

Sullivan County NH

Type of meeting: Board of Commissioner Special Meeting regarding Health Insurance for Non-Union Employees & Other County Business

Date/Time: Tuesday, July 29, 2008; 4 PM

Place: Newport – Remington Woodhull County Complex, 14 Main Street, Newport NH, 1st Floor Commissioners' Conference Room

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

Public Attendees: State County Delegate Larry Converse, Jeffrey Goff – *Claremont City Council*, State County Delegates Suzanne Gottling and Peter Franklin (arrived later).

4:03 The Chair, Jeff Barrette, brought the meeting to order and led all in the *Pledge of Allegiance*.

Sheriff's Office – New Fleet Vehicles: Financial Loan Papers

Sheriff Prozzo reminded the Board, that they, along with the Delegates, already approved the purchase of new fleet vehicles and they just needed to sign the Lake Sunapee Bank (LSB) loan forms for a loan of \$145,800, @ 4.125% per annum interest, in order to complete the purchase of the vehicles through Hill Top Motors. All three Commissioners signed the following LSB forms: Governmental Certificate, Promissory Note and Statement of Finance Charges (Copies on file at Commissioners' Office).

Health Insurance Ratification for Non-Union Employees

Mr. Chanis distributed a two-page document [Appendix A.1-2]. Commissioner Barrette would like the Board to decide on the following variables for non-union employee's health plan:

1. Plan(s) offered
2. Effective date of change
3. Contribution amount
4. Depending on plan(s) offered, possible one time payout to those that transfer from one plan to another
5. Rebate to those employees who do not take a plan
6. For married couples who work for the county, with two person or family coverage, what protocol will they follow?

The group reviewed the second page of the handout "County Health Insurance Cost Comparisons". Commissioner Jarvis noted she had seen an ad in the paper for VT Correctional Officers and it indicated they only provide health coverage for the one employee. The group discussed each plan and possible savings for the County.

4:11 *Representative Gottling and guest arrived.*

Commissioner Barrette noted, once they decide on the plans to offer, NH Primex can be brought in to explain the plans, including deductibles, to employees. Mr. Chanis briefed the Board on the basic differences. Commissioner Barrette likes the idea of offering both plans and a fixed contribution from County, with employees allowed to make their own choice as to the plan; he's on board with rebate as he feels significant savings; and the "jury is out" on the one time payment. Commissioner Nelson discussed differences between the plans. Commissioner Jarvis wants to see parity between non-union and union, as NH State handles it this way.

4:17 *Representative Franklin arrived.*

The Board discussed and decided on the following,

1. Plan Option(s): all Commissioners concurred on offering two plans, #2 & #3 with fixed contribution, with County's outlay exactly the same.
2. Effective Date of change: Mr. Chanis confirmed FY09 budgetary figures would need to be recalculated based on effective date. After a brief discussion, all commissioners concurred on a 1/1/09 effective date.
3. One (1) time payment: Commissioner Barrette commented, if doing a fixed contribution, it does not seem prudent to provide an incentive to switch, as with the union contract. After a brief discussion, all Commissioners concurred on a one-time pay out of \$125 for employees who transfer to Primex 10.
4. Rebate for employees opting out from taking insurance: Commissioner Barrette and Nelson would like to increase the amount to \$200 per month. Commissioner Barrette suggested, as far as 2 person employee families, he'd like the employee who does not take the insurance to be eligible for 1/2 the rebate as they are covered for part of the family. Mr. Chanis noted, if you adopt plan 2 & 3, particularly 2, the 2 employees are getting a good situation and continue to get a favorable rate, it's an advantage to the County since the 2nd person is not covered. All Commissioners concurred on \$200 for those not taking insurance, except under the 2 employee situation.

Supt. Cunningham confirmed employees will find the plan options reasonable; and, that the main concern of the body of employees was to be heard by the Board, which he feels they have accomplished. Mr. Chanis confirmed employees have not seen Option 3 on the spreadsheet.

4:43 Motion: offer non-union folks [table option on spreadsheet] 2 & 3 [See Appendix A.2.], with effective date [of the change to be] January 1 [2009]; \$125 one time payout to [employees who] switch to Primex 10; with a rebate for employees increased to \$200, with exception of 2 employee/2 person family [who are] not to be eligible for the rebate; contingent on non-union [employees] receiving a 3% raise.

Discussion: Jarvis was against the statement "contingent on non-union receiving 3% raise". Made by: Nelson. Seconded by: Barrette. Voice vote: Nelson and Barrette in favor. Jarvis against. The motion carried with the majority.

Organizational Chart

Mr. Chanis distributed a copy of the finalized chart, which the Board approved at the last meeting. They reviewed the changes and Commissioner Barrette indicated it looked good. [Appendix B]

Interim County Administrator Position

Commissioner Barrette pointed out, since the Organizational chart was approved he'd like the Board to revisit removing the "Interim" label on the County Administrator and to review the wage discrepancy, as they've placed Mr. Chanis in a larger supervisory role with additional responsibilities. Mr. Chanis distributed the non-union employee grade position chart [Appendix C], which illustrated grades, minimum and maximum hourly, annualized dollar minimum and maximum, and percent difference between grades. Commissioner Jarvis noted the new charting was not her vision, that there were problems due to lack of communication between levels. She continued to say, during Old Home Day she spoke to someone, and she'd like to go into Executive Session to pass on the communications to the Commissioners. She feels the information is a danger to the County, and she'd like to seek legal advice regarding the issue. After a brief discussion, Commissioner Jarvis indicated she held a long conversation with Unity Town Fire Chief Baker who expressed concerns about the lack of emergency fire safety training and indicated his concern are now at the State level. Mr. Chanis negated Bakers opinion, pointing out Mr. Baker was invited and attended the nursing home safety committee meeting, which Mr. Chanis received a briefing of after. He indicated the County has done all Mr. Baker has requested and there were no concerns expressed by Baker to Chanis. Mr. Chanis noted all employees are trained. Mr. Chanis feels the current concern stemmed from an employee stuck in elevator for a long period of time; that the employee and another did not follow fire safety procedures. Commissioner Jarvis noted agency nurses dump the fire safety procedures into file 13. Mr. Chanis confirmed the elevator had issues the day of the Commissioners meeting, then again when the employee got stuck in it; it took awhile to figure out the cause of the problems, but they fixed it, and no problems have occurred in 10 days. Mr. Chanis noted Baker, along with other local fire departments and their staff, have been invited to the nursing home to conduct tours, the County performs 12 fire drills per year and they conduct annual in-service trainings required by NH State. Commissioner Jarvis noted the County was sited for fire issues on the last NH survey. Mr. Chanis reminded her the issue she brought up pertained to a door issue that did not compromise the fire alarm system. When an incident did occur, Claremont was alerted and the proper people were contacted in the manner that should have been, the only thing that did not work was the horns and strobes, which was caused by the fire alarm company reinstalling old software - this was immediately fixed by the fire alarm company. Commissioner Jarvis noted the Unity Fire Chief has a lot of power and we don't want fire situations. Commissioner Barrette feels it's unfair to bring up these issues to bash the County in a public forum without having the proper information, and that her tone was accusatory. Commissioner Jarvis denied bashing anyone and noted they requested her to discuss this in public.

4:57 Motion: move we remove the "Interim" tag [from "Interim County Administrator"]. Discussion: Commissioner Barrette asked Mr. Chanis if he wanted to continue in a non-interim Administrator capacity? Mr.

**Chanis accepted. Motion made by: Nelson. Seconded by: Jarvis.
Voice vote: Passed unanimously.**

Commissioner Barrette commended Mr. Chanis on his job performance.

County Administrator Compensation

Mr. Chanis confirmed his salary is currently \$85,000. Per a request from Commissioner Barrette, he provided the following grade and salary range information:

- County Manager is a Grade 29, with salary minimum \$74,000 to \$102,000 maximum.
- SCHC Administrator is a Grade 28 [grade salary minimum \$59,369.24 – 89,030.45]. Mr. Chanis reminded the Board of a separate issue that cropped up previously where the Board discovered a person was being paid outside the grade, and he felt obligated to report the SCHC Administrator salary was outside the range. Mr. Chanis noted, in placing the Administrator over the SCHC Administrator, he suggests, over time, it would make sense to get to a point where it's equal with the SCHC Administrator. Mr. Chanis noted he does not expect an immediate decision.
- Supt. Cunningham confirmed he was a Grade 26.

5:17 Motion: table [discussions regarding the grade and compensation of the County Administrator] to the next meeting [August 5th]. Motion by: Jarvis. Seconded by: Nelson. Voice vote: All in favor. (this motion began at 5:00 and ended after Goff's comment at 5:17)

Public Participation

Rep. Gottling questioned where the Finance position would appear on the Organizational and wage chart? Commissioner Barrette noted the Board is not at that point, yet; when the Delegation presents a budget they will continue. Mr. Chanis reminded all the organizational chart illustrated the County as it currently exists; however, he feels, if there were a financial position, it would be illustrated on the chart at the same level as the other department heads, with a dotted line to show inter department interaction. Commissioner Barrette's sees the position in charge of the nursing home business office, plus some positions in the Commissioners Office. Mr. Chanis confirmed he held several conversations with Mr. Earl Blanchard regarding the Finance job description. Rep. Franklin asked when they expect to have this person on board? Commissioner Barrette reiterated no action would be taken until they know there is funding for the position. Rep. Franklin feels the Board is not taking this financial position role as priority, that the Delegation wanted this in the last fiscal year, and wants the Board to move on it now. Commissioner Nelson concurred there is no money in budget and it does not make sense to advertise until it's funded; however, they are working on a job description.

Rep. Gottling questioned why the Board was discussing a possible salary increase for the County Administrator that would influence the budget, yet not discussing the finance position? Commissioner Barrette noted they just changed the position of Administrator from interim to a broader supervisory role and feels the wage should change also.

Rep. Franklin feels there is inconsistency - the Commissioners passed the budget to the Delegation. Barrette concurred, noting this was done April 15th to the EFC.

Franklin, "my understanding is that the Board does not change the budget, you are arguing you don't want to look for a finance person until the position is funded, at same time you are saying you want to amend the salary budget you passed on ... what should the delegation accept?" Commissioner Barrette noted they gave the Delegation the budget, and anticipated it would be ratified by 6/30th. He again noted the Board increased the Administrators responsibility and he feels there should be an increased salary, however, it doesn't mean the other Commissioners concur. Rep. Franklin questioned what time line the Board was bound by and restricted to, and what is the time line of the Delegation? A brief debate commenced. Commissioner Nelson hypothesized, once the budget is approved, the Board could ask for line item transfer, a function they've done before.

Jeff Goff expressed confusion regarding the role of delegation, not understanding why the Delegation is focusing on line items, instead of the bottom line. "They cannot predict every expense, it's clearly absurd". He also reminded the Chair there was a motion on the floor not seconded or passed. (5:17)

Rep. Gottling feels the Delegations work on the budget figures has been worth waiting for.

Rep. Converse questioned if there were guarantees on the new health insurance rates? Mr. Chanis noted the rates are set annually in May and begin on the fiscal year, July 1st, so rates could increase or decrease.

**5:25 Motion: move to adjourn. Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

Respectfully submitted,


Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date signed: 8-29-08

Non Bargaining Unit Health Insurance Variables

Plan(s) Offered and % Contribution Amounts

See attached spreadsheet

\$250.00 One time payout for switching to Primex 10

As part of the transition to Primex 10, union employees were given a \$250 one time payment. There are currently 75 non bargaining employees who use our health plan. The total cost to pay \$250.00 to these employees is \$18,750.00

Rebate for Employees who do not take our insurance

The union contract increased the rebate to employees who do not take our insurance from \$40.00/month to \$200.00/month. There are currently 8 non bargaining unit employees who get the existing rebate. The additional cost for the larger rebate is \$15,360.00.

2 Employed Health Insurance

See attached spreadsheet

County Health Insurance Cost Comparisons 7/29/08

Primex 5 With Current Contribution Rate							
Plan	# Enrolled	%Cont.	Monthly Premium	Annual Cost	Emp Annual \$	County Annual \$	County Cost/Category
Single	23	10	659.31	7911.72	791.17	7,120.55	163,772.60
2 Person	28	16.5	1318.61	15823.32	2,610.85	13,212.47	369,949.22
Family	24	20	1793.49	21521.88	4,304.38	17,217.50	413,220.10
2 Emp/ 2P	2	8.25	1318.61	15823.32	1305.48	14,517.90	29,035.79
2 Emp/Fam	1	10	1793.49	21521.88	2152.2	19,369.69	19,369.69
						Total County Annual Cost FY 09	995,347.41

Primex 10 With Current Contribution Rate							
Plan	# Enrolled	%Cont.	Monthly Premium	Annual Cost	Emp Annual \$	County Annual \$	County Cost/Category
Single	23	10	591.4	7096.8	709.68	6,387.12	146,903.76
2 Person	28	16.5	1182.8	14193.6	2,341.94	11,851.66	331,846.37
Family	24	20	1608.77	19305.24	3,861.05	15,444.19	370,660.61
2 Emp/ 2P	2	8.25	1182.8	14193.6	1,170.97	13,022.63	26,045.26
2 Emp/Fam	1	10	1608.77	19305.24	1,930.52	17,374.72	17,374.72
						Total County Annual Cost FY 09	892,830.71

(102,516.7)

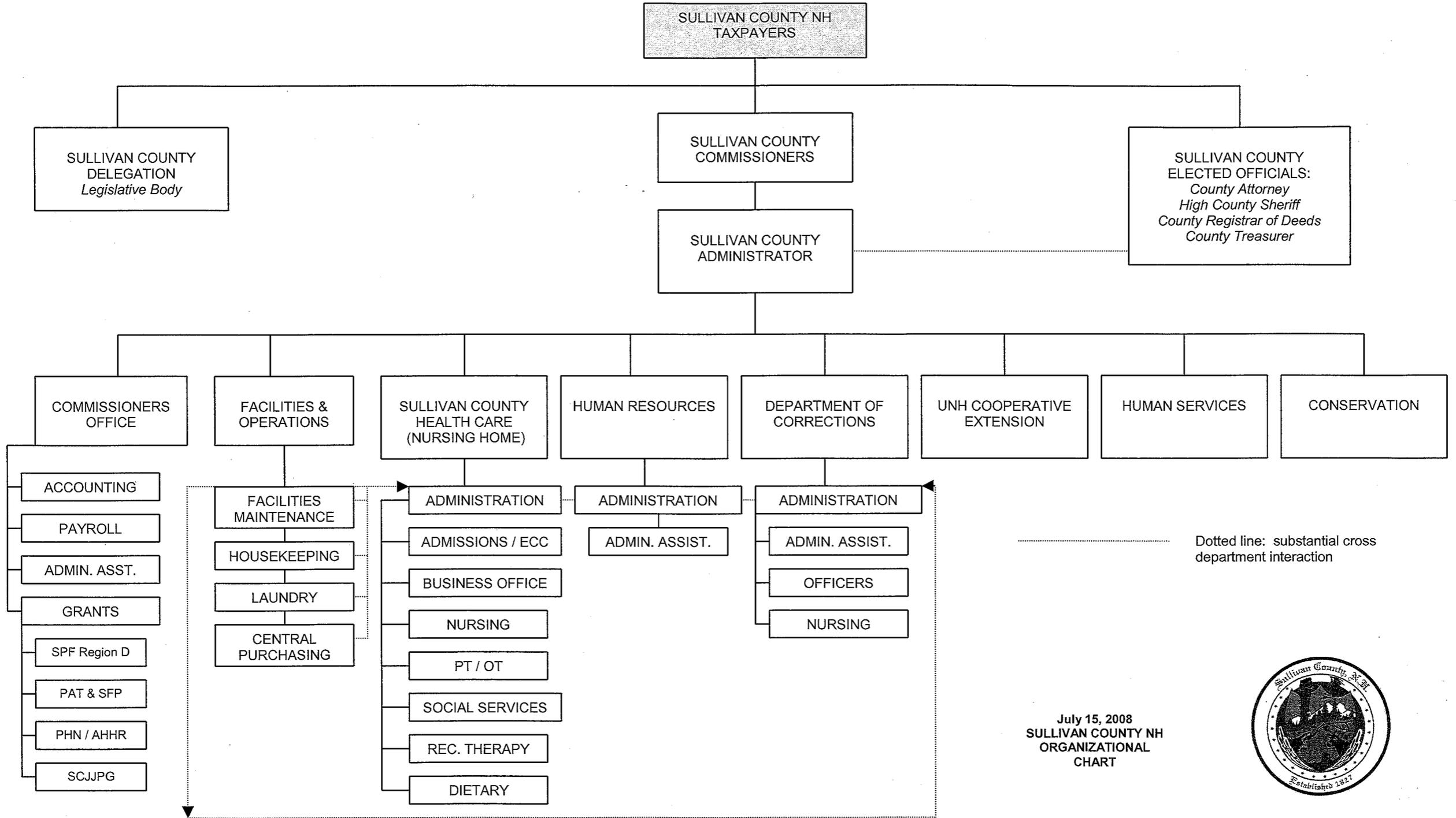
Primex 5 Matching County Annual Contribution with Primex 10							
Plan	# Enrolled	%Cont.	Monthly Premium	Annual Cost	Emp Annual \$	County Annual \$	County Cost/Category
Single	23	20	659.31	7911.72	1,582.34	6,329.38	145,575.65
2 Person	28	25	1318.61	15823.32	3,955.83	11,867.49	332,289.72
Family	24	28	1793.49	21521.88	6,026.13	15,495.75	371,898.09
2 Emp/ 2P	2	17.5	1318.61	15823.32	2,769.08	13,054.24	26,108.48
2 Emp/Fam	1	20	1793.49	21521.88	4,304.38	17,217.50	17,217.50
						Total County Annual Cost FY 09	893,089.44

Primex 10 With Contribution Rate to Match BU							
Plan	# Enrolled	%Cont.	Monthly Premium	Annual Cost	Emp Annual \$	County Annual \$	County Cost/Category
Single	23	20	591.4	7096.8	1,419.36	5,677.44	130,581.12
2 Person	28	20	1182.8	14193.6	2,838.72	11,354.88	317,936.64
Family	24	20	1608.77	19305.24	3,861.05	15,444.19	370,660.61
2 Emp/ 2P	2	20	1182.8	14193.6	2,838.72	11,354.88	22,709.76
2 Emp/Fam	1	20	1608.77	19305.24	3,861.05	15,444.19	15,444.19
						Total County Annual Cost FY 09	857,332.32

138,015.09

2

3



----- Dotted line: substantial cross department interaction

July 15, 2008
SULLIVAN COUNTY NH
ORGANIZATIONAL
CHART



Fiscal Year 2008

Grade	Hourly		Annualized 40		Percent Between Grades
	Minimum	Maximum	Minimum	Maximum	
1	\$ 9.23	\$ 13.84	\$ 19,196.68	\$ 28,795.02	
2	\$ 9.78	\$ 14.68	\$ 20,343.80	\$ 30,527.40	6%
3	\$ 9.98	\$ 14.97	\$ 20,765.19	\$ 31,136.08	2%
4	\$ 10.17	\$ 15.26	\$ 21,163.17	\$ 31,744.75	2%
5	\$ 11.40	\$ 17.10	\$ 23,714.92	\$ 35,560.68	12%
6	\$ 11.63	\$ 17.45	\$ 24,183.13	\$ 36,286.40	2%
7	\$ 12.79	\$ 19.19	\$ 26,594.42	\$ 39,915.04	10%
8	\$ 13.04	\$ 19.57	\$ 27,132.87	\$ 40,711.00	2%
9	\$ 13.30	\$ 19.96	\$ 27,671.31	\$ 41,506.96	2%
10	\$ 13.57	\$ 20.36	\$ 28,233.16	\$ 42,349.75	2%
11	\$ 14.11	\$ 21.17	\$ 29,356.87	\$ 44,035.31	4%
12	\$ 14.68	\$ 22.03	\$ 30,527.40	\$ 45,814.51	4%
13	\$ 16.15	\$ 24.22	\$ 33,594.19	\$ 50,379.58	10%
14	\$ 16.47	\$ 24.70	\$ 34,249.68	\$ 51,386.23	2%
15	\$ 16.80	\$ 25.20	\$ 34,952.00	\$ 52,416.30	2%
16	\$ 17.31	\$ 25.95	\$ 36,005.48	\$ 53,984.80	3%
17	\$ 17.65	\$ 26.47	\$ 36,707.79	\$ 55,061.69	2%
18	\$ 19.81	\$ 29.70	\$ 41,202.63	\$ 61,778.19	2%
19	\$ 19.81	\$ 29.70	\$ 41,202.63	\$ 61,780.53	0%
20	\$ 20.20	\$ 30.30	\$ 42,022.00	\$ 63,021.29	2%
21	\$ 22.22	\$ 33.33	\$ 46,212.49	\$ 69,318.74	10%
22	\$ 22.44	\$ 33.66	\$ 46,680.70	\$ 70,021.05	1%
23	\$ 22.67	\$ 34.00	\$ 47,148.91	\$ 70,723.37	1%
24	\$ 23.12	\$ 34.68	\$ 48,085.34	\$ 72,128.01	2%
25	\$ 23.35	\$ 35.03	\$ 48,576.96	\$ 72,853.74	1%
26	\$ 23.59	\$ 35.37	\$ 49,068.58	\$ 73,579.46	1%
27	\$ 25.94	\$ 38.92	\$ 53,961.39	\$ 80,953.80	10%
28	\$ 28.54	\$ 42.80	\$ 59,369.24	\$ 89,030.45	10%
29	\$ 35.71	\$ 49.24	\$ 74,281.78	\$ 102,421.30	13%
30	\$ 43.83	\$ 57.36	\$ 91,160.81	\$ 119,300.33	14%