

## Sullivan County NH

**Type of meeting:** Board of Commissioners – Special Meeting

**Date/Time:** Monday, June 25, 2007; 2:30 PM

**Place:** Newport – Remington Woodhull County Complex  
14 Main Street, 1<sup>st</sup> Floor Commissioners' Conf. Room

**Attendees:** Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk*; Ed Gil de Rubio - *County Manager*; Peter Farrand – *Human Resource Director*; Greg Chanis – *Facilities & Operations Director*; Michael Pulling – *HCMA President*; Sharon Johnson-Callum (minute taker).

---

2:38 The Chair brought the meeting to order.

The Board discussed holding more Sullivan County Health Care meetings, and discussed good dates, and a time, for a family forum to discuss with resident families the changes occurring.

### SULLIVAN COUNTY HEALTH CARE ADMINISTRATION/PERSONNEL

2:39 A motion was made, by Commissioner Barrette, to go into Executive Session for a personnel/contract issue per RSA 91-A:3.II.c. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.

3:50 A motion was made, by Commissioner Barrette, to come out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

3:51 *Mr. Chanis entered the meeting.*

3:51 A motion was made, by Commissioner Barrette, to authorize the County Manager to negotiate an interim consulting contract with LandMark Health Solutions for period of art July 1 and to go to December 31, 2007. Commissioner Nelson seconded the motion. No discussion. A voice vote was taken. The motion carried, unanimously.

### FACILITIES AND OPERATIONS: RENOVATIONS

Mr. Chanis discussed renovations of the entrance area at the nursing home and distributed packages to the Board regarding the schematics, Skibler professional design sketches, master schedule of the work evolving and quotes. They are working towards a cohesive look within the building, and he showed the Board the book that Phyllis Skibler compiled of material for furniture, wallpapers, window treatments, etc. Mr. Chanis also distributed a more detailed, updated, cost sheet. Commissioner Nelson asked about doing the

furniture in a different year. Mr. Chanis confirmed these, and the other projects, were already budgeted and included in the expenditure surplus. Mr. Chanis confirmed getting to this point with design and costs, approximately \$90,000, has taken this amount of time; he noted, as a manager, for the last three years, he's operated where they've not put off, but back loaded the capital budget - where they haven't done projects all at the beginning of the year to see how things look financial wise towards the end of the year. He discussed how the projects were reviewed in the fall with a committee and re-prioritized; it made more sense to complete the ground floor, and to continue by floor. Commissioner Barrette indicated this project psychologically shows they are making an investment, making improvements externally and internally, and moving forward, and feels, not only externally to citizens, but internally to employees, it's important to proceed with. Still on target with Mr. Graham's forecast for overall budget.

#### PROSHARE AND MQIP

Mr. Gil de Rubio spoke regarding a 10:10 a.m. e-mail from Jim Fredyma regarding ProShare estimates, which the State is deducting \$175,000 from ProShare – details are shown on the six – seven page spreadsheet. He noted they planned on receiving \$747,000, the County budgeted approximately \$650,000 and they've now been notified they will receive only \$474,793. Mr. Gil de Rubio shared this e-mail with the Executive Finance Committee members this morning. Mr. Gil de Rubio noted MQIP is separate, and is unsure the amounts.

**4:10 A motion was made, by Commissioner Nelson, to go ahead with it [the remodeling project]. Commissioner Barrette seconded the motion. Discussion – Commissioner Jarvis requested a detailed cost break down. A voice vote was taken. The motion carried, unanimously.**

#### OUTSIDE AREA FROM ACTIVITIES ROOM

Commissioner Jarvis indicated one resident commented the other day they are unable to visit the area outside of the Activities Room, unescorted, as there is no fence. She would like to see some type of fence put up. Mr. Chanis confirmed, as they were meeting here, there is a 42" fence being placed behind the new plants. Their plan is to build an arbor with a gate on the walkway that goes to the road. The group discussed reinstalling a motion sensor light, for the automatic door opener. Commissioner Nelson requested he work with Ms. Smith and Mr. Wojtkiewicz so that it does not interfere with quality of care issues. The group will discuss, at a later meeting, holding a ribbon cutting around Labor Day for the newly remodeled project and landscape improvements.

#### MACCONNELL UNIT KITCHEN

Commissioner Jarvis commented on the extreme heat in the MacConnell Unit kitchen and requested Mr. Chanis to look into some type of air conditioning. Mr. Chanis noted the large machinery currently in the small space is creating the extreme heat emissions and discussed with Mr. McPhall about removing the ice machine to reduce the heat emissions. He noted they could also do some type of portable exhausted air conditioning unit and will check into this.

4:16 *Captain John Milliken entered the room.*

THE MEADOWS AT SULLIVAN COUNTY

He spoke regarding the modest budget for The Meadows in FY 07: \$21,000 for the architect and \$10,000 for printing/mailing/advertising. They put the information out in front of people, held three different forums in May and received one (1) priority deposit, with a possible second one pending. The group discussed a more aggressive, professional marketing/advertising strategy. Mr. Pulling is convinced there is still a market and interest in the project, but they run out of money and were unable to hold further forums. Mr. Pulling pointed out the increased "noise" - negative press, and general things in society such as a flattening of the housing market and war in Iraq is drawing the attention of people. They need to: advertise through radio and ads, set up a Board which can focus on marketing, retain a good marketing firm and plan, hold more informational forums at the Ahern - to include lunches. Mr. Pulling briefly discussed other projects he was working with and their market strategies and budget. Mr. Gil de Rubio requested Mr. Pulling to create budget.

4:29 *Mr. Pulling left the meeting with Mr. Chanis.*

**4:30 A motion was made, by Commissioner Barrette, to go into Executive Session for interview purposes [per RSA 91-A:3.II.c.]. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

**5:45 A motion was made, by Commissioner Barrette, to come out of Executive Session and adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,*



*Jeffrey Barrette, Clerk  
Board of Commissioners*

*JB/s.j-c.*