

## EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
June 9, 2017

PRESENT: Representatives, Sykes, Abel, Smith, Darrow, Binford, Schwaegler and Campion. Commissioners Lauer, Piper and Ahern. County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Nursing Home Administrator Craig Labore, Finance Manager Dawn Jurentkuff, Human Resources Director Karen Clough, Alternative Sentencing Director Bill Gilding, UNH Extension Office Administrator Heather Bryant.

EXCUSED: Reps. Maes & Hennessey

9:00AM Rep. Sykes called the meeting to order

### **Nursing Home – Administrator Craig Labore & Finance Manager Dawn Jurentkuff**

#### Revenue

The nursing home received positive news regarding the Medicaid rate effective July 1<sup>st</sup>. The rate is expected to increase \$10.93 a day compared to what they originally budgeted for. NHA Labore stated they expect final confirmation on those rates next week. Grafton County's Medicaid rate will be \$172.75 or an extra \$188,980.00 in revenue. He explained that these rates get set July 1<sup>st</sup> and January 1<sup>st</sup>. They typically calculate a 2% decrease for the January 1<sup>st</sup> rate in case there is a decrease in their rates. The new estimated Medicaid revenue for the nursing home for FY 18 is 215,231.00.

NHA Labore stated that they are projecting an average daily census of 129. FY17 they projected 127 and have been running ahead of that and feel comfortable budgeting for 129 in FY18.

Last year they had a VA contract put in place. Based on discussions with the VA they felt that they were going to be receiving more referrals than they did. They only received one (1) this year. The nursing home had their recertification with the VA in March and they were not sure why they were not referring veterans to the nursing home based on their inspection. He stated that they budgeted for only (1) this year and if they receive anything more than that it will be extra.

NHA Labore stated that they increased their Medicaid Proshare payment for FY18 to \$1.3 million based off their census.

NHA Labore stated they are projecting a 5% increase in revenue for FY18.

## Expense

### *NH Admin*

NHA Labore noted that all salary lines reflect the 2% COLA that has been budgeted for all employees.

Bed Tax Expense – NHA Labore stated that there is a \$57,000 increase in this line due to the increase census. He explained that this is the 5.5% tax that they have to pay.

Telephone – NHA Labore noted that they reallocated expenses for cost reporting purposes so there is a decrease in this line item but that has been transferred to the Equipment Lease/Rental line.

Software Maint/Training - NHA Labore stated of that part of the Point Click Care contract is a onetime payment of \$3,100 to move forward with an electronic medication administration and electronic treatment administration program. This is a part of the new electronic health record that was implemented last year. It is the next step in the progression of moving towards having a fully convertible electronic health record.

Computer Hardware & Maint – NHA Labore stated that they postponed the replacement of 35 computers in their capital line so they have requested an increase of \$2,500 in this line to allow IT to fix any problems that may arise with any computers.

### *Dietary*

NHA Labore noted that the Commissioners will see decreases in overall wages due to a more extensive analysis of FTEs and actual hours worked.

### *Nursing*

NHA Labore handed out a supplemental budget for the Nursing Department and noted that they have made some changes to this department since his budget presentation in March.

NHA Labore stated that he has done some additional thinking on the Clinical Compliance Director position. They had a consultant come and look at the MDS Department, specifically on their quality measures. They performed an audit of their coding and analysis of what is being entered into the assessments. They found that there were some improved opportunities for education for certain individuals working in the department as well as looking at some systems for the Nursing Home as a whole. The good news is based on that report the areas that they had been flagging on they were not flagging on any longer. Through conversations with the consultant, a lot of what they talked about is where they need to be going forward as a whole for the Nursing Department and the MDS operation. Based on those discussions NHA Labore stated that he has changed his thinking along the lines that the MDS Coordinator should be capable of doing the education that needs to be done. They should be capable to go out and research and follow up much sooner on things that need to be done in areas that they are triggering for rather than just letting it build. They will not going to be moving forward with the Clinical Compliance

Director position.

Contracted Nursing Services – NHA Labore stated they are requesting an additional \$400,000 in this line based on the usage of contracted nurses that are currently being used. He further discussed this issue with the committee and answered various questions.

Travel Expense – NHA Labore stated that they renegotiated a contract with the nurse staffing agency that was charging housing and are no longer paying for that so there is a decrease in this line.

#### *Restorative Nursing*

Rehab Supplies - NHA Labore explained that this accounts for an increased need to have different types of parts for wheel chairs and update on pressure relieving cushions.

#### *Plant Operations*

NHA Labore stated that these are the expenses that are required to keep the nursing home up and running.

Minor Equipment Repairs – This is a reflection on the CMS plan to move forward with Quality Assurance & Process Improvement.

#### *Pharmacy & Physician*

This budget is made up of the costs associated with prescriptions for residents in the Med A census.

#### *Contract Services*

Therapy & Rehab – Medicare A – There is an increase due to the Med A census that the nursing home currently has.

Therapy & Rehab – Medicare B – This number is based on the acuity of the residents.

Contract Physician – NHA Labore stated that he is requesting a \$5,000 increase. He stated that the contracted physician did not receive increase last year. He is looking at about three (3) more years before she retires and they need to work on increasing that line item over the next couple of years to make that position attractive to potential hires when she retires.

NHA Labore stated that there is a total expense budget of \$16,792,000 which is roughly a \$780,000 increase over last year.

#### Capital Reserve Account

NHA Labore stated they are requesting \$101,479.87 in capital reserve projects for this year.

CA Libby explained that this is its own bank account reserved for equipment purchases for the nursing home and does not affect the budget.

### **Human Resources- Director Karen Clough**

HR Director Clough stated that the increases in the salary and benefits lines are all due to step increases and the insurance rate increase.

Education and Conference – This line includes the Nurse Practitioner education and training, the annual Employment Law Update at Sheehan, Phinney, Bass & Green for the three (3) HR staff members, the County Conference, HR Certification for Infinite Visions software, Professional HR Education/ Certification (course, materials and certification exam) for the Sr. HR Generalist and varied continuing educational courses.

Employee Recruitment/Retention (Previously Employee Medical & Wellness) – HR Director Clough stated that this is based on usage and projections. They are going to begin offering lunch and learn as well as updating their presentation materials for job fairs.

Allocated Service – Nursing Home – HR Director Clough explained that 80% of the Human Resources budget is allocated back to the nursing home for their hiring, orientations, benefits, employee relations, labor relations and polices/procedures.

Dues, Licenses & Subscriptions – HR Director Clough stated that this includes the criminal record checks based on hiring data from the first eight (8) months of FY17. It also includes the Nurse Practitioner's annual membership to the American Psychiatric Nurses Association.

Travel Expense – HR Director Clough stated that she based this off usage and was able to decrease this line item.

New Equipment – HR Director Clough stated that they are requesting a new chair and a desk mat.

HR Director Clough stated that she has an increase of \$2,864.00 for FY18.

Rep. Abel asked about increased advertising for the nursing home. HR Director Clough discussed various ways that the HR department advertises for vacant positions and answered questions from the Committee.

### **Alternative Sentencing – Director Bill Gilding**

Director Gilding stated that Alternative Sentencing has come a long way from where they were a year ago. He also noted that they have secured the State Drug Court funding so the Drug Court is now fully funded. The department is now reaching many more people.

AS Director Gilding stated that he has some unfortunate news about the Veterans Court. He stated that the judges who are involved have met to go over the court cases and what will be available. He stated that they were given two (2) options. The first was to limit the number of mental health cases for Lebanon Court down to five (5) and are only going to allow ten (10) cases total. If the county were to go forward with the Veteran's Court they were going to cut back on the Mental Health Court. AS Director Gilding stated that they need to put the Veterans track on hold because there is such a demand for the Mental Health Court at this time. He stated that as veterans cases come in they will integrate those cases into the Mental Health Court. With Felonies First any veteran that is convicted of a felony will come into Drug Court and they will treat them in a separate track but keep them in the same program. ASD Gilding stated that he will be working with the Veterans Administration to help these veterans.

Rep. Schwaegler asked where the state funding is reflected in the budget. CA Libby stated that they will see the funding in the revenue budget which totals \$290,000. All of the Drug Court budget is funded except for the Sheriff's deputy position which she noted the state will not fund.

CA Libby noted that the cost to the tax payers is being reduced \$142,000 over last year.

Rep. Abel asked where Director Gilding would like to see the programs go within the next few years. Director Gilding stated that he feels he has an obligation to the Commissioners to have a more consistent curriculum within the programs and rely more on his team to provide these services rather than the various providers throughout the county.

#### **UNH Cooperative Extension – County Office Administrator Bryant**

COA Bryant stated that her office has two (2) Administrative Assistant positions who are county employees. She stated that most of the line items in her are associated to those employees' salaries and benefits which accounts for majority of the increase in her budget.

Salary – Professional Staff – COA Bryant stated that this line is for the Field Specialists and Coordinators. UNH Cooperative Extension pays a percentage and the county pays a percentage. The county also pays a percentage of travel and supplies costs.

11:04 AM with no further business the meeting adjourned.

Sincerely,

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Suzanne Smith, Clerk