

## EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
March 23<sup>rd</sup> 2015

PRESENT: Representatives Sykes, Smith, Townsend, Chris Brown, Gionet, Darrow and Abel.  
Commissioners Cryans, and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

EXCUSED: Representatives Ladd, R. Brown

10:00 AM Rep. Sykes called meeting to order and began with the Pledge of Allegiance led by Rep. Abel.

Rep. Sykes asked if everyone had read the minutes from the January 26<sup>th</sup> Executive Committee meeting.

Rep. Townsend moved to accept the minutes from the January 26<sup>th</sup> meeting. Rep. Chris Brown seconded the motion and all were in favor. Rep. Gionet abstained.

## **Bonnie Parker**

### **Treasurer's Report**

#### **Executive Committee Meeting**

**March 23rd, 2015**

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is:  
\$7,403,298.48.
- The Combined Accumulated interest in the current fiscal year (July 01, 2014 to February 28, 2015) is \$20,269.77.

#### We have investments as follows

- Our Deeds Surcharge CD valued at \$101,271.48 remains invested at Ledyard National Bank in a 1 year CD at a rate of .50% and will mature on 7/20/2015.
- Our Dispatch Capital Reserve CD valued at \$107,376.80 remains invested at Ledyard National Bank in a 1 year CD at .50% and will mature on 5/23/2015.
- The General Fund continues to earn interest at a rate of .40 at Woodsville Guaranty Savings Bank and remains secured with a letter of credit from the Federal Reserve Bank of Boston.

*Our investments from our tax receipts remain as follows:*

Bank	Term/Product	Rate	Amount
Woodsville Guaranty Savings	Letter of Credit	.40	up to \$10M
Mascoma Savings Bank	26 Week CDARS	.35	\$2M
Service Credit Union	Money Market	.35	\$250,000

Rep. Gionet moved to accept the Treasurer's report. Rep. Abel seconded the motion and all were in favor.

Executive Director's Report  
March 23, 2015

- ❖ Jail Census: 103 in-house ; 8 on EM; Supervising 14 in Drug Court – 5 in custody
- ❖ Nursing Home Census: 118

Financial Reports:

- ❖ Monthly Variance Report
  - Revenue:
    - Nursing Home Revenue is down:
      - Pro-Share monies only received one time per year in June.
      - Medicaid Patient Census down slightly for first 6 months
      - Private Pay Census up slightly.
      - Looking ahead:
        - Bottom line Nursing Home revenue should finish on-target or above projections due to anticipated receipt of Pro-Share monies and bed tax revenues.
  - Sheriff's Dept:
    - Remains below revenue projections and I anticipated that they will finish the fiscal year under revenue.
  - Expenses
  - There are several departments that are over expended where they should be at four months.
    - Human Service – Budget is \$52,624 less than the CAP that was set for Grafton – HS Budget will be over-expended at year-end.
    - Farm - # of line items over where they are should be at this point. Real Estate taxes, insurance, custom cropping all paid in full. Budget is being monitored closely.
    - Bonded Debt – All principal bond payments for FY 15 have been paid. No over expenditure by year end.

- Nursing Home – Dietary & Nursing Department are being monitored. Some issues with overtime due to shortage of LNA staff and filling non-productive time.
- ❖ Pro-rated Report
  - With eight (8) months complete on a pro-rated basis we are slightly over collected on revenue and under expended on expenses. We have an undesignated fund balance of \$514K.
- ❖ Over Expenditure Report
  - Just a few accounts at this point. Nothing of concern

C. Brown moved to accept the Executive Directors report. Rep. Darrow seconded the motion and all were in favor.

Commissioners' Report  
March 23, 2015

- Renee Shields – Director of Nursing for the past 15 years will be retiring effective March 31, 2015. The search for a new DON is underway.
- Request for an Appropriation Transfer from Nursing 5140 to Human Resources 4130 in the amount of \$142,508 and \$114,006 from HR 4130 to NH Admin 5100.

Per the Bylaws adopted by the Grafton County Executive Committee under the section “Other Duties of the County Delegation”, we the Grafton County Commissioners request written authority from the Executive Committee to transfer \$142,508 from the Nursing Department (5140) to the Human Resource Department (4130) and then transfer \$114,006 from the HR Department (4130) to the Nursing Home Administration budget (5100) for the following reason:

The \$142,508 represents the salary and benefits paid to the Nurse Practitioner currently employed by the Nursing Home. The \$114,508 represents the amount that would be allocated back to the Nursing Home for utilizing the services of the ARNP. NHA Labore explained to the Committee that last November CMS (Center for Medicaid/Medicare Services) put out new interpretive guidelines that changed the responsibilities of the Nurse Practitioner. The ARNP at the County has always been able to do quarterly Medicare assessments but now the new CMS guidelines say that a provider who is employed by a nursing home is no longer able to do quarterly assessments. NHA Labore explained that the ARNP is employed on a full time basis and a majority of her workload is completing these assessments that must be done on all nursing home residents. It is essential for her to be able to continue to complete these due to the fact that doctor that the County contracts with is only contracted for 1 day per week and would not be able to pick up the extra workload.

In an attempt to meet the CMS language and continue to utilize the skills of our ARNP, NHA Labore would like to transfer the ARNP position to the human resources department and by doing that she would not technically be an employee of a nursing home, her services would be contracted back to the nursing home from the HR Department. The ARNP position would report

to the HR Director instead of the Nursing Home Administrator. 80% of the expenses associated with the ARNP would be allocated back to the Nursing Home through the HR budget (currently 80% of the entire HR budget is allocated to the NH since that is where the majority of their work is generated from.) The ARNP would take on several additional County-wide duties such as pre-employment drug tests, employee physicals, assessing employees with work related injuries to determine when it is appropriate for them to return to work and other human resource related items. The bulk of her workload would continue to be for the nursing home.

NHA Labore answered various questions from the Committee and told them that he has done something very similar at a previous job and it meets all the guidelines that are required by CMS.

Rep. Townsend moved to approve the request for an Appropriation Transfer from Nursing 5140 to Human Resources 4130 in the amount of \$142,508 and \$114,006 from HR 4130 to NH Admin 5100. Rep. Gionet seconded the motion and all were in favor

- FY 2016 Budget Process is well underway. Commissioners have met with all departments to receive requests. We are currently still negotiating with the Employee Council and the Union over wages.
- Commissioners Proposed budget will be issued after the 1<sup>st</sup> of May
- Proposed Public Hearing Date: Monday, May 18<sup>th</sup>
- Update on Nursing Home Renovation Project:
  - Project is running behind schedule - we have run into several issues which have delayed the overall progress. Issues have ranged from replacing damaged water and waste lines; waiting on engineering judgments from Hilti representatives relating to penetrations in inaccessible areas; and a general slow progression of the work involved. Currently we are waiting on the State Fire Marshal's Office to review a variance request on an issue with chase columns that was discovered after the project begun and was not anticipated. Ron Antsy from the Fire Marshal's office is scheduled to visit the facility on Thursday, March 26<sup>th</sup> to review the conditions and hopefully answer whether the waiver will be granted. Chase work has been halted for the past several weeks awaiting this determination from the Fire Marshal's Office. The outcome of this variance request could significantly affect the project.
  - The original timeframe for completing both units was projected to be four to six months. We are four months into the project and are unsure when the first unit will be complete. We are anticipating the Maple unit to be completed by the end of May.
  - Grafton County officials are meeting weekly with the architect and contractor to keep on top of project and Supt. Jim Oakes is managing all aspects of the project.

Rep. Smith moved to accept the Commissioners report. Rep. Chris Brown seconded the motion and all were in favor.

New Business:

Rep. Sykes stated in their Bylaws it states that if a member of the Executive Committee resigns it is up to Executive Committee to appoint his/her replacement keeping in mind the geography and party affiliation. He stated that Rick Ladd has resigned as Vice Chair of the Executive Committee. Rep. Gionet stated that he has heard rumors about Brad Bailey and Erin Hennessey possibly being interesting in filling the seat on the committee. He stated that he will talk to both of them. If one (1) of them is interested he will tell them to come to the next meeting and they will be appointed.

Rep. Smith asked if anyone has talked to Rep. Rebecca Brown. Rep. Sykes stated that she generally has conflicts on Mondays but said she is trying to adjust those conflicts.

ED Libby stated that the Executive Committee needs to set dates for their budget meetings in June. She stated that May 18<sup>th</sup> is the proposed date for the Commissioner's public hearing. She stated that May 18<sup>th</sup> is also the day of their regular meeting and asked the Committee if they were interested in having their regular scheduled meeting at 4:00pm then the public hearing followed at 6:00pm. The committee all agreed that those two (2) meeting times will work.

The Executive Committee discussed dates for the budget meetings in June that best fit everyone's schedules. The dates for the June budget meetings are as follows all beginning at 9:00AM:

June 1<sup>st</sup>  
June 8<sup>th</sup>  
June 15<sup>th</sup>  
June 19<sup>th</sup>  
June 22<sup>nd</sup> - tentative date  
June 29<sup>th</sup> at 10:00am – Full Delegation vote on the FY16 budget.

Rep. Townsend handed out packets with referral reports from CA Saffo that she had dropped off with prior to the meeting.

Rep. Gionet moved to adjourn. Rep. Chris Brown seconded the motion and all were in favor.

11:07 AM With no further business the meeting adjourned

Sincerely,

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Suzanne Smith, Clerk