

Sullivan County NH

Type of meeting: Board of Commissioners, Public Business Meeting
Minutes
Date / Time: Tuesday, January 08, 2008; 3 PM
Place: Newport – Remington Woodhull County Complex, 1st
Floor Commissioners Conference Room

Attendees: Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* (arrived later) and Jeffrey Barrette – *Clerk*; Greg Chanis – *Interim County Manager*; Ted Purdy – *SCHC Administrator*; Ross Cunningham – *DOC Superintendent*; Sheriff Michael Prozzo (arrived later); and Sharon Johnson-Callum (minute taker).

Public Attendees: State County Delegates Peter Franklin, Beverly Rodeschin and Suzanne Gottling; William Roach – Sunapee Select Board and Citizen; Peter Martin – Exquisite Productions; and Aaron Aldridge – Eagle Times Staff Reporter.

3:05 The Chair brought the meeting to order.

Agenda Item No. 1 Meeting Minutes

Agenda Item No. 1.a. Nov. 28, 2007 Meeting Minutes
Typed version not available, awaiting minutes from Chair or Clerk.

Agenda Item No. 1.b. Dec. 8, 2007 Public Meeting Minutes
Commissioner Jarvis noted a correction was needed on page 8 to when the January meetings were to be held - second meeting in January is planned for January 22nd, Tuesday.

3:07 Commissioner Barrette moved to accept the minutes with amendment. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously. Commissioner Nelson was not there for the vote.

3:08 Commissioner Nelson arrived.

Agenda Item No. 1.c. Dec. 8, 2007 Executive Session Meeting Minutes

3:09 Commissioner Barrette moved to accept and release the minutes of Dec. 8th. Commissioner Jarvis seconded the motion. There was no

discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 1.d.e.f.g Dec. 18, 2007 Public & Executive Minutes
Agenda Item No. 1.j.k. Jan. 2, 2008 Special Meeting: Public / Executive
Session

These minutes were not in typed format for this meeting.

Agenda Item No. 1.h.i. Dec. 28, 2007 7:30 AM Special Meeting: Public /
Executive Session

3:10 Commissioner Barrette moved to approve and release the December 28th Public / Executive minutes as typed. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 3 Sullivan County Health Care Report: Medical Director Agreement

The Board received a copy of the proposed S.C.H.C. Medical Director Agreement. Mr. Purdy confirmed New London Hospital provided the template, which was reviewed by the County's property/liability insurer, NH Primex, with suggested inclusions shown in section 7.1 – the hold harmless clause. Mr. Purdy requested formal approval to authorize him to sign the agreement. It was noted costs were reflected in section 4.1. and performance requirements (duties and responsibilities) included hours to work, 8 hours per month administrative duties. Mr. Purdy confirmed the agreement pertained only to the Medical Director and that \$200 per hour was comparable to others; the agreement excludes patient care. Commissioner Barrette pointed out the contract enhances and forges a relationship with area hospitals. Mr. Purdy indicated their relationship with Newport Health Center has been excellent. Mr. Purdy confirmed they'd been using the person already in the role of Medical Director and holding weekly meetings. Mr. Purdy confirmed the agreement was effective Nov. 19, 2007, for a one-year period with automatic renewal and includes a "Termination" clause.

3:18 Commissioner Barrette moved to authorize the nursing home Administrator to enter into the agreement on the Boards behalf. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Commissioner Jarvis publicly announced the new nursing home Medical Director would be Dr. Simeer Chinoy, of the Newport Health Center. Commissioner Barrette asked if Mr. Purdy would offer the Boards' special "thank you" to Dr. Schissel for his previous work for the County. Mr. Purdy ratified the contract.

Agenda Item No.4. DOC Superintendent Report

Agenda Item No. 4.a. Sign perfect attendance certificates

Supt. Cunningham noted they had seven employees with perfect attendance and asked the Board to sign off on the certificates, which they did.

Agenda Item No. 4.b. Sign promotion certificates

Supt. Cunningham announced Mr. Lockhart's promotion to Corrections Corporal effective 1/6/08 and requested the Board signature on the certificate, which they provided.

DOC Non Agenda Item - Census

Supt. Cunningham distributed copies of the DOC inmate population data sheet. Total population In House: 68. Have 5 in home confinement. 13 males at THU. And 4 in NHSP. He noted female inmate population, of 6 In House, continues to be a concern and they continue to shuffle population to accommodate new female admissions. Ms. Johnson-Callum left the room to attain copies of the census data for public attendees. Supt. Cunningham confirmed they do not have any inmates from other counties and out of the six pretrial, if sentenced and moving through the process, four of the female inmates would have been eligible for THU, but are unable to accommodate female population in that program.

DOC Non Agenda Item – SCCJCC Letter

Supt. Cunningham distributed a copy of a letter he will be mailing to members of the Sullivan County Criminal Justice Coordinating Committee pertaining to the Boards' suggestion to isolate the new jail facility to just programming, in a non secure facility.

DOC Non Agenda Item - Pending issue

Supt. Cunningham noted he is still collecting data on the psychotropic medications introduced to County property and will be collecting more info before returning to the Board with further updates.

Agenda Item No. 5. Interim County Manager Report

Agenda Item No. 5.a. FY09 Budget Process: Draft time line review

Mr. Chanis distributed a draft of the proposed FY09 Budget Time Line, reviewed the items listed and asked if it met their initial expectations. Ms. Johnson-Callum pointed out a more detailed schedule was being worked on for when Commissioners, EFC and Department Heads meet to review the Department Heads agenda. A 1/23/08 budget work session is planned for Dept Heads and those who enter data into BudgetSense system. Budgets are due back to him by February 1st. Mr. Chanis spoke to the EFC Chair who requested collaborative meetings on Mondays and Fridays from 8:30 - 4 p.m. The Board confirmed the

time line was okay. Board members confirmed they did not need another copy of the County Grant policy and that funds should be placed in the FY 09 budget for County grants – using the formula in the policy. The Board confirmed they would present their recommended County budget at the public hearing in June. Mr. Chanis will work with the Board to gather the data for that presentation

Agenda Item No. 5.b. NH State Court Lease

Mr. Chanis noted he had printed a copy of the portion dealing specifically to the lease payment; this is a three-year lease proposal with the option of a two-year renewal: year one - no increase from the current annual rent of \$185,583.12, year two - 2.5% increase and year three - no increase, plus optional years – year one - 2.5% (year four of lease) and second option year - no increase (year five of lease). He spoke regarding the State's ADA review of the building, improvements needed, the State's payment for ADA updates, and that the County is currently gathering work estimates to provide to the State for these improvements.

Agenda Item No. 5.c. County Car Use Review

Mr. Chanis reminded the Board there was no clear decision regarding the County Manager's car, during their last meeting. Accordingly, he offered three options:

- A. He would not use the County car, but would be reimbursed for mileage over and above his home commute (i.e. meetings and commuting between the two County complexes),
- B. Use the County car 100% of time and he would reimburse the County for gas as it pertains to the commute home, or
- C. Use County car, when convenient, but County reimburses him for mileage when not feasible for him to use the car.

There was a brief debate on the options. The Sheriff confirmed he holds the titles to the vehicles from the fleet lease - no further payments are required. Commissioner Jarvis prefers the Interim County Manager use the County car. Commissioner Barrette noted he sees no vast difference in cost and has no opinion either way, but that it be what is convenient for Mr. Chanis. The Board decided to have Mr. Chanis use his car and see how it works out, submit mileage and revisit the issue in a month. Sheriff Prozzo confirmed they have no need for the car in his department; and, also noted his cars are approaching high mileage and will be approaching the Commissioners in the FY09 budget season regarding new ones.

Commissioner Barrette moved to ask Mr. Chanis to use his personal vehicle for a period of 30 days, so that we can, and keep track of mileage he is charging to the County, as well as what, if there would be any reimbursement from us [Commissioners] so we can do an analysis and figure out where the cost falls, at that point we would make a final decision on what to do with the car. Commissioner Nelson seconded the motion.

There was no discussion. A voice vote was taken. The motion carried, unanimously.

DOC Non Agenda Item – SCCJCC Letter - Revisted

Commissioner Nelson requested the Board revisit the Superintendent's letter to the SCCJCC - he'd prefer more detail in the letter regarding programming. Commissioner Barrette concurred. Superintendent Cunningham noted the intent of the letter is to put it out there in generic format until they receive detailed numbers. When he arrives at that point, he'd then notify all of the numbers and illustrate the programming piece. Commissioner Nelson feels the letter is not clear regarding the peeling off of the programming from the original facility design, building a non-secure facility, which would be much cheaper - that would reduce numbers of incarcerated; he requested those bullets enhanced to the SCCJCC.

Medicaid reimbursement rate

Commissioner Nelson noted HHS lowered the Medicaid reimbursement rate and asked Mr. Purdy if the County received a final number on the reduction. Mr. Purdy has not received a formal letter, but heard the rate would be between \$145-\$147 per day – reports he's received hold conflicting information at this point. He confirmed we are currently \$155.80, so we would be hit with \$8-\$10 per patient day reduction.

Agenda Item No. 2 Sheriff's Office Report: Highway Safety Grant

Sheriff Prozzo requested the Board's authorization for him and the Commission Chair to sign a Highway Safety grant, equipment grant of \$5,556.46: \$2,500 would be paid by Highway Safety to complete cameras for cruisers. The match is in the budget.

3:56 Commissioner Barrette moved to provide authorization to Sheriff Prozzo and the Commission Chair to sign the Highway Safety equipment grant of \$5,556.46, with \$2,500 paid by Highway Safety and match from Sheriff's Office budget. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was made. The motion carried, unanimously.

Commissioner Jarvis thanked Sheriff Prozzo for his continued efforts to getting grants, as it was a benefit to the County.

Agenda Item No. 6 Commissioners Report

Agenda Item No. 6.a. Claremont TIF Advisory Board

Commissioner Barrette noted he'd be happy to fill the seat vacated by the former County Manager.

3:58 Commissioner Nelson moved to fill the seat [Claremont TIF District Advisory Board Seat 5] vacated by the former County Manager [Ed Gil de Rubio] with Commissioner Jeff Barrette. Commissioner Ethel Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

Agenda Item No. 6.b. Non Smoking Issue

Commissioner Barrette noted future discussion should be in Executive Session as possibility of it being part of negotiations. Commissioner Jarvis requested future discussions regarding the issue be held solely at the SCHC building and wants input from Marc Hathaway and Ted Purdy; she also noted the reason for arbitration stemmed from the residents smoking issue. Commissioner Nelson and Barrette negated the comment, pointing out arbitration was as a result to a change of "work rules" that was not negotiated. The Board requested to table this to the next meeting in Unity.

Agenda Item No. 6.c. Board's Decision on Officers: Chair, Vice Chair and Clerk

The Board requested to table this to the next meeting and requested it be placed first on the agenda.

Agenda Item No. 7 Public Participation

Peter Franklin

- 1) County Car Use – Rep. Franklin ask what the rate of reimbursement for Mr. Chanis would be for using his personal car? The current rate was confirmed of .48 cents. Representative Franklin noted the Federal rate was different and discussed the amount. Commissioner Jarvis reminded him the Delegation is responsible to set the rate.
- 2) Financial Person – Rep. Franklin asked if the Board decided on hiring a financial person? The Commissioners noted it was suggested, but that they could not do anything until their next budget, when they would make their decision. Mr. Franklin feels this position is important for the County to have and that the County is going through these financials problems as they don't have a financial person.
- 3) Spending freezes – Rep. Franklin noted he had not heard anything about freezes, what the financial status was each month, nor received a cash flow analysis. He thought there was supposed to be more talk with the auditors and a final bound audit report. Mr. Chanis noted the auditors are awaiting a letter from the bank, that the County Treasurer will come before the Board of Commissioners and Executive Finance Committee for authorization to borrow, at that time they will forward a letter from the bank to the auditors; the County has been comparing rates between banks and are very close to a decision. They noted Mr. Chanis performed a cash flow analysis for end of year and his intention is to furnish for the

Delegation the material they are working with Mr. Lovely on to give to the bank; these steps are needed in order for Melanson Heath & Co. to release the audit - they need assurance the County can survive for a year, 12 months from the audit period. He confirmed they have not received a bound version of the audit as of today. Mr. Chanis pointed out they need a letter from the bank saying they will lend to the County. Ms. Johnson pointed out the County Treasurer, per RSA's, must appear first before the Board, then the EFC for approval to borrow; the intent is for her to appear before the Board at their next regular meeting on January 22nd, then before the EFC at their planned meeting on January 25th. Commissioner Barrette noted a cash flow analysis would be provided per earlier request.

- 4) Agency nursing report – Mr. Franklin has not received an agency report he request from Mr. Purdy, on how much agency nursing the County has used within this FY, how much contract nursing used and show it broken down. Mr. Purdy assured him the process is almost complete – he has to pull all invoices from July 1, 2007 and has a preliminary report that he is reviewing. He anticipates the results to be distributed at the next Commissioners' meeting in Unity. Rep. Franklin noted he can't understand how the County can operate a nursing home and not have this info at their fingertips. Mr. Purdy noted he could not speak for the process in past, but has implemented a process, knows on a daily basis what they need to schedule, and the process tracks dollars and hours in the manor he has requested it to; where the requested report is concerned, he wants to reconcile accounting before distributing at the next meeting.

Rep Rodeschin concurred with Rep. Franklin, with the budgets they have, the deficit, complications and the criteria they are required to meet at nursing home, there should be a Finance Director. She noted, even if not in budget now, don't close your mind to it; schools and communities have it, especially as you begin your budget process. She is aware of some interested and spoke to Commissioners about it.

Rep. Rodeschin added, when Rep. Franklin notes he does not know what is going on, all Board meetings are open to public, Delegates are invited to each meeting, meetings are all posted, plus Ms. Johnson-Callum or Ms. Geer provides schedules; if you don't know what's going on, you did not take the time to attend the meeting.

Rep. Gottling questioned Mr. Purdy on how he was gathering the info, was it not readily accessible on computer? Mr. Purdy confirmed he reviewed financial data on line, but it is not broken out into the format he would have liked - such as what percentage of the invoice was due to RN or LPN, which is why he is going through the invoices manually. Mr. Purdy noted, Per Diem aspect under that category is our own people and that is an aspect during budget process we need to decide to move into our own fund, which he recommends. He confirmed contract / agency is coming out of the per diem.

Mr. William Roach, Sunapee Board / private citizen, concurs the County needs a financial person to handle the finances. He recommends they do away with the County Manager, hire an Admin. Assistant, with a strong financial background. He briefed the group on how the other 10 counties handle this role and noted Sullivan is the 2nd smallest county in the state, but pays the highest per capita tax. Commissioner Nelson pointed out Sullivan no longer has a County Manager, but an Interim County Manager, and in doing so they've peeled one less manager away; with a savings of \$90,000 per year, if what they implement is done; they are looking for the finance piece – contract or find someone in house, that is still to be determined.

Peter Martin asked if the County has financial software and daily input? Mr. Chanis confirmed the County uses a software program called BudgetSense; it provides for daily input for expenses and revenues; reports have been provided in the past, but may not have been useful enough for the current requestors. Mr. Martin recommended they seek report help assistance from NH UNH. Commissioner Barrette noted they've had the tools, but not the analysis.

Rep. Franklin noted he's raised the issue of recovering overpayments, but has heard no talk on this issue and strongly encourages the Board to do something as he feels it's important to recover from Genesis, among others. Commissioner Nelson pointed out he had broached the Genesis issue previously and Genesis had noted the County underpaid them, a committee of two was appointed to review this issue already, yet Mr. Franklin still feels the County overpaid. Commissioner Barrette requested Mr. Franklin provide paperwork illustrating the over the County paid Genesis. Rep. Franklin confirmed he would do so.

Rep. Gottling asked when they would receive their next report? Commissioner Barrette confirmed they were contracting with the auditors to have the reports created, that the auditors requested the County wait until the 10th of the month before sending their report to them [auditor] so that it included adjustments. He also pointed out the auditors will be charging \$1,500 to create the preliminary monthly report, with the cost decreasing for further reports. It was noted the County plans to run a parallel report in order to compare the two, in hopes the County can create future reports, without audit assistance. Commissioner Nelson pointed out cash flow must reflect the new Medicaid rate. Commissioner Barrette noted they reviewed the cash flow at last meeting, there was backup and basis and that Mr. Chanis could meet with them to review the data, as it required some definition.

Rep. Franklin requested the County provide reports like they did a couple years ago: monthly summary of expenses and revenues, budget to actual, with the report produced and sent to the Delegates the 1st business day of the following month. He noted it was not necessary to hold reports to do adjustments for Medicaid changes. Mr. Purdy indicated it was an unrealistic expectation to have

the revenue side included in the monthly reports by the 1st and that that data was important for all to have; revenues from private and Medicaid are simple, the delay in entering revenue stems from Medicare that is based on the Medicare process - when the MDS is completed, as it's by patient specific not by acuity or RUGG rate, and with residents admitted at the end of month, their MDS is not completed until four to five days into the next month. Mr. Franklin noted he's not looking for accuracy, not asking to close anything, but asking what is going on. Commissioner Nelson pointed out, whether it's the 1st or 10th, if it's more correct on the 10th, that's when it would be released.

Non Agenda Item – Executive Session for a Personnel Issue

Mr. Purdy noted he needed to speak to the Board in non-public venue regarding a personnel issue.

4:48 Mr. Peter Martin, Superintendent Ross Cunningham, Sheriff Michael Prozzo, and Representatives Peter Franklin, Suzanne Gottling and Beverly Rodeschin, all left the room.

Those in Executive Session included: the three Commissioners, Mr. Purdy and Ms. Johnson-Callum. The group took a short break.

5:04 Commissioner Barrette moved to go into Executive Session for a personnel issue [Per RSA 91-A.3.II.c.]. Commissioner Nelson seconded the motion. There was no discussion. A role call vote was taken. All were in favor.

5:06 Commissioner Nelson moved to come out of non-public. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Activities Department: [Nintendo] Wii™

Commissioner Nelson suggested Activities review costs and funding source of purchasing a [Nintendo] Wii™ to help with physical therapy. Mr. Purdy will discuss this with the Activities Director.

5:10 Commissioner Barrette moved to adjourn the meeting. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,



Jeffrey Barrette, Clerk
Board of Commissioners

JB/s.j-c.

Date signed: 1/25/08