her election campaign promised she was not going to borrow, but he witnessed her requesting to borrow 4 million dollar this evening, a second request. Commissioner Jarvis feels election concerns should not be brought into the discussions.

Mr. Osgood indicated the Community Correction Center is a great idea, "we need more than what we are asking for, and what they are asking for is just a band aid to get us through for five years, and bond is for 10 years, don't bond for something more than useful life as it will make it harder to go from there, consider bond for length of time for band aid. Would rather we see us go bigger". Commissioner Barrette noted there were quite a few details to be worked out, but wanted to make sure they have support among Delegates, and, the SCCJCC must be involved.

Mr. Osgood indicated he liked the computer generated print out of the December census [Sullivan County Health Care], but would like to see "how's my business doing" and compare it to previous two years; he was an advocate for Genesis and wants to see trends with this type of analysis. Commissioner Jarvis noted the auditors clearly pointed out there was no profit. Commissioner Barrette ceased the conversations and noted this was not a good form for that argument. Commissioner Nelson confirmed they could get the census.

Rep. Franklin requested copies of everything the Board received this evening. Commissioner Barrette requested the minute taker have three extra copies of all documents distributed during the meetings, at future meetings. Rep. Gottling noted documents could be double sided. Supt. Cunningham presented Rep. Franklin with a copy of his report.

Rep. Franklin questioned why the borrowing request increased from 3 million, noted on the County Treasurer's letter, to 4 million. Commissioner Barrette noted the Treasurer and Mr. Chanis reviewed finances and projections and decided they needed 3½ million. Mr. Chanis noted cash flow was updated for accuracy and needs are based on cash flow projections. Commissioner Barrette confirmed they would provide documentation. Mr. Chanis pointed out the Treasurer made an error during the public meeting asking for

three million. Rep. Franklin noted there will be EFC meeting, in past he's asked for information prior to the meeting and has asked the Chair of EFC to attain information and hope it will be made available; he's asked for a cash flow analysis for 1<sup>st</sup> 6 months of FY08 and for the next 6 month projection and asked for other things and hopes that will all be forth coming. Commissioner Nelson indicated he visited the Commissioners' Office this morning, saw the EFC Chair there and would assume she was getting that information.

Rep. Franklin asked if the PHNC would be a County employee? Mr. Chanis confirmed, "Yes", the position was filled, then vacated, the position is grant funded, the grant was received after the County's fiscal year began, and that the State requires the position to be employed by the County.

Rep. Franklin asked on the condition of SPF. Mr. Chanis noted SPF stood for Strategic Prevention Framework, another NH State grant, funding a full time position for a multi year period.

Commissioner Barrette requested they add to their next agenda scanning all documents to the website.

Rep. Converse asked if there were plans to open the sugarhouse. Mr. Chanis indicated the sugarhouse is under lease to Kevin Sargent until 2010. The lease does not require Mr. Sargent to open and operate the sugarhouse and it's up to Mr. Sargent to sell the sap or boil; last year he did not boil.

Rep. Converse asked about the status of the Judkin's Property [pending conservation easement]. Commissioner Jarvis indicated she recently spoke to Mr. Flanders who has been trying to meet with the SPNF representative regarding the requested wording change, and would soon appear before the Board.

Commissioner Nelson noted to Rep. Converse he received an update on the air exchange Mr. Converse asked about at a previous meeting - it does not operate during winter, just in summer.

6:00 *The Board recessed.*

**Agenda item No. 9                      Meeting Minutes Review**

Agenda Item No. 9.a.                      Nov. 28, 2007 Special Public / Exec. Session

**6:05    Commissioner Jarvis moved to approve and release the 11/28/07 minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 9.b.                      Dec 18, 2007 Public

Commissioner Jarvis noted on page 11 it indicates Cynthia Sweeney quoted 8.5 million, which she knows was a misquote by Ms. Sweeney, who attempted to convey that was the amount for the full year. It was noted these minutes would reflect her intention, but the 12/18/07 would be left unchanged.

**6:06** Commissioner Jarvis entertained a motion to accept the 12/18 public minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously

Agenda Item No. 9.c. Dec 18, 2007 5:45 Executive Session

**6:06** Commissioner Nelson moved to accept and leave sealed the 12/18 5:45 Exec. Session minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously

Agenda Item No. 9.d. Dec 18, 2007 6:10 Executive Session

**6:07** Commissioner Nelson moved to accept and keep sealed the 12/18 6:10 Exec. Session minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 9.e. Dec. 18, 2007 6:11 Executive Session

The group concurred on leaving it sealed.

**6:06** Commissioner Nelson moved to approve and leave sealed, until resolved. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 9.f. Jan 2, 2008 Special Meeting / Public

It was noted the "Deputy" needed to be added to "County Treasurer".

**6:13** Commissioner Jarvis approved the minutes with amendment. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 9.g. Jan. 2, 2008 Executive Session 5:35 PM

It was noted the words "Executive Session" should be inserted where it says Special meeting.

**6:15** Commissioner Nelson moved to approve and release the January 2, 2008 5:35 Executive Session minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 9.h. Jan 8, 2008 Public Business meeting

**6:15** Commissioner Nelson moved to approve the January 8<sup>th</sup> public meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 9.i. Jan 8, 2008 5:04 PM – Personnel Issue

**6:16** Commissioner Jarvis moved to approve and keep sealed the 1/8/08 5:04 PM Executive Session minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

6:17 Commissioner Jarvis moved to adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

*Respectfully submitted,*

*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j-c.*

Date signed: *Ethel Jarvis*

FEB 5 '08 PM 4:51

Formal Order to be read into the minutes by the County Commissioners

Current Date: 1/22/08

**ORDERED:** That, the money in the Treasury of the County, being insufficient to meet the demands upon the same, the Treasurer is hereby authorized, pursuant to RSA 29:8 to borrow up to the sum of

(Enter text dollar amount): \$4,000,000.00

(Enter numeric dollar amount): Four Million Dollars

which is necessary for the purpose and to give notes of the County therefore, payable when the promissory note is mature. We hereby certify that the County Treasurer appeared before us to testify in support of this request, of which this is a true copy of the order of the Commissioners of Sullivan County passed at a meeting held (enter MM/DD/YY): January 22, 2008; of which all Commissioners were duly notified; of which a quorum was present.

*Sullivan County Board of Commissioners*

*Ethel Jarvis*  
Ethel Jarvis - Chair

*Bennie C Nelson*  
Bennie C. Nelson - Vice Chair

*Jeff Barrette*  
Jeff Barrette - Clerk

A true copy attest

*Sharon Johnson-Callum*  
Sharon Johnson-Callum

# Community Corrections Center

## ■ Goal

- To provide a secure program that focuses on the inmate's successful transition back to the community
- The program is based on best practice models
- 24 hour supervision for services

## ■ Primary Target Population

- Inmates in need of treatment and transitional services
- Study indicated that over 80% of the inmates were in need of treatment
- Female Offenders of all security levels
- Free up cells for male offenders in the main facility

# Components

- Residential minimum security treatment center for male and female inmates
- Residential grade construction
- Work Release center for male and female
- Residential housing for both medium and minimum security females
- Day reporting center for male and female inmates
- Treatment interventions will be gender specific



# Community Corrections Center

## Phase I Intensive treatment

**75-90 days**

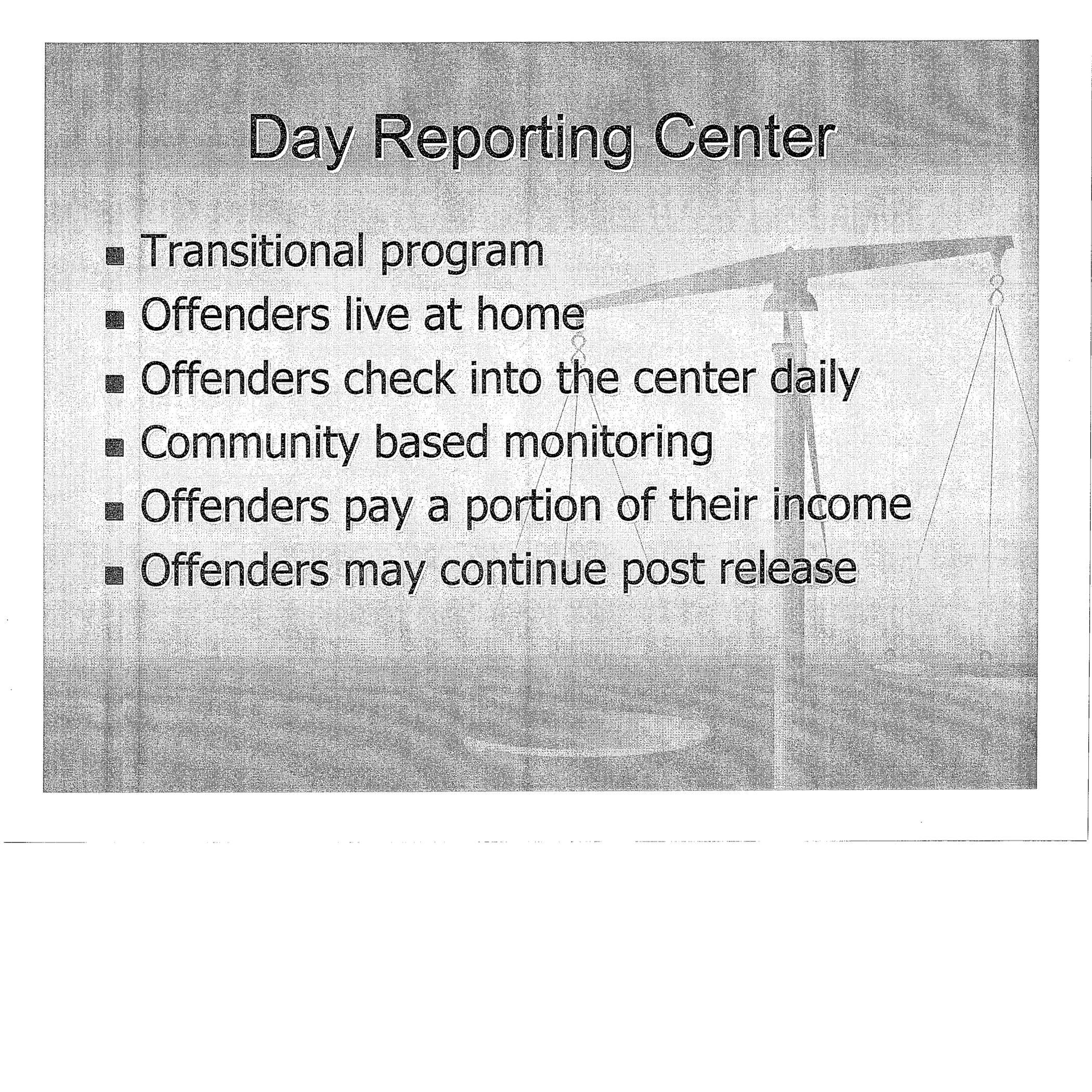
- Initial orientation
- Treatment assessment using Level of Service Inventory Revised (LSI-R)
- Develop Initial Education & Treatment Plans
- Intensive substance abuse & education classes
- Cognitive based decision making programs

# Work Release

## Phase II

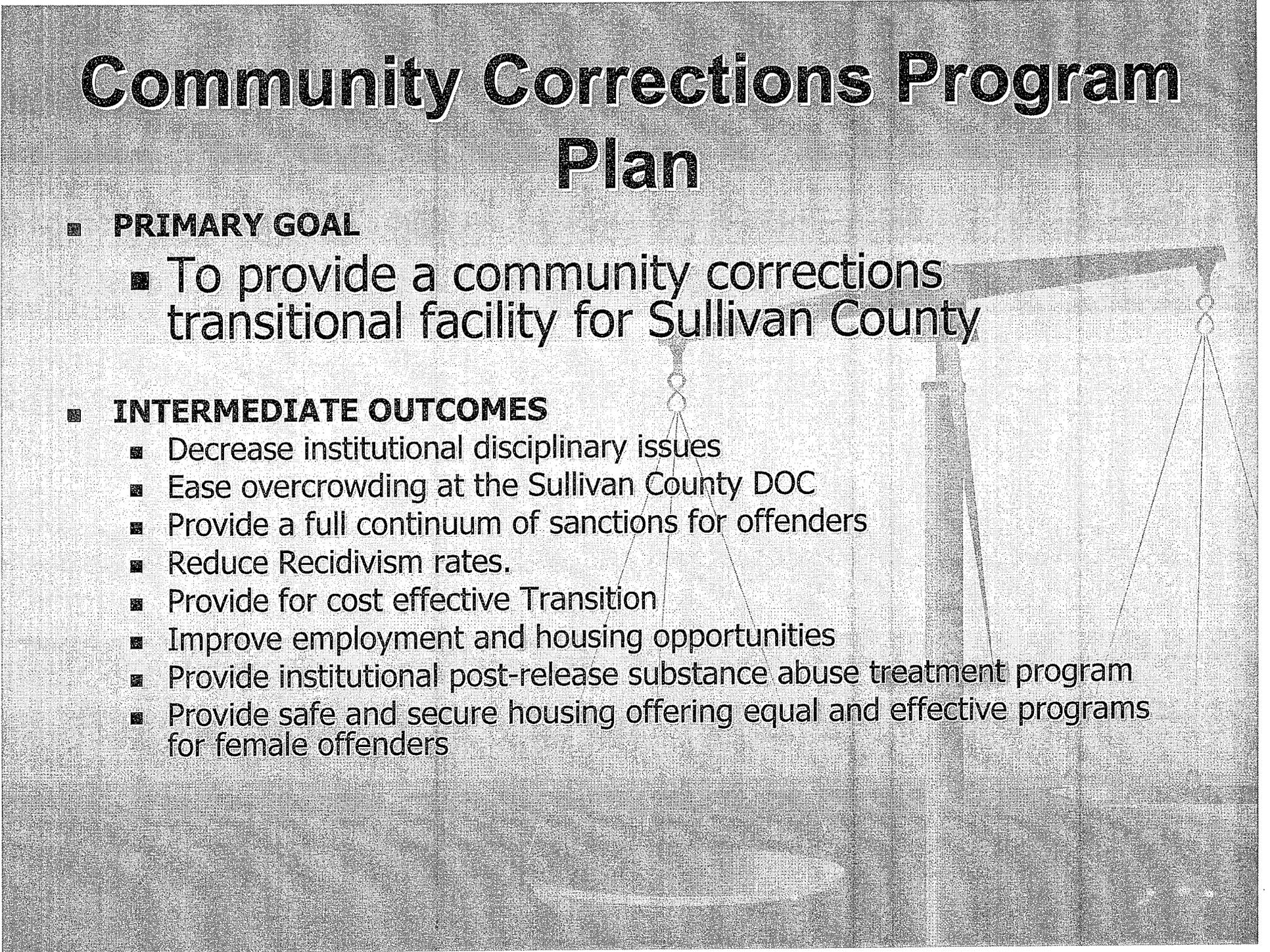
- **Phase II: Reentry Programming**
  - **Reentry Program Unit**
- Job / Vocational Training & Employment Skills Development
- Transition return to community
- Intensive Family Reintegration & Support programming
- Coordination with community based agencies
- Finalizing reentry/transitional planning
- Inmates pay a portion of their income to off set costs

# Day Reporting Center



- Transitional program
- Offenders live at home
- Offenders check into the center daily
- Community based monitoring
- Offenders pay a portion of their income
- Offenders may continue post release

# Community Corrections Program Plan



## ■ PRIMARY GOAL

- To provide a community corrections transitional facility for Sullivan County

## ■ INTERMEDIATE OUTCOMES

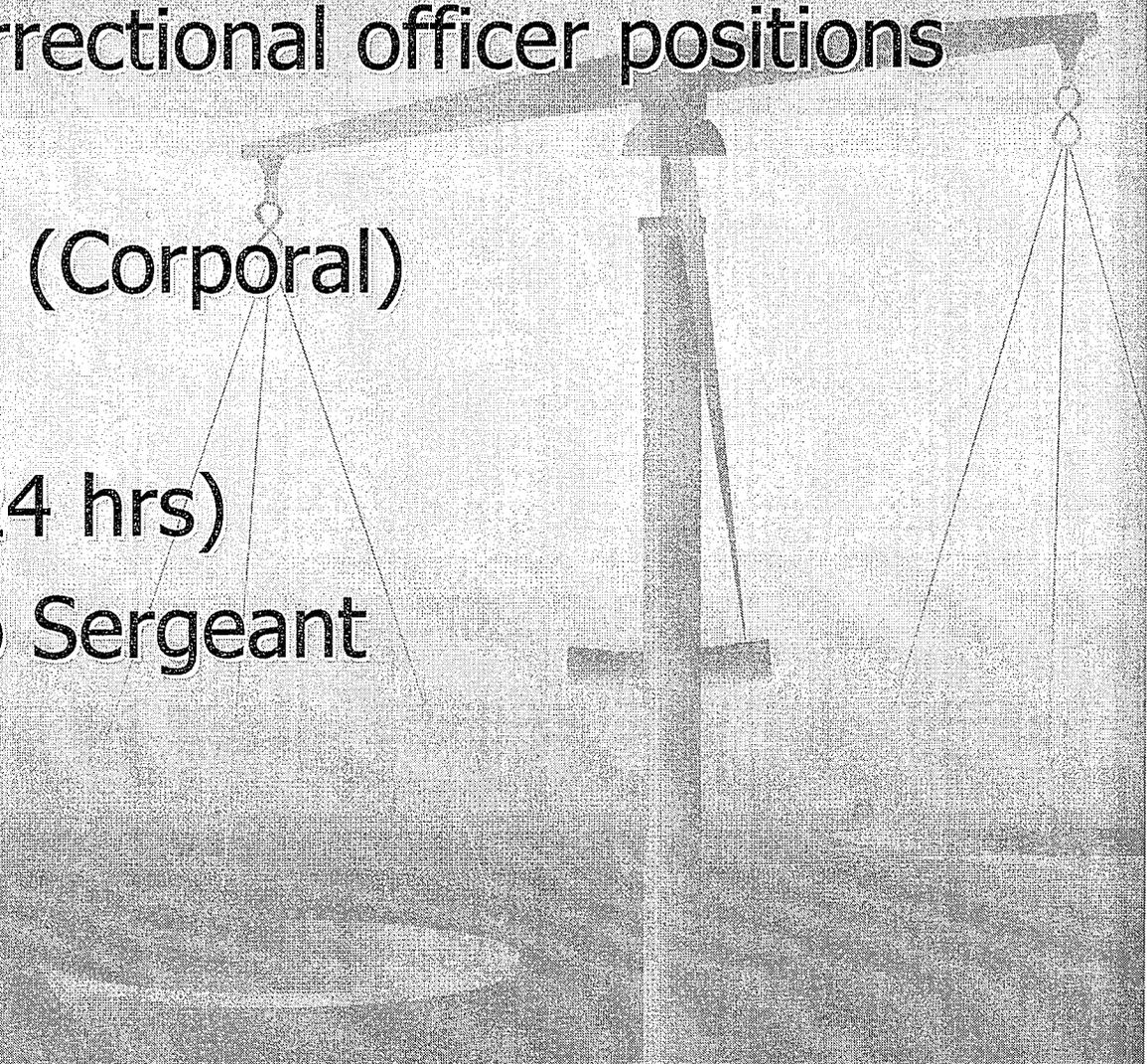
- Decrease institutional disciplinary issues
- Ease overcrowding at the Sullivan County DOC
- Provide a full continuum of sanctions for offenders
- Reduce Recidivism rates.
- Provide for cost effective Transition
- Improve employment and housing opportunities
- Provide institutional post-release substance abuse treatment program
- Provide safe and secure housing offering equal and effective programs for female offenders

# Jail system upgrades



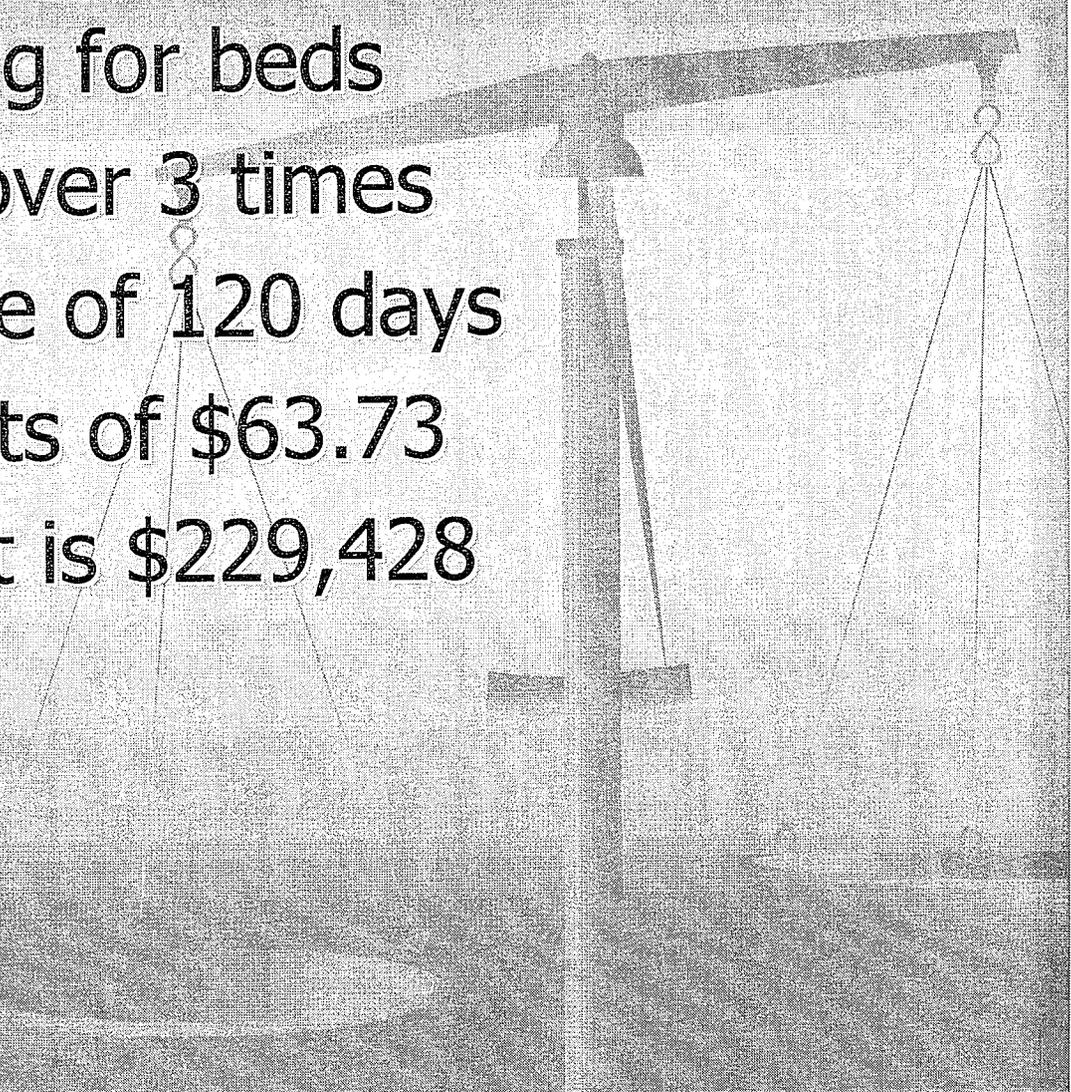
- Sprinkler system fire alarm system upgrade
- Outdoor recreations areas
- HVAC system
- Reconstruct roof
- Security system upgrades
- Code compliant: to improve on a safe and secure work environment

# FY08/09 budget for Community Corrections/Jail Staffing

- Fund 6 new correctional officer positions (4 THU, 2 Jail)
  - Booking Officer (Corporal)
  - Clinicians (2)
  - PT Secretary (24 hrs)
  - Change Cpl. to Sergeant
- 

# Current Costs of Inmates Waiting for Treatment Beds

- 10 inmates waiting for beds
- Each beds turns over 3 times
- There is a average of 120 days
- Average daily costs of \$63.73
- Total Current cost is \$229,428



# SULLIVAN COUNTY COMMUNITY CORRECTIONS CENTER BUDGET ESTIMATE

- CCC Offices, counseling, day reporting, etc
- THU: One 38-bed Male dorm; One 6-bed Female dorm
- A revenue producing inmate industry area

# Benefits to County

- At an increased capacity to serve additional inmates in Sullivan County
- A cost effective method to deal with jail overcrowding
- It provides for both good treatment and good supervision
- Inmates become productive taxpayers
- Allows for present beds to be used to classify and manage higher risk inmates
- Reduce Liability due to overcrowding issues at the present facility
- Equal opportunity for treatment for both male and female inmates
- It has demonstrated to reduce recidivism rates
- Reduce pre-trial for treatment services by participating in the in house treatment program

# Community Corrections Center Proposal

## Problem Statement

At present the Sullivan County Department of Corrections is utilizing a facility that does not meet the needs of the County. The facility has limited space to separate and classify offenders. There is also limited program space to provide in-jail treatment and transitional services.

## Proposal

We are recommending the design and construction of a community corrections center.

## Goal

- To provide a secure program that focuses on the inmate's successful transition back to the community
- The program is based on best practice models
- 24 hour supervision for services

## Intermediate outcomes:

- Decrease institutional disciplinary issues;
- Ease overcrowding at the Sullivan County DOC;
- Provide a full continuum of sanctions for offenders;
- Reduce recidivism rates;
- Provide for cost effective transition;
- Improve employment and housing opportunities for offenders at release;
- Provide institutional post-release substance abuse treatment services for all offenders; and
- Provide safe and secure housing offering equal and effective programs for female offenders.

**Primary Target Population:** we recommend the following offenders for the community corrections facility:

- Medium/minimum security inmates in need of transitional services; and
- Female offenders of all security levels.

## Components

- Residential minimum security treatment center for male and female inmates;
- Work Release Center for male and female inmates;
- Residential housing for both medium and minimum security females;
- Day reporting center for male and female inmates; and
- Treatment interventions will be gender specific.

## Phases of Treatment

**Phase I: Intensive Treatment 75-90 days**

- Initial orientation
- Treatment assessment using Level of Service Inventory Revised (LSI-R)
- Develop initial education and treatment plans;
- Intensive substance abuse and education classes; and
- Cognitive-based decision making programs.

### **Phase II: Work Release**

- Reentry Program Unit
- Job / Vocational Training and Employment Skills Development;
- Transition to return to community;
- Intensive Family Reintegration and Support programming;
- Coordination with community-based agencies;
- Finalizing reentry/transitional planning; and
- Inmates pay a portion of their income to off set costs.

### **Phase III: Day Reporting Center**

- Transitional program;
- Offenders live at home;
- Offenders check into the center daily;
- Community-based monitoring;
- Offenders pay a portion of their income; and
- Offenders may continue post release.

### **Benefits to County**

The following are the key benefits to the County:

- At an increased capacity to serve additional inmates in Sullivan County
- A cost effective method to deal with jail overcrowding
- It provides for both good treatment and good supervision
- Inmates become productive taxpayers
- Allows for present beds to be used to classify and manage higher risk inmates
- Reduce Liability due to overcrowding issues at the present facility
- Equal opportunity for treatment for both male and female inmates
- It has demonstrated to reduce recidivism rates
- Reduce pre-trial for treatment services by participating in the in house treatment program

It is our belief that this is the most cost effective step in dealing with jail overcrowding in Sullivan County at the present time.

Positions to be added in FY08/09 budget for Community Corrections/Jail Staffing

Fund 6 new correctional officer positions (4 THU, 2 Jail) – 3 full year, 3 half year  
 Booking Officer (Corporal) – full year  
 Clinicians (2) – 1 full year, 1 half year  
 PT Secretary (24 hrs) – full year

Employee Salary 10600.10001	\$154,977
Nursing Salary 10600.10002	\$61,807
FICA 10600.11010	\$7,889
Retirement 10600.11013	\$22,159
Family Health 10600.11012	\$167,368
Family Dental 10600.11016	\$6,577
Total addition to salary/benefits	\$420,777

## APPENDIX C

DECEMBER 2007

MEDICARE				
	ACTUAL	AVG DAILY CENSUS	BUDGETED	VARIANCE
CENSUS:	483	16	589	-106
REVENUE	\$217,005.96		\$244,435.00	-\$27,429.04
AVERAGE RATE PER DAY	\$449.29		\$415.00	\$34.29

PRIVATE				
	ACTUAL	AVG DAILY CENSUS	BUDGETED	VARIANCE
CENSUS:	500	16	620	-120
REVENUE	\$98,250.00		\$120,900.00	-\$22,650.00
AVERAGE RATE PER DAY	\$196.50		\$195.00	\$1.50

MEDICAID				
	ACTUAL	AVG DAILY CENSUS	BUDGETED	VARIANCE
CENSUS:	3,107	100	3,503	-396
REVENUE	\$483,591.07		\$527,687.40	-\$44,096.33
AVERAGE RATE PER DAY	\$155.65		\$150.64	\$5.01

HCBC (RESPITE)				
	ACTUAL	AVG DAILY CENSUS	BUDGETED	VARIANCE
CENSUS:	0	0	31	-31
REVENUE	\$0.00		\$4,495.00	-\$4,495.00
AVERAGE RATE PER DAY	\$0.00		\$145.00	-\$145.00

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-07	4836	3374	80.70%	524	12.53%	283	6.77%	0	0.00%	0	0.00%	0	0.00%	4181	86.46%
Aug-07	4836	3296	82.38%	467	11.67%	235	5.87%	3	0.07%	0	0.00%	0	0.00%	4001	82.73%
Sep-07	4680	3153	79.02%	498	12.48%	336	8.42%	3	0.08%	0	0.00%	0	0.00%	3990	85.26%
<b>1ST QUARTER</b>	<b>14,352</b>	<b>9,823</b>	<b>80.70%</b>	<b>1,489</b>	<b>12.23%</b>	<b>854</b>	<b>7.02%</b>	<b>6</b>	<b>0.05%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>12,172</b>	<b>84.82%</b>
Oct-07	4836	3205	75.18%	575	13.49%	461	10.81%	9	0.21%	13	0.30%	0	0.00%	4263	88.15%
Nov-07	4680	2961	75.15%	485	12.31%	491	12.46%	0	0.00%	0	0.00%	3	0.08%	3940	84.19%
Dec-07	4836	3107	75.97%	500	12.22%	483	11.81%	0	0.00%	0	0.00%	0	0.00%	4090	84.57%
<b>2ND QUARTER</b>	<b>14,352</b>	<b>9,273</b>	<b>75.43%</b>	<b>1,560</b>	<b>12.67%</b>	<b>1435</b>	<b>11.70%</b>	<b>9</b>	<b>0.07%</b>	<b>13</b>	<b>0.10%</b>	<b>3</b>	<b>0.03%</b>	<b>12,293</b>	<b>85.64%</b>
Jan-08	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Feb-08	4524	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Mar-08	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
<b>3RD QUARTER</b>	<b>14,196</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0.00%</b>
Apr-08	4680	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
May-08	4836	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jun-08	4680	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
<b>4TH QUARTER</b>	<b>14,196</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0.00%</b>
<b>FY '08 TOTAL</b>	<b>57,096</b>	<b>19,096</b>	<b>33%</b>	<b>3,049</b>	<b>5.34%</b>	<b>2,289</b>	<b>4.01%</b>	<b>15</b>	<b>0.03%</b>	<b>13</b>	<b>0.02%</b>	<b>3</b>	<b>0.01%</b>	<b>24,465</b>	<b>42.85%</b>

RESIDENT CENSUS - FY 07

	TOTAL DAYS AVAILABLE	MEDICAID DAYS		PRIVATE DAYS		SKILLED DAYS		HCBC RESPITE		PRIVATE RESPITE		LEAVE DAYS		TOTAL DAYS FILLED	
1ST QUARTER	14,352	10,559	77.71%	1,938	14.27%	966	7.11%	124	0.91%	0	0.00%	0	0.00%	13,587	94.68%
2ND QUARTER	14,352	10,586	77.02%	1,765	12.83%	1347	9.80%	50	0.36%	0	0.00%	21	0.15%	13,748	95.79%
3RD QUARTER	14,040	10,179	75.89%	1,532	11.46%	1666	12.48%	22	0.17%	0	0.00%	7	0.05%	13,399	95.42%
4TH QUARTER	14,196	10,570	79.34%	1,757	13.21%	908	6.79%	57	0.42%	32	0.25%	5	0.04%	13,324	93.83%
<b>FY '07 TOTAL</b>	<b>56,940</b>	<b>41,894</b>	<b>74.00%</b>	<b>6,992</b>	<b>12.28%</b>	<b>4887</b>	<b>8.58%</b>	<b>253</b>	<b>0.44%</b>	<b>32</b>	<b>0.06%</b>	<b>33</b>	<b>0.06%</b>	<b>54,058</b>	<b>94.94%</b>

Note: This report includes only the selection criteria listed below.  
 Effective Date: From 07/01/2007 Thru 12/31/2007

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

Page 1 of 1  
 1/17/2008 3:50PM  
 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	<u>2</u>	<u>2</u>
	<i>Subtotal</i>	<u>2</u>	<u>2</u>
INS	Unknown	<u>1</u>	<u>    </u>
	<i>Subtotal</i>	<u>1</u>	<u>    </u>
MCD	Unknown	2	
	FH		1
	Assisted Living	2	
	Expired		18
	Home	3	
	Hospital	2	15
	Nursing Home	<u>1</u>	<u>2</u>
<i>Subtotal</i>	<u>10</u>	<u>36</u>	
MCP	Unknown	1	
	Assisted Living	1	
	Expired		1
	Hospital		<u>1</u>
	<i>Subtotal</i>	<u>2</u>	<u>2</u>
MRA	Unknown	8	
	H	2	
	HS	3	
	Assisted Living		1
	Expired		4
	Home	1	11
	Hospital	<u>32</u>	<u>4</u>
	Nursing Home	<u>1</u>	<u>    </u>
	<i>Subtotal</i>	<u>47</u>	<u>20</u>
PVT	Unknown	4	
	H	1	
	Assisted Living	2	1
	Expired		4
	Home	1	8
	Hospital	2	2
	Nursing Home		<u>1</u>
	<i>Subtotal</i>	<u>10</u>	<u>16</u>
<i>Total</i>		<u><u>72</u></u>	<u><u>76</u></u>

Note: This report includes only the selection criteria listed below.  
Effective Date: From 07/01/2007 Thru 12/31/2007

**Summary Admission / Discharge List Totals**

Sullivan County Health Care (SC)

Page 1 of 1  
1/17/2008 3:50PM  
RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Unknown	16	
FH		1
H	3	
HS	3	
Assisted Living	5	2
Expired		27
Home	7	21
Hospital	36	22
Nursing Home	2	3
<i>Total</i>	<u>72</u>	<u>76</u>