

BOC

Regular Meeting of the
Hillsborough County Board of Commissioners

December 27, 2006
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session
(Not Official Until Approved by the Board and signed by the Clerk.)

Present: Comm. R. Charbonneau, Comm. C. Holden, Comm. T. Pappas, R. Mercer, J. MacDonald, J. O'Mara, B. Moorehead, D. Fredette, E. Robinson, G. Wenger, and R. Pomroy.

Comm. Holden noted that Comm. Charbonneau was delayed and that the Commissioners present would proceed with business until she arrived.

1. Pledge to the Flag

Comm. Holden called the meeting to order at 9:14 A.M. She then led those present in the Pledge to the Flag.

2. Minutes

Comm. Holden inquired on the status of the minutes of the Board of Commissioners Meeting on December 13, 2006, and December 15, 2006, to which Mr. Wenger stated that they were in draft form and would be available for the Board's next meeting. He noted that they were rather lengthy due to the extent of the grievance matters.

3. Business Office

Approval of Payroll Register

Motion: To approve Payroll Register dated 12/14/2006 in the amount of \$1,015,791.18 subject to review and audit. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Approval Accounts Payable Vouchers

Motion: To approve Accounts Payable Register dated 12/16/2006 in the amount of \$1,992,742.01 subject to review and audit. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Mr. Moorehead joined the meeting at this time.

4. Nursing Home

Census

Mr. Moorehead was recognized. He informed the Board that the census at the facility as of December 17, 2006 was 275, of which 221 were Medicaid, 33 were Private Pay, and 21 were Medicare Part A. He noted that the numbers are down total census wise but they are still on the positive as far as the quality mix is concerned.

Request for Position Change - Rehabilitation

B. Moorehead informed the Board that he forwarded a proposal to change a therapy position from part time to per diem. Following a brief discussion Comm. Holden noted that the Board had not received the proposal and suggested taking a brief recess to make copies.

Motion: To go into recess. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

The Board went into recess at 9:18 A.M.

The Board came out of recess at 9:19 A.M.

Motion: To come out of recess. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

Mr. Moorehead informed the Board that due to difficulties in hiring a replacement for a full-time Certified Occupational Therapy Assistant (COTA) who resigned in August, he was requesting that a part-time Physical Therapist position be changed to a per diem Occupational Therapist. He noted that this position would provide additional in-house coverage rather than relying on outside wages. He noted that the OT wages would be reimbursed, most if not all through Medicare Parts A and B, and that the budget would be able to absorb the request if approved. He noted that it has been difficult filling the part-time PT position, which is at .35 FTE or 14 hours per week and the request is to change the position to a .35 FTE-14 hours per week Per Diem OT position. He noted that the facility is almost at full staffing levels for the census regarding Physical Therapists and PT Assistants; however, the facility is not there with Occupational Therapy. He noted that there is still a full-time COTA slot open.

Motion: To approve a change within the Rehab Department of the Hillsborough County Nursing Home, the position change involves moving from a part-time Physical Therapist FTE .35, 14 hours per week to a per diem Occupational Therapist .35 FTE, also 14 hours per week, and it was due to the fact that Mr. Moorehead has been unable to replace the full time COTA, noting there is money in the budget and would be reimbursable through Medicare A and B. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

MDS Coordinator Job Description

Mr. Moorehead informed the Board that he was requesting to change certain responsibilities within the position of the MDS Coordinator. He noted that during the F/Y 2007 budget, an RAI Coordinator position was added and this position oversees the MDS Coordinator plus the two Assistant MDS Coordinators. He noted that he felt it was unnecessary to have a four-person department with two supervisors, and his request would remove the responsibility of supervision from the MDS Coordinator to the RAI Coordinator. He noted that the draft job description before the Board had previously been accepted by the Chemical Workers on December 15th noting that the position would be within that contract. Comm. Pappas inquired if the Board would have to make a motion to approve the change, to which Mr. Moorehead stated that no approval would be necessary because the title would not be changed. Mr. Wenger noted that the positions have been approved and that the request addresses administrative functions within the job. The Board acknowledged its support for Mr. Moorehead's request and the administrative change.

5. Department of Corrections

Mr. O'Mara was recognized. He informed the Board that the census at the facility on December 21st was 531. He noted that on the men's side 157 were sentenced, 318 were pre-trial, and 1 was being held for the State for a total of 476 men. He noted that on the women's side there were 16 sentenced and 39 pre-trial for a total of 55. He noted that on Christmas Day there were 18 sentenced inmates nearing their release date that were released into the community for the purpose of rehabilitative contact with their families. He noted that all 18 inmates came back, and there was an incident involving one inmate who came back with a blood alcohol level of .08. He noted that this is the first incident in recent memory of any issues regarding any Thanksgiving or Christmas release. He stated that Hillsborough County is the only county in the State that provides this rehabilitative program.

Bid # FY06-67: White Bed Sheets (Flat)

Mr. O'Mara presented bid # FY06-67 for flat white bed sheets. He noted that the lowest bidder meeting specifications was Textile Sales of Baltimore, MD in the amount of \$20.91 per dozen.

Motion: To approve bid # FY06-67 for White Bed Sheets (Flat), the lowest responsible bidder was Textile Sales of Baltimore, MD in the amount of \$20.91 per dozen. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

6. Old/New Business

Mr. O'Mara informed the Board that the County received a request from a citizen of Goffstown to trap on County land. He noted that per County Policy people can passively recreate on County Land and hunting is not prohibited. He noted his understanding that trapping is considered less dangerous than hunting. He noted that Mr. Gauthier requested the permit for trapping on County Land be signed by the County and that his reason for requesting this is that due to the beaver population he noticed a change in the river's direction. Following a discussion the Board inquired if there would be a profit made from the trapping, to which Mr. O'Mara stated that he did not know and would further inquiries and bring the matter back for the Board's consideration.

Comm. Holden suggested discussing the Administrative Reviews during non-public session. She inquired if Mr. Wenger had a preference to when the non-public session request for the Business Office would be discussed, to which he replied that he did not.

E. Robinson joined the meeting at this time.

Human Services

E. Robinson was recognized. She informed the Board that she had information and documentation regarding various questions that were asked of her at previous meetings regarding operations within her department.

Comm. Charbonneau joined the meeting at this time.

Ms. Robinson informed the Board that the Family Intervention Program began in 1993. She noted that the program began prior to her employment at Hillsborough County and that it was she and K. Giacomponello who wrote a grant for a CHINS intervention program, modeled after a program in Strafford County. She noted that Strafford County's program was different in that it was an office-based program, and she felt that in developing the program it would be much more effective in Hillsborough County if it were home-based. She noted that prior to when the grant was approved she had become the Director of Human Services and upon the approval of the grant one social worker was hired. She noted that a second social worker was hired the following year; a third was hired two years later and a fourth in 2002, when services were expanded to the Manchester area. She noted that last year the program served 175 juveniles and their families, for a total 300 children at a cost of \$164,730.00. She stated that the intent of the program has remained the same, to prevent court involvement and the placement of youth. She noted that though it is difficult to measure quantitatively the effectiveness of the program, the specific information was included in the document before the Board as well as the letters in support of the program.

E. Robinson informed the Board that typically when a youth is involved in the court he/she is placed on probation with some type of home-based service. She noted that the program provides a home-based therapeutic service very similar to a service provided by both family strength and child and family services. She noted that those programs cost \$56.24 per day with a minimum order of 90 – 120 days. She noted that the cost of the service for 120 days is \$6,748.80 of which the County's share would be \$1,687.20. She stated the same program provided by Hillsborough County rather than the Court would cost \$1,410 with the County's share being \$710.00. She noted that if a court order is avoided, the County could save approximately \$1,000 per case, and that the County would also avoid costs relating to attorneys. She noted that if an attorney is appointed at the cost of \$1,000 for each child at 130 children, the cost would be \$216,710 for the court issued program plus \$32,500 for attorney fees, for a total cost to the County of \$249,210.

E. Robinson informed the Board that the County would save approximately \$100,000 by continuing with its own program with the reduced services. She noted that if placements were included the cost would be significantly increased. She stated that children running away from home and truancy would be a reason for placement and that last year it was estimated that 100 of the 174 youths were likely to be placed. She noted that the placements could range in costs of \$69 per day for the Webster House to \$747 per day. She noted that the typical placements are in Shelter Care for 90 days at a cost of \$237 per day, or to YDC at \$370 per day. She stated that the placement at YDC for a year costs \$135,000, and that the placement at Shelter Care, which is limited to 90 days, would cost a total of \$21,392. Comm. Charbonneau inquired if the County's share is included in the cost of the \$135,000 or if that was excluding the County's Share, to which E. Robinson noted that that amount is excluding the County's Share. E. Robinson noted that the children that are estimated to be placed are placed at Shelter Care, the cost to the County would be \$533,250, and if they would be placed at the detention unit for 45 days the County's share would be \$356,625. She then noted that if the youths were placed at YDC for a four month stay the cost to the County would be \$1.1 million.

Ms. Robinson informed the Board that by reducing court involvement and placement, the State could save \$2.3 million annually and the County could save \$575,000 annually, noting that the County's program would cost \$164,730. Comm. Holden inquired if the \$164,730 would be the County's share from the incentive funds, to which Ms. Robinson replied, yes. She then noted that the document included the Family Intervention Rates, the Generalized Foster Care Rates, and all of the In-State Rates; however, they do not show the new rates at YDC. Comm. Charbonneau noted that the information is good and the County should be looking into saving money where possible while providing quality services.

Registry of Deeds

J. MacDonald was recognized. She informed the Board that the volume was still low, 20-25% lower than it was last year. She noted that she did not believe that the volume would bottom out but it has gotten very low. She noted that across the nation, building is down by 18% and foreclosures are up 300%. A discussion ensued.

County Treasurer

D. Fredette was recognized. He informed the Board that this was the first year in his experience that all Tax revenue from the cities and towns was collected on time. He noted that the money would be invested by the end of the week. A discussion followed and the Board expressed its gratitude to the cities and towns for making prompt payment.

Comm. Holden noted that she had the report from the NACo Board of Directors. She noted that the NACo dues would be going up 8% this year, which equates to \$68.00 for 9 out of the 10 counties, the exception being Coos County. She noted that last year when the Hillsborough County dues first came out they originally raised the dues approximately \$5,000.00. She noted that this happened because they neglected to grant Hillsborough County the special status for being in a state that has counties with limited authority. A discussion followed regarding the increase in rates.

Comm. Holden noted that during the 1st quarter of the State Fiscal year, the Bureau of Elderly and Adult Services received \$391,284 in prescription drug rebates for the expenditures, and the current rebate for Hillsborough County translates into an aggregate return of \$97,821.00.

Comm. Holden noted that the NHAC Executive Committee has changed this year with the by-laws that were adopted at the '05 meeting. She noted that the Executive Committee Article VI.2 "The Executive Committee shall be comprised of 5 elected or appointed County Officials or their Designee from an active County Member as defined by article IV.4 for a total of 50 members. NHAC Officers or past Presidents are not counted as part of the 5 members; for a total of 50 members-7 Association Offices, and all currently elected or appointed members who were a past president of the Association." She noted Comm. Pappas would be on as a past President and she is an Officer. She

noted that Hillsborough County would have six members. A discussion followed. Comm. Holden noted that she was not sure how many times the Association would be meeting this year. She noted that there is a meeting of the Executive Committee on January 5, 2007. She noted that the Board of Commissioners would meet to organize on January 10, 2007. Comm. Charbonneau noted that all members should participate in the meetings. A discussion followed.

Mr. Wenger informed the Board that Chief Deputy Durette presented at the last meeting the acceptance agreement for the LETPP Portable Radios. He noted that the Board did not take any action in lieu of further information. He stated that A. Durette provided the information as requested. The Board did not take action where no one was present on behalf of the Sheriff's Office.

7. Public Comment on Agenda Items

No members of the public were available for comment.

8. Non-Public Session

Motion: To go into non-public session with the Department of Corrections under RSA 91-A: 3 II (a) for the Business Office. Comm. Holden, yes; Comm. Charbonneau, yes; Pappas, yes. Motion carried.

The Board went into non-public session at 10:10 A.M.

The Board met with Mr. Wenger who advised it regarding an employee's request to extend vacation under policy 2-2B which he anticipated presenting for the Board's ratification. The Board did not take any action.

The Board came out of non-public session at 10:22 A.M.

Motion: To come out of non-public session. By Comm. Holden, second by Comm. Pappas. Motion carried all three Commissioners expressing their support.

Motion: To go into recess. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

The Board went into recess at 10:22 A.M. and attended the celebration for the renovation of the Bouchard Building.

Motion: To come out of recess. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

The Board came out of recess at 12:19 P.M.

Comm. Holden noted that 5 appointments were needed for the Executive Committee of Association of Counties. Comm. Pappas offered the following list the names for nominations: Ellen-Ann Robinson, Judith MacDonald, Bruce Moorehead, Gregory Wenger and Comm. C. Holden.

Motion: To approve the members of the Executive Committee as nominated. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Comm. Holden noted that the next order of business would be to recommend someone for nomination from Hillsborough County to the Legislative Committee. Comm. Holden nominated Comm. Pappas. Comm. Pappas inquired if the nomination should be held off until the new commissioner is present, to which Comm. Charbonneau stated that the nominations must be available for the Executive Committee on January 5th. A discussion followed.

Comm. Charbonneau noted that there are 5 committees that Hillsborough County should have representation on: the Finance Committee, YDC, the Legislative Committee, the Certification Board, and the UNH Cooperative Extension Advisory Board. Comm. Charbonneau noted that it is also important to have a representative on the Commissioner's Council. A discussion followed regarding the committees, their responsibilities and their schedules. Comm. Pappas noted that she would gladly accept a nomination for the Legislative Committee and the Certification Board. Comm. Holden noted that she would accept nomination to the State/County Finance Committee and to YDC. Comm. Pappas noted that Comm. Clemmons could possibly be nominated to the UNH Cooperative Extension Advisory Board since their meetings are in the evening.

Motion: To nominate to the Legislative Committee, Comm. T. Pappas; to the YDC, Comm. C. Holden; to the State/County Finance Committee, Comm. C. Holden; to the Certification Board, Comm. T. Pappas; and to authorize the Chair to sign on behalf of the Board. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

Comm. Holden stated that the Emergency Management Statute would have to be discussed. She noted that someone must be appointed to represent the County in the case of a pandemic flu. She also noted that someone must be appointed the Director of Emergency Management. Mr. Wenger noted that the position defaults to the Chairman of the Board of Commissioners when no one else is appointed. He suggested that ultimately, the Board of Commissioners and the Chair of the Board are responsible for Emergency Management and that consideration should be given to filling these positions as the ultimate responsibility falls to the Commissioners. Comm. Charbonneau noted that she feels the decision for this should be made after the first meeting with Comm. Clemmons.

Comm. Holden inquired on the status of the Sheriff's Office Interagency Radio Agreement, to which Mr. Wenger informed the Board that to his knowledge, all of the changes requested were incorporated and the document is in the possession of the Sheriff. Mr. Wenger informed the Board that the initial agreement presented to the Board of Commissioners was inconsistent with the motion by the Goffstown Board of Selectmen. He noted that the Board of Selectmen had made a motion to change the date in article 10 as noted by the Board of Commissioners. He also noted that comments from the Board of Commissioners were provided to the Sheriff's Office regarding corrections and changes to the document. He stated that to his knowledge the Board of Commissioners has not been holding up the agreement and that at this point it is waiting for the correct document for it to consideration. Comm. Charbonneau noted that the Board should sign all contracts prior to execution by anyone else because the Board of Commissioners has the fiduciary responsibility for the County. Comm. Holden noted that the Board should be aware of any Mutual Aid agreements. G. Wenger noted that the Mutual Aid Statute requires the Board to approve any mutual aid provided by the County.

Comm. Charbonneau noted that the Federal Government would be looking to distribute funds to support the programs regarding the pandemic flu planning. She noted that the Board must continue reviewing the information since the recent push by the State to have the County more financially responsible for the costs of programs. A discussion followed.

Non-Public Session

Motion: To go into non-public session under RSA 91-A: 3 II (a) to discuss Administrative Reviews. Comm. Holden, yes; Comm. Charbonneau, yes; Pappas, yes. Motion carried.

The Board went into non-public session at 12:59 A.M. The Commissioners discussed and reviewed the performance of its administrators in preparation for completing annual performance evaluations.

Motion: To come out of non-public session. Comm. Holden, yes; Comm. Charbonneau, yes; Pappas, yes. Motion carried.

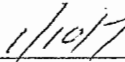
The Board came out of non-public at 2:48 P.M.

Motion: To go into recess until Tuesday, January 2, 2007 at 8:30 A.M. at the Hillsborough County Nursing Home. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

The Board went into recess at 2:48 P.M.



Clerk
Hillsborough County Board of Commissioners



Date