

Sullivan County NH

Type of Meeting: Board of Commissioners - Public Meeting Minutes

Date / Time: Tuesday - October 19, 2004 - 1:30 PM

**Place: Sullivan County Unity Complex/Nursing Home/1st Floor
Activities Room**

ATTENDEES: Comm. Rudolf Adler, Donald Clarke and Bennie Nelson (arrived later); Ed Gil de Rubio - *County Manager*; Greg Chanis - *Facilities & Operations Director*; Bonnie Rivard - *Director of Nursing*; Scott Hagar - *DOC Superintendent*; Sharon Johnson-Callum (*minute taker*)

PUBLIC ATTENDEES: Nursing Home residents, Kristen Senz - *Eagle Times Staff Reporter*, Bard Flanders - *Unity Conservation Committee*.

1:31 Meeting brought to order by Commissioner Chair, Rudolf Adler. The Pledge of Allegiance was lead by DOC Superintendent, Scott Hagar.

AGENDA ITEM NO. 1 MEETING MINUTE REVIEW

1:32 A motion was made to accept the public and non public meeting minutes of Oct 12th as typed.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Adler.

Discussion: None

Voice vote: Both Commissioners approved.

AGENDA ITEM NO. 2 PUBLIC PARTICIPATION - BARD FLANDERS / CONSERVATION EASEMENT

Mr. Flanders thanked the Board of Commissioners and County Manager for including the Unity Conservation Committee in their Sep 21st tour of County lands. He indicated his purpose today was to encourage the Board of Commissioners to support a *conservation easement* on the Judkin's property, one of the properties owned by the County in Unity. He stated he spoke to Comm. Nelson during the property tour, and was given the impression the Board may be open for discussions, if some type of monetary value was exchanged. Comm. Adler asked what the Unity Conservation Committee saw as an advantage of placing a conservation easement against the land, vs. the County holding it for the public. Flanders feels the potential is there for a large quantity of land to be held in open range, along with neighboring property, avoiding someone, down the road putting in an airport or development of some type. Adler explained the Board of Commissioners has no authority to dispose of County property, that it requires a lengthy process, and would include the County Delegation. Comm. Clarke explained part of the process would include the interested party doing an appraisal of property with and without an easement - with the difference representing value the County would lose. The Board explained they could not, of good consciousness, give up something of value to one single town without the other towns in Sullivan County benefiting or being on board. The Board discussed how the easement was brought up with the previous Board, that the Delegation authorized the current Board to sign but at the last minute a different draft appeared before the Board without allowing them time to

review it. Flanders and Clarke discussed the state process of land appraisals. Clarke suggested Flanders begin with the appraisal, bring back the information to the Board and they would bring the proposal before the Delegation. Adler interjected he approved of an easement in concept, but did not see a lot of pressure for the land to be developed. Minute taker asked if the Board had a copy of the current easement in question and asked if the easement Ethel Jarvis presented in 2000 was the one they were discussing. Commissioners indicated another draft was presented at a later date.

AGENDA ITEM NO. 3 DOC REPORT ON INMATES RULES

DOC Superintendent, Scott Hagar, distributed the DOC report on inmate's rules. The rules were designed for county employees in charge of supervision of inmates. Hagar led the Commissioners through the proposed policy. He noted, even employees with indirect contact would be made aware of certain rules and regulations of the inmates. Hagar indicated there is room for improvement with inmate conduct and feels this policy will help. Food Services Director, then Facilities & Operations Director, and finally DOC Superintendent will review food service incidents involving inmates. They created a Power Point presentation for Supervisors. Orientation will begin in November. They need to choose the date and time to begin the training for Departments Heads and who will attend the first class. Comm. Nelson asked how employers of work release inmates were notified of the (inmate) rules. Hagar verified tentative employers are provided a package. Hagar indicated he would provide a copy of this (package) at the next meeting.

County Manager suggested the Commissioners review the guidelines and make a decision at the next meeting in Newport.

1:59 A motion was made to put it (inmate rules policy) on the agenda for the first meeting in November for Board to ratify.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: Commissioners requested any changes to the policy be e-mail to them.

Voice vote: Unanimous. All in favor.

Comm. Adler invited Scott Hagar to speak at the next Officer Academy graduation in Concord. Hagar confirmed CO Terry Hackett and CO David Siani would be attending the academy, a four-week training, with the graduation on November 12th in Concord. Comm. Nelson and Clarke confirmed they would like to attend also.

Superintendent Hagar discussed safety training events they will be holding and will extend the invitation to the workshops to other public municipalities, town / city emergency divisions. He discussed a recent training session with Unity Fire Chief and indicated Johnson & Dix donated lp gas for. Hagar is in the process creating training needs assessment, in order to do their 2005 Training Calendar.

DOC Statistics

Sentenced side average; 11 THU; 6 Electronic monitoring. New training uniform implemented.

AGENDA ITEM NO. 4 NURSING HOME REPORT

As Hemenway was not available, the Director of Nursing, Bonnie Rivard, provided the Nursing Home Report.

STAFFING

Ms. Rivard indicated the new Admissions Coordinator, Gail Bicknell, is on board. Bicknell traveled to Dartmouth with the Social Services Director, Sarah Noble, receiving a very positive outcome. Bicknell indicated to Hemenway, Dartmouth has 30-40 discharges per day and they are anxious to work with her. Rivard continued indicating staffing is at a minimum. They are trying not to use contract staff unless there is going to be actual harm to resident if a position is not filled. Rivard explained the 3-11 shift is the most difficult to staff. They have hired two new LPN's, working at least 36 hours per week, plus they rehired a Per Diem nurse. County Manager explained to the Board of Commissioners that he receives weekly reports regarding contracting nursing from Hemenway. Reports reflect the dollar amount has fallen so they are making a conscious effort to tighten expenses.

FLU SHOTS

Rivard indicated the flu shot vaccines had not been received at the County Nursing Home. Count Manager pointed out elderly residents in Nursing Home had not received dosages, yet the State employees in Newport received their shots a week ago. Rivard confirmed there was anti viral medication available for residents to prevent pneumonia, which she'll be looking into.

CENSUS

Commissioners reviewed the Nursing Home census as of 19-Oct-2004 Report. Report shows: Medicaid Filled Beds – 109, Private Pay – 28, HCBC – 1, Medicare Filled Beds – 6, Private Insurance – 0, Vacant Beds – 5, Licensed Beds – 156. Rivard pointed out the Private pays are high with this being the “luck of the draw”. Adler asked to break down private pay: how many will convert to Medicaid in 6 mos. He wants a handle on this, as it is obvious it has a budgetary impact.

AGENDA ITEM NO. 5 FACILITIES & OPERATIONS

Facilities Management Update Oct 19th package handed to Board of Commissioners, County Manager and Kristen Senz - Eagle Times Reporter.

Director of Facilities & Operations, Greg Chanis, provided:

- A general overview of conditions - small repairs and large unbudgeted repairs, one large repair on water line from Marshall Pond to Nursing Home - looked like large back hoe tooth damaged it but was unable to prove anything on that situation; replacement of commercial dryer in laundry - repair costs would have been several thousands so decided to purchase; plan to replace appliances with identical units so that parts to repair will be more available; generator control board for MCU.
- HVAC Inventory by Economy H&C - unit ventilators in neglected condition are the biggest issue. Control Tech came in to see if they could utilize the same control wiring system.

- Upcoming roof repairs - discussed flat rubber roof estimate and contract work to begin next week by Kierston & Son's on the Nursing Home roof and they will be providing quote on the Ahern Building; per Commissioners request Chanis will check standing seam roof prices for the Ahern Building.
- DOC boiler issues – Two boilers for a number years have been leaking through the plate - Combustion Services did repairs and put tool through cast iron side therefore, only one boiler is in operation. In process of pricing out replacement, which County Manager indicated would take 6-8 weeks. County has on hand an emergency telephone number to call for stand in boiler if required. County Manager will do price line for Commissioners on what is needed - may have to go for inter fund transfer to help this situation. Commissioner Adler discussed availability of contingency fund too.
- Master Planning for Land Use - discussed potential list of members. Group discussed including the youth factor into use of land and provided suggestions on who might be good to participate. Adler suggested calling State Resources and Economic Development to discuss use for trails. Clarke indicated he did not have any names for the building use side.
- Chanis indicated all HVAC equipment has been labeled and categorized with name/model/maintenance and they will be creating an over all directory.

AGENDA ITEM NO. 6 COUNTY MANAGER REPORT

SOFTWARE PACKAGE UPDATE

County Manager, Ed Gil de Rubio, indicated November 8th is the anticipated installation date for the new County accounting software package. He indicated they would be meeting with Jeff and Janice Graham, the recommended independent accountants Frank Biron of Melanson & Heath had given to him after the County Auditors Exit Interview. The Grahams are located in VT and have done twenty computer conversions with municipalities and school districts in the area. County Manager will be reviewing the Management Letter with the independent CPA's and will be drafting a response. Elected Officials will receive something in writing soon. Comm. Clarke asked if there was enough memory to run a parallel server. County Manager indicated a line would be run from the Commissioners' Office to the Records Building (Cooperative Extension / Conservation Offices) to include them in the new software accounting.

NEWPORT BUILDING

On Nov 1st at 10 a.m., a contractor will begin insulating the County side of the Newport Remington B. Woodhull County Complex at 14 Main Street.

WRDC

Bob Weaver will bring O'Shane, of DRED, around and will be in touch with the County Manager and Board of Commissioners.

AGENDA ITEM NO. 7 COMMISSIONERS REPORT

HOUSE SENATE FISCAL COMMITTEE – Comm. Clarke remarked that the House Senate Fiscal Committee would discuss putting in money to do MQUP.

DOC NOTES

Comm. Nelson indicated he has received compliments from people very impressed with the professionalism currently shown at the DOC. He indicated he also received a comment from a religious group in Croydon wanting to do a gospel outreach for inmates at the DOC, but has not received any response. County Manager will check into this.

NEXT COMMISSIONER BOARD MEETING

Minute taker reminded the Board, due to the Elections and the Newport Building being closed on November 2nd, Tuesday, the Boards next meeting will be Nov 4th, Thursday in Newport @ 1:30 p.m.

OCTOBER 28TH ROTARY CLUB BREAKFAST

It was mentioned the Commissioners had been invited to the Charlestown Rotary Breakfast on October 28th @ 7:30 by Delegate Phinizy.

3:03 Motion made to adjourn meeting.
Motion made by: Comm. Clarke
Motion seconded by: Comm. Nelson.
Discussion: none.
Voice vote: Unanimous. All in favor

Respectfully submitted,

Bennie Nelson

Bennie Nelson, Clerk
Board of Commissioners

BN/s.j-c.