

## Sullivan County NH

**Type of Meeting:** Board of Commissioners Public Meeting Minutes

**Date / Time:** July 6, 2004; 1:30 PM

**Place:** Newport - Remington Woodhull Complex -  
Commissioners Conference Room

*Public Meeting audio taped.*

**ATTENDEES:** *Commissioners* Rudolf Adler, Donald S. Clarke and Bennie Nelson; Ed Gil de Rubio - *County Manager*; Robert Hemenway - *Nursing Home Administrator*; Peter Farrand - *Human Resource Director*; Sharon Johnson-Callum (*minute taker*).

**PUBLIC ATTENDEES:** Randy Adams - Unity property owner.

1:32 The meeting was brought to order by Commissioner Chair, Rudolf Adler. All in attendance recited the Pledge of Allegiance.

### AGENDA ITEM NO. 1 MEETING MINUTES

**1:33 A motion was entertained to approve the June 1<sup>st</sup> public and non public minutes as typed.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Adler.**

**Discussion: None.**

**Voice vote: All in favor.**

**1:34 A motion was entertained to approve the June 15<sup>th</sup> public and non public minutes as typed.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Adler.**

**Discussion: None.**

**Voice vote: All in favor.**

**1:35 A motion was made to approve the June 23 tour of Department of Corrections / THU Open House.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Adler.**

**Discussion: Minute taker indicated the June 23<sup>rd</sup> minutes would be sent with the DOC Compliance letter if the letter was approved.**

**Discussion: None.**

**Voice vote: All in favor.**

**AGENDA ITEM NO. 2 DOC COMPLIANCE LETTER**

**POPULATION / CENSUS**

County Manager passed out the "Sullivan County Department of Corrections: Population Data" report. He discussed population data, currently a total of 77 which includes 67 in the main facility and 10 in THU. He also explained there would be another report he'd provide the Commissioners each meeting, which would be considered confidential as it contained matters which should not be discussed publicly.

*Commissioner Nelson joined meeting.*

**COMPLIANCE LETTER**

Comm. Adler read through the letter, which would be sent to NH State, confirming the Board of Commissioners surveyed the DOC facility, per RSA 30-B:12. (See compliance letter attached)

**1:40 A motion was entertained to approve the letter of compliance.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Voice vote: All in favor.**

**AGENDA ITEM NO. 3.B FAMILY DAY PROCLAMATION**

County Manager discussed a call the Commissioners Office received from a national organization asking if the Board of Commissioners would consider approving a proclamation for "Family Day", which was earlier faxed to the Commissioners. Minute taker handed out a copy of the proclamation. Comm. Adler passed around the suggested proclamation (See attached). General discussion commenced.

**1:45 A motion was made to approve the Family Day proclamation.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: County Manager confirmed Johnson-Callum would type up the proclamation and have ready for signature at next meeting.**

**Voice vote: All in favor.**

**AGENDA ITEM NO. 3.A RANDY ADAMS**

Mr. Randy Adams, a landowner in Unity, was present to ask permission of the Board of Commissioners to move an excavator over County property to reach property he recently purchased around the Marshall Pond area. He had intended to bring it in via another route, but was talked out of it by Ethal Jarvis. The route by the State salt sheds, which the County owns, is two miles longer but would suffice. He is building a right of way from the Spooner Road to his land. Adams discussed potential for quarrying on his property and the softwood left by two logging operations. He has talked to Jan (Heighes) and Ethel Jarvis regarding the clean up of the softwood and the quarrying. Adams proposed,

to the Board of Commissioners, trading land he owned by Marshall Pond, with County owned land by salt sheds. General discussion commenced.

**A motion was made to grant permission for Mr. Adams to drive the excavator, traversing across the County land.**

**Motion made by: Comm. Clarke.**

**Motion made by: Comm. Nelson.**

**Discussion: Commissioners requested Mr. Adams to contact the County Manager prior to the work.**

**Voice vote: All in favor.**

Board of Commissioners recommended Mr. Adams create a proposal pertaining to the land swap. Mr. Adams, along with a "partner", will discuss this issue and contact the County Manager.

#### **AGENDA ITEM NO. 4.A NURSING HOME REPORT/CENSUS**

Nursing Home Administrator, Robert Hemenway, handed out "Census as of: 6-Jul-2004", which illustrates the total beds @ 142 (Medicaid 113, Private 23, HCBC 1 and Medicare 5). It was noted private beds were 10 above budgeted number of 13 for FY 05. FY 04 was 14.

#### **AGENDA ITEM NO. 4.B NURSING HOME REPORT / SOFTWARE**

Administrator discussed the new Nursing Home software installed. Software will track residents incoming, to include statistics on where residents hear of the Nursing Home and indicate who may have referred them there. Software installation and training is going very well. All participants have been very excited about it. Julie Woodman will be able to discontinue manual financial spreadsheets as all is automated. Administrator will be checking with Dodi Violette regarding the Aging Report, if it is compatible with her reporting. Michelle, the representative from the software company, will be creating a timetable as to where she expects the Nursing Home to be. This software takes care of: Medicaid, Medicare, private and HCBC. The software company has web-based training.

#### **UNITY TAXES**

County Manager handed commissioners a purchase order just received at the Commissioners Office, from Nursing Home Business Office, for the taxes due July 6<sup>th</sup>. These taxes are levied for buildings and land at the Unity County Complex. Board of Commissioners signed the purchase order.

#### **STAFFING**

Administrator indicated a class for LNA's began today with eight. He also indicated interviews for a *Director of Admissions* position would begin soon. Commissioners questioned what the position was. He confirmed this was the "marketing position" they had discussed previously.

**AGENDA, , ITEM NO. 6 HUMAN RESOURCES REPORT**

**ADJUSTMENT OF PER DIEM RATES – AGENDA 6.C.**

Human Resource Director, Peter Farrand, handed out a sheet showing current per diem rates. He discussed his recommendations: LNA salary - increase from \$12.43 to \$13.00, LPN increase from \$17.30 to \$18.00 and RNA rate from \$21.04 to \$23.00. Farrand explained RNA's is where we spend funds with contract agencies. General discussion commenced. County Manager indicated they would continue to monitor for quality of resident care.

**2:28 A motion was made to increase Per Diem rates as follows: \$13.00 for LNA's, \$20 for LPN's and \$25 for RNA's.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Voice vote: All in favor. Unanimous.**

**SMOKING POLICY – AGENDA ITEM NO. 6.B.**

*Minute taker handed out copy of current County smoking policy. (See attached)*

County Manager discussed a memo to him from Hemenway, Hagar and Farrand requesting to make the County facilities, land and vehicles smoke free, plus to attain grant funds in order to accomplish the change. This policy would pertain to both staff and residents and would be County wide - to include both Newport and Unity County complexes. Hemenway recommended admissions start using the policy effective August 1<sup>st</sup>. County Manager confirmed the request was discussed at the County Department Head level and all are agreeable. Farrand and Hemenway indicated grant funds would help pay for smoking cessation classes and would include family members if the employee was covered by the County HealthTrust plan. Administrator pointed out Cheshire County is smoke free. General discussion commenced.

Board of Commissioners requested a DRAFT Non Smoking policy. County Manager will provide this to them, prior to the next meeting. Farrand will e-mail Johnson-Callum the policy to distribute to the Board of Commissioners.

**PERSONNEL POLICY RATIFICATION – AGENDA ITEM NO. 6.A.**

The County Manager pointed out the County personnel policy, titled *Sullivan County Employee Policy*, was approved by the Board at the June 1st meeting - with the stipulation to clean up grammar and spelling errors. Human Resource Director handed Commissioners a master copy. County Manager indicated changes were done as requested. County Manager thanked Farrand and his staff, Marc Hathaway, Janice Bryk and Sharon for their help on the policy. Farrand will distribute copies to all employees and will be discussing the policy in detail with all. Farrand discussed sexual harassment videos to be presented to employees and an improvement on the orientation program.

*Board of Commissioners signed the corrected Sullivan County Employee Manual effective July 6, 2004.*

**AGENDA ITEM NO. 7 COMMISSIONERS REPORT**

**WRDC / SEDS PROGRAM**

Comm. Nelson asked about WRDC funds in the FY 04 County budget. General discussion commenced. Clarke indicated WRDC - Bob Weaver submits invoices based on work he does and does not recommend paying out a lump sum. Commissioners upset that the Executive Finance Committee had not discussed with them that they would be proposing removing the WRDC funds from FY 05 budget during the Annual Convention. Adler suggested encumbering the FY 04 funds to pay invoices as they come in.

**AGENDA ITEM NO. 8. UPCOMING EVENTS**

July 7<sup>th</sup> Incentive Funds Meeting will be 9:00 a.m. in Unity at the Nursing Home Business Conference Room.

County Manager explained he had items, an employee complaint and a pending contract issue, which needed to be discussed in Executive Session.

**AGENDA ITEM NO. 9 EXECUTIVE SESSION**

**3:01 Motion made to go into Executive Session to discuss an employee complaint and non-labor contract.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Roll Call: Unanimous. All in favor.**

**4:25 Motion made to come out of Executive Session and adjourn meeting.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Voice vote: All in favor.**

*Respectfully submitted,*



*Bennie C. Nelson, Clerk  
Board of Commissioners*

*BN/s.j-c.*

**APPROVED**

*@ Jul 20, 2004 Meeting  
In Unity. SJC*