

Sullivan County NH

Type of Meeting: Board of Commissioners Executive Session Meeting Minutes.
Date / Time: June 21, 2005; 12:30 PM
Place: Unity Sullivan County Complex, Nursing Home, Business Conference Room

ATTENDEES: Commissioner Donald Clarke - *Chair*, Bennie Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio - *County Manager*; Peter Farrand - *Human Resources Director*; Courtney Marshall - *Nursing Home Administrator*; Sharon Johnson-Callum (minute taker).

12:30 The meeting was brought to order.

The County Manager confirmed the meeting was posted as an Executive Session for an employee termination. He indicated at about 9 AM this morning, it was confirmed, through reaching out to the Union, that a "last chance letter" would be issued. With this decision, the employee stays, but will automatically terminate and give up rights to appeal should something happen within a year probation period. Employee agreed to the decision. The Commissioners will receive a copy of the letter to employee.

12:33 *Ron McPhall, new County Food Service Director, entered room and was introduced to Commissioners.*

12:34 A motion was made by Commissioner Nelson to go into executive session per RSA 91-A:3.II.c., for a pending contract issue. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken and carried with all in favor.

The County Manager disbursed copies of Mr. McPhall's resume. The County Manager requested Mr. MacPhall to provide updates on procedures and food vendor status.

FOOD SERVICE POLICY / PROCEDURES

Mr. McPhall noted there were no policies and procedures manual in place. Accordingly, he'll be working on that concern.

FOOD SERVICE ORDERING

He noted they have three food service vendors in mind for purchasing.

FOOD SERVICE STAFFING

Fitz Vogt and Associates employee positions discussed. Mr. McPhall feels the County can pay less and find someone who does not have to travel far for dietician position. Cost and other issues of Fitz Vogt & Associates contract discussed. Mr. Farrand discussed characteristics of the person they would want in the Assistant Food Service position: strong weekend manager, have

good rapport with both nursing and dietary departments as they would spend a good deal of their time as liaison. Mr. McPhall discussed moving to decentralized dining. County Manager suggested Commissioners visit one of the Genesis facilities for the dining set up. Commissioners requested a cost analysis. Mr. Marshall indicated Genesis can provide the policy and procedures book for Dietary, as they did with Environmental Services. Mr. Marshall confirmed nursing will be closely involved with working with McPhall on the fine dining. Mr. Marshall indicated he was for an in-house food services department, rather than contract. He feels the contract is redundant spending. McPhall will have his ideas ready for July 5th Board meeting. Mr. Marshall noted the more acute population there is, the more you need a dietician in-house.

The County Manager will attain copy of Fitz, Vogt and Associates contact for the Commissioners.

12:59 Ron MacPhall left the meeting.

1:00 A motion was made by Commissioner Jarvis to come out of Executive Session. Commissioner Nelson seconded the motion. There was not discussion. A voice vote was taken and the motion carried with all in favor.

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.