

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 19<sup>th</sup> 2015

PRESENT: Commissioners Mike Cryans, Martha Richards and Linda Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: Supt. Oakes, HSA Bishop, NHA Labore, ASD Amero

9:00AM Commissioner Cryans called the meeting to order and began with the Pledge of Allegiance.

**Maintenance – Jim Oakes**

Supt. Oakes stated that his overall budget is up 1.4%.

The largest increase in his budget is the guaranteed maximum rate with the health insurance.

Supt. Oakes stated that the price of electricity may go up this year. Woodsville Water & Light is starting a new contract in May and they do not know what the rate is going to be. He stated that they also anticipate a 10%-15% increase in the water line.

Commissioner Cryans asked how the biomass plant is working. Supt. Oakes stated it is working very well and saving the money that they anticipated it would.

Supt. Oakes stated that there is a decrease in salary line due to one of his staff resigning and his replacement starting at the lower end of the wage scale. Supt. Oakes stated he has fourteen (14) staff members.

Supt. Oakes stated that he is requesting in the FY16 budget a two (2) step increase for a maintenance employee who is currently a Grade 10 Step 8. Supt. Oakes explained that this employee goes above and beyond. Supt. Oakes put him in for an award last fall for Maintenance Employee of the year but did not win. Supt. Oakes explained that there is a .62 an hour difference between one (1) and two (2) steps. It's an additional \$1,387.60 over the course of the year.

Contracted Services – Supt. Oakes explained that there is an increase in grease trap pumping at the Department of Corrections. He stated that he can get away with pumping grease traps at the Nursing Home yearly or sometimes every other year but the Department of Corrections for some reason builds up grease at a much quicker rate and needs to be pumped quarterly. He stated that under this line item they have a generator that is due for a major service in FY16. They alternate every year between a minor and major service of the generators. The only difference is they change the oil in a major service but it is 100 gallons of oil which creates a significant increase in cost.

Supt. Oakes stated that they have a number of windows that are fogged over because they have lost the seal in between the two (2) panes of glass. He explained that those windows had a ten (10) year warranty. The company who installed the windows, Northeast Glass out of Littleton, went out of business seven (7) years into the warranty period and told Supt. Oakes that he would have a difficult time getting the windows replaced from the manufacturer because they have had issues in the past. Supt. Oakes stated that he has been trying to get the windows replaced for roughly three (3) years and has not been able to so he has budgeted this year for the replacement.

New Equipment – Supt. Oakes explained that there are over 800 hours on their existing tractor. He is looking to outfit it for snow removal and feels it wouldn't be prudent to spend close to \$2,000 setting up the older tractor for snow removal with it having so many hours knowing they want to trade it soon. He is requesting to purchase a new tractor and trade the older one in because they will be replacing it within a year or two as it is. He has budgeted \$4,500, which is a \$1,300 increase.

### Capital Outlay

Server Room Free Cooling for Admin Building- Supt. Oakes stated that the AC runs 365 days a year. This free cooling would circulate cool, outside air in server room to minimize AC use and cover the AC system when it is unable to work on coldest days. He has budgeted \$2,500.

Replace Furnace – Supt. Oakes stated that the furnace in the Alternative Sentencing Building needs to be replaced before it totally fails. The average life of the propane furnace is 15-20 years. The one to be replaced is approximately 25 years old. He has budgeted \$1,800.

Replace bad pavement - Supt. Oakes explained that they have a few sections of pavement that are in real bad shape and are literally coming apart in chunks. We will have large potholes soon and it is very tough to plow. He has budgeted \$15,000.

### Nursing Home Capital Outlay

Park Benches – Supt. Oakes stated that these will provide rest areas for residents walking around campus. He has budgeted \$3,000.

Parking Lot Expansion – Supt. Oakes explained that the parking lot is too small to effectively support our winter parking plan which facilitates snow and ice removal. The staffing is also slightly up from 2002 when the parking lot was constructed which exacerbates the problem. He is looking to add twenty (20) parking spaces where the greenhouse used to be located. He has budgeted \$35,200.

Repoint, cleaning and sealing – Supt. Oakes explained that this will stop and prevent water intrusion into buildings. He has budgeted \$82,500.

\*9:45 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:08 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion and all were in favor.

### **Nursing Home – Craig Labore & Dawn Jurentkuff**

#### **Revenue**

NHA Labore stated that they have projected an average census of 127 for the year. The census will affect the bed tax revenue but he stated that he believes they will still get the \$600,000. They have had an average census of four (4) on Medicare A program.

Misc. NH Revenue – NHA Labore explained that they receive \$1,600 from group purchasing rebates. He stated that last year they took the step to order their food through a group purchasing program that the Nursing Home is a part of. In doing that they are able to achieve several ordering metrics that end up being a quarterly payment for them.

Cable TV Reimbursement – NHA Labore stated that they have ended up having to raise the resident portion \$8 a month due to the pricing increase through satellite provider. It is essentially a break even right now.

Physician Billing – Commissioner Cryans asked why it is so low at the six (6) month mark. FM Jurentkuff explained that they added Dr. Wilmot and it took eight (8) months to get the paperwork cleared to add her with CMS. She stated that it is done now so it those numbers have increased significantly in the last couple of months and they are still catching up but it will increase in the next few months.

Medicare Part A – Commissioner Cryans stated that they are not where they should be at the six (6) month mark yet they are increasing the line for FY16. He asked if they believe that is an achievable goal. NHA Labore stated that based on the trends they are seeing he believes they will achieve that goal.

NHA Labore stated that the Commissioners need to remember that this fiscal year they are operating at a decreased census.

## Nursing Home Administration

Wages – Clerical & Bookkeeper- NHA Labore stated that there is a \$29,000 decrease in this line item. He explained that this past year they had budgeted to have two (2) part time receptionists which they never went through with. They didn't go through it due to all the confusion going on with the project right so they decided to hold off on hiring them. He stated what he continues to struggle with on the security side of things is to look at what is the best program that can be put into place for the nursing home. At the end of the day he doesn't believe that having a couple of extra people sitting behind the desk at the end of the day will potentially stop a problem from walking through the door. He stated in regards to the money that was budgeted for the security system he is struggling to find a way to spend the money wisely and make it work efficiently and he does not think that having video surveillance running 24/7 is going to stop someone from coming in. The more that he thinks about it there are more ways to do direct staff training to handle these situations and working in conjunction with the Sheriff's department and local law enforcement is the direction he would like to go in.

Human Resources Allocation – NHA Labore stated that there is a significant increase due to Lili Cargill's position being moved to the Human Resources budget which HRD Cramer explained during her budget presentation.

Computer Hardware & Maintenance – NHA Labore explained that the software provider has not been able to move forward with electronic medication administration program. They have had communication issues with the pharmacy software vendor. The process is on hold at this point so the line has decreased significantly.

## Dietary

Food Service Line – NHA Labore stated that they have put a program in place to have a production manager be brought on to work in the kitchen area. They have contracted with Fitz Vogt to have another full time employee on their management portion with them. He stated that they have had many complaints on the food quality and what it has come back to is the cooks did not have the necessary training to put out a good quality product for the resident. He stated that this was not their fault; they have been promoted along the years to those positions and never had any formal training. He explained that he has worked with Fitz Vogt to have a system audit of the department this summer and as result of that the kitchen was an area that needed to be addressed. They hired someone for the production manager in February and it has gone really well. The resident satisfaction on the food has increased dramatically. She has worked with the staff to cook food in a different manner to improve the quality.

The other part of the audit that was done was to identify responsibilities of the remaining dietary department. Fitz Vogt put a plan together to adjust responsibilities which will result in a 2.1FTE decrease in the dietary department. There is an added salary of \$40,000 for the production manager but an overall net savings of \$65,000 based on hours and wages worked.

Commissioner Richards stated that they have a chef that's hired by Fitz Vogt; she asked why he isn't doing more teaching and training. NHA Labore stated that they have a Dietary Manager who manages the dietary department but that person is not a trained chef, he is a manager of the department. The person they have hired as the production manager has the training for the cooking side of the department and is working side by side with the employees and training them.

### Nursing

Director of Nursing – NHA Labore stated that there is a decrease in this line item due the current Director of Nursing retiring this month. They have budgeted at Step 8 for whoever fills that position and they believe that budgeting at Step 8 will be enough.

Ed. & Conference – NHA Labore stated that they have budgeted for Terrie Nelepovitz to attend a national conference in Dallas, TX to obtain her infection control certification. The benefits of her attending and obtaining her certification would be additional training on how to respond to outbreaks and more training for the staff.

### Restorative Nursing

New Equipment – NHA Labore stated that they have entered into a lease with a company called ACP and they will provide additional therapy equipment.

### Health Information

Medical Transcription – NHA Labore stated that Mary Brooks is retiring during this fiscal year. He explained that they have looked at the medical transcription position and they questioned if it is a position they still need. There are different kinds of software packages out there that have voice detection and it pulls up on your computer screen as you're talking. With Mary's retirement, NHA Labore stated he purchased the medical practice edition of that software. They received it last week. Lili Cargill and Dr. Wilmot have been using it and it has been going very well. He stated that as they have looked at it they have realized they do not need a full time transcriptionist. What he has done as a precaution is funded the position as a full time position but only plan to utilize 25 hours a week. They have put out the advertisement for a twenty-five (25) hour a week position for a health information technician. What that person will do is more administration work to help the Health Information Manager. There are still things that need to be done for filing and getting paperwork done for the physicians which the department can't do that this position will be able to help out with as well.

### Therapeutic Recreation

Vehicle Repair & Maintenance – This line has been moved to administration line.

### Plant Operation

There is a slight increase

### Laundry

Commissioner Richards asked how many employees are in this department. NHA Labore stated that they have five (5) fulltime and one temporary position.

### Housekeeping

New equipment – They are looking to purchase an ATP Meter. This is a tool that staff will use to measure the effectiveness of their cleaning. It will help with infection control, help make sure we are effectively cleaning, and this machine will break down what germs are left on a surface

### Contract Services

Clergy Line – NHA Labore stated that there is an increase due to the Pastor becoming available for staff members. NHA Labore explained that he has done a lot to form relationships with the residents as well as the staff. Based on several comments from the staff, NHA Labore stated that he approached their Pastor and asked if he would like the opportunity to be available an hour more each week for the staff. He stated that he was very willing to be available and they have added an extra hour per week in the chapel for staff members.

### Capital Reserve

NHA Labore stated that they are looking to replace two (2) staff bathroom doors and frames on Granite & Meadow. The doors swing the wrong way and people are being hit by them as they come through. He stated that in the FY15 budget they had replaced two (2) doors that had also done the same thing and are now looking to replace two (2) more.

Bed Replacement – NHA Labore stated that this is a continuation of the bed replacement. They started the purchasing last year and are looking to continue replacing thirty (30) more beds in FY16.

Activities Bus – NHA Labore explained that last summer they became aware that the lift was starting to separate from the floor. One of the maintenance employees was able to weld a piece on to get them by but stated that it would only last them about a year. They are looking in FY16 to trade the current bus in. They are working with different companies to get trade in values and quotes. They are looking to have a twelve (12) passenger bus that can have different configurations of wheel chairs and regular seats.

The Nursing Home budget has a 2.61% overall increase.

### **Alternative Sentencing – Lucille Amero**

Commissioner Cryans stated that there are some significant changes to the Alternative Sentencing budget and asked ASD Amero to give an overview of her plans for the department. ASD Amero stated that by looking at the programs she realized that they can provide services through the Alternative Sentencing Department by hiring a dual licensed clinician. She stated that they are looking at still funding the residential treatment at a certain amount but the rest of the clients would be working with the dual licensed clinician and case worker which would also be a new position. By having the two (2) employees they can provide services throughout the county and allow the clients to have easy access to them. In the Plymouth area there is a long waiting list for mental health and substance abuse treatment. The dual licensed clinician and the case manager would provide services to the general public. She stated that they would work with probation and parole as well as networking with the departments within the complex. ASD stated that they can bill insurances and bring in revenue. She would handle the insurance billing.

Commissioner Cryans inquired about the Restorative Justice program under the FY 16 budget. ASD Amero explained that right now we contract with two (2) agencies to provide these services. We send them a monthly payment from the county no matter how many clients they are serving. The numbers are very low in the programs especially in the northern areas. ASD Amero is proposing that the programs become a fee for service in FY 16. If they don't have any clients one month they won't get paid. Her thoughts are the northern areas of the County will be able to be served by her office directly and there will be no need to contract with any outside agencies. The Commissioners and ASD Amero discussed this and agreed that this was the most cost effective way to proceed and to continue to offer the much needed program. They agreed to increase line items 290 and 295 to allow funding for the agencies to serve as many clients as possible.

This budget includes the two (2) new full time positions with the dual licensed clinician as well as changing Colleen Strout to a full time position from her current part time fifteen (15) hours per week.

Health Insurance – ASD Amero stated that she budgeted high due to not knowing what the two (2) new positions will take for health insurance.

Treatment Services – There is a significant decrease in this line item because some clients would now be handled out of their office and we would not be paying an outside entity for services.

The Clinical Evaluator position is no longer in the budget with the new structure

Education – ASD Amero stated that there is an increase in this line item because in order to do groups they will need workbooks and materials for the clients.

ED Libby stated that there needs to be a conversation with the entities and people who are being affected by this budget before it goes out to the public.

### **Human Services – Nancy Bishop**

HSA Bishop handed out a revised version of her budget to the Commissioners. Her previous budget that she submitted to ED Libby was based on House Bill 2 version of February 27<sup>th</sup> where they had set a cap of \$109,500,000 and \$112,000,000 for FY17. Since that time there has been some drastic changes. When the House did their cuts they increased the cap for the counties to \$111,000,000 instead of \$109,000,000.

HSA Bishop stated that the cap that they set for FY16 is \$111,717,685. She stated that it is her understanding that they will not have the \$5,000,000 credit this year. The current budget is based on computations of the average of what their expenditures were for the three (3) year prior to the year that they are setting the cap for then there had configurations to figure out what portion the counties were going to have of the \$5,000,000 credit. She stated that the last three (3) years FY12-FY14 they are about 6.44% of the overall cap. If you look at it not based on the average of the three (3) years, but look at our overall average we are at about 6.5%. Not knowing how the state is going to determine the disaggregation of the ten (10) counties HSA Bishop decided she is going to put her figures in based on a 6.55%. It gives them a small cushion due to the past two (2) years not budgeting enough. 6.55% of the \$111 million is \$7.3 million. From there she calculated that we are spending about 78% of that on INC and about 22% on HCBC. HSA Bishop gave the Commissioners the break downs of the other counties based on Grafton County's 6.5% of the whole picture.

HSA Bishop stated that she increased her travel expense line by \$500 in anticipation of her taking over Social Services next year and the traveling that is required for that.

HSA Bishop stated that her budget has an overall increase of \$385,698.02 or 5.47%.

ED Libby gave a homeland security law enforcement training grant application for Commissioner Cryans to sign.

12:38AM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk