

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
April 17th, 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

Commissioner Cryans called the Meeting to order at 9:08AM and began with the Pledge of Allegiance.

NHA Labore and Supt Oakes arrived to discuss the Nursing Home Capital Budget projects. Before beginning NHA Labore stated that he would like to request a bid waiver on the purchase of a new stretcher for the Nursing Home. He stated that the one (1) they currently have requires an employee to do a lifting motion and that isn't a problem for the employee that normally does transports, but if any of the other nursing staff has to do a transport it is not as easy for them to lift it and could possibly get injured. The new stretcher is run on hydraulics and takes out that lifting motion which decreases the risk of injury. The cost of this new stretcher is \$10,556.66.

Commissioner Richards moved to waive bid on the purchase of the new stretcher and go through FERNO with their quote of \$10,556.66. Commissioner Lauer seconded the motion.

Discussion:

Commissioner Richards asked NHA Labore what they will do with the old stretcher. NHA Labore stated that they are not sure what they will do yet.

Commissioner Cryans asked where FERNO is based out of. NHA Labore stated that they are based out of Ohio and have an office out of Henniker, NH.

The Commissioners voted on the motion and all were in favor.

NHA Labore and Supt. Oakes gave the Commissioners a breakdown of the proposed renovation project in the Maple and Profile units in the Nursing Home. The cost includes architectural and engineering fees.

Commissioner Cryans asked how long this project will last. Supt. Oakes stated that he is anticipating it will be a two (2) month project. The area that this is happening is right in the core of the respective floors. They won't know how it will affect the areas and whether or not they will have to shut down units until they get into the project. It was also discussed that there is the outstanding life safety issues that will need to be addressed immediately in the same units. It was stated that some efficiencies could be gained by doing both projects at the same time.

Commissioner Cryans asked if we could hold off on the renovation project for a year. NHA Labore stated that some of the life safety and renovation areas cross each other. He said that it would be best to do all the work at one time and only disrupt the residents one time and get it over with.

Commissioner Richards asked if there is a dire need for this renovation project. NHA Labore stated that there are infection control issues in the bathrooms with the old tile. He said that they would get the chance to see it when they tour the Nursing Home.

9:37AM – The Commissioners toured the Nursing Home with NHA Labore and Supt. Oakes to see the various issues that need to be addressed.

10:50AM – The meeting resumed.

ED Clough explained a breakdown of the Nursing Home Revenue. She stated that on room and board for Medicaid, Medicare and private pay, the Nursing Home is behind on where they should be at the nine (9) month mark. She went on to state that she has two (2) concerns. The first is that the Nursing Home is behind on revenue in private pay and they have budgeted an increase in their revenue projections for fiscal year 2015. She said that her second concern is the Med B numbers at the nine (9) month mark. She said that it is at \$162,978 in revenue yet they are projecting that in fiscal year 2015 they will increase the revenue to \$490,000. She stated that she has asked NHA Labore and the Nursing Home Finance Manager Dawn Jurentkuff to look into those numbers and make sure they have the correct projections. She stated bottom line that the current revenue projections from the Nursing Home may change.

ED Clough and the Commissioner's discussed different parts of the budget and what would happen to the percent to be raised by taxes if certain parts were added or taken out.

Commissioner Cryans asked what it would look like if they don't do the remodeling project. Director Clough stated that it would drop down to roughly a 3.34% to be raised by taxes.

ED Clough stated that if the request for two (2) full time employees for the County Attorney's office is reduced to two (2) part time employees with no benefits it will bring down the amount to be raised by taxes to roughly 3.05%.

ED Clough stated that another option to look at is to do both projects at the Nursing Home and finance it with a five (5) year bond, instead of having a one time expense in one budget. The Commissioners discussed this option and asked that ED Clough get prices and information from the Bond Bank.

The Commissioners all agreed to make the request for two (2) full time employees in the County Attorney's office two (2) part time non benefited positions. They also agreed to put the \$20,000 back in the budget for the SVP line.

Upgraded Positions

ED Clough stated that there are multiple requests for position upgrades in the FY15 budget. HRD Donna Cramer has done salary surveys on those requests to determine whether or not the upgrade is justified.

In the County Attorney's office there have been two (2) requests to upgrade positions. HRD Cramer did the salary reviews and agreed that the upgrades are justified.

Deeds

There have been requests to upgrade three (3) positions. ED Clough handed out salary comparisons on all deeds positions that have been prepared by HRD Cramer. The three (3) positions are Deputy Register, Imaging Supervisor which is requested to be promoted to an Assistant Deputy Register and the Records Clerk.

ED Clough stated that the bottom line is that HRD Cramer has recommended only one position be upgraded and that is the Imaging Supervisor position/ Assistant Deputy Register.

ED Clough stated that the Imaging Supervisor which is currently a G4 is being requested to move to G5 and change the title to Assistant Deputy Register. HRD Cramer said if the position is going to be an assistant position than she can justify it being upgraded to a 4E so that the Assistant and the Deputy are not in the same grade.

ED Clough informed the Commissioners that the number in the Deeds clerical line is HRD Cramer's recommendation and that does include the upgraded employee to 4E.

The Commissioners agreed to put the medical referee line back to \$45,000.

ED Clough stated that the Nursing Home is up \$293,000 and that is mostly in the Med B line. She said that she should hear from NHA Labore today on their revenue projections.

The Commissioners stated they are comfortable with the two (2) part time administrative positions in the Nursing Home to help with security and enable them to close down the nursing home at 4:00PM and have reception staff more often.

12:00 PM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk