

EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
June 8<sup>th</sup> 2018

PRESENT: Representatives Sykes, Darrow, Abel, Campion, Maes, Binford and Commissioners Lauer and Ahern, County Administrator Libby, Admin. Assistant Norcross

OTHERS PRESENT: Nursing Home Administrator Labore, Finance Manager Jurentkuff, IT Manager Ruggles, UNH Extension – Heather Bryant.

EXCUSED: Reps. Ham, Schwaegler and Smith.

Rep. Sykes called the meeting to order at 9:00 am and began with the Pledge of Allegiance.

**Nursing Home – Administrator Labore & Finance Manager Jurentkuff**

*Revenue*

NHA Labore stated that they are projecting a 129 average daily census.

He stated that the Medicaid rate is increasing \$1.15. They have adjusted that number by roughly \$41,135.00.

He stated that they are requesting a rate increase of \$10 a day to \$305 a day for a private pay single room and \$285 for the semiprivate rooms.

They have decreased their Veterans census as they had not received the response they had hoped for. They are not budgeting for any.

NHA Labore stated they are trying to remain consistent with what they have budgeted for in FY18 noting that they are requesting to increase the resident's cable rate .50 cents a day to \$9.00 per day to help offset the increase they received from the cable provider.

They are projecting roughly \$13.2 million in revenue for FY19.

*Expense*

Dietary

Food Service – replacement of the Dietician who came in at a higher rate than the previous dietician was at.

## Nursing

Wage – Nursing Admin – NHA Labore stated that this increase is from the House Supervisors being reclassified into this line item from the RN Direct Care.

Contract Nursing Services – NHA Labore explained that this increase is offset by a decrease in the RN salary lines as they are not using the amount of RN's but are seeing an increase of the contract services.

Recruitment Discussion – The Committee discussed different recruitment ideas with NHA Labore on ways to get nurses into the nursing home and ways to retain those hires.

Contract Education – NHA Labore stated that there is a continued regulatory focus on the reduction of antipsychotic medications. Percentages above the national average, determined by CMS, will be met with decreased reimbursement and negative ratings on quality measures, as posted on the Medicare.gov Nursing Home Compare website. Grafton County Nursing Home's percentage is currently above the average. Dr. Sandeep Sobti, who also serves as their Medical Director, is recognized throughout the state by the state survey teams and Quality Improvement Organizations, as a leader in the effort to reduce psychotropic medications. He conducts trainings for state survey teams. This would be for one (1) full day per month for resident consultation for dementia residents and education of non-pharmacological interventions for nursing staff.

## Therapeutic Recreation

Education and Conference – NHA Labore stated that there is a continued regulatory focus on enhanced activity programming for Dementia residents. National conferences such as the one they are requesting to send their Activities Director to in FY19 allow for networking and sharing of ideas. They have budgeted \$2,500.

## Pharmacy & Physician

Med A Rx – NHA Labore stated that the decrease is due to the projected census.

Oxygen – He noted that this is also based on their census and what they are using.

## Capital Reserve

Generator Upgrade – NHA Labore stated that the Nursing Home is not 100% covered by the generator. The elevator in the 1969 building and the booster to the dishwasher are not covered. They are looking to spend \$2,000 to upgrade the generator to power the entire Nursing Home.

50 Desktop PC's – As of January 2020 Microsoft will not be supporting Windows 7 and they are preparing for that by replacing the old desktops.

Security Camera System – NHA Labore stated that they had previously purchased security cameras to place throughout the Nursing Home. He is asking for an additional four (4) cameras this year to place around the nurse's stations.

## **IT – Manager Brent Ruggles**

ITM Ruggles discussed his budget noting that the main increase in the employee related line items is the health insurance.

He explained that they allocate \$42,500 to the nursing home to offset their IT services.

IT Manager Ruggles stated that his budget has a 1.5% or \$6,302.00 increase for FY19.

Rep. Abel asked if he is likely to overspend or is he is going without things that should be done. ITM Ruggles stated that they will see an increase next year. They will need to update all systems to Windows 10 by 2020. He noted that this update is needed for security and HIPPA purposes.

## **Capital Outlay**

They will be replacing sixteen (16) desktops and six (6) laptops throughout the complex. He noted that two (2) of their leases are in the capital outlay budget as well.

## **Alternative Sentencing – County Administrator Julie Libby**

### *Revenue*

CA Libby stated that they have removed the \$290,000 in revenue for the Drug Court as they are turning Drug Court over to the state.

CA Libby stated that Alternative Sentencing has received BDAS funding and she will be updating the budget for the Executive Committee next week.

### *Expense*

CA Libby explained that they have decided to not have a specific Alternative Sentencing Director. They are looking at expanding the responsibilities of the MLADC to include supervision of the staff in the office. She noted that with the exit of Drug Court it gives the MLADC more time to take on those additional responsibilities.

Salary Line – CA Libby explained that this increase due to the fact that last year there was not an Administrative Position in the budget. The Commissioners added that position in November. FY19 will have the full cost of that position in the budget.

CA Libby stated that she worked with the staff in the Alternative Sentencing Department to come up with the budget and numbers they feel were reasonable to work with.

Contract Services – CA Libby stated that they have contracted with an outside agency to get the Medicaid billing set up.

Satellite Office Rental – CA Libby explained that this increase is due to the one of the satellite offices currently being paid for out of the Drug Court. She stated that the staff still needs to that satellite office so it has been added to the budget.

Rep. Campion asked if the MLADC is able to take on the additional supervisory responsibilities. CA Libby stated that he is, he has had previous supervisory responsibilities. He has stated that he is comfortable taking on the new role.

**UNH Cooperative Extension – County Office Administrator Heather Bryant**

COA Bryant stated that most of the line items in her budget are associated to salaries and benefits. The Support Staff, Professional Staff and Extension Operation lines typically go up based on the consumer price index which has a 2.1% increase this year.

Revenue – COA Bryant explained that this revenue is the contribution towards the support staff and supplies for Mike Lunak. She stated that he is a state specialist and typically he would be based on campus but because a majority of the dairy farms are in Grafton and Coos Counties it made more sense for him to be in the Grafton office.

10:30 AM with no further business the meeting adjourned.

Sincerely,

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Stephen Darrow, Vice – Chair