

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
April 3rd, 2014

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

OTHERS PRESENT: Darren Wiperman- Littleton Courier

Nursing Home ~ Administrator Craig Labore & Finance Manager Dawn Jurentkuff arrived to present their budget requests for fiscal year 2015.

Revenue

NHA Labore stated that they used a census of 132 to base their revenue projections off of. They budgeted for a \$5 dollar a day increase for their private room rates which would bring the total to \$295 per day and the semi-private room rates increased to \$275 a day.

The Misc. Nursing Home Revenue is at \$63,000 at the six (6) month actual for FY14 due to the settlement money they received through the New Hampshire JUA settlement.

There is an increase in the Physician Billing. As of March 1st all the residents are under the services of Dr. Defrahn and Lili Cargill, Little Rivers is no longer associated with the Grafton County Nursing Home. All physicians billing that takes place in the Nursing Home for residents will be done through L. Cargill and Dr. Defrahn.

Medicaid Managed Care- NHA Labore stated that there is a meeting this afternoon in Concord with the Medicaid Commission regarding the managed care. Commissioner Toumpas is going to ask for a significant delay on the implementation of phase two (2). NHA Labore stated that he doesn't know what that means for FY15 or if it will affect them in FY16 budget. If phase two (2) does start December 1st, the bed tax revenue and proshare revenue are the two line items that will be affected.

Commissioner Cryans stated that this year's actual vs the projected revenue is down. He asked NHA Labore if he sees that catching up or staying behind. NHA Labore stated that if a few things go their way they will get back to budget, the census is continuing to go back up and the revenue should get back to where it should be.

Expense

NHA Labore noted the following significant changes to his various expense line items.

Administration Department

- The Nursing Home is proposing to add two (2) new part time admin asst. positions. NHA Labore stated that the idea is to have someone at the front desk till 8:00PM each night during the week and 10:00AM-6:00PM on weekends. He said that it would be nice to have someone at the desk more often to help direct people. The reception area idea would be to have someone there to let people in and creates more security in the Nursing Home. He stated that these two (2) positions would have more than enough work throughout all the departments to keep them busy throughout the day. NHA Labore stated he feels very strongly that this is something that needs to be done, esp. from a security standpoint.
- Office supply line- There is an increase of \$6,000. NHA Labore stated that in an effort to create efficiency, they have moved the individual department copy charges to the Administration line so you will be decreases in the individual departments.
- Telephone Line- There is an increase and they factored in \$401 a month for a four (4) year lease to replace 56 phones in the nursing home and bring them on to the Avaya phone system that is currently in the Department of Corrections and Administration Building.
- Software Maint/Training- This increase is based on user fees for the electronic medication administration and electronic treatment modules that they will be moving forward with this year. The original plan was to implement this in FY14 but the software vendor and pharmacy did not have the computer interface built yet. The Nursing Home is now projected to move forward with this program in October.
- Computer hardware line- Commissioner Richards asked why there is a significant decrease in this line. NHA Labore stated that he is going to be asking to encumber money from this year's remaining funds.

Dietary

- Food Supplies- This line has decreased due to ordering through US Foods. NHA Labore stated that he has seen a significant savings by switching vendors.

Nursing

- There is a decrease of roughly \$10,000 in the staffing coordinator position due to the previous staffing coordinator retiring and a new hire coming in at a lower rate
- The Physician Wages have blocked out for this year, Dr. Defrahn will be retiring and the new physician is contracted.

Health Information Management

- NHA Labore stated that as part of FY14 he had asked for a part time position under medical transcription to help with phase two (2) of managed care. He has taken that position out of FY15 due to the uncertainty of the program. In FY16 once managed care is up and running he will be asking for a full time position.

Plant Operation

- Commissioner Richards asked why the contracted services are down. NHA Labore stated that he budgeted for \$28,586 and it is down. He stated that after this year they will own the new time clocks and that is where you will see the savings.

Contract Services

- Physician Services- \$55,000 has been budgeted for the new physician to replace Dr. Defrahn.
- Commissioner Cryans asked for NHA Labore to explain Therapy & Rehab- Med B and why there is such a large increase. NHA Labore stated that they are being charged more than what they are recouping in revenue. He thinks that the budget is very inflated will have a better idea in a few weeks of what the actual numbers will look like.

NHA Labore stated that there is an overall increase of 1.98% in his budget.

Capital- Supt. Oakes arrived to discuss the Nursing Home Capital with NHA Labore

Supt. Oakes stated they are looking to replace 27 toilets in the nursing home that do not meet certain requirements and are using a much larger amount of water for each flush due to the older equipment which is costing more money.

Replacement of Vinyl flooring in 2003 building- The majority of the rooms on Granite need to be replaced along with a couple on Meadow and the public bathrooms. Supt. Oakes stated that they were replaced in 2007 but the floors keep separating from the wall and proposes an infection control issue. They will be looking into getting flooring that does not shrink.

Install Booster Fan System, Laundry- Right now there are four (4) gas dryers. The dryers are running much longer than needed due to the poor ventilation. Installing the new fan will help with the ventilation to the exterior of the building which in turn will create an efficiency among the dryers and cut down on propane usage due to the dryers not needing to be run as much.

Replace 30 beds- Supt. Oakes and NHA Labore both stated that they have seen over the past seven (7) years a steady increase in the amount of parts that have been purchased for these beds. They stated that they are spending more money in bed parts then it would be to replace the entire bed. They are looking to go to a new brand of bed that is used in Rockingham, Merrimack and Hillsborough County Nursing Homes. The plan will be to spread out the project over a four (4) year period and replace 139 beds total during that time. They will plan do replace a floor each year.

Emergency Egress Lighting- Supt. Oakes stated that they found that when the Nursing Home goes dark there are no egress lights in the stairwells and that this can be a safety issue in case of a need to evacuate.

Supt. Oakes stated that an Architect and code consultant will be coming in tomorrow to look at the fire stop issue in the 69' building and come up with a proposal on what it will cost to take care of the issue. He will return to the Commissioners when they have that proposal.

County Attorney's Office ~ Attorney Lara Saffo arrived to present her budget requests for fiscal year 15.

Revenue

Atty. Saffo stated that she is not 100% sure they will be receiving the VAWA grant funding for the Vic/Wit Department this year.

She is estimating \$5,000 in revenue for Circuit Court Prosecution.

Expenses

County Attorney's Office

Atty. Saffo stated that they are requesting two (2) new positions in FY15. She stated that there has been a dramatic increase in their caseload. In 2012 they added a position in response to a 38% increase but held off on adding a second position until they confirmed it was a sustained increase. It has been sustained for three (3) years now and she stated they need more employees. They are now looking for a second Victim Witness Coordinator and another attorney.

Atty. Saffo stated that the increase to the Attorney's Office operating budget is almost all associated with two line items. The first being the need to move a line item that was an encumbrance, SVP, to the operating budget and adding a line item for trial experts which is a necessity to prosecute complicated cases.

Atty. Saffo stated that she is recommending a new Alternative Sentencing Department. There would be a part time department head that would oversee Drug Court, Mental Health Court and Restorative Justice/Juvenile Diversion. She stated that the new department head can spearhead new initiatives such as pretrial services and adult diversion. The programs will stay status quo, the only major change would be adding one part time department head.

Atty. Saffo stated that there is an overall increase of \$285,000 in her FY15 budget.

Atty. Saffo requested to go into a brief nonpublic session.

*11:09AM - Commissioner Lauer 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 Richards 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.

*11:27 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Richards seconded the motion and all were in favor.

Social Services ~ Cindy Swart & HSA Nancy Bishop arrived to present the budget requests for fiscal year 15.

Cindy Swart presented her Social Services report for FY15 to the Commissioners and discussed the various programs who are requesting funding.

Residential Inpatient Treatment- C. Swart stated that she recommends they continue to receive a smaller amount and give them \$5,000. They provide services for the entire state and feel that Grafton should not be asked to pay a large amount when only a small piece of Grafton County uses their services.

Pathways Family Services- C. Swart stated she had never heard of the request to the county for dental assistance before. She stated that as sympathetic to the issue as she is she does not think this is a priority area for county funding. She did not recommend any funding.

Boys and Girls Club- They requested \$15,000. C. Swart stated that she doesn't feel we should fund the summer camp but feels that the Boys and Girls Club along with the Pemi Youth Center should receive the same amount of \$6,000.

HIV/HCV Resource Center- requested \$15,000 and C. Swart recommended \$10,000.

Transport Central requested \$8,000 and C. Swart recommended \$1,000. She stated that there is no doubt these services are much needed by those who use them but does not feel we should fund them the full \$8,000.

12:15 AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk