

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 13, 2016

PRESENT: Representatives Sykes, Darrow, Smith, Abel, Gionet, Townsend and Commissioners Cryans, Lauer and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: NHA Labore, FM Jurentkuff, ITM Ruggles, RD Monahan, COA Bryant

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown, Rep. Erin Hennessey

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Smith.

Nursing Home – Administrator Craig Labore & Finance Manager Dawn Jurentkuff

Revenue

NHA Labore stated that they have budgeted for a census average of 127 for the fiscal year. He stated that currently their census is 125 and he feels it is a very realistic target.

NHA Labore stated that they received the proposed Medicaid rate and it is a \$2.33 decrease from where it currently is. \$158.39 is the new rate. He stated that this is equivalent to a \$41,000 decrease in revenue for the first half of FY 17. He noted that they have budgeted twenty – five (25) private pay residents and they have been averaging seven (7) – eight (8) above that mark which is helping to make up in revenue.

NHA Labore stated that as of May 1st the nursing home entered into agreement with VA. They are now eligible to start receiving veteran referrals. He noted that they feel that an average number of three (3) residents from VA referrals will be a good number to start at which equals \$242,280.

Rep. Gionet asked if there a long process to get a veteran in the nursing home. NHA Labore stated that there was a lot of red tape in the beginning of the project and had to put it on hold due to the renovation project but now have sped up the process since January and are now eligible to take veteran referrals.

Rep. Abel asked if the nursing home has staff that reach out to the social workers and people at various hospitals to keep them on their radar. NHA Labore stated that they have a Director of Social Services who makes calls when necessary.

They are projecting overall revenue of \$12,487,857.00.

Expense

NH Admin

Contract Services – NHA Labore stated that there is an increase of \$13,000. He explained that the majority of increase is changes for contracted services through our auditing firm. Medicaid Compliance Auditor – He stated that this is money set aside for nursing and business staff to receive knowledge about the changing Medicare regulations. This company provides training on how nursing homes can maximize reimbursements and stay ahead of new regulations.

Bed Tax Expense – NHA Labore stated that this \$603,000 is the 5.5% tax on Medicaid revenue that they pay each quarter. He stated that they have always paid this. It was just netted out in the revenue account. This new expense line is breaking it out for cost reporting purposes at the auditors' request.

Software Maint/Training – NHA Labore stated that they are currently in the training stages for Point Click Care. He stated that the full implementation of clinical portion is September 1st due to the amount of training that needs to be done. It is a certified electronic health record for CMS, the nursing home's current system is not and because they do not have a certified electronic health record now they are being docked 2% in revenue.

Vehicle Repair & Maint – Rep. Sykes asked if the nursing home bought a new bus and if so why the amount budgeted is still the same. NHA Labore stated that they did purchase a new bus. He went on to stated that they have found out early on in this year that the Pacifica has a transmission issue right now. It gets a lot of use and has been a good vehicle. In this budget he is proposing to enter into a lease. He explained that this lease will put them on a three (3) year agreement and trade it in after three (3) years so there is no cost impact to the county for maintenance. He stated that the cost for a lease would be \$350 a month for some sort of jeep, something that is a four (4) door sport utility that is easy for residents to get in and out of.

Nursing

Wages – Nursing Admin – NHA Labore stated that they have combined the Assistant Director of Nursing and Unit Managers into one line item for cost reporting purposes. There are no increases; they are just not broken out like they have been in the past.

Loan Forgiveness Program – NHA Labore stated that they have been using a lot of travel agency nursing. He is proposing to use loan forgiveness for five (5) new nursing graduates to receive \$10,000 in loan forgiveness over the course of two (2) years. This incentive has been found to be successful. They will receive quarterly payments of \$1,250. There's no commitment for them to stay for the two (2) years, they get paid out accordingly for the amount of time they have worked.

Rep. Townsend asked how Grafton County's use of traveling nursing compares to other county nursing homes. NHA Labore stated that they are right in line with other county nursing homes; they are all having the same staffing issues.

Rep. Smith asked how they are doing with overtime. NHA Labore stated that they have been spending a lot on overtime trying to fill in where they are short staffed.

Travel Expense Line – NHA Labore explained that because traveling nursing agencies has got so competitive, some agencies are now charging room and board fees where we have to pay for local hotel feels. He noted that he has tried to stay away from using these agencies but has had too at times when no one else was available.

Restorative Nursing

New Equipment – The nursing home had entered into a lease agreement last year for gym rehab equipment with the thought that they could get more reimbursement back. NHA Labore explained that it has not been panned out the way they had hoped so they will not be entering back into that lease, therefore that line item has been zeroed out.

Housekeeping

Wages – Asst. Environmental SVC Director - NHA Labore stated that back at the beginning of the year the nursing home transitioned the senior housekeeping position into the asst. environmental svc director to have more supervisory responsibilities. They help oversee the housekeeping department; working with the director on the operation of the department, ordering supplies, etc. He explained that this is creating a succession plan for when the director retires in the future.

Rep. Townsend asked if the nursing home has used inmates to do housekeeping. NHA Labore stated that it used to be done but the decision was made in 2010-2011 to remove them from the nursing home. CMS legislation came about to make sure that people with criminal history did not work in nursing homes.

Pharmacy & Physician – NHA Labore explained that when someone is on Medicare they are responsible for all costs of medications. This line changes based on the census.

Social Services

Wages – Social Service Staff - NHA Labore explained that as of March the two (2) social services staff was a part of the union. They had been asked to be removed from the union so they have been removed from the bargaining scale in the county wage charts and moved to the non-bargaining unit which had an increase and it was felt that increased was warranted.

Capital Building/Equipment

Lines that are zeroed out – those were reallocated for capital purchases.

Capital Reserve Account

NHA Labore discussed the various requests under his capital reserve with the largest being the 3rd year of the bed replacements at \$45,000. The total capital reserve amount for FY 17 is \$118,140.00.

Rep. Gionet followed up on the question he has had regarding reimbursements from old contractors from the Nursing Home project. CA Libby stated that Supt. Oakes is still working on that. They are waiting for paperwork and are holding onto the contractor's last payment until they receive the information they need.

Information Technology – Manager Brent Ruggles

Expense

Software Maint & Renewal – ITM Ruggles explained that this line item is up \$25,000 this year due to renew support increase on our payroll software as well as another support renewal on the virtual servers.

Software – ITM Ruggles explained that there is a large increase in this line due to them needing to purchase a new version of Time and Attendance software.

New Equipment – ITM Ruggles explained that this line item is the assorted items that have been requested throughout various departments. He discussed these various items with the committee.

Rep. Abel asked ITM Ruggles if he anticipates in the next few years that he will have this annual increase. Brent – no we do not. ITM Ruggles stated that he does not expect to have this annual increase.

Rep. Gionet commended ITM Ruggles and stated that when he first came on the technology at the campus was not good. He has done a great job in bring the campus up to date.

Capital Outlay

Department of Corrections – ITM Ruggles explained that they usually replace desktops after a five (5) year lifespan. He stated that the jail will be at that five (5) year point in 2017 and all the systems are going to need to be replaced but he is budgeting to replace twenty (20) of the forty (40) systems this year and replace the other half next year to spread out the cost over two (2) years.

7 Door Lock Control PC's – ITM Ruggles stated that these are critical systems that have to do with the security at the jail. They operate 24/7 and are very expensive PC's.

Register of Deeds – Kelley Monahan

Expenses

Clerical – RD Monahan stated that she has lost an employee this year and she is putting hiring position on hold for now.

Health Insurance – RD Monahan stated that she chose not to put her three (3) sons on the health insurance and also did not take retirement.

Education and Conference – RD Monahan stated that she has been attending the Fidler Educational Conference. She stated that this year she attended the PRIA national conference. She stated that it is a more expensive conference and has budgeted accordingly to attend again in FY17.

Rep. Gionet questioned the priorities of the Register of Deeds by delaying the preserving of old books. RD Monahan explained to the Committee the cost involved in that process and that it has been put on hold since she has been in office.

Surcharge

RD Monahan discussed her items under equipment repair and maintenance as well as equipment rental with the committee.

Cube Server – RD Monahan explained that they have all electronic backup with one company. This would be an internal storage server for Deeds that contains their own data base. Should there become corruption in the data, it notifies them and begins to correct itself. She stated that the training for her staff is included in the quote.

Revenue

RD Monahan stated that she increased the transfer tax and decreased the recording fees. She also noted that she increased online services.

UNH Cooperative Extension – COA Heather Bryant

Expense

COA Bryant explained that her budget pays for 25% of the field specialists and 75% of the coordinators for the Professional Staff. Her main increases are in the salary lines and they are related to the step increases and longevity increases for support staff.

New Equipment – COA Bryant stated that this has always been in the capital budget but with the way they are now doing the budgets anything under \$5,000 will be going into the operating budget. This line item includes new computers and software upgrades.

Rep. Townsend asked what qualifies equipment as a capital expenditure CA Libby stated that equipment that is over \$5,000 and is expected to have a life expectancy of over three (3) years is considered a capital expense.

Rep. Abel asked COA Bryant if she anticipates that the programs in coming years will be essentially the same as this. She stated that there are no major changes coming that they are aware about.

Revenue

COA Bryant stated that UNH pays \$5,000 towards supplies and administrative assistant salaries.

Rep. Sykes asked how the range of programs in Grafton County compares to other counties. COA Bryans stated that she believes Grafton County has representation in all programs in UNH Ext. minus the seacoast programs. They have expanded their programs in the past three (3) –four (4) years.

Commissioner Richards wanted to note that she is so impressed with the impact that this program has on Grafton County and she is very supportive of UNH Cooperative Extension.

Rep. Townsend asked if there were any current vegetable trials. COA Bryant stated that there is. She explained that they took the green house in 2013 and moved it across the street where they can plant in the ground. She is currently conducting a tunnel tomato fertility study. This study is trying to figure out how much fertilizer you need to grow tomatoes in a tunnel, they are in the 3rd year of five (5) year trial.

Commissioner Lauer stated that she wanted to add on to what Commissioner Richards stated. She said that they have developed a good relationship with the County and UNH.

CA Libby stated that she will send all minutes to the Committee before Friday to be approved at Friday's meeting. She also noted that she will be making a number of changes to the budget. She has the majority of the health insurance enrollments so those numbers will be adjusted as well as elected officials salaries.

11:31 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk