

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday June 19, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern Jr., Ray Burton, Director Clough and Secretary Martino.

OTHERS: H. Brown

9:02 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Director Clough stated that the new Delegation by-laws say that the County must have authority from them for the transfer of money over \$5000. She said that right now there are two departments that are going to be over expended. The Farm will be over by between \$30 and \$35 thousand dollars and **Farm Manager Don Kimball** was present to explain why his budget was over expended. He ran down the list of items that created this situation and gave his reasons as to the expenses incurred.

In explaining some costs in the repair line FM Kimball said that someone had put sawdust in the gas tanks of the tractors and it caused a lot of damage. Commissioner Ahern asked if a report was ever given to law enforcement and FM Kimball replied it was not. Commissioner Ahern said that he believed it should be and Commissioner Burton agreed with that.

Commissioner Cryans asked about the Farm revenue and Director Clough said that should be right on target.

There was a discussion about the reduction of the herd and Commissioner Cryans said that the main revenue from the Farm comes from milk. He asked if FM Kimball foresees getting out of the dairy business. FM Kimball replied that he doesn't want to do that but rather just reduce the herd which will mean needing less help. Commissioner Ahern said that from what he has heard at the Farm Advisory Committee meetings, 55 is the optimal number of cows to have and still make a profit.

Director Clough said she just wanted the Commissioners to be aware of what happened with the Farm budget because they will need to explain it to the Delegation on Monday for the transfer of money. She also said that she is greatly concerned about what she has heard here today in terms of what's in the budget for next year.

Commissioner Cryans asked if everyone had read the minutes and if anyone had any edits. None were noted.

Commissioner Burton moved to approve the minutes from June 12, 2012 which was seconded by Commissioner Ahern. All were in favor.

Director Clough said that when the Drug Court team went to Nashville, TN recently, the rooms were paid for in advance. Once there Drug Court Coordinator B. Gasser decided he wanted to

upgrade his room for one with a view, which cost an additional \$213. Director Clough said she didn't think this was appropriate use of the taxpayer's money and asked the Commissioners if they were in agreement with that decision. They agreed with the Executive Director and said if B. Gasser wanted an upgrade he should pay for it on his own.

Director Clough gave the Commissioners the May NACo Prescription Drug card report saying the average savings for the month was \$6,512 or 29.3%. There were 166 users.

Director Clough asked for direction from the Board as to Dept. Head evaluations saying that the performance audit suggested that self evaluations were really not helpful. Commissioner Ahern said he would like to offer a suggestion but he needed until next week to gather the information. Commissioner Cryans said that if he could provide the information for next week's meeting, (which Commissioner Ahern may not be able to make) then they would entertain it but if not, they would just opt to write the evaluations themselves.

UNHCE Office Administrator Deb Maes arrived with a report for the Commissioners. *(see attached) She spoke about getting information to the communities and about the changes that have taken place at UNH for the Extension offices.

Commissioner Burton said he would like to see the new President of UNH continue to hold the County Conversations as had been done in the past throughout the state.

Commissioner Burton asked if it had been requested that John Pike speak at the next NHACo Convention and give a report of the status of UNHCE. D. Maes said that the request would be better received if came directly from the Commissioner to B. Miller who will be organizing the conference. Commissioner Burton will do so today.

Commissioner Cryans asked about the general mood of UNHCE throughout the state and D. Maes replied that there is still a lot of work to be done and some people adapt to change better than others.

Director Clough informed the Commissioners that another department that may be over expended is Dietary in the Nursing Home. She said she should have a better idea on that once things get posted. She said it looks like it's mostly in the salary line.

Director Clough informed the Commissioners that last Wednesday and Thursday the auditors were at the County for preliminary audit work.

Humans Services Administrator Nancy Bishop arrived with her report *(see attached). Report included payments to towns and the amount paid toward the cap.

HSA Bishop said that a letter was received from HHS stating that there was an error in the formula used to calculate the rate setting amount billed to the Counties each month. Unbeknownst to the Counties these calculations include money for the Rate Setting and Audit Administrator's salary. *(see attached letter) This salaried position is through the state but money is coming from the County to pay it.

Director Clough said that NHACo Executive Director Betsy Miller has asked that the Counties not pay this money until the Counties, through the NHACo, had a chance to review this together. Payment of this bill will be held until a Finance Committee meeting can be held.

There was a discussion about the removal of the Social Service Consultant from the budget by the Executive Committee yesterday and HSA Bishop said that she had sent an email to Rep. Almy who questioned whether or not HSA Bishop had the qualifications to do the job of reviewing the Social Service agencies.

Commissioner Ahern said that the Board needs to reevaluate what should be done with the charitable organizations. He said they need to look at them and see about duplication of services.

Director Clough said that she believes that what the Executive Committee did yesterday was not in line with RSA 24:14 and that they didn't have authority to say that N. Bishop will take over the consultant position. She said there will not be funds within the Commissioners' Office budget to fund a consultant position as suggested by some members of the Executive Committee and pointed out that this is for a budget that the County supports in the amount of \$500K. She said this is an issue that needs to be dealt with. Director Clough stated that she has never waived on the fact that the Executive Committee does not have the authority to make line item adjustments.

Commissioner Ahern had notes from an April meeting and he said that he agreed with a statement that Director Clough made at that meeting when she stated that the Social Service organizations do not affect the actual operations of the County. He said the organizations have the ability to find money elsewhere and there needs to be a discussion about this in the future.

Commissioner Cryans said of all the points in question, that he would like to wait until Monday after the Delegation vote to see what happens.

In discussing the coming month schedule it was decided that there will be no Commissioner meetings on the 17th and the 31st of July.

Maintenance Superintendent Jim Oakes arrived with his report *(see attached). The first item for discussion after talking briefly about the biomass project was the automated isolation valve. A letter was received from Woodsville Water & Light that stated that they wanted to discuss the ownership of the valve and the water tank prior to the start of the valve project. Supt. Oakes said that he has gone out of his way to provide information to WW&L about the valve and their engineer has stated that he didn't have time to look over the design. Now they say they want time to review it and if they decided it needs to be changed then there could be added costs to the County. Supt. Oakes said he has already scheduled out everything, there is a good plan in place, ownership belongs to the County and he would like to see things move forward right now so that the job can be completed before late fall. He said none of these things should have any bearing on whether or not WW&L takes ownership of anything. It was decided that Supt. Oakes should proceed forward with the project and that the WW&L Commissioners letter should be responded to and an invitation to meet with the Board extended. Director Clough said that the letter will state that the start date of the project should

not be contingent upon ownership of that valve, as WW&L is requesting and the Commissioners concurred.

Commissioner Cryans asked if Maintenance was ready to go into the new Jail and Supt. Oakes replied that they still need more training on the mechanical systems. He said that he would just be setting them up for failure if they didn't have a good understanding of how everything worked. They also need receipt of all the manuals for equipment.

Director Clough spoke to the Commissioners about the budget saying that the total amount in reductions after everything was tallied is \$277,849. She noted that she had an issue with the request to reduce the money (\$7500) for perfect attendance because it is not actually a budgeted figure per se and has no individual line item. She said that she had spoken to Rep. Bulis and he said that money needs to come out of the budget and that they (the Executive Committee) didn't want the employees to have the benefit of perfect attendance. She said that Rep. Bulis has suggested that perfect attendance be eliminated as of the first of July and to be done with it. Director Clough said this is an employee negotiated item and in her opinion should not be eliminated without negotiating with the Employee Council but understood this was a decision of the Commissioners.

There was some discussion about this and Commissioner Ahern was not in favor of keeping perfect attendance but Commissioner Cryans said he was not willing to renegotiate any agreements that had already been made with the Employee Council at this point.

COMMISSIONER ISSUES:

Commissioner Ahern said that he attended a Livermore Fall/Holderness Interdisciplinary Meeting at Plymouth State yesterday and the next meeting will be on July 18 at 1:00 PM at PSU.

Commissioner Ahern will be attending a Farm Bureau meeting tomorrow evening and an NACS Pemi River discussion in Ashland.

11:58 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Update of UNHCE Reorganization Progress

Current Area of Expertise teams that have been identified to address the relevant and priority needs of NH Communities.

-
- **Community and Economic Develop Team**
 - Civic Engagement
- **Food and Agriculture Team**
 - Food Safety
 - Fruit and Vegetable Production
 - Dairy, Livestock and Forage
 - Landscape and Floral Production
- **Natural Resources Team**
 - Fish and Wildlife Habitat Management
 - Forest Stewardship
- **Youth and Family Team**
 - 4-H
 - Healthy Living and Nutrition (includes Nutrition Connections staff)
 - Science Literacy
 - Positive Youth Development

In addition, several Interdisciplinary Areas of Expertise have been identified.

The following interdisciplinary AoE teams have been identified.

- **Agricultural and Natural Resources Business and Economic Development**
- **Community and Natural Resources**
- **Building Strong Youth, Families and Communities**

Each Area of Expertise Team will have an assigned Chair who will function as the project chair. Most of the AoE Chairs will be state specialists. These staff will be responsible for writing the logic model, business plan and ultimately writing grants to promote the work of the team.

Defining Community and Economic Development (CED)

UNHCE has a long history of supporting NH's economy through its agriculture, forestry and fishing industry efforts. In addition to this, UNHCE has become well-known and appreciated for our staff's ability to convene and facilitate community members and groups, helping them to develop leadership skills and make sound decisions regarding the future.

UNHCE's Community and Economic Development team will continue providing researched-based education and assistance to individuals, families, businesses and communities to help them identify opportunities to enhance their competitive advantage, build upon their assets and create conditions that foster local and regional economic growth. A small number of CED staff will work collaboratively across all program teams as well as with UNH faculty, statewide agencies and organizations to address the most pressing needs facing communities. These close collaborations will ensure UNHCE is developing programs that we are uniquely qualified to implement and to build upon the strengths of UNH as a whole without being duplicative. These programs will be planned and implemented in close cooperation with other program teams and may include the Agriculture and Natural Resources Business Institute, Community Profiles, Forest Industry Development and Economic Development Planning and Impact Assessment.

Most Extension staff assigned to the CED Team are team spanners—that is that they work on two Program Teams—and as such have program responsibilities in two different areas. Organizationally, Extension Administration is still working on several issues relating to the reorganization.

Deb's CED projects during the past year.

Strategic Planning--North Country Center for the Arts Board, June 2011

Board Development—North Country Boys & Girls Club Board, November 2011

Economic Development—Keep Growing, Using USDA “Stronger Economies Together” curriculum provided monthly training sessions for 20+ members of Keep Growing. Our efforts won regional and national awards from National Association of Community Development Extension Professionals for “Excellence in Teamwork.” This award was shared with University of Vermont Extension, UNH Cooperative Extension and NH/VT USDA. Fall/Winter/Spring 2012

Presenter for 2102 Annual Governor's Conference on Volunteerism, May 15th

Topic: “Open Spaced Technology: An Innovative Way to Run a Meeting”

Upcoming Projects:

A Granite State Future: Collaboration with Carsey Institute (UNH), NH's Nine Regional Planning Commissions and UNH Cooperative Extension among others. Extension staff will be holding listening sessions around the state with Communities of Interest and Communities of Place to discuss New Hampshire Livability Principles. These principles include neighborhood and community issues; housing and transportation choices; natural resources; community economic vitality and energy conservation. Timeline for project: April/May 2012 through October 2013.

Volunteer Community Facilitator Project: University of Maine Cooperative Extension/UNH Cooperative Extension/Community Wellness Coalition of Kittery, Maine. Goal of the project is to provide a facilitation course for the KEYS (Kennebec, Ellsworth, Yarmouth and South Berwick) section of Maine as well as the Seacoast region of NH. Participants in the initial facilitation course will then be supported as a cohort group that can practice their facilitation skills plus support each other's efforts. UNHCE's role is to provide training of facilitation skills. Planned For fall, 2012

More to Come

Revitalize Community Profile Project

Offer Facilitation Training to non-profit groups

Provide board development and strategic planning to non-profit groups

Staff training—Community Development Academy (held in NH, grant funded)

National Conference, May 2013 (Indiana)

June 19, 2012

HUMAN SERVICES MONTHLY REPORT

- 1.) LTC Expenses to date:
 - Expenses to Date Report
 - Reimbursement report
 - Letter from Jonathan McCosh, DHHS
- 2.) Goodwill Industries Workforce Program
 - No update
- 3.) Other
 - FY13 Executive Comm. Budget changes

Monthly Meetings & Workshops:

- 5/16/12 - Attended NC RCC Mtg.
- 5/17/12 - Attended GC Budget Hrng.
- 5/21/12 - Budget presented to Exec. Comm.
- 5/29/12 - Participated on Dept Comm employment interview panel
- 6/1/12 - Attended NHAC Mtg.
- 6/12/12 - Attended GC Wellness Mtg
- 6/14/12 - Attend NC Health Improvement Symposium
- 6/18/12 - Attended Exec. Comm. Mtg.



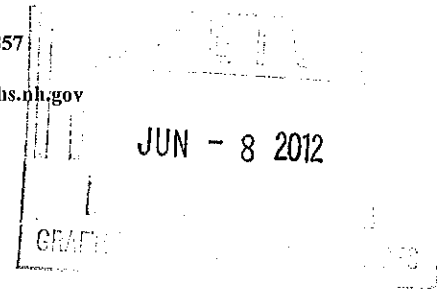
**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES**

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9203 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov



June 6, 2012

Nancy Bishop, Administrator
Grafton County Human Services,
3855 Dartmouth College Hwy
North Haverhill, NH 03774

Dear Ms. Bishop:

Recently, an error was discovered in the formula used to calculate the rate setting amount, billed to the Counties each month. As you know, Rates are set based on the salaries and benefits of the Bureau of Elderly and Adult Services (BEAS) auditors which comprise the Rate Setting and Audit Unit. They are responsible for doing acuity rate setting work. The counties pay part of the salaries and benefits of this unit. Figures are based on the previous month's total number of nursing home cases for which a county was billed. The total salary/benefits and total number of nursing home cases determine the per case rate. This equates to the total salary and benefits divided by the total Medicaid nursing home cases that were billed to a county in the previous month. Counties are responsible for paying 50% of this amount; the other half is paid for by federal funds.

Each DHHS employee used in this calculation has an assigned job code to capture the total monthly expense that is used to distribute and bill to each county. Back in June 2011, my position was assigned a new job code for the current State Fiscal Year. However, the method used to query the monthly expense was never changed to include this job code. As a result, the monthly salary and benefit expense for this position was not included in the calculation of the rate setting bill.

The total amount of expense for 11 months, June 2011 - April 2012, \$105,346.67; 50% of which would have been billed back to the counties as part of the rate setting calculation, for \$52,675.00. The total number of Medicaid Nursing home cases for the same period is 44,320.

44,230

Please find attached a rebill of Grafton County's share of the expense that should have been included in the rate setting bills for SFY 2012. Every effort to remit payment to the DHHS prior to June 30, 2012 would be greatly appreciated. Further, please accept my apology for the error. If you have any questions and/or require any additional information, please do not hesitate to contact Tricia Foster, Bureau of Finance, 603-271-9297, or tfoster@dhhs.state.us.nh. Thank you.

Sincerely,

Jonathan G. McCosh
Rate Setting and Audit Administrator

pd FY1992

DIVISION OF HUMAN SERVICES
COST OF NURSING HOME RATE SETTING

Salary and Benefit June 2011-April 2011 \$ 105,347

Number of Nursing Home Cases (Users)
 Per HMGR 70AD report (FY 2012 YTD) 44,230

Total per Case \$ 2.38

Number of Cases per County Nursing Home Billing Report:
 per HMGR 70AD report (Total FY2012 to Date)

	<u># Cases</u>	<u>Rate Setting Cost</u>	<u>Cty Share 50.00%</u>
Grafton	2,769	6,595 <i>6590</i>	3,298 <i>3295</i> <i>320</i>

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 15 – Jun 18, 2012

COMPLEX

Biomass District Heating System

- Boiler & Feed System Package - We've signed a contract with Messersmith for the boiler, feed system, multi-cyclone and stack systems. Although I've received their insurances and performance bond, I haven't issued a notice to proceed because they still owe use a payment bond. Messersmith assures we will receive the bond when they return from summer shutdown and that it will not delay our boiler package order.
- Bid Set Plans & Specifications - Banwell Architects and its engineers are finalizing the bid set plans and specifications in preparation for bidding
- RFP & Contract Documents - Banwell Architects has completed the RFP and contract documents so we can bid the general contracting portion of the project
- Special Inspections & Testing and Commissioning – I will be finalizing the RFP's and contract documents to bid these two services in the next week or so.
- Code Consulting Services – The State Fire Marshall's Office and local fire chief will be performing all plan reviews and site inspections, thus we will not have to hire a 3rd party code consultant for this project
- Tentative Schedule:
 - July 2nd – Advertise start
 - July 9th – Pre-bid Meeting
 - July 30th – Bids due
 - July 31st – Open Bids
 - August 7th – Select contractor
 - August 15th – Project start
 - June 15, 2013 – Project complete

Engineering Design of Automated Isolation Valve & Vault

- The plans and specifications are complete and the project is currently out to bid
- Schedule:
 - June 18th – Advertise start
 - June 21st – Pre-bid meeting
 - July 9th - Bids due
 - July 10th – Open bids
 - July 17th – Select contractor
 - August 13th – Project start
 - October 12th – Project complete
- WW&L Dept involvement and proposal

Fire Hydrants – Performed 6-month flushing of hydrants

Sewage Alarms – Pump Systems Inc is in the process of modifying existing sewage pump station alarms to alarm at Dispatch. They currently alarm at old jail

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Dispatch – Assembled and installed video antenna on roof and ran coaxial cable from antenna to Dispatch radio room

State Modifications – Met with contractor and state court people responsible for initiating contract to implement new ADA requirements slated for the following areas:

Superior and Circuit Court Service Counters – Construct new service counters that incorporate ADA height requirements and new glass curtain walls that follow new counter contours

Courtroom Doors – Install automatic door openers on doors leading into courtroom 1, courtroom 2 and circuit courtroom

Courtroom 1 – Install handrails up ramp into courtroom

Lighting Upgrade – Replaced two 100w metal halide fixtures with two 13w LED ones

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Replaced a large number of electrical/mechanical actuators on several beds. Called vendor and complained about high fallout rate. Vendor sent 10-free replacements and has scheduled a technician to do a site visit on 6/26 to see what is going on. They said our situation is an anomaly because no other customer is experiencing the problem we've experienced

Lighting – Replaced several burned out lighting ballasts throughout

HVAC

- Walk-in freezer compressor contactor sticking...replaced contactor
- Air Conditioning Condensing Unit (ACCU) 2 compressor crankcase heater inoperable...installed new crankcase heater
- ACCU 4 compressor crankcase heater inoperable...replaced crankcase heater
- Unit Ventilator 1 hot water coil burst from AC freeze up...installed new coil and replaced suspect hot water control valve actuator
- Dry goods storage room AC condensing coil compressor died...North Country Mechanical replaced it

Plumbing – Domestic hot water mixing valve system pressure reducing valve (PRV) diaphragm ripped...rebuilt PRV

Fire Safety – Assisted In-service director conduct monthly fire drill

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout.

HVAC

- Pump #4 hydronic heat pump shaft seal leaking...rebuilt pump with shaft seal kit
- Heat Recovery Unit 2 Belimo valve actuator binding...replaced actuator
- ACCU 1 has contactor sticking...replaced contactor

Fire Dampers – Completed 4-year inspection of fire dampers and fusible links...all checked good

Sprinkler – System gauges due 5-year calibration of replacement...replaced gauges

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Alarm – Trouble alarm on circuit 8...replaced bad smoke detector

Plumbing – Inmates broke porcelain toilets in two Fed West Cells – no spares on hand (no plan to fix)...DOC moved inmates out of cells.

Security – Doors 1-3 in women's section won't open...repaired keyway

Farm – Installed light on back of dairy barn to better illuminate manure conveyor area

MAINT/FARM BUILDING

Nothing significant to report

Community Correction

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

New Jail

Certificate of Occupancy Inspection – The State Fire Marshall visited the one last time and verified fire proofing patching was complete. Issued Certificate of Occupancy

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Boilers & Air Compressors – Travelers Insurance inspected the boilers and air compressors and assigned the state ID numbers

➤ **Punch list**

- Contractor installed high-pressure bypass valves on five water-to-water heat pumps. Still waiting on controls kits to finish this modification.
- Hard ceilings installed in Area C segregation and Protective Custody housing areas. Still waiting on correctional grade diffusers and ceiling access panels

Commissioning – Commissioning moving fair slow due ongoing issues with water-to-water heat pumps and controls work.

FFE – Still in process of setting up shop space and tool kits

OTHER

- A few weeks ago I passed my Underground Fuel Storage Tank Operator recertification exam
- Last week we buried the ashes of a nursing home resident in the County's section of Horse Meadow Cemetery