

EXECUTIVE COMMITTEE BUDGET REVIEW

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday June 10, 2013

PRESENT: Representatives White, Ladd, Aguiar, Lauer, Sykes, Smith, Mulholland, Shackett and Gionet, Commissioners Cryans, Burton and Richards, Director Clough, Admin Assistant Samantha Tempelmeyer

Nursing Home- Administrator Craig Labore and Bryan Patanovich

Revenue

NHA Labore stated that the projected revenues are based off of a resident census of 132. NHA Labore stated that due to the Medicaid rate increase they will have an additional \$170,000 in revenue.

He also stated that they are proposing an increase private pay residents by \$10 a day and an increase in physician billing. He said that they are anticipating additional revenue due to the hiring of a full time Nurse Practitioner to work along with the physician.

Rep. White asked NHA Labore to explain the benefit to residents in Nursing Home. NHA Labore stated that the residents that they are admitting are more acute. Having someone here on a full time basis allows the staff to maximize the opportunities to get the residents seen quicker and get their conditions addressed quicker.

NHA Labore stated that they are looking at a 1.75% increase in revenue from FY13.

Rep. Aguiar asked what the demand was between private and semi-private rooms. NHA Labore stated that for the most part if given the choice the residents would take the private room. They have their own space and are able to add their own furnishings but not everyone can afford it.

Rep. Aguiar asked if all people in private rooms are private pay. B. Patanovich stated that they are not always private pay; some have a private room due to a medical necessity.

Rep. Ladd asked if NHA Labore is satisfied with Charter Cable for the TV provider. NHA Labore stated that they looking to get out of the contract with Charter. He stated that Charter is looking to move towards an all-digital lineup which means there will be a digital receiver box and a very complicated remote with many buttons that the residents have a hard time using.

Expenses

NHA Labore stated that they will be proposing to move forward with an Electronic Medication Administration Record and an Electronic Treatment Administration Record. He stated that the main emphasis of this is to try and create ease of work flow for nursing staff and their medication administration as well as trying to reduce the number of opportunities for medication errors. A medical software package called Up to Date will be used. NHA Labore stated it is a great medical reference program and explained what it does to the Committee.

Rep. Aguiar asked for an explanation of the 17% increase in the malpractice line. NHA Labore stated that they are trying to account for malpractice insurance for the in house physician. He stated the FY 13's premium came in higher than projected and they were trying to anticipate an increase for FY '14.

Rep. Aguiar asked for an explanation of the 25% increase in vehicle repair and maintenance. NHA Labore stated the Nursing Home vehicles are aging and they have been putting more money into them over the past couple of years.

NHA Labore stated that in regards to the Dietary Supply line they have made some changes for last three (3) months that will carry into the new budget. He stated the paper products and cleaning supplies are now being ordered through a new vendor which ends with a \$4000 savings.

Rep. White asked NHA Labore to elaborate what their plan is with the farm to increase utilization. NHA Labore stated that they try to get as much produce from the farm as they can. He stated the Dietary manager is in regular contact with Sgt. Webster to put in orders and get as much as they can. It depends on what they have available and what they can get.

Rep. Smith asked if there are any laws regarding Nursing Homes about what you can and can't buy from the farm. NHA Labore stated the regulation states it has to be an approved food source. He stated that there has been a push over the past few years to encourage Nursing Homes to use locally grown produce to enhance the way of life for residents.

NHA Labore stated that the Nurse Practitioner was formally the Mental Health Provider. He stated that when they took her on as a full time staff member they were still able to get both services from here but there was the \$12,000 savings in Contractual Fees.

Rep. Aguiar asked how unemployment compensation factors into different depts.

Director Clough stated prior to January 1st 2013, the County was self-funded; we directly paid any claims to the State of NH. We are now insured through Primex. Prior to the switch monies were budgeted in an Unemployment line and transferred on a money basis to the departments that had Unemployment expenses.

Rep. Ladd asked in terms of office supplies if the Nursing Home is working with other departments to lower the cost of service. NHA Labore stated they are to a certain extent. They are proposing to end their lease with the postage machine and partner with the Commissioners' Office to use one (1) machine instead of two (2).

NHA Labore stated that they are proposing the hiring of a 25 hour per week position to help with the implementation of the Medicaid Managed Care. The plan is to not hire until it is decided whether the program will be up and running or not. NHA Labore stated that if the program does move forward he is anticipating a significant increase in work load.

Rep. Ladd asked what total cost for the individual would be. NHA Labore stated total cost for the year would be \$21,112.

NHA Labore stated that under the new equipment line he is requesting a new communications radio for activities bus. He stated that this is an emergency tool if there's a problem and bus breaks down. He went on to state that there are many areas that residents go on trips where there is no cell coverage, this would provide a radio to get a hold of dispatch in case of an emergency.

NHA Labore stated that there is a reduction in the fuel line due to biomass plant.

Rep. Ladd asked for an explanation for the water and sewer and why it is up 30%

Director Clough stated that the increases over the past two (2) years from Woodsville Water and Light is due to some Capital Expenses that they have incurred to meet the EPA standards.

NHA Labore stated that they are proposing to enter a contracted service with the Beautician. He stated that she would be paying for all of her supplies and they would be paying her a flat rate each week.

Rep. Aguiar asked how they would anticipate large amounts of requests with it being a free service. NHA Labore stated that he doesn't anticipate an overwhelming increase. He stated that he thinks that since she will be here from 9-5 there will be plenty of opportunities for the residents to be seen. Rep. Smith asked how many days is she here a week. B. Patanovich stated that she is there five (5) days a week.

Rep. Gionet how is this person selected handpicked or bid. NHA Labore stated that she has been here a long time so they would enter a contract with the beautician they currently have.

Rep. White asked if this put the County in a situation, where it is a contract worth more than \$5000, to put out a competitive bid. Director Clough stated that it may. Rep. White stated that it will need to be further discussed at a later time.

NHA Labore stated that they proposes to increase the monthly stipend for the Chaplain.

Rep. White asked if there was a reason for the increase. NHA Labore stated that the Chaplin is new as of September and he has come in more frequently, visited with residents and created relationships with families. NHA Labore stated that he thinks it is something that can recognize the amount of time he has spent there and what he has been doing for families and residents.

NHA Labore stated there was a reduction of \$5000 in the cable TV line. He stated that will be the savings from the installation of the satellite TV at the Nursing Home. He stated that they have looked at several providers. This will allow residents to keep the same channels and remote that they had before Charter switches over to digital.

Rep. White asked if the \$234 covers everything. NHA Labore stated that they created a cable package that will cover everything for \$234 a month.

Rep. Ladd asked if there were any other departments that have cable. Director Clough stated that the Department of Corrections is the only other department and they have Charter.

Capital Expenses

Director Clough stated that after an analysis of the revenue numbers from FY13, they will be recommending that at least \$100,000 be put in Capital Reserve for FY14.

Director Clough stated that the County will receive another Pro Share payment next week and she expects that payment will be at least \$500,000. Depending on that payment will be they may request to put more into Capital Reserve.

NHA Labore discusses Capital Expenses with the Executive Committee.

Rep. Aguiar asked NHA Labore what will be put down on the floor to replace the carpet that is being removed. NHA Labore stated that they will be using high traffic laminate flooring.

Rep. Ladd asked if the Capital Reserve Account would be the account you would use to purchase a bus and when would they buy a bus. NHA Labore stated they would like to get another two (2) or three (3) years out of it. A new bus runs roughly \$50,000.

Rep. Smith asked how hospice works within the Nursing Home and if the County pays for it or if it covered by Medicare. NHA Labore stated that Medicare is reimbursed for it, they have companies contracted to provide service. The hospice provider provides the medical services, not room and board charges.

Rep. Aguiar asked if County provides equipment and space for the hair salon already. NHA Labore stated that they provide the space and chair and she provides the supplies.

Rep. Ladd stated that he would like to see some follow up from Woodsville Water and Light on the Sewer prices.

Register of Deeds- Kelley Monahan

K. Monahan reviewed her Summary of FY13 and discussed the revenues for FY 14 with the Committee. She stated she would like to keep the revenue for FY 14 at \$950,000.

Expenses

K. Monahan stated that the budget allows for step increases.

She stated that the increase in the office supplies line was due to the whole conversion of the data base, for security purposes they printed all reports.

K. Monahan stated that she has increased her Travel Budget due to the fact that she has recently been appointed to the Register of Deeds Association Legislative Committee which will double her trips to Concord.

Rep. White asked K. Monahan about the three (3) different copiers/printers in the Deeds Office and to explain the need for that many copiers/printers. She stated that the printer she had in the office was the only color printer in the office and they had to replace that this year. She stated that the function of their office is to print things. One printer prints the surveys and subdivisions for the surveyors; the other printer has 5 staff members printing off of it.

Deb Maes- UNH Cooperative Extension

D. Maes discusses Revenues with the Executive Committee.

Expenses

D. Maes stated that there are a number of significant lines missing this is due to the UNH Cooperative Extension re-organization. UNH now handles all the operating expenses and the County sends a monthly payment to them to cover expenses. These payments come from the Professional Staff Salary and Operating Expenses line items.

She then goes on to discuss other expenses with the Committee.

Representative Lauer asked about the re-organization plan. D. Maes explained that the re-organization plan, occurred with the change of the funding status at the University of New Hampshire, we were told to restructure and one of the pieces was to look at a different funding status. The County is paying for 25% of the staff members, and their benefits and the University is picking up the other 75% of the cost.

Capital Expense

D. Maes stated that there is \$6500 for the copier lease and replacement computers.

Rep. Ladd asked if it is typical that we put computers under capital. Director Clough stated that we typically put all replacement for laptops under capital.

Brent Ruggles- IT Manager

ITM Ruggles discussed the changes throughout the campus and the need for a 3rd Full-Time IT employee with the Committee.

Rep. Sykes asked ITM Ruggles to explain the \$33,000 increase in the Software Maintenance and Renewal Line. ITM Ruggles stated that is a large expense for the Sheriff's Department. He stated Sheriff's Office had to replace a module this year that cost \$30,000.

Rep. Sykes asked ITM Ruggles to explain the \$5,000 increase under the contracted services. ITM Ruggles stated the Maintenance Department needs to replace the pc's that control the heating ventilation and air conditioning at the Administrative Building and Nursing Home. This cost is for the consulting services. He stated it is a one-time increase.

Rep. Lauer asked for an explanation on the allocated services line. Director Clough stated that it is the same thing as the Accounting Services Allocation. We allocate money to the Nursing Home budget for costs for the reimbursement for both Medicaid and Medicare.

Rep. Aguiar asked why there was no money budgeted under Education & Conference. ITM Ruggles stated that they ran into rough times with economy in past years and has tried cut back on those expenses to get the budget into an acceptable position.

ITM Ruggles discussed Capital Expenses with the Executive Committee.

Rep. Mulholland asked if the console computers are part of the infrastructure replacement for Dispatch. ITM Ruggles stated that these are the PC's that are utilized by the Dispatch Staff.

County Attorney's Office- County Attorney Lara Saffo, Office Administrator Alison Farina

Attorney Saffo discussed revenues with the Committee

Expenses:

Atty. Saffo stated that they are proposing a new part time 15 hours a week, file clerk position.

Atty. Saffo stated that they are looking to add five (5) more hours a week for the investigator.

Rep. White asked Atty. Saffo to explain the increase travel expense. Atty. Saffo stated that they have a County Attorney Car for anyone who may need it for trainings, meeting witnesses, etc.

Atty. Saffo stated that the Vehicle Repair/Maintenance line increased this year due to the purchase of new tires.

Atty. Saffo stated that the Victim Witness budget is almost the same as last year with the exception of supply line. She stated they added more money to use towards the purchase of a new office chair.

Atty. Saffo discusses the Mental Health Court Budget and what Mental Health Court does with the Committee.

Rep. White asked what will the role of the Coordinator would be now that there are three (3) case managers. Atty. Saffo stated the case managers don't run the program, they run the treatment. The Coordinator runs the program. CA Saffo discussed all the responsibilities of the Coordinator vs. the Case Managers.

Rep. Ladd asked who makes the determination that there is a mental illness. Atty. Saffo stated that it depends on individual, some have already been diagnosed. Community Mental Health Treatment Programs come and do an evaluation for those who haven't been diagnosed.

Rep. Ladd asked Atty. Saffo if she feels comfortable with mental health organization doing an evaluation through technology or eye to eye. Atty. Saffo stated she prefers evaluations be done in person, some people you can do through video, but some need to be in person

Atty. Saffo discussed the Juvenile Diversion budget and what the program does with the Committee.

Atty. Saffo stated they want to issue request for contracts to see what's out there.

Atty. Saffo stated that the bid requirements will be the same across the board for all towns, they will be specific and demanding,

Rep. White asked what the benefit is to the CA's office, what can we expect to hear from you a year from now. Atty. Saffo showed a list of thirty-five (35) offenders under the age of twenty-one (21) from 2012. She stated that they need an intervention process to help the kids to prevent them from being sent to jail or prison. She stated that there is a \$60,000-\$70,000 a year savings on children through these programs.

Rep. Mulholland stated that in looking at the way the budget is placed, it looks like the programs are coordinated in many ways. She asked if they can they be made into one. Atty. Saffo showed a chart she had created to explain the breakup of programs with their similarities and differences.

Rep Ladd stated that under CADY they take 13-17 year olds, but you can be up to 21 in the High School System. Is this program open to those kids who may be 21 and not have a certificate or degree? Atty. Saffo stated the programs have shown flexibility. For bidding purposes she stated she does not mind going from ages ten (10) – twenty one (21) if they are still in the high school system.

Rep. Ladd asked if this for first time offenders, or if a child has repeat offences. Atty. Saffo stated they want to get the message across this is early intervention, and if the children continue to do what they have been doing there will not be a second chance.

Rep. Ladd asked if there is a referral cost. Atty. Saffo stated yes depending on the child you are able to collect it, they do not want to deny a kid because they can't pay, she felt the fee should be on a sliding scale fee.

Rep. Aguiar asked if it would be possible for people to switch from one program to another. Atty. Saffo stated that during her first training five (5) years ago, they talked about what happens when someone comes in as an addict and finds out there's a mental illness. They send them to Mental Health Court. In one way or another when one goes through Drug Court they get Mental Health treatment as well.

Rep. Aguiar asked if it creates problems or advantages from moving from one program to another. Atty. Saffo stated the only thing they have to be clear on is their sentencing orders. You can't pull someone from Drug Court and sentence them to Mental Health.

Rep. Ladd asked what kind of savings this will have to the county in terms in the end. Atty. Saffo stated that the cost of juvenile, if you stay a career criminal, it will cost \$1 million.

Atty. Saffo stated that Restorative Justice gets the kids involved back in school. Commissioner Cryans stated that he supports Atty. Saffo but doesn't support the State dropping the ball on taking their responsibility of funding the children.

Commissioner Cryans asked Rep. White if this program goes through, is it their intent to pull money from the other three (3) line items in the Social Service funding. Rep. White stated he won't speak for the entire Committee but that will be his intentions.

2:27 PM, With no further business the meeting adjourned.

Respectfully Submitted,

Representative James Aguiar, Clerk