



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**January 5, 2009 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Martha Roy, Human Resources Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:14 a.m.

#### **II. Budget Work Sessions**

- **2009 Non County Application Submissions**

Theresa Young noted all non county special applications were submitted and inquired about level funding. The Commissioners discussed the applications and concurred to level funding. It was noted that the Interstate Emergency Unit did not file an application and it was agreed that the agency must hand deliver the application for inclusion in the Commissioners budget proposal.

- **Department Footnotes**

Theresa Young requested the individual departments complete footnotes in the budget. The Commissioners concurred to this plan and agreed to a deadline of Wednesday.

- **Property and Liability Renewal**

Theresa Young presented a scenario regarding a multiple year agreement with Primex and expressed concern with being locked into two years. Commissioner Pratt requested a review of services for the premiums. Commissioner Barrows asked how much is paid to Primex. Theresa Young noted it is less than \$400,000. There was discussion of the insurance consultant services currently provided by USI New England.

- **Additional Position Requests**

Theresa Young noted that the budget reflects an additional position in Corrections. Theresa Young requested clarification on the sheriff additional position. The Commissioners discussed the sheriff's office request and agreed to meet and discuss this further. Martha Roy noted the consultant has not reviewed the additional position request or the regrade request. Commissioner Pratt questioned the need of sending the regrade request for consultant review since the request mirrors last years and that the salary survey indicated it was on target. The Commissioners concurred not to send this information to the consultant as the Board agreed not to support an additional deputy position or the regrade request. The Commissioners agreed to meet with the Sheriff on Wednesday after the inauguration.

The corrections additional position and the "STAR Program." Commissioner Pratt noted a larger discussion is needed to analyze treatment options and provide funding after the inmate release. There was discussion of funding an additional position versus overtime to cover the program. Commissioner Barrows expressed concern with the creation of an additional position.

Commissioner Pratt concurred and requested regular updates to establish a successful track record.

- **Salary Review**

Theresa Young noted that in 2009 the pay plan will be a 12 step plan and determine the adjustment to the overall plan. Commissioner Stritch and Commissioner Barrows agreed to a 2% increase to the pay plan. Commissioner Pratt stated that she does not support an increase due to the increase last year. Commissioner Barrows questioned the 2003 to 2008 comparison of salaries in departments. There was discussion of the factors that attribute to the salary total increase from 2003 to 2008 including cost of living increases and pay plan adjustments.

Moved: Commissioner Stritch to approve a 2% increase to the 2009 pay plan. Commissioner Barrows seconded the motion, voted 2-1.

- **Conference and Training**

Commissioner Barrows requested a decrease in conference and training line from the Finance Office. Theresa Young noted that if Munis training is separated out then the finance conference and training line was decreased from last year. Commissioner Barrows asked for further information and feels further cuts are needed. Theresa Young noted she would submit this again and felt that Commissioner Barrows is not open to hearing the request of the finance budget. Commissioner Barrows stated she resented a critique of her disability and noted she does not single out any department. Commissioner Pratt suggested a non public session if an employee is to be critiqued.

- **Additional Position Request, Corrections**

Al Wright arrived to discuss the need for the additional position versus providing overtime funds. Al Wright explained the need of the program and how it would operate within the confines of the correctional facility. The program began with 6 inmates and that the track record shows attendance of 2 to 6 inmates with the hope of 10 participants. Commissioner Barrows inquired about the number of open positions in correctional officers. Commissioner Barrows suggests transferring a correctional officer position to this new program. There was discussion of sick time and alternatives to reduce absenteeism. Commissioner Stritch believes this is a worthy additional position request. Al Wright said he could accommodate removing the additional position request and requesting a regrade of 1 correctional officer. Commissioner Pratt suggested continuing this discussion midyear for review before making a decision to establish a track record before adding funding for a new program. Commissioner Stritch believes this regrade should be effective immediately. Commissioner Barrows concurred with Commissioner Pratt's recommendation of midyear review and analysis.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 12:16 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:



C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**January 7, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

Al Wright, Corrections Superintendent  
Louise Turner, Corrections Office Manager  
AnnMarie Nelson, Corrections Admin. Asst.  
High Sheriff Dan Linehan

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:59 a.m.

**II. New Business**

• **Corrections Administrative Update**

Al Wright notified the Board of Commissioners of an inmate that was taken by ambulance and the efforts from the staff using their new cardiopulmonary resuscitation (CPR) training.

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,333,907.53 for the period ending January 4, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Personnel non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss personnel in the Sheriff's office. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Dan Linehan, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:10 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**January 12, 2009 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair                      Martha Roy, Human Resources Director  
Commissioner Katharin K. Pratt, Vice Chair              Diane Gill, Human Services Director  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:20 a.m.

**II. Budget Work Sessions**

Commissioner Pratt reviewed the draft footnotes submitted by departments and spoke with Al Wright via telephone for clarification. Diane Gill came to provide clarification to the Human Services budget footnote. All department footnotes were reviewed by the Commissioners and changes were made accordingly.

The Wellness Program was discussed, specifically the budget footnotes and the administration. There was discussion of program administration and alternatives for increased efficiency and communications.

There was discussion of the conference and training line requests for 2009. Theresa Young highlighted the increased training need for the MUNIS training and the costs associated with the software upgrade. Commissioner Barrows felt that individual departments should pay for MUNIS training in their own budget lines.

Theresa Young noted that the application for funding from the Interstate Emergency Unit was not received. The Commissioners agreed to zero fund the line.

Theresa Young reviewed the final budget summary and requested guidance. The Commissioners agreed that the tax increase shall be no greater than 4%.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 12:30 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**January 14, 2009 – 9:30 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Diane Gill, Human Services Director  
Steve Woods, Long Term Care Director

Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Kathy Nikitas, Accounting Analyst  
Al Wright, Corrections Superintendent  
Captain Al Bracket, Deputy Sheriff  
Claudia Boozer-Blasco, UNH Coop. Ext.  
Frank Stoughton, IT Manager

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:35 a.m.

#### **9:30 a.m. Wellness Program Discussion for 2009**

Theresa Young discussed the budget proposal presented before the Board of Commissioners based on Monday's final budget review meeting. The Commissioners discussed variables in totals for wellness and Human Services. Commissioner Pratt expressed concern with the lack of concrete planning and information from Preventure Consultants. There was discussion regarding what was offered and not available at this point. It was agreed that the advanced wellness program will not be considered for 2009 and level funded.

- **2009 Commissioners Budget Proposal**

Moved: Commissioner Stritch in accordance with RSA 24:21-b, proposes \$73,146,019.00 in appropriations and \$653,830.00 in reserves and encumbrances for the use of the County during 2009. That \$41,782,069.00 is proposed to be raised in new county taxes, that \$26,463,950.00 is proposed as an estimate of revenues from other sources, and that \$5,553,830.00 is proposed as fund balance for a total of \$73,799,849.00 in resources. Commissioner Pratt seconded the motion, voted all in favor.

#### **II. Reports:**

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 8497, 8545, 8530, 8531, 9004, payroll warrants 1230ST, 10209, 0109ST, 11209, accounts payable warrants T81354, T81355, T81389, T81391, T81498, T81499, T81500, T81512-T81530, T90025-T90047. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: December 31, 2008**

Moved: Commissioner Stritch to approve the minutes of the December 31, 2008 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions from the Human Resources Department.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt noted that both participants were not present to discuss the matter. Commissioner Barrows noted she already reviewed job descriptions and was satisfied.

Commissioner Pratt stated there is more to the administrative processing discussion than job descriptions.

**Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

• **RFP Rejection**

Chris Maxwell explained that Jude Gates is requesting that the one proposal received be rejected as other submissions were not submitted due to the ice storm.

Moved: Commissioner Stritch to reject proposals received for preventative maintenance and testing of electrical switchboards and resubmit requests for proposal as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Change Order: Catamount Electric**

Moved: Commissioner Stritch to approve a change order to Catamount Electric and Alarm for an additional \$4,454, bringing the total fire alarm upgrade to \$34,954 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Barrows asked who inspected the building and was requiring additional equipment. Chris Maxwell explained that the Human Resources and Human Services building is being upgraded to the complex alarm system and the Brentwood Fire Department inspection found items that needed to be included.

Motion passed all in favor.

**Human Resources – Martha Roy, Director**

• **2009 Pay Plan and Positions**

Moved: Commissioner Stritch that employees hired between January 1, 2009 and through passage of the 2009 pay plan (approximately February 17, 2009) will be retroactively, to their date of hire, placed on the next highest step, same grade, of the 2009 pay plan. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch that employees with annual evaluation dates between January 1, 2009 and through passage of the 2009 pay plan (approximately February 17, 2009) will be moved up 3% in their current grade and then be placed on the next highest step retroactive to their annual evaluation date. If the employee is at the top step of the 2008 pay plan (Step 13) they will move to the new top step in the 2009 pay plan (Step 12) retroactive to their annual evaluation date. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch that employees will be moved up 3% on their current grade and then be placed on the next highest step retroactive to their annual evaluation date. If the employee is at the top step of the 2008 pay plan (Step 13) they will move to the new top step in the 2009 pay plan (Step 12) retroactive to their annual evaluation date. Commissioner Pratt seconded the motion, voted all in favor.

Martha Roy noted that votes on specific positions are needed as it is not reflected in the minutes. Kathy Nikitas requested this be deferred as the Finance Director would like to review this further. Commissioner Barrows asked for this item to be deferred to the next meeting.

• **Attendance Bonus Policy**

Martha Roy noted that the Commissioners requested that duplicate submissions of the attendance bonus policy be reviewed by the Board of Commissioners. Commissioner Pratt suggested that

all departments be reviewed by the Commissioners. Kathy Nikitas was not aware if this is a continuing problem. Commissioner Barrows requested this be deferred to the next meeting.

**Human Services – Diane Gill, Director**

- **Outstanding County Deductions**

Diane Gill highlighted a letter received from the New Hampshire Department of Health and Human Services relative to outstanding county deductions. Diane Gill recommending not paying this request and the Board of Commissioners concurred and will sign the draft letter presented.

**Long Term Care Services – Steven Woods, Director**

- **Vending Machine Agreement Approval**

Moved: Commissioner Stritch to approve a vending machine location agreement with Yo Naturals for 12 months and authorize the Chair to sign the agreement as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Over the counter medication update**

Steve Woods explained that the State of New Hampshire has changed its policy regarding over the counter medicines coverage and this will increase county costs. Steve Woods noted that this decision was processed without proper notification or hearings. Commissioner Pratt questioned if the New Hampshire Association of Counties was aware of this change. Steve Woods noted that the association is discussing the matter.

- **Licensed Nursing Assistant Graduation Pay Policy**

Steve Woods requested this be deferred to the next meeting to ensure the proper language.

- **Point Click Care Software Conference Call**

Steve Woods explained that Point Click Care Software Company is reviewing the split cash module of the software and is hoping for a meeting shortly.

- **Aged Account Receivable Discussion**

Commissioner Pratt requested that the Board of Commissioners review write off requests for approval with proper notice.

**Register of Deeds – Cathy Stacey**

- **Deputy Register of Deeds Appointment**

Moved: Commissioner Stritch to approve the reappointment of Becky Jo Burns as Deputy Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Dan Linehan, High Sheriff**

- **Surplus Vehicles Request**

Moved: Commissioner Stritch to declare 5 vehicles surplus and to be sold accordingly as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. New Business**

- **Line Item Transfers**

Moved: Commissioner Stritch to sign line item transfers from Engineering and Maintenance Services, Human Services, Human Resources, Sheriff, and Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel in human resources and finance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to the 2009 open enrollment for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waivers, Long Term Care Services**

Moved: Commissioner Stritch to approve waivers to the facility for two applicants as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Benefit Manager, Fort Dearborn Life, Human Resources**


Moved: Commissioner Stritch to authorize the Chair to sign the Benefit Manager form from Fort Dearborn Life to provide Kate Magrath online access. Commissioner Pratt seconded the motion.

Commissioner Pratt wanted to clarify this for internet access only. Motion passed 2-1.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 11:34 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**January 21, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:14 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,241,870.44 for the period ending January 18, 2009. Commissioner Barrows seconded the motion, voted all in favor.

• **Approval of Warrants**

Moved: Commissioner Stritch to approve and sign warrants T81357, T81390-T81396, T81502, T81531-T81545, T90000-T90002, T90026, T90030, T90052-T90065, and 115st. Commissioner Barrows seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:18 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**January 29, 2009 – 10:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent

Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Major Mark Peirce, Deputy Sheriff  
Theresa Young, Finance Director  
Claudia Boozer-Blasco, UNH Coop.  
Diane Gill, Human Services Director  
Cathy Stacey, Register of Deeds

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 12:13 p.m.

#### **II. Reports:**

##### **RFP Opening: Copier, Long Term Care Services**

Commissioner Stritch opened proposals received from Seacoast Business Machines, Conway Office Products, Ikon Office Solutions, Oce North America, United Business Machines, Toshiba Business Solutions, and Vary Technologies.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign T90003-T90005, T90026, T90036, T90056-T90094, payroll warrant 0122st, and general ledger entries 9002, 8551, 8550. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: January 5, 7, 12, 14, 21, 2009**

Moved: Commissioner Stritch to approve the minutes of the January 5, 7, 12, 14, and 21, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed the conference and training submissions.

##### **Corrections – Al Wright, Superintendent**

- **Eaton Service Agreement Approval**

Moved: Commissioner Stritch to approve a service agreement with Eaton Corporation from March 21, 2009 to March 20, 2010 for \$1,624 and authorize the Chair to sign the agreement as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Swank Motion Pictures Licensing Agreement Approval**

Moved: Commissioner Stritch to approve a licensing agreement with Swank Motion Pictures Incorporated from March 10, 2009 to March 9, 2010 and authorize the Chair to sign the agreement as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

Jude Gates discussed a new local mutual aid agreement for waste water systems and requested Primex and legal review of this inter-agency agreement. The Commissioners agreed to the review and a report back.

**Finance – Theresa Young, Director**

Commissioner Barrows questioned if Representative Gould received updated information for categorical aid expenses. Theresa Young noted the information provided was accurate as of November 30, 2008 and the additional expenses were paid as of December 31, 2008.

Commissioner Barrows requested for a monthly breakdown of payments in 2008. There was discussion of the Commissioners budget proposal process and having advanced notice for corrections and updates. Commissioner Barrows recommended division directors review the budget proposal 24 hours before being sent to the towns and elected officials.

- **Workers Compensation and Dental Payment Authorizations**

Moved: Commissioner Stritch to authorize 2009 dental claim payments, criminal record check payments, workers compensation payments, and life insurance payments as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Fort Dearborn Life Benefit Manager Registration Approval**

Theresa Young requested that a member of the finance office be added to the long term disability online access for billing purposes. Martha Roy noted her opposition as human resources administers all voluntary benefits and further that private information would be accessible. Theresa Young explained that no private information would be shared per the information from the vendor. Theresa Young noted that the finance office has access for billing for all other voluntary benefits and deductions. Commissioner Barrows requested this be deferred to the next meeting for further information. Commissioner Pratt questioned Martha Roy for clarification. Martha Roy noted that having both names as benefit managers would mean that the finance office could call and discuss private health cases. There was discussion of the billing and information access.

- **MUNIS Conversion Update**

Theresa Young explained that the Munis update was finished and there were a few glitches along the way. Theresa Young thanked Frank Stoughton for his assistance and efforts during the conversion process.

**Human Resources – Martha Roy, Director**

- **2009 Pay Plan and Positions**

Moved: Commissioner Stritch to amend a vote taken at the January 14, 2009 to the following: *employees newly hired* to a position (not including transfers) between January 1, 2009 and through passage of the 2009 pay plan will be retroactively, to their date of hire, placed on the next highest step, same grade, of the 2009 pay plan. Commissioner Pratt seconded the motion, voted all in favor.

- **Attendance Bonus Policy Discussion**

Martha Roy explained that she reminded all elected officials and division directors about duplicate attendance bonus policy concerns. There was discussion of the program and the restrictions.

- **Tax Preparation Program Approval, Sponsored by the New Hampshire Statewide Earned Income Tax Credit Alliance and UNH Cooperative Extension**

Moved: Commissioner Stritch to authorize the Tax Preparation Program for employees as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Wellness Program Update**

Martha Roy highlighted the last Employee Advisory Committee meeting and the input received. Martha Roy requested substituting healthy bucks for a winter festival for wellness.

Commissioner Pratt asked that Primex review this program. Theresa Young noted that this has been sent to Primex for review. Commissioner Pratt requested that the Director of Facilities, Planning, and Information Technology be involved with the facility process.

- **Bid Waiver: Health Plans Inc., \$6,241,804.87**

Moved: Commissioner Stritch to approve a bid waiver to Health Plans Incorporated for third party non union health administrator in the amount of \$6,241,804.87 for administration and claims as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

Martha Roy reminded the Board of Commissioners of a meeting to review the health insurance. Martha Roy noted that the Health Plan Incorporated discounts have resulted in \$1,700,000 in savings from our last vendor.

- **Senior Community Service Employment Program Discussion**

Martha Roy highlighted the senior community service employment program and requested the Board of Commissioners review the agreement and approval for the next meeting.

Commissioner Barrows questioned how this differs from the Retired Senior Volunteer Program. Martha Roy noted that these volunteers are paid through government funding. There was discussion of the program and how it operates.

#### **Human Services – Diane Gill, Director**

- **Incentive Fund Awards**

Moved: Commissioner Barrows to award incentive funds totaling \$349,143 to Families First Health and Support Center for \$32,160.00; Seacoast YMCA for \$7,000.00; The Upper Room for \$65,000.00; Newmarket Recreation Program for \$20,000.00; Sexual Assault Support Services for \$5,000.00; Seacoast Youth Services for \$39,000.00; Rockingham County Diversion Program for \$16,500.00; Sanborn/Timberlane Coalition for \$6,647.00; Hampton Child and Family Program for \$8,800.00; New Generation, Inc. for \$19,536.00; Family Mediation and Juvenile Services for \$27,000.00; Community Diversion Program for \$69,000.00; Easter Seals/Raymond for \$24,500.00; and Community Child Care Center for \$9,000.00. Commissioner Stritch seconded the motion, voted all in favor.

- **Adult Diversion Program Discussion**

Diane Gill noted that it was brought to her attention that there is a miscommunication in the adult diversion program and requested that Commissioner Barrows send a letter to superior court advising them of the program. Diane Gill explained that Dawn Barnes would be willing to meet with the county attorney staff for an education session. Commissioner Pratt requested that County Attorney Reams be copied on all correspondence to the court regarding this matter.

#### **Long Term Care Services – Steven Woods, Director**

- **Licensed Nursing Assistant Graduation Pay Policy**

Moved: Commissioner Stritch to approve the Licensed Nursing Assistant Graduation Pay Policy from January 1, 2009 to December 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2009 Administrative Per Diem Pay Rates Approval**

Commissioner Pratt inquired about the paid training item listed on the policy. Steve Woods said he would research the matter and report back for further information.

- **Point Click Care Software Update**

Steve Woods announced a conference call with Point Click Care Software at the next meeting to continue the discussion of unresolved issues.

### **Register of Deeds – Cathy Stacey**

- **Bid Waiver: Connor and Connor, \$60,000**

Moved: Commissioner Stritch to approve a bid waiver to Connor and Connor for \$60,000 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

### **University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco**

- **Surplus request**

Moved: Commissioner Stritch to declare a Konica 9450 copier surplus and to be disposed of accordingly as recommended by UNH Cooperative Extension. Commissioner Pratt seconded the motion, voted all in favor.

### **III. New Business**

Al Wright requested permission for an unpaid internship. The Commissioners had no concern.

Mark Peirce notified the Board of Commissioners that the Stratham Board of Selectmen requested to be added to the Sheriff's dispatch system however dispatch is unable to accommodate the request due to maximum capacity.

### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a worker's compensation legal case were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Nancy Lang, Mark Peirce, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for an assisted living employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to use the compensated absences fund for an assisted living employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt requested this be deferred to next meeting.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 2:32 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**February 4, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:13 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,262,858.93 for the period ending February 1, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:15 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**February 11, 2009 – 9:30 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Chuck Nickerson, Accounting Manager  
Theresa Young, Finance Director  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director

Al Wright, Corrections Superintendent  
James Reams, County Attorney  
Claudia Blasco, UNH Cooperative Extension  
Frank Stoughton, IT Manager  
Major Mark Peirce, Deputy Sheriff  
Martha Roy, Human Resources Director

#### **I. Call to Order**

Commissioner Stritch called the meeting to order at 9:30 a.m.

#### **II. New Business**

- **9:30 a.m. Point Click Care Software Conference Call**

Present: Commissioner Stritch, Grand Chang and James Blunt from Point Click Care Software Company (via telephone), Mary Jane Toth, Steve Woods, Theresa Young, and Chuck Nickerson.

Steve Woods asked for a status update and recalled the last meeting. Grand Chang noted he understands the Point Click Care Software information is not reading in Munis. He explained the company technicians are researching this to make the necessary update by March. Theresa Young asked if any other customers have interface requests. Grand Chang stated that other customer's need interface software for general ledger reporting. Grand Chang explained the benefit to the overall customer for cash split is not there however a trust import protocol could be used and implemented by May. Grand Chang noted that all dates need to be confirmed and he will follow up on these specific dates. Grand Chang noted that clinical review training will be happening soon for a couple of hours.

Commissioner Barrows arrived at 9:50 a.m.

#### **III. Reports:**

Commissioner Barrows welcomed Chuck Nickerson and introductions given around the room.

##### **RFP Opening: Inmate Institutional Supplies, Corrections**

Commissioner Stritch opened proposals received from Bob Barker, Textile Sales, Robinson Textile, Team Safety, Liberty Store, Goaltex Corporation, HG Maybeck, and ATD American.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfer requests from Corrections, County Attorney, Long Term Care Services, payroll warrants 130st, 205st, and accounts payable warrants T90006, T90007, T90007A, T90061, T90062, T90097-T90158. Commissioner Barrows seconded the motion, voted all in favor.



- **Approval of Minutes: January 29, 2009 and February 4, 2009**

Moved: Commissioner Stritch to approve the minutes of January 29, 2009 and February 4, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows explained her proposal that all out of state travel shall not be permitted. Commissioner Barrows requested this be deferred to the next meeting for a vote. Theresa Young noted that budget definitions in place do not allow hotel expenses out of travel expense lines. Commissioner Barrows requested this item be brought forward to the payroll meeting for discussion and final decision. Commissioner Barrows requested that other sources be found to accommodate the overnight hotel expense.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Barrows suggested deferring this to the next meeting for participation from Commissioner Pratt.

### **Corrections – Al Wright, Superintendent**

- **Surplus equipment request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Superintendent's memorandum dated February 6, 2009 surplus and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

- **Surplus request**

Moved: Commissioner Stritch to declare warehouse items outlined and recommended in the Director of Facilities spreadsheet dated February 11, 2009 surplus and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

- **Town of Brentwood Request**

Jude Gates explained that a request from the Town of Brentwood for a ladder truck through FEMA funds and that asking the county is part of the formal process. Commissioner Barrows requested a letter in writing and then the Board of Commissioners would send a formal response.

Jude Gates noted that stimulus funds are being looked at for county projects and that no formal numbers or requirements are in place.

### **Finance – Theresa Young, Director**

- **Fort Dearborn Life Benefit Manager Registration Approval**

Commissioner Barrows requested this be deferred to the next meeting for participation from Commissioner Pratt.

### **Human Resources – Martha Roy, Director**

- **Senior Community Service Employment Program Approval**

Moved: Commissioner Stritch approve the Senior Community Service Employment Program through the National Able Network and authorize the Chair to sign the agreement once reviewed by legal counsel as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Wellness: 2009 Winter Carnival Approval**

Martha Roy explained that the wellness consultant recommended four health fairs in the year. It was noted that the fairs get employees active and noted the plans for the 2009 Winter Carnival. Commissioner Barrows suggested that funds should be used for activities and not an ice sculpture.

Moved: Commissioner Stritch to approve the 2009 Winter Carnival plan, expenses including American Express Rewards points, and alternative plan as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

**Human Services – Diane Gill, Director**

Diane Gill noted she was at the state house yesterday at the hearings for House Bills 468 and 646 and provided details on the hearings.

Diane Gill highlighted a return response from the Department of Health and Human Services on the disputed state bill. Diane Gill offered to review the list again.

**Long Term Care Services – Steven Woods, Director**

- **2009 Administrative Per Diem Pay Rates Approval**

Moved: Commissioner Stritch to approve the 2009 Administrative Per Diem Pay Rates from January 1, 2009 to December 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **2009 Hiring and Recruitment Bonus Payment Approval**

Moved: Commissioner Stritch to approve the 2009 Hiring and Recruitment Bonus Payment from January 1, 2009 to December 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Surplus request**

Moved: Commissioner Stritch to declare furniture as outlined and recommended in the Long Term Care Director's memorandum dated February 11, 2009 surplus and to be offered to employees first with the remaining to be offered to local community service agencies. Commissioner Barrows seconded the motion, voted all in favor.

- **House Bill 536 Discussion**

Steve Woods explained his opposition to House Bill 536 and believes the residents should be able to smoke in the designated smoking room. Steve Woods requested permission to testify in opposition to the bill and the Board of Commissioners support his position.

- **Exeter Area Health Hazard Regions Memorandum of Understanding**

Steve Woods highlighted the draft Memorandum of Understanding from the Exeter Area Health Hazard Region. Chris Maxwell reminded the Board of Commissioners that this item was discussed previously and the county was willing to offer storage space and was not willing to commit to an agreement. Commissioner Barrows requested a letter be drafted stating such to finalize this matter.

**Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Application: New Hampshire Highway Safety Agency, Rockingham County Sheriff's Enforcement Patrols, \$5,220.04**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Highway Safety Agency for a project called the Rockingham County Sheriff's Enforcement Patrols in the amount of \$5,220.04 and authorize the Chair to sign the application as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

**IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c, e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for an engineering and maintenance employee were Commissioner Barrows, Commissioner Stritch, Jude Gates, Martha Roy, Chuck Nickerson, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal updates were Commissioner Barrows, Commissioner Stritch, James Reams, Al Wright, Theresa Young and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Stritch, Steven Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Engineering and Maintenance**

Moved: Commissioner Stritch to approve an exception request for the use of the compensated absences fund for an engineering and maintenance services employee as recommended by the Director of Facilities, Planning and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Legal Settlement**

Moved: Commissioner Stritch to authorize the settlement of a legal claim starting at \$2,500 with a maximum of \$5,000. Commissioner Barrows seconded the motion, voted all in favor.

- **Residency Waivers, Long Term Care Services**

Moved: Commissioner Stritch to approve residency waivers for two applicants to the facility as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Sergeants and Corporals Hours of Work and Overtime Policy, Corrections**

Moved: Commissioner Stritch to approve the Sergeants and Corporals Hours of Work and Overtime Policy, exception to personnel policy and procedure Chapter 6-15, effective January 1, 2009 through December 31, 2009 for Corrections Sergeants and Corporals as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

## V. **Adjournment**

Commissioner Stritch moved to adjourn at 11:42 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**February 18, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:20 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,254,591.65 for the period ending February 15, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:23 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**February 25, 2009 – 9:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Chuck Nickerson, Accounting Manager

Al Wright, Corrections Superintendent  
County Attorney James Reams  
Claudia Blasco, UNH Cooperative Ext.  
Jude Gates, Director of Facilities  
Captain Al Brackett, Deputy Sheriff  
Nancy Lang, Assisted Living Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:04 a.m.

#### **II. New Business**

- **Health Insurance Quarterly Review**

Present: Commissioner Barrows, Commissioner Stritch, Martha Roy, Kate Magrath, Chuck Nickerson, Jim Scammon of Granite Group Benefits, and Linda Munroe and Dan White of Health Plans Incorporated.

Linda distributed a comparative plan analysis report for Rockingham County health insurance. Dan White highlighted the report noting trends and high level information on each page. The group had questions with clarification on the numbers. Martha Roy noted that the large claim detail was modified to protect private information but the Commissioners and Finance Office could have the detailed report if requested. There was discussion of the wellness program and incentives to make the population healthier and less claims. There was discussion of trends and the positive and negative percentages.

#### **III. Reports:**

##### **RFP Opening: Electronic Monitoring, Corrections**

Commissioner Stritch opened proposals received from Secure Alert, Amherst Electroni Mon, Sentinel Offender Services, and G4S Justice Services.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

##### **RFP Opening: Technical Support, Information Technology**

Commissioner Stritch opened proposals received from RTM Communications Incorporated, Carousel Industries, Main Stay Technologies, Portsmouth Computer Group, and Day Star Incorporated.

Moved: Commissioner Stritch to authorize the Information Technology Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

##### **RFP Opening: Police Cruisers, Sheriff**

Commissioner Stritch opened proposals received from Grappone Ford, Hillsboro Ford, and Ford of Londonderry.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**RFP Award: Inmate Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award inmate institutional supplies to Robinson Textile, Bob Barker Company, ATD American, and Textile Sales as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

**RFP Award: Copiers, Long Term Care Services**

Moved: Commissioner Stritch to award the copiers proposal to Seacoast Business Machines for one Sharp MX-5500N for a 36 month lease at \$395.00 and one Sharp MX-4501N for a 39 month lease at \$279.00 with service contracts at \$0.0049 per copy in black and white and \$0.047 per copy in color and authorize the Chair to sign all necessary agreements as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0212st, 0219st, general ledger entries 9015-9018, and accounts payable warrants T90008, T90009, T90063, T90103-T90106, T90163-T90231. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: February 11, 2009 and February 18, 2009**

Moved: Commissioner Stritch to approve the minutes of the February 11, 2009 and February 18, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Moved: Commissioner Stritch that no general fund monies for out-of-state travel shall be expended or encumbered effective from February 25, 2009 through December 31, 2009. Individual exceptions to this directive may be requested in writing by any department to the Board of Commissioners. Any exception shall be voted by the Board of Commissioners at a regularly scheduled meeting. Commissioner Barrows seconded the motion, voted all in favor.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Barrows deferred this item until Commissioner Pratt is present to participate in the matter.

- **Surplus request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the County Attorney's memorandum dated February 12, 2009 surplus and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

Jude Gates reported that the stimulus information is being submitted to the state and that she and Theresa Young are working on this together.

**Finance – Theresa Young, Director**

- **Surplus Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Finance Director's memorandum dated February 20, 2009 surplus and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

- **Write Off Approval**

Moved: Commissioner Stritch to authorize 2008 write off to the general fund receivable totaling \$3.28 from the nursing home as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Long Term Disability Addendum Approval**

Moved: Commissioner Stritch to approve the addendum to the Fort Dearborn Life Insurance Group Policy and authorize the Chair to sign the addendum as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Earned Time Credit Discussion**

Commissioner Barrows noted that this would be deferred to the next meeting for participation from the Finance Director, Deputy County Attorney Tom Reid, and Commissioner Pratt.

- **Holiday Pay Clarification**

Commissioner Barrows noted that this would be deferred to the next meeting for participation from the Finance Director and Commissioner Pratt.

- **Automated Electronic Defibrillator Purchase**

Martha Roy explained that the safety committee recommended the purchase of a defibrillator. Martha Roy noted that the Long Term Care Services Director and Director of Nursing recommend the purchase and will develop a plan. The Commissioners were in agreement with the purchase of the defibrillator equipment.

- **COBRA Subsidy Benefits**

Kate Magrath explained that the stimulus package offers a COBRA subsidy to departed employees.

**Long Term Care Services – Steven Woods, Director**

- **2009 Nursing Weekender Policy Approval**

Moved: Commissioner Stritch to approve the 2009 Nursing Weekender Policy effective January 1, 2009 to December 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **2009 Overtime After 8 Hours Policy Approval**

Moved: Commissioner Stritch to approve the 2009 overtime policy effective January 1, 2009 to December 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Renewal Health Care License Approval, Adult Medical Day Care**

Moved: Commissioner Stritch to approve the Renewal Health Care License to the New Hampshire Department of Health and Human Services for the Adult Medical Day Care Program and authorize the Chair to sign the renewal as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Admissions Director Job Description Approval**

Moved: Commissioner Stritch to approve the Admissions Director position description and further to downgrade the Nursing Home Assistant Administrator position (NFT-01NHAA) from Executive/Administrative Pay Plan Grade 40 to Plan Grade 38 effective February 1, 2009. Commissioner Barrows seconded the motion, voted all in favor.

**Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Award: New Hampshire Highway Safety Agency, Rockingham County Sheriff's Enforcement Patrols, \$5,220.04**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for a project called the Rockingham County Sheriff's Enforcement Patrols in the

amount of \$5,220.04 and authorize the Chair to sign the award documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Stritch, Nancy Lang, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Stritch, Nancy Lang, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve promotion rate of pay for a nursing home employee to be 2009 Pay Plan Grade 2, Step 11, effective January 4, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Residency Waivers, Long Term Care Services**

Moved: Commissioner Stritch to approve residency waivers for two applicants to the facility as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Payroll Change Notice, Finance**

Moved: Commissioner Stritch to approve a payroll change notice for a division director's annual evaluation. Commissioner Barrows seconded the motion, voted all in favor.

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 11:03 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**March 4, 2009 – 11:00 a.m.**

Present:

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Pratt called the meeting to order at 11:44 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,245,903.79 for the period ending March 1, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:45 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 11, 2009 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Al Wright, Corrections Superintendent  
Kate Magrath, HR Assistant Director  
Julie Hoyt, Senior HR Generalist  
Steve Woods, Long Term Care Director

Cindy Castrigno, County Attorney's Office  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Cooperative Extension  
Theresa Young, Finance Director  
Diane Gill, Human Services Director

#### **I. Call to Order**

Commissioner Pratt called the meeting to order at 10:08 a.m.

#### **II. Reports:**

##### **RFP Openings:**

- **Driscoll Building Roof Repairs and Replacement, Engineering and Maintenance**

Commissioner Stritch opened proposals received from AW Therrien Roofing, Specialized Roofing Incorporated, R & H Roofing LLC, Weather Shield Incorporated, The Imperial Company, Quality Improvements LLC, Prime Roofing Corporation, and Lancaster Enterprise Incorporated.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Modular Diagnostic Information System, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from Snap-On Industrial.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Police Cruisers, Sheriff**

Commissioner Stritch opened proposals received from Jeff Canter's Car World Used Auto Parts and Asian Auto Services.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Toughbook Laptop Computers, Sheriff**

Commissioner Stritch opened proposals received from GovConnection and Mainstay Technologies.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Computers, Sheriff**

Commissioner Stritch opened proposals received from Cocci Computer Services, Mainstay Technologies, Computer Hut, and GovConnection.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Personal Care Items, Corrections**

Commissioner Stritch opened proposals received from ATD American Company, Walter F. Stephens Incorporated, Oraline, H. G. Maybeck Company, Amercare Products Incorporated, Charm Tex, Robinson Textile, Bob Barker Company, and American Amentities.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Commissioner Stritch opened a proposal received from Superior Uniform.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Award: Technical Support, Information Technology**

Moved: Commissioner Stritch to award technical support services to Mainstay Technologies from April 1, 2009 to April 1, 2011 for an amount not to exceed \$156,060 and authorize the Chair to sign the agreement as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Award: Police Cruisers, Sheriff**

Moved: Commissioner Stritch to award police cruisers to Hillsboro Ford for five (5) vehicles totaling \$107,017 with financing to be determined by the Finance Director and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0226st, 0305st, general ledger entries 9031, 9032, 9043-9045, and accounts payable warrants T90010, T90011, T90168-T90176, T90221, T90257-T90282. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: February 25, 2009 and March 4, 2009**

Moved: Commissioner Stritch to approve the minutes of February 25, 2009 and March 4, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows read the conference and training submissions.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt deferred this item until the Human Resources Director is present to participate in the matter.

**Corrections – Al Wright, Superintendent**

- **New Hampshire Department of Education Inter-Agency Agreement**

Al Wright reminded the Board of Commissioners that this item was discussed at a previous meeting and the document was amended and ready to sign.

Moved: Commissioner Stritch to approve an Inter-Agency Agreement between Rockingham County and the New Hampshire Department of Education and authorize the Chair to sign all

necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**County Attorney – James Reams**

- **Bid Waiver: Judicial Dialog Systems, \$17,155.95**

Moved: Commissioner Stritch to approve a bid waiver to Judicial Dialog Systems for \$17,155.95 as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

- **Primex 5% Multi-Year Discount Program Approval**

Moved: Commissioner Stritch to approve the Primex 5% Discount Program from January 1, 2009 to January 1, 2011 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Health Plans Incorporated Health Risk Assessments**

Kate Magrath announced that Health Plans Incorporated will be conducting free health risk assessments as a way to better understand health claims and health.

**Human Services – Diane Gill, Director**

Diane Gill provided an update on a recent meeting in Concord regarding DCYF and incentive fund payments. She noted no final decision have been made and will continue monitoring the progress.

**Information Technology/Telecommunications – Frank Stoughton, Manager**

- **Surplus Request**

Moved: Commissioner Stritch to declare a Xerox Color Laser Printer, Model 7700 surplus, and to be disposed of accordingly as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Skilled Unit Residency Waiver Policy**

Moved: Commissioner Stritch to approve the Skilled Unit Residency Waiver Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **American Express Gift Card Request**

Moved: Commissioner Stritch to authorize the use of a \$25 American Express Gift Card for the purpose of an employee motivation program in the Dietary Department as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows noted that any vendor donations need to be reported to the Board of Commissioners and accepted formally.

- **Point Click Care Software Update**

Steve Woods advised the Board of Commissioners that the deadline for Point Click Care to report back on Munis integration is mid March.

**Sheriff – Dan Linehan, High Sheriff**

Mark Peirce advised the Board of Commissioners that an inter-operability radio grant was denied.

**University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco**

- **Surplus request**

Moved: Commissioner Stritch to declare two (2) Gateway monitors and computers surplus and to be disposed of by the Information Technology Manager as recommended by UNH Cooperative Extension. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Kate Magrath, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Kate Magrath, Julie Hoyt, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Mark Peirce, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel in the sheriff's office were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, Julie Hoyt, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 2-33 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 16-4 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request regarding short term disability insurance for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Residency Waivers, Long Term Care Services**

Moved: Commissioner Stritch to approve residency waivers for two applicants to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:02 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**March 18, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:04 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,233,602.95 for the period ending March 15, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:05 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 25, 2009 – 10:00 a.m.**

#### *Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent

Jude Gates, Director of Facilities  
Tom Reid, Deputy County Attorney  
Cathy Stacey, Register of Deeds  
Captain Al Brackett, Deputy Sheriff  
Claudia Blasco, UNH Cooperative Ext.  
Theresa Young, Finance Director  
Kathy Nikitas, Senior Accounting Analyst

#### **I. Call to Order**

Commissioner Pratt called the meeting to order at 10:09 a.m.

#### **II. Reports:**

##### **RFP Openings**

- **Invacare Tub with Lift, Long Term Care Services**

Commissioner Stritch opened proposals received from McKesson Corporation and Direct Supply.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Network Servers, Sheriff**

Commissioner Stritch opened proposals received from Cocci Computer Services, Comp USA, Mainstay Technologies, and Gov Connection.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Portable Water Jetter Supplies, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Fastenal Industrial Supply, FW Webb Company, USA Blue Book, Rockingham Electric, Ferguson Waterworks, CED Incorporated, and The Granite Group.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Barrows seconded the motion, voted all in favor.

- **Fire Suppression Systems, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Hiller New England Fire Protection Incorporated, Interstate Fire Protection, and Simplex Grinnell LP.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Barrows seconded the motion, voted all in favor.



### **RFP Awards:**

- **Driscoll Building Roof Repairs and Replacement, Engineering and Maintenance**

Moved: Commissioner Stritch to award the roofing proposal to Prime Roofing Corporation for \$178,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Modular Diagnostic Information System, Engineering and Maintenance**

Moved: Commissioner Stritch to award the diagnostic system proposal to Snap-On Industrial for \$6,638.10 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Surplus Police Cruisers, Sheriff**

Moved: Commissioner Stritch to award the surplus vehicles proposal to Asian Auto of Plaistow for \$3,632 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Computers, Sheriff**

Moved: Commissioner Stritch to award the computers proposal to Computer Hut for \$5,641.25 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Toughbook Laptop Computers, Sheriff**

Moved: Commissioner Stritch to award the laptop computers proposal to Gov Connection for \$13,013.07 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Inmate Personal Care Items, Corrections**

Moved: Commissioner Stritch to award the inmate personal care items proposal to Bob Barker Company, Americare Products Company, and American Amenities as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Moved: Commissioner Stritch to award the uniforms proposal to Superior Uniform Group as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entry 9065, payroll warrants 0312st, 0319st, 32009, and accounts payable warrants T90172, T90177-T90185, T90234, T90250, T90285-T90334. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: March 11, 2009 and March 18, 2009**

Moved: Commissioner Stritch to approve the minutes of the March 11, 2009 and March 18, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt thanked everyone for the conference and training submissions.

- **Conference and Training Exception**

Moved: Commissioner Stritch to approve an exception request to the 2009 Conference and Training Directive for Holly Solie dated March 19, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

## **Corrections – Al Wright, Superintendent**

- **Donation Approval**

Moved: Commissioner Stritch to approve the donation of gloves valued at \$371.00 from the Turtle Skin Company. Commissioner Barrows seconded the motion, voted all in favor.

## **County Attorney – James Reams**

Deputy County Attorney Tom Reid presented information to the Board of Commissioners regarding a potential budget plan that involves closing the Plaistow District Court. Tom Reid and Al Brackett explained the concerns with the closure of the court the extra personnel and travel needed to accommodate moving to Salem District Court. Al Wright explained about the pre-trial detainees housed at the Rockingham County House of Corrections. Commissioner Pratt questioned the involvement of the New Hampshire Association of Counties and affiliates. There was discussion of current statistics and the efforts from the group. Commissioner Pratt requested that departments submit information regarding the cost shifting and the impact to the county. Commissioner Pratt asked that this be discussed at the next meeting.

## **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

- **FEMA Reimbursement of \$63,000 for expenses from extended power outage**

Jude Gates provided the Board of Commissioners an update on process involved with the reimbursement and Rockingham County received \$63,000 from Federal Emergency Management Agency and the New Hampshire.

- **Stimulus Update of Biomass Project**

Jude Gates provided an update to the draft biomass project and explained the involvement of Public Service of New Hampshire. Jude Gates noted this is part of the stimulus project. Theresa Young reminded that projects need approval from the Delegation and that it should be discussed at the upcoming meeting. There was discussion about getting the project on the approved project list versus appropriations.

## **Finance – Theresa Young, Director**

- **Write Off Approval**

Theresa Young noted that by May the final 2008 write-offs will be submitted for approval. Steve Woods noted that the next step is to process 2009 write-offs quarterly.

Theresa Young noted that she will be a presenter at the 2nd Annual New England Public Finance Conference. Theresa Young noted she did not intend to submit mileage reimbursement. Commissioner Barrows felt suggested submitting a formal request and receiving the reimbursement of mileage.

- **Fort Dearborn Life Benefit Manager Registration Approval**

Theresa Young explained that this process is the same as with other vendors and the access is for billing process. Martha Roy disagreed noting that personal information would be available and further that finance personnel would have manager access. Theresa Young stated there was no personal information available and the benefit manager term was being misinterpreted. Commissioner Pratt asked what the concern was of the Human Resources Director. Martha Roy noted that the Finance Office should not have access to claims personnel data. There was discussion of the history of access to claim data. Theresa Young noted that this is normal process as done with other carriers and provided examples where this is used and that not having the online capabilities sets the office back. Cathy Stacey explained that as a person who uses these insurances that it is frustrating when she receives cancellation notices and it should not happen if departments cannot communicate. Theresa Young agreed and noted that the vendor in question was one that Finance had online access to that assisted in the situation. Martha Roy stated that if Finance needed information from vendors that it could be obtained from Human

Resources. Theresa Young disagreed stating that second hand billing information is not appropriate.

Moved: Commissioner Barrows to approve the Fort Dearborn Life Benefit Manager Registration for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Stritch stated he does not believe the Finance Office needs the benefit manager access as it opens up a hole. Further, he was upset that the Finance Director and Human Resources Director could not work together and solve it.

Commissioner Barrows disagrees with the registration as well.

Commissioner Pratt believes this is crippling the workings of the Finance Office in a purposeful manner. Commissioner Pratt agrees with Commissioner Stritch that the two departments need to work together.

Motion failed to pass 1-2.

- **Conference and Training Exception**

Moved: Commissioner Stritch to approve an exception request to the 2009 Conference and Training Directive for Theresa Young dated March 25, 2009 for mileage only. Commissioner Barrows seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Short Term Disability Rate Discussion**

Martha Roy explained that there is a disagreement between Human Resources and Finance regarding the rates that have been charged to employees.

Moved: Commissioner Stritch to retroactively change all employee short term disability rates back to the \$0.055 rate and to refund any amounts employees have paid at the higher \$0.068 rate as recommended by the Human Resources Director. Commissioner Barrows seconded the motion.

Theresa Young noted that this is not a new rate and was provided by the consultant. Theresa Young explained that she has shared this information. Further, Theresa Young noted she does not recommend this motion because rates were underpaid to begin with and unlike voluntary benefits, this is an employer sponsored benefit supplemented by Rockingham County. Theresa Young noted that money cannot be paid back that was not paid by the employee in the first place. Martha Roy expressed concern that a rate from 2005 is being implemented in 2009. Theresa Young stated that it was incorrect. Martha Roy noted she has never seen this rate directive in writing from the consultant. Martha Roy felt that all employees should be paying the same rate. There was discussion of communication, the process, and premiums paid.

Commissioner Pratt suggested that the departments work together and report back at the next meeting. Commissioner Pratt said it is unclear who paid and what happened.

Commissioner Barrows requested this be brought up again in two weeks with documentation provided to the Board.

Motion not voted and did not pass.

- **Earned Time Credit Discussion**

Martha Roy summarized the scenario of earned time and administrative pay paid during the power outage when the courthouse was closed.

Commissioner Pratt noted that this was discussed by the County Management Team at the last meeting and felt it was going to be reviewed by the County Management Team at the next

meeting. Commissioner Pratt asked if there is harm in waiting for further analysis. Commissioner Pratt noted this topic is beyond pay and involves reversing a decision of the Commissioners and inequities between two departments.

Tom Reid believes this is a simple matter as employees cannot be penalized and forced to take earned time when they actually worked.

Cathy Stacey noted how this impacts her employees and now could result in changes.

There was discussion of what was voted by the Board of Commissioners, the impact to employees, how it was interpreted, and how it was coded in the payroll system.

Commissioner Pratt asked what the contingency plan is for the County Attorney as the Register of Deeds made alternative arrangements to work accordingly.

Tom Reid explained that some employees have access to work from home.

Moved: Commissioner Stritch to approve the credit of earned time to certain county attorney employees as recommended by the County Attorney and Human Resources Director. Commissioner Barrows seconded the motion.

Commissioner Pratt noted concern that the employees affected are not clear. There was discussion of the employees affected, employees that worked from home, and employees that do not have access to do so.

Chris Maxwell read a payroll matrix that listed the employees affected. Tom Reid noted this sheet was accurate.

Motion passed all in favor.

- **Overtime Pay Discussion**

Martha Roy requested a timesheet revision for a nursing home employee. Steve Woods explained the specific hours that the employees worked between two departments. Theresa Young explained that this is a normal past practice and how payroll is processed. Steve Woods noted his support of the revision but also wanted to know how this impacts the future. Kathy Nikitas explained that this is part of a larger discussion involving the use of minimum earned time requirements and the actual purpose of the policies versus what is convenient to a specific employee. Theresa Young explained that this affects other policies as well noting that earned time is being cashed out. There was discussion of this being part of larger policy changes and processes to changing timesheets. Theresa Young clarified that timesheets are not just changed and that department heads are notified and advised accordingly. Theresa Young noted the employee was paid as signed off on the timesheet by Steve Woods. Martha Roy said that the past policy is clear in allowing the process that the employee has requested. Theresa Young disagreed with Martha Roy and stated that this is not the process in place.

Commissioner Pratt expressed concern with both departments interpretations of past practice and implications that timesheets are falsely modified. Commissioner Pratt noted that things are rushed in to the Commissioners meetings instead of County Management Team meetings offer proper changes to policy that provide global viewpoints.

Moved: Commissioner Stritch to pay employee 402703 in accordance with the originally submitted timesheet for payroll week March 1, 2009 to March 14, 2009 as recommended by the Human Resources Director and Long Term Care Services Director. Commissioner Barrows seconded the motion. Motion passed 2-1.

- **Holiday Pay Clarification Discussion**

Martha Roy explained that there is disagreement between the Finance Office and Human Resources Department and Long Term Care regarding this new payroll process. Martha Roy requested that this new payroll process be delayed pending discussion at a County Management Team meeting. Theresa Young explained that there is not a new payroll procedure in place. Martha Roy provided a specific example and Theresa Young noted that this was incorrect and discussed at the County Management Team level for clarification and uniformity. Martha Roy requested a list from the Finance Director of how this is handled by department. Theresa Young noted that there is no list available as a uniform payroll process. Commissioner Pratt believes this is not the proper place for discussion as this is an item for further discussion at the next County Management Team meeting. Commissioner Pratt requested that the Finance Office and Human Resources Department get their facts together for a clearer discussion at the County Management Team next week and the Commissioners meeting in two weeks.

- **Wellness Program Amendments**

Commissioner Pratt highlighted the results of the last meeting.

Moved: Commissioner Stritch to approve the cancellation of the Center for Occupational and Employee Health (wellness nurse) contract effective May 25, 2009 and further terminate the WellPoints for 2009 as recommended by the Wellness Committee. Commissioner Barrows seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Surplus Approval**

Moved: Commissioner Stritch to declare Ikon copier 2045SP and Konica Minolta copier 4050 surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Aged Account Receivable Update**

Commissioner Pratt noted that she requested the entire receivable report and not a selected top five. Steve Woods noted he would provide full account receivable reports monthly.

**Sheriff – Dan Linehan, High Sheriff**

Al Brackett provided an update to a teleconference he participated in regarding stimulus funds and the potential for Rockingham County to receive funds for personnel.

**University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco**

- **Surplus request**

Moved: Commissioner Stritch to declare labeler 10624 surplus and to be disposed of accordingly as recommended by UNH Cooperative Extension. Commissioner Barrows seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a former deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Kathy Nikitas, Martha Roy, Kate Magrath, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Old Business**

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt deferred this item until the next meeting and noted it would be addressed at 10:00 a.m. and the moving the regular Commissioners meeting to 11:00 a.m.

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 1:07 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**April 1, 2009 – 11:00 a.m.**

Present:

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

Theresa Young, Finance Director  
Martha Roy, Human Resources Director

**I. Call to Order**

Commissioner Pratt called the meeting to order at 11:06 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,250,941.90 for the period ending March 29, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Warrant – State Bill**

Moved: Commissioner Stritch to approve and sign warrant T90351. Commissioner Pratt seconded the motion, voted all in favor.

• **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for a county attorney employee relevant to this current payroll as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

• **Wellness Healthy Bucks Procedures Exception**

Commissioner Pratt requested that the Board of Commissioners grant an exception to the attendance policy to the Wellness Program Procedures for payment of healthy bucks to two employees. Commissioner Pratt explained the current policy and the reasons why this should be approved.

Moved: Commissioner Stritch to approve an exception to the Wellness Program Procedures for two employees attendance for yoga and pay the healthy bucks as recommended by the Wellness Committee. Commissioner Pratt seconded the motion, voted all in favor.

• **Legal Settlement**

Chris Maxwell distributed correspondence from Attorney Dunn recommending a settlement in the New Hampshire Counties vs. N. H. Department of Health and Human Services case.

Moved: Commissioner Stritch to approve a settlement as recommended and outlined by Attorney Dunn in the New Hampshire Counties vs. New Hampshire Department of Health and Human Services case. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:19 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: C. Donald Stritch  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**April 8, 2009 – 10:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director  
Al Wright, Corrections Superintendent

Louise Turner, Office Administrator  
Jude Gates, Director of Facilities  
Steve Woods, Long Term Care Director  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Cooperative Extension  
Cindy Castrigno, Office Administrator  
Frank Stoughton, IT Manager

### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:03 a.m. Commissioner Barrows noted that the proposals would be opened for milk products and prime vendor since sales consultants were present.

### **II. Reports:**

#### **RFP Openings**

- **Milk Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Oakhurst Dairy, Garelick Farms, HP Hood LLC, and Hallsmith Sysco Food Services.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Prime Vendor, Long Term Care Services**

Commissioner Stritch opened proposals received from Hallsmith Sysco Food Services, PFG Northcenter, Shaheen Brothers, Favorite Foods, and Thurston Unipro Foods.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Administrative Processing Discussion**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) at 10:10 a.m. to discuss human resources and finance office personnel. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session at 10:15 a.m. Seconded by Commissioner Barrows, motion passed all in favor.

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Martha Roy.

Commissioner Pratt asked where the breakdown between the two departments first started. Theresa Young felt that the change began when Roy Morrisette left and new staff were hired in Human Resources and began questioning procedures and redirecting practices, which can be a good thing. Martha Roy exemplified the holiday scenario Theresa Young used as an example and



disputed the claim that a change did occur. Commissioner Pratt redirected and asked that specific issues not be highlighted rather broader issues. Martha Roy noted that there will always be an occasional disagreement between departments and noted a specific example where Human Resources and other departments were involved and felt Finance had made changes. Theresa Young again noted there were no changes. Commissioner Pratt noted that bringing things to the Commissioners was not a past practice and that previously departments were able to work together. Commissioner Pratt noted her concern with lobbying efforts by directors to individual Commissioners for swaying a vote. Commissioner Barrows does not believe that lobbying is conducted outside of a meeting. Commissioner Pratt said it is clear that motions are already established and voted. Commissioner Barrows stated she disagreed and believes the issue is that both directors do not like each other and their personal feelings should not be entered into the workplace.

Commissioner Barrows noted that since there is no county manager that the Board of Commissioners is the deciding authority when there is no disagreement. Commissioner Pratt noted that the issue that a director is going to the Commissioners for a decision.

Theresa Young noted that the departments are not working together and are doing things separately. Theresa Young stated that verbal communications are not happening and everything is by email and that inhibits a successful working relationship. Theresa Young felt that this relationship models the sheriff lawsuit where everything needs to be proved at a public meeting.

Martha Roy felt that the relationship between the directors has not changed but conflicts do exist and that pay practices are changing, which could be due to new staff. Martha Roy stated that changes in pay practices need to be done in advance. Theresa Young disagreed about different pay practices had been instituted. Theresa Young provided an example that Human Resources changed practices by not allowing vendors to talk with the Finance Director. Discussion continued about director meetings. Theresa Young disagreed with Martha Roy that other staff needs to be present to verify what was said at a meeting. Commissioner Pratt expressed her concern that Human Resources staff is no longer able to freely communicate between departments without the director involved in the conversation. Commissioner Pratt suggested that the directors meet regularly and then follow up afterwards in writing with an action plan to ensure the understanding. Martha Roy said that it would be beneficial to have additional staff present in meetings to verify intent to ensure accuracy. Martha Roy asked that when other staff members are needed that the other staff could be present. Commissioner Pratt stated it would be acceptable if the involvement is more than a witness role. Commissioner Pratt said that sensibility and working together is essential. Commissioner Pratt suggested that Human Resources and Finance Directors work together weekly for a month and discuss what is needed as a way to start working as a team. Commissioner Pratt would like to see joint recommendations again. Martha Roy and Theresa Young agreed to the meeting process. Martha Roy asked again that urgent matters be brought to the Commissioners for action. Commissioner Pratt said it would be acceptable only if the directors have worked together and tried.

- **Stimulus Update**

Theresa Young followed up on a meeting from yesterday regarding the status of stimulus funds. Theresa Young noted that Betsy Miller will be working on the counties benefit as the New Hampshire Municipal Association is working for all the towns. There was discussion of recent newspaper articles and uses of stimulus funds. Commissioner Pratt noted that at the Governor and Council breakfast with the New Hampshire Association of Counties that nominations are being sought for green energy efforts.

**RFP Openings (continued)**

- **Tactical Vests, Sheriff**

Commissioner Stritch opened proposals received from Riley's Sport Shop Incorporated and Neptune Incorporated.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Emergency Vehicle Equipment, Sheriff**

Commissioner Stritch opened proposals received from Adamson Industries and Ossipee Mountain Electronics.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Coffee Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Hallsmith Sysco Food Services, Donahue Brothers, and Autocrat Incorporated.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Personal Computers, Informational Technology/Telecommunications**

Commissioner Stritch opened proposals received from Cocchi Computer Services, JTL, Global Government Education, Mainstay Technologies, Centilla Corporation, Daystar Computer Services, and DP Technologies.

GovConnection proposal was rejected as it was received late.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Voicemail Upgrade, Informational Technology/Telecommunications**

Commissioner Stritch opened proposals received from Carousel Industries, NACR, and Empire Technologies.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

- **Electronic Monitoring, Corrections**

Moved: Commissioner Stritch to award the electronic monitoring proposal to Secure Alert as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Invacare Tub with Lift, Long Term Care Services**

Moved: Commissioner Stritch to award the tub proposal to McKesson Medical and Surgical for \$12,379 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Network Servers, Sheriff**

Moved: Commissioner Stritch to award the network server proposal to Mainstay Technologies for \$8,104.99 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Portable Water Jetter Supplies, Engineering and Maintenance**

Moved: Commissioner Stritch to award the jetter supplies to FW Webb for \$5,226.71 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Suppression Systems, Engineering and Maintenance**

Moved: Commissioner Stritch to award the fire suppression system to Hill New England for an amount not to exceed \$30,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T90186-T90188, T90236, T90254, T90287, T90288, T90314-T90318, T90336-T90390, general ledger warrants 9074, and payroll warrants 0326st, 0404st. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: March 25, 2009 and April 1, 2009**

Moved: Commissioner Stritch to approve the minutes of the March 25, 2009 and April 1, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows asked Commissioner Pratt to Chair the meeting.

- **Conference and Training Information**

Commissioner Pratt thanked everyone for their training submissions.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the 2009 conference and training directive for a County Attorney Prosecutor to attend a Drug Court Implementation Team Training in Oklahoma as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

### **Corrections – Al Wright, Superintendent**

- **Inmate Online Banking Discussion**

Al Wright highlighted a proposed new service for online inmate banking using the internet and an automated teller machine. Theresa Young noted that the Commissioners need to know that the vendor will have electronic access to a county account for deposits but not withdrawals. Commissioner Pratt asked who is provided account information. Theresa Young noted that Corrections and Finance will receive monthly reports. Louise Turner noted that the money and credit card processing is all handled by the vendor and any issues are handled by that vendor. Al Wright stated that locks and controls would be established to ensure limitations are in place.

Moved: Commissioner Stritch to approve the DSI kiosk accounting system with access to deposit into the county inmate account as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

Al Wright requested a work session at the next meeting to discuss the Academy Program. Commissioner Barrows reminded that there would be no county funds used for the program. Al Wright stated that the overall program and its value should be evaluated. Commissioner Pratt requested that other project proposals be discussed at this work session.

### **Finance – Theresa Young, Director**

Theresa Young announced that the quarterly budgets would be distributed by Thursday.

- **Write Off Request**

Moved: Commissioner Stritch to approve 2008 general fund receivable write-offs totaling \$126,765.31 from the nursing home as recommended by the Finance Director. Commissioner Barrows seconded the motion.

Commissioner Pratt asked for a discussion about how deeply in debt a person can become and is there a process improvement to alleviate the problem. Steve Woods agreed it is a good discussion item and that there are little regulations on the side of the county.

Motion passed all in favor.

- **2009 New Hampshire Association of Counties Annual Conference and Tradeshow**

Theresa Young explained that the New Hampshire Association of Counties is seeking commitments from counties on attending the annual conference and tradeshow. There was discussion of comments from other counties. Commissioner Pratt discussed alternatives to increase revenues to the association. Commissioner Barrows asked if any department specifically earmarked the funds. A few departments concurred that they planned to attend. Commissioner Pratt asked that departments submit their intentions and report at the next meeting. Commissioner Barrows liked the idea of a one day conference and awards ceremony.

**Human Resources – Martha Roy, Director**

- **Wellness Program Review and Approval**

Moved: Commissioner Stritch to approve the amendments to the Wellness Program Policy for calendar year 2009 and further to appoint Anne Atwater, Linda Tortorice, Lisa Caron, Valerie Hammond, AnneMarie Nelson, and Elaine Newbury to the Wellness Team Committee as recommended by the Wellness Committee. Commissioner Barrows seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Approval of Grant Application: New Hampshire Charitable Foundation, Oral Care Program, \$4,959.00**

Moved: Commissioner Stritch to approve the previously submitted grant application dated February 19, 2009 to the New Hampshire Charitable Foundation in the amount of \$4,959.00 for the Oral Care Program as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion.

Commissioner Barrows reminded everyone that prior approval is required from the Board of Commissioners for grant application submissions.

Motion passed all in favor.

- **Approval of Grant Award: New Hampshire Charitable Foundation, Oral Care Program, \$4,959.00**

Moved: Commissioner Stritch to approve a grant award dated March 23, 2009 from the New Hampshire Charitable Foundation in the amount of \$4,959.00 for the Oral Care Program and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Unfunded Mandate Discussion**

Steve Woods announced two unfunded mandates that are affecting the nursing home. Commissioner Barrows suggested a letter be sent to all Delegation members before the next meeting to ensure they are aware. Commissioner Pratt reminded all departments to submit cost shifting concepts and then associated costs to be submitted to the Delegation. There was

discussion of the layout of a letter and the best presentation for understanding. It was directed that all departments to submit their information by next Wednesday.

- **Point Click Care Software Update**

Steve Woods noted that he is waiting for the software update in May for the financial section of the program. Commissioner Pratt asked for written documentation regarding the clinical technological advancements.

**Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Application: New Hampshire Highway Safety Agency, DWI Hunter Patrols, \$2,336.40**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency in the amount of \$2,336.40 for the DWI Hunter Patrols and authorize the Chair to sign all necessary documents as recommended by the High Sheriff.

Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Grant Application: 2009 Justice Assistance Grant, Recovery Funds, \$641,198.00**

Mark Peirce announced that this is the fourth grant that Rockingham County will administer. He noted that the county is able to be reimbursed for administrative services and 5% reimbursement will be applied however Portsmouth will not be paying a fee as they are supplying a staff grant writer.

Moved: Commissioner Stritch to approve the submission of a grant application to the United States Department of Justice for 2009 Justice Assistance Grant Recovery Funds to benefit 16 law enforcement agencies in amount of \$641,198.00 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Bid Waiver: Sig Sauer Inc., \$6,325.00**

Moved: Commissioner Stritch to authorize a bid waiver to Sig Sauer Incorporated for \$6,325 as recommended by the High Sheriff. Commissioner Barrows seconded the motion.

Commissioner Barrows inquired why this is a bid waiver request. Mark Peirce indicated that this is a sole source vendor as the ammunition is being purchased from the gun manufacturer.

Motion passed all in favor.

#### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Leave without Pay Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 1:01 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**April 15, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:12 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,235,094.17 for the period ending April 12, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:13 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**April 23, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Tom Reid, Deputy County Attorney  
Al Wright, Corrections Superintendent  
Martha Roy, Human Resources Director

Frank Stoughton, IT Manager  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Major Mark Peirce, Deputy Sheriff  
Cathy Stacey, Register of Deeds  
Claudia Blasco, UNH Cooperative Ext.  
Kathy Nikitas, Accounting Analyst

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:41 a.m.

#### **II. Reports:**

##### **9:30 a.m. Corrections Work Session re: alternative programs**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Tom Reid.

Al Wright explained the purpose of the meeting is to discuss the currently active Academy Program funded by the State of New Hampshire. His belief is the Academy Program could continue through the end of the year with existing funds. There was discussion of the academy model and its benefits. Tom Reid explained how the program has changed over the years. There was discussion of other diversion programs including the Human Services Adult Diversion Program with Dawn Barnes. Al Wright requested that the Board of Commissioners allow the current Academy Office continue to be open and expand the scope with the SCRIP Program, Electronic Monitoring Program, and a Day Reporting Program. Tom Reid suggested the usage of technology to expand camera monitoring to have all the monitors digitally recording for backup and protection of the county. Commissioner Barrows explained she never heard of inadequate camera issues and thought it should be a higher priority. Commissioner Pratt suggested putting together a comprehensive presentation for the Board of Commissioners for programs currently in place including a cost benefit analysis. Commissioner Pratt suggested that the County Attorney and Corrections work together for a jointly recommended project.

##### **RFP Openings**

- **Roof Replacement, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Skyline Roofing, AW Therrien Company, and Prime Roofing Corporation.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Doors, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Hardware Consultants, Kamco Supply Corporation, and RJ Tombs Company.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.



- **Water Softeners, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Waterline Services LLC, Advance Pump and Filter Company, Anthrafilter Incorporated, and Absolute Water System. Commissioner Stritch noted that a proposal received from All Pumps and Filters LLC will be rejected as it was not received by the deadline.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Cleaning and Ware Washing Products, Long Term Care Services**

Commissioner Stritch opened a proposal received from Ecolab.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Vehicle, Long Term Care Services**

Commissioner Stritch opened proposals received from Hillsboro Ford, Ford of Londonderry, and McFarland Ford Sales.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Firearms Equipment, Sheriff**

Commissioner Stritch opened proposals received from Riley's Sport Shop, Lawmens and Shooter Supply, and Gulf States Distributors.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **RFP Awards**

- **Tactical Vests, Sheriff**

Moved: Commissioner Stritch to award the tactical vests proposal to Neptune Incorporated for \$6,450 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Emergency Vehicle Equipment, Sheriff**

Moved: Commissioner Stritch to award the vehicle equipment proposal to Adamson Industries for \$15,024.89 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Coffee Products, Long Term Care Services**

Moved: Commissioner Stritch to award the coffee products proposal to Donahue Brothers from May 1, 2009 to April 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Milk Products, Long Term Care Services**

Moved: Commissioner Stritch to award the milk products proposal to Garelick Farms from May 1, 2009 to April 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Personal Computers, Informational Technology/Telecommunications**

Moved: Commissioner Stritch to award the computers proposal to CompUSA for \$13,595.70 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Voicemail Upgrade, Informational Technology/Telecommunications**

Moved: Commissioner Stritch to award the voicemail upgrade to Carousel Industries for \$6,214.40 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger warrant 9128, payroll warrants 0409st, 0416st, and accounts payable warrants T90237, T90289, T90317-T90323, T90341, T90374-T90377, T90393-T90448. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: April 8, 2009 and April 15, 2009**

Commissioner Pratt requested a delay in approving the April 8, 2009 meeting minutes.

Moved: Commissioner Stritch to approve the minutes of the April 15, 2009 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **Conference and Training Exception Request**

There was discussion of a Finance Office conference and training exception request. Item was tabled at the request of the department.

- **Unfunded Mandate Discussion** (follow up from last meeting)

Commissioner Pratt asked departments regarding unfunded mandates as she was concerned with the lack of responses. There was discussion of affects from unfunded mandates to changes in state policy and cost shifting. Martha Roy suggested the retirement system changes be included. Commissioner Barrows suggested asking departments again for their information and have a draft letter ready for next Wednesday.

- **Administrative Processing Discussion**

Commissioner Pratt requested this be discussed at the next meeting for participation from both the Finance and Human Resources Directors.

**County Attorney – James Reams**

- **Short Term Disability Payment**

Tom Reid explained that an employee was out on short term disability and the policy (Summary Plan Description as originally approved in 2000 and amended in 2005) in effect was not followed regarding the work incentive section. Tom Reid believed the short term disability policy was not followed by the Finance Office and would like it corrected. Commissioner Barrows asked if there ever happened before. Martha Roy indicated it was the first time. Commissioner Barrows noted she was not aware of this work incentive in the policy. Commissioner Barrows asked if this work incentive portion was picked by the county. Martha Roy noted this was originally recommended by the insurance consultant Neil Lovett. Commissioner Pratt noted that the email from the Finance Director is not being acknowledged and there is more to this scenario. Commissioner Pratt agreed this is the first time someone has argued that the payment needs to be at 100% and that past practice is when appealed to the Department of Labor they have supported Rockingham County in its practices. Commissioner Pratt felt the policy is being reviewed and should wait for more discussion between departments as past practice is clear. Martha Roy noted she was not aware that the practice differs from policy. Kathy Nikitas noted this is not the first time an employee was paid for partial disability. Kathy Nikitas disagreed with the statement that the workers compensation policy mirrors the short term disability policy and noted that the question asked to the consultant was done in a vacuum versus the broader picture. Kathy Nikitas also noted that the benefit is calculated daily.

Tom Reid noted that the policy is clear and that it cannot be changed because the intent changed. Commissioner Barrows questioned the dollar amount in question. Kathy Nikitas noted she is not aware of the exact number but suggested less than two weeks or less than \$150. Tom Reid noted the employee believes she is due over \$300.

Commissioner Barrows noted that policies are complex. Commissioner Pratt does not believe this should be voted today to ensure all involved departments are present. Commissioner Barrows wondered if an attorney has ever reviewed policies. Commissioner Pratt suggested that a legal review be conducted to alleviate this type of debate.

Commissioner Barrows asked if the Commissioners wanted to vote on the matter or table the issue until the next meeting. Commissioner Stritch believes the policy is clear as stated by Tom Reid and should be doing however one party is not present and should be delayed for a full discussion from all parties. Commissioner Pratt agreed with Commissioner Stritch that all parties involved should be present to discuss the matter.

Commissioner Barrows announced this would be discussed again in two weeks.

#### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

Based on the discussion regarding the announcement system, Commissioner Pratt asked if other technology is available to alleviate the use of the announcement system. Steve Woods noted that policy dictates its usage for urgent matters but a reminder is needed to staff about the usage.

Jude Gates wanted to discuss a biomass proposal by Public Service of New Hampshire and the Commissioners agreed to discuss this in a month at 9:30 a.m.

#### **Finance – Theresa Young, Director**

- **Quarterly Budget Review Procedure Discussion**

Commissioner Barrows asked if the Executive Committee would receive an updated budget for the quarterly budget review meeting. Kathy Nikitas noted that corrections were made and would be provided. Commissioner Barrows suggested in the future a new system for departments to review the packet and sign off before the report is sent.

#### **Human Resources – Martha Roy, Director**

- **Wellness Committee Member Appointment**

Moved: Commissioner Stritch to appoint Darlene Fisher to the Wellness Committee Team for courthouse representation. Commissioner Pratt seconded the motion, voted all in favor.

- **Longevity Recognition**

Martha Roy announced a new initiative to recognize employees' years of service and asked the Board of Commissioners to acknowledge by signing certificates. The following employees were acknowledged for their years of service:

##### 20 years

- Kimberly Heim, Licensed Nursing Aide II, Long Term Care Services
- Stephen Church, Captain, Department of Corrections
- Mary Elizabeth Duhamel, Director of Social Services, Long Term Care Services
- Jude Gates, Director of Facilities, Planning, and Information Technology, Engineering and Maintenance Services

##### 15 years

- Gilbert White, Corrections Officer, Department of Corrections
- Doreen Ward, Licensed Nursing Aide II, Long Term Care Services
- Kristin Andreozzi, Nursing Supervisor, Ernest P. Barka Assisted Living

10 years

- James Bolton, Assistant County Attorney III, County Attorney's Office
- Patricia Lamb, Assistant County Attorney III, County Attorney's Office
- Justin Snyder, Dispatcher, Sheriff's Office
- Elizabeth Bourque, Physical Therapy Aide II, Long Term Care Services
- Rhonda Roy, Licensed Nursing Aide I, Long Term Care Services
- Janet Clock, Laundry Aide I, Long Term Care Services

**Human Services – Diane Gill, Director**

Diane Gill reported that the New Hampshire Department of Health and Human Services announced that FMAP funds will be mailed to counties at 6.2% based on October to March and payment should be received soon. Diane Gill noted the new Portsmouth Police Prosecutor is interested in the adult diversion program and additional referrals will be made. Diane Gill also announced that Betsy Miller of the New Hampshire Association of Counties is seeking Commissioners support in testifying at a hearing next week.

**Information Technology/Telecommunications – Frank Stoughton, Manager**

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in the Information Technology Manager's memorandum dated April 20, 2009 surplus with equipment to be offered to employees first, then to the local school system, and the remainder to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

Steve Woods announced a successful deficiency free rating in assisted living. Further, he stated an Admissions Director was hired.

**Register of Deeds – Cathy Ann Stacey**

Cathy Stacey noted she recently met with the new Revenue Commissioner and potential state revenue increase proposals through more registry collections. Cathy Stacey stated that revenues have decreased significantly.

**Sheriff – Dan Linehan, High Sheriff**

• **Approval of Grant Award: New Hampshire Highway Safety Agency, DWI Hunter Patrols, \$2,336.40**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for DWI Hunter Patrols in the amount of \$2,336.40 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,b,c). Commissioner Barrows seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request regarding hiring a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Kathy Nikitas, Martha Roy, and Chris Maxwell.

• **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Sheriff's Office**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver for an applicant to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Engineering and Maintenance**

Moved: Commissioner Stritch to approve a payroll change notice for a division director due to the annual evaluation process. Commissioner Pratt seconded the motion. Motion passed with Commissioner Pratt abstaining from the vote.


- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 1:01 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**April 29, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:18 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,245,464.79 for the period ending April 26, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Personnel non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a personnel matter. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:40 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:

  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**May 6, 2009 – 11:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Alison Kivikoski, HR Generalist  
Steve Woods, Long Term Care Director  
Tom Reid, Deputy County Attorney  
Al Wright, Corrections Superintendent

Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Dan Linehan, High Sheriff  
Cathy Stacey, Register of Deeds  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Coop. Extension  
Theresa Young, Finance Director  
Peter Donovan, Payroll Manager  
Kathy Nikitas, Accounting Analyst

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 11:06 a.m.

#### **II. Reports:**

##### **RFP Awards**

- **Roof Replacement, Engineering and Maintenance**

Moved: Commissioner Stritch to award the roof replacement proposal to AW Therrien Company Incorporated for \$48,916 plus \$2.80 per square for deck repair if needed as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Doors, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement doors proposal to Kamco Supply Corporation for \$13,790 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Prime Vendor, Long Term Care Services**

Moved: Commissioner Stritch to award the prime vendor proposal to PFG North Center from June 1, 2009 to May 31, 2011, up to \$960,000 annually as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Firearms Equipment, Sheriff**

Moved: Commissioner Stritch to award the firearms equipment proposal to Riley's Sport Shop for \$14,530.80 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Pratt and Jude Gates arrived at 11:15 a.m.

- **Awards Ceremony, New Hampshire Association of Counties**

Commissioner Barrows requested Commissioner Pratt to discuss the events of the Governor and Council meeting earlier in the morning. Commissioner Pratt announced awards for Rockingham County for its efforts for energy efficiency and to Jude Gates for her green initiatives.

##### **RFP Opening**

- **Replacement Overhead Door, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Fremont Glass and Garage Door Company, The Overhead Door Company of Portsmouth, and Fimbel Paunet Corporation.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.  
Commissioner Pratt seconded the motion, voted all in favor.

- **Briefs, Long Term Care Services**

Commissioner Stritch opened proposals received from Medline Industries, McKesson Medical-Surgical, Geriatric Medical, Central Paper Products Company, Gulf South Medical Supply, and First Choice Medical.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Body Wash Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Gulf South Medical Supply, McKesson Medical-Surgical, and Geriatric Medical.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0430st, 0423st, accounts payable warrants T90238, T90239, T90263, T90378-T90380, T90395, T90440, T90463-T90489. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: April 8, 2009, April 23, 2009 and April 30, 2009**

Moved: Commissioner Stritch to approve the minutes of the April 8, 2009, April 23, 2009, and April 30, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor/

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- ✓ **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the 2009 conference and training directive for Peter Donovan totaling \$822. Commissioner Pratt seconded the motion, voted all in favor.

- **2009 New Hampshire Association of Counties Conference and Tradeshow**

There was discussion of the revised 2009 New Hampshire Association of Counties annual conference and tradeshow at the Mount Washington.

- **Budget Review Discussion (Commissioner Barrows)**

Commissioner Barrows asked departments to review the budget in s:\ drive and advise Theresa Young of any issues. Theresa Young explained that the s:\ drive contains the excel spreadsheet and noted that departments should be using the MUNIS system to review budget lines.

Commissioner Barrows asked that departments use MUNIS to review budget lines. There was discussion of the review process and deadlines. The Commissioners concurred to requesting the Delegation amend quarterly reviews to the end of the month.

Peter Donovan and Kathy Nikitas arrived at 11:34 a.m.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt asked that this be deferred pending further time at the end of the meeting.



### **Corrections – Al Wright, Superintendent**

There was discussion of the state funded academy program and the no final decision has been made by the state about future funding. Commissioner Pratt reported that Merrimack County would like to meet about the possibility of housing female prisoners at their jail.

### **County Attorney – James Reams**

- **Short Term Disability Payment**

Tom Reid explained from the last meeting his request and how it was pended by the Commissioners for input from the Finance Director. Tom Reid detailed the scenario and explained the issue at hand.

Theresa Young noted that this policy is the same model as a fully insurance plan (Local Government Center) and this is a method of payment issue that is not being addressed. Theresa Young explained that the draft motion would not change the payment that was issued to an employee. Tom Reid disagreed with the Finance interpretation and read the policy section of work incentive. Tom Reid explained that if the practice was changed then the Board of Commissioners must change the policy accordingly. Theresa Young stated this was incorrect and this is not an interpretation issue however this is a calculation and methodology that is an industry standard. Theresa Young provided an example detailing payment, hours of work, and explaining the method of payment that is done consistently between all policies. Tom Reid disagreed with the payment and said the example noted shows that the payment was reduced. Theresa Young explained that there is a misunderstanding of the calculation process. Discussion ensued regarding payment and the method between Tom Reid and Theresa Young.

Commissioner Pratt suggested working together to provide a specific calculation. Tom Reid said he understands the calculation and does not agree with the calculation. Theresa Young stated that this methodology has been in effect since 2000.

Martha Roy felt the policy is clear that the employee received and further creates a serious liability if the employee is not paid. Theresa Young stated that the policy language proposed does not address the calculations of method of payment.

Commissioner Barrows asked if employees receive the method of payment. Martha Roy said the method of payment is in the policy. Theresa Young disagreed and that the method of payment is not in the policy.

Commissioner Barrows provided a specific example and asked how much the employee would receive. Theresa Young provided an answer and noted that this is based on 7 days. Peter Donovan also provided an example noting the payment amounts and hours.

Commissioner Barrows suggested a meeting to discuss the calculations. Commissioner Pratt suggested that the County Attorney, Human Resources, Jim Scammon, and Finance all meet to review the calculation process.

Peter Donovan and Kathy Nikitas left the meeting at 12:12 p.m.

### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

Jude Gates wanted to thank the Registry of Deeds for their assistance in scanning old building plans in the office. She noted that this has been at no cost to the county and saved well over \$10,000.

### **Human Resources – Martha Roy, Director**

The following employees were recognized for their years of service:

10 years

- Gavin Lauder, Corrections Officer, Department of Corrections
- Raymond Nadeau, Corporal, Department of Corrections

15 years

- David Stevens, Shift Technician, Engineering and Maintenance
- Wade Hitchcock, Laundry Aide II, Long Term Care Services

20 years

- Paul Sawyer, Custodian, UNH Cooperative Extension
- Janet Micklos, Human Services Director, Department of Corrections

30 years

- Mary Savage, Recreation Aide II, Long Term Care Services
- Suzanne Hutchins, Licensed Nursing Aide III, Long Term Care Services
- Becky Jo Burns, Deputy Register of Deeds, Registry of Deeds
- Mark Ford, Electrician, Engineering and Maintenance

- **Sheriff's Office Job Description Approvals**

Moved: Commissioner Stritch to approve job descriptions of Lieutenant, Captain, and Major in the Sheriff's office to include a title change from Captain/Chief Deputy to Captain as recommended by the High Sheriff and Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Services – Diane Gill, Director**

- **Incentive Fund Awards**

Moved: Commissioner Stritch to approve incentive funds totaling \$241,275 to: Epping Recreation Department, \$11,600.00; New Outlook Teen Center, \$13,000.00; Camp Lincoln/YMCA, \$20,000.00; Nottingham Recreation, \$15,000.00 total; Raymond Recreation, \$15,000.00; Salem Boys and Girls Club, \$7,500.00; North Hampton Recreation, \$4,000.00; New Heights (Seacoast MHC), \$25,000.00; Hampton Parks and Recreation, \$15,000.00; Community Child Care Center, \$9,000.00 reserved funds to be released; Child Advocacy Center, \$70,000.00; Copper Cannon Camp, \$6,000.00; Daniel Webster Council, \$2,500.00; Portsmouth Housing Authority, \$29,675.00; Seacoast YMCA, \$7,000.00. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Point Click Care Software Update**

Steve Woods had no new information on the interface from Point Click Care Software to the county MUNIS system.

Steve Woods requested a work session with the Board of Commissioners to discuss nursing administrative positions. Commissioner Barrows deferred the meeting pending other matters being finalized.

**Sheriff – Dan Linehan, High Sheriff**

- **Approval of Interlocal Agreements: 2009 Justice Assistance Grant, Recovery Funds, \$641,198**

Moved: Commissioner Stritch to approve interlocal agreements with Rockingham County for 2009 Justice Assistant Grant Recovery Funds as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows called a brief recess at 12:40 p.m. The meeting was reconvened at 12:54 p.m.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss a legal settlement. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

### **IV. Commissioners Non-Meeting Session**

Commissioner Stritch moved to enter into a non-meeting with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney Dan Schwarz, and Chris Maxwell. Commissioner Pratt moved to go out of non-meeting session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Legal Settlement, Corrections**

Moved: Commissioner Stritch to authorize a settlement up to \$7,500 for a legal case as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Human Services**

Moved: Commissioner Stritch to approve a payroll change notice for a division director due to annual evaluation. Commissioner Pratt seconded the motion.

There was discussion of the employee's intent and clarification was needed. The employee was called and it was clarified. Commissioner Pratt requested the division director to redraft her request to clarify intent.

Motion passed all in favor.


- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request for unpaid leave for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### **V. Adjournment**

Commissioner Stritch moved to adjourn at 1:31 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**May 13, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair (via telephone)  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director  
Luanne McLane, Admissions Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:48 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,237,410.15 for the period ending May 10, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Admissions Director**

Steve Woods introduced the Board of Commissioners to the newly hired Admissions Director. Luanne McLane introduced herself and provided a brief overview of her work experience.

• **Personnel non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a personnel request. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

• **Exception Request**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy Chapter 6-3 for a candidate in long term care as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 10:55 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**May 20, 2009 – 9:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair	Theresa Young, Finance Director
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Commissioner C. Donald Stritch, Clerk	Mark Peirce, Major Deputy Sheriff
Theresa Young, Finance Director	Frank Stoughton, IT Manager
Steve Woods, Long Term Care Director	Claudia Blasco, UNH Cooperative Ext.
Diane Gill, Human Services Director	Tom Reid, Deputy County Attorney

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:03 a.m.

#### **II. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss finance office operations and personnel. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned why a discussion of finance office scheduling was an appropriate topic for a non public session. Commissioner Barrows stated her intent to discuss certain finance office personnel other than the director.

Motion passed all in favor.

Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

#### **III. Reports:**

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T90240, T90241, T90381-T90383, T90396, T90420, T90421, T90480-T90484, T90490-T90549, general ledger entries 9137-9139, and payroll warrants 0506st, 0514st. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: May 6, 2009 and May 13, 2009**

Moved: Commissioner Stritch to approve the minutes of the May 6, 2009 and May 13, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Staff Dining Room Hours (Commissioner Barrows)**

Commissioner Barrows explained that she has observed that the staff dining room is very busy from noon to 1:00 p.m. and recommends having offices not on the complex come 11:30 a.m. to noon or 1:00 p.m. to 2:00 p.m. to accommodate nursing schedules. Commissioner Pratt asked when this has become a problem. Commissioner Barrows stated this has been her observation over the last several months. There was discussion of hours and alternatives to alleviate overcrowding. Commissioner Pratt asked the Long Term Care Services Director to further research and report back.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt noted that the Human Resources Director is absent and deferred the meeting for participation from the Finance and Human Resources Director.

**County Attorney – James Reams**

- **Short Term Disability Payment**

Tom Reid explained that at the last meeting the Commissioners requested a meeting to learn about the payment calculations. He noted the meeting occurred and that he now understands the calculation but believes the policy as stated is unclear. Theresa Young explained the original understanding of the policy and its intent. Theresa Young noted that the Finance Office does not agree with the interpretation of the policy as being described by the County Attorney and Human Resources.

Moved: Commissioner Stritch to approve an exception to the past practice of calculation to the partial short term disability work incentive payment of \$314.20 to a county attorney employee. Commissioner Pratt seconded the motion. Motion passed 2-1.

**Finance – Theresa Young, Director**

Theresa Young noted that further information is coming forward on stimulus funds and a timeframe of September has been discussed. There was discussion of permission from the Delegation and Theresa Young again recommends meeting in June.

Theresa Young noted that the borrowing will begin two months earlier than last year as a result of increased usage of fund balance over prior years.

**Human Resources – Martha Roy, Director**

- **Wellness Committee Update**

Kate Magrath highlighted the activities established by the Wellness Committee.

**Human Services – Diane Gill, Director**

- **New Hampshire Department of Health and Human Services Request**

Diane Gill explained that she received a request from Associate Commissioner John Wallace asking if the Board of Commissioners wished to meet and discuss the discrepancies in billing.

- **New Hampshire Department of Health and Human Services Recoveries and Credits**

Diane Gill reported that the New Hampshire Department of Health and Human Services has changed the methodology from credits to actual checks. Theresa Young noted that if you receive money back that it is an abatement if it is for this year and previous year it would be a revenue source towards fund balance. Commissioner Pratt requested that the Human Services budget reflect these temporary funds. Theresa Young stated it would be reflected.

- **House Bill 468, County Cap, and Federal Medical Assistance Percentages (FMAP) Updates**

Diane Gill noted that the county cap has been tabled pending further information. Diane Gill explained that the hold harmless agreement will be reached by June however the cap will not be reached. Diane Gill noted that the federal funds will not be reflected against the caps.

- **American Recovery and Reinvestment Act (ARRA) Funds Update**

Diane Gill explained the base rate for stimulus will be 6.25%, \$1,3 and that the Board of Commissioners need to decide how to use the funds.

- **Merrimack County Superior Court Decision re: Cap in 2004**

Diane Gill believes that the Board of Commissioners should meet with Attorney Dunn in light of the recent court decision.

- **Incentive Funds**

Diane Gill reported that she has seen new applications for incentive funds that instruct applicants to file with the state and no mention of the counties.

**Information Technology/Telecommunications – Frank Stoughton, Manager**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare two ML370 servers surplus and to be disposed of accordingly as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Release of Lien Approval**

Moved: Commissioner Stritch to release a lien placed on property due to payment for outstanding balance on services rendered as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Aged Account Receivable Update**

Commissioner Pratt inquired about the high dollar amount in an account. Steve Woods presented an additional document highlighting the work that has gone into this account. Commissioner Pratt again expressed her concern of the high levels of uncollected nursing home revenues.

**Sheriff – Dan Linehan, High Sheriff**

- **Public Hearing: 2009 Justice Assistant Grant, Recovery Funds**

Mark Peirce explained to the public that the grant is from the United States Department of Justice for 2009 Justice Assistance Grant Recovery Funds to benefit 16 law enforcement agencies in amount of \$641,198.00. Rockingham County will administer the grant and be reimbursed for administrative services at 5% of the total grant for each town however Portsmouth will not be paying a fee as they are supplying a staff grant writer. Interlocal agreements and the entire grant application were available for review.

Commissioner Barrows asked if there were any public comments. There were no comments.

- **2003-2004 Homeland Security Grant Onsite Audit Report**

Mark Peirce was pleased to report that the onsite audit conducted by the New Hampshire Department of Safety's Internal Auditor went perfectly and provided the report results.

**IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal settlement were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Mark Peirce, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Legal Settlement, Finance**

Moved: Commissioner Stritch to authorize a settlement in a legal case from \$12,500 to \$15,000 maximum as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Finance Office**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-3b for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request for leave without pay for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows left the meeting at 11:38 a.m.

### **RFP Openings**

- **Condensing Unit Replacement, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Palmer and Sicard Incorporated, and Thermo Dynamics Incorporated.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Disposable Lids, Long Term Care Services**

Commissioner Stritch opened a proposal received from Central Paper Products Company.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Administration (Rye Senior Housing Project)**

Commissioner Stritch opened proposals received from TF Moran Incorporated and Donna Lane, CDBG Consultant.

Moved: Commissioner Stritch to authorize the grants coordinator to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.



**RFP Awards**

- **Replacement Overhead Door, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement overhead door proposal to Overhead Door Company for \$3,675 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Body Wash Products, Long Term Care Services**

Moved: Commissioner Stritch to award the body wash products proposal to Geriatric Medical from June 1, 2009 to May 31, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Ware Washing Chemicals, Long Term Care Services**

Moved: Commissioner Stritch to award the ware washing chemicals proposal to Ecolab from June 1, 2009 to May 31, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 11:45 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**May 27, 2009 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:02 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,255,118.97 for the period ending May 24, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Personnel non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a personnel in the nursing home. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:27 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:

  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**June 3, 2009 – 9:30 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Diane Gill, Human Services Director  
Theresa Young, Finance Director  
Martha Roy, Human Resources Director

Al Wright, Corrections Superintendent  
Steve Woods, Long Term Care Director  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Claudia Blasco, UNH Cooperative Ext.  
Major Mark Peirce, Deputy Sheriff  
Alison Kivikoski, HR Generalist

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:30 a.m.

**9:30 a.m. New Hampshire Department of Health and Human Services meeting with Associate Commissioner John Wallace and Judy Levasseur re: State Bill**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, John Wallace, Judy Levasseur, and Deborah Lafave.

John Wallace gave an update on the stimulus funding. John Wallace explained that the purpose of the meeting is to finalize the outstanding bill with Rockingham County. John Wallace highlighted the process of billing counties and noted that they have tried to treat all counties equally. Deb highlighted the current outstanding bill spreadsheet and noted that coding was reviewed to attempt to segregate bills that were not Rockingham County liabilities. Diane Gill said that some of the deductions date back to 2001 and the deductions are based on DYCF policies. Diane Gill explained a specific provider with home based care and concerns with contact time and lack of face times. Judy Levasseur said that the majority of the list is not that specific example. Commissioner Pratt asked about specific backup documentation. John Wallace said that the statute did not specify that level of the backup documentation and was not considered. John Wallace noted that the clients on the list are liabilities of Rockingham County and the research time now would be extensive.

There was discussion regarding an impasse and the next steps. John Wallace explained the next step would be to forward the unpaid bill to the Attorney General.

There was discussion of the outcome protocols and auditing providers that the state does as managers of parental reimbursement.

John Wallace highlighted the recent court decision and asked if the county was appealing. Diane Gill noted that the New Hampshire Association of Counties has not stated a decision.

**II. Reports:**

**Introduction of Guests:** Commissioner Barrows welcomed guests Commissioners Blanchard and Commissioner Bernier from Merrimack County.

**RFP Openings**

• **Paper Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Interboro Packaging Corporation, Geriatric Medical, Eastern Bag and Paper Group, and Central Paper Products Company.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Refrigeration Equipment Replacement, Engineering and Maintenance**

Commissioner Stritch opened proposals received Brulotte Inc and Strogens HVAC, LLC.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Upgrade, Engineering and Maintenance**

Commissioner Stritch announced that a proposal from Catamount Electric and Alarm was received past the deadline and would not be considered.

Moved: Commissioner Stritch to reject and resubmit requests for proposals. Commissioner Pratt seconded the motion, voted all in favor.

- **Hydronic Heating System, Engineering and Maintenance**

Commissioner Stritch opened proposals received Northern Peabody and Palmer & Sicard Incorporated.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Awards**

- **Re-Bed Water Softeners, Engineering and Maintenance**

Moved: Commissioner Stritch to award the re-bed water softeners proposal to Waterline Industries LLC for \$14,350 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Condensing Unit Replacement, Engineering and Maintenance**

Moved: Commissioner Stritch to award the condensing unit replacement to Thermo Dynamics Incorporated for \$87,590 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Disposable Lids, Long Term Care Services**

Moved: Commissioner Stritch to award the disposable lids proposal to Central Paper Products Company from June 1, 2009 to May 31, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Briefs, Long Term Care Services**

Moved: Commissioner Stritch to award the briefs proposal to Geriatric Medical and McKesson Medical-Surgical Supply from June 1, 2009 to May 31, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Administration (Rye Senior Housing Project)**

Moved: Commissioner Stritch to award the administration services for the Rye Senior Housing Project Community Development Block Grant to Donna Lane, CDBG Consultant for \$12,750 as recommended by the Grants Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

#### **Sheriff – Dan Linehan, High Sheriff**

- **2009 Justice Assistant Grant, \$114,525**

Moved: Commissioner Stritch to authorize the submission of a grant application to the United States Department of Justice for the 2009 Justice Assistance Grant on behalf of six jurisdictions totaling \$114,525 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T90242, T90243, T90422-T90426, T90485, T90486, T90487, T90544, T90561-T90610, general ledger entries 9092-9099, 9152-9154, and payroll warrants 0521st, 0528st, 60209. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: May 20, 2009 and May 27, 2009**

Moved: Commissioner Stritch to approve the minutes of the May 20, 2009 and May 27, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a conference and training submission.

- **Time and Attendance RFP Discussion (Commissioner Barrows)**

Commissioner Barrows asked to address this at the end of the meeting if time allows.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt asked to address this at the end of the meeting if time allows.

### **Corrections – Al Wright, Superintendent**

- **Acceptance of Donation**

Al Wright requested the Board of Commissioners accept a donation of cups and pens from the APRISS Company with telephone numbers for the VINE Program for further outreach and marketing of the program.

Moved: Commissioner Stritch to accept a donation of merchandise from APRISS who operates the VINE Program. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval to house Belknap County Prisoners**

Al Wright requested approval to house Belknap County prisoners during motorcycle week in Laconia. He noted the requested was verbal and did not have a formal letter.

Moved: Commissioner Stritch to authorize the housing of up to 10 Belknap County inmates during motorcycle week as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Al Wright reported that no new information has been received regarding funding for the Academy Program.

### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

- **Biomass Discussion**

Jude Gates explained that the proposal from Public Service of New Hampshire for a biomass facility has a timeline of twelve to eighteen months for a decision. Commissioner Pratt asked if this project could be researched without stimulus funds and use cost savings. Jude Gates noted that the Honeywell Energy Management Program had noted this option.

### **Finance – Theresa Young, Director**

- **2008 Energy Management Funding Recommendation Approval**

Moved: Commissioner Stritch to approve drawing a \$346,696.32 payment from remaining appropriations from the maintenance budget totaling \$395,374.90 per the Energy Management Program Funding Policy as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked how many additional years this program savings will continue. Theresa Young stated this will be in effect through 2015.

Motion passed all in favor.

- **Direct Capital Vehicle Lease Resolution Approval**

Moved: Commissioner Stritch to approve a vehicle capital lease with Direct Capital Corporation for 36 months with a total cost of \$107,017.08 and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Personnel Policy and Procedure Amendments**

Commissioner Pratt requested a legal non public session to discuss the attorney recommendation for amendments to Personnel Policy and Procedure Chapter 14-10.

Moved: Commissioner Stritch to notice 30 days of an amendment to Personnel Policy and Procedure Chapter 8-12. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Point Click Care Software Update**

Steve Woods reported that communication was received from the Finance Office that a test file communicated between Munis and Point Click Care Software Company. Theresa Young clarified that Point Click Care Software Company needed to report further account details into the Munis system.

Commissioner Pratt asked for further research about the vendor meetings and department information notes regarding the clinical software proposals.

**III. New Business**

- **Director of Nursing**

Commissioner Barrows asked about the job posting for the Director of Nursing and requested the posting for review. Commissioner Pratt asked for a non public session to discuss the transition plan. Commissioner Barrows suggested a search committee to review the applicants.

Commissioner Stritch expressed concern with Commissioners being involved in a process that is the responsibility of a Division Director.

There was discussion of modifications to the job description of the Director of Nursing. It was agreed that the Commissioners would review the description and make suggestions to the Long Term Care Services Director.

- **Staff Schedules**

Commissioner Barrows requested a list of employees working 10 hour days both regularly scheduled and temporarily from all departments.

There was discussion of the finance office staffing schedules. Commissioner Barrows asked why the 10 hour day is both weeks when payroll is bi-weekly. Theresa Young said it is more effective to maintain a consistent schedule and the hourly staff will be working Monday to Thursday. Commissioner Barrows inquired about exempt staff and their hours worked. Theresa Young stated that exempt staff will work Friday's and weekends as needed. Theresa Young noted that Friday's there will be generally two exempt staff available. Commissioner Barrows asked all departments report to the Board of Commissioners before making changes to schedules.

- **Budget Review**

Commissioner Barrows reminded departments to review budgets for May and discuss any discrepancies with Finance to ensure accuracy with the 2<sup>nd</sup> Quarter Budget Review meeting with the Executive Committee.

- **Meeting with Efficiency Expert**

Commissioner Barrows explained that an efficiency expert approached the county regarding ways to save money. It was noted that he will be coming to the next meeting at 9:30 a.m. on

June 17, 2009 to make a presentation. Commissioner Pratt noted that fees for services would need to be addressed. Commissioner Barrows said this type of review has not been conducted in many years. Commissioner Pratt noted the nursing home deficit and that something needs to be done to address the issue and highlighted that other counties are not running deficits.

#### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Commissioner Stritch moved to enter into non-public session under NHRSA 91A:3II (a) to consider the dismissal of an employee. Commissioner Pratt seconded the motion, voted all in favor. Those present for NHRSA 91A:3II (a) to consider the dismissal of an employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney Schwarz, Long Term Care Services Director Steven Woods, Human Resources Director Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session under New Hampshire RSA 91A:3 II (a), Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

Commissioner Barrows noted the purpose of this public meeting is to consider the recommendation of the Long Term Care Services Director.

- **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of Steven Woods on Wednesday, June 3, 2009 and as outlined in a letter to the Board of Commissioners dated April 9, 2009 in regards to an employee of the Long Term Care Services Department effective June 15, 2009. Commissioner Pratt seconded the motion, voted all in favor.

#### **V. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint in the dietary department were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to have a follow up discussion a personnel complaint in the nursing home from the last meeting were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss nursing home personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Termination Non Public Session Minutes**

Moved: Commissioner Stritch to seal the non public minutes of the June 3, 2009 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Merrimack County Superior Court Decision re: Cap in 2004**

Chris Maxwell followed up on a discussion at the last meeting regarding a request to meet with Attorney Dunn on an appeal. Commissioner Pratt indicated that she wished to meet with Attorney Dunn and would report back on the results. Commissioner Barrows asked to be kept advised as she may attend as well.

- **Payroll Processing Information**

Chris Maxwell followed up on a request of Commissioner Barrows seeking a date to observe and learn the payroll process. Commissioner Pratt requested that the payroll checklist used by finance staff be given to the Commissioners prior to the observation.

## **VI. Adjournment**

Commissioner Stritch moved to adjourn at 1:28 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**June 10, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:06 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,290,868.02 for the period ending June 7, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:07 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**June 17, 2009 – 9:30 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Theresa Young, Finance Director
Commissioner Katharin K. Pratt, Vice Chair	High Sheriff Dan Linehan
Commissioner C. Donald Stritch, Clerk	Lt. Al Brackett, Deputy Sheriff
Steve Woods, Long Term Care Director	Claudia Blasco, UNH Coop. Extension
Al Wright, Corrections Superintendent	Diane Gill, Human Services Director
Louise Turner, Corrections Office Manager	Luanne McLane, Admissions Director
Jude Gates, Director of Facilities	Kathy Nikitas, Accounting Analyst
Frank Stoughton, IT Manager	Kate Magrath, HR Assistant Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:36 a.m.

**II. Reports:**

**9:30 a.m. Appointment: Garry Meyer, Efficiency Discussion**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Garry Meyer, Alina Sue (via telephone), Steve Woods, Al Wright, Louise Turner, Jude Gates, Frank Stoughton, and Theresa Young

Garry Meyer provided a history of his experience and introduced Alina Sue via telephone. He explained a waste analysis with Liberty Mutual Insurance Company and other companies. The goal of the company is to assist public sector companies with efficiencies and offered the company services of two weeks of observation, then a written analysis, and finally a payment system based on results. It was noted that payment would be based on a percentage of the savings. Commissioner Barrows noted the nursing home deficit and some of the lacking reimbursable items.

Alina Sue explained lean in health care accounting varies from efficiencies in the ordering chain to service review for improvement. Garry Meyer presented further information on the accounting. Theresa Young and Garry Meyer discussed financial accounting and current methods.

Commissioner Barrows noted that administrative staff has increased but wonders if it is efficient. Garry Meyer explained that is the purpose of the value stream and getting staff together to meet and learn about this. There was discussion of waste and processing.

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T90427-T90429, T90515-T90517, T90550, T90590-T90638, T90651-T90663, general ledger entries 9223, 9225, and payroll warrants 0604st, 0611st. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: June 3, 2009 and June 10, 2009**

Moved: Commissioner Stritch to approve the minutes of the June 3, 2009 and June 10, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed the conference and training information submitted.

- **Conference and Training Exception Request**

There was discussion of the conference and training exception request. Commissioner Barrows noted her concern with out of state travel and felt this is not an urgent conference.

Commissioner Barrows explained that this conference should not be approved as other departments have not been allowed out of state travel for conferences. It was noted that other exceptions were approved.

Moved: Commissioner Stritch to approve an exception to the 2009 conference and training directive for a long term care employee to attend training in Maine as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Hours Worked Survey**

Commissioner Barrows asked that this be included on the next agenda to keep track of hours worked. There was discussion of regular schedules and seasonal schedules. Commissioner Pratt noted that schedules do not generally change week to week.

- **New Hampshire Association of Counties Letter Re: Not Appealing Decision**

Diane Gill highlighted the letter received from the New Hampshire Association of Counties declaring that the court decision will not be appealed. There was discussion of the process, the financial cap, the amount accrued by Rockingham County, and how this will impact the state bill.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt asked that this be handled at the end of the meeting.

### **Corrections – Al Wright, Superintendent**

Commissioner Barrows asked if the budget was reviewed as of May 31, 2009 and if it was accurate. Al Wright stated that the information is fine and that there will be a transfer request for the next meeting.

Commissioner Pratt inquired about the alternative sentencing program established by the County Attorney. Al Wright explained that this is for low level offenders and under the supervision of state staff at the beach.

### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

Commissioner Barrows asked if the budget was reviewed as of May 31, 2009 and if it was accurate. Jude Gates said the expenditures were fine but that the budget numbers were not in the Munis system. Theresa Young concurred that not all of the appropriation and revenue numbers are in the system.

### **Finance – Theresa Young, Director**

- **Restatement of Prior Year Fund Balance**

Moved: Commissioner Stritch to restate 2007 general fund balance adjustment total of \$19,354.96, 2007 health internal fund total of \$90,562.73, 2007 dental internal service fund total of \$387.44, and 2007 workers compensation internal service fund total of \$27,584.76 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Time and Attendance RFP Discussion**

Theresa Young inquired about the status of the Request for Proposal (RFP) processing. Commissioner Barrows requested a breakdown of differences between the 2003 and 2009 RFP's. Commissioner Barrows noted she met with the Payroll Manager and based on that to have another meeting with all payroll users group. Commissioner Barrows requested that minutes be

taken for the next payroll users group. Theresa Young noted the success of the last payroll users meeting. Theresa Young explained that there have been many changes from the 2003 RFP to the 2009 RFP that encompasses the feedback from the user group meeting. Commissioner Barrows presented her thoughts to streamline the payroll processing by dividing up payrolls weekly.

Commissioner Pratt requested a work session with the Finance Director to review the RFP changes and the proposals.

There was discussion of the auditor proposal for financial statements. Theresa Young noted the request for proposal would be sent this summer. Commissioner Barrows asked that the auditor services and cost report services be in separate requests for proposal.

#### **Human Resources – Martha Roy, Director**

- **Earned Time Minimum Usage Deadline**

Moved: Commissioner Stritch that effective August 1, 2009 all minimum usage dates shall be the employee benefit eligible date of hire regardless of earned time conversion date as recommended by the Human Resources and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Short Term Disability Rate Status and Plan**

Martha Roy highlighted the past discussions and requested that this fall 2010 rates will address the rates accordingly. Commissioner Pratt asked if this discussion results in all employees at the \$.68 rate. Martha Roy explained that this will let all employees know of the \$.68 rate. Theresa Young noted that the rate has never been advertised or been included in Human Resources open enrollment form. Martha Roy requested that the rate itself be voted on for 2010. Commissioner Pratt noted that there needs to be consistency that all rates are published.

There was discussion of whether the Board of Commissioners signed and approved the rate. Commissioner Pratt noted this had been provided in previous Board packets. Commissioner Barrows requested the document reflecting the Board's approval again.

- **Personnel Policy and Procedure Amendments**

Commissioner Pratt requested a marked up amendment reflecting what was changed, added, and deleted regarding Personnel Policy 14-10. Commissioner Pratt requested approval of this be for the next meeting.

The following employees were recognized for their years of service:

10 years

- Anthony Sherman, Corrections Officer
- Stephanie Callahan, Victim Advocate
- Chad Murphy, Dispatcher
- Louise Artimovich, Dispatcher

15 years

- June Page, Medication Nursing Aide

#### **Human Services – Diane Gill, Director**

Diane Gill explained a letter from Grafton County Commissioners to New Hampshire Health and Human Services Commissioner Toumpas expressing concern about the changes to the incentive fund process. Diane Gill noted she drafted a letter for the Commissioners to sign and send to Commissioner Toumpas expressing concern. There was discussion of the state centralization process.

Commissioner Barrows asked if the budget was reviewed as of May 31, 2009 and if it was accurate. Diane Gill noted she did not see the budget on the shared drive.

## **Long Term Care Services – Steven Woods, Director**

- **Lien on Property Approval**

Moved: Commissioner Stritch to approve a lien on real property pursuant to New Hampshire RSA 166:20 for money owed to Rockingham County Nursing Home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Barrows inquired about the need of a vote of the Board of Commissioners. New Hampshire RSA 166:20 was presented and Commissioner Barrows agreed to the vote based on review of the law.

Motion passed all in favor.

- **USDA Child and Adult Care Food Program Application for Adult Medical Day Care**

Moved: Commissioner Stritch to approve the submission of an application to the United States Department of Agriculture Food and Nutrition Service Program for the Adult Medical Day Care and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Aged Account Receivable Update**

Steve Woods noted changes to the receivables from the last meeting. Commissioner Pratt inquired if May bills were sent. Steve Woods noted that the bills are not completely sent and that further catch up is needed. Commissioner Pratt requested a report of the billing status.

### **RFP Awards**

- **Paper Products, Long Term Care Services/Corrections**

Moved: Commissioner Stritch to award the paper products proposal from July 1, 2009 to December 31, 2009 to Central Paper Products Company, Geriatric Medical Supply, and Eastern Bag and Paper Group in Long Term Care and Central Paper Products Company, Geriatric Medical Supply, Interboro Packaging, and Eastern Bag and Paper Group in Corrections as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Refrigeration Equipment Replacement, Engineering and Maintenance**

Moved: Commissioner Stritch to award the refrigeration equipment replacement proposal to Brulotte Incorporated for \$55,440 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Hydronic Heating System, Engineering and Maintenance**

Moved: Commissioner Stritch to award the hydronic heating system proposal to Palmer and Sicard for an amount not to exceed \$262,000 and an additional \$18,000 if a new steam main is needed for a project totaling \$280,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Old Business**

- **Additional Project to Approved Project Listing**

Commissioner Pratt inquired about a meeting with the Delegation to request approval of an additional project approved for biomass. Theresa Young said it would be project approval but no funding request as this time.

Moved: Commissioner Pratt to authorize the Clerk to prepare and sign a letter to the Delegation requesting the approval of an additional project. Commissioner Stritch seconded the motion, voted all in favor.

## **RFP Openings**

- **Water Tank Supplies, Engineering and Maintenance**

Commissioner Stritch opened proposals received from The Granite Group and FW Webb Company.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Fiber Optic Cable Installation, Engineering and Maintenance**

Commissioner Stritch opened proposals received from CV Communications Inc., Interstate Network Systems, Computer Cable Company Inc., Hess Communication Services Inc., CMC Technology Group, and Arcomm Communications.

Moved: Commissioner Stritch to authorize the Information Technology Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

## **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal claim were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Dan Linehan, Theresa Young, and Chris Maxwell.

- **Non public session re: proposal**

Those present for NHRSA 91A:3II (c) to discuss dispatch center requests from town officials were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Dan Linehan, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for two corrections employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss layoff of a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss nursing home personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kathy Nikitas, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Payroll Change Notice, Long Term Care Services**

Moved: Commissioner Stritch to approve a payroll change notice for a division director due to annual evaluation. Commissioner Pratt seconded the motion. Motion passed with Commissioner Pratt abstaining from the vote.

- **Layoff, Corrections**

Moved: Commissioner Stritch to approve the layoff of the Academy Program Director due to lack of funding effective June 30, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 1:34 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**June 24, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:04 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,276,352.64 for the period ending June 21, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Interlocal Agreement: 2009 Justice Assistance Grant, American Recovery and Reinvestment Act of 2009 Funds**

Chris Maxwell explained that at the May 6, 2009 Board of Commissioners meeting interlocal agreements were approved between Rockingham County and local towns however an agreement specifying the grant administration fee was not completed.

Moved: Commissioner Stritch to approve an additional interlocal agreement with Rockingham County for the specific grant administration fee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections operations and personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss human services personnel were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss long term care services administration personnel were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.



Commissioner Barrows explained that a letter was drafted in response to a New Hampshire Department of Health and Human Services bill. The Commissioners concurred to reminding Associate Commissioner Wallace regarding the recent meeting.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:30 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**July 1, 2009 – 10:00 a.m.**

#### *Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Steve Woods, Long Term Care Director  
Jude Gates, Director of Facilities

Louise Turner, Corrections Manager  
John Blomeke, Assistant Superintendent  
County Attorney James Reams  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Cooperative Ext.  
Theresa Young, Finance Director  
Register of Deeds Cathy Stacey

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:08 a.m.

#### **II. Reports:**

##### **RFP Openings**

- **Fire Alarm System Upgrade 2009, Engineering and Maintenance**

Commissioner Stritch opened proposals received from ASTI Fire Alarm Services, Catamount Electric and Alarm Company, and GA Laflamme Company.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Products, Corrections**

Commissioner Stritch opened proposals received from Clean-O-Rama, Arnold T. Clements Company, Hillyard Company, and Central Paper Products Company.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

##### **RFP Awards**

- **Water Tank Supplies, Engineering and Maintenance**

Moved: Commissioner Stritch to award the water tank supplies proposal to FW Webb Company for \$5,556.13 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers for Long Term Care Services, Sheriff, County Attorney, Corrections, general ledger entries 9218, 9257, 9263, payroll warrants 0618st, 0625st, 62609, and accounts payable warrants T90518-T90524, T90553, T90592, T90593, T90603, T90640, T90641, T90665, T90678-T90697, T90711-T90716.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: June 17, 2009 and June 24, 2009**

Moved: Commissioner Stritch to approve the minutes of the June 17, 2009 and June 24, 2009 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submitted.

- **Efficiency Consultant Discussion**

Commissioner Barrows explained that efficiency consultant Garry Meyer met with the Board of Commissioners at the last meeting to analyze efficiencies. Commissioner Barrows noted that there is no obligation for a two week free analysis and requested an analysis of the Finance Office and the Long Term Care Fiscal Office. There was discussion of what would be analyzed and decided that each Commissioner would state their request at the meeting with Mr. Meyer.

Moved: Commissioner Barrows to contact Garry Meyer to meet and share the tasks for the efficiencies. Commissioner Stritch seconded the motion, voted all in favor.

- **RFP Negotiations and Award Discussion (Commissioner Pratt)**

Commissioner Pratt explained that over the years she has seen awards and seldom seen information on negotiations. Commissioner Pratt noted that in this economic climate those negotiations should be favorable to the county. Commissioner Pratt asked that this be included in all future award recommendation letters.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt noted that a legal non meeting at noon and suggested establishing a time at the next meeting to address the item.

### **Corrections – Al Wright, Superintendent**

There was discussion of the count at the facility. There was great concern of the pre-trial detainees and the entire slow down of the court system due to judge vacancies. Commissioner Pratt suggested sending monthly statistics to the Executive Committee. Cathy Stacey suggested adding the Speaker of the House to the distribution list. Commissioner Pratt also noted to include the Governor and Chair of the House and Senate Finance Committees.

- **Rescind vote taken June 17, 2009**

Commissioner Barrows recommended discussing with legal counsel amending the contract for the Academy Program and asked that no vote be taken. Martha Roy noted that the vote previously taken was in effect due to termination of funding and now that funding is restored that termination would be the only avenue. Commissioner Barrows requested a non public session to discuss this further.

### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

- **Change Order: Prime Roofing Corporation, \$6,188**

Moved: Commissioner Stritch to authorize a change order to Prime Roofing Corporation for an additional \$6,188 with a new project total of \$184,688 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Department of Energy County Appeal Information for Stimulus Funding Discussion**

Jude Gates explained that the Department of Energy provided information on appealing the denial of stimulus funds for the counties of New Hampshire. Jude Gates noted that Public Service of New Hampshire is still considering Rockingham County for a biomass project. Theresa Young noted that the New Hampshire Association of Counties is working on language for standard language and encourages submitting the appeal.

### **Finance – Theresa Young, Director**

- **Stimulus Proshare and FMAP Funds Documentation Information Update**

Theresa Young noted that the proshare payment was received last week and FMAP funds was sent this week but not at the amount anticipated. Theresa Young explained that a meeting

between Health and Human Services and the New Hampshire Association of Counties was established but no confirmation that Rockingham County will be included in the discussion. Cathy Stacey offered to follow up on the matter.

- **ARRA Recovery Zone Bond Information Update**

Theresa Young noted that a follow up meeting regarding recovery zone bonds has been established since federal regulations are in place.

- **Time and Attendance RFP Discussion**

Theresa Young noted that a working payroll users group will be meeting Tuesday to review concerns and the RFP proposal to be sent out.

- **Tax Anticipation Note Borrowing**

Theresa Young noted that the bids for tax anticipation note will be delivered electronically.

Moved: Commissioner Stritch that in order to provide funds which will be needed during the current fiscal year to meet demands upon the county treasury, the County Treasurer is ordered to borrow \$15,000,000 under RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$15,000,000 1.25 percent Tax Anticipation Note of the County dated July 7, 2009, and payable December 18, 2009, to Jefferies & Company, Inc. at par and accrued interest plus a premium of \$26,700 is hereby approved.

Further that the consent to the financial advisor bidding for the note, as executed prior to the bidding for the note, is hereby confirmed.

Further that the County Treasurer and the Board of Commissioners be, and hereby are, authorized to execute and deliver a material events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the County, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further that each member of the Board of Commissioners and the County Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Commissioner Pratt seconded the motion, voted all in favor.

#### **Human Resources – Martha Roy, Director**

- **Pay and Classification Consultant Discussion**

Martha Roy noted that the Board of Commissioners has asked that the pay and classification consultant begin work earlier to alleviate the end of year rush. Martha Roy asked for guidance on starting this process earlier. Commissioner Barrows asked why additional positions are being considered. Commissioner Pratt said that the Board of Commissioners has the ability to establish the guidelines and restrictions.

- **Short Term Disability Rate Status and Plan Follow-up**

Martha Roy followed up from the last meeting that Commissioner Barrows requested the written documentation reflecting the rate approved and signed by the Board of Commissioners, which was previously submitted to the Board of Commissioners..

#### **Human Services – Diane Gill, Director**

- **Incentive Fund Letter Response from Commissioner Toumpas**

Commissioner Barrows noted a response letter from Commissioner Toumpas addressing the Board of Commissioners regarding concern of the changes. There was discussion of the letter and there were unanswered questions from the letter response.

## **Long Term Care Services – Steven Woods, Director**

- **Point Click Care Software Update**

Steve Woods indicated there are still outstanding issues with the communications link between Point Click Care Software and the county Munis system.

Commissioner Pratt requested the applications received for the Director of Nursing position.

## **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Interagency Agreements re: 2009 Justice Assistance Grant, Communications**

Moved: Commissioner Stritch to approve Interlocal Agreements between Rockingham County and Portsmouth, Derry, Hampton, Londonderry, and Raymond for 2009 Justice Assistance Grants for communications upgrades as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Mark Peirce noted that the required public hearing would be at the next meeting.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for two county attorney employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, John Blomeke, Louise Turner, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, John Blomeke, Louise Turner, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal claim were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, John Blomeke, Louise Turner, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

### **IV. Commissioners Non-Meeting Session**

Commissioner Stritch moved to enter into a non-meeting with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney James Reidy, and Chris Maxwell. Commissioner Pratt moved to go out of non-meeting session. Seconded by Commissioner Barrows, motion passed all in favor.

### **V. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception request for employees with earned time buyout policy conflicts were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kate Magrath, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapters 6-7 and 6-9 for two county attorney employees as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Delta Dental Summary Plan Description Section 10 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to the annual cash out of earned time deadline for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Hospice Services Agreement, Long Term Care Services**

Moved: Commissioner Stritch to approve a Hospice Services Agreement with SolAmor Hospice Corporation at no cost to the county for one year and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel non public session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a nursing home personnel. Commissioner Barrows seconded the motion. Motion passed 2-1 with Commissioner Stritch opposed. Those present were Commissioner Barrows, Commissioner Pratt, Steve Woods, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

## **VI. Adjournment**

Commissioner Pratt moved to adjourn at 2:34 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  \_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**July 15, 2009 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kathy Nikitas, Senior Accounting Analyst  
Steve Woods, Long Term Care Director

Jude Gates, Director of Facilities  
Major Mark Peirce, Deputy Sheriff  
Al Wright, Corrections Superintendent  
Louise Turner, Corrections Office Admin.  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director

#### **I. Call to Order**

Commissioner Pratt called the meeting to order at 9:11 a.m. Commissioner Pratt noted that Commissioner Barrows would be arriving late due to an appointment.

- **Health Insurance 2nd Quarter Review Meeting with Consultant**

Present: Commissioner Pratt, Commissioner Stritch, Martha Roy, Kathy Nikitas, Steve Woods, Jim Scammon, Dan White, Linda Munroe, Mark Peirce, Kate Magrath, and Chuck Nickerson.

The 2<sup>nd</sup> quarter comparative analysis from Health Plans Incorporated was presented depicting medical costs, trends, expenses, care management services, claims analysis, and prior year reporting.

There was discussion of emergency room visits for non-emergencies. The total cost was discussed along with alternatives such as employee education and increasing the copayment.

Commissioner Barrows arrived at 9:42 a.m.

Commissioner Pratt inquired about plan changes being discussed with staff noting the consumer driven health care articles and wondered when this would be discussed with the Board. The Commissioners agreed to meet August 12, 2009 to discuss alternative plan options for 2010.

#### **II. Reports:**

##### **RFP Awards**

- **Fiber Optic Cable Installation, Information Technology**

Moved: Commissioner Stritch to award the fiber optic cable installation to CV Communications for \$1,947.80 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm Upgrade, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the fire alarm upgrade to Catamount Electric and Alarm LLC for \$57,020 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0702st, 0709st, and accounts payable warrants T90552, T90554, T90594, T90642-T90644, T90699, T90719-T90722, T90730-T90758. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: July 1, 2009 and July 8, 2009**

Moved: Commissioner Stritch to approve the minutes of the July 1, 2009 and July 8, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a conference and training submission.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the 2009 conference and training directive for Martha Roy and Kate Magrath to attend a symposium out of state. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt requested this be deferred until the Finance Director is present.

- **Executive Committee Meeting Additional Project Request Discussion (Commissioner Pratt)**

Commissioner Pratt reminded that the executive committee meeting is coming up quickly and that a presentation is needed. Jude Gates explained the biomass project and the Public Service of New Hampshire proposal. There was discussion of the process with the Delegation for approval of the project but not for funding.

### **Corrections – Al Wright, Superintendent**

Al Wright presented information on alternative sentencing programs offered by the Rockingham County Department of Corrections. Al Wright highlighted the mission of the Solutions, Transitioning, and Recovery (STAR) Program. There was discussion of utilizing the services of the Adult Diversion Program administered by Dawn Barnes in the Human Services Department. Al Wright indicated that it could be reviewed further at some point in the future.

### **Finance – Theresa M. Young, Director**

- **Time and Attendance RFP Discussion**

Kathy Nikitas noted that the proposal would be sent out today and that the two additional vendors Commissioner Barrows submitted would be included in the distribution list. Commissioner Barrows inquired about the feedback received. Commissioner Barrows expressed concern with vendors from far away and noted issues with the Point Click Care Software Company. Kathy Nikitas noted that it would be limiting if only New England vendors were used. Commissioner Barrows noted that the Munis interface is important and wondered if Munis was aware and if they had feedback or requirements. Kathy Nikitas stated that she believes that Munis was contacted but would follow up accordingly.

- **National Association of Counties (NACO) Voting Rights Authorization**

There was discussion of the voting rights and what the delegates would be voting on. The Commissioners did not take action pending further information on the votes to be taken.

- **Appeal to Energy Efficiency and Conservation Block Grant Program, United States Department of Energy**

Moved: Commissioner Stritch to authorize the submission of an appeal to the United States Department of Energy for the Energy Efficiency and Conservation Block Grant Program for Rockingham County to be reconsidered for stimulus funding and authorize the Chair to sign the form. Commissioner Pratt seconded the motion, voted all in favor.

There was discussion of when the form would be completed. Commissioner Pratt requested that the completed form be presented at next week's payroll meeting for signature.



**Human Resources – Martha S. Roy, Director**

- **Personnel Policy and Procedure Amendment Approval**

Moved: Commissioner Stritch to approve the amendment to Personnel Policy and Procedure Chapter 8-12 as outlined and recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

**Human Services – Diane D. Gill, Director**

- **Rule Making Register: Allocation and Distribution of Incentive Fund Discussion**

Diane Gill presented the proposed amendments to the incentive funds rules and noted the upcoming hearing.

- **ARRA Distribution Funds Action Plan Discussion**

Diane Gill provided an action plan as requested by Commissioner Pratt to ensure issues are addressed accordingly.

- **Appeal of Statutory Interest Final Order Update**

Diane Gill reported that the court made an order addressing interest payments, which the New Hampshire Association of Counties and Attorney Dunn do not feel is proper. Diane Gill noted that Attorney Dunn is watching this closely and will appeal if necessary.

**Sheriff –Dan Linehan, High Sheriff**

- **Public Hearing: Approval of Interagency Agreements re: 2009 Justice Assistance Grant**

Mark Peirce presented information relative to the 2009 Justice Assistance Grant and noted the total grant amount of \$114,525 to benefit Derry, Hampton, Londonderry, Portsmouth, Raymond, and Rockingham County. Commissioner Barrows asked if any member of the public wished to comment on the grant. No comments received.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for sheriff's office employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for finance office employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Alison Kivikoski, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal claim were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for corrections employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for long term care services employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave request for a long term care services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Alison Kivikoski, Martha Roy, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the long term care services fiscal office were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Requests, Sheriff**

Moved: Commissioner Stritch to approve exception requests to Personnel Policy and Procedure Chapter 8-2F for three deputy sheriffs as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Requests, Finance**

Moved: Commissioner Stritch to approve exception requests to deadlines of earned time form submissions for two finance office employees as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay Request, Corrections**

Moved: Commissioner Stritch to approve a leave without pay request for a corrections officer as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve exception request to Personnel Policy and Procedure Chapter 6-4 and Chapter 6-7 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve exception request to Personnel Policy and Procedure Chapter 6-4 and Chapter 6-7 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion. Voted 1-2, motion failed to pass.

- **Exception Requests, Long Term Care Services**

Moved: Commissioner Stritch to approve exception requests to Personnel Policy and Procedure Chapter 8-2F for three environmental services employees as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a dietary employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waivers, Long Term Care Services**

Moved: Commissioner Stritch to approve residency waivers for two applicants to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Human Resources**

Moved: Commissioner Stritch to approve a payroll change notice for a division director due to annual evaluation. Commissioner Pratt seconded the motion. Voted all in favor with Commissioner Pratt abstaining from the vote.

Commissioner Barrows left the meeting at 1:15 p.m.

#### **IV. New Business**

- **Transition Plan**

Commissioner Pratt and Commissioner Stritch discussed a course of action and transition plan for the fiscal services office.

#### **V. Adjournment**

Commissioner Pratt moved to adjourn at 2:14 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  \_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**July 22, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair                      Steve Woods, Long Term Care Services Director  
Commissioner Katharin K. Pratt, Vice Chair              Theresa Young, Finance Director  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:12 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,560,534.09 for the period ending July 19, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Fiscal Services Director Job Posting**

Commissioner Barrows distributed a position opening for the Director of Fiscal Services that was compiled by Human Resources with input from Steve Woods, Commissioner Barrows, and Commissioner Pratt. There was discussion regarding the scope of the job, education, and experience.

Moved: Commissioner Stritch to post and send out the job description as revised at this meeting. Commissioner Pratt seconded the motion. Commissioner Pratt stated this is ill conceived, unplanned, and not thought out properly. Motion passed 2-1.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss fiscal office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:35 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**July 29, 2009 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Katherine Nikitas, Accounting Analyst  
Al Wright, Corrections Superintendent  
Steve Woods, Long Term Care Director

Louise Turner, Corrections Office Admin.  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Coop. Extension  
Diane Gill, Human Services Director  
Kate Magrath, HR Assistant Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:07 a.m.

#### **II. Commissioners Non Meeting Session**

Commissioner Stritch moved to enter into a non-meeting with legal counsel regarding negotiations under New Hampshire RSA 91A:2 I (c). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney Tom Flygare, Mark Peirce, Martha Roy, Kathy Nikitas, and Chris Maxwell. Commissioner Pratt moved to go out of non-meeting session. Seconded by Commissioner Barrows, motion passed all in favor.

#### **III. Reports:**

##### **RFP Awards**

- **Janitorial Products, Corrections**

Moved: Commissioner Stritch to award janitorial products to Central Paper Products Company as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 9287, payroll warrants 0716st, 0725st, 72709, and accounts payable warrants T90555, T90556, T90645-T90649, T90668-T90671, T90723, T90724, T90764-T90807. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: July 15, 2009 and July 22, 2009**

Moved: Commissioner Stritch to approve the minutes of the July 15, 2009 and July 22, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Pratt requested this be delayed pending a discussion with the Finance Director and Human Resources Director.

- **2007 Management Letter Follow-up Draft Responses (Commissioner Pratt)**

Commissioner Pratt noted that the auditor needs responses to prior year management letters. Commissioner Pratt requested this be finalized at next week's payroll meeting.

##### **Corrections – Al Wright, Superintendent**

Al Wright provided Commissioner Pratt a presentation on the alternative programs in the building. Commissioner Pratt requested a cost analysis and include that in a formal presentation.

**Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT**

Jude Gates reported that the roof failed on the building and grounds shed and the building needed replacement and suggested a metal building. Commissioner Pratt requested the steel building behind the nursing home be reviewed before replacing the building and grounds shed. Steve Woods and Jude Gates concurred to review and report back.

**Finance – Theresa M. Young, Director**

• **Banking Signature Amendments**

Moved: Commissioner Stritch to authorize the Rockingham County Resident Bank Account be revised as follows:

The signers on the account will be:

Nancy Lang, Director of Assisted Living

Beth House, Long Term Care Executive Assistant

Steven Woods, Long Term Care Services Director

117 North Road, Brentwood, NH 03833.

Duplicate Statement to: David Ahearn, Treasurer

119 North Road, Brentwood, NH 03833

Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

• **HIPAA Privacy Policy Amendment**

Moved: Commissioner Stritch to amend the HIPAA Privacy Policies as recommended by the Human Resources Director. The effect of this motion is that Private Health Information (to include reports that list the insured's name and provider name) shall only be provided to the County in the case of claims resolution or appeal cases. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned if the Commissioners Office would no longer receive this information. Martha Roy stated that all offices would not receive this information. There was discussion of the need for change by Martha Roy who suggested that an outside vendor could do the work of the finance office. Commissioner Pratt expressed concern that this would be duplicate, would create another consultant fee, and would eliminate the checks and balances provided by finance office review for protection of the county. Commissioner Pratt asked if there has been any abuse of the HIPAA regulations. Martha Roy stated she is not aware of any violations however noted that there is a large liability. Kathy Nikitas stated that the information received is a financial record and was not addressed by legal counsel. Kathy Nikitas believed it was premature to bring this to the Commissioners without a discussion about the legal ruling, discussion with the HIPAA Privacy Officer, discussion of the alleged improper usage or impropriety, and discussion about financial records.

Commissioner Pratt inquired why this recommendation is not coming from the HIPAA Privacy Officer. Martha Roy disagreed that Steve Woods should weigh in solely and recommends that all department should weigh in on the matter.

Commissioner Pratt noted a full 22 page privacy policy that ensures safeguards are in place. Commissioner Pratt believes the example used today is not HIPAA information as the diagnosis is not disclosed. Commissioner Pratt noted the finance office only receives the name of the patient, name of doctor, dates of service, and amount paid. Commissioner Barrows expressed concern with the fact that a name of a doctor is disclosed as it implicates the diagnosis. Commissioner Pratt noted that it is not HIPAA information.

Commissioner Pratt asked if the Board of Commissioners understood that this policy restricts the Commissioners Office from receiving this information for the administration of the health plan.

Commissioner Barrows does not believe this information is necessary. Commissioner Barrows asked why the name of the patient and the name of the doctor is used and suggested a coding system to protect the name of the provider and patient.

Commissioner Pratt provided an example of the staff in the nursing home that has access to patient records and the nursing home staff is trusted with these details. Martha Roy noted the difference is that the nursing staff is medical professionals.

Kathy Nikitas noted only two finance positions have access to HIPAA information as specifically defined in the County HIPAA Policy of 2004. Kathy Nikitas explained the information is used for actuarial information and to protect the county from duplicate payments. Kathy Nikitas again asked to take a step back for a meeting to discuss this further.

Commissioner Barrows called for a roll call vote. Motion passed with Commissioner Pratt opposed.

- **Granite Group Benefits Contract Award Extension**

Martha Roy noted this is the second year of the award. Commissioner Barrows inquired about the status of the contract. Martha Roy stated it is still in process. Commissioner Pratt noted that there has been no approved contract in over four years and suggested that both departments address issues to the Board of Commissioners for discussion and resolution. Commissioner Pratt recommended a one month extension with a report back with issues from both departments and draft a proper contract for signature.

Commissioner Barrows inquired about the status of a Long Fellows Benefit contract. Martha Roy noted that there was no contract finalized and accepted responsibility. There was discussion of why this happened.

Commissioner Barrows requested this be resolved at the next meeting with a final contract. Commissioner Pratt would like to see the issues from both departments and separate contracts from each department if necessary. The Commissioners concurred to the course of action.

- **Affiliated Employee Assistance Program Contract Extension**

Commissioner Barrows requested a non public session to discuss service delivery from personnel complaints.

#### **Human Services – Diane D. Gill, Director**

Diane Gill reported a work session regarding a healthcare forum on August 14, 2009 targeted towards municipal and county officials presented by the New Hampshire Department of Health and Human Services at the Mountain View Grand Resort.

#### **Information Technology/Telecommunications – Frank L. Stoughton, Manager**

Commissioner Barrows asked for clarification regarding access for the Delegation Office having remote access. Frank Stoughton explained the Virtual Private Network (VPN) and how it works. Commissioner Pratt expressed concern with workers compensation liabilities. Martha Roy thought that there was a waiver of liability form but would follow up on the matter. Commissioner Barrows requested a list of users with that access.

#### **Sheriff –Dan Linehan, High Sheriff**

- **Bid Waiver: Information Management Corporation, \$13,088.50**

Moved: Commissioner Stritch to authorize a bid waiver to Information Management Corporation for \$13,088.50 from July 1, 2009 to June 30, 2010 as recommended by the High Sheriff.

Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Vehicle Transfer**

Moved: Commissioner Stritch to transfer a 1999 Jeep Cherokee with vehicle identification number ending in 1227 to Engineering and Maintenance Services as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal claim were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint from a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal claim were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: contract service delivery**

Those present for NHRSA 91A:3II (c) to discuss service delivery complaints with a current contracted service provider were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss draft legal policy language were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to a Commissioners directive regarding minimum usage for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Affiliated Employee Assistance Program Contract Extension**

Moved: Commissioner Stritch to approve a renewal option extension of the Affiliated Employee Assistance Program agreement with annual cost of \$16,100 and contract terms to remain firm and in effect through July 31, 2010 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.



**V. Adjournment**

Commissioner Pratt moved to adjourn at 12:46 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**August 5, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair (via telephone)  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Steven Woods, Long Term Care Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:12 a.m.

**II. New Business**

• **Responses to Prior Year Management Comment Follow Up to Auditor**

The Board of Commissioners reviewed draft management letter follow up responses to the 2007, 2006, and 2005 recommendation by auditor Robbin R. Grill, CPA. The Commissioners concurred with the draft letter prepared by Commissioner Pratt and agreed to send the responses immediately.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in the finance office were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for a candidate in a nursing home position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell. .

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss long term care fiscal services personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

• **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for employment of a nursing home candidate as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted 2-1.

- **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,305,533.03 for the period ending August 02, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:04 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

August 7, 2009 – 10:30 a.m.

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair (via telephone)  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kathy Nikitas, Senior Accounting Analyst

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:30 a.m.

**II. New Business**

• **Correction of Administrative Error, Earned Time Payout**

Moved: Commissioner Stritch to approve the payout of 120 hours of earned time for an engineering and maintenance services employee with check to be issued immediately as the form was received timely but not processed by the Human Resources Department due to an administrative error. Commissioner Pratt seconded the motion, voted all in favor.

Kathy Nikitas noted that a minimum usage requirement was an issue in question. Martha Roy indicated that per policy there is no stipulation that excess time cannot be used. Kathy Nikitas explained that the philosophy of the program is to reduce balances. Martha Roy noted that the purpose of the policy is to ensure employees are rested and taking needed time. Commissioner Pratt suggested that the Finance Director and Human Resources Director work on this to ensure the policy language correctly reflects the intent of the policy to ensure employees take sufficient time off and to control balances.

Commissioner Barrows inquired about the status of direct deposit from yesterday's paychecks. Kathy Nikitas explained that the processing issue of TD Banknorth. A letter from the bank was addressed to the Board of Commissioners offering to reimburse employees for any bank related charges due to the direct deposit delay. The Commissioners discussed the method of distributing this information to employees and agreed to forward the letter from TD Banknorth to Officials and Division Directors to share with employees.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 10:38 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: C. Donald Stritch  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**August 12, 2009 – 9:00 a.m.**

#### Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Martha Roy, Human Resources Director  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent

Jude Gates, Director of Facilities  
County Attorney James Reams  
Major Mark Peirce, Deputy Sheriff  
Diane Gill, Human Services  
Claudia Blasco, UNH Coop. Extension  
Steve Woods, Long Term Care Director  
Kate Magrath, HR Assistant Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:03 a.m.

##### **• 2010 Health Insurance Plan Discussion**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Insurance Consultant Jim Scammon, Theresa Young, Chuck Nickerson, Kathy Nikitas, Martha Roy, and Kate Magrath.

Jim Scammon presented information on the health insurance trends in 2009 and explained how this impacts the proposed 2010 health insurance plan. There was discussion of educating employees on services and need. The proposed 2010 health insurance plans were reviewed along with publications for employee education tools. Further discussion ensued with alternatives to enhance ease of delivery and coverage.

#### **II. Reports:**

##### **Commissioners Office – Maureen Barrows, Chair**

##### **• Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0730st, 0806st, general ledger entries 9288-9290, and accounts payable warrants T90557-T90559, T90672-T90676, T90725, T90800-T90864. Commissioner Pratt seconded the motion, voted all in favor.

##### **• Approval of Minutes: July 29, 2009, August 5, 2009, and August 7, 2009**

Moved: Commissioner Stritch to approve the minutes of the July 29, 2009, August 5, 2009, and August 7, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

##### **• Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions for information.

##### **• Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the 2009 Conference and Training Directive for Tracy Delea to attend training in Boston, Massachusetts at no cost to Rockingham County as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

##### **Human Resources – Martha S. Roy, Director**

##### **• Employees Working From Home Follow Up Discussion**

Martha Roy provided follow up information regarding working from home and the liabilities.

- **Longevity**

The following employees were recognized by the Board of Commissioners for August 2009 anniversaries:

10 Years

- Peter Buono, Dispatch Operator, Sheriff's Office
- Gary Grant, Nursing Supervisor, Long Term Care Services

15 Years

- Henry Raymond, Corrections Officer, Department of Corrections
- David Gagne, Special Deputy, Sheriff's Office
- James Szeliga, Lieutenant Deputy Sheriff, Sheriff's Office

20 Years

- Trudy Mowers, Licensed Nursing Aide I, Long Term Care Services

- **Granite Group Benefits Contract Extension Follow Up**

Martha Roy noted that Human Resources and Finance worked on the contract and asked for Commissioners approval. Commissioner Pratt inquired why this contract needs legal review twice. Martha Roy explained that the original contract went to legal review and this proposed contract was created by the insurance consultant's company. Commissioner Barrows questioned how the Finance Office could pay bills without a contract in effect. Theresa Young explained that the Board of Commissioners vote for the expenditure and that warrants reflect the date of the vote and contracts pending.

There was discussion of amending the process regarding contract approval and the Board of Commissioners agreed that contracts should be managed through the Commissioners Office to ensure efficiency and timely finalization.

Moved: Commissioner Stritch to approve an extension of the Granite Group Benefits Consulting agreement with an annual cost of \$30,000 and contract terms to remain firm and in effect through August 14, 2010 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired why the contract is being approved without a final contract in place.

Motion passed 2-1.

**Human Services – Diane D. Gill, Director**

Commissioner Pratt inquired about communication from the New Hampshire Association of Counties regarding opposition to amendments to the incentive fund rules. Diane Gill explained the discussion of the last Executive Committee Meeting and communications that will be forthcoming.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for county attorney employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for an engineering and maintenance service employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss finance office staff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Requests, County Attorney**

Moved: Commissioner Stritch to approve exception requests to Personnel Policy and Procedure Chapter 8-2 J for two county attorney employees as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2 J for an engineering and maintenance services employee as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 1:26 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**August 19, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director  
Sheila Morin, Hillsborough County Fiscal Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:00 a.m.

**II. New Business**

• **Billing Update, Long Term Care Services**

Steve Woods introduced Sheila Morin, Hillsborough County Fiscal Director, who has been assisting Rockingham County Fiscal Services with back billing. There was discussion of the Point Click Care Software system and how information is entered and how it is exported into the federal government system for Medicare reimbursement. Discussion ensued about policies and procedures to ensure full accountability and that bills are timely.

**III. Commissioners Non Meeting Session**

Commissioner Stritch moved to enter into a non-meeting with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney James Reidy, and Chris Maxwell. Commissioner Pratt moved to go out of non-meeting session. Seconded by Commissioner Barrows, motion passed all in favor.

**IV. New Business (continued)**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,280,876.86 for the period ending August 16, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Probationary Employee Last Day of Employment**

Moved: Commissioner Barrows to that the date of termination for a finance office probationary employee's last day be September 11, 2009 as originally stated to the Commissioners and will be paid through that date with meaningful work to do that week on the premises. Commissioner Stritch seconded the motion.

Commissioner Pratt stated this is wrong to pass a directive without discussion this with the Finance Director.

Motion passed 2-1.



- **2010 Health Insurance Discussion**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Insurance Consultant Jim Scammon, Chuck Nickerson, Kathy Nikitas, and Diane Gill.

Jim Scammon highlighted the discussion at the last meeting explaining the proposed 2010 Health Insurance Plan. There was discussion of the concept, deductibles, and implementation. The market was surveyed with other counties and local government entities. Discussion ensued regarding the relevance and turnover within the facility.

There was a presentation of the online tools for employee education of the new insurance plan.

The team reviewed the differences between the premium and basic plans and if the changes make plan design modifications or cost shifting. Education and training was discussed and the need for employee knowledge for understanding. The Board of Commissioners agreed that presenting health insurance plan dollar projections for 2010 is not part of the education since the health fund needs to be evaluated.

Commissioner Barrows requested a vote on the plans be deferred to the next meeting pending further review by the Board of Commissioners.

Commissioner Pratt asked what could be done to make a more substantial reduction. Jim Scammon noted that changes need to be made to the premium plan design in order to make additional reductions.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 12:15 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**August 26, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Steve Woods, Long Term Care Director  
Kate Magrath, HR Assistant Director  
Major Mark Peirce, Deputy Sheriff  
Chuck Nickerson, Accounting Manager

Al Wright, Corrections Superintendent  
Jude Gates, Director of Facilities  
Cathy Stacey, Register of Deeds  
Jim Reams, County Attorney  
Claudia Blasco, UNH Cooperative Ext.  
Theresa Young, Finance Director  
Kathy Nikitas, Senior Analyst  
Diane Gill, Human Services Director  
Frank Stoughton, IT Manager

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:03 a.m.

**II. Reports:**

**RFP Openings: Engineering and Maintenance Services**

• **Fuel Products**

Commissioner Stritch opened proposals received from Irving Energy, Difeo Oil and Propane, Hanscom Truck Stop, Eastern Propane and Oil, Buxton Oil, Palmer Gas, and Webber Energy Fuels.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

• **Replacement Flooring**

Commissioner Stritch opened proposals received from Cadieux Flooring and Kingdom Contract Flooring.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

• **HVAC System Cleaning**

Commissioner Stritch opened proposals received from Armstrong Heating and Power Vac, Northeast Ventilation Services, and Tri State Fire Protection.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

• **Fire Sprinkler Systems Testing and Inspection**

Commissioner Stritch opened proposals received from REM-C Fire Protection Systems, Fire Suppression Equipment, Eastern Sprinkler Services, Tri State Sprinkler Corporation, and Tri State Fire Protection.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Testing and Inspection**

Commissioner Stritch opened proposals received from Nortech Systems, Tri State Fire Protection, and Catamount Electric and Alarm

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Generator Testing and Inspection**

Commissioner Stritch opened proposals received from Southworth Milton Incorporation, Power Products, and Power Up Generator Service Company.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Kitchen Hood Duct Replacement**

Commissioner Stritch opened proposals received from Palmer and Sicard, Tobey Sheet Metal, Acme Sheet Metal, and Subzero Temperature Solutions.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Elevator Preventative Maintenance and Inspections**

Commissioner Stritch opened proposals received from Pine State Elevator, Otis Elevator, and Stanley Elevator.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Grease Trap and Lift Station Service**

Commissioner Stritch opened proposals received from Action King Enterprises and Stewart's Septic Tank Service.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Software, Information Technology**

Commissioner Stritch opened proposals received from GovConnection and SHI International.

Moved: Commissioner Stritch to authorize the Information Technology Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Time and Attendance System, Finance**

Commissioner Stritch opened proposals received from Datamatics Management Services, Ingersoll Rand Integrated Systems, Huntington Business Systems, Work Force Software, IntelliTime Systems, Quest Software Systems, Ultimate Software, TimeLink, Stromberg, and Kronos.

Moved: Commissioner Stritch to authorize the Finance Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Award: Fuel Contract for #6 Oil Only, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the #6 fuel contract to Webber Energy (sole bidder) at an amount not to exceed \$1.9688 per gallon fixed for one year as recommended by the Director of Facilities, Planning, and Information Technology.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 9300, 9301, 9314, 9315, 9323, 9337, payroll warrants 813ST, 820ST, 0820MC, and accounts payable warrants T90280, T90674, T90677, T90782-T90786, T90821, T90832-T90835, T90866-T90911.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: August 12, 2009 and August 19, 2009**

Moved: Commissioner Stritch to approve the minutes of the August 12, 2009 and August 19, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the 2009 Conference and Training Directive for three county attorney employees to attend training out of state as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Barrows requested this item be taken up at the next meeting due to another commitment at noon.

**Human Resources – Martha S. Roy, Director**

- **2010 Health Insurance Plan Approval**

Jim Scammon presented the proposed 2010 health insurance plan highlighting the changes for 2010 as recommended by human resources and finance committee. The health savings account was discussed and the guidelines were reviewed. The appropriate usage of the modified flexible spending account was discussed in conjunction with the health savings account.

There was discussion of past practice, the current condition of the health fund, and ways to maintain the health fund for future usage.

There was discussion of how these changes affect employees eligible for Medicare regarding the health savings account. It was noted that anyone who has signed up for Medicare cannot be eligible for a health savings account without paying back services rendered from Medicare and/or Social Security benefits if received.

Commissioner Pratt inquired about scenarios two and three that Jim Scammon presented and wondered why they are not being considered. Commissioner Barrows said the first scenario was recommended by the Human Resources and Finance Team. Commissioner Pratt noted that the Board of Commissioners has not reviewed the other scenarios or health funding noting that it is premature to vote on a matter without seeing the 2010 rates.

Moved: Commissioner Stritch to approve the 2010 health insurance plan concept proposed on August 12, 2009 and August 19, 2009 and further to require mandatory training with each department beginning immediately as recommended by the Human Resources and Finance Team. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for clarification that the employees will see the proposed revised copayments and deductibles. Martha Roy noted that rates would not be disclosed but the

changes to the plan would presented to employees. Commissioner Pratt said this is the first time a health insurance plan is being approved without bids, cost analysis, or known impact to the health fund.

Motion passed 2-1.

- **Revision to Minimum Usage Date Period**

Martha Roy requested this item be delayed pending further discussion with the Finance Director.

**Long Term Care Services – Steven E. Woods, Director**

- **New Hampshire Health Care License Renewal Application (Nursing Home)**

Moved: Commissioner Stritch to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for the nursing home and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Billing Update**

Steve Woods explained that electronic billing to Medicare is in place and that \$561,045 was billed for reimbursement on services rendered.

**Register of Deeds – Cathy Ann Stacey**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Register of Deed's memorandum surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – J. Daniel Linehan, High Sheriff**

- **Approval of Grant Application: New Hampshire Department of Safety, Interoperable Emergency Communications Grant, \$7,196**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Safety for the Interoperable Emergency Communications Grant Program in the amount of \$7,196 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Grant Award: United States Department of Justice, 2009 Recovery Act Justice Assistance Grant, \$641,198**

Moved: Commissioner Stritch to approve a grant award from the United States Department of Justice for the 2009 Recovery Act Justice Assistance Grant totaling \$641,198 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for long term care employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Katherine Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Katherine Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Katherine Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, Katherine Nikitas, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Requests, Long Term Care Services**

Moved: Commissioner Stritch to approve three exception requests to Personnel Policy and Procedure Chapter 6-3 for candidates to three positions within the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-J2 for a nursing home employee. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Employee Request, Long Term Care Services**

Moved: Commissioner Stritch to deny a request to the Short Term Disability Summary Plan Description for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without a pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 11:40 a.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**September 2, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:00 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,296,581.21 for the period ending August 30, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an exception request for a long term care services employee. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

• **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception for a long term care services employee as recommended by the Long Term Care Services Director.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:43 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**September 9, 2009 – 10:00 a.m.**

#### *Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent  
Kate Magrath, HR Assistant Director

Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Lt. James Szeliga, Deputy Sheriff  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Cooperative Ext.  
Theresa Young, Finance Director  
Diane Gill, Human Services Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:04 a.m.

#### **II. Reports:**

##### **RFP Awards: Engineering and Maintenance Services**

###### **• Fuel Products**

Moved: Commissioner Stritch to award fuel contracts from October 1, 2009 to September 30, 2010 to Palmer Gas and Oil Company for liquid propane at \$1.29 per gallon fixed, Hanscom's Truck Stop for #2 oil at rack cost plus \$0.16 with a \$2.10 per gallon cap, diesel at rack cost plus \$0.16, and gasoline at rack cost plus \$0.0385 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

###### **• Replacement Flooring**

Moved: Commissioner Stritch to award the replacement flooring proposal to Kingdom Contract Flooring for \$44,623.13 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

###### **• HVAC System Cleaning**

Moved: Commissioner Stritch to award the HVAC system cleaning proposal to Tri-State Fire Protection in the amount of \$11,550 for five areas, Northeast Ventilation Services in the amount of \$8,660 for four areas, and Armstrong in the amount of \$499.91 for one area as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

###### **• Fire Sprinkler Systems Testing and Inspection**

Moved: Commissioner Stritch to award the fire sprinkler system testing and inspection proposal to Fire Suppression Equipment for an annual fee of \$4,050 with an hourly rate of \$65 for other work as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

###### **• Fire Alarm System Testing and Inspection**

Moved: Commissioner Stritch to award the fire alarm system testing and inspection proposal to Nortech Systems for \$10,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

###### **• Generator Testing and Inspection**

Moved: Commissioner Stritch to award the generator testing and inspection proposal to Power Up Generator Service Company for \$2,995 as recommended by the Director of Facilities,



Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Kitchen Hood Duct Replacement**

Moved: Commissioner Stritch to award the kitchen hood duct replacement proposal to Tobey Sheet Metal for an amount not to exceed \$11,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Grease Trap and Lift Station Service**

Moved: Commissioner Stritch to award the grease trap and lift station service proposal to Stewart's Septic Service for \$530 per month for dietary grease traps and \$375 bimonthly for pump out at the wastewater facility and corrections lift station as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Software, Information Technology**

Moved: Commissioner Stritch to award the software proposal to Software House International for \$7,335 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Rejection, Opening & Award: Fuel Contract for #6 Oil, Engineering and Maintenance Services**

Moved: Commissioner Stritch to reject the vote taken at the August 26, 2009 Board of Commissioners meeting to award #6 Fuel Oil to Webber Energy due to vendor cancellation. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Stritch opened a proposal received from Hancorn's Truck Stop (no bid) and Sprague Energy.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to award the proposal for #6 fuel oil contract to Sprague Energy at a cost of \$85.63 per barrel as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0827st, 0903st, and accounts payable warrants T90787-T90791, T90822, T90823, T90913-T90951. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: August 26, 2009 and September 2, 2009**

Moved: Commissioner Stritch to approve the minutes of the August 26, 2009 and September 2, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **Conference and Training Exceptions**

Moved: Commissioner Stritch to approve exceptions to the 2009 Conference and Training Directive for Kate Magrath and Julie Hoyt to attend training in Waltham, Massachusetts and Theresa Young to attend training in Boston, Massachusetts. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt expressed concern that staff is attending the New Hampshire Association of Counties Annual Conference and Tradeshow when training budgets were cut and real training is being unattended. Diane Gill thought it was important for counties to be united. Commissioner Pratt disagreed with the use of funds for hotel expenses at the Mount Washington. There was discussion about the in-house training, effective local training, and funding.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Barrows asked that this item be dealt with as it has been delayed many times over. Commissioner Pratt requested this be handled at the end of the meeting.

**Finance – Theresa M. Young, Director**

Theresa Young noted that the Department of Energy Appeal application is due in two weeks and would be presented at the next meeting for approval.

Theresa Young reported that the New Hampshire Business Finance Authority is seeking approval to release bonding authority for ARRA funds. Theresa Young recommends that the Delegation be asked to approve this at the upcoming meeting. It was agreed that this would be brought to the next meeting for a decision.

**Human Resources – Martha S. Roy, Director**

- **Great West Life and Accidental Death and Dismemberment Voluntary Benefits Policy Group Plan Approval**

Moved: Commissioner Stritch to approve the changes to the Great West Life and Accidental Death and Dismemberment voluntary benefits policy as stated in the 4/1/2009 renewal application for Group Coverage and to authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

There was discussion about Great West Life's policy to have access to the county bank account. Theresa Young noted that she was in disagreement with that. Kate Magrath indicated that Great West Life was willing to work with the county to meet our requirements.

Commissioner Pratt reiterated that the motion is for the contract amendments but not for the access to county accounts.

Motion passed all in favor.

**Long Term Care Services – Steven E. Woods, Director**

- **Billing and Rate Update**

Steve Woods noted that billing is moving along and electronic submissions are moving along. He also noted that proposed increased to the facility rates are being studied and recommended to the Board of Commissioners at the October 7, 2009 meeting.

Commissioner Pratt inquired about a meeting tomorrow through the New Hampshire Health Care Association supporting a Medicare initiative. Steve Woods stated he would research this and report back.

Commissioner Pratt requested a staffing plan be included with the 2010 budget request.

**Sheriff – J. Daniel Linehan, High Sheriff**

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare three vehicles surplus as outlined and recommended by the Sheriff in a memorandum dated August 27, 2009. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,b,c). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections human service personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Jim Szeliga, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for a candidate of a long term care position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for a current employee as candidate of a long term care position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Downgrade Position, Corrections**

Moved: Commissioner Stritch to downgrade a Director of Human Services position from Grade 37 to Lieutenant of Programs and Investigations Grade 36 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2D for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-3 for an assisted living employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a long term care position contingent on satisfactory recommendation from the current employer as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 and 6-9 for a long term care administration position as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Processing Discussion**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Martha Roy.

Commissioner Pratt provided a brief history that this has been an agenda item for some time and noted team work exercises were requested. Commissioner Pratt stated that relations between the Human Resources Director and Finance Director are worse than ever before and noted that consultants have addressed the issue with the Commissioners. Theresa Young explained that she and Martha Roy briefly discussed this is the hallway.

Commissioner Pratt asked how Human Resources would mediate this situation if a division director came to her with this type of problem. Martha Roy stated she would counsel a department that had an issue with another department not to acquiesce to change their opinions and or recommendations to the Board of Commissioners just based on the notion of trying to get along with the other department. Martha Roy noted that is the current situation between Finance and Human Resources. Martha Roy felt that the conflicts are normal in business everywhere. Commissioner Pratt said it was deeper than that and includes a lack of cooperation and appears to be a power struggle. Commissioner Pratt again asked how the departments can get to a better place professionally.

Theresa Young said if she knew how to answer this then we would not be here today. Theresa Young noted it is very frustrating and now stems to her staff being run down and encourages the staff to address frustrations with the Human Resources staff that they are having concerns with. Theresa Young said that a few staff members have met with Human Resources but felt what the point of meeting is if the Board only supports Human Resources.

Commissioner Pratt said that it appears Martha Roy does not consider diverse opinions. Martha Roy said there are many other opinions throughout the county but it was her understanding that Human Resources is charged with the interpretation of personnel policies and recalled that Kathy Nikitas spoke with her about that and could not recall any other member of finance coming to speak with her.

Commissioner Pratt said there is often not a bright line that makes it easy to determine what is done by Human Resources and what is done by Finance but that everyone needs to work cooperatively and collaboratively. Martha Roy said that in some instances there are items that are handled by both departments however the item that Kathy Nikitas and Martha Roy were

speaking about is a Human Resources function and had a conversation with the Board about it and did not hear any disagreement to my statement from the Board.

Commissioner Pratt said it feels as though HR is coming to the Board to referee things, to pick a side, or to make a decision in lieu of Human Resources and Finance working it out. Commissioner Pratt said that the Board does not have other departments coming in asking for the Board to referee differences.

Martha Roy said she felt she is doing a good job for the county and her department is and unfortunately there are matters that need to come to this Board for resolution or approval and would prefer that these meetings not continue as she is feeling worn down by them. There was discussion of the frequency of the administrative processing meetings and it was noted that for all the times this has been on the agenda there have only been two or three actual discussions to date with little to no improvement. Commissioner Pratt stated that not talking about this issue does not resolve anything.

Commissioner Pratt said she is hearing that Martha Roy believes she is doing a great job and there is not a problem. Martha Roy said she did not disagree that there is disagreement between Theresa Young and Martha Roy but that does not mean that Human Resources is not doing a good job or working hard for the county. Commissioner Pratt clarified that she does not believe that the department is not working but there are too many instances where the departments must work together and clearly are not.

Martha Roy noted for clarity that there is talking happening and has a list of issues that Theresa Young and Martha Roy were working on since January and has not been able to resolve. Theresa Young said it was not as simple as was presented by Martha Roy. Theresa Young said that the issue between Human Resources and Finance is much bigger than before. Theresa Young said that issues come up every week to a Commissioners meeting for the Commissioners to make the decisions. Theresa Young provided an example of the current meeting where a downgrade request was presented and Finance was not aware of it. Theresa Young further stated that it is difficult when she comes to a meeting and things have already been presented to Commissioners and discussed by Commissioners. Theresa Young said part of the issue between Martha Roy and Theresa Young is what happens with the Commissioners and how the offices are supported. Theresa Young said it feel like it does not matter what Finance thinks because if Human Resources states their opinion that is the way it is. Theresa Young noted that it is not just her saying that but also the Finance staff. Theresa Young said that it does not mean everything is bad and that staff come to work and do their jobs.

Martha Roy asked for clarification and questioned that the entire Finance staff issues of malcontent is because of the Human Resources Department. Theresa Young noted that she did not indicate her staff was malcontent or that it is due solely to the Human Resources Department. Theresa Young clarified that what is happening between the departments is partially due to the Commissioners and how the issues are treated when we get to that level or how the issues are treated before they get to that level.

Commissioner Stritch stated that the statement was not correct. Commissioner Stritch said that these issues have festered for years and the solution is not going to be pleasant to either director if it has to come to a final solution by the Commissioners. Commissioner Stritch reiterated that the turf battle needs to stop and if it does not then the directors are going to see more of the Commissioners than they wish and it will not be pleasant.

**IV. Adjournment**

Commissioner Pratt moved to adjourn at 12:16 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**September 16, 2009 – 10:30 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

Theresa Young, Finance Director  
Martha Roy, Human Resources Director  
Mark Peirce, Major Deputy Sheriff

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:35 a.m.

**II. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss union contract negotiations. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**III. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,287,321.11 for the period ending September 13, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Workers Compensation Discussion**

Commissioner Barrows expressed concern with having two attorneys attend the upcoming meeting due to the expense. Commissioner Pratt asked why Nancy Lang was not included in this meeting. Commissioner Barrows wanted to know an overview and whether two attorneys are need to come to the county or meet via telephone. Martha Roy noted that the two attorneys could be available via telephone. Commissioner Barrows asked why Martha Roy and Nancy Lang cannot come together to make a recommendation. Martha Roy explained it is an issue with the interpretation of the law and a disagreement with the attorneys not staff. Commissioner Pratt explained that the implementation of the new process caused confusion along staff and appears to creating greater liability to the county.

There was discussion of alternatives to alleviate the cost of attorneys attending a meeting. Commissioner Barrows and Commissioner Stritch concurred for Martha Roy, Nancy Lang, and attorneys to conference via telephone and get the attorneys on the same page.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:45 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**September 23, 2009 – 10:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Al Wright, Corrections Superintendent

Louise Turner, Corrections Office Admin.  
Diane Gill, Human Services Director  
Mark Peirce, Major Deputy Sheriff  
Theresa Young, Finance Director  
Claudia Blasco, UNH Coop. Extension  
Frank Stoughton, IT Manager

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:06 a.m.

#### **II. Reports:**

##### **RFP Openings**

- **Laundry Chemicals, Long Term Care Services**

Commissioner Stritch opened proposals received from Arrow Paper Corporation, The O'Neil Company, and Tri-State Laundry Systems.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Abbott Nutrition and McKesson Medical and Surgical.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **V-Riser Beds, Long Term Care Services**

Commissioner Stritch opened proposals received from Direct Supply and TJ Alexander.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Switches Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Electrical Engineering and Services Company Incorporated.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers Long Term Care Services, Sheriff, Finance, Human Resources, general ledger entries GL9361, GL9372-GL9374, GL9383, GL9394, payroll warrants 90409, 0910ST, 91409, 0914MI, 0917ST, and accounts



payable warrants T90824, T90825, T90897-T90917, T90956-T91004. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: September 9, 2009 and September 16, 2009**

Moved: Commissioner Stritch to approve the minutes of the September 9, 2009 and September 16, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions and inquired about the number of attendees going to the labor update meeting in Bedford. Al Wright offered to reduce the number of staff attending. There was discussion of the need of training and its benefits. Commissioner Barrows expressed concern with the number of Corrections staff attending the New Hampshire Association of Counties annual conference and tradeshow. Al Wright explained interest in a few of the speakers and offered to reduce the number of staff attending. Al Wright said that his staff would attend the same courses as he attends. Commissioner Pratt and Commissioner Barrows expressed concern with the amount of staff attending and duplication. Commissioner Stritch noted his opinion should be at the discretion of the Corrections Superintendent. There was discussion of the benefits versus needs in this economy. Commissioner Barrows asked Al Wright to go back to the drawing board and resubmit.

Commissioner Barrows expressed concern with the coursework cost of Alison Kivikoski in Human Resources. Martha Roy noted it was necessary to stay current in the human resources field and this is a preparation course for her Human Resources certification. Commissioner Pratt inquired about online training.

- **Approval of Grant Application: Energy Efficiency and Conservation Block Grant Program, United States Department of Energy, \$1,966,700 (American Recovery and Reinvestment Act of 2009 Funds)**

Theresa Young explained that this is the appeal application process and noted the deadline for submission is tomorrow. Theresa Young noted the upcoming Executive Committee and Delegation meetings regarding this project. The presentation was discussed for tomorrow's public hearing.

Moved: Commissioner Stritch to approve the submission of a grant application to the United States Department of Energy, Energy Efficiency and Conservation Block Grant Program, in the amount of \$1,966,700 using American Recovery and Reinvestment Act of 2009 Funds and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer of Recovery Zone Bonding Authority to the New Hampshire Business Finance Authority**

Moved: Commissioner Stritch to recommend to the Delegation to waive Rockingham County's Recovery Zone Facilities Bond volume cap allocation in the amount of \$38,055,000. It is understood that the waived bond cap will be reallocated by the State as it shall determine in good faith with the understanding that the Lonza expansion project, located in the Pease Tradeport designated recovery zone as well as projects in Grafton, Coos and Carroll counties be given priority for reallocation of our volume cap. Additionally, Rockingham County requests that a Rockingham County State Representative be designated by the Convention to attend and participate in conversations regarding the allocations. Commissioner Pratt seconded the motion, voted all in favor.

### **Corrections – Albert J. Wright, Superintendent**

Commissioner Barrows inquired if it is time to review the work release program in light of the recent drug arrests. Al Wright noted that discussions are in place and further discussions are needed between Corrections, Sheriff, and Long Term Care Services. Commissioner Barrows requested that the positions filled by inmate labor be listed for review. There was discussion of the screening process and proper supervision and an alternative such as student interns. It was agreed a work session is needed to discuss this further.

### **Human Resources – Martha S. Roy, Director**

- **Approval of Personnel Policies and Procedures Amendments**

Martha Roy noted that legal counsel has further input on amendments to Personnel Policy and Procedure Chapter 14-10 and requested it be delayed until the next meeting. Martha Roy explained that Human Resources and Finance reviewed Personnel Policy and Procedure Chapter 9-2 and there was joint concern. Commissioner Pratt noted that this policy language had been drafted by legal counsel. There was discussion of implementation issues of the proposed policy. It was agreed that Human Resources and Finance would meet with legal counsel to resolve these issues.

- **Human Resources Partners Quote for 2010 Services**

Martha Roy presented the quote from Human Resources Partners for 2010 services. There was discussion of the services and areas of focus. Commissioner Pratt asked if these services were sent for proposal. Martha Roy noted the price was under bidding requirements. Commissioner Barrows suggested checking with other vendors. The Board of Commissioners asked to review the positions being evaluated by HR Partners before they went out.

### **Human Services – Diane D. Gill, Director**

Diane Gill presented a proposed letter for the Board of Commissioners to sign notifying the Joint Legislative Committee on Administrative Rules committee members of Rockingham County's concerns. Diane Gill noted the attendees that plan to testify and requested the Commissioners support.

### **Long Term Care Services – Steven E. Woods, Director**

- **Billing Update**

Steve Woods presented a chart depicting billing update receivables noting everything has been billed.

- **Job Position Name Change**

Moved: Commissioner Stritch to change a position title from Medical Records Secretary to Medical Biller and Records Assistant as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Martha Roy confirmed this is a name change only and the Board of Commissioners would be asked to make job description modifications at a later date.

- **Census**

There was discussion of the adult day care program and the census. There was discussion of the skilled care unit and items will be brought to the next Board meeting for changes.

### **Sheriff – J. Daniel Linehan, High Sheriff**

- **Approval of Grant Award: 2009 Justice Assistance Grant Program, Rockingham County Law Enforcement Initiatives, \$114,525**

Moved: Commissioner Stritch to approve a grant award from the United States Department of Justice, 2009 Justice Assistance Grant Program in the amount of \$114,525 for Rockingham County Law Enforcement Initiatives Project and authorize the Chair to sign all necessary

documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for an engineering and maintenance employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-9 and 6-3 for an engineering and maintenance services employee as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 11:49 a.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  \_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**September 30, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:05 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,278,119.25 for the period ending September 27, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:09 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:

  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**October 7, 2009 – 10:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Al Wright, Corrections Superintendent

Louise Turner, Corrections Office Admin.  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Major Mark Peirce, Deputy Sheriff  
Claudia Blasco, UNH Cooperative Ext.  
Theresa Young, Finance Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:05 a.m.

#### **II. Reports:**

##### **RFP Opening: Surplus Vehicles, Sheriff**

Commissioner Stritch opened proposals received from Jeff Cantor' Car World and Asian Auto Services.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

##### **RFP Awards**

- **Laundry Chemicals, Long Term Care Services**

Moved: Commissioner Stritch to award the laundry chemicals proposal to Tri-State Laundry from October 1, 2009 to September 30, 2011 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Moved: Commissioner Stritch to award the nutritional supplements and tube feed products proposal to McKesson Medical-Surgical Supply Company from October 1, 2009 to September 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **V-Riser Beds, Long Term Care Services**

Moved: Commissioner Stritch to award the v-riser bed proposal to TJ Alexander for \$11,896.10 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Elevator Preventative Maintenance, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the elevator preventative maintenance proposal to Stanley Elevator Company for a monthly fee of \$910.00 and hourly rates of \$212.00, Saturday and evenings \$360.40, Sunday and holidays \$424.00, and team rate of \$381.00 from October 1, 2009 to September 30, 2010 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion.

Commissioner Barrows questioned the number of vendors that why the rates are so high. Jude Gates explained that the awarded vendor has the lowest hourly rates and elevator technician rates are generally that rate structure. Commissioner Barrows suggested having a staff technician be a qualified elevator technician. Jude Gates explained the certifications needed and explained that the company provides services that the county could not offer.

Motion passed all in favor.

- **Transfer Switches Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the transfer switches testing and inspection proposal to Electrical Engineering and Service Company for \$2,225 from November 1, 2009 to October 31, 2010 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line transfers for Department of Corrections, general ledger entries 9407, payroll warrants 0924st, 1003st, and accounts payable warrants T90826, T90827, T90904-T90906, T90918, T90919, T90970, T90988-T90990, T91008-T91035. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: September 23, 2009 and September 30, 2009**

Moved: Commissioner Stritch to approve the minutes of the September 23, 2009 and September 30, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a conference and training informational submission.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception request to the 2009 Conference and Training Directive for Frank Stoughton to attend training in Boston, Massachusetts. Commissioner Barrows seconded the motion, voted all in favor.

- **Holiday Consideration**

Moved: Commissioner Stritch that all active current employees, including on-call, temporary county employees, and per diems shall receive \$25 after taxes along with personnel out on short term disability or workers compensation coverage throughout all departments similar to payments last year. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Barrows requested the payment be received before Thanksgiving and be in a separate check. Theresa Young noted that due to New Hampshire Retirement System issues that separate checks cannot be done. Commissioner Barrows suggested using American Express gift cards. Theresa Young said that she could order the gift cards. Martha Roy inquired about the tax implications. Theresa Young stated that the taxes will be deducted in the payroll checks. Commissioner Barrows requested to see a letter in writing from the New Hampshire Retirement System prohibiting separate checks. There was discussion of alternatives to messages on the checks. It was agreed that regardless of separate check or American Express that this needs to be resolved and report back at the next meeting.

#### **Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT**

- **Change Order: Tobey Sheet Metal, \$1,350**

Moved: Commissioner Stritch to authorize a change order to Tobey Sheet Metal for an additional \$1,350, bringing the project total to \$ 12,350 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

#### **Finance – Theresa M. Young, Director**

Theresa Young noted that the Board of Commissioners have the draft 2010 budget packet for review.

### **Human Resources – Martha S. Roy, Director**

- **Minimum Usage Deadline Approval**

Kate Magrath noted that a vote taken by the Board of Commissioners needs to change to further streamline the process. Al Wright expressed concern with employees that were employed during the conversion time and lack of equality. Theresa Young explained the equality and that all employees had the same knowledge and grace periods. Further discussion ensued regarding grace period and proration. Commissioner Stritch suggested the vote before the Board today be delayed in order to draft an appropriate motion to encompass these concerns.

- **Approval of Personnel Policies and Procedures Amendments**

Martha Roy noted that the revised language from legal counsel has not been received.

### **Information Technology/Telecommunications – Frank L. Stoughton, Manager**

- **Surplus equipment request**

Moved: Commissioner Stritch to declare equipment outlined in the IT Manager's memorandum dated October 2, 2009 surplus and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

### **Long Term Care Services – Steven E. Woods, Director**

- **2010 Rate Proposal**

Moved: Commissioner Stritch to approve rate increases effective January 1, 2010 as outlined and recommended in the Long Term Care Director's October 7, 2009 memorandum. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Barrows noted that residents in assisted living complained about lack of transportation. Steve Woods explained that although the team is working together it has not worked well. Commissioner Barrows suggested sending out proposals for a vehicle.

### **III. New Business**

Steve Woods noted that he did not submit the information timely however he would be attending the New Hampshire Association of Counties conference and spending the night for the two day event.

Commissioner Barrows noted that due to the economic climate that conference and training budget lines should be reduced. Commissioner Barrows is considering eliminating conference and training lines from all departments and placing in General Government for further checks and balance.

Al Wright indicated he would reduce his original submission to the New Hampshire Association of Counties conference from 4 attendees to two attendees and that he would pay his own way. Commissioner Barrows noted that she received a telephone call supporting the Superintendent's presence at the conference. The Commissioners agreed to three attendees paid by the county.

### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Barrows, Commissioner Stritch, Al Wright, Louise Turner, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Stritch, Al Wright, Louise Turner, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a long term care services employee were Commissioner Barrows, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Inmates Working in the Nursing Home**

Present: Commissioner Barrows, Commissioner Stritch, Al Wright, Louise Turner, Steve Woods, Martha Roy, Mark Peirce, Jude Gates, and Theresa Young

Al Wright noted that he followed up with Steve Woods and Mark Peirce regarding the inmate population working in the nursing home. Commissioner Barrows suggested a GPS in order to advance control. There was discussion of issues and positive benefits of inmate labor in the building. Al Wright suggested a work session to brainstorm. Mark Peirce noted more educational sessions are needed for employees working with inmates. Commissioner Barrows questioned if the SCRIPS deputy sheriff could conduct spot checks. Mark Peirce stated it could be done however it may not be consistent.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-7 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Barrows moved to adjourn at 12:11 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**October 14, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:08 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Pratt to approve total payroll expense of \$1,303,992.68 for the period ending October 11, 2009. Commissioner Barrows seconded the motion, voted all in favor.

• **Line Item Transfer**

Moved: Commissioner Pratt to approve and sign line item transfer requests from the Registry of Deeds. Commissioner Barrows seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:13 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**October 21, 2009 – 10:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Chuck Nickerson, Accounting Manager  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent

Frank Stoughton, IT Manager  
Major Mark Peirce, Deputy Sheriff  
Cathy Stacey, Register of Deeds  
Diane Gill, Human Services Director  
Claudia Blasco, UNH Cooperative Ext.  
Martha Roy, Human Resources Director  
Cindy Castrigno, Attorney's Office Manager

#### **I. Call to Order**

Commissioner Pratt called the meeting to order at 10:03 a.m. Commissioner Barrows arrived at 10:07 a.m. and asked Commissioner Pratt to Chair the meeting.

#### **II. Reports:**

##### **RFP Award: Surplus Vehicles, Sheriff**

Moved: Commissioner Stritch to award the surplus vehicles proposal to Asian Auto in Plaistow for \$896.00 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

##### **RFP Openings**

- **Concrete Work, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Rome Construction, Milestone Engineering and Construction, L. Daigneault and Sons, and Eastern Excavation Incorporated.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Barrows seconded the motion, voted all in favor.

- **Nurses Station Replacement, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Office Interiors LTD.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Windows, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from West Branch Construction, Careno Construction, and Milestone Engineering and Construction.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Barrows seconded the motion, voted all in favor.

- **Vehicle, Long Term Care Services**

Commissioner Stritch opened a proposal received from Port City Nissan.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Oxygen and Respiratory Products, Long Term Care Services**

Commissioner Stritch opened proposals received from 02 Safe Solutions, Keene Medical Products, and Genter Healthcare.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Copier, County Attorney**

Commissioner Stritch opened proposals received from Northern Business Machines, Porter Office Machines, United Business Machines, Century Copier Specialists, Ikon Office Solutions, Conway Office Products, Seacoast Business Systems, Toshiba Business Solutions, and Ricoh Business Solutions.

Moved: Commissioner Stritch to authorize the County Attorney to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign a line item transfer for Registry of Deeds, general ledger entries 9410, 9420, 9434, payroll warrants 1008st, 1015vd, 1017st, and accounts payable warrants

- ✓ **UNH Cooperative Extension Warrant Discussion: Educator parking permits**

Commissioner Barrows expressed concern with the expense of parking permits and would like it waived. Claudia Blasco noted that parking permits allow for faulty permit lot parking versus street parking for meter spots. Claudia Blasco said that based on survey that other counties do purchase permits. Claudia Blasco offered three parking permits to share as a cost savings measure. Commissioner Stritch questioned the frequency of the use of a permit. Claudia Blasco stated it depends on the week and varies from one to three times per week. Commissioner Barrows feels the expense is excessive and considers it the same as reductions in publications. Commissioner Pratt asked if all permits are used at the same time. Claudia Blasco suggested three permits would be adequate.

- ✓ **County Attorney: Bank of America credit card finance charges**

Commissioner Barrows expressed concern with the finance charges that are paid monthly by the County Attorney. Commissioner Pratt suggested using the online credit card account tool and print the statement and current activity charges to alleviate the mail time for the monthly statement. Commissioner Barrows asked that Cindy Castrigno work with the Finance Office and report back at the next meeting. Commissioner Barrows suggested that all departments review budgets and streamline for 2010 budget proposals.

- **Approval of Minutes: October 7, 2009 and October 14, 2009**

Moved: Commissioner Stritch to approve the minutes of the October 7, 2009 and October 14, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt noted the informational conference and training submissions.

- **Conference and Training Exception**

Moved: Commissioner Stritch to approve an exception request to the 2009 conference and training directive for Jude Gates to attend training in Portland, Maine. Commissioner Barrows seconded the motion, voted all in favor.

- **Holiday Consideration Discussion**

Commissioner Barrows explained that she read the report and expressed concern with charging taxes to employees. Commissioner Barrows said she researched this and made numerous telephone calls for clarification. Commissioner Barrows suggested grossing up the amount so the employee receives the \$25.00 with a separate check. Commissioner Barrows noted that a separate check is no longer a stipulation with the New Hampshire Retirement System per the Executive Director Dick Ingram. Commissioner Pratt suggested a telephone conference to ensure all the interested parties are of the same understanding.

Chuck Nickerson clarified that the IRS considers all cash or cash equivalents is taxable and that de-minimis is not considered when cash is transferred. Chuck Nickerson noted that Theresa Young spoke with the auditor and Robbin Grill noted she is not a tax attorney. Commissioner Barrows noted that Peter Donovan's memorandum was clear and has no issue with the deductions for IRS taxes.

Chuck Nickerson noted in conversation with the New Hampshire Retirement System that the automated file would not be accepted as separate checks would cause too many exceptions.

**Corrections – Albert J. Wright, Superintendent**

Commissioner Pratt inquired about email correspondence regarding a Pew Study. Al Wright explained that the state is studying downshifting options to county facilities.

**County Attorney – James M. Reams**

- **Surplus Equipment Request**

There was discussion of the disposal of the old laptops. Cindy Castrigno explained that she would ask the County Attorney and report back.

**Finance – Theresa M. Young, Director**

- **Dell Computer Lease Approval**

Commissioner Barrows questioned why this is not part of a bid. Chuck Nickerson noted that this is a very competitive price and under the \$5,000 threshold.

Moved: Commissioner Barrows to approve a lease agreement with Dell Financial Services for 36 months with a monthly payment of \$90.44 and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

- **Pay and Classification Consultant Approval**

Moved: Commissioner Barrows to approve HR Partners as the pay and classification consultant from October 21, 2009 to October 21, 2010 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

There was discussion of health insurance reform and penalties to employers. Commissioner Pratt requested clarification from the Insurance Consultant. Martha Roy stated she will have the consultant report back to the Board of Commissioners.

**Long Term Care Services – Steven E. Woods, Director**

- **RFP Award Extension: Concentra Health Solutions for Occupational Health Services**

Moved: Commissioner Stritch to extend an award with Concentra Health Solutions for occupational health services from October 1, 2009 to November 30, 2009 with all terms to

remain in effect as recommended by the Workers Compensation Coordinator. Commissioner Barrows seconded the motion, voted all in favor.

- **USDA Donated Commodities Agreement Approval**

Moved: Commissioner Stritch to approve an annual agreement with the United States Department of Agriculture for the distribution and use of donated commodities and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Billing update**

Steve Woods noted great teamwork with the Finance Office on billing throughout the whole complex. Steve Woods noted that nine skilled patients are in the facility.

**Sheriff – J. Daniel Linehan, High Sheriff**

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare a 1983 GMC C7D box truck surplus and to donate the box portion of the vehicle to the Rockingham Fire Academy as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to a legal settlement were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Chuck Nickerson, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to finance office personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Chuck Nickerson, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to exception requests for two nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Chuck Nickerson, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Requests, Long Term Care Services**

Moved: Commissioner Stritch to approve exception requests to Personnel Policy and Procedure Chapter 6-3 for two nursing home positions as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Legal Settlement, Sheriff**

Moved: Commissioner Stritch to authorize a settlement of up to \$35,000 in a legal matter as recommended by Primex legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Barrows moved to adjourn at 12:01 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**October 28, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:13 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,292,304.31 for the period ending October 25, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Line Item Transfer and Accounts Payable Warrants**

Moved: Commissioner Stritch to approve and sign line item transfer requests from Corrections and accounts payable warrants T91119 and T91120. Commissioner Pratt seconded the motion, voted all in favor.

• **Schedule of Upcoming Meetings**

The Commissioners agreed to meet Tuesday, November 3, 2009 at 10:00 a.m. to discuss 2010 health insurance scenarios, reschedule the November 11, 2009 payroll approval meeting due to holiday observance to Thursday, November 12, 2009 at 11:00 a.m., and to meet with the Long Term Care Services Director at 4:00 p.m. before the Executive Committee meeting on November 2, 2009.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss long term care services administration. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**IV. Adjournment**

Commissioner Pratt moved to adjourn at 11:49 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**November 2, 2009 – 4:00 p.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 4:02 p.m.

**II. New Business**

• **Long Term Care Services Administration**

Commissioner Pratt inquired about the current status of billing. Steve Woods noted that the system has closed as of October 31, 2009 for the nursing home. Steve Woods noted that billing in day care is through May but is hopeful that the billing will be current by mid November.

There was discussion of the differences between the 3<sup>rd</sup> quarter budget review and the actual cash reported in the financial updates. Steve Woods explained that the percentage in the quarterly budget review was based on accrual numbers without proper backup and that the numbers are being reviewed from the start to ensure numbers are accurate.

There was discussion about the new team in place for long term care fiscal services. Steve Woods explained that the Fiscal Director is rebilling denied claims for accurate coding.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss long term care services administration. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**IV. Adjournment**

Commissioner Pratt moved to adjourn at 4:42 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**November 3, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Cathy Stacey, Register of Deeds  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Al Wright, Corrections Superintendent  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director

Mark Peirce, Major Deputy Sheriff  
Jim Reams, County Attorney  
Chuck Nickerson, Accounting Manager  
Theresa Young, Finance Director  
Claudia Blasco, UNH Coop. Extension  
Steve Woods, Long Term Care Director  
Kathy Nikitas, Senior Accounting Analyst  
Julie Hoyt, Senior HR Generalist  
Louise Turner, Corrections Business Manager  
Elaine Newbury, Employee Ad. Comm. Chair

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:03 a.m.

#### **II. New Business**

- **2010 Health Insurance Proposals Review**

Jim Scammon, health consultant from Granite Group Benefits, presented the proposals for 2010 health insurance options noting the proposals received.

Jim Scammon presented a Medical Plan Cost Estimate 2009 vs. 2010 spreadsheet noting the net differences between the plans for 2010. Commissioner Pratt inquired about Primex rate increases in the future. Jim Scammon explained that there is an 18 month guarantee and then to expect a 20% increase in July 2011 and possibly 50% the next year.

Commissioner Pratt inquired if Primex is buying our business. Jim Scammon noted this is a business plan for the future for Primex and the savings are up front. Martha Roy explained she spoke with Carl Webber who represented that Primex is not buying our business noting this is the risk pool model for Primex.

Jim Scammon presented a medical plan options spreadsheet depicting differences in services. There was discussion of the PPO/HSA and HMO plans for the fully insured options. Commissioner Pratt inquired about the network coverage for the HMO plan. Jim Scammon explained that the network remains Harvard Pilgrim and there would be no network differences among the plans.

There was discussion of urgent care, emergency room care, and billing ramifications. It was explained that each plan defines emergencies differently and needs to be looked at carefully.

Jim Scammon noted the confusion with the out of pocket maximum and deductibles noting the minimal cost sharing opportunities to reach those thresholds.

There was discussion of the high deductible plan and the feedback received results in concern with the high dollar amount upfront. Commissioner Barrows asked the team present about feedback from the education sessions. The health savings account funding was discussed noting funding in January versus month by month. The broad definitions of health savings account versus a health reimbursement account with self defined rules and definitions were discussed.

Chuck Nickerson presented a 2010 Health Cost Scenario Summary spreadsheet showing the budgetary costs. Chuck Nickerson noted the differences in cost to employees and the county no longer buying down the rates using retained earnings. Each scenario was explained from the general fund cost to employee cost. There was concern with the pricing differences between low and high plans with Primex. Jim Scammon noted the rates and risks were determined by Primex underwriting.

Commissioner Pratt inquired about the benefits of being a risk pool with Primex versus a focus on our claims. Jim Scammon noted that Rockingham County is benefiting by the risk pool in the first 18 months and then 12 months thereafter but is unknown past that.

Mark Peirce inquired about claims complaints. Jim Scammon noted that Harvard Pilgrim would administer the claims and has won awards for customer service.

Martha Roy inquired about a Scenario A5 depicting actual splits between employee and employer. Martha Roy wanted to clarify that splits would be increased and decreased. Theresa Young noted it is important as it shows there is a less difference between the two plans.

Jim Scammon said that the team is recommending Scenario A4. Martha Roy noted that in 2012 a potential up to 50% increase in the cost. Commissioner Pratt inquired what would happen if there was a major increase and wanted to start a self insured plan. Theresa Young noted that the health fund can no longer be kept in case changes were made from fully insured back to self insured in 2010. Theresa Young anticipates roughly \$2,800,000 from the health fund into the general fund.

Jim Scammon highlighted the regulations of the health savings account for Medicare eligible employees. Jim Scammon noted an alternative of a flexible spending account for Medicare eligible employees and explained the pros and cons of the account.

Commissioner Barrows reviewed the calendar and noted the 2010 health insurance would be approved Thursday, November 12, 2009. Commissioner Barrows noted any concerns with scenario A4 should be aired. Commissioner Pratt felt scenario A4 is unacceptable as employee rates would remain the same, benefits would be reduced, and while the budget would see a significant increase.

Jim Scammon recommended continuing with Northeast Delta Dental for dental insurance benefits noting that fees are guaranteed for two years.

Commissioner Pratt welcomed the Employee Advisory Committee Chair to review a letter received by the Employee Advisory Committee recommending changes to the 2010 health insurance. Elaine Newbury noted that based on today's meeting that many of the employees concerns have been addressed. Elaine Newbury explained that the third insurance proposal's purpose was due to concern with high deductible plan. Commissioner Pratt suggested the Employee Advisory Committee meet before the Commissioners vote for feedback. Commissioner Barrows asked Elaine Newbury to relay the proposed Scenario A4 and have concerns submitted in writing.

There was discussion of creating a new Scenario A5 that depicts health savings account for \$625/\$1250 as requested by Commissioner Barrows.

### III. Adjournment

Commissioner Pratt moved to adjourn at 12:35 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  \_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**November 4, 2009 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Theresa Young, Finance Director
Commissioner Katharin K. Pratt, Vice Chair	Frank Stoughton, IT Manager
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Martha Roy, Human Resources Director	Jim Reams, County Attorney
Kate Magrath, HR Assistant Director	Mark Peirce, Major Deputy Sheriff
Steve Woods, Long Term Care Director	Claudia Blasco, UNH Coop. Extension
Al Wright, Corrections Superintendent	Diane Gill, Human Services Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:11 a.m.

#### **II. Reports:**

##### **RFP Openings, Long Term Care Services**

- **Linen Products**

Commissioner Stritch opened proposals received from Star Silk & Woolen and Star Linen Incorporated.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Soft Drink Products**

Commissioner Stritch opened proposals received from Seacoast Coca-Cola Bottling Company, Pepsi Bottling Group, and Polar Beverages.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Bread Products**

Commissioner Stritch opened proposals received from Interstate Brands and Freihofer Sales.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Glove Products**

Commissioner Stritch opened proposals received from Staples, TransMed USA Incorporated, Geriatric Medical, Gulf South Medical Supply, Central Paper Products Company, and Swish Maintenance.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Fitness Equipment, Corrections**

Commissioner Stritch opened proposals received from ProMaxima Manufacturing and Endorphin

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Awards**

- **Concrete Work, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the concrete proposal to Eastern Excavation Incorporated for \$23,770 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Nurses Station Replacement, Engineering and Maintenance Services**

Moved: Commissioner Stritch to reject the proposal received and reissue requests for proposal for nurses station replacement as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Windows, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the replacement windows proposal to West Branch Construction for \$68,333 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Minivan, Long Term Care Services**

Commissioner Barrows explained that residents are requesting a vehicle for assisted living and asked for a status update.

Commissioner Pratt explained that further efforts should be made to fully utilize the buses currently owned before purchasing additional vehicles. Commissioner Pratt said in this economy that we should be cutting back and not adding to the expense of the assisted living facility. Commissioner Barrows inquired about the size of the buses for a simple trip to Walmart. Steve Woods said that only small numbers go out to events from assisted living. Commissioner Pratt suggested selling one of the buses, downsizing to a smaller bus that is wheelchair accessible, and share between the nursing home and assisted living facility.

There was discussion of the vehicle specifications and sending out proposals for a proper vehicle to share. Commissioner Barrows requested Steve Woods to follow up and report back at the next meeting.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T90952 T90960, T90997, T91011, T91012, T91037-T91041, T91062-T91064, T91112, T91113, T91125 T91126-T91148, payroll warrants 1024ST, 1029ST, and general ledger entries 9448, 9449. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: October 21, 2009 and October 28, 2009**

Moved: Commissioner Stritch to approve the minutes of the October 21, 2009 and October 28, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training informational submissions.

- **Holiday Consideration Discussion Follow Up (Commissioner Barrows)**

Commissioner Barrows highlighted a discussion from the last meeting noting her confusion with the New Hampshire Retirement System exceptions for inputting information electronically. Theresa Young explained the exception percentage that could be accepted and noted an email response from the New Hampshire Retirement System Information Technology Manager and was provided to the Board previously.

There was discussion of the presentation to the employees and it was agreed that \$25 grossed up would be in a regular payroll check along with the Commissioners holiday greeting.

- **New Hampshire Association of Counties Officer Appointments**

The Commissioners confirmed Al Wright, Commissioner Pratt, Steve Woods, Mark Peirce, and Tom Reid as Officers for to the New Hampshire Association of Counties.

- **New Hampshire Association of Counties 2009 Award Nominees**

Commissioner Barrows announced the nominees of the 2009 New Hampshire Association of Counties awards.

**County Attorney – James M. Reams**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the County Attorney's memorandum dated October 6, 2009 surplus and to be disposed of by the IT Manager accordingly. Commissioner Pratt seconded the motion, voted all in favor.

- **Credit Card Finance Charges Follow Up**

Theresa Young noted that timing is the issue and causes finance charges when not paid on time. Jim Reams noted that bills are processed within 24 hours when possible. Theresa Young noted that American Express would be an option for usage. Theresa Young explained that unbilled activity could be processed for payment to ensure it is received timely by the credit card company. Jim Reams said he would try the unbilled process. Commissioner Barrows thanked him for his efforts.

**Human Resources – Martha S. Roy, Director**

- **Minimum Usage Requirement Approval**

Moved: Commissioner Stritch to amend a vote taken at the June 17, 2009 Board of Commissioners meeting and replace with the following: effective August 1, 2009 all minimum usage dates shall be May 1st regardless of earned time conversion date as recommended by the Human Resources and Finance Director. New hires hired between May 1, 2009 and April 30, 2010 will have a pro-rated minimum usage requirement based on the number of months employed during the period. If an individual does not meet the requirement under the new date on May 1, 2010, their old date will be used for 2010 only. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven E. Woods, Director**

- **Billing update**

Steve Woods noted that Medicare A, Medicare B, and adult day care billings and collections are still incomplete.

**Sheriff – J. Daniel Linehan, High Sheriff**

- **Grant Application Approval: New Hampshire Department of Safety, Law Enforcement Terrorism Prevention Program, \$9,590**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Safety, 2006 Homeland Security Law Enforcement Terrorism Prevention Program, for \$9,590 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **III. New Business**

Martha Roy announced that if an employee displays flu like symptoms to send them home to ensure that the flu is not spread.

### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a request from a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a finance office employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Salary Survey Discussion**

Martha Roy inquired about the survey list of positions from the Commissioners. Commissioner Pratt asked that division directors to be added along with individuals under an 85% threshold from the prior survey. Martha Roy noted this could not be an all inclusive report as a minimal report was already agreed.

- **Personnel Policy Discussion**

Martha Roy noted that while the policies are being updated for terminations that County Management Team's involvement is still in place for grievances. Martha Roy inquired if grievances should be changed to mirror the termination process. The Commissioners concurred to removing County Management Team from the grievance procedure. The Commissioners further concurred to moving the discrimination policy out of the grievance section of the policy.

- **2010 Budget Parameters**

There was discussion of budget reductions to include an overall budget scope and not just operating expenses. Commissioner Barrows suggested dividing out payroll for positions and per diems. There was discussion of how to track and account for the per diem numbers. Commissioner Pratt suggested reviewing the per diem rate, hiring bonuses, and recruitment bonuses to reevaluate due to the current economic climate and report back.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-7 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Pratt moved to adjourn at 12:46 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**November 12, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Al Wright, Corrections Superintendent  
Steve Woods, Long Term Care Director  
Theresa Young, Finance Director

Diane Gill, Human Services Director  
Mark Peirce, Major Deputy Sheriff  
Jude Gates, Director of Facilities  
Chuck Nickerson, Accounting Manager  
Cindy Castrigno, Attorney Office Admin.  
Kathy Nikitas, Senior Accounting Analyst  
Elaine Newbury, Employee Ad. Comm. Chair  
Julie Hoyt, Senior HR Generalist

**I. Call to Order**

Commissioner Barrows called the meeting to order at 4:02 p.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve payroll expense of \$1,301,558.05 for the period ending November 8, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **2010 Health Insurance Approval**

There was discussion of where conversation ended from the last meeting and the purpose of this meeting. The group discussed new items for discussion from the last meeting such as Scenario A5, changes to the contribution of a health savings account, and non full time student coverage to 23.

Theresa Young noted that the Commissioners should consider Scenario A6 developed by the Finance Office. Jim Scammon presented a spreadsheet depicting Scenarios A4, A5, and A6 and the differences in cost for low user to high user of the plan. Theresa Young noted the health savings account contribution from Scenario A6 is a middle ground and essential in future planning noting a 0% increase to employee premiums and that the county health savings account contribution documented that the employee would incur less health expenses. Theresa Young did not recommend Scenario A5 because the county would overpay the employee in a year where the Commissioners asked for budget reductions in 2010. Commissioner Pratt noted that Scenario A5 uses more county dollars than necessary and is overpaying contributions. Theresa Young further explained that Scenario A5 overpays the employee when health cost increases are built into future years.

Commissioner Stritch asked the Employee Advisory Committee Chair for input from the last meeting. Elaine Newbury said the employee committee was pleased with the option.

Martha Roy recommends Scenario A5 and Theresa Young recommends Scenario A6.

➤ **Health Insurance Plan**

Moved: Commissioner Stritch to approve the Primex fully insured health insurance plans (Scenario A5) using the Harvard Pilgrim network and prescription drug plan for the calendar year 2010. Further, the following are also included in the above Scenario; not to increase

dependent non full time student coverage and approve Concepts in Benefits as the Flexible Spending Account plan administrator (Medical and Dependent Care Reimbursement Accounts) with no change to minimums or maximums and to authorize the Chair to sign all related documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

➤ **Dental Insurance Plan**

Chuck Nickerson presented a Scenario spreadsheet on Northeast Delta Dental depicting expenses from 2008 to 2010.

Moved: Commissioner Stritch to approve Northeast Delta Dental to serve as the Administrator and network of the dental insurance plan for the 2010 calendar year using "Scenario 2" with a zero premium rate increase to employees, as developed by the Finance Office, and authorize the Chair to sign all related documents as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion.

Commissioner Barrows inquired about the charges to the employees for dental insurance.

Motion passed all in favor.

➤ **Short Term Disability Administrator**

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the Short Term Disability Administrator for the 2010 calendar year and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

➤ **Short Term Disability Rate and Plan**

Moved: Commissioner Stritch to approve the revised Short Term Disability summary plan description which includes part time employee contributions of \$0.55 per \$10.00 of Weekly Benefit as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Theresa Young disagrees with the rate and does not recommend the summary plan description. Theresa Young reminded the Commissioners of previous rate discussions and the need for the \$0.68 rate and would compromise to \$0.60. Further, Theresa Young expressed concern with changes to the summary plan description and needs time to review and reply with feedback. Martha Roy said that this has been a work in progress for over a year and it is time for the Board of Commissioners to act on this.

Commissioner Pratt asked why the Human Resources Department is taking over Finance Office rate calculations. There was discussion of working together and this is not happening. The discrepancy between the departments calculations is an anomaly in 2008 that Finance considers and that Human Resources did not. Theresa Young again noted that rates under \$0.60 does not capture actual expenses.

Jim Scammon noted he solicited fully insured short term disability proposals and noted pricing differences include retirement payments, creditability of 2006 and 2007 data, and conservative estimates.

There was discussion of the rate and prior year data and the cost for budgeting to pay as it is a self insured program.

Jim Scammon recommended against the fully insured programs because of lack of control regarding payments and a new step of paying into the retirement system. There was discussion of a \$0.47 bid with Fort Dearborn Life for short term disability premiums. Theresa Young noted

a major difference of the self insured to fully insured rate is the retirement system payment and other employer costs as the Fort Dearborn Life rate quoted is the employee rate only.

Commissioner Pratt asked why fully insured is not being recommended. Jim Scammon noted control issues over the payments and administration from Finance and Human Resources. Theresa Young inquired about what documents were provided to the fully insured companies to ensure the rate quoted is accurate. Theresa Young explained she had asked the consultant and Human Resources to meet on this and it was never done. Jim Scammon said that the current summary plan description in place was provided. Martha Roy said she does not have specific control issues with a fully insured plan.

Commissioner Barrows inquired if this change could happen in time for open enrollment. Kate Magrath noted that the proposed summary plan changes were housekeeping changing for better flow of information within the document and a different practice than what is in place. Theresa Young noted a difference in hazard duty pay but again said that the company and rate could be selected with a summary plan description approved at a later date. Theresa Young noted that the summary plan description could be reviewed later and reflects changes such as ones recommended by Peter Donovan. Jim Scammon agreed this would work.

**Motion failed to pass.**

Moved: Commissioner Stritch to withdraw the previous motion and approve the Fort Dearborn Life Insurance Company fully insured short term disability proposal for the 2010 calendar year as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired if this fully insured plan costs the county more money. There was discussion of the current plan and the draft new plan. Jim Scammon noted that this fully insured plan would cost more than self insured and noted even higher expenses if there was another anomaly. Commissioner Barrows asked if work load is lightened for Finance since they will not issue the checks. Theresa Young said it would not as the finance office would continue to issue the actual checks. Theresa Young explained that the county only collects a small portion from part time employees as the benefit is paid by the county for full time employees.

Commissioner Pratt said she wanted to know if this is an increase or decrease in cost to the county. Commissioner Pratt inquired about changes to the summary plan description. Commissioner Barrows asked if the current summary plan description can be maintained for one year and a goal of next year for changes.

It was agreed that changes to the summary plan description would be presented in two weeks by the Finance and Human Resources offices.

Motion passed all in favor.

➤ **Earned and Holiday Time Usage**

Moved: Commissioner Stritch to allow employees to use earned time and holidays, while retaining a minimum of 10 days combined between the two accounts, towards deductibles for the Primex PPO/HSA High Deductible health insurance plan. Commissioner Pratt seconded the motion, voted all in favor.

➤ **Open Enrollment Period**

Moved: Commissioner Stritch to approve the Open Enrollment period for the 2010 plan year as November 15th, 2009 through December 15th, 2009. Commissioner Pratt seconded the motion, voted all in favor.

➤ **Mandatory Training Requirement**

Moved: Commissioner Stritch to require mandatory open enrollment training attendance by all benefit eligible employees during the open enrollment period. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss union negotiation updates. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Mark Peirce, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**IV. Adjournment**

Commissioner Pratt moved to adjourn at 12:24 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**November 18, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Kate Magrath, HR Assistant Director  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director

Kathy Nikitas, Senior Accounting Analyst  
Frank Stoughton, IT Manager  
Jim Reams, County Attorney  
Mark Peirce, Major Deputy Sheriff  
Cathy Stacey, Register of Deeds  
Claudia Blasco, UNH Coop. Extension  
Diane Gill, Human Services Director  
Steve Woods, Long Term Care Director

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 10:08 a.m.

#### **II. Reports:**

##### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T90955, T91039-T91044, T91060-T91071, T91114, T91115, T91122, T91149-T91213, general ledger entries 9452, 9458, 9460, 9461, 9474, and payroll warrants 1107ST, 1112ST. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: November 2, 3, and 4, 2009**

Moved: Commissioner Stritch to approve the minutes of the November 2, 3, and 4, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Request: \$500,000 to Coastal Economic Development Corporation for Economic Development**

*Summary:* Coastal Economic Development Corporation is seeking Rockingham County's Community Development Block Grant fund access for \$500,000 in economic development funds. The project is for job creation and retention of 25 jobs with 60% of the jobs going to low to moderate income households. The target is the northeast fishing industry and assisting local fishermen obtain new federal fishing permits. This effort is in conjunction with the Rockingham Economic Development Corporation and the Pease Development Authority.

Moved: Commissioner Stritch to authorize a public hearing at the December 2, 2009 Board of Commissioners meeting to consider this community development block grant request. Commissioner Pratt seconded the motion, voted all in favor.

##### **Corrections – Albert J. Wright, Superintendent**

- **Bid Waiver: APPRISS, \$18,411.14**

Moved: Commissioner Stritch to authorize a bid waiver to APPRISS in the amount of \$18,411.14 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired about the any increase over last year. Al Wright said it was a minimal increase.

Motion passed all in favor.

**Finance – Theresa M. Young, Director**

• **Banking Collateral Documents Approval**

Moved: Commissioner Stritch to approve a banking collateral agreement between Rockingham County and RBS Citizens National Association and The Bank of New York Mellon and authorize the Chair to sign the agreement as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

• **2010 Insurance Approvals**

✓ *Health Insurance*

Theresa Young noted that Primex was able to offer a lower rate and therefore Scenario A7 reflects a lower rate to retirees and adds a Medicare Enhance option. Commissioner Barrows expressed concern with the last minute nature and wants everything in order before the November 15<sup>th</sup> deadline. Martha Roy noted this is a timing issue with Primex. Theresa Young said it seems confusing this year as there are many changes from self insured to a fully insured option.

Moved: Commissioner Stritch to approve a revision to Scenario A5 creating Scenario A7 to include Primex wellness riders with discount and offer Medicare Enhance as an additional Medicare supplement plan for 65 and over retirees as recommended by the Human Resources and Director. Commissioner Pratt seconded the motion, voted all in favor.

✓ *Life Insurance*

Martha Roy explained that she is recommending changing from Great West Life to Standard Life Insurance. Kate Magrath noted this is a better plan and offer duplicate plans for a smooth transition. Commissioner Barrows questioned if an employee did not want to change. Martha Roy noted that there is an identical plan which would transfer offer to ensure there is no disruption. Theresa Young noted that there should be no disruptions with paying a different vendor and explained the current process and the anticipated plan for 2010.

Moved: Commissioner Stritch to approve Standard Life Insurance product to replace Great West Life effective January 1, 2010 as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

✓ *Automobile and Home Insurance*

Moved: Commissioner Stritch to approve Advantage Auto and Home Insurance as an additional vendor to auto and home insurance coverage with a no payroll deduction option effective January 1, 2010 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired why there is no payroll deduction option. Martha Roy noted that in an effort to reduce the number of payroll deductions this is not an option to employees.

Motion passed all in favor.

Commissioner Pratt inquired if the flexible spending account cards will be ready and available by December 31<sup>st</sup>. Kate Magrath said the card would be available by year end.

**Human Services – Diane D. Gill, Director**

Diane Gill announced a State/County Finance Committee meeting tomorrow. Commissioner Pratt reviewed the agenda distributed and questioned the Health and Human Services Regionalization Discussion. Diane Gill reported that there will be a northern region pilot attempting to pool a region, downsize services, and reduce duplications. Commissioner Pratt

asked how this would affect programs to the County. Discussion ensued with no set answers or information distributed by the state at this point.

**Information Technology/Telecommunications – Frank L. Stoughton, Manager**

• **2010 Long Distance Allocation Approval**

Commissioner Barrows inquired about the changes from 2009 to 2010. Frank Stoughton noted that the trend is that long distance charges are down.

Moved: Commissioner Stritch to approve the 2010 long distance allocations as presented and recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven E. Woods, Director**

• **Bid Waiver: CareWorx, \$30,829.20 (changed to \$9,000) for Point Click Care touch screen hardware**

Steve Woods noted that the bid waiver amount needs to change as funding is not adequate for the total amount. Theresa Young explained that this project was not considered a capital project in 2009 but could be a capital project if further evaluated for 2010. Commissioner Barrows asked why funds cannot be transferred between accounts. Theresa Young noted that in order to make the purchase that a transfer must be approved and explained the encumbrance process.

Commissioner Barrows suggested purchasing for the full amount and does not feel the Executive Committee would deny such a transfer request. Commissioner Barrows questioned the number of devices in the building. Frank Stoughton noted that one is up and running and four are in process. There was discussion of the cost of wiring the additional devices and Frank Stoughton estimates \$10,000 in costs. It was agreed that Steve Woods, Theresa Young, and Frank Stoughton will meet to determine a final cost and report back.

Moved: Commissioner Stritch to authorize a bid waiver to CareWorx in the amount of \$9,000.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

There was discussion of why this is being done in pieces. Theresa Young explained that the \$9,000 request should be done now as there are funds available.

• **Hiring and Recruitment Bonus Policy Cancellation**

Moved: Commissioner Stritch to terminate the Hiring and Recruitment Bonus Policy effective December 1, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Theresa Young added that it would apply to employees hired after December 1, 2009. Steve Woods noted that the new employees in process are not internal transfers but truly new employees. Commissioner Pratt asked why so many vacant positions are being filled. Steve Woods noted that per diem staff is being phased out to permanent employees for better quality of care, consistency, and overtime regulation. Theresa Young noted that an analysis was done by the Finance Office to capture the cost of this change. Kathy Nikitas explained that the analysis varies based on each position, where hired at, and benefits selected. Commissioner Pratt asked that this be tracked to properly depict the cost. Commissioner Barrows explained that in long term care that staffing will vary depending on specific variables in patient care. Commissioner Pratt noted that a valid number can be determined and asked that it be tracked.

Motion passed all in favor.

• **Health Care License Renewal for Assisted Living Approval**

Moved: Commissioner Stritch to approve the renewal application of a health care license in assisted living and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Billing update**

Steve Woods announced that private pay billings will be done at the beginning of each month effective January 1, 2010. Steve Woods highlighted the pie chart depicting the rejected bills, pending bills, and paid bills. Commissioner Pratt inquired about the amount that will be unpaid due to the time frame. Steve Woods said that the majority of the rejected amount is due to billing out of the time frame.

- **Vehicle Discussion Follow Up**

Steve Woods followed up that assisted living and occupational therapy will share the bus. Commissioner Barrows felt that only one "Car 9" vehicle is not enough based on recent conversations. Steve Woods explained that a smaller vehicle and bus should be adequate.

### **Register of Deeds – Cathy Ann Stacey**

Cathy Stacey questioned if there will be an Executive Committee meeting to consider a line item transfer. Cathy Stacey explained a proposal for Comcast services for a T1 line as that will save on the monthly fee. Commissioner Barrows explained that the Executive Committee was clear that there would be no December meeting.

### **Sheriff – J. Daniel Linehan, High Sheriff**

- **Grant Award Approval: New Hampshire Department of Safety, Law Enforcement Terrorism Prevention Program, \$9,590**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Department of Safety, 2006 Homeland Security Law Enforcement Terrorism Prevention Program, for \$9,590 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Further, that the Finance office is authorized to pay the fully supported invoices up to the amount of the grant award. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Erudite, \$9,590 for acoustic hailing device**

Moved: Commissioner Stritch to authorize a bid waiver to Erudite Incorporated in the amount of \$9,590 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Steve Church, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Steve Church, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.



- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-7 for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-7 for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows left the meeting at 11:50 a.m.

### **RFP Awards, Long Term Care Services**

- **Oxygen Products**

Moved: Commissioner Stritch to award the oxygen products proposal to Technical Gas Products Incorporated from November 1, 2009 to October 31, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Linen Products**

Moved: Commissioner Stritch to award the linen products proposal to Star Linen and Star Silk and Woolen Company from December 1, 2009 to November 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Soft Drink Products**

Moved: Commissioner Stritch to award the soft drinks proposal to Seacoast Coca-Cola from December 1, 2009 to November 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Bread Products**

Moved: Commissioner Stritch to award the bread products proposal to Freihofer's Bakery from December 1, 2009 to November 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Glove Products**

Moved: Commissioner Stritch to award glove products proposal to Central Paper Products Company and Geriatric Medical and Surgical Supply Incorporated from November 1, 2009 to October 31, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Fitness Equipment, Corrections**

Moved: Commissioner Stritch to award the fitness equipment proposal to ProMaxima Manufacturing for \$8,690 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, County Attorney**

Moved: Commissioner Stritch to award the copier proposal to Ikon for a 36 month lease at \$186.73 monthly with monthly service contract and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

### **RFP Openings**

- **Occupational Health Services**

Commissioner Stritch opened proposals received from Exeter Health Resources, Occupational Health Services of Portsmouth Regional Hospital, and Concentra Health Services.

Moved: Commissioner Stritch to authorize the Workers Compensation Coordinator to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Vehicle, Sheriff**

Commissioner Stritch opened a proposal received from Asian Auto Services.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Computer Equipment, Information Technology**

Commissioner Stritch opened proposals received from Mainstay Technologies, CompUSA, Centilla Corporation, and DP Technologies.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Wireless Telephones, Information Technology**

Commissioner Stritch opened proposals received from Carousel Industries and NACR.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Assistant Job Posting**

Theresa Young wanted to follow up on the discussion from the last meeting and would like a decision on posting the position of administrative assistant in the Finance Office. Commissioner Pratt said it is time to post and fill the position. Commissioner Stritch concurred to post the position.

Moved: Commissioner Pratt to post the administrative assistant job posting in the Finance Office today. Commissioner Stritch seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:10 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**November 25, 2009 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Representative Jackie Pitts  
Martha Roy, Human Resources Director  
Kathy Nikitas, Senior Accounting Analyst

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:13 a.m.

**II. New Business**

• **Sheriff's Office Operations**

Representative Pitts expressed concern regarding operations at the Sheriff's Office. The Commissioners shared information on operations and what was known at that time.

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,328,679.18 for the period ending November 22, 2009. Commissioner Pratt seconded the motion, voted all in favor.

• **Primex Group Health Applications**

Chris Maxwell explained that the Chair has been authorized to sign documents relative to the health insurance plan for 2010 but wanted the Board of Commissioners to be presented with the proposed documents. It was noted that signatures were needed immediately as this is holding up card issuance to employees. There was discussion of contact names and based on information provided by Primex that Human Resources and Finance were in agreement.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:35 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**December 2, 2009 – 9:30 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Nancy Lang, Assisted Living Director  
Steve Woods, Long Term Care Director  
Theresa Young, Finance Director  
Martha Roy, Human Resources Director  
Jude Gates, Director of Facilities

Christine Croto, Sheriff's Office  
Captain Al Brackett, Deputy Sheriff  
Frank Stoughton, IT Manager  
Cathy Stacey, Register of Deeds  
Diane Gill, Human Services Director  
Claudia Blasco, UNH Cooperative Ext.  
Al Wright, Corrections Superintendent  
Louise Turner, Corrections Manager

#### **I. Call to Order**

Commissioner Barrows called the meeting to order at 9:38 a.m.

#### **II. Reports:**

##### **9:30 a.m. Appointment – Exit Interview with Auditor**

Robbin Grill briefly noted the financial statements but wanted to focus on the management letter. In the financial statements it was noted that the deficit in the nursing home grows and suggested taking a look at billing and staffing issues. Steve Woods highlighted the current billing status and aggressive changes to therapy services. Robbin Grill noted that therapy billing rates need to be higher to capture costs.

Robbin Grill noted the outstanding issues from prior year management comments were growing such as doubtful accounts receivable. There was discussion of positive progress and items that are still in the works. Timeliness was reviewed and she urges continued progress. Accounts payable from 2005 was noted and that the majority will be corrected with a small portion outstanding. Interdepartmental communication was noted as a concern. Commissioner Barrows disagreed stating that most departments are communicating accordingly and the issue is between Human Resources and Finance offices. There was discussion of unilateral policy changes without notice and examples were provided between departments.

Robbin Grill highlighted current year management comments noting billing issues manually or not at all. There was discussion of Point Click Care software and its benefits for streamlined billing. The nursing home deficit was discussed and made suggestions to close the gap on the deficit. The budget planning process is reviewed by department but expressed concern with the big picture. Commissioner Barrows disagreed that the budget is reviewed thoroughly and resents the fact that the Commissioners were not consulted about budget concerns.

Robbin Grill noted concern with the number of exceptions to the payroll process. Commissioner Barrows noted in 2009 that only 45 exceptions were processed out of 700 employees. There was discussion for clarification of exceptions.

##### **RFP Openings**

- **Mobile Food Cabinet, Corrections**

Commissioner Pratt opened a proposal received from Northeast Food Service.

Moved: Commissioner Pratt to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Convection Oven, Long Term Care Services**

Commissioner Pratt opened proposals received from Central Paper Products Company and Alternative Sales Corporation.

Moved: Commissioner Pratt to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Nurses Station, Engineering and Maintenance Services**

Commissioner Pratt opened proposals received from Mill Pond Millwork and Construction and Advanced Custom Cabinets.

Moved: Commissioner Pratt to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

### **RFP Awards**

- **Time and Attendance Software System, Finance**

Moved: Commissioner Pratt to award the time and attendance software system to Kronos for an amount not to exceed \$215,000 in year one and not to exceed \$33,000 in year two subject to further negotiations and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Barrows seconded the motion.

Theresa Young noted that negotiations are still in process to reduce the costs of training.

Motion passed all in favor.

- **Surplus Vehicle, Sheriff**

Moved: Commissioner Pratt to award the 1983 GMC box truck proposal to Asian Auto Services for \$250 as recommended by Captain Brackett. Commissioner Barrows seconded the motion, voted all in favor.

- **Computer Equipment, Information Technology**

Moved: Commissioner Pratt to award the computer equipment proposal to Centilla for \$3,350 and Mainstay Technologies for \$4,831.50 as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

- **Wireless Telephones, Information Technology**

Moved: Commissioner Pratt to award the wireless telephones proposal to Carousel Industries for an amount not to exceed \$8,100 as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

- **Occupational Health Services**

Moved: Commissioner Pratt to award the occupational health services proposal to Concentra Occupational Health Services for \$107,025 annually from December 1, 2009 to November 30, 2011 and authorize the Chair to sign all necessary documents as recommended by the Workers Compensation Coordinator. Commissioner Barrows seconded the motion.

Commissioner Barrows questioned the term of the contract. Nancy Lang stated that a two year contract is standard and beneficial for cost.

Commissioner Barrows was opposed to two years and tabled the voting until the next meeting.

### **Commissioners Office – Maureen Barrows, Chair**

Commissioner Barrows noted the unfortunate news of the resignations of High Sheriff Dan Linehan and Major Mark Peirce. Commissioner Barrows explained her conversation with the Attorney General about what happened and the law regarding a petition of Superior Court to appoint a High Sheriff. Commissioner Pratt said she does not know what the difference is between the Commissioners requesting appointment versus the succession provisions in the law. Captain Al Brackett said he received a letter from County Attorney Reams providing a legal interpretation of the law and that he has full authority as High Sheriff.

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Pratt to approve and sign accounts payable warrants T91045, T91046, T91115-T91117, T91169-T91198, T91205-T91243, payroll warrants 1119st, 1125st, and general ledger entries 9102, 9444, 9480, 9488-9492. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: November 12, 18, and 25, 2009**

Moved: Commissioner Pratt to approve minutes of the November 12, 18, and 25, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a conference and training information submission.

### **Corrections – Albert J. Wright, Superintendent**

- **Hillsborough County and Strafford County Female Prisoner Housing Agreement Approval**

Moved: Commissioner Pratt to approve female prisoner housing agreements with Hillsborough County from September 17, 2009 to September 17, 2010 and Strafford County from September 1, 2009 to September 1, 2010 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

### **Finance – Theresa M. Young, Director**

- **Investment Policy Approval**

Moved: Commissioner Pratt in accordance with New Hampshire RSA 29:3, titled Excess Funds, I move that the investment policy for the investment of public funds be adopted as recommended by the Treasurer and the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Biomass Project**

Theresa Young noted that the documents need to be resubmitted and that an environmental review is needed.

### **Human Resources – Martha S. Roy, Director**

- **Payflex Run-out Approval**

Moved: Commissioner Pratt to approve current flexible spending account vendor PayFlex to handle the run-out administration of 2009 flexible spending account claims until completed in 2010, a three-month run-out period, as recommended by the Finance and Human Resources Directors. Commissioner Barrows seconded the motion, voted all in favor.

### **Long Term Care Services – Steven E. Woods, Director**

- **Seacoast School of Technology Affiliation Agreement Approval**

Moved: Commissioner Pratt to approve an Affiliation Agreement with Seacoast School of Technology and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Point Click Care Hardware Update**

Steve Woods noted he has met with Theresa Young and Frank Stoughton and plans were made to install the current machines and to order the next round of hardware in 2010. Theresa Young explained the differences in use from the budget and capital fund for the project. Frank Stoughton noted that the wiring will be done in a week and in two weeks that perhaps the additional screens will be installed. Commissioner Pratt inquired about completion of the total project. There was discussion of completion and the team agreed to first quarter 2010.

**Register of Deeds – Cathy Ann Stacey**

Cathy Stacey reported she reached her revenue projections and noted the upcoming New Hampshire Association of Counties meeting. Commissioner Pratt explained that Mark Peirce needs to be replaced as a member of the New Hampshire Association of Counties Executive Committee.

Moved: Commissioner Pratt to nominate Martha Roy to the New Hampshire Association of Counties for a two year term. Commissioner Barrows seconded the motion, voted all in favor.

**Sheriff – Captain Al Brackett, Deputy Sheriff**

Captain Al Brackett noted that promotions were put in place by Sheriff Linehan for the end of the year but has been moved forward to meet the needs of the Sheriff's Office.

**III. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Al Brackett, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a former sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Al Brackett, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss sheriff's office personnel were Commissioner Barrows, Commissioner Pratt, Al Brackett, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal negotiations in corrections were Commissioner Barrows, Commissioner Pratt, Al Wright, Louise Turner, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for two nursing home employees were Commissioner Barrows, Commissioner Pratt, Steve Woods, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a candidate to a finance office position were Commissioner Barrows, Commissioner Pratt, Theresa Young, Kathy Nikitas, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

#### IV. New Business

##### **11:30 a.m. - Community Development Block Grant Public Hearings**

Present: Commissioner Barrows, Commissioner Pratt, Donna Lane, Community Development Block Grant Consultant; Daniel Gray, Coastal Economic Development Corporation; Richard White, Pease Development Authority; Kathy Nikitas, Finance Office.

- **Public Hearing: Application, \$500,000 – Coastal Economic Development Corporation**

Commissioner Barrows opened the public hearing and Donna Lane presented the following:

Community Development Block Grant funds are available to municipalities through the New Hampshire Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, public facility and housing projects and emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

This is a proposed implementation application to the Community Development Finance Authority for \$500,000 in Community Development Block Grant funds. The County will retain \$19,000 for administrative costs. The remaining \$481,000 will be subgranted to Coastal Economic Development Corporation (CEDC). CEDC will retain \$6,000 for servicing costs and combined the remaining \$475,000 with Economic Development Administration grant funds to establish a revolving loan fund to assist New Hampshire's fishing industry as it strives to meet new Federal fishing regulations. The project will allow for the retention of a minimum of 25 jobs, of which at least 60% of which are held by individuals from low to moderate-income households.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of Encourage regional economic development efforts to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for the County's residents. This funding request is \$500,000.

Commissioner Barrows asked the public for comments. There were no comments. Commissioner Barrows closed the public hearing.

- **Public Hearing: Housing and Community Development Plan**

Commissioner Barrows opened the public hearing and Donna Lane discussed the updated Housing and Community Development Plan. It was noted that this project conforms with the County's goal of Encourage regional economic development efforts to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for the County's residents.

Commissioner Barrows asked the public for comments. There were no comments. Commissioner Barrows closed the public hearing.

- **Public Hearing: Residential Antidisplacement and Relocation Assistance Plan**

Commissioner Barrows opened the public hearing and Donna Lane explained that although this project does not involve any displacement or relocation of persons (or businesses), if the County



were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Commissioner Barrows asked the public for comments. There were no comments.  
Commissioner Barrows closed the public hearing.

- **Public Hearing: Crossroads House Community Development Block Grant Progress Report**

Commissioner Barrows opened the public hearing and Donna Lane explained that the project is complete and will be closed out next.

Commissioner Barrows asked the public for comments. There were no comments.  
Commissioner Barrows closed the public hearing.

- **Public Hearing: Rye Air Field Senior Housing Community Development Block Grant Progress Report**

Commissioner Barrows opened the public hearing and Donna Lane noted that 22 units of senior housing project is in the bidding phase for construction.

Commissioner Barrows asked the public for comments. There were no comments.  
Commissioner Barrows closed the public hearing.

- **Application: Coastal Economic Development Corporation, \$500,000 for Economic Development**

Moved: Commissioner Pratt to approve the submission of a grant application to the New Hampshire Community Development Finance Authority in the amount of \$500,000 for an economic development project to be sub granted to Coastal Economic Development Corporation and authorize the Chair to sign all necessary documents as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Housing and Community Development Plan**

Moved: Commissioner Pratt to adopt the Housing and Community Development Plan as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Residential Antidisplacement and Relocation Assistance Plan**

Moved: Commissioner Pratt to adopt the Residential Antidisplacement and Relocation Assistance Plan as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Community Development Block Grant Financial Management Plan**

Moved: Commissioner Pratt to readopt the Community Development Block Grant Financial Management Plan as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Community Development Block Grant Conflict of Interest Statement**

Moved: Commissioner Pratt to readopt the Community Development Block Grant Conflict of Interest Statement as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Code of Ethics for Community Development Block Grant Administration**

Moved: Commissioner Pratt to readopt the Code of Ethics for Community Development Block Grant Administration as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Pratt to approve an exception request to Personnel Policy and Procedure Chapter 6-10 for a sheriff's office employee. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Pratt to approve an exception request for a former sheriff's office employee as recommended by Captain Brackett. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Pratt to approve an exception request to Personnel Policy and Procedure Chapter 8-4D for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Pratt to approve the use of the compensated absences fund for an assisted living employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Pratt moved to adjourn at 11:54 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: \_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**December 9, 2009 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair (via telephone)  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:20 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,512,877.39 for the period ending December 6, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 10:24 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**December 14, 2009 – 9:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Cathy Stacey, Register of Deeds
Commissioner Katharin K. Pratt, Vice Chair	Al Wright, Corrections Superintendent
Commissioner C. Donald Stritch, Clerk	Louise Turner, Corrections Office Manager
Theresa Young, Finance Director	Diane Gill, Human Services Director

**I. Call to Order**

Commissioner Pratt called the meeting to order at 9:00 a.m. and noted that Commissioner Barrows will be arriving shortly.

**II. Budget Work Sessions**

• **Register of Deeds**

The Commissioners reviewed the proposed budget from the Register of Deeds. Cathy Stacey noted a position elimination and that she had an operating decrease and a revenue decrease due to the current market. There was discussion of scanning projects for the finance office. Cathy Stacey noted she had completed the map scanning project for Engineering and Maintenance Services.

• **Corrections**

Al Wright explained a proposal to expand the video arraignment program to an additional two courts (Exeter and Candia courts). Al Wright asked the Board of Commissioners for their direction on this program noting its benefits. There was discussion of transportation reductions and results were unknown.

Commissioner Pratt inquired about the new programs and the new staff associated with the programs. Al Wright explained that day reporting would be housed in the Academy office and an additional staff member is necessary.

There was discussion of charging participants for these programs to enhance cost savings. Al Wright noted that the overall savings is a bed but other than that it is difficult to judge.

Commissioner Barrows arrived at 9:40 a.m.

Al Wright noted another new proposal for expanding electronic monitoring for indigent inmates due to medial situations. It was explained that the County would pay the daily rate for bracelets for the indigent inmates. Commissioner Barrows suggested funding with a minimal amount and requesting a transfer later if the program takes off.

Al Wright requested a vehicle replacement of one van. There was discussion of leasing versus purchasing. The vehicle to be replaced as discussed and agreed that the County would keep the vehicle for other uses.

Dues were discussed and the need for staff attending conferences for training. Alternatives were highlighted versus the cost. Commissioner Pratt expressed concern with the number of attendees to conferences as the Commissioners asked departments to make overall reductions. Commissioner Barrows again highlighted her plan of general government for global conference and training line item for enhanced management. Commissioner Pratt suggested that further budget details be submitted for management of conference and training submissions. It was agreed to reduce the conference and training line to reflect only one person attending the association conference.

There was discussion of the county paying for training for the Chaplain. It was agreed that the Chaplain is a contractor and trainings should not be paid by the county.

Commissioner Barrows inquired about further conference and training expenses. Commissioner Barrows expressed concern that continuing education is paid for by Corrections and the nursing home does not pay for registrations. Commissioner Pratt was told that it is standard practice that nursing staff pay their own license fees. Al Wright explained one employee holds 2 licenses and that it has always been done. Commissioner Pratt requested a printout of what is spent on each employee and report back. There was discussion of teacher accreditation and whether it is required.

Al Wright noted that meal cost increased for 2010. Theresa Young explained the allocation process and offered further assistance if needed. Commissioner Barrows was concerned with a \$100,000 increase. Theresa Young noted transfers are completed annually for meals however adjustments could be made in April during the audit process.

- **Human Services**

Diane Gill presented the proposed 2010 Human Services Budget noting estimates in calculations. There was discussion of intermediate nursing care and the estimation based on the hold harmless of the current year and the statutory cap over three years. Rate reductions were discussed and the recent news of a 7% rate reduction was not reflected in this submission. Diane Gill analyzed utilization of nursing home and home and community based care (HCBC) and there is more nursing home based care than expected.

There was discussion of American Recovery and Reinvestment Act (ARRA) funds and the offset procedure and Theresa Young noted that the funds should reflect temporary abatements to ensure it is recorded as clearly as possible. Recoveries were explained and that a portion is used and reflected in the temporary abatement and some is revenue due to lack of information submitted.

The 6% incentive fund program was discussed and Diane Gill highlighted the law that was changed.

Commissioner Pratt inquired about continuing education and the cost. Diane Gill noted she receives her training free from Primex. Diane Gill suggested that the New Hampshire Association of Counties compile a master training list for all counties. Commissioner Pratt suggested looking at these events and research alternatives.

Commissioner Barrows noted concern with departments bringing 'line' staff to Commissioners meetings. Commissioner Barrows asked that if a director brings staff to register with the Commissioners Office and note the representation item.

Commissioner Barrows questioned the staffing and Diane Gill noted a position would be reduced in half if 6% incentive funds are gone. Commissioner Barrows noted that diversion and expenses are hard to quantify.

- **Treasurer**

Theresa Young presented the Treasurer's proposed budget due to postage supplies and postage mailings for payments. There was discussion of postage expenses and reducing the telephone line to offset a portion of the increase.

- **Finance**

Theresa Young presented the Finance Office proposed budget noting the new time and attendance software is under negotiations for the price and payments.

Commissioner Barrows inquired about the conference and training line for 2010. Theresa Young explained that two pieces remain for Munis training. Commissioner Barrows asked for a further breakdown of conference and training submissions. There was discussion of alternatives and reductions. Theresa Young explained the need of governmental accounting updates and training has not happened for two years.

Theresa Young explained that data conversion was reduced to assist in savings. Further, Theresa Young noted that Cathy Stacey will be assisting with some conversion and that other older records need to be reviewed and taken care of.


Commissioner Pratt inquired about the New Hampshire Association of Counties event. Theresa Young said that she is not seeking funds for the annual association conference in 2010.

Commissioner Barrows asked fellow Commissioners regarding a cost of living increase. Commissioner Barrows highlighted a proposal for cost of living for employees making a certain dollar amount. There was a discussion of utilizing the services of Don Tyler regarding a threshold for cost of living requirements.

### **III. Adjournment**

Commissioner Pratt moved to adjourn at 12:15 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**December 15, 2009 – 9:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Steve Woods, Long Term Care Director  
Janice Demers, LTC Fiscal Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:00 a.m.

**II. Budget Work Sessions**

• **Long Term Care Services**

Steve Woods presented the proposed 2010 budget noting revenue changes with rehabilitation services. Steve Woods explained that the current therapy services need expansion for further revenues and to accommodate the skilled care residents. Outsourcing skilled rehabilitation services in conjunction with the current therapy team was discussed. Commissioner Pratt expressed concern with physical therapy levels. There was discussion of base line services and enhanced services for healing. Steve Woods explained that it would be a beginning point with more services in the future.

Steve Woods highlighted the changes in each department such as a new washer in the laundry department to a new buffer in environmental services. The replacement of “Car 9” was discussed and it was agreed to report back with a cost benefit analysis.

Commissioner Barrows expressed concern with the conference and training line. Steve Woods explained that a reduction was not proposed due to Point Click Care Software training. It was agreed to reduce the fund to \$5,000.

There was discussion of revenues and expenses in the Adult Medical Day Care program. The services to the clients were discussed versus closing the program. Commissioner Barrows said it is a very important program for the people currently in the program. Commissioner Barrows said it is an essential part of the services the county offers. Commissioner Pratt said that the program loses \$200,000 and there are other programs out there to offer the same. Theresa Young noted that the numbers do not include maintenance and vehicle costs. Commissioner Pratt said she would like to see that money moved towards something new. Commissioner Barrows feels that is a valuable service.

The ProShare payments were discussed and a discrepancy of \$200,000 between Long Term Care Services figures and the Finance Office needs to be addressed.

- **Engineering and Maintenance Services & Information Technology**

Jude Gates explained that new software is needed for reporting and work order management. Fuel and electricity were discussed and it was explained that electric costs increased and fuel was down. There was an increase in vehicle leases as the vehicle replacement program was discontinued last year but needs to be reinstated.

Commissioner Pratt suggested another review of the budget amounts spent in 2009 versus the 2010 request for further analysis.

Commissioner Barrows reviewed the county training line and noted the lack of money spent in 2009. Commissioner Pratt asked what the analysis is for the 2010 budget. Commissioner Barrows recommended a reduction to \$3,000 with a report back on the plan.

Commissioner Barrows inquired about utility costs for buildings not used. Jude Gates reported that all buildings have night setback for energy conservation. Commissioner Pratt suggested card access to manage building access. There was discussion of this for security and analysis. The costs were reviewed of this additional technology. Other ideas were discussed for further cost savings.

Commissioner Barrows also inquired about the high utility costs at the UNH Cooperative Extension building. There was discussion of the older building and the barriers due to systems in the basement. Commissioner Barrows suggested moving the Delegation offices to the Academy building and then rent the building.

- **Projects**

Under projects, Jude Gates noted new projects such as HVAC systems in the nursing home and the corrections building. The replacement of the grounds building was discussed with alternative buildings suggested. The steel shed in the rear of the nursing home was discussed as available space.

Commissioner Pratt reviewed projects and asked what could be deferred an additional year as the increased request is large. Commissioner Pratt inquired about the capital fund health. Theresa Young noted that the capital fund should consider the touch screen project as the project needs approval with funding for 2011. Jude Gates and Theresa Young discussed the current budget, what is available for usage, what needs to be done, the costs for 2010 and 2011, the final project could cost \$215,000, and be completed by 2011. It was agreed that the capital project cost listing should be increased by \$100,000 for the nursing home touch screen project.

Theresa Young suggested funding the capital fund by \$500,000 to increase the reserves. The biomass project funding was discussed with county funds to alleviate borrowing through bonding. Theresa Young noted that it is cost effective to do a Tax Anticipation Note versus a Bond. Theresa Young recommended adding the Biomass Project it to the list without a dollar amount associated with the project.

Commissioner Pratt requested Jude Gates to review the 5 year capital projects plan and report back. Commissioner Pratt expressed concern with the decreasing balance in the capital fund due to the trend with current spending.



### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal updates. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 12:52 p.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**December 16, 2009 – 9:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Wayne Gates, Lead Technician  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director

Steve Woods, Long Term Care Director  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Captain Al Brackett, Deputy Sheriff  
Cathy Stacey, Register of Deeds  
Claudia Blasco, UNH Coop. Extension  
Cindy Castrigno, CA Office Manager  
Diane Gill, Human Services Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:14 a.m. asked Commissioner Pratt to Chair to meeting.

**II. Commissioners non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss a legal filing. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Tammy Denver, Elizabeth Bailey, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

• **Non Public Session Minutes**

Moved: Commissioner Stritch to seal the non public minutes of the December 16, 2009 Board of Commissioners meeting pursuant to 91A:3 III. Commissioner Barrows seconded the motion, voted all in favor.

**III. Reports:**

• **Wayne Gates Appreciation**

Commissioner Barrows read a letter acknowledging appreciation of Wayne Gates for his assistance.

**RFP Awards**

• **Mobile Food Cabinet, Corrections**

Moved: Commissioner Stritch to award the mobile food cabinet proposal to Northeast Food Service Equipment for \$16,473 as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

• **Convection Oven, Long Term Care Services**

Moved: Commissioner Stritch to award the convection oven proposal to Alternative Sales Corporation for \$28,746.20 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Nurses Station, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the replacement nurses station proposal to Advanced Custom Cabinets for \$19,044 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Occupational Health Services**

Moved: Commissioner Stritch to award the occupational health services proposal to Concentra Occupational Health Services for \$107,025 from December 1, 2009 to November 30, 2010 and authorize the Chair to sign all necessary documents as recommended by the Workers Compensation Coordinator. Commissioner Barrows seconded the motion, voted all in favor.

### **RFP Openings**

- **Skilled Rehabilitation Services, Long Term Care Services**

Commissioner Stritch opened proposals received from People First Rehabilitation, Azgis Therapies, Landmark Health Solutions, Synertex Rehabilitation, Therapy Resources Management, Sundance Rehabilitation, and Genesis Healthcare.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Condensate Return Unit, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from The Granite Group, Northeast Mechanical Corporation, and FW Webb Company.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Audit Services for Financial Statements and Cost Reports 2009-2011, Finance**

Commissioner Stritch opened proposals received from Graham and Graham PC, Ron Beaulieu PC, Robbin Grill CPA, and Melason Heath Company.

Moved: Commissioner Stritch to authorize the Finance Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 9387, 9507, payroll warrants 1203st, 1210st, line item transfers for county attorney, and accounts payable warrants T91047, T91048, T91118, T91176-T91178, T91244-T91300. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: December 2, 2009 and December 9, 2009**

Moved: Commissioner Stritch to approve the minutes of the December 2, 2009 and December 9, 2009 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Cancellation of Attendance Bonus Policy Approval**

Moved: Commissioner Stritch to cancel the attendance bonus policy for all employees effective for the period beginning January 1, 2010. Commissioner Barrows seconded the motion, voted all in favor.

**Corrections – Albert J. Wright, Superintendent**

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended by the Corrections Superintendent surplus and to be disposed of by Engineering and Maintenance Services. Commissioner Barrows seconded the motion, voted all in favor.

**County Attorney – James M. Reams**

• **Copier RFP Award Amendment**

Moved: Commissioner Stritch to amend a vote taken at the November 18, 2009 Board of Commissioners meeting to purchase a copier from Ikon Office Solutions for a Ricoh MP6001 Copier in the amount of \$8,767.00 as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

**Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT**

• **State of New Hampshire Reimbursement from 2008 Winter Storm**

Moved: Commissioner Stritch to authorize the Chair to sign a reimbursement form to the State of New Hampshire relative to the 2008 winter storm as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

• **Health Plans Incorporated Run-out Approval**

Moved: Commissioner Stritch to approve current health insurance administration vendor Health Plans Incorporated to handle the run-out administration of 2009 health insurance claims until completed in 2010, an eight-month run-out period, as recommended by the Finance and Human Resources Directors. Commissioner Barrows seconded the motion, voted all in favor.

• **Primex Resolution Approval**

Moved: Commissioner Stritch to approve the Primex Health Discount Program Resolution and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

**Human Services – Diane D. Gill, Director**

• **Letter from Attorney General re: County Obligations**

Diane Gill explained her discussions with the Assistant Attorney General and he agreed to hold filing with the court and has authority to negotiate. Diane Gill noted she reviewed the cases and would like ones excluded without court orders. Commissioner Barrows said she is not in favor of paying the total amount. Commissioner Pratt said she disagrees with paying a bill that is not fully justified. There was discussion of the lack of cooperation in providing a bill without details. Commissioner Pratt and Commissioner Barrows agreed not to pay the demand letter without proper support from the New Hampshire Department of Health and Human Services for the amounts allegedly due.

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare Minolta Copier 1080 surplus and to be disposed of by Engineering and Maintenance Services as recommended by the Human Services Director. Commissioner Barrows seconded the motion, voted all in favor.

**Information Technology/Telecommunications – Frank L. Stoughton, Manager**

• **Bid Waiver: Honeywell, \$16,002**

Moved: Commissioner Stritch to authorize a bid waiver to Honeywell in the amount of \$16,002 for software upgrades to the Honeywell main program as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion.

Commissioner Pratt inquired about the software. Frank Stoughton explained the need for this update for security and enhanced management.

Motion passed all in favor.

**Long Term Care Services – Steven E. Woods, Director**

- **New Hampshire Department of Health Nursing Home Rate Reduction Update**

Steve Woods announced rate cuts by the New Hampshire Department of Health and Human Services to all facilities throughout the state.

- **2010 Nursing Per Diem Rate Approval**

Moved: Commissioner Stritch to approve the 2010 Nursing Per Diem Rates as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **2010 Affirmation of Essential Personnel**

Moved: Commissioner Stritch to approve the 2010 affirmation of essential personnel as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **2010 Administrative Per Diem Rate Approval**

Moved: Commissioner Stritch to approve the 2010 Administrative Per Diem Rates as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **2010 Licensed Nursing Assistant Graduation Pay Policy Approval**

Moved: Commissioner Stritch to approve the 2010 Licensed Nursing Assistant Graduation Pay Policy as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Donation Approval**

Moved: Commissioner Stritch to accept a donation from the Plourde family in the amount of \$450 with \$200 for a staff luncheon and \$250 towards the Residents Fund as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

**Register of Deeds – Cathy Ann Stacey**

- **Bid Waiver: Connor and Connor, \$60,000**

Moved: Commissioner Stritch to authorize a bid waiver to Connor and Connor for \$60,000 as recommended by the Register of Deeds. Commissioner Barrows seconded the motion, voted all in favor.

**IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Alison Kivikoski, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver request to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a human resources employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a long term care services employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for candidate to a long term care services position as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to amend a vote taken at the December 2, 2009 Board of Commissioners meeting to approve the use of the compensated absences fund for all applicable time for a long term care services employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to approved payroll practice for a Sheriff's Office employee as recommended by the Captain. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a human resources employee as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Finance**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for candidate to a finance office position as recommended by the Finance Director. Commissioner Barrows seconded the motion. Motion passed 2-1.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 1:16 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**December 23, 2009 – 11:00 a.m.**

*Present:*

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Pratt called the meeting to order at 11:02 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,288,549.09 for the period ending December 20, 2009. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:04 a.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**December 28, 2009 – 9:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Captain Al Brackett, Deputy Sheriff
Commissioner Katharin K. Pratt, Vice Chair	Christine Croto, Sheriff Office Supervisor
Commissioner C. Donald Stritch, Clerk	Don Tyler, Consultant
James Reams, County Attorney	Martha Roy, Human Resources Director
Theresa Young, Finance Director	Julie Hoyt, Senior HR Generalist

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:10 a.m.

**II. Budget Work Sessions**

• **County Attorney**

Commissioner Barrows expressed concern with dues paid to some departments and not others. Commissioner Barrows reviewed the office supplies line and Jim Reams explained this was reduced but will be used. There was review of lines that were increased, decreased, and what was actually spent year to date.

There was discussion of using grant funds for training in 2010. Jim Reams explained he restricted out of state travel per the request of the Commissioners. Theresa Young explained the protocol for the use of the funds and budgeting per the grant guidelines.

The expense of prosecution was reviewed and noted that the court backlog equals less expense.

Conference and training expenses were reviewed and reduced in accordance with the county wide initiative.

There was discussion of reduced autopsy expenses and increased cost in funeral home transports.

Jim Reams noted his request for an additional position for an Assistant County Attorney for a new drug court. Jim Reams explained that grant funding pays for treatments and not personnel costs. Strafford County Drug Court was highlighted noting the setup and processing.

• **Sheriff**

Commissioner Barrows thanked Captain Brackett for the proposed budget however requested more than a 2% operational decrease. Commissioner Barrows expressed concern with dues paid to some departments and not others. Captain Brackett noted dues are for association expenses that include publications and in some cases support.

Evaluation expenses were reviewed and Captain Brackett noted the increase is due to turnover for 2010. Commissioner Barrows suggested level funding and working with the Finance Office if expenses will go over.

Commissioner Barrows explained the conference and training initiative and asked for details on the request. Captain Brackett noted the requests are for supervisory training, SWAT training, and other trainings not covered by the Police Standards and Training Council. Commissioner Barrows requested a decrease in the budget line. Captain Brackett noted he would report back as he needs to review the training expenses in 2010.

The service contract line was reviewed and Captain Brackett noted that the majority of the expense is for computer and software service and support.

Commissioner Barrows questioned the vehicles to be purchased in 2010. Captain Brackett noted that 38 vehicles are used daily and highlighted the marked, unmarked, vans, and special vehicles including mileage. Discussion ensued regarding the use of vehicles and the changes needed for 2010. Commissioner Barrows said that the overall prevue of the department should be reviewed and status quo cannot continue.

Commissioner Stritch questioned the benefit of video arraignment. Captain Brackett explained that video arraignment is for a one time usage per inmate but does not equate to reductions. There was discussion about the overall benefit.

Commissioner Pratt inquired about the increases to dispatcher rates. Christine Croto noted that there have not been any increases since 2006 to per diem rates for on-call dispatchers. Increases to reserve deputies and outside details were reviewed.

Vehicle maintenance expense was reviewed and management of vehicle issues was discussed. Captain Brackett noted concern if budgeting is done by maintenance that he is not able to control and map the expenses.

Commissioner Barrows noted she is not in favor of five vehicles to be purchased and recommends two vehicles. Commissioner Pratt concurred with Commissioner Barrows.

Theresa Young questioned the revenues submitted to determine if it was a conservative or aggressive estimate.

- **Pay and Classification Consultant**

Don Tyler presented and distributed the annual market analysis noting major changes to the market and economic trends. There was discussion of the annual salary survey data analysis noting the small sample shows most positions are very competitive. Don Tyler recommends no structure changes however noted one position highly below market. Commissioner Barrows presented a proposal to Don Tyler about cancelling a step increase to any employee making over \$50,000 annually. Don Tyler noted that other facilities are doing this but cannot comment on the legality of it. Don Tyler recommended obtaining a legal opinion to ensure it is a legal process. Commissioner Pratt inquired about the other added items such as shift differential. Commissioner Barrows noted she would consider the cut off on base pay only. Commissioner Pratt suggested an amendment to Commissioner Barrows proposal and making increases based on Don Tyler's survey. Commissioner Pratt made an example that any employee earning under 90% of the market would receive an increase and those over would not receive an increase.

Discussion ensued about past reports and the reconstruction of the pay plans over the years.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss personnel requests. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Consultant Don Tyler.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Human Resources**

Commissioner Barrows reviewed the department proposal noting increases, decreases, and amount used in 2009. Commissioner Barrows inquired about the county training line. Martha Roy noted it is countywide training when professionals are called in to conduct trainings. Commissioner Pratt inquired about the conference and training submission. Commissioner Barrows explained that in 2009 the conference and training line was reduced by \$5,000. Commissioner Pratt expressed concern with paying credentials for senior level staff. Commissioner Pratt requested a report of staff training needed of all human resources staff in order to bring them up to the professional standard. Commissioner Barrows requested a detailed report of county training and conference and training submissions. Commissioner Pratt requested an analysis of trainings that could be provided free of charge.

Commissioner Barrows inquired about the increase in per diem staffing. Martha Roy noted the increase would be due to nursing home employee files, which will take an additional 420 for active employees. Martha Roy explained that assistance will be needed for open enrollment in October through December. Commissioner Pratt questioned how open enrollment is different. Martha Roy explained that the office is administrating 12 plans. Commissioner Pratt questioned what per diem staff would be doing in 2010. Martha Roy explained that the first month per diem staff will be helping with a staff member absent and then working on the nursing home active employees' files. Commissioner Pratt inquired about staff funding if hours are paid through the compensated absences fund and recommended the Human Resources Director work with the Finance Director to adjust accordingly. Theresa Young noted she would look at the numbers when doing payroll projections to make sure it is not underfunded.

Commissioner Pratt requested that the Finance Director take the last two years of salary survey data of market average for all employees to see who falls under 90% with no increases over 90%. Commissioner Pratt asked that the report depict base salary and by W2 reporting total.

### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:41 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:

  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**December 30, 2009 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent

Steve Woods, Long Term Care Director  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Captain Al Brackett, Deputy Sheriff  
Diane Gill, Human Services Director  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:10 a.m.

**II. Reports:**

**RFP Award**

• **Condensate Return Unit, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the condensate return unit proposal to Northeast Mechanical for \$7,621.64 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers for Sheriff, Long Term Care, Engineering and Maintenance Services, general ledger entries 9387, 9507, payroll warrants 1203st, 1210st, and accounts payable warrants T91047, T91048, T91118, T91176-T91178, T91244-T91300. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the December 14, 15, 16, and 23, 2009 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submitted.

**Corrections – Albert J. Wright, Superintendent**

• **Sergeants and Corporals Hours of Work and Overtime Policy Approval**

Moved: Commissioner Stritch to affirm the 2010 Sergeants and Corporals Hours of Work and Overtime Policy as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Al Wright requested a work session to discuss overnight housing of inmates. Al Wright followed up on his discussion with Judge Nadeau. Captain Brackett explained court orders stating an overnight hold. Commissioner Barrows said that many people need to get involved for the overall safety of correctional officers, deputies, and the fellow inmates.

**Finance – Theresa M. Young, Director**

• **Fund Elimination**

Moved: Commissioner Stritch to eliminate the Unemployment Fund as an Internal Services Fund as of December 31, 2009 in accordance with GASB-34 with fund equity to be transferred to the

General Fund by residual equity transfer (estimated at \$42,025.80) as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked how this impacts other funds. Theresa Young noted that payments will be made through the General Fund.

Motion passed all in favor.

- **Equity Fund Transfer**

Moved: Commissioner Stritch to eliminate the majority of the Health Fund as an Internal Services Fund as of December 31, 2009 in accordance with GASB-34 with fund equity to be transferred to the General Fund by residual equity transfer (estimated at \$2,000,000). Further, the only portion of Health Fund remaining after December 31, 2009 will represent the run out claims through Health Plans Incorporated (estimated to be \$1,000,000) as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Write Off Approval**

Moved: Commissioner Stritch to approve general fund receivable write offs totaling \$166,998.08 from the nursing home and \$3,723.32 from the sheriff's office as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for an explanation of the write off. Theresa Young explained that write offs are for Medicaid, Medicare, and telephone expenses uncollected with all collection efforts exhausted.

Motion passed all in favor.

Theresa Young requested the Commissioners to schedule interviews with the three auditors that submitted proposals.

Theresa Young noted that year end wrap up is in process. Commissioner Barrows requested conference and training reports for 2009 and 2010 along with reductions. Commissioner Pratt asked for further budget details and backup from the Sheriff's Office.

#### **Long Term Care Services – Steven E. Woods, Director**

- **Lien on Real Property Approval**

Moved: Commissioner Stritch to place a lien on real property pursuant to New Hampshire RSA 166:20 for monies owed to Rockingham County. Commissioner Pratt seconded the motion, voted all in favor.

- **Billing update**

Steve Woods reported that billing has been streamlined and the central business office will be managing the billing for assisted living.

#### **Sheriff – Captain Al Brackett, Deputy Sheriff**

- **Bid Waiver: Konica Minolta Business Solutions, \$16,344**

Al Brackett explained the history of this matter from previous meetings and noted that the sheriff's office signed and lease and should not have and will not happen again. Al Brackett noted that the pricing was competitive.

Moved: Commissioner Stritch to authorize a bid waiver to Konica Minolta Business Solutions for two copiers at a 36 month lease for \$454 monthly and authorize the Chair to sign all

necessary documents as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss union negotiations in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for 2010 open enrollment were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver request to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve the use of the compensated absences fund in the sheriff's office as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a nursing home position as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver for an applicant to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Open Enrollment Exceptions**

Moved: Commissioner Stritch to allow open enrollment exceptions as proposed except Flexible Spending Accounts and Life Insurance Applications. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 1:16 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner