



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 4, 2010 – 10:30 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Claudia Blasco, UNH Cooperative Ext.

I. Call to Order

Commissioner Pratt called the meeting to order at 10:32 a.m.

II. Budget Work Sessions

• **UNH Cooperative Extension**

Commissioner Stritch inquired about the communications expense. Claudia Blasco said that \$7,500 of the expense is for video conferencing through the university. Commissioner Pratt asked about the usage versus newer technology. Claudia Blasco said it not has been used as frequently as hoped and is making a marketing effort to increase its usage to other departments. Claudia Blasco said that it does minimize travel to other events. Claudia Blasco requested another year of the service to investigate other alternatives. Commissioner Pratt suggested funding the current video conferencing for only 6 months. Claudia Blasco said she would meet with the university information technology office and report back. Discussions ensued regarding the use of webcams and live streaming hosting as done by Chris Maxwell for wellness education sessions.

Commissioner Stritch inquired about other communication expenses. Claudia Blasco noted that telephone expenses are for all educators and one cellular telephone.

There was discussion of office supplies and the reduction of paper usage.

Claudia Blasco said that the advisory council requested reconsideration with increased conference and training for state of the art training. Claudia Blasco stated that staff has foregone trainings this year due to the cut for conference and training. Claudia Blasco also requested future reconsideration of the out of state travel restriction as many conferences are regional.

• **General Government**

Theresa Young noted the decreases and increases in the general government budget noting that reduced fund balance causes borrowing to occur earlier with additional interest costs. Further, the reduction in revenues from the Registry of Deeds affects cash flow and also impacts the borrowing.

Commissioner Pratt noted she discussed the draft wellness budget with Kate Magrath and suggested an overall budget of \$35,000.

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 filing. Commissioner Pratt seconded the motion, voted all in favor. Those present were 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 Stritch, motion passed all in favor.

- **Commissioners**

Chris Maxwell presented the proposed Commissioners office budget noting budget changes. The Commissioners reviewed the amount expended in each line along with the justification of the 2010 request. The Commissioners made no changes to the proposal.

- **Open List Items**

There was discussion of the open list and the Commissioners reviewed the concept of a sweep. The Commissioners requested draft footnotes from the departments for review. Theresa Young noted the fund balance and the need to analyze expenses in capital projects and salary increases to control the reductions in the fund balance.

Theresa Young noted an analysis summary completed by Kathy Nikitas regarding 2007 to 2009 conference and training expenses countywide. There was discussion of items no included in the analysis such as training uses through the drug forfeiture fund. Based on the usage of County Attorney training expenses the Commissioners suggesting reducing the line to \$15,000. Theresa Young will review the expenses over the last three years from the drug forfeiture fund.

The salary summary was reviewed noting items not voted by the Commissioners. The health savings account expense was noted and will be in the department budget. The health insurance plans were discussed noting the county costs. The HSA option with the retirees was noted along with the new costs associated with the HSA. Theresa Young presented the dental increases explaining the dental fund is absorbing the increases versus the general fund.

The workers compensation fund was explained and that the fund incurs more expense than funded. Theresa Young suggested an increase in the funding amount to ensure the balance is not too low per the recommendation of the actuary study. The Commissioners concurred to the funding recommendation of the Finance Director for the workers compensated fund.

The internal services fund was explained as being closed and the per position cost increased as it is not a self insured separate fund. Commissioner Pratt suggested adding footnotes to the salary summary sheet for further explanation of changes such as the closure of a fund.

The cost shifting from the state to the employer for retirement system costs was discussed. The total spent in 2009 to the retirement system was calculated and added to the salary summary for reference.

The tuition reimbursement program expense was reviewed and discussion ensued regarding the funding amount.

Theresa Young asked that compensated absences fund analysis be deferred until tomorrow to complete the analysis. Commissioner Pratt inquired if another discussion is needed to address the self insured versus fully insured short term disability plan. Theresa Young noted that the fully insured plan causes an increase of over \$35,000.

IV. Adjournment

Commissioner Stritch moved to adjourn at 1:38 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 5, 2010 – 10:30 a.m.

Present:

Commissioner Maureen Barrows, Chair	Al Wright, Corrections Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Louise Turner, Corrections Office Manager
Commissioner C. Donald Stritch, Clerk	Captain Al Brackett, Deputy Sheriff
Martha Roy, Human Resources Director	Lieutenant Jim Lussier, Deputy Sheriff
Steve Woods, Long Term Care Director	Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:35 a.m.

II. Budget Work Sessions

• **Report Back on Commissioners Requests**

○ **Human Resources**

Martha Roy reported back to the Commissioners with a breakdown on conference and training requests and per diem hours. Commissioner Pratt said a larger conversation needs to be started on document management. Martha Roy said the personnel files will be managed by per diem staff from the nursing home earlier in the year. Commissioner Barrows inquired about the countywide training line. Martha Roy said that countywide training is for new laws and supervisor trainings. Commissioner Pratt inquired about prioritizing the training since there are more training requests than in the requested budget. Martha Roy said the total training cost is \$4,065 and \$3,000 is the budget request.

There was discussion of operations in Human Resources by staff and per diem assistance.

○ **Long Term Care Services**

Steve Woods followed up on costs per meal costs and discussion ensued in the budgeting between jail and food services. Theresa Young noted the need for a transfer for food expenses and that a higher budgeted amount is needed to reflect actual costs. Theresa Young is recommending over \$700,000 reflecting costs and asked that Steve Woods and Al Wright report back.

Steve Woods reported back on adult day care charges, overtime policy, funding the assistant director position, and skilled care revenue strategies.

Commissioner Barrows requested a conference and training breakdown. Theresa Young noted that a summary was provided but a detailed report should be ready and available tomorrow.

Commissioner Pratt requested a meeting with the auditors and county staff to discuss the 2009 cost report after it is completed. Further, she requested a comparison to other counties to have an analysis and strategy for future years.

○ **Corrections**

Al Wright followed up on the proposed Day Reporting Program. Al Wright noted that the program would assist in moving inmates out of the building for non violent offenders that fit within the statute. Al Wright noted that it is similar to a work release program however they would check in daily. Al Wright explained the building used by the academy program is needed as this would be less traffic through the jail facility.

There was discussion of alternatives to an additional position. Commissioner Barrows inquired about the services of Dawn Barnes of Human Services. Commissioner Barrows inquired if Day Reporting or Star Program is more valuable. Al Wright said that the Day Reporting Program is most important as it keeps people out of the jail. There was discussion of the differences between the proposed new program and the Academy Program and Probation. Al Wright explained the lack of probation assistance. Commissioner Barrows inquired if the county should be taking over the probation business. Al Wright said if the county does not do this then there are more people housed in the building. Commissioner Barrows expressed concern of taking over another state function.

There was discussion of the new position and if it needs to be an officer. Commissioner Barrows suggested a half position with services from Dawn Barnes. Commissioner Barrows suggested that the former academy offices may not be available. Commissioner Barrows requested that the Superintendent meet with Diane Gill and Dawn Barnes to work on this proposed program. Commissioner Pratt and Commissioner Stritch concurred with a Human Services meeting. Al Wright asked about the use of the building. Commissioner Barrows said since the program is not approved then the use of the building is not necessary.

Al Wright followed up on the law library issue and is unable to obtain indemnification from the vendor as the Commissioners requested. There was discussion of court cases and the use of the law library. The Commissioners concurred to the expense using the inmate funds.

Commissioner Pratt inquired about the 2010 conference and training requests. Louise Turner said that the majority of the 2009 expenses are the same as 2010. Commissioner Pratt requested a detailed analysis for further information. Commissioner Barrows requested a \$2,000 budget submission for conference and trainings in 2010.

Al Wright noted that the drug court is producing documentation noting support and approval by the Rockingham County Commissioners. Commissioner Barrows said no formal approval was given. Al Wright said the program would require three additional positions that cannot be court employees. There was discussion about the program and the unknown budgetary impacts. Commissioner Barrows and Commissioner Pratt said that the county will not provide funds to support the drug court program.

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 in the sheriff's office. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, Jim Lussier, 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.

- **Report Back on Commissioners Requests**

- **Sheriff**

Al Brackett reported back on vehicles and equipment details. Al Brackett noted that complete budget details have now been submitted to justify the budget request. There was discussion of the training submissions.

There was discussion of the vehicle equipment. Al Brackett explained the usage, vehicles to be declared surplus, and replacement of the proposed new vehicles. Al Brackett explained the transport time increases along with additional part time deputy assistance. Commissioner Barrows expressed concern with the number of vehicles and the need for taking vehicles home. Al Brackett said that having a vehicle with the equipment in it from home to the scene is most effective. Al Brackett noted that deputies are different than local police because of large geographical areas and resemble state police troop operations. Commissioner Barrows requested to surplus vehicles and then discuss reducing the new vehicle requests. Al Brackett noted he supports the five vehicle requests however he will review the equipment and report back.

- **Christmas Eve Pay at Courthouse**

Theresa Young reported that courthouse staff was off on December 24th and that the Register of Deeds will have staff use time however the County Attorney has concern with charging employees.

- **Open List Items**

Theresa Young reported that the actual expense of the County Attorney for conferences and trainings was analyzed. Commissioner Barrows suggested reducing the line from \$20,000 to \$13,000. Commissioner Pratt expressed concern with a lack of detailed information to justify the budget request.

Theresa Young noted that a revised capital project listing was submitted but does not include the biomass project. Commissioner Pratt asked about the split funding over multiple years. Theresa Young said that Jude Gates is working on the multiple year split and anticipates completion tomorrow.

Theresa Young said that footnotes are coming in and will be compiled to one document for Commissioner review.

Theresa Young noted that vehicle leasing in the Sheriff's Office should be discussed in the future. There was discussion of the advantages of leasing versus owning.

IV. Commissioners Non-Public Session

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

V. Adjournment

Commissioner Stritch moved to adjourn at 2:07 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 6, 2010 – 11:00 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 11:14 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve payroll expense of \$1,331,395.88 for the period ending January 3, 2010. Further, to approve exceptions to Personnel Policy and Procedure Chapter 8-2 D.3 for four county attorney employees. Commissioner Pratt seconded the motion, voted all in favor.

III. Old Business

• **Open List Items for 2010 Budget Submission**

Theresa Young reported that sheriff's office vehicle maintenance is currently in the sheriff's budget but should be in the maintenance budget such as electricity expenses. Commissioner Pratt inquired about work order management. Theresa Young said that work orders are reviewed and approved. The Commissioners agreed to move vehicle maintenance to the Engineering and Maintenance Services budget.

Commissioner Barrows reviewed the computer equipment budget line and the justification submitted by Captain Brackett. Theresa Young suggested operating leases for new desktop computers. The Commissioners concurred to leasing the computers. Theresa Young noted that since the Commissioners have only agreed to 2 vehicles that new cruiser equipment will be reduced by 3/5ths.

Commissioner Pratt suggested reducing the number of new computer replacements in the Information Technology department.

Theresa Young followed up on a previous request to review the payroll for employees that fall below 90% of market. It was noted that only 3 employees fit that criteria. The Commissioners concurred to follow the step plan. The Commissioners agreed to stop steps for employees at Grade 37 or higher and Grade 62 or higher.

The Commissioners discussed the day reporting additional position request and decided to use existing staff for this program. Commissioner Pratt said this is a positive beginning to make a track record and history.

The Commissioners requested that Jude Gates pick only one of the two vehicles requested.

There was discussion of the auditor interviews and cost reporting.

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 12, 2010 – 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
Al Wright, Corrections Superintendent
Frank Stoughton, IT Manager

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Captain Al Brackett, Deputy Sheriff
James Reams, County Attorney
Gloria Baillargeon, Payroll Administrator
Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:06 a.m.

II. Reports:

RFP Award: Skilled Rehabilitation Services, Long Term Care Services

Moved: Commissioner Stritch to award the skilled rehabilitation services proposal to Genesis Rehabilitation Services from March 1, 2010 to February 28, 2012 with rates as outlined 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.

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 and Registry of Deeds, 2010 annual authorization letters for Delta Dental Claim Payments, Workers Compensation Payments, Criminal Records Check Payments, payroll warrants 1228st, 0107st, general ledger entries 9534-9543, and accounts payable warrants T100021-T100042, T91292, T91293, T91368-T91392. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception request to the conference and training directive for a county attorney employee to attend an out of state seminar as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Barrows inquired about the location of the conference. Jim Reams explained the training is in Tennessee and essential for drug training for prosecutors. Jim Reams noted there is no trainings closer.

Motion passed 2-1.

Corrections – Albert J. Wright, Superintendent

Al Wright explained that he met with the Rockingham County Human Services Department about a plan to utilize their expertise towards a proposed Day Program. Commissioner Barrows noted concern from Steve Woods about day reporting program being located close to the assisted living facility. Commissioner Barrows recommended switching buildings with the Delegation building. Commissioner Pratt suggested switching buildings with Meals on Wheels or Conservation District. Commissioner Barrows suggested Conservation District as they have less

staff. There was discussion of utility costs and the associated costs with the move. Commissioner Barrows said she would discuss the proposal to the Delegation Officers.

Finance – Theresa M. Young, Director

• **RFP Award Amendment – Time and Attendance System**

Theresa Young explained the change between Kronos and Work Force Software. Commissioner Barrows asked about the Sheriff's Office starting the time and attendance program. Theresa Young said that Kathy Nikitas and Al Brackett will be meeting next week to get that in order. Gloria Baillargeon explained the benefits of Work Force Software and recommends the new software based on features and pricing.

Moved: Commissioner Stritch to vacate a vote taken at the December 2, 2009 Board of Commissioners meeting relative to time and attendance software award and award the time, attendance, and scheduling software system to Work Force Software for an amount not to exceed \$85,000 in year one and approximately \$75,000 in the next two years and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Electronic Fund Transaction (EFT) Authorization for Concepts in Benefits (CBI)**

Moved: Commissioner Stritch to authorize Concept in Benefits Incorporated (CBI) to initiate debit and credit entries including a two month reserve for employee benefits from the Rockingham County Checking Account 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

Commissioner Pratt expressed concern about the delay of employees receiving flexible spending cards and asked when Human Resources had sent the necessary paperwork to the provider. Martha Roy replied the information went to CBI on December 12, 2009. Martha Roy said she was quoted for receipt by January 22, 2010. There was discussion of the delay in both flexible spending cards and health insurance cards.

Human Services – Diane D. Gill, Director

Diane Gill reported on updates from the latest JLCAR meeting about the 6% incentive grant program noting that the county will no longer manage the program.

Long Term Care Services – Steven E. Woods, Director

• **2010 Overtime Policy Approval**

Moved: Commissioner Stritch to approve the 2010 Overtime Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

• **Collective Bargaining Agreement Approval**

Martha Roy noted that the agreement had late changes and is ready for approval. Commissioner Stritch inquired if this meets approval of legal counsel. Martha Roy noted that Attorney Flygare approved the final agreement. Commissioner Pratt requested a non public session to discuss this further.

• **Surplus vehicle request**

Moved: Commissioner Stritch to declare two (2) Dodge Durango police vehicles surplus and to solicit requests for proposals to sell the vehicles as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

- **Community Development Block Grant Public Hearings**
 - ✓ **Application: Coastal Economic Development Corporation, \$500,000 for Economic Development**

Commissioner Barrows noted that informational packets were available for the public. Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane presented the following:

Community Development Block Grant funds are available to municipalities through the NH 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 combine the remaining \$475,000 with Economic Development Administration (EDA) 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, 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.

The funding request is \$500,000.

Commissioner Barrows asked the public for comments. There were no comments and Commissioner Barrows closed the public hearing.

- ✓ **Application: Crossroads House, \$500,000 for Phase II Housing**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane presented the following:

This is a proposed implementation application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The County will retain up to \$25,000 for administrative costs, the benefits of the remaining funds will be subgranted to Cross Roads House for improvements to their family building at 600 Lafayette Road in Portsmouth. The majority of the persons/households serviced by Cross Roads House are of low and moderate income.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of:

Encourage services to meet the needs of the County's residents, such as social services providing various assistance including shelter, meals, child and elder care services. (Short Term Goal & Long Term Goal)

The funding request is \$500,000.

Commissioner Barrows asked the public for comments. There were no comments and Commissioner Barrows closed the public hearing.

✓ **Housing and Community Development Plan**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane presented the following:

These projects conform with the County's goals 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, and Encourage services to meet the needs of the County's residents, such as social services providing various assistance including shelter, meals, child and elder care services.

Commissioner Barrows asked the public for comments. There were no comments and Commissioner Barrows closed the public hearing.

✓ **Residential Antidisplacement and Relocation Assistance Plan**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane presented the following:

Although these projects do not involve any displacement or relocation of persons or Businesses, except for potential on-site relocation at the shelter, 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 and Commissioner Barrows closed the public hearing.

✓ **Crossroads House Community Development Block Grant Progress Report**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane reported the Cross Road House main building replacement is complete.

Commissioner Barrows asked the public for comments. There were no comments and Commissioner Barrows closed the public hearing.

✓ **Rye Air Field Senior Housing Community Development Block Grant
Progress Report**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane reported:

The Housing Partnership's Rye Air Field Affordable Housing project's sitework bid was put out to bid, but only one bid was received so it will be re-bid.

Construction should begin on the 22 units of affordable, senior housing in the Spring and be complete by December 2010.

Commissioner Barrows asked the public for comments. There were no comments and Commissioner Barrows closed the public hearing.

- **Application: Coastal Economic Development Corporation, \$500,000 for Economic Development**

Moved: Commissioner Stritch 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 Pratt seconded the motion, voted all in favor.

- **Application: Crossroads House Phase II, \$500,000 for Housing**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Community Development Finance Authority in the amount of \$500,000 for a housing project and authorize the Chair to sign all necessary documents as recommended by the Grant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Housing and Community Development Plan**

Moved: Commissioner Stritch to adopt the Housing and Community Development Plan as recommended by the Grant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Residential Antidisplacement and Relocation Assistance Plan**

Moved: Commissioner Stritch to adopt the Residential Antidisplacement and Relocation Assistance Plan relative to the Coastal Economic Development Corporation application as recommended by the Grant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Residential Antidisplacement and Relocation Assistance Plan**

Moved: Commissioner Stritch to adopt the Residential Antidisplacement and Relocation Assistance Plan relative to the Crossroads House application as recommended by the Grant Administrator. 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: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to consider the dismissal of an employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Nancy Lang, Heather Porter, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss two residency waiver requests 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 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 personnel issue in the nursing home employee 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 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 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 a personnel issue in long term care were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss union negotiations in the sheriff's office were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, 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.

- **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.

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

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

- **2010 Open Enrollment Exceptions**

Moved: Commissioner Stritch to approve open enrollment exceptions as proposed.
Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-10 for a human resources employee as recommended by the Human Resources 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 a long term care employee.
Commissioner Pratt seconded the motion, voted all in favor.

- **Collective Bargaining Agreement, Sheriff's Office**

Moved: Commissioner Stritch to approve a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for an agreement through June 30, 2013 contingent on approved appropriations as recommended by legal counsel.
Commissioner Pratt seconded the motion, voted all in favor.

V. Old Business

- **Final Budget Review**

Theresa Young noted anomalies in the proposed 2010 budget including the ARRA funding, closing of the health fund, and changes to funding in the Human Services Department budget. Commissioner Pratt inquired about the increase to appropriations and tax rate without the anomaly. Theresa Young said that it would be a 4% tax increase (\$3.9 million dollar appropriation increase) without the anomalies mentioned.

The outstanding items were reviewed. The Commissioners concurred to the reductions in sheriff vehicles and equipment. The capital fund was reviewed and a year-end sweep to the capital fund was discussed.

Theresa Young presented the analysis on county employee salaries including averages for comparison purposes. There was discussion of the differences between capping increases based on grades and based on amount earned. There was discussion of a 2% step to a 3% step increase. Commissioner Stritch and Commissioner Barrows disagreed with a reduction to a 2% step increase. Discussion ensued of other pay changes to make a greater amount of savings and align pay rates in accordance with the consultants market analysis.

Commissioner Barrows left the meeting at 1:45 p.m.

There was discussion of the fully insured versus self insured short term disability plan. Due to the detailed discussions needed the Commissioners agreed to meet again next Thursday.

The 2010 summary of salary and benefits was reviewed noting health, dental, longevity, workers compensation, mileage, tuition, compensated absences, wellness, and retirement costs. Discussion ensued of other savings in the short term versus long term. There was discussion of the pay plan, current market analysis, and managing the pay system.

Commissioner Pratt said changes are needed now versus future years. Commissioner Stritch said at the current time he could not support further reductions.

Commissioner Barrows called in to the meeting at 3:00 p.m.

Commissioner Barrows and Commissioner Stritch agreed to Scenario 3, salary freeze for positions over grade 38 above and grade 62 above. Commissioner Pratt was opposed.

Commissioner Barrows ended the conference call at 3:05 p.m.

Theresa Young reviewed the capital projects and funding noting a potential sweep for 2011.

Steve Woods presented an increase to skilled rehabilitation services. Commissioner Pratt questioned the amount budgeted and the amount of revenue offsets to additional costs for Genesis Rehabilitation Services. Commissioner Pratt expressed concern with the lack of reductions in personnel and expenses. There was discussion of performing the current services at a higher level along with expanded services for skilled rehabilitation. The services of Genesis in conjunction with county staff were discussed along with changes from attrition. Theresa Young noted the increased expenses are less than revenues, which may result in a lower tax rate.

Commissioner Barrows called into the meeting at 3:27 p.m.

Theresa Young continued discussion with capital fund projects for 2009 and the changes for 2010. Theresa Young noted the options include funding through the budget for everything or a mix of budget funding for some projects and capital fund funding for other projects. Discussion ensued of alternatives to ensure the capital fund is healthy for future years. Commissioner Pratt asked how much of the projects could be delayed. Theresa Young noted that the capital fund is able to pay for current projects and the one major concern is paying for the biomass project. The Commissioners concurred to funding \$500,000 through the budget. Theresa Young said that a sweep decision is not needed until the time of the public hearing.

Commissioner Barrows ended the conference call at 3:45 p.m. Commissioner Stritch left the meeting at 3:47 p.m.

Jude Gates followed up on computer purchases for 2010 noting the recommendation of an operating lease. Commissioner Pratt inquired about the number of computers to be reduced separate from the amount to be saved.

Frank Stoughton noted he needs all the computers listed in the budget. Commissioner Pratt again requested how many less could be purchased for 2010 as a budget reduction. Commissioner Pratt asked for further documentation on the current computer inventory.

Commissioner Pratt again asked for a reduction from the \$984,231 in the capital fund.

VI. Adjournment

Commissioner Pratt closed the meeting at 4:14 p.m.

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 15, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Kathy Nikitas, Accounting Analyst

I. Call to Order

Commissioner Barrows called the meeting to order at 10:03 a.m.

II. New Business

• **Approval of Commissioners 2010 Budget**

Discussion ensued regarding the proposal for withholding merit increases for grades 38 and up and grades 62 up. It was agreed not to continue with this proposal due to the minimal savings. Commissioner Pratt expressed concern with this reduction as divisive and ineffective as a cost control.

Commissioner Pratt inquired about 6% incentive fund payments from prior years. Theresa Young noted no funding is needed for 2010 and would check with Human Services regarding encumbrances for 2009.

Commissioner Pratt asked about the additional 1,500 per diem hours in the human resources budget. Commissioner Barrows said she had no interest in making any changes to per diem hours.

Commissioner Barrows noted she directed the Finance Office to submit the budget to the departments 24 hours in advance of mailing the budget for their review. Discussion ensued about the budget draft process.

Moved: Commissioner Stritch in accordance with New Hampshire RSA 24:21-b, proposes \$72,842,989 in appropriations and \$56,800,093 in reserves and encumbrances for use of the County during 2010. That \$42,300,318 is proposed to be raised in county taxes, that \$27,442,671 is proposed as an estimate of revenues from other sources, and that \$3,156,893 is proposed as fund balance for a total of \$72,899,882 in resources. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Warrant T100045**

Moved: Commissioner Stritch to approve and sign warrant T100045. Commissioner Pratt seconded the motion, voted all in favor.

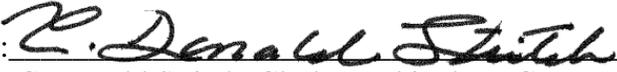
- **Emergency Earned Time Payout**

Moved: Commissioner Stritch to approve an emergency earned time payout for a division director. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Moved: Commissioner Stritch to adjourn at 11:00 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, County Complex
Brentwood, New Hampshire

January 20, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair

Theresa Young, Finance Director

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 \$1,304,285.54 for the period ending January 17, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Accounts Payable and General Ledgers**

Moved: Commissioner Stritch to approve and sign general ledger entries 9409, 9555, 9553, and accounts payable warrants T100029, T100035, T100046, T100025, T100044, T100055, T100056, T90963, T91274, T91308, T91318-T91322, T91351, T91352, T91391-T91406. 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 personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were 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 Stritch, motion passed all in favor.

• **Auditor Presentation – Graham and Graham**

Jeffrey Graham of Graham and Graham, PC presented the Board of Commissioners a proposal for audit services. The Commissioners and Theresa Young discussed the needs of the county and asked questions for clarification.

• **Auditor Presentation – Melanson, Heath, and Company**

Frank Biron and Sheryl Burke of Melanson, Heath, and Company presented the Board of Commissioners a proposal for audit services. The Commissioners and Theresa Young discussed the needs of the county and asked questions for clarification.

IV. Adjournment

Moved: Commissioner Pratt 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 21, 2010 – 11:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Martha Roy, Human Resources Director
Theresa Young, Finance Director
Jim Scammon, Health Insurance Consultant

I. Call to Order

Commissioner Barrows called the meeting to order at 1:03 p.m.

II. New Business

• **Short Term Disability Insurance Discussion**

Martha Roy introduced Theresa Young who indicated an interest in reconsidering fully insured to self insured short term disability insurance. Theresa Young explained previous implementation meetings and recommends self insured as this would save the county unnecessary costs. Theresa Young said that a few clarifications in language are needed however could be established and finalized today.

There was discussion of automatic enrollment and it was agreed to automatically enroll all eligible employees with written notification to employees accordingly with an opt-out option for employees who do not want the county short term disability plan.

Theresa Young explained that although she disagrees with the low rate to continue at the present time and reevaluate later this year.

Martha Roy explained under the Human Resources proposal the language changes. There was discussion of the 2010 model and 2011 model. The plan description differences between finance and human resources were discussed.

Jim Scammon noted that there were operational changes discovered after the November 12, 2009 meeting vote. Theresa Young noted the carrier cannot manage the New Hampshire Retirement System deductions and creates the need for the county to issue the short term disability checks. Martha Roy stated that an agreement could be signed for the insurance company to deduct FICA.

There was discussion of the Local Government Center concept versus the Fort Dearborn Life Insurance process.

Discussion ensued with communication issues as a big issue versus small summary differences. Commissioner Barrows suggested addressing each change for resolution today.

Jim Scammon was excused.

The Commissioners directed the Human Resources Director and Finance Director to work out the plan description today.

There was discussion of the subcommittee schedule and a few outstanding items.

III. Adjournment

Moved: Commissioner Pratt to adjourn at 1:48 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

January 27, 2010 – 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
Nancy Lang, Workers Comp. Coordinator
Steve Woods, Long Term Care Director
Al Wright, Corrections Superintendent

Tom Reid, Deputy County Attorney
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Captain Al Brackett, Officer in Charge
Frank Stoughton, IT Manager
Claudia Blasco, UNH Cooperative Ext.
Theresa Young, Finance Director
Cathy Stacey, Register of Deeds

I. Call to Order

Commissioner Barrows called the meeting to order at 10:06 a.m.

II. Reports:

RFP Openings

• **Workers Compensation Self Insured Fund Administration**

Commissioner Stritch opened proposals received from New Hampshire Motor Transport, Primex, Comp-Sigma Limited, and CCMSI.

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.

• **Paper Products, Corrections and Long Term Care Services**

Commissioner Stritch opened proposals received from Central Paper Products Company, Geriatric Medical, McKesson Medical, Interboro Packaging, and AMSAN.

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

• **Surplus Vehicles, Sheriff**

Commissioner Stritch opened proposals received from Asian Auto, Landry's Auto Salvage, Cocheco Communications, and Lynn and Steve Mallet.

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

RFP Award: Audit Services

Moved: Commissioner Stritch to award audit services financial reports for years ending December 31, 2009, 2010, and 2011 to Melanson, Heath, and Company for an amount not to exceed \$22,500 annually and cost reports for years ending December 31, 2009, 2010, and 2011 to Robbin R. Grill, CPA for an amount not to exceed \$5,000 annually as recommended by the Finance Director. 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, payroll warrants 0114st, 0121st, and accounts payable warrants T100011, T100013, T100048-T100077, T10068, T91275,

T91276, T91309, T91353-T91355, T91407-T91429. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the December 28 and 30, 2009 and January 4, 5, 6, 12, 15, 20, and 21 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

- **Surplus equipment request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Corrections Superintendent's memorandum dated January 12, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James M. Reams

Tom Reid followed up on email communication between the Finance Office and County Attorney's Office regarding payroll submissions and noted he is available for any discussion if applicable.

Human Resources – Martha S. Roy, Director

- **Wellness 4th Quarter 2009 Health Buck Payments**

Martha Roy inquired about the status of payments. Theresa Young explained that eight employees need an exception request for payment as the submission date differs from the policy. It was agreed to bring this to the Commissioners for approval at an upcoming meeting.

- **Accounts Payable Warrant and Harvard Pilgrim Health Care Request Form Discussion**

Martha Roy expressed concern with an accounts payable warrant being submitted to the Board of Commissioners without her signature. Martha Roy said she was unaware of the warrant until after the meeting for her signature. Theresa Young said that during the second review she noticed that the warrant prepared by her office was incorrect and internal controls were in place as the Human Resources did sign the warrant before payment. Martha Roy read the internal controls policy and expressed concern that the Finance Director signed an accounts payable warrant under Division Director for a Human Resources warrant.

Commissioner Pratt summarized that it was a mistake.

Martha Roy said she brought this to a meeting because it was not clear that it was a mistake and wanted clarification. Tom Reid expressed his opinion that it was a mistake

Commissioner Pratt noted that the photocopy of the warrant appeared to not be of the warrant as signed by the Human Resources Director and that the final version should have been submitted to the Board of Commissioners for a full and accurate picture.

There was discussion of the audit process of accounts payable warrants.

Long Term Care Services – Steven E. Woods, Director

- **RFP Award Extension: Workers Compensation Administration**

Moved: Commissioner Stritch to extend the workers compensation administration award to CCMSI from January 31, 2010 to February 28, 2010 with all terms and pricing to remain the same as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Job Position Title Change**

Moved: Commissioner Stritch to change the job title of Inservice Coordinator to Staff Development Coordinator as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Rockingham Visiting Nurse Association and Hospice Agreement for Hospice and Respite Care Services**

Moved: Commissioner Stritch to approve hospice and respite service agreements with Rockingham Visiting Nurse Association and Hospice from February 1, 2010 to January 31, 2011 at no cost to Rockingham County 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.

- **Release of Lien**

Moved: Commissioner Stritch to release a lien on real property filed June 9, 2003 as payment for services is satisfied as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Liens on Real Property (2)**

Moved: Commissioner Stritch to approve two liens 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, voted all in favor.

- **Adult Medical Day Care License Renewal Application Approval**

Moved: Commissioner Stritch to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for 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.

- **Billing update**

Commissioner Pratt requested that the 2008 management comments updates be included in the billing update. Further, Commissioner Pratt asked that the billing update include assisted living and adult medical day care.

Sheriff – Captain Al Brackett, Officer in Charge

- **Federal Equitable Sharing Agreement and Certification**

Moved: Commissioner Stritch to authorize the chair to sign a Federal Equitable Sharing Agreement from the United States Department of Justice relative to federal grants as recommended by Captain Brackett.

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 sheriff's office personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, and Chris Maxwell.

- **Non public session re: rate setting**

Those present for NHRSA 91A:3II (c) to rate setting for a nursing home resident were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss two residency waiver requests 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 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 candidate to a nursing home position 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 candidate to a long term care position 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 2010 open enrollment were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, 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.

- **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.

- **Nursing Home Contractual Allowance Rate**

Moved: Commissioner Stritch to approve a nursing home contractual allowance rate for a resident of 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 6-9 and 6-3 for a nursing home employee. 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 position in long term care 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 for a candidate to a position in the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Corrections**

Moved: Commissioner Stritch to approve a payroll change notice due to a division director's annual evaluation. Commissioner Pratt seconded the motion. Motion passed with Commissioner Pratt abstained.

- **2010 Open Enrollment Exception**

Moved: Commissioner Stritch to approve an exception to the 2010 Open Enrollment as outlined and recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Harvard Pilgrim Health Care Request Form Discussion**

Martha Roy requested the Board of Commissioners hear concern about a form that was submitted to Primex. Commissioner Barrows inquired if this was a non public matter. Theresa Young requested this be addressed in public session.

Martha Roy presented a document entitled Harvard Pilgrim Health Care Request Form that she believes was signed by the Finance Director and her name was signed. Martha Roy asked Theresa Young if that was her writing on the document.

Theresa Young said that was not her signature and that was not Martha Roy's signature. Theresa Young explained that she was attempting to keep the process moving and instructed another member of the finance office to take the information that was written in, to type it up, distribute it to the Human Resources Director for review, and report back. Theresa Young said the signature in question is printing of both names and was for a draft. Theresa Young said this has been blown out of proportion.

Martha Roy said this is clearly cursive writing of my signature and was sent to Primex and was expressed her concern.

Theresa Young said it should have not been sent to Primex but everyone was working together to get the document moving forward. Theresa Young again said no one signed Martha Roy's name. Martha Roy disagreed and said that this is a very serious matter.

Disagreement ensued on the document signature line.

Martha Roy suggested that this be reviewed with legal counsel. Commissioner Pratt said she has worked with the Finance Director for thirteen years and knows the difference between a signature and a non-signature and is certain it is not a signature.

Commissioner Barrows asked if the document was received by Primex. Martha Roy said that Primex received the document at the same time as her in email.

Commissioner Pratt inquired about the purpose of the form. Theresa Young explained the form is used for applying for federal grant funds.

Commissioner Barrows requested that she review the form in detail and since there are two upset directors that a neutral party review the matter.

Commissioner Stritch said he does know who signed what. Theresa Young said that it was a draft form. Martha Roy said it did not say draft on the form.

Commissioner Barrows said in the future that a draft stamp should be used. Commissioner Barrows expressed concern that Primex and Martha Roy received the document at the same time. Theresa Young said it was a draft to keep the process moving and this matter has been taken out of context.

Commissioner Barrows asked if Martha Roy had an issue with the document that was sent to Primex. Martha Roy said she did and would not have signed the document. Martha Roy said that they have since remedied those issues and are almost ready for signature. Theresa Young said it was a draft and she will write draft from now on.

Commissioner Barrows asked when the document is due to Primex. Martha Roy said April 1st. Commissioner Barrows asked what the rush was if the due date is April 1st. Theresa Young explained that the document was needed sooner rather than later for the actuarial study.

Commissioner Barrows said felt that money should be spent to resolve this matter. Commissioner Barrows asked how to resolve this. Commissioner Stritch said he is not sure how to resolve the matter but needs to be resolved because Martha Roy is asking for resolution.

Commissioner Pratt expressed frustration with the level of scrutiny of the finance office and asked if the human resources department could withstand this level of scrutiny. Martha Roy said she could withstand it regarding the signature item. Commissioner Pratt said this was the second item in one meeting for scrutiny. Discussion ensued regarding the accounts payable warrant process from earlier in the meeting.

Commissioner Barrows suggested that Martha Roy and Theresa Young submit three names of someone they would consider neutral that could hear this matter.

Commissioner Barrows asked what the grievance process is for one division director to another and how this differs from a formal grievance procedure. Martha Roy said in this case it is two peers and that the grievance procedure would apply. Martha Roy said the idea of having the matter arbitrated by an individual was agreeable to her.

There was discussion of the next step in the process if an employee is not satisfied with the results from the Board of Commissioners.

Commissioner Pratt asked what Martha Roy wanted since she was grieving to the Board of Commissioners. Commissioner Pratt asked if grieving was Commissioner Stritch's words or hers. Martha Roy answered that it is a public session. Commissioner Stritch said she had the right to private session. Theresa Young asked if she had time to think about it. Commissioner Stritch said that Theresa Young has the right to spell out her concerns as well.

Commissioner Pratt again asked what Martha Roy wanted the Commissioners to do citing the email and document being in public circulation and this session in public. Martha Roy said she wants it found out if this is considered a signature, if it is appropriate or not, and then take the necessary action based on legal counsel's recommended action.

Commissioner Barrows said in the interim for Martha Roy and Theresa Young to submit three names of someone they would be comfortable with hearing the matter and follow up at the next

regular meeting. Commissioner Pratt said she would add stipulations that the person not be affiliated with Rockingham County and no law firms that either party has worked with.

Commissioner Pratt said the basic answer could be resolved regarding whether it is a signature or not. Commissioner Barrows said it is difficult to judge. Commissioner Pratt said there are many examples in the facility of signatures from both directors. Commissioner Pratt suggested taking signature samples from both directors for comparison and get a professional objective analysis.

Commissioner Barrows said for both directors to submit signature samples and directed Chris Maxwell to find a handwriting expert.

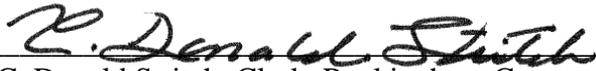
Commissioner Barrows said in the meantime that both directors do not sign each other's names and to use the draft stamp. Commissioner Barrows said that she did not like the fact that Primex received the document at the same time as Martha Roy as there was no time to make a correction before submission to a vendor. Theresa Young said that we are regularly correcting things. Commissioner Barrows said she does not like the business of correcting things. Theresa Young said corrections are regular business noting that with changes to insurance that it happens. Commissioner Barrows said our reputation is on the line when inaccurate information goes out and noted a discussion with Kathy Nikitas regarding budget spreadsheets. Theresa Young said that there is not perfection and when there a major change in programs and vendors that information needs to be sent out and then during the review process those changes are made. Theresa Young noted that changes to open enrollment are still coming to the Board in the form of exception requests for very good reasons. Theresa Young said the purpose of a reconciliation is to get the information right.

Commissioner Barrows asked if the member of the finance office who sent the document was counseled. Theresa Young said she spoke with her employee and appreciated her attempt to move the process. Commissioner Barrows asked if in Theresa Young's opinion if the employee did anything wrong. Theresa Young said that she did not think the employee intended to. Commissioner Barrows said that was not her question. Theresa Young clarified that the employee thought she was doing the right thing by sending the documents to people. Commissioner Barrows asked if she thought she did anything wrong. Theresa Young said that the document has not been signed yet but will be signed soon. Commissioner Barrows summarized that the employee reacted too quickly to send the document to Primex. Martha Roy said the employee was directed to send the document to Primex. Theresa Young said she told the employee to make sure she was communicating with Primex and again said it was just a misunderstanding. Theresa Young said that she told the employee to contact Primex and others to get the information she needed to complete the form.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:53 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, 2nd Floor Conference Room
Brentwood, New Hampshire

February 3, 2010 – 11:00 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 11:08 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,304,585.15 for the period ending January 31, 2010 noting an exception is granted for eight (8) employees to receive their 4th quarter healthy bucks payment of \$50 whose documents were received no more than two (2) days late. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the restatement of prior year fund balance, retained earnings, and net assets recommendation letter of the Finance Director dated February 14, 2010. 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: legal**

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

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch.

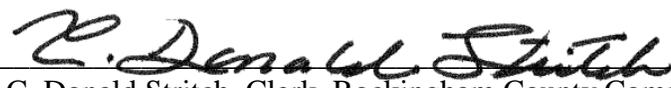
There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

IV. Adjournment

Moved: Commissioner Stritch to adjourn at 11:47 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, County Complex
Brentwood, New Hampshire

February 10, 2010 – 10:00 a.m.

Present:

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

Frank Stoughton, IT Manager
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Captain Al Brackett, Deputy Sheriff
County Attorney Jim Reams
Claudia Blasco, UNH Coop. Extension
Kathy Nikitas, Accounting Analyst

I. Call to Order

Commissioner Pratt called the meeting to order at 10:06 a.m.

II. Reports:

RFP Opening: Underpads, Long Term Care Services

Commissioner Stritch opened proposals received from Central Paper Products Company, Geriatric Medical, McKesson Medical, and Trans Med.

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.

RFP Awards

• **Workers Compensation Self Insured Fund Administration**

Moved: Commissioner Stritch to award the workers compensation self insured fund administration services proposal to Cannon Cochran Management Services Incorporated (CCMSI) from March 1, 2010 to February 28, 2012 for \$27,850 annually and authorize the Chair to sign all necessary documents as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

• **Paper Products, Corrections and Long Term Care Services**

Moved: Commissioner Stritch to award paper products proposals to Central Paper Products Company, Geriatric Medical Supply Incorporated, and McKesson Medical Surgical in long term care and Central Paper Products Company and Geriatric Medical Supply Incorporated in corrections from January 1, 2010 to June 30, 2010 as recommended by the Long Term Care Services Director and Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Surplus Vehicles, Sheriff**

Moved: Commissioner Stritch to award one (1) 2002 Dodge Durango with vehicle identification number ending in 2097 to Landry's Auto Salvage for \$838 and one (1) 2002 Dodge Durango with vehicle identification number ending in 2098 to Asian Auto Services for \$1,632 as recommended by Captain Brackett. 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 0128st, 0206st, and accounts payable warrants T100009, T100015, T100049-T100051, T100067, T100092-T100139. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the January 27, 2010 and February 3, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt reviewed conference and training submissions.

Corrections – Albert J. Wright, Superintendent

- **Swank Motion Pictures Licensing Agreement Approval**

Moved: Commissioner Stritch to approve a licensing agreement with Swank Motion Pictures Incorporated from March 10, 2010 to March 9, 2011 and authorize the Chair to sign the agreement as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Hiring an Assistant County Attorney pursuant to New Hampshire RSA 7:33f**

Moved: Commissioner Stritch to approve the hiring of an assistant county attorney pursuant to New Hampshire RSA 7:33f as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **2009 Energy Management Funding Recommendation**

Moved: Commissioner Stritch to draw a \$358,830.69 payment from remaining appropriations from the maintenance budget totaling \$518,957.05 per the Energy Management Program Funding Policy as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Primex Health Resolution Approval**

Moved: Commissioner Stritch to approve a Membership Agreement Resolution for health with Primex and authorize the Chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Wellness Winter Event Approval**

Moved: Commissioner Stritch to approve expenses not to exceed \$900 for a Rockingham County Wellness Winter Event (Bowling Party) as recommended by the Wellness Committee. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Donation Approval**

Moved: Commissioner Stritch to accept a \$250 donation from the Rotary Club of Hampton for the Adult Medical Day Care Program as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Job Position Title Change**

Moved: Commissioner Stritch to approve a title change of Head Nurses to Unit Manager as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Discussion ensued regarding the title of Head Nurses. Kathy Nikitas noted that title is not in the position listing. The Commissioners requested that the Long Term Care Services Director work with Finance and Human Resources and report back.

Moved: Commissioner Stritch to vacate the vote for a title change of Head Nurses to Unit Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in the Long Term Care Director's memorandum dated February 10, 2010 surplus and to be disposed of accordingly.

Commissioner Pratt seconded the motion, voted all in favor.

- **Billing update**

Commissioner Pratt requested a work session before the large write off is presented for approval.

- **Resident Policy Update**

Commissioner Pratt asked if other county nursing homes have the Board of Commissioners approve residency policies. Steve Woods said he would report back on his research.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss exception requests for 2010 open enrollment were Commissioner Pratt, Commissioner Stritch, Martha Roy, Al Brackett, Kate Magrath, Kathy Nikitas, 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 the use of the compensated absences fund for a long term care employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

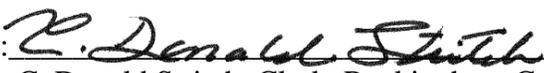
- **2010 Open Enrollment Exceptions**

Moved: Commissioner Stritch to approve three exceptions to the 2010 Open Enrollment as outlined and recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:53 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, County Complex
Brentwood, New Hampshire

February 17, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair

Theresa Young, Finance Director

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 \$1,286,115.77 for the period ending February 14, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Indemnification Requests**

Moved: Commissioner Stritch to deny former High Sheriff J. Daniel Linehan's request for defense and indemnification pursuant to RSA 29-A:2 in the matter of Lovejoy v. Linehan et al., Rockingham County Superior Court Docket No. 09-C-1115. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to deny former Major Mark Peirce's request for defense and indemnification pursuant to RSA 29-A:2 in the matter of Lovejoy v. Linehan et al., Rockingham County Superior Court Docket No. 09-C-1115. Commissioner Pratt seconded the motion, voted all in favor.

• **Restatement of Prior Year Fund Balance, Retained Earnings, and Net Assets Recommendation**

Theresa Young highlighted the procedures in place for restatement and requesting this at this time to affect the 2009 financial statements.

Moved: Commissioner Stritch to approve the restatement of prior year fund balance, retained earnings, and net assets recommendation letter of the Finance Director dated February 14, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Sweep/Line Item Transfer**

Theresa Young noted this is the last time the Commissioners may complete a sweep transfer for funding projects. Theresa Young explained the review in 2009 and the recommendation of \$1,000,000 sweep to alleviate bonding and keeps the fund balance from ups and downs.

Moved: Commissioner Stritch to approve a sweep line item transfer in the amount of \$1,000,000 as recommended by the Finance Director. 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 a legal opinion. 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 Stritch, motion passed all in favor.

IV. Adjournment

Moved: Commissioner Stritch to adjourn at 11:32 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, County Complex
Brentwood, New Hampshire

February 24, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Frank Stoughton, IT Manager
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Leslie Fabian, Director of Nursing	Captain Al Brackett, Officer in Charge
Kate Magrath, HR Assistant Director	Claudia Blasco, UNH Coop. Extension
Al Wright, Corrections Superintendent	Kathy Nikitas, Accounting Analyst

I. Call to Order

Commissioner Barrows called the meeting at 10:08 a.m.

II. Reports:

RFP Openings

• **Chaplain, Corrections**

Commissioner Stritch opened a proposal received from Rev. Kent Threlfall.

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.

• **Pharmacy Services, Long Term Care Services**

Commissioner Stritch opened a proposal received from Omnicare Pharmacy 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.

• **Copier, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Seacoast Business Machines, Conway Office Products, Konica Minolta Business Solutions, Century Copy Specialists, and Ikon Office 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.

RFP Award: Underpads, Long Term Care Services

Moved: Commissioner Stritch to award the underpads proposal to McKesson Medical Surgical Supply from February 1, 2010 to January 31, 2011 as recommended by the Long Term Care Services Director. 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 0213st, 0218st, automatic payment letter for Primex, and accounts payable warrants T100014-T100017, T100052, T100053, T100054, T100099-T100104, T100139-T100191. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: February 10 and 17, 2010**

Moved: Commissioner Stritch to approve the minutes of the February 10, 2010 and February 17, 2010 Board of Commissioners meetings.

Finance – Theresa M. Young, Director

- **Change Order: AMI Risk Consultant, \$13,100**

Moved: Commissioner Stritch to authorize a change order to AMI Risk Consultant for \$13,100 as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Barrows expressed concern with the process of using one vendor. Kathy Nikitas explained it was sent out to bid in 2007 and they were the only company responding. Kathy Nikitas noted that the change order is for additional cost associated with the report and not a bid waiver for new services.

Motion passed all in favor.

- **Compensated Absences Fund Usage Approval**

Commissioner Barrows requested this discussion in non public session.

- **Recovery Zone Bonding Authority Follow-up**

Kathy Nikitas highlighted the American Reinvestment and Recovery Act Recovery Zone Bonding and noted that the New Hampshire Business Finance Authority is seeking approval of the transfer of authority. Commissioner Pratt noted an upcoming Delegation meeting in April or May for action. Commissioner Barrows asked what law gives the Delegation the authority for bonding. Kathy Nikitas said she would follow up with the law information. Commissioner Barrows requested this be carried over to the next meeting for follow up.

Human Resources – Martha S. Roy, Director

- **2010 Wellness Policies and Procedures**

Commissioner Barrows inquired about the benefit of Wii Fit as part of the wellness program. Kate Magrath noted she would ask the Primex Wellness Consultant for more information.

Moved: Commissioner Stritch to approve the 2010 Winning Habits Wellness Program Policies and Procedures with a budget not to exceed \$35,000 in 2010 as recommended by the Wellness Team. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

Diane Gill explained she drafted a letter for the Board of Commissioners to consider sending a letter to the Delegation regarding House Bill 1355.

Moved: Commissioner Pratt to send a letter to the Rockingham County Delegation members regarding supporting House Hill 1355. Commissioner Stritch seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Resident Policy Approval**

Leslie Fabian explained the bed hold and overnight policy amendments reflect the new skilled unit.

Moved: Commissioner Stritch to approve the amendments to the Rockingham County Nursing Home Resident Policies as recommended by the Long Term Care Services Director.

Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

- **Grant Application Approval : New Hampshire Fish and Game, Off-Road Vehicle Enforcement, \$8,100**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Fish and Game Department for Off-Road Vehicle Enforcement Patrols Program in the amount of \$8,100 and authorize the Chair to sign all necessary documents as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Speed Enforcement Patrols, \$5,687**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Speed Enforcement Patrols Program in the amount of \$5,687 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: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal settlement were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for an assisted living employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Leslie Fabian, Kathy Nikitas, Kate Magrath, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss two residency waiver requests to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Leslie Fabian, 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, Kathy Nikitas, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal settlement were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, 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 for a corrections officer 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 a finance deadline 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, Finance**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Bankruptcy Collection Offer, Sheriff**

Moved: Commissioner Stritch to decline a collection offer from Creditor Liquidity LP as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Property Damage Settlement, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve an insurance settlement of \$7,648.91 due to County property damage as recommended by Primex. Commissioner Pratt seconded the motion, voted all in favor.

- **Indemnification Request, Corrections**

The Commissioners received an indemnification request memorandum from the Corrections Superintendent and agreed to forward the document to legal counsel for review.

- **Draft Work at Home Policy**

The Commissioners agreed to send the draft Work at Home Policy created by the workers compensation consultant to Attorney Reidy for review.

- **New Hampshire Association of Counties Working Group**

Moved: Commissioner Stritch to appoint Commissioner Pratt and Theresa Young to the State/County Working Group regarding DHHS as requested by the New Hampshire Association of Counties.

- **Personnel Policy Revisions, Human Resources**

The Commissioners agreed to discuss this at the next meeting when both the Human Resources Director and Finance Director are present.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:33 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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

March 3, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair

Theresa Young, Finance Director

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 \$1,268,926.66 for the period ending February 28, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young highlighted the status of the computer system and that employees will receive checks and no direct deposits of pay or health saving account funds.

• **Audit Financial Statement Progress Update**

Commissioner Barrows noted she read an article in the Exeter Newsletter regarding audit findings. The findings were read aloud and Theresa Young explained each finding stating that Rockingham County has systems in place and not an issue to Rockingham County.

Commissioner Pratt asked about the actuarial study status. Theresa Young said she received the information needed from Health Plans Incorporated (HPI) and forwarded this information to the actuary vendor. Theresa Young highlighted the auditor analysis

Commissioner Barrows asked Theresa Young for the positives and negatives of using the new firm. Theresa Young said that the new firm reviews things with a different perspective. Theresa Young said that one concern is that the auditing firm is not accepting the County issued financial statements and want to create their own. Theresa Young noted that she plans to discuss again with the auditing firm that the County's financial statement are to be reviewed and accepted. Theresa Young also highlighted a learning curve with communication.

Theresa Young explained the auditor has expressed concern with doubtful accounts and other post employee benefits (OPEB) evaluation. There was discussion of the current status of doubtful accounts and the minimal benefit risks.

There was discussion of timeliness and past late reporting.

Theresa Young highlighted the transfer of bonding authority discussion from the last meeting. Theresa Young distributed state law that notes bonding and authorities however a specific law regarding this matter does not exist. There was discussion of past efforts. Theresa Young asked how the Commissioners wish to proceed. Commissioner Barrows requested a draft letter be brought forward to the next Commissioners meeting.

III. Adjournment

Moved: Commissioner Stritch to adjourn at 12:09 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

March 10, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Leslie Fabian, Director of Nursing
Martha Roy, Human Resources Director
Al Wright, Corrections Superintendent
Frank Stoughton, IT Manager

Jude Gates, Director of Facilities
Becky Burns, Deputy Register of Deeds
County Attorney James Reams
Captain Al Brackett, Officer in Charge
Diane Gill, Human Services Director
Theresa Young, Finance Director
Claudia Blasco, UNH Coop. Extension
Lt. Kevin Walsh, Deputy Sheriff

I. Call to Order

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

II. Reports:

RFP Openings

Long Term Care Services

• Skilled Rehabilitation Office Units

Commissioner Stritch opened proposals received from Office Interiors Limited and Office Environments New England.

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.

• Skilled Rehabilitation Equipment

Commissioner Stritch opened proposals received from Products Unlimited, PMR Newkirk Incorporated, Sammons Preston, 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 Pratt seconded the motion, voted all in favor.

• Skilled Rehabilitation Chairs

Commissioner Stritch opened proposals received from Office Environments New England, Products Unlimited, and Office Interiors Limited.

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.

• Nursing Charts

Commissioner Stritch opened proposals received from Briggs Corporation, Carstens, 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 Pratt seconded the motion, voted all in favor.

Corrections

- **Inmate Institutional Supplies**

Commissioner Stritch opened proposals received from Bob Barker Company, Textile Sales Incorporated, Goaltex Corporation, The Liberty Store, HG Maybeck Company, ATD American, Robinson Textiles, and Pacific Link.

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.

- **Dishwashing and Laundry Chemicals**

Commissioner Stritch opened proposals received from Central Paper Products Company, EcoLab, Summit Supply, Shaheen Brothers Incorporated.

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

- **Chaplain, Corrections**

Moved: Commissioner Stritch to award the chaplain services proposal to Kent Threlfall from March 1, 2010 to February 28, 2012 with an hourly rate of \$16.05 per hour and increasing to \$16.53 per hour effective March 1, 2011 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Pharmacy Services, Long Term Care Services**

Moved: Commissioner Stritch to award pharmacy services proposal to OmniCare from March 1, 2010 to February 28, 2012 with a monthly service agreement of \$452.00 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.

- **Copier, Engineering and Maintenance**

Moved: Commissioner Stritch to award the copier proposal to Konica Minolta Business Solutions for a three year lease at \$156.28 per month and a service contract at \$0.0062 per copy and authorize the Chair to sign all necessary documents 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 0227st, 0303st, automatic payment letters for Northern New England Benefit Trust and Local Government Center Health Trust, general ledger entries 10051-10058, and accounts payable warrants T100018-T100020, T100173, T100181, T100182, T100192-T100254. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the February 24, 2010 and March 3, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Courthouse Generator Discussion**

Jim Reams highlighted a concern regarding the lack of proper generator service to the County Attorney's Office for water and septic services. The Commissioners agreed to send a letter to the Bureau of Court Facilities explaining the issues and concerns.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Bid Waiver: Power Up Generator Service, \$14,568**

Jude Gates explained the failure of the Corrections generator and the expenses associated with rental and repair. Further, Jude Gates explained that the nursing home generator line will be over expended due to refueling the generator for usage during the power outage.

Moved: Commissioner Stritch to authorize a bid waiver to Power Up Generator Service for \$14,568 due to emergency generator equipment rental as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **New Bank Account Approval**

Moved: Commissioner Stritch to open a new account with TD Bank following the General Fund process and Procedures and authorized signers of the Finance Director and Treasurer with statements to be provided to 119 North Road, Brentwood, New Hampshire, and authorize the Chair to sign all necessary documents as recommended by the TD Bank and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to open a new Sheriff's Forfeiture account with TD Bank following the forfeiture process and procedures and authorize signer Captain Al Brackett of the Sheriff's Office with statements to be provided to 101 North Road, Brentwood, New Hampshire, as recommended by Captain Al Brackett and the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Recovery Zone Bonding Authority Approval**

Theresa Young highlighted the request and process for transferring the recovery zone bonding authority. Theresa Young said that the other nine counties have approved this through the Board of Commissioners. The Commissioners discussed additional companies within Rockingham County who could benefit from this funding. The Commissioners asked the Finance Director to find out about other county entities and report back for consideration at the next meeting.

- **Bankruptcy Court Proof of Claim Submission**

Moved: Commissioner Stritch to file a Proof of Claim form to the United States Bankruptcy Court regarding Fairpoint Communications Incorporated for \$2,300 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

- **Short Term Disability Update**

Martha Roy reported a productive meeting yesterday and that approval should be requested at the next meeting.

Human Services – Diane D. Gill, Director

- **County Obligations Letter from Attorney General's Office**

Diane Gill noted she reviewed a letter from the Attorney General regarding county obligations and based on the court orders provided that she recommends paying \$44,405.43.

Moved: Commissioner Stritch to authorize Diane Gill to continue negotiations with the Attorney General's Office regarding county obligations. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare one (1) Vulcan Skillet G23C7 surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director.

Commissioner Pratt seconded the motion, voted all in favor.

- **Billing update**

Leslie Fabian noted that Steve Woods is requesting a working session to discuss Rockingham County Nursing Home accounts receivable and proposed allowances for doubtful accounts. It was agreed to meet Wednesday, March 17, 2010 at 9:00 a.m.

Sheriff – Captain Al Brackett, Officer in Charge

- **Execution of Collective Bargaining Agreement, Teamsters Local 633 of New Hampshire**

Martha Roy noted that the Teamsters Local 633 has not signed the contract at this time and will be delayed until a signed copy is received.

- **Bid Waiver: Motorola, \$16,432.26**

Moved: Commissioner Stritch to authorize a bid waiver to Motorola for \$16,432.26 as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment listed by cooperative extension dated February 23, 2010 surplus and to be disposed of accordingly. 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 buyout administrative errors were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Leslie Fabian, 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, Leslie Fabian, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal matter 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 issue 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**

Moved: Commissioner Stritch to deny an exception request to Personnel Policy and Procedure Chapter 7-5B as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Long Term Care and Corrections**

Moved: Commissioner Stritch to approve an exception request to the 2010 buyout late submission paperwork due to administrative errors for nine employees as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

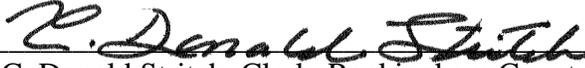
- **Payroll Change Notice, Human Services**

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

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:03 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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

March 17, 2010 – 9:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steve Woods, Long Term Care Services Director
Janice Demers, Fiscal Services Director
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 9:07 a.m.

II. New Business

• **9:00 a.m. – Long Term Care Accounts Receivable Work Session**

Steve Woods highlighted previous billing and collection policies along with the advanced management of billing and collections. There was discussion of practices and the protocol for collecting with new residents and current residents. Receivables were discussed in detail depicting totals that are expected along with doubtful collections.

Commissioner Pratt expressed concern with the lack of progress regarding communications between Point Click Care Software reporting to the County Munis system. Theresa Young noted that it is an upcoming project and that billing and collections were top priority. Janice Demers stated her focus was getting the funds in to the county and the next step will be the system communications.

Write offs and allowances were discussed and it was agreed to bring to the next meeting an allowance of \$843,625.61 for the year ended December 31, 2009.

The collection policies were discussed again and Commissioner Pratt noted a statement regarding contacting an attorney as the last avenue. It was agreed to remove that statement and use an attorney for maximum collection as needed on a case by case basis.

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,381,936.98 for the period ending March 14, 2010. Further to amend a vote taken at the March 3, 2010 meeting changing the total payroll expense to \$1,270,550.82. Commissioner Pratt seconded the motion, voted all in favor.

• **Recovery Zone Bonding Authority Approval**

Commissioner Stritch requested that this be deferred to the next meeting for all Commissioners to vote on the matter.

• **Corrections Day Reporting Program Follow Up**

Al Wright presented the current job description and program. Al Wright noted the state statute that mandates the staff member to be a correctional officer. There was discussion of law

enforcement functions in the day reporting program such as restraint and re-arrest. Commissioner Stritch noted that Personnel Policy and Procedure Chapter 4-7 states that a Division Director has the authority to hire and retain employees.

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 personnel were Commissioner Pratt, Commissioner Stritch, Al Wright, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel were Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:39 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

March 24, 2010 – 10:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair	Theresa Young, Finance Director
Commissioner C. Donald Stritch, Clerk	Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director	Diane Gill, Human Services Director
Jude Gates, Director of Facilities	Claudia Blasco, UNH Coop. Extension
Captain Al Brackett, Officer in Charge	Kate Magrath, HR Assistant Director
Tom Reid, Deputy County Attorney	Frank Stoughton, IT Manager

I. Call to Order

Commissioner Pratt called the meeting to order at 10:07 a.m.

II. Reports:

RFP Awards

• **Skilled Rehabilitation Office Units, Long Term Care Services**

Moved: Commissioner Stritch to award the skilled rehabilitation office units proposal to Office Interiors Limited for \$10,850.76 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Skilled Rehabilitation Equipment, Long Term Care Services**

Moved: Commissioner Stritch to award the skilled rehabilitation equipment proposal to Direct Supply for an amount not to exceed \$22,000 and Sammons Preston for an amount not to exceed \$5,000 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Skilled Rehabilitation Chairs, Long Term Care Services**

Moved: Commissioner Stritch to award the skilled rehabilitation chairs proposal to Office Interiors Limited for \$5,211.52 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Nursing Charts, Long Term Care Services**

Moved: Commissioner Stritch to award the nursing charts proposal to Briggs Corporation for \$5,525.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **Scrubber Equipment, Long Term Care Services**

Commissioner Stritch opened proposals received from AMSAN International and Clean-O-Rama

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.

• **Police Vehicles, Sheriff**

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

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

- **Work Order Software, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from AllMax Software, Mexgen Asset Management, Micro Main Corporation, DP Solutions, Cyber Metrics, EPAC, Maintenance Connection, and Facilligence.

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.

- **Community Development Block Grant Administration**

Commissioner Stritch opened proposals received from Donna Lane CDBG Consultant and Workforce Designs Incorporated.

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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign payroll warrants 0311ST, 0318ST, 31910, and accounts payable warrants T100183-T100302. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the March 10, 2010 and March 17, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Electricity Services Discussion**

Jude Gates reported that she is in the final stages of a request for proposal for supplier services of electricity. Jude Gates noted the research done with other counties and a vendor list.

Commissioner Pratt asked why a broker is not doing this for us. Jude Gates noted that last year there was discussions with Public Service of New Hampshire for other services but found that they declined. Jude Gates noted that if a broker was used that the broker services would be sent requests for proposal as well. Jude Gates recommended against using a broker as the broker fee would offset some of the savings.

Finance – Theresa M. Young, Director

Theresa Young reported that the draft Cost Report is being reviewed and will be submitted timely. Theresa Young said that the auditors have the GASB34 financial statements for review and noted this is the earliest it has been submitted. Theresa Young noted that the last piece is the actuarial study for the auditors and a financial note.

- **Allowance for Doubtful Accounts Approval**

Moved: Commissioner Stritch to approve an allowance for doubtful accounts in long term care totaling \$843,625.61 at December 31, 2009 as recommended by the Finance Director and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Recovery Zone Facilities Bond Transfer of Authority**

Moved: Commissioner Stritch to transfer authority of Rockingham County's Recovery Zone Bond allocation in the amount of \$38,055,000 and that the waived cap will be reallocated by the State with the clear understanding that projects in Derry for a medical office building and expansion of Lonza Biologics at the Pease Tradeport as well as projects in Grafton, Coos, and Carroll counties be given priority for reallocation of our volume cap. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young noted that no final award has been issued for the biomass project for the county. There has been some conflicting reports between federal government departments and Theresa Young will continue to navigate between the departments.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the IT Manager's memorandum dated March 18, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Beauty Shop Price List Approval**

Commissioner Pratt expressed concern with the increase as the patients have minimal funds in this economy there is more opportunity to negotiate pricing and that the beautician has little to no burden in expenses here. Steve Woods said he would report back on the actual costs of products.

Sheriff – Captain Al Brackett, Officer in Charge

- **Grant Award: New Hampshire Highway Safety Agency, Speed Enforcement Patrols, \$5,687**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for Speed Enforcement Patrols Program in the amount of \$5,687 and authorize the Chair to sign all necessary documents as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

- **State Police Troop A Alternate Facility Agreement Approval**

Captain Brackett noted his recommendation of Troop A operations to use the Sheriff's Office Conference Room in emergencies.

Moved: Commissioner Stritch to approve the use of county facilities for the New Hampshire Department of Safety Division of State Police Troop A for continuity of operations plan as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in Claudia Boozer-Blasco's memorandum dated February 23, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

- **Line Item Transfers**

Al Brackett noted that overtime costs are impacting the overtime line item and suggests transferring funds from the Sheriff salary to cover overtime. Commissioner Pratt asked if the line will over expend for 1st quarter meetings. Captain Brackett said he would be fine through 2nd quarter meeting. Theresa Young clarified that this is simply informational at this time.

IV. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,b,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 nursing home employee were Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for an employee candidate to a nursing home position were Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two leave without pay requests for two nursing home employees were Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, Alison Kivikoski, 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 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 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 Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve an exception request to the 2009 Wellness Program for a nursing home employee contingent on backup documentation review 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 6-7 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.

- **Leave Without Pay Requests, Long Term Care Services**

Moved: Commissioner Stritch to approve leave without pay requests for two nursing home employees 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.

V. 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, County Complex
Brentwood, New Hampshire

April 7, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Al Wright, Corrections Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Frank Stoughton, IT Manager
Commissioner C. Donald Stritch, Clerk	Cathy Stacey, Register of Deeds
Martha Roy, Human Resources Director	Captain Al Brackett, Officer in Charge
Alison Kivikoski, HR Generalist	Claudia Blasco, UNH Cooperative Ext.
Steve Woods, Long Term Care Director	Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:05 a.m.

II. Reports:

RFP Openings

• **Computer Equipment, Information Technology/Telecommunications**

Commissioner Stritch opened proposals received from JTL, TR Technologies Incorporated, MicroWorks Computer Center, and ABS.

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.

• **Janitorial Supplies, Corrections**

Commissioner Stritch opened proposals received from Central Paper Products Company, Clean-O-Rama, Swish Kenco Limited, Hillyard Incorporated, and Clement 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.

• **Inmate Personal Care Items, Corrections**

Commissioner Stritch opened proposals received from Pacific Link, Bob Barker Company, Robinson Textiles, Justice Packaging, and Walter Stephens Incorporated.

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.

• **B & C Washer, Long Term Care Services**

Commissioner Stritch opened proposals received from B & C Technologies and Baring Industries

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.

• **Dairy Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Oakhurst Dairy, HP Hood Incorporated, and Garelick Farms.

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.

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

Commissioner Stritch opened proposals received from Farmer Brothers Coffee and Donahue Brothers.

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 a proposal received from TJ Alexander 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.

- **Hoyer Lifts, Long Term Care Services**

Commissioner Stritch opened proposals received from Direct Supply, Joerns Healthcare, and McKesson Extended Care.

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.

RFP Awards

- **Dishwashing and Laundry Chemicals, Corrections**

Moved: Commissioner Stritch to award the dishwashing and laundry chemicals proposal to Central Paper Products Company and Summit Supply from April 1, 2010 to March 31, 2012 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award the inmate institutional supplies proposal to Robinson Textile Company, Bob Barker Company, ATD, Pacific Link, and HG Maybeck as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Scrubber Equipment, Long Term Care Services**

Moved: Commissioner Stritch to award the scrubber equipment proposal to AmSan for \$7,555.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Police Vehicles, Sheriff**

Moved: Commissioner Stritch to award the police vehicles proposal to Hillsboro Ford for \$41,684.00 as recommended by Captain Brackett. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

- **Grant Award: Community Development Block Grant, Fishing Permits, \$500,000**

Moved: Commissioner Stritch to approve a grant award from 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. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign payroll warrants 0325st, 0401st, 040210, accounts payable warrants T100186, T100215, T100220, T100248, T100268-T100275, T100303-T100368, and line item transfers for engineering and maintenance services and the sheriff's office. Commissioner Pratt seconded the motion. Motion passed all in favor with Commissioner Barrows opposed to the sheriff's office line item transfer.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the March 17, 2010 and March 24, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Exception Request**

Commissioner Barrows reviewed out of state travel requests for Frank Stoughton and Donna Funteral to Boston trainings.

Moved: Commissioner Stritch to approve two exception requests to attend trainings in Boston. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training informational submissions.

Corrections – Albert J. Wright, Superintendent

- **Personnel non public session**

Al Wright highlighted the latest status of Senate Bill 500. Commissioner Barrows asked what could be done to help. There was discussion of the representatives and senators support. Commissioner Barrows suggested reaching out to senators.

County Attorney – James M. Reams

- **Position Title Change Request**

Martha Roy explained that the County Attorney is seeking a position title change due to reorganization. Commissioner Stritch asked if the position would be regraded. Martha Roy said there is no request for a regrade. Commissioner Pratt asked if this is the only element of the reorganization. Commissioner Pratt suggested deferring this until the County Attorney is present for a complete conversation of the proposed reorganization.

Finance – Theresa M. Young, Director

Theresa Young said that the audit is due April 30th and that the cost report was filed March 31, 2010. Theresa Young explained that fund balance is ready for adjustment and explained the 2008 fund balance adjustments.

Moved: Commissioner Stritch to approve a restatement of prior year fund balance and net assets for a positive general fund balance adjustment in the amount of \$455,326.05 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Downgrade Request**

Moved: Commissioner Stritch to downgrade the position of Medication Nursing Assistant part time to Licensing Nursing Assistant II part time in Assisted Living effective April 11, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Earned Time Minimum Usage Extension Request**

Steve Woods presented difficulty with the earned time minimum usage restrictions for new employees in long term care. Commissioner Stritch asked how many other departments had problems. Al Wright and Al Brackett noted concern for new employees. Commissioner Pratt suggested the County Management Team discuss this further and report back for resolution.

Theresa Young supported the concept of waiting an additional year for new hire employees. Discussion ensued about prorating and the need for employees using time. The extension was discussed noting concern with May 31st versus June 30th deadline for payouts.

Register of Deeds – Cathy Ann Stacey

- **Courthouse Security on Furlough Days**

Cathy Stacey reported that the Department of Revenue Administration is proposing a transfer tax to mortgage and free mapping services by the Registry of Deeds.

Cathy Stacey expressed concern with the furlough days at the courthouse and the state statute that requires being open to the public. Commissioner Pratt suggested deducting security costs from the monthly rent payments.

There was discussion of the current security protocols and what is needed for security to open the building.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel and an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, 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 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, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

IV. New Business

- **Meeting with Health Insurance Consultant**

Discussion: Healthcare Reform

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Consultant Jim Scammon, Theresa Young, Martha Roy, Kathy Nikitas, Chuck Nickerson, and Julie Hoyt.

Jim Scammon presented the impact of health care reform to the county. Jim Scammon noted that the impact is highlighted in order of effective date and explained that changes are inevitable

as the law needs to be written. The July 2010 effective date items were discussed noting funds available for pre-Medicare recipients. The October 2010 effective date was discussed noting dependent care and non-essential annual restrictions. It was explained that preventative services cannot be charged cost sharing copayments. The January 2011 effective date was discussed noting rebates to employees if the loss ratio is under the minimum. The over the counter medications will no longer be reimbursable through flexible spending accounts, health saving accounts, and healthcare reimbursement accounts. The Federal long term care benefits were discussed and that details are not clear. Employer reporting requirements were discussed noting additional reports and collection mechanisms. The March 2012 effective date was discussed noting quality information with impacts to health costs that will be the requirement of the third party administrator. In 2013, changes to flexible spending account limits were discussed along with no longer providing tax deductible Medicare Part D subsidy. Effective January 2014, fines will be imposed to employers who do not offer insurance.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to approved payroll practice and use of the compensated absences fund for a sheriff's office employee as recommended by the Officer in Charge. 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. 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 nursing home position 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 a leave without 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.

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: 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 division directors 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 Stritch, motion passed all in favor.

- **Resolution of Signature Complaint from January 27, 2010 Board of Commissioners Meeting**

At the January 27, 2010 Board of Commissioners meeting in public session a complaint was brought to the Commissioners by Ms. Roy. This matter was thoroughly reviewed and while the Commissioners could not conclude that Ms. Young intended to sign Ms. Roy's name to a

document or form this is yet another example of the communication problems between Ms. Young, Ms. Roy, and their respective departments. These problems don't further the mission of either department and they do not serve the best interests of Rockingham County. To avoid confusion and to improve communication between these departments, going forward, no Official/Division Director/Department Head shall sign or initial a document for any other Official/Division Director/Department Head. Further, no Official/Division Director/Department Head should write the name of another Official/Division Director/Department Head in an area on a document where a signature is customary, indicated or required. Hopefully, in cases of where more than one Official/Division Director/Department Head signature is required, especially when Human Resources and Finance are involved, these Official/Division Director/Department Head will discuss signature arrangements in an email, telephone call, note or face to face discussion. The Commissioners declared this matter resolved.

Moved: Commissioner Stritch to send a letter to both Ms. Young and Ms. Roy outlining the above resolution. Commissioner Pratt seconded the motion. Motion passed with Commissioner Barrows abstaining from the vote.

VI. Adjournment

Commissioner Stritch moved to adjourn at 3:03 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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

April 14, 2010 – 11:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:10 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,292,561.88 for the period ending April 11, 2010. 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 nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Steve Woods, and Chris Maxwell.

• **Non public session re: personnel**

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

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2 J.1 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 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
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Mitchell Building, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

April 19, 2010 – 12:15 p.m.

Present:

Commissioner Maureen Barrows, Chair Theresa Young (via telephone), Finance Dir.
Commissioner Katharin K. Pratt, Vice Chair Chuck Nickerson, Accounting Manager
Commissioner C. Donald Stritch, Clerk Kathy Nikitas, Financial Analyst
Frank Biron, Sheryl Stephens-Burke, and Alyssa Simard, Melanson and Heath Company

I. Call to Order

Commissioner Barrows called the meeting to order at 12:15 p.m.

II. New Business

• **2009 Audit Discussion**

Commissioner Barrows explained this meeting came about because Theresa Young sent an email on Wednesday that the April 30th deadline would not be met for the financials. On Friday, Commissioner Barrows explained she spoke with Chuck and thought it was a good idea for the Commissioners to meet and learn about what is outstanding.

Sheryl said that great progress was made this morning and that the major outstanding issue is the actuarial report. Chuck Nickerson said that this report could be made pending on the actuarial.

Theresa Young said that her email was for continuing communications and that Wednesday a draft not a final actuary was received. Theresa Young said she continues her communications with AMI Risk Consultants and final numbers are pending.

Chuck Nickerson said that once the final actuarial report is received then Theresa's footnotes and financials will be completed. Sheryl said a draft of the footnotes from the firm was already sent and that only a few blanks remain.

Frank Biron asked if the Melanson and Heath template would be used. Theresa Young said she spoke with Sheryl last week and said that the county footnotes would be used. Theresa Young said she does not want to take a step back. Frank Biron said that most entities and those larger than Rockingham County use the Melanson and Heath template.

Theresa Young said she appreciates the comments however it is a step back for Rockingham County and that management is suppose to be responsible for analysis. Frank Biron said he hears what she is saying but noted deficiencies last year and that it would not be a clean opinion. Theresa Young said that the statements last year did receive a clean opinion.

There was a disagreement between the group that Rockingham County is more sophisticated than other Melanson and Heath clients.

Commissioner Pratt said she does not understand the concern with the finance office producing the footnotes and statements. Commissioner Stritch said that he wants to see the write up based on Melanson and Heath's statements without tainting the results.

Frank Biron said that the county is responsible for the accuracy of the financial statements as they are the statements of Rockingham County. Frank Biron said using the firms software is efficient.

There was discussion between the differences of footnotes between the firms and the county. Sheryl said that taking the county information would result in not providing a clean opinion.

Sheryl said that the firm has been requesting a meeting to address these issues. Theresa Young questioned the timing of when this information was discovered. There was discussion of timing and discussions.

Frank Biron said that if you want to continue with your own footnotes you can but it must comply and will slow down the process.

There was discussion of other entities statements being done versus Rockingham County. Sheryl expressed concern with the moving target of adjustments and equals inefficiencies. Chuck Nickerson was not sure that there were 8 trial balances. Sheryl said her point is that the final numbers cannot be audited if the year is still open. Sheryl noted concern with the current year end closing process. There was discussion of the policy and the \$1,000 threshold and that is done per policy and reviewed annually.

Commissioner Pratt asked about the differences between 8 trial balances. Theresa Young said that there is a difference between fund balance restatements and trial balance updates.

Commissioner Pratt said that these adjustments are normal for Rockingham County and have some valid reasons.

Frank Biron said that the real audit should not begin until the books are closed and balanced. Frank Biron said if the little changes policy was amended it could speed up the process along with the firm's template. Commissioner Pratt asked if the audit work is a double process. Frank Biron said that the policy of Melanson and Heath is to do the footnotes and checking the numbers so it is done either way. Frank Biron said if you continue doing the footnotes then they need to be correct.

Commissioner Pratt asked how many of these issues are a first year process. Sheryl said that not much of this is a learning process. Frank Biron said it is very unusual process with these discussions with clients.

Commissioner Pratt asked about the management comments. Frank Biron said he needs to complete those once everything else is finalized.

Sheryl said if she was doing things differently then she would do work once the books are closed. Sheryl suggested an early to mid March work if the books were closed and that would ensure draft reports are ready by the end of March.

Theresa Young noted the timing of the submissions to auditors was changed due to previous auditors. Theresa Young noted the timing of the cost reports and the potential changes. Sheryl noted no concerns with the timing.

Commissioner Barrows asked about the small adjustments. Sheryl said it is based on your policy and what you want. Theresa Young said that this policy should be reviewed with live examples and the concerns with the next year budget impact.

Frank Biron said if unusual thing happen then audit adjustments could happen. Theresa Young and Kathy Nikitas said adjustments are normal at Rockingham County. Theresa Young noted accountability of the departments and sets the level higher then that may cure some of the problems.

Commissioner Pratt said this has been a departmental responsibility issue over the last 14 years. Commissioner Barrows said a tough love approach is needed. Commissioner Barrows asked about the proposed change to Theresa Young. Theresa Young said the current policy is fine.

There was discussion of the current policy and past practice. Commissioner Pratt clarified that a department sends information along for the current year and not the next year. A line item transfer versus accrual was discussed for clarification. Examples were discussed for a further understanding of the policy and the consequences. Commissioner Barrows said that we have been enablers for years and the time for change is now. Theresa Young noted Delegation resolutions and the need for compliance. Commissioner Pratt suggested a discussion during the 2009 audit subcommittee meeting.

Frank Biron noted in Massachusetts a law that bills must be submitted within 15 days after the books close and a special handling process for exception approval.

Line item transfers were discussed and the concerns associated with the restrictions.

Frank Biron said that a clean opinion could be issued once everything is addressed. Sheryl said that the actuarial valuation, restricted asset classifications, and footnotes are the major outstanding items.

There was discussion of the draft OPED and sharing draft footnotes. Theresa Young suggested reviewing Melanson and Heath footnotes and then mirroring both. Discussion continued between differences of compliance and mirroring of notes.

Commissioner Pratt clarified deadlines and it was agreed that a final detailed list will be provided at the end of the day.

Frank Biron clarified for agreement that Melanson and Heath will provide the template to Theresa Young for drafting. Theresa Young said that she would take the draft report and highlight changes and give to Melanson and Heath for modification

III. Adjournment

Commissioner Stritch moved to adjourn at 1:13 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

April 21, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Kathy Nikitas, Financial Analyst
Alison Kivikoski, HR Generalist
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director

John Blomeke, Assistant Superintendent
Frank Stoughton, IT Manager
Jude Gates, Director of Facilities
Captain Al Brackett, Officer in Charge
Diane Gill, Human Services Director
Claudia Blasco, UNH Coop. Extension
Tom Reid, Deputy County Attorney
Chuck Nickerson, Accounting Manager

I. Call to Order

Commissioner Pratt called the meeting to order at 9:08 a.m.

II. New Business

• **2009 Cost Report Discussion with Robbin Grill CPA**

Present: Commissioner Pratt, Robbin Grill, Kathy Nikitas, Chuck Nickerson, Steve Woods, and Janice Demers.

Robbin Grill explained that this meeting would be most productive by providing a comparison of Rockingham County versus the average of other county nursing homes and nonprofit homes. Robbin Grill recommended increasing the Medicare day percentage. Robbin Grill said that the staffed bed days are 221 and Steve Woods indicated that staffing is at a full count.

The cost per resident day is for reimbursable items to Medicaid. Robbin Grill recommended that anything that can be considered capital to capitalize for reimbursement noting the Rockingham County lower capital costs versus the average.

The nursing administration and medical care differences in the average was reviewed. It was noted that nursing administration differs between homes as each home classifies these charges differently and or captures these costs more or less completely. Robbin Grill explained that administration and medical care costs are higher and affect the total cost per day.

Robbin Grill noted that ancillary service costs are for internal servicing versus outsourcing. Commissioner Pratt suggested sending the outsourcing plan to Robbin Grill for analysis. There was discussion of the billable and non billable hours for categorizing in reports and Medicaid rates.

Commissioner Barrows arrived at 9:28 a.m.

Commissioner Pratt asked about the process for capturing the capital costs. There was discussion of the current process and improvements for future. The impact of the new phase of touch screens as capital costs were reviewed and the additional capital costs to capture in personnel costs. It was agreed to look at the capital costs between maintenance, nursing home, and finance with the assistance of Robbin Grill to ensure the costs are captured. Robbin Grill encouraged Steve Woods to send the Medicaid rate noticed for review and analysis as it is beneficial to appeal the semiannual rate determinations. Robbin Grill noted this had been routine practice in the nursing home but has not been done for several years.

III. Reports:

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Pratt to approve and sign general ledger entries 10071-10075, payroll warrants 0408ST, 0414ST, 041610, and accounts payable warrants T100221, T100222, T100276, T100304, T100305, T100318, T100359, T100360, T100370A-T100419.

Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Pratt to approve the minutes of the April 7, 2010 and April 14, 2010 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

Corrections – Albert J. Wright, Superintendent

- **Day Reporting Program Discussion**

John Blomeke reported that job applicants were interviewed. Commissioner Barrows noted that the program is on hold until further notice.

Commissioner Stritch arrived at 10:09 a.m.

- **Rescind RFP Award: Food Carts**

Moved: Commissioner Pratt to rescind a vote taken at the December 16, 2009 Board of Commissioners meeting canceling the RFP award to Northeast Food Service for portable food carts as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Position Title Change Request**

Tom Reid explained he is requesting a change to the job description and position title of a Legal Assistant II position and Legal Assistant I. Tom Reid noted that records management is a new category to fit the duties for the overall picture. There was discussion of the overall County Attorney job descriptions in the packet. Martha Roy explained that these should be approved as they have not been updated as all other departments were in the 2006 era.

Tom Reid and Martha Roy assured the Board of Commissioners that these changes will not result in a regrade request at a later date.

Moved: Commissioner Stritch to approve the position title change of Receptionist/Secretary to Legal Assistant I and corresponding job description as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Judicial Dialog Systems, \$18,013.75**

Commissioner Barrows asked when this system was last reviewed for competitive bidding. Tom Reid explained that all county attorneys and the state are looking at one major system but still using the current system. Commissioner Barrows suggested moving forward towards a new system. Tom Reid said that the proposal requires approval by the state, system building is a long endeavor, and would not be possible this year.

Moved: Commissioner Stritch to authorize a bid waiver to Judicial Dialog Systems for \$18,013.75 as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

Jude Gates reported that Theresa Young received notice that the United States Department of Energy approved the Rockingham County Biomass Project grant funding. Kathy Nikitas noted that a vote will be presented at the next meeting once further information is received.

Finance – Theresa M. Young, Director

Kathy Nikitas reported that the Justice Assistance Grant reporting was delayed due to a system error on the federal reporting system and that the error was corrected. Efforts are ongoing to accept the application.

Chuck Nickerson reported that the draft actuarial report has been received. Commissioner Barrows asked if that means the April 30th deadline would be met. Chuck Nickerson said that they will continue working to meet the deadline.

Human Resources – Martha S. Roy, Director

- **Primex Wellness Award Recognition**

Martha Roy was pleased to announce that Rockingham County received an award from Primex for its wellness program.

Human Services – Diane D. Gill, Director

Commissioner Barrows inquired about the County Attorney referring clients to the county Human Services Diversion Program. There was discussion about the reimbursement process. Commissioner Barrows suggested talking with Theresa Young as she is good at setting up these types of reimbursement accounts.

Long Term Care Services – Steven E. Woods, Director

- **American Express Point Usage Approval**

Moved: Commissioner Stritch to approve the use of American Express points for items outlined and recommended in the Long Term Care Services Director's memorandum dated April 21, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows reported from the Assisted Living Resident Council meeting that activities need improvement. Discussion ensued about the use of county buses versus a van for assisted living and improved programming.

Sheriff – Captain Al Brackett, Officer in Charge

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Officer in Charge's memorandum dated April 7, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application: New Hampshire Highway Safety Agency, DWI Hunter Patrols, \$2,475**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Highway Safety Agency in the amount of \$2,475 for DWI Hunter Patrols and authorize the Chair to sign all necessary documents as recommended by the Officer in Charge. 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: 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, Martha Roy, Kate Magrath, 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: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver request to the facility were 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, Kathy Nikitas, 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.

- **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 Officer in Charge. 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 16-1B 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.

Commissioner Barrows left the meeting at 11:54 a.m.

RFP Awards

- **Computer Equipment, Information Technology/Telecommunications**

Moved: Commissioner Stritch to award the computer equipment proposal to Micro Works for \$25,541.56 and Axis for \$5,316.00 as recommended by the Information Technology Manager. Commissioner Pratt 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, Pacific Link, and Walter Stephens Company from May 1, 2010 to April 30, 2011 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Supplies, Corrections**

Moved: Commissioner Stritch to award the janitorial supplies proposal to Central Paper Products Company from May 1, 2010 to April 30, 2011 as recommended by the Corrections Superintendent.

- **B & C Washer, Long Term Care Services**

Moved: Commissioner Stritch to reject proposals received and reissue requests for proposal for a B&C Washer as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the dairy products proposal to HP Hood LLC from May 1, 2010 to April 30, 2011 as recommended by the Long Term Care Services Director. 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 Incorporated from May 1, 2010 to April 30, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt 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 21,587.30 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Hoyer Lifts, Long Term Care Services**

Moved: Commissioner Stritch to award the Hoyer lifts proposal to Joerns Healthcare Incorporated for \$11,562 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Administration**

Moved: Commissioner Stritch to award community development block grant administration services for fishing permits to Donna Lane for \$9,600 and authorize the Chair to sign all necessary documents as recommended by the Grants Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

- **Re-tube Boiler, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Vermont Boiler Specialists and Kendall Boiler and Tank 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.

- **Replacement Doors, Engineering and Maintenance**

Commissioner Stritch opened proposals received from RG Tombs Door Company, Kamco Supply Corporation, and Ricci 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 Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

No proposals were received.

Moved: Commissioner Stritch to reject and reissue requests for proposals for correction officer uniforms. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:05 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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

April 28, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent

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 \$1,274,993.48 for the period ending April 25, 2010. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:08 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, County Complex
Brentwood, New Hampshire

May 5, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Kathy Nikitas, Financial Analyst
Captain Al Brackett, Officer in Charge
Claudia Blasco, UNH Coop. Extension

Frank Stoughton, IT Manager
Jude Gates, Director of Facilities
Martha Roy, Human Resources Director
Diane Gill, Human Services Director
Steve Woods, Long Term Care Director
Karen Senecal, County Attorney Office Adm.
Tom Reid, Deputy County Attorney
Alison Kivikoski, HR Generalist

I. Call to Order

Commissioner Barrows called the meeting to order at 10:05 a.m.

II. Reports:

RFP Openings

• **Electricity Supplier, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from UGM Incorporated, Integrys Energy Services, Gexa Energy, and Con Edison 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.

Commissioner Pratt requested to be involved in the analysis. There was discussion of the locking in rates versus the option for flexible pricing. Jude Gates reported the status of other counties and the work of the New Hampshire Association of Counties.

• **Ozone Laundry System, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Tri-State Laundry Systems, Yankee Equipment Systems, and Enviro 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.

• **Vehicle, Long Term Care Services**

Commissioner Stritch opened proposals received from Ford of Londonderry and Autofair Ford.

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.

RFP Awards

• **Re-tube Boiler, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the re-tube boiler proposal to Kendall Boiler and Tank Company in the amount of \$13,700 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Doors, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement doors proposal to RG Toombs Door Company in the amount of \$13,005 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 0422st, 0429st, and accounts payable warrants T100223-T100226, T100277, T100306, T100307, T100394-T100473.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the April 19, 21, and 28, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows received conference and training information submissions.

- **Conference and Training Exception Request**

Commissioner Barrows asked for further details to the conference. Kathy Nikitas explained the importance of the conference and noted that only a partial reimbursement is being sought.

Commissioner Barrows expressed her belief that operations cease without the Finance Director and that she has been away on vacation and will only return briefly before leaving again for a conference. Kathy Nikitas explained again the chain of command in the absence of the Finance Director and noted all finance office operations function timely. Discussion ensued about the operations of the office. Commissioner Pratt suggested that further discussions wait until the Finance Director arrives at the end of the meeting.

Corrections – Albert J. Wright, Superintendent

Commissioner Barrows questioned the low census of the SCRIP Program. Al Brackett explained that potential clients are not qualified for the program. Commissioner Barrows suggested merging diversion programs for further efficiencies. Discussion ensued about program qualifications for clients and ways to assist with increasing the census. It was agreed that there would be a meeting between the diversion programs to brainstorm. Tom Reid explained a program in Hawaii for a new probation program and the facets needed to implement within Rockingham County.

Finance – Theresa M. Young, Director

- **Grant Award: Biomass Project**

Kathy Nikitas reported that Theresa Young is trying to make it here at the end of the meeting to discuss this issue.

- **Time and Attendance Software Status Update**

Kathy Nikitas reported that the office is working with the vendor and preparing requested information for implementation. It was noted that a conference call will occur soon for a schedule firmed up and then the company will be coming to the facility to meet, discuss, and learn about the departments.

- **Financial Statements Status Update**

Kathy Nikitas reported that the notes to the auditor will be sent today. It was explained that the formats between the vendor and the county were merged and adjustments were made. Kathy Nikitas said the Management and Discussion Analysis should be sent out at the end of the week. It was explained that one outstanding issue remains regarding the recording of FMAP expenditures. Commissioner Pratt noted she requested a written reason from the vendor of why they disagree. Commissioner Barrows said that since it they are an independent auditor that disagreements occur and should be reported. Kathy Nikitas said the office works hard to make

sure the financial statements accurately report the county's financial activities and position. Commissioner Barrows suggested an independent auditor to mediate the disagreement. Kathy Nikitas said that they are almost complete and it is very important and the time should be taken to properly report the county's financial activities and position. Commissioner Barrows recalled at a previous meeting with the auditor the complaint about 8 sets of numbers. Kathy Nikitas said that this was addressed noting that 8 was not a correct number and further the auditors requested that any changes be provided in updated financial statement format. Commissioner Barrows recommended another face to face meeting to resolve the outstanding issues.

Human Resources – Martha S. Roy, Director

- **Approval of Job Descriptions**

Moved: Commissioner Stritch to accept all of the proposed County Attorney's Office job descriptions and further to change the title of General Office Manager to Office Administrator effective May 5, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Martha Roy reported an amendment to House Bill 1393 and expressed concern with the amendment because it could result in higher premiums in future years. Discussion ensued about the amendment.

Long Term Care Services – Steven E. Woods, Director

- **RFP Award Amendment for Dairy Products**

Moved: Commissioner Stritch to amend the award for dairy products at the April 21, 2010 meeting to change the award approval date through June 2, 2010 and reissue requests for proposals for both fixed and flexible pricing as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Rockingham Visiting Nurse Association and Hospice Agreement Approval**

Moved: Commissioner Stritch to approve a hospice agreement with Rockingham Visiting Nurse Association and Hospice at no cost to Rockingham County from February 1, 2010 to January 31, 2011 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.

Sheriff – Captain Al Brackett, Officer in Charge

- **2010 Justice Assistance Grant**

Al Brackett explained that 2010 Justice Assistance Grants are available as in years past. He explained the complex nature of the grants and all the work and time he has put in. He noted his appreciation of Jennifer Sorrel for assistance in the grant process.

- **Grant Application: New Hampshire Highway Safety Agency, Bicycle Safety Helmet Grant**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Bicycle Safety Helmet Grant Program and authorize the Chair to sign all necessary documents as recommended by the Officer in Charge.

Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award: New Hampshire Highway Safety Agency, DWI Hunter Patrols, \$2,475**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for a DWI Hunter Patrols Program in the amount of \$2,475 and authorize the Chair to sign all necessary documents as recommended by the Officer in Charge. 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 Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss three exception requests for compensated absences fund usage for nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, Kathy 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 nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, Kathy Nikitas, 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 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 Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve the use of the compensated absences fund for three nursing home employees as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, 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 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 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.

- **Grant Award: Biomass Project**

Theresa Young highlighted the progress of the grant application and the steps to receiving the award. Theresa Young noted that funding is in place for the project and further the project funding was sent to First Southwest Advisors for analysis. Theresa Young explained the drawdown procedure and the policies for the grant. It was explained that the amount of documentation requires review and accommodations were made to ensure proper review. It was agreed to report the latest information to the Executive Committee at the 1st quarter review meeting. Discussion ensued about project funding and the health of the capital fund.

- **RFP Award: Electricity Services, Engineering and Maintenance Services**

Jude Gates explained that four vendors submitted proposals that were opened at the beginning of the meeting. The current rate from Public Service of New Hampshire was reviewed and compared against the proposals. Commissioner Pratt inquired about indexed costs. Jude Gates believed that fixed cost was least risk and this is a three year contract. Jude Gates noted that the rate is at a ten year low. Discussions ensued about the cost benefit analysis of locking in versus variable.

Moved: Commissioner Stritch to award energy services proposal to UMG Incorporated for a rate not to exceed \$0.0747 per kilowatt hour for thirty-six months pending final rate confirmation and

contract legal review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Time and Attendance Software Status Update**

Commissioner Barrows expressed concern with making a payment to the vendor for a system that is not yet fully operational. Theresa Young explained that this is one of several progress payments that will be due from time to time as work progresses. Commissioner Barrows asked for a written timeline to see the course of action.

- **Financial Statements Status Update**

Commissioner Barrows asked when the county and the auditor will be on the same page and synchronized. Theresa Young suggested that the difference may be due to inexperience from the auditor in FMAP payments to counties. Commissioner Barrows suggested a status update at the next regular Commissioners meeting. Commissioner Pratt requested written support of the auditing firm's position on this matter.

Commissioner Stritch left the meeting at 12:40 p.m.

- **Conference and Training Exception Request**

Commissioner Barrows expressed concern with the conference and training request as she believes the finance office does not operating normally when the director is absent. Theresa Young disagreed noting that the office functioned properly in her absence and specified that she wanted to be involved personally in the audit conference call to ensure issues were resolved. Discussion ensued about the conference and training request.

Moved: Commissioner Pratt to approve an exception to the conference and training directive for out of state travel for the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Pratt closed the meeting at 1:05 p.m.

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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

May 12, 2010 – 11:00 a.m.

Present:

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

Al Wright, Corrections Superintendent
Captain Al Brackett, Officer in Charge
Theresa Young, Finance Director
County Attorney Jim Reams

I. Call to Order

Commissioner Barrows called the meeting to order at 11:03 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,313,994.57 for the period ending May 9, 2010 including a payout of compensated time hours to a sheriff's office employee by exception request to Personnel Policy and Procedure Chapter 6-15, F-4. Commissioner Pratt seconded the motion, voted all in favor.

• **Additional Police Cruisers**

Al Brackett explained that a bid waiver request will be presented at the next meeting for two additional cruiser vehicles. Al Brackett said that the original agreement with the subcommittee was to wait for a Sheriff to be appointed and have the new Sheriff request vehicles. He noted that since the new Sheriff will not be appointed until the beginning of next year and that two vehicles should be replaced.

The need of a bid waiver versus an amendment to an award was discussed.

Commissioner Pratt asked how many vehicles will be taken offline. Al Brackett said that at least two vehicles will be taken offline.

Al Brackett highlighted the change in maintenance repairs and confusions between the Sheriff's Office and Engineering and Maintenance Services.

Moved: Commissioner Stritch to amend an award for police cruisers taken at the April 7, 2010 Board of Commissioners meeting for two additional vehicles to Hillsboro Ford as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, passed 2-1.

• **Conference and Training Exception Request**

Jim Reams presented an exception request to the conference and training directive for out of state travel for both himself and the Deputy County Attorney. It was explained that the benefit of this training is that it would assist in bringing training for all county attorneys to New Hampshire.

Moved: Commissioner Stritch to approve an exception request to the conference and training directive for out of state travel for both the County Attorney and the Deputy County Attorney. Commissioner Pratt seconded the motion.

Commissioner Barrows wanted to state for the record that there will be no surprises or additional requests at the end of the year needing exceptions and or line item transfers. Commissioner

Barrows also wanted to state for the record that this training would result in further trainings being held in New Hampshire.

Motion passed all in favor.

- **Financial Statement Status Update**

Theresa Young explained that the auditors have the notes and they are working through the notes and asking the Accounting Manager questions. Commissioner Pratt noted that she is waiting for a written response from the auditor regarding the FMAP recording. Theresa Young explained that the FMAP issue is an opinion finding and it should not be needed as the proper method is clear.

Commissioner Barrows asked that the Finance Director ask for a written response from Health and Human Services for a response and report back to the Board of Commissioners.

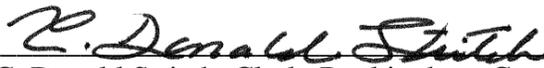
- **Request for Information – Low Income Elderly Housing**

Commissioner Pratt explained that she went to a groundbreaking ceremony in Rye for low income housing and asked if the Commissioners wished to move forward with a prior year Request for Information. Commissioner Pratt asked if the Commissioners wanted to meet with the responders. Commissioner Barrows said it was a great idea to meet with the responders.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:33a.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

May 19, 2010 – 10:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Louise Turner, Corrections Office Adm.
Jude Gates, Director of Facilities

Lt. James Lussier, Deputy Sheriff
Theresa Young, Finance Director
Claudia Blasco, UNH Cooperative Ext.
Steve Woods, Long Term Care Director
Frank Stoughton, IT Manager
Martha Roy, Human Resources Director

I. Call to Order

Commissioner Pratt called the meeting to order at 10:06 a.m.

II. Reports:

RFP Awards

• **Ozone Laundry System, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the ozone laundry system proposal to Tri-State Laundry Systems for \$23,900 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Vehicle, Long Term Care Services**

Moved: Commissioner Stritch to award the vehicle proposal to Auto Fair for \$15,571 with financing to be determined by the Finance Director 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.

RFP Openings

• **Epoxy Flooring Repair, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Advanced Prep Coat Incorporated, York Flooring Company, Capriolo Floor Coatings, and Northeast Flooring 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.

• **Server Room Exhaust Systems, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from Palmer and Sicard Incorporated.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposal, 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 Central Paper Products Company, Geriatric Medical, and McKesson Medical-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.

• **B & C Washer, Long Term Care Services**

Commissioner Stritch opened a proposal received from 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.

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

Commissioner Stritch opened proposals received from McKesson Medical-Surgical, Geriatric Medical, and TransMed 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.

- **Disposable Lids, Long Term Care Services**

Commissioner Stritch opened proposals received from Central Paper Products Company and Eastern Bag and Paper 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.

- **Hand Soap Products, Long Term Care Services**

Commissioner Stritch opened proposals received from AMSAN, Central Paper Products Company, Clean-O-Rama, and Swish USA.

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.

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

Commissioner Stritch opened proposals received from HP Hood and Garelick Farms.

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.

- **Inmate Medical Care, Corrections**

Commissioner Stritch opened proposals received from Prime Care Medical, Prison Health Services, Correctional Medical Care, American Correctional Medical Group, and Correct Care Solutions.

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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign payroll warrants 0509st, 0513st, and accounts payable warrants T100227, T100228, T100308-T100310, T100403, T100433-T100518.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 5, 2010 and May 12, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Financial Statements Status Update**

Theresa Young reported that the auditor has presented draft management and discussion analysis and financial statements however Rockingham County produces financial statements and notes since 1993. Theresa Young stated that the dual statements cause a longer review and comparison

process for accuracy. Theresa Young said she is hopeful that next year the regular process will be followed and have Rockingham County produce the statements and the auditor audit them.

Commissioner Stritch asked for clarification. Theresa Young explained that entities are responsible for producing financial statements and their notes and having an independent auditor to audit our records. Commissioner Stritch stated that the auditor should independently review the records without personalization. Theresa Young concurred.

Commissioner Pratt clarified that the discussion topic is the financial statements and not the management letter. Commissioner Stritch said he was aware.

Theresa Young said that pursuant to Generally Accepted Accounting Principles that entities are responsible for their own financial statements, notes, and management discussion analysis. Commissioner Pratt noted that for the last seventeen years Rockingham County has produced its own financial statements.

Martha Roy arrived at 10:39 a.m.

Theresa Young said that she will meet with the auditor to clear up the items in the management letter that are incorrect. Theresa Young used the accounts payable process as an example noting that the process the auditor listed was incorrect.

Theresa Young followed up on the misunderstanding on the FMAP recording. Commissioner Pratt noted in the meeting packet contains the auditor's basis for their position. Theresa Young explained the history and process of FMAP and how it impacts Rockingham County. Theresa Young said she has spoken to other counties, the state, CMS, and other auditors for clarification. Theresa Young expressed concern that a process has been in place and should remain the same.

Discussion ensued between the Commissioners about the information presented.

Human Resources – Martha S. Roy, Director

- **Collective Bargaining Agreement, Deputy Sheriff's**

Martha Roy requested that the Board of Commissioners approve the union contract with the Deputy Sheriff's. Theresa Young and Martha Roy noted that it would be beneficial to approve this today to reflect the new rates established.

Moved: Commissioner Stritch to approve a collective bargaining agreement between Rockingham County and Teamsters Local 633 of New Hampshire for deputy sheriffs with the agreement expiring June 30, 2013. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired about the language of "Sheriff and/or County Commissioners."

Motion passed all in favor.

- **Harassment/Anti-Discrimination Policy Approval**

Martha Roy presented the amendments to the policy noting input received by the division directors and elected officials.

Moved: Commissioner Stritch to approve the proposed Harassment/Anti-Discrimination Policy effective May 27, 2010 and further to require mandatory training of this policy as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if legal counsel reviewed the amendments made by staff. Martha Roy noted she had not because the differences were grammatical.

Motion passed all in favor.

Martha Roy noted that the union contract in negotiations requires attendance bonus policy be paid as a new contract is not in effect. It was agreed that the Delegation needs to approve the pay of this. Commissioner Stritch recommends contacting the Delegation Office in order to have the vote taken in Concord to save on mileage and an additional meeting in Brentwood.

Long Term Care Services – Steven E. Woods, Director

Steve Woods presented a revenue budget comparison noting the Genesis Contract and increases in revenue. Commissioner Pratt requested adding expenses as well for a complete comparison. Theresa Young noted that the Finance Office could add project codes for enhanced tracking.

- **Nursing Position Change**

Theresa Young noted that Board of Commissioners approval is not needed for this.

Sheriff – Captain Al Brackett, Officer in Charge

- **Public Hearing: United States Department of Justice, 2010 Justice Assistance Grant Program, Funding for Rockingham County, Derry, Londonderry, Portsmouth, Salem, and Seabrook**

Theresa Young reported that this needs to be taken up at next week's meeting to ensure compliance with a thirty day public input time period pursuant to grant stipulations. The Commissioners agreed to take action on this matter next week.

Lt. Lussier wanted to follow up on the status of the SCRIP Program. He explained that the SCRIP Coordinator has met with Corrections and Human Services to increase the census.

University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in a memorandum dated May 6, 2010 surplus and to be disposed of accordingly. 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 personnel in corrections were Commissioner Pratt, Commissioner Stritch, Al Wright, Louise Turner, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two exception requests for nursing home employees were Commissioner Pratt, 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 Stritch, motion passed all in favor.

- **Corrections Superintendent Resignation**

Moved: Commissioner Stritch to accept the resignation of the Corrections Superintendent effective July 1, 2010 with regret. 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 Chapters 6-7 and 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 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.

IV. Adjournment

Moved: Commissioner Stritch to adjourn the meeting 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

Mitchell Building, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

May 26, 2010 – 11:00 a.m.

Present:

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

Captain Al Brackett, Officer in Charge
Martha Roy, Human Resources Director
Kathy Nikitas, Financial Analyst

I. Call to Order

Commissioner Pratt called the meeting to order at 11:08 a.m.

II. New Business

• **Approval of Payroll**

Motion: Commissioner Stritch to approve total payroll expense of \$1,262,404.65 for the period ending May 23, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

- **Public Hearing: United States Department of Justice, 2010 Justice Assistance Grant Program, Funding for Rockingham County, Derry, Londonderry, Portsmouth, Salem, and Seabrook**

Commissioner Pratt opened the public hearing and asked Captain Brackett to read the Program Narrative for the record and public. Captain Brackett read the narrative explaining the grant details and allocations to each town and Rockingham County.

Commissioner Pratt announced that the program narrative, application, and interlocal agreements are available for public inspection for a 30 day comment period.

Commissioner Pratt asked for public comments. No public comment.

Commissioner Pratt closed the public hearing.

- **Grant Application: United States Department of Justice, 2010 Justice Assistance Grant Program, \$114,015**

Moved: Commissioner Stritch to approve the submission of a grant application to the United States Department of Justice for the 2010 Justice Assistance Grant Program in the amount of \$114,015 and authorize the Chair to sign all necessary documents as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request for a temporary full time dispatcher with benefits due to an employee's military leave as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

- **Corrections Superintendent Position Posting**

Commissioner Pratt noted that a draft position posting is in the packet for review. Chris Maxwell noted that Commissioner Barrows stated she expressed concern with the rush to post the position. Commissioner Pratt explained that his resignation is effective July 1, 2010. There was discussion on the need to have transition plan. Martha Roy noted she would bring this up at next week's meeting.

III. Old Business

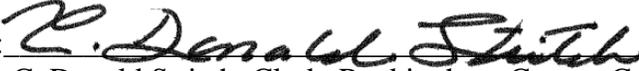
- **Audit Status Update**

Kathy Nikitas noted that a conference call was held on Friday and the auditor agreed with the Finance Office on FMAP accounting for financial statements. It was noted that additional information was provided to the auditors in response to management letter comments for accuracy and the auditor may revise the management letter accordingly.

IV. Adjourn

Commissioner Stritch moved to adjourn at 11:39 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, County Complex
Brentwood, New Hampshire

June 3, 2010 – 10:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Martha Roy, Human Resources Director	Frank Stoughton, IT Manager
Kate Magrath, HR Assistant Director	Captain Al Brackett, Officer in Charge
Steve Woods, Long Term Care Director	Theresa Young, Finance Director
Al Wright, Corrections Superintendent	Claudia Blasco, UNH Coop. Extension

I. Call to Order

Commissioner Pratt called the meeting to order at 10:05 a.m.

II. Reports:

RFP Openings

- **Food Pass Assemblies and Steel Bunk Supplies, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from PSI Jail and Equipment Supply, United Prison Equipment, Hardware Consultants, Craftmaster Hardware Company, KNE Corporation, Maximum Security Products Corporation, and Detention Device Systems.

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.

- **Paper Products, Long Term Care Services and Corrections**

Commissioner Stritch opened proposals received from AMSAN, Interboro Packaging Corporation, Swish Maintenance, Central Paper Products Company, Geriatric Medical.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director and Corrections Superintendent to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Music Therapy, Long Term Care Services**

Commissioner Stritch opened proposals received from Joan Whitcomb and Manchester Community Music School.

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.

- **Digital Recording System, Sheriff**

Commissioner Stritch opened proposals received from Acorn Recording Solutions Incorporated, Wright Communications, and Exacom.

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

- **Copier, Human Resources**

Commissioner Stritch opened proposals received from Toshiba Business Solutions, Conway Office Products, Cameron Office Products, Century Copier Specialists, OCE North America,

Seacoast Business Machines, Konica Minolta Business Solutions, and Northern Business Machine.

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

- **Mobile Heated Food Carts, Corrections**

Commissioner Stritch opened a proposal received from Northeast Food Service Equipment and Supply.

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 Group.

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

- **Server Room Exhaust Systems, Engineering and Maintenance**

Moved: Commissioner Stritch to award the server room exhaust system to Palmer and Sicard for \$16,200 as recommended by the Director of Facilities, Planning, and Information Technology. 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 KcKesson Medical-Surgical Supply from June 1, 2010 to May 31, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **B & C Washer, Long Term Care Services**

Moved: Commissioner Stritch to award the washer proposal to Tri-State Laundry Systems for \$6,590 as recommended by the Long Term Care Services Director. 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, 2010 to May 31, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Disposable Lids, Long Term Care Services**

Moved: Commissioner Stritch to award the disposable lid proposal to Eastern Bag and Paper Group from June 1, 2010 to May 31, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the dairy products proposal to HP Hood from June 3, 2010 to June 3, 2011 as recommended by the Long Term Care Services Director. 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 10101-10104, 10133, 10139 totaling \$5,537.00, payroll warrants 0519st, 0527st, 052710, totaling \$1,270,894.58, and accounts payable batches 9370, 9373, 9374, 9377, 9379, 9386, 9393, 9397, 9399, 9402, 9406,

9423, transfers 100493, 100487 totaling \$2,156,674.85. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 19, 2010 and May 26, 2010 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant (CDBG) Award Approval: New Hampshire Community Development Finance Authority, Crossroads House Project Phase II, \$191,000**

Moved: Commissioner Stritch to accept a grant award from the New Hampshire Community Development Finance Authority in the amount of \$191,000 for Crossroads House Project Phase II and authorize the Chair to sign all necessary documents as recommended by the Grant Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Waiver of Recovery Zone Economic Development Bonds Request from New Hampshire State Treasurer**

The Commissioners agreed to discuss this further after the Finance Director has reviewed the request.

Corrections – Albert J. Wright, Superintendent

- **Belknap County Prisoner Transfer Request**

Moved: Commissioner Stritch to authorize the housing of up to 12 Belknap County inmates during motorcycle week as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare four vehicles as outlined and recommended in the Director of Facilities, Planning, and Information Technology memorandum dated May 19, 2010 surplus and to be sold accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

Theresa Young reported that the Jantek Time and Attendance System and/or network problems is still being analyzed however progress has been made and she is hopeful direct deposits will occur for the next payroll and thanked everyone for their support during the last payroll cycle.

Theresa Young reported that the financial statements are in review with the auditor and should be available soon.

It was noted that the Tax Anticipation Note borrowing will be happening in July and the county will need to borrow more than last year.

Theresa Young reported that Workforce Software training would occur the week of June 21, 2010 for development the system and all departments need to be available to participate.

Human Resources – Martha S. Roy, Director

- **Short Term Disability Summary Plan Description Approval**

Moved: Commissioner Stritch to approve the Rockingham County Group Short Term Disability Summary Plan Description effective January 1, 2010 as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Concepts in Benefits Inc. (CBI) Flexible Spending Account (FSA) Service Agreement Approval**

Moved: Commissioner Stritch to approve the amendment to the Concepts in Benefits Flexible Spending Account Service Agreement as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Collective Bargaining Agreement Amendment, Deputy Sheriff**

Moved: Commissioner Stritch to approve an amendment to the Collective Bargaining Agreement approved at the May 19, 2010 Board of Commissioners meeting as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **20% Nursing Floor Bonus Policy Elimination Approval**

Moved: Commissioner Stritch to eliminate the Nursing Floor Bonus Policy effective July 18, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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 dated May 14, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

- **Taser Stipend Increase Request**

Moved: Commissioner Stritch to approve an increase to the taser stipend from \$500 to \$1,000 for a non-union position effective March 15, 2010 as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, Bicycle Safety Helmets Project, 25 youth helmets**

Moved: Commissioner Stritch to accept a grant award from the New Hampshire Highway Safety Agency for the Bicycle Safety Helmet project and authorize the Chair to sign all necessary documents as recommended by the Officer in Charge. 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: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were 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 corrections personnel were Commissioner Pratt, Commissioner Stritch, Al Wright, 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 Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, Alison Kivikoski, 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 Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were 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 Stritch, motion passed all in favor.

- **Leave Without Pay, 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 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.

- **Corrections Superintendent Position Posting**

Commissioner Pratt noted that a draft position posting is in the packet for review. Chris Maxwell noted that Commissioner Barrows wished to discuss this at the next meeting when she is present. Commissioner Pratt explained that his resignation is effective July 1, 2010. It was agreed to bring this to the next meeting and Commissioner Pratt noted the ability to have a conference call with Commissioner Barrows if needed at the next meeting.

IV. Adjourn

Commissioner Stritch moved to adjourn at 12:11 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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

June 9, 2010 – 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 \$1,279,736.77 for the period ending June 6, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Corrections Superintendent Position Posting**

The Commissioners agreed to post the Corrections Superintendent job posting as presented. Commissioner Barrows suggested a New England search. Commissioner Pratt requested cost information for an expansive search and suggested the National Association of Counties and corrections association groups for advertising. It was agreed to begin advertising and for the Human Resources Director to report back on national and New England advertising costs.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:15 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, County Complex
Brentwood, New Hampshire

June 16, 2010 – 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
Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities

Frank Stoughton, IT Manager
Al Brackett, Officer in Charge
Theresa Young, Finance Director
Claudia Blasco, UNH Coop. Extension
Diane Gill, Human Services Director
Martha Roy, Human Resources Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:03 a.m.

II. Reports:

RFP Openings

• **Building and Grounds Shed, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Rome Construction, Flynn Construction, West Branch Construction, Bernier Corporation, and Construx 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.

• **Software, IT/Telecommunications**

Commissioner Stritch opened proposals received from Mainstay Technologies and Software House 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.

RFP Awards

• **Paper Products, Long Term Care Services and Corrections**

Moved: Commissioner Stritch to award the paper products proposal from July 1, 2010 to December 31, 2010 to Central Paper Products, Geriatric Medical Supply, and Swish in Long Term Care and Central Paper Products in Corrections as recommended by the Long Term Care Services Director and Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Music Therapy, Long Term Care Services**

Moved: Commissioner Stritch to award music therapy services to Joan Whitcomb from June 1, 2010 to May 31, 2012 at \$45.00 with a maximum of 6 hours of service per week as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Mobile Heated Food Carts, Corrections**

Moved: Commissioner Stritch to award the mobile heated food cart proposal to Northeast Food Service for \$21,831 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Moved: Commissioner Stritch to award the uniforms proposal to Superior Uniform Group from June 1, 2010 to May 30, 2011 as recommended by the Corrections Superintendent.

Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Medical Care, Corrections**

Moved: Commissioner Stritch to award the inmate medical care proposal to Prime Care Incorporated for a five year period at the service base rate of \$1,041,810.36, CAP of \$80,000, per diem increases for years one to five of \$2.87, 3% increase in years two and three, and a 4% increase in years four and five and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt expressed concern with the length of the contract. Al Wright explained the pricing details of the five vendors that submitted proposals. There was discussion of the overall delivery of services.

Motion passed 2-1. Commissioner Pratt said it was not in the best interest of Rockingham County to lock in a 5 year contract for over one million dollars annually.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9428, 9434-9437, 9440, 9442, 9443, 9445 totaling \$232,789.85, batch 9433 totaling \$299,811.21, general ledger entries 10144-10146 totaling \$866.00, payroll warrants 0606st, 0613st totaling \$14,967.05, and accounts payable transfers 100567, 100593, 100541, 100611 totaling \$1,725,435.97 for a grand total of \$2,273,870.08. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 3, 2010 and June 9, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Waiver of Recovery Zone Economic Development Bonds Request from New Hampshire State Treasurer**

Theresa Young followed up on this matter from the last meeting noting that Rockingham County cannot use the funds and recommends transfer of authority as done with the previous request.

Moved: Commissioner Stritch that Rockingham County waive the County's Recovery Economic Development Bond allocation in accordance with Section 1400U-1(a)(3)(A) of the Act. Further, it is understood that the waived bond cap will be reallocated by the State at its discretion with priority given to eligible projects located in Rockingham County and other counties that have waived their allocation. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Albert J. Wright, Superintendent

Al Wright notified that a grant application will be brought forward later in the year for an educational grant for approximately \$4,000. No action required at this time.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **RFP Award Amendment: Electricity Services**

Moved: Commissioner Stritch to amend an award taken at the May 5, 2010 meeting award energy services proposal to UMG Incorporated for a rate not to exceed \$0.0796 per kilowatt hour through year end 2010 and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Change Order: AMI Risk Consultants**

Moved: Commissioner Stritch to approve a change order to AMI Risk Consultants for an additional \$700 and a total project cost of \$13,800 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Banking Authorization Approval**

Moved: Commissioner Stritch to confirm banking authorization for automated clearing house (ACH) and wire transfer process to Gloria Baillargeon and Julien Houle. Further, the authorize the use of GO ID Tokens for ACH and wire transfer processes to Theresa Young, David Ahearn, Gloria Baillargeon, and Julien Houle 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 \$112,924.45 from the Sheriff's Office and Long Term Care Services as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned the Long Term Care Services write offs. Theresa Young explained that those expenses were researched and reviewed thoroughly noting the records from the old system were not reconciled. Both the Long Term Care Services Director and Finance Director agreed that this type of issue would not happen in the future with strong communications and internal controls.

Commissioner Pratt inquired about the communication between the Point Click Care Software system and the MUNIS county financial system. Theresa Young explained the best process may be to create crystal reports to ensure history is retained. There was discussion of the reporting methods.

Motion passed all in favor.

- **Ford Motor Credit Lease Approval**

Moved: Commissioner Stritch to approve leasing with Ford Motor Credit Company for four vehicles in the Sheriff's Office and one vehicle in Long Term Care as recommended by the Finance Director and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young noted that tax anticipation note borrowing will be about seventeen million dollars and occur in mid July with an award coordinating with a regularly scheduled board meeting.

Theresa Young announced that the bond rating of Rockingham County was increased to AA1, which is a positive impact in the interest rates charged to the county.

Human Resources – Martha S. Roy, Director

- **Standard Life Insurance Payments Discussion**

Martha Roy summarized the current process in place with Standard Life Insurance Company specifically noting a scenario of when an employee is out on leave without pay or workers compensation. Theresa Young confirmed the procedure in place is that premiums are collected once the employee is back to working status or against the estate if the employee passed. Theresa Young said there have been no changes to the current process. Theresa Young explained that the payments to Standard Life are different than the rest of the employee voluntary benefits as the county is billed for the total value of the premium and not per specific employee.

Martha Roy informed the Commissioners that Primex would like to report back on the mandatory harassment training at the complex conducted for all employees. Commissioner Barrows noted the meeting should be 20 minutes or less at a regular meeting.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

- **Surplus equipment request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the IT Manager's memorandum dated June 11, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **RFP Rejection: Hand Soap**

Moved: Commissioner Stritch to reject proposals received and reissue requests for proposal of hand soap products as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Release of Lien on Real Property Approval**

Moved: Commissioner Stritch to release a lien on real property pursuant to RSA 166:20 as amount owed has been paid as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

- **Compensated Absences Fund Usage Approval**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for payroll related expenses of a former sheriff's office employee as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

- **Bailiff Pay Rates**

Al Brackett noted that a bill passed last week for county non union Bailiffs pay rate increase from \$65 per day to \$80 per day effective July 1, 2010 with no retroactive stipulations but it was questionable whether state funding would be available.

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 two exception requests for two nursing home employees 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 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 a legal filing 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 finance office personnel and operations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, 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, Al Wright, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (e) to discuss union negotiations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Al Brackett, 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 Stritch, motion passed all in favor.

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

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

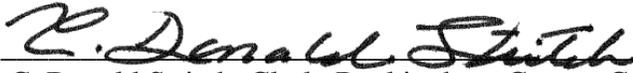
- **Payroll Change Notice, Long Term Care Services**

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

IV. Adjourn

Commissioner Stritch moved to adjourn at 12:21 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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

June 23, 2010 – 11:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:08 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,283,632.09 for the period ending June 20, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **2009 Financial Statements**

Commissioner Barrows asked if the final financial statements will be ready for the next Audit Subcommittee Meeting. Commissioner Barrows questioned the purpose of the last meeting and the upcoming meeting of the audit subcommittee. Commissioner Pratt clarified that the purpose for the next Audit Subcommittee Meeting is to discuss the 2009 financial statements and management letter. Commissioner Pratt said that the last meeting of the audit subcommittee was to discuss the same but since the financials were not ready it was an information session.

• **Time and Attendance Software Update**

Theresa Young reported that the new software vendor is working with many departments and that great progress is being made. Theresa Young said that changes will be presented to the Commissioners to streamline operations and other modifications due to Department of Labor upcoming regulations.

• **Energy Efficiency and Conservation Block Grant for a Biomass Project**

Theresa Young highlighted the grant application process that the county went through to apply for funds from the United States Department of Energy using recovery funds for a Energy Efficiency and Conservation Block Grant. Theresa Young noted that Rockingham County needs to drawdown funds in order for the funds to remain active and noted that this is an advance type of grant. The Commissioners agreed to approve this today and Theresa Young excused herself to prepare and print the documents for approval and drawdown.

• **2009 Management Letter and Sidebar Letter Responses to Melanson, Heath, and Company**

Commissioner Pratt presented draft responses to comments on the 2009 management and sidebar letter from Melanson, Heath, and Company. The Commissioners reviewed each comment and agreed the comments for submission to the auditor.

• **Memorandum of Understanding and Interlocal Agreement: United States Department of Justice, 2010 Justice Assistance Grant Program, Funding for Rockingham County, Derry, Londonderry, Portsmouth, Salem, and Seabrook**

Moved: Commissioner Stritch to approve Interlocal Agreements between Rockingham County and Portsmouth, Derry, Salem, Londonderry, and Seabrook Police Departments for the 2010

Justice Assistance Grant Program through the United States Department of Justice.
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 administration personnel in corrections. 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 Stritch, motion passed all in favor.

- **Interim Corrections Superintendent Appointment**

Moved: Commissioner Stritch to appoint Steve Church as interim Corrections Superintendent effective July 1, 2010. Commissioner Pratt seconded the motion, voted all in favor.

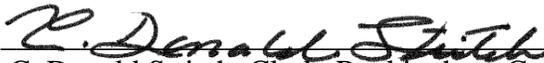
- **Grant Award: United States Department of Energy, Energy Efficiency and Conservation Block Grant, \$1,966,700**

Moved: Commissioner Stritch to approve a grant award from the United States Department of Energy for an Energy Efficiency and Conservation Block Grant in the amount of \$1,966,700 and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Barrows moved to adjourn at 12:42 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

June 30, 2010 – 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
Steve Woods, Long Term Care Director
Al Wright, Corrections Superintendent

Steve Church, Interim Corr. Superintendent
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Captain Al Brackett, Officer in Charge
Claudia Blasco, UNH Cooperative Extension
Kathy Nikitas, Senior Financial Analyst
County Attorney Jim Reams

I. Call to Order

Commissioner Barrows called the meeting to order at 10:04 a.m.

II. Reports:

RFP Openings

• **Insurance Consultant Services**

Commissioner Stritch opened proposals received from TD Insurance, Gallagher Benefit Services Incorporated, Clark and Lavey Benefits Solutions, and Granite Group Benefits. Commissioner Stritch noted for the record that Employee Benefit Management Incorporated was rejected because it was received after the deadline.

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

• **Roof Repairs, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from AW Therrian 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.

• **Surplus Vehicles, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Keith Nelson, Dennis Anger, James Dills, David Proulx, and Gilbert White.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to sell the surplus vehicles to the highest bidder and report back at the next meeting with the results. Commissioner Pratt seconded the motion, voted all in favor.

• **Air Conditioning Units, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Palmer and Sicard Incorporated and Thermo Dynamics.

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.

• **Loader/Backhoe, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Milton CAT, Beaugard Equipment, MB Tractor and Equipment, Casey Equipment and Rental, Townline Equipment Sales, and Chappell Tractor.

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

- **Food Pass Assemblies and Steel Bunks, Engineering and Maintenance**

Moved: Commissioner Stritch to award the food pass assemblies and steel bunks proposal to Craftmaster Hardware for \$15,132 and KNE Corporation for \$5,762 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Software, IT/Telecommunications**

Moved: Commissioner Stritch to award the software proposal to Mainstay Technology for \$11,176.50 and Software House for \$7,697 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Digital Recording System, Sheriff**

Moved: Commissioner Stritch to award the digital recording system proposal to Acorn Communications for \$16,423 as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

A representative from Exacom requested to speak in protest of the award. Commissioner Barrows recommended that the vendor make an appointment with the Officer in Charge to discuss the award. Commissioner Stritch said the award would not be delayed as the award recommendations are outlined and supported.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9450, 9455, 9456, 9457, 9462-9465, 9467, and 9458 totaling \$425,014.38, batch 9461 totaling \$225,130.66, general ledgers 10186-10189 totaling \$1,834.58, payroll warrants 0617st and 0627st totaling \$12,699.37, and accounts payable wire payments 100632-100633 totaling \$8,755.00 for a grand total of \$673,433.99. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 16, 2010 and June 23, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the 2010 conference and training directive for two sheriff's office deputies to attend out of state training in Franklin, Massachusetts. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows asked if there is another agency closer to provide the training. Captain Brackett said this was the closest training location.

Corrections – Albert J. Wright, Superintendent

Al Wright introduced and welcomed Captain Steve Church as Interim Corrections Superintendent.

County Attorney – James M. Reams

- **Hiring an Assistant County Attorney Approval**

Moved: Commissioner Stritch to approve the hiring of an assistant county attorney pursuant to New Hampshire RSA 7:33f. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **State of New Hampshire Reimbursement from 2010 Wind Storm**

Moved: Commissioner Stritch to authorize the Chair to sign a reimbursement form to the State of New Hampshire relative to the 2010 wind storm as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

Kathy Nikitas reported that the time and attendance implementation week long workshop was productive.

Human Services – Diane D. Gill, Director

Diane Gill noted that Rockingham County reached the cap maximum as of the June 2010 state bill. Diane Gill reported that the Department of Health and Human Services DCYF claims were settled for the amount Rockingham County could properly account for.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

There was discussion of the Jantek time and attendance system communicating with the finance server. Frank Stoughton suggested replacing the finance server. Jude Gates noted that the room temperature issue was due to improper venting of a portable air conditioning unit. Commissioner Barrows suggested the IT Manager follow up with the Finance Director for a status update. Discussion ensued about the current server communication issues and the trial and error process.

Sheriff – Captain Al Brackett, Officer in Charge

- **Bid Waiver: IMC, \$14,205**

Moved: Commissioner Stritch to authorize a bid waiver to Information Management Company for \$14,205 as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

Commissioner Barrows read a letter received from Steve Hawthorne of Hawthorne Law Offices praising the efforts of Al Wright and the Rockingham County House of Corrections.

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: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections personnel and two exception requests for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Steve Church, Kate Magrath, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two exception requests for two nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kathy Nikitas, Kate Magrath, 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.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections operations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, 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.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to approved payroll practices for a corrections employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund, Corrections**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a corrections employee. Commissioner Pratt seconded the motion, voted all in favor.

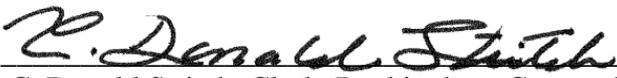
- **Payroll Change Notice, Corrections**

Moved: Commissioner Stritch to approve a payroll change notice due to temporary assignment outside of class pursuant to Personnel Policy and Procedure Chapter 6-10a effective July 1, 2010 for the interim corrections superintendent. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjourn

Commissioner Stritch moved to adjourn at 12:17 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, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

July 7, 2010 – 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 \$1,353,009.19 for the period ending July 4, 2010. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjourn

Commissioner Barrows moved to adjourn at 11:28 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

July 14, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steve Church, Interim Corrections
Superintendent
Martha Roy, Human Resources Director

Jude Gates, Director of Facilities
Lt. Kevin Walsh, Deputy Sheriff
Al Brackett, Officer in Charge
Claudia Blasco, UNH Cooperative Ext.
Diane Gill, Human Services Director
Kathy Nikitas, Accounting Analyst

I. Call to Order

Commissioner Barrows called the meeting to order at 10:04 a.m.

II. Reports:

RFP Openings

• **Hand Soap Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Amsan, Central Paper Products Company, and Clean-O-Rama.

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.

• **Video Arraignment Systems, Corrections**

Commissioner Stritch opened proposals received from HB Communications, York Telecom Corporation, and George Wiley Consulting.

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

• **Network Servers, Information Technology**

Commissioner Stritch opened proposals received from Honeywell and Mainstay Technologies.

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.

RFP Awards

• **Epoxy Floor Repair, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the floor repair proposal to Northeast Flooring Solutions for \$12,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Air Conditioning Units, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the air conditioning units proposal to Palmer and Sicard for \$48,825 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Building and Grounds Shed, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the shed proposal to Flynn Construction for \$413,150 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Pratt asked the budget amount. Jude Gates said the budget was \$375,000 and prices were negotiated to the lowest possible prices. Jude Gates noted she spoke with the Finance Director and savings will be offset by the air conditioning unit in corrections.

Motion passed all in favor.

- **Roof Repairs, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the roof repairs proposal to AW Therrien Company for \$7,870 as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Pratt seconded the motion, voted all in favor.

- **Loader/Backhoe, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the loader/backhoe proposal to MB Tractor and Equipment for \$52,992 with an \$8,000 trade in of a 1969 CAT Loader and a 1987 Ford Backhoe for a net price of \$44,992 with financing to be determined by the Finance Director as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, Human Resources**

Moved: Commissioner Stritch to award the copier proposal to Cameron Office Products for \$258.30 per month for 48 months and a service contract of \$0.0059 per black and white copy and \$0.049 per color copy 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9475, 9478, 9484, 9485, 9487, 9488, 9490, 9492 totaling \$83,854.09, batch 9481 totaling \$47,000.61, general ledger warrant 10215 totaling \$301.50, payroll warrants 0701st, 0708st, 0709st totaling \$30,331.97, accounts payable wire payments 100690, 100722, 100696, 100686 totaling \$302,127.12 for a grand total of \$463,615.29. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 30, 2010 and July 7, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Nomination**

Moved: Commissioner Pratt to appoint Interim Corrections Superintendent Steve Church to the New Hampshire Association of Counties Executive Committee. Commissioner Stritch seconded the motion, voted all in favor.

- **RFP Process Discussion (Commissioner Barrows)**

Commissioner Barrows explained she received a complaint from a vendor regarding the negotiations process after submitting a bid and it is pinning vendor against vendor. Commissioner Barrows feels the county has a bad reputation for being too difficult to deal with.

Commissioner Pratt noted that it is an RFP process and not a bid, which enables the opportunity for negotiations. Commissioner Pratt highlighted the potential savings for negotiating prices and other terms as well. Commissioner Barrows said she does not remember this being a past practice. Commissioner Pratt said the only difference is that she requested the award letters show the negotiated prices. There was discussion of the process in place along with the positive aspects and the negative aspects from the vendor point of view.

Commissioner Stritch considered that an rfp and bid were considered the same when it came to prices and not negotiating the pricing. Commissioner Stritch suggested adding a notice to all

bidding notices that prices will be negotiated. Commissioner Stritch said he not agree with the current process.

Commissioner Pratt noted previous bids last year and the benefits of negotiating. Discussion ensued about lowering prices and the current process in place.

Commissioner Stritch requested feedback from the division directors and other counties. Commissioner Barrows said she agreed with Commissioner Stritch that a bid is the same as an rfp that pricing remains not negotiated. Commissioner Barrows asked the division directors for feedback.

Al Brackett said he is not comfortable with negotiating the pricing. Al Brackett said he is buying big ticket items versus small items as in long term care. Commissioner Pratt asked what happens if the vendor comes back with a lower price. Al Brackett said if the vendor brings a lower price than it is okay and he is comfortable.

Jude Gates said that her service related proposals are different because the site visit vendors see each other. Jude Gates noted that she does negotiate after the fact to reduce items or add items to make the proposals apples for apples. Commissioner Pratt noted that vendors have ideas and suggestions to make things more beneficial for the county and that is negotiating. Commissioner Barrows said that the suggestions should have been in the original bid.

Steve Church provided an example of the medical contract negotiating pricing and services to all vendors. Commissioner Pratt noted that all vendors are to be given the opportunity to reoffer.

Steve Woods suggested adding language to the bid spelling out the negotiation process.

Martha Roy said she went through this for the copier bid and that vendors were upset and it took a lot of time to do this. Martha Roy said the savings did not add up to spend the time negotiating the price versus her hourly salary.

Commissioner Barrows suggested researching the use of American Express Points.

The Commissioners agreed to have Chris Maxwell poll the counties with questions to be reviewed at the next meeting before distribution.

Commissioner Pratt suggested “all terms are negotiable” as a statement in the rfp form.

Corrections – Steve Church, Interim Superintendent

- **Surplus equipment request**

Moved: Commissioner Stritch to declare clothing as outlined and recommended in a memorandum dated June 11, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows said she does not want the items in a landfill. Jude Gates assured the Commissioner it would be donated accordingly.

Human Services – Diane D. Gill, Director

Diane Gill noted she received a letter regarding the incentive fund panel and that Betsy Miller has asked the location of meetings remain local. Diane Gill said that the Chair of the Delegation has a role to appoint members to the panel.

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 two requests to use the compensated absences fund for two nursing home 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 two exception requests for two nursing home 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 an exception request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two exception requests for a finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Kathy Nikitas, 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.

- **Exception Request, Finance**

Moved: Commissioner Pratt to approve an exception request to Personnel Policy and Procedure Chapter 8-2H for a finance office employee as recommended by the Finance Director. Commissioner Barrows seconded the motion. Motion passed 2-1.

- **Exception Request, Finance**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for a finance office employee. Motion failed to pass.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for a corrections employee as recommended by the Interim Corrections Superintendent. Commissioner Pratt 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 11-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion. Motion failed to pass, 1-2.

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

Moved: Commissioner Pratt to approve an exception request to Personnel Policy and Procedure Chapter 11-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion. Motion failed to pass, 1-2.

- **Exception Request, Finance Office**

Moved: Commissioner Stritch to approve an exception request to the Human Resources payout form deadline for a finance office employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve the use of the compensated absences fund for two nursing home employee separations recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfers**

Kathy Nikitas asked that the line item transfer requests be considered at this meeting. Commissioner Barrows read the request for human resources and expressed concern this expense was already incurred. Kathy Nikitas noted the resolution needs to be satisfied as the accrual and expense was submitted at year end. Commissioner Barrows read the requests for long term care and sheriff. Commissioner Barrows expressed concern of the poor planning. Commissioner Pratt expressed concern with the overtime transfer in the sheriff's office. Kathy Nikitas explained that the sheriff's office submitted this request in advance of spending the overtime funds. Commissioner Pratt suggested that modifications be made to avoid the use of overtime. Theresa Young noted that the sheriff's office separates the lines showing overtime, which creates this request. Commissioner Barrows believes it is a mistake to approve transfers this early in the year and said that departments need to plan better. Kathy Nikitas said the overtime has not been spent and they are being proactive with adjustments in advance.

Kathy Nikitas and Theresa Young said the sheriff's office vehicle lease portion was discussed noting the need to approve the request due to lease legal obligations.

There was discussion of delaying approval in order to discuss the requests with the Officer in Charge.

Theresa Young noted that the long term care requests are reasonable along with the human resources request.

Discussion ensued regarding alternatives to the line item transfer for human resources. Theresa Young stated that the account lines are a matter of public policy and that the definitions are approved and cannot be altered by the Commissioners after the budget passes.

Discussion ensued about the vehicle leasing error. It was agreed that the line item transfer request for the sheriff's office would be separated for consideration of the vehicle lease only.

Discussion ensued about oxygen budgeting, postage underfunding, and the nursing charts project. Commissioner Pratt noted that the chart expense is an example of the added costs to physical therapy and requested that Mr. Woods report all expenses including the Genesis Contract costs. Commissioner Barrows expressed concern with the lack of forecasting and budgeting in the long term care budget.

Commissioner Barrows requested a chain of command organization chart for Corrections from Steve Church in his absence.

Moved: Commissioner Stritch to approve the sheriff's office line item transfer request for vehicle leasing in the amount of \$3,500. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a line item transfer request for human resources. Commissioner Pratt seconded the motion. Motion passed 2-1.

Moved: Commissioner Stritch to approve four line item transfer requests for long term care services. Commissioner Pratt seconded the motion. Motion passed 2-1.

Commissioner Pratt requested an analysis of the long term care budget and report on any troubles with a deadline on report back in one month. Steve Woods said he directed department heads to spend accordingly and line item transfers are not an option.

IV. Adjourn

Commissioner Stritch moved to adjourn at 12:32 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, 2nd Floor Conference Room
Brentwood, New Hampshire

July 19, 2010 – 11:30 a.m.

Present:

Commissioner Maureen Barrows, Chair

Commissioner Katharin K. Pratt, Vice Chair

Commissioner C. Donald Stritch, Clerk

Jude Gates, Director of Facilities

Dawn Barnes and Diane Gill, Human Services

Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:35 a.m.

II. New Business

• **Budget Transfer-Engineering and Maintenance**

Jude Gates explained there was a failure of one of the two pumps in the Jail Lift Station last week. The lift station manages all of the wastewater from the Complex, excluding Driscoll and Mitchell buildings, and all of the wastewater from the jail building. The pump was removed and replaced with a spare. The failed pump is in the shop and the estimate for the repair is approximately \$5,000. Replacement cost is approximately \$20,000. In the budget is an additional aerator in Lagoon #1 this year, but the project has been put on hold pending additional review by NHDES.

The County is currently without a backup at the pumps in the Jail Lift Station. A request to transfer funds from WWTF Equipment Non-Expendable to Wastewater Treatment Facility Equipment Repairs is necessary.

Moved: Commissioner Stritch to approve the transfer for engineering and maintenance services. Commissioner Pratt seconded the motion, voted all in favor.

• **County Attorney Program Referrals**

Commissioner Barrows explained the County Attorneys Second Chance program and how it was proposed to be coordinated with Human Services. Funding and accounting issues were discussed. Dawn Barnes stated a meeting had been scheduled with County Attorney on Thursday 7/22/2010. Commissioner Barrows expressed interest in attending. The County Attorney will be asked to meet with the Commissioners to discuss the future of the program after Thursday's meeting.

III. Adjourn

Commissioner Barrows moved to adjourn. Commissioner Stritch seconded the motion, voted all in favor.

Minutes taken and typed by: Theresa Young, Finance Director

Received by:


C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

July 21, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Steve Woods, Long Term Care Director
Commissioner Katharin K. Pratt, Vice Chair	Nancy Lang, Assisted Living Director
Commissioner C. Donald Stritch, Clerk	Martha Roy, Human Resources Director

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 \$1,582,015.34 for the period ending July 18, 2010. Commissioner Pratt seconded the motion, voted all in favor.

III. Personnel Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Nancy Lang, Kim Proulx, 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.

Commissioner Barrows explained that the Board of Commissioners may enter into non-public session, consult legal counsel, or take the matter under advisement.

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter for a nursing home employee. 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 Stritch, motion passed all in favor.

• **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of Steven Woods on July 7, 2010 and as outlined in a letter to the Board of Commissioners dated July 7, 2010 in regards to an employee of Long Term Care Services effective August 9, 2010. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a long term care employee. Commissioner Pratt seconded the motion, voted all in favor.

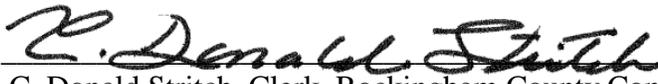
- **Personnel Non Public Session Minutes**

Moved: Commissioner Stritch to seal the non public minutes of the July 21, 2010 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Barrows moved to adjourn at 12:05 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

July 28, 2010 – 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

Steve Church, Interim Corr. Superintendent
Jude Gates, Director of Facilities
Diane Gill, Human Services Director
Captain Al Brackett, Officer in Charge
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 10:10 a.m.

II. Reports:

RFP Openings

- **Grease Trap and Lift Station Service, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Stewart's Septic Service.

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

- **Elevator Services and Maintenance, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Pine State Elevator Company, Otis Elevator Company, Stanley Elevator Company, and New Hampshire Elevator 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.

- **Dental Equipment, Long Term Care Services**

Commissioner Stritch opened a proposal received from Patterson Dental Supply.

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, Crossroads Phase II**

Commissioner Stritch opened proposals received from Donna Lane, CDBG Consultant and TF Moran Incorporated.

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

- **Network Servers, Information Technology**

Moved: Commissioner Stritch to award the network servers proposal to Mainstay Technologies for \$20,869.98 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Insurance Consultant Services**

Moved: Commissioner Stritch to award the insurance consultant services proposal to Granite Group Benefits for \$33,000 annually with a renewal option in year two 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9539, 9498, 9534, 9557, 9564, 9565, 9566, 9575, 9499, 9567, 9548, 9571, 9533, 9569 totaling \$427,190.15, batch 9559 totaling \$159,388.84, general ledger warrants 10233, 10244 totaling \$573, payroll warrants 0715st, 0722st totaling \$24,563.25, accounts payable wire payments 100692, 100736, 100777, totaling \$296,888.04 for a grand total of \$749,214.44. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the July 14, 2010 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

Jude Gates reported that she is working with an engineer to review the technical specifications of our request for proposal. It was noted the engineer is provided to us free of charge from the United States Forestry Service. Jude Gates said that the site review from the Department of Energy will be August 11, 2010 and all environmental questions are ready for discussion.

Theresa Young reported that the financial reporting requirements are difficult. Theresa Young said that the online reporting system is not communicating to the federal offices properly.

Finance – Theresa M. Young, Director

- **Bid Waiver: Atlantic Business Systems, \$10,000**

Moved: Commissioner Stritch to approve a bid waiver to Atlantic Business Systems for up to \$10,000 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Pay and Classification Services**

Martha Roy noted she will be asking for direction from the Board of Commissioners at the next meeting regarding the services of a pay and classification consultant.

- **Clarification of Earned Time Cash Out Policy**

Martha Roy explained that earned time cash out policy needs to be clarified for union employees coming into a non-union position. Commissioner Pratt asked for a work session for further analysis. Martha Roy noted this affects one employee and suggested a non-public session for further discussion and clarification.

- **Wellness Update**

Kate Magrath highlighted the performance of the two wellness challenges that just ended and the current challenge. It was noted that the wellness services of Primex is being utilized by employees at a rate double of the rest of the members.

- **Employee Assistance Program**

Kate Magrath noted that employee assistance program is ending and suggested that the county use the Primex program for a savings of \$16,000. It was noted that Primex includes this service in our fee structure. Commissioner Pratt asked for a service comparison to review the current services versus the services of Primex.

Commissioner Barrows asked for a vote today. Commissioner Pratt said that Human Resources did not inform her about this and is just seeing this information today. Commissioner Pratt requested a delay for review. Commissioner Barrows said she was ready for a vote.

Moved: Commissioner Stritch to approve using the services of Primex for a Rockingham County Employee Assistance Program effective August 1, 2010. Commissioner Pratt seconded the motion. Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

- **RX MedGive NH Pilot Program Approval**

Steve Woods presented a pilot program and request from RX MedGive NH for unused medication to be reallocated to county residents in need. Steve Woods noted that only one physician office would be used as a starting piece and work out from there. It was noted that unused medications are primarily from OmniCare. Commissioner Pratt expressed concern if controlled drugs were used. Steve Woods noted that OmniCare is not authorized to distribute controlled drugs. Commissioner Pratt asked for a report back on the distribution plan for the entire county, not just the Exeter area.

Moved: Commissioner Stritch to approve the use of space for the RX MedGive NH Pilot Program subject to final approval by the Board of Commissioners and the necessary permitting state entities such as the Board of Pharmacy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

Al Brackett noted that the Governor signed a senate bill increasing the per diem rates for court security bailiffs. Al Brackett explained that the Office of Administrative Services is not properly funded for the increase in rates and will result in closing the court. Al Brackett noted that this results in a \$29,000 shortfall and that Rockingham County will not absorb those costs. Commissioner Pratt asked if there is another avenue to avoid the backlog in the court system. Commissioner Barrows suggested increasing the use of diversion programs. Kathy Nikitas said that a transfer would not be needed for 2010 but may need to adjust the budget for 2011.

Al Brackett noted a tabletop communications exercise in October where Rockingham County communications center is the model as Rockingham County has the largest communications center in the state.

III. 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 an exception request for a sheriff's office employment candidate were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, 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 corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two exception requests for two nursing home 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 review a personnel correspondence to a former nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, 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 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 employee disciplinary matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Verne Rines, Wade Hitchcock, Martha Glidden, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an employee disciplinary matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Verne Rines, 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.

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

Moved: Commissioner Stritch to revise a vote taken to amend the accounts payable warrants, general ledger warrants, payroll warrants, and accounts payable wire payments grand total to \$908,603.28. 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 9-9 for a sheriff's office employment candidate as recommended by the Officer in Charge. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a corrections employee as recommended by the Interim 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 Personnel Policy and Procedure Chapter 6-3 for a candidate to a nursing home employment position 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 for the use of the compensated absences fund 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 waiver of residency for an applicant to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Corrections Certification Board**

Moved: Commissioner Stritch to appoint Interim Corrections Superintendent Steve Church to the Corrections Certification Board of the New Hampshire Association of Counties. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a long term care employee through August 4, 2010. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel Non Public Session Minutes**

Moved: Commissioner Stritch to seal the non public minutes of the July 28, 2010 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved to adjourn at 1:18 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

August 4, 2010 – 11:00 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
Nancy Lang, Assisted Living Director
Martha Roy, Human Resources Director

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 \$1,269,160.93 for the period ending August 1, 2010. Commissioner Barrows seconded the motion, voted all in favor.

• **Payroll Change Notice, Sheriff**

Moved: Commissioner Stritch to approve a payroll change notice for a wage rate of \$21.63 for a deputy sheriff effective July 5, 2010 as recommended by legal counsel. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to amend the vote taken at the July 28, 2010 meeting regarding accounts payable to add batches 9489, 9550, 9562 for a revised grand total of \$966,087.93. Commissioner Barrows seconded the motion, voted all in favor.

• **Tax Anticipation Note Consent to Bid**

Moved: Commissioner Stritch to authorize the Chair to sign the First Southwest Consent to Bid form for a \$17,000,000 Tax Anticipation Note. Commissioner Barrows seconded the motion, voted all in favor.

At 11:05 a.m. Commissioner Pratt called into the meeting.

Moved: Commissioner Stritch to recess the meeting at 11:08 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to reconvene the meeting at 11:55 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve a leave without pay request with continued benefits for a nursing home employee. Commissioner Pratt seconded the motion. Motion passed 2-1.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:58 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

Mitchell Building, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

August 10, 2010 – 11:00 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 11:36 a.m.

II. New Business

• **Tax Anticipation Note Opening and Award**

Moved: Commissioner Stritch acknowledged that 12 bids were received electronically for the 2010 Tax Anticipation Note, bidders include J.P. Morgan Securities Inc., FirstSouthwest, Morgan Stanley & Co Inc., Goldman, Sachs & Co., Jefferies & Co., FirstSouthwest, Wells Fargo Bank, N.A., Beneficial Bank, Eastern Bank, Eastern Bank, Janney Montgomery Scott, Inc., and Oppenheimer & Co. Commissioner Pratt seconded the motion, voted all in favor.

The Chair of the Board of County Commissioners of the County of Rockingham, New Hampshire, certified and confirmed that notice of the time and place of the meeting of the Board held August 10, 2010, was posted in two appropriate public places in the County at least 24 hours, exclusive of Sundays and legal holidays, before said meeting, that all members of the Board were duly notified and a quorum was present at the meeting which was open to the public, that the minutes of the meeting have been promptly recorded and have been made open to public inspection, all in accordance with NH RSA 91-A:2 and that the following votes were unanimously passed, all of which appears in the official records of the Board.

Moved: Commissioner Stritch the Commissioners of the County of Rockingham New Hampshire, hereby award the \$17,000,000 Tax Anticipation Notes dated August 13, 2010 to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated August 3, 2010, relating to the Notes, subject to the approval of this award by the County Commissioners. Commissioner Pratt seconded the motion, voted all in favor.

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 \$17,000,000 under NH RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$17,000,000 0.75 percent Tax Anticipation Note of the County dated August 13, 2010, and payable December 22, 2010, to J.P. Morgan Securities Inc. at par and accrued interest, if any, plus a premium of \$28,730 is hereby approved. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch that the consent to the financial advisor bidding for the note, as executed prior to the bidding for the note, is hereby confirmed. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch 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. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch 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.

Theresa Young noted that original documents would be received tomorrow for signature.

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, County Complex
Brentwood, New Hampshire

August 11, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Steve Church, Interim Corr. Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Lt. Kevin Walsh, Deputy Sheriff
Commissioner C. Donald Stritch, Clerk	Diane Gill, Human Services Director
Kate Magrath, HR Assistant Director	Frank Stoughton, IT Manager
Charles Nickerson, Accounting Manager	Cathy Stacey, Register of Deeds
Steve Woods, Long Term Care Director	Claudia Blasco, UNH Cooperative Ext.

I. Call to Order

Commissioner Barrows called the meeting to order at 10:03 a.m.

II. Reports:

RFP Awards

• **Video Arraignment System, Corrections**

Moved: Commissioner Stritch to award the video arraignment system proposal to GWCG Technology Management Company for \$28,710.00 as recommended by the Interim Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Grease Trap and Lift Station Service, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the grease trap and life station service proposal to Stewart's Septic Service for \$550 per pump out for the nursing home grease traps and \$375 per pump out of the jail lift station as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Hand Soap Products, Long Term Care Services**

Moved: Commissioner Stritch to award the hand soap proposal to Central Paper Products Company from August 1, 2010 to July 31, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Dental Equipment, Long Term Care Services**

Moved: Commissioner Stritch to award the dental equipment proposal to Patterson Dental for \$3,748.50 as recommended by the Long Term Care Services Director. 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 batches 9586, 9594, 9597, 9598, 9599, 9600, 9601, 9602, 9603, 9605, 9610 totaling \$238,706.93, accounts payable batch 9596 totaling \$116,238.08, general ledgers 10248, 10249 totaling \$567.50, payroll warrants 0729sd, 0805sd totaling \$12,018.43, accounts payable wire payments T100784, T100783, T100779, T100810 totaling \$811,361.68, for a grand total of \$1,178,892.62. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the July 19, 21, 28 and August 4, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submissions.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the conference and training directive for out of state travel for Michael Young to attend training in New York. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Steve Church, Interim Superintendent

Steve Church announced an upcoming project to make medical records electronic and will be the first jail in the state to have such technology.

- **Female Prisoner Housing Agreement with Strafford County**

Moved: Commissioner Stritch to approve a female prisoner housing agreement with Strafford County from September 1, 2010 to September 1, 2011 at a \$57.50 per inmate per diem rate as recommended by the Interim Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **GE Capital Lease and Resolution Approval**

Moved: Commissioner Stritch to approve a municipal lease agreement and resolution with MB Tractor Equipment and GE Capital Corporation in the amount of \$44,992.00 for a three year lease at 0.0% interest and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Honeywell Building Solutions, \$43,433**

Moved: Commissioner Stritch to approve a bid waiver to Honeywell Building Solutions for \$43,433 and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Tax Anticipation Note Award**

Moved: Commissioner Stritch to reaffirm votes taken at the August 10, 2010 Board of Commissioners meeting relative to the Tax Anticipation Note award and authorize the chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Write Off Approval**

Commissioner Barrows thanked Chuck Nickerson and Janice Demers for their team effort in write offs and billing.

Moved: Commissioner Stritch to approve general fund receivable write offs totaling \$255,605.69 from the Finance Office and Long Term Care Services as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Cathy Stacey arrived at 10:29 a.m.

Human Resources – Martha S. Roy, Director

- **Clarification of Earned Time Cash Out Procedure**

Moved: Commissioner Stritch to clarify that the intent of the earned time cash out policy is to allow cash out requests from non-union employees that have been promoted from a union position, assuming all other requirements of the policy have been met. Thus, vacation time used

will be counted towards fulfilling the minimum usage requirement of the Earned Time policy within the first year of promotion. Commissioner Pratt seconded the motion.

Commissioner Pratt expressed concern with this clarification as the County Management Team addressed this issue and confirmed the procedure in place. Commissioner Pratt said the procedure in place is the intent of management.

Motion passed 2-1.

Human Services – Diane D. Gill, Director

Diane Gill noted that ARRA funds were extended by the Senate and signed by the President until June 2011. Diane Gill did not receive updated numbers to give an accurate estimate on the impact for Rockingham County.

Diane Gill reported that CMS changed the HCBC guidelines substantially to both the eligibility guidelines and adding substance abuse and mental illness services. Further, the caps were removed that will increase the costs to Rockingham County.

Long Term Care Services – Steven E. Woods, Director

• **Shift Differentials**

Steve Woods proposed a change to shift differentials for second and third shifts when an employee works days and felt a change was needed for equity purposes. Steve Woods noted that this would not affect earned time usage. Commissioner Stritch asked for clarification. Steve Woods provided an example where a third shift employee is currently paid a differential for day trainings and or day shift work. Steve Woods felt it was inequitable to all staff and stated he had talked with Finance and Human Resources about his proposal.

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-14 for all long term care employees effective January 1, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Stritch was opposed.

Kate Magrath requested a delay to further research the impact.

Commissioner Barrows noted her surprise that this change could save tens of thousands of dollars.

Commissioner Barrows noted that Steve Woods should have spoken with Finance and Human Resources to alleviate any confusion.

Commissioner Barrows agreed to delay the issue for two weeks.

Motion failed to pass.

III. New Business

Commissioner Barrows requested the Commissioners come up with a top ten list of applicants to interview for the Corrections Superintendent. Commissioner Pratt requested a non public session to discuss the search committee panel.

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 nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Chuck Nickerson, Alison Kivikoski, Kate Magrath, 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, Chuck Nickerson, Alison Kivikoski, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal filing due to resident nonpayment 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 corrections personnel and search committee 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 Stritch, motion passed all in favor.

- **Non Payment Transfer Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a notice of transfer/discharge for nonpayment 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 a leave without 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.

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

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjourn

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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

August 18, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair (via telephone)
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 \$1,274,374.77 for the period ending August 15, 2010. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:15 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, County Complex
Brentwood, New Hampshire

August 25, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Steve Woods, Long Term Care Director
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Martha Roy, Human Resources Director	Lt. Lussier, Deputy Sheriff
Chuck Nickerson, Accounting Manager	Frank Stoughton, IT Manager
Steve Church, Interim Corr. Superintendent	Claudia Blasco, UNH Coop. Extension
	Kate Magrath, HR Assistant Director

A. Health Insurance Review with Consultant Jim Scammon

Present: Commissioner Pratt, Jim Scammon (consultant), Martha Roy, Chuck Nickerson, Diane Gill, Kate Magrath, and from Primex Carl Webber, Terri Eastman, and Kirstin VanBuskirk.

Commissioner Pratt called the session to order at 9:10 a.m.

Jim Scammon explained that Primex is waiting in the hallway as he wanted to discuss bidding out services for 2011. Jim Scammon said that the health insurance team recommends not bidding out the medical services and continue with Primex as the net increase is 10% for 2011. Jim Scammon did not feel that any other companies in the market could offer a better rate. There was discussion of the current plan in place with Primex and the rate increase structure. There was discussion of the Primex contract dates of July 1st versus the county calendar year. Jim Scammon noted that discussions with Primex have happened and will continue to change the contract dates to a calendar year basis.

Commissioner Pratt asked about alternatives to the current plan and how to change vendors without penalty if necessary. Chuck Nickerson noted that it would be complex to change vendors mid calendar year and it would create a second open enrollment period. Jim Scammon noted that plan changes are projected for July 1, 2012 or bid out at mid of 2011 to coordinate with the calendar year scenario. Jim Scammon noted that discussions will continue for a contract amendment for opt out January 1, 2012. Jim Scammon said that a few changes could be made to the plan description however the overall options are limited.

Commissioner Pratt suggested that not bidding out services this fall be contingent on Primex making changes to the opt out date and or calendar year modification accordingly without penalty to the County. Commissioner Pratt noted that the group will need to obtain approval from the Board for a formal directive.

Jim Scammon presented a health care reform document noting the changes this year and next year that affect Rockingham County. Jim Scammon noted that some items have been defined and others will require more definition and clarification from the government. Each item in the document was presented and explained.

Commissioner Pratt explained that the regularly scheduled Commissioners meeting will begin at 10:30 a.m. Commissioner Barrows and Commissioner Stritch arrived at 9:50 a.m. and left.

Jim Scammon explained a government reimbursement program for specific expenses and the application process. It was noted that both Primex and Local Government Center is offering the application writing for a fee.

Jim Scammon and Carl Webber presented the claims review from January 1, 2010 to July 31, 2010. Carl Webber highlighted demographic and claim information of premiums of medical and prescription. It was noted that the loss ratio includes run off claims but not previous data as that was with a different vendor. Trends of cost drivers were noted and explained that wellness focus assists in reducing cost.

Discussion ensued about diagnoses for trending purposes. Commissioner Pratt asked if the diagnoses trends include carry over from the previous vendor. Jim Scammon noted the large claims chart depicts only what Primex pays but would create a report for large claims to blend both Primex and HPI for cost trending.

The prescription drug tiers and trends were reviewed. It was noted that with employee education some medications can be used as generics.

The top ten benefits usage was discussed and it was noted that emergency room usage was proper usage of that service. The top fifteen providers were highlighted for information of services in the area.

Illness related diagnoses were highlighted and noted that the information assists with employee education.

I. Call to Order

Commissioner Barrows called the meeting to order at 10:42 a.m.

II. Reports:

RFP Openings

- **Fire Alarm Testing and Inspections, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Catamount Electric and Alarm, Norris Incorporated, Davco Systems, 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 Testing and Inspections, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Davco Systems, Fire Suppression Equipment, 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.

- **HVAC System Cleaning, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Tri State Fire Protection and Northeast Ventilation Services.

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.

- **Labor Relations, Human Resources**

Commissioner Stritch opened proposals received from Donahue, Tucker, and Ciandella, Jackson Lewis, Devine Millimet, Shaheen and Gordon, and Sheehan, Phinney, Bass, and Green.

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

- **Legal Services for Civil Matters**

Commissioner Stritch opened proposals received from Shaheen and Gordan, Donahue, Tucker, and Ciandella, and Sheehan, Phinney, Bass, and Green.

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

RFP Awards

- **Elevator Service, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the elevator service proposal to Stanley Elevator Company for \$946 per month with hourly rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology memorandum dated August 19, 2010.

Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Administration**

Moved: Commissioner Stritch to award community development block grant administration services for Crossroads House Phase II to Donna Lane for \$10,000 and authorize the Chair to sign all necessary documents as recommended by the Grants Coordinator. 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 batches 9600, 9613, 9614, 9615, 9618, 9622, 9625, 9627, 9628, 9629, 9630, 9633 totaling \$463,279.73, accounts payable batch 9617 totaling \$68,081.60, payroll warrants 0812SD, 81310, 0819SD totaling \$10,314.09, accounts payable wire payments T100815, T100816, T100842 totaling \$3,776.83 for a grand total of \$545,452.25. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submissions.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

Jude Gates reported a successful meeting with the United States Department of Energy representatives regarding the biomass project and grant funds. It was recommended by the representatives to wait on distributing the biomass request for proposal pending formal environmental impact approval.

- **Building Request per Interstate Emergency Unit Lease Section 5**

Jude Gates reported that the Interstate Emergency Unit has requested the Commissioners consider the proposal. Commissioner Pratt expressed concern with the ten year old contract and requested legal review. Jude Gates noted that Primex is aware of the project and Theresa Young is contacting Primex for an updated review. There was discussion of the current project and that more information is needed for a risk management perspective.

The Commissioners agreed to meet with the Interstate Emergency Unit about the project and requested that Theresa Young and Jude Gates combine questions and distribute to Interstate Emergency Unit in advance.

Finance – Theresa M. Young, Director

- **Dell Lease Approval**

Moved: Commissioner Stritch to approve a lease agreement with Dell Financial Services for a 36 month lease at \$63.40 per month and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Investment Policy Approval**

Chuck Nickerson noted that the Treasurer is working on policy review.

- **Write Off**

Chuck Nickerson reported that the write off request will be available for the next meeting.

Human Resources – Martha S. Roy, Director

- **Grievance/Suspension/Termination Policy Revision**

Martha Roy noted that this is revision be considered as it has been reviewed previously and recommended by legal counsel. Martha Roy briefly highlighted the proposed changes. Commissioner Pratt requested that the Human Resources Director meet and discuss this further. It was agreed to discuss this at the next meeting.

- **Early Retiree Reinsurance Application Approval**

Moved: Commissioner Stritch to approve payments to Local Government Center in the amount of \$500 and Primex in the amount of \$250 for their assistance with the Early Retiree Reinsurance Applications and authorize the Chair to sign all related documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Health Savings Account Proration Language Approval**

Kate Magrath explained the proration language considers members joining the plan effective October 1st forward.

Moved: Commissioner Stritch to approve the Health Savings Account Proration language for the 2010 plan year as submitted and recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired about the high percentages. Kate Magrath noted that the members may still incur the full cost of the deductible. Commissioner Pratt asked what the point of these numbers when the percentage is so high. Martha Roy said the group thought it was only fair that members receive less. Commissioner Pratt noted that it would be helpful if the Commissioners were consulted in advance before all this time and effort goes in for such a minimal impact.

Motion passed all in favor.

- **Retiree Health Insurance Memorandum of Agreement between Rockingham County and Teamsters Local 633of New Hampshire for Sheriff's Deputies**

Martha Roy highlighted this agreement protects retirees insurance as it is not specified in the union contract and this has no cost impact to Rockingham County.

Moved: Commissioner Stritch to approve a Memorandum of Agreement between Rockingham County and Teamsters Local 633of New Hampshire for Sheriff's Deputies Retiree Health

Insurance as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

• **Incentive Fund Review Meeting Date**

Diane Gill highlighted the request of the incentive fund review coordinator at the state level. The Commissioners discussed the communication from the state and the understanding of the current status of the appointment and meeting.

Long Term Care Services – Steven E. Woods, Director

Commissioner Barrows questioned how the home is handling the additional 10 skilled care patients. Steve Woods explained that not all skilled care patients are on the same floor which helps with staffing. Steve Woods noted he is working with the Finance Office for the 2011 budget submission to accommodate skilled care demands.

• **Renewal of Health Care License to the New Hampshire Department of Health and Human Services**

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

Sheriff – Captain Al Brackett, Officer in Charge

• **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare three vehicles surplus and solicit requests for proposals to sell the vehicles as outlined and recommended by the Officer in Charge email dated August 16, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Stritch asked about the sales results of the last surplus sales. Commissioner Pratt asked why only three vehicles are being surplus when four vehicles were purchased. Lt. Lussier said he would research this and report back. Discussion ensued about the fleet, mileage, and maintenance costs.

Commissioner Barrows noted the involuntary emergency admission (IEA) statistics at the last meeting and requested that an analysis of admissions after 10:00 p.m. to analyze the transportation. Commissioner Barrows said that the SCRIPS Program needs a higher census in order to justify the costs of the program.

III. New Business

• **Electricity Services Contract**

Moved: Commissioner Stritch to authorize the chair to sign the Power Purchase Agreement with TransCanada Power Marketing for electricity supply from September 1, 2010 to December 31, 2010 as recommended by legal counsel. 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,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, Chuck Nickerson, 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, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss payment for a former nursing home employee 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 a legal filings and updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Chuck Nickerson, Steve Church, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections personnel and search committee 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 Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve an exception request for the use of the compensated absences fund 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 a leave without pay request from August 26, 2010 to September 8, 2010 for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjourn

Commissioner Stritch moved to adjourn at 12:25 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, 2nd Floor Conference Room
Brentwood, New Hampshire

September 1, 2010 – 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 \$1,266,375.70 for the period ending August 29, 2010. Commissioner Barrows seconded the motion, voted all in favor.

• **New Hampshire Motor Speedway Ticket Offer**

Chris Maxwell read a letter received from the New Hampshire Motor Speedway offering a discount ticket program for the upcoming race to county employees. The Commissioners agreed to have Human Resources distribute the document.

• **Amendment to Personnel Policy and Procedure Chapter 14**

Commissioner Barrows explained that she requested this item be discussed and resolved as it has been too long. Chris Maxwell relayed comments from Commissioner Pratt as she was not in attendance due to a Workers Compensation Quarterly Review meeting. Chris Maxwell noted that Commissioner Pratt questioned approval as a complete revision to the personnel policy manual is underway. Martha Roy said this draft policy has been in process for over one year. Commissioner Barrows noted the harassment policy was approved this summer and it part of the personnel policies so this could be approved as well.

Moved: Commissioner Stritch to amend Personnel Policy and Procedure Chapter 14 as presented and recommended by legal counsel. Commissioner Barrows seconded the motion, voted all in favor.

• **Corrections Superintendent Applicants**

Commissioner Stritch noted he reduced his list of applicants to interview down to five. Commissioner Barrows asked Commissioner Stritch to share his recommendations with Martha Roy.

Commissioner Pratt arrived at 11:18 a.m.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:24 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, County Complex
Brentwood, New Hampshire

September 8, 2010 – 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
Kathy Nikitas, Financial Analyst
John Blomeke, Assistant Superintendent

Louise Turner, Corrections Office Manager
Martha Roy, Human Resources Director
Kate Magrath, HR Assistant Director
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Captain Al Brackett, Officer in Charge
Frank Stoughton, IT Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 10:06 a.m.

II. Reports:

RFP Awards

• **Labor Relations**

Moved: Commissioner Stritch to award labor relations consultant services to Jackson-Lewis, Sheehan, Phinney, Bass, and Green, and Donahue, Tucker, and Ciandella contingent on satisfactory contract agreements as recommended by the Human Resources Director.

Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening

• **Medical Computers, Information Technology**

Commissioner Stritch opened proposals received from GovConnection, CompUSA, and Cocci.

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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9636, 9640, 9643, 9644, 9647, 9650-9656, 9664 totaling \$269,234.44, batch 9645 totaling \$210,802.30, payroll warrants 0826sd, 0902sd totaling \$13,328.21, accounts payable wire payments 100862, 100865, 100866, 100927 totaling \$25,183.20, for a grand total of \$518,548.15. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the August 10, 11, 18, 25, and September 1, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

• **2010 New Hampshire Association of Counties Annual Conference and Tradeshow**

The Commissioners reviewed a summary of departments that budgeted for attending the 2010 New Hampshire Association of Counties Annual Conference and Tradeshow at the Mount Washington.

Corrections – Steve Church, Interim Superintendent

Commissioner Barrows reported that Judge Nadeau received a \$250,000 grant to establish the drug court at Rockingham County Superior Court. John Blomeke noted that urine testing is conducted at the jail on Saturday's for the Hope Program.

Finance – Theresa M. Young, Director

- **Energy Management Lease Reassignment Approval**

Moved: Commissioner Stritch to authorize the Chair to sign a Notice of Assignment by Citibank to Grant Capital Management regarding the energy management lease as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Personnel Policy and Procedures Update Discussion**

Martha Roy asked if the County Management Team is ready to meet and discuss changes of the personnel policies by legal counsel. Commissioner Pratt as County Management Team Chair said she would provide a date shortly.

- **Tuition Reimbursement Policy Revision Approval**

Moved: Commissioner Stritch to approve the revision as presented to the Rockingham County Tuition Reimbursement Program as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that a future discussion be had on the scope of the program. Commissioner Pratt suggested that perhaps the scope be expanded to other positions within the county.

Motion passed all in favor.

- **Regrades and Additional Positions Consultant RFP Discussion**

Martha Roy inquired if the Board of Commissioners wished to consider regrades or additional positions for 2011. The Board agreed to hold on this at this time.

- **Annual Market Analysis and Pay Plan Adjustment Recommendation Consultant RFP Discussion**

The Commissioners agreed that this analysis be sent out for requests for proposals for pay plan structure and market analysis review.

Human Services – Diane D. Gill, Director

- **Grant Award Approval: Rockingham County Adult Diversion Program**

Moved: Commissioner Stritch to approve the award of the remaining balance of Incentive Funds in the amount of \$23,404.21 to the Rockingham County Adult Diversion Program to offset previous expenses as recommended by the Human Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked why the county does not have the steps and procedures to accept the funds. Diane Gill explained that the former panel in place was contacted and the majority agreed to give to the county diversion program. Commissioner Pratt believes the agencies are in need and the panel should have been given the option to select other agencies. Discussion ensued.

Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

- **Shift Differential Policy Amendment/Exception for Long Term Care**

Steve Woods reported that the exception was cleared up and that the effective date will be the date the workforce software system is implemented. Kate Magrath said that Human Resources is comfortable with the policy as it is properly described.

Commissioner Stritch asked if mandatory training will continue after the policy is implemented. Steve Woods said that if mandatory training is conducted on a different shift would not be paid the differential.

The financial impact was reviewed and Kathy Nikitas highlighted an analysis on two employees as an example.

Commissioner Stritch was concerned this change would create an unfair labor practice. Commissioner Stritch asked if there is a minimum charge such as a 4 hour minimum. Kathy Nikitas said that employees are paid on actual hours worked.

Commissioner Barrows and Commissioner Pratt agreed to the amended policy.

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 regarding shift differentials to all long term care services employees effective the date of workforce software system implementation as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Restorative Nursing Update**

Steve Woods announced that the next phase of restorative nursing care is coming together and will increase revenues. It was explained that some of the operation would be moved to the small resident dining room on the ground floor for expanded care.

- **TriStar Software Payment Update**

Steve Woods reported an additional payment is required to TriStar Software to fully satisfy the contract. It was noted that late payments were not billed previously. Steve Woods noted that he has worked with the County Attorney to provide language on the check to ensure it is the last payment.

Steve Woods reported that the Sheriff's Office responded to an incident at the facility with a family member being disorderly. He thanked the Sheriff's Office for their professionalism to the sensitive matter.

The current census of 215 was reviewed and Steve Woods explained that deaths and the holiday have contributed to the lower number. Commissioner Pratt asked what adjustments are being made because of the lower census. Steve Woods said that admissions are working with the community and hospitals. Commissioner Barrows noted that the revenues for skilled care are good.

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: legal**

Those present for NHRSA 91A:3II (e) to discuss a union legal filing were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Brackett, 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 use of the compensated absences fund for a finance office 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 an exception request for use of the compensated absences fund 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 an exception request for a nursing home employee 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 a payroll change notice for a sheriff's office employee 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 Stritch, motion passed all in favor.

- **Compensated Absences Fund Usage Approval, Finance Office**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund Usage Approval, Long Term Care**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Sheriff's Office**

Moved: Commissioner Stritch to approve a payroll change notice for the Officer in Charge due to annual evaluation. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if an evaluation was done for the employee. Commissioner Stritch said he conducted an evaluation.

Motion passed 2-1.

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

Moved: Commissioner Stritch to approve a leave without pay request from September 9, 2010 to October 20, 2010 for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved to adjourn at 11:31 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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

September 15, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
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 11:02 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,275,573.43 for the period ending September 12, 2010. Further, to amend a leave approved at the August 25, 2010 and September 8, 2010 Board of Commissioners meetings for an employee to use excess earned time and regular earned time. Commissioner Pratt seconded the motion, voted all in favor.

• **Primex Liability Form for Vehicles**

Theresa Young noted that Primex has recommended liability forms for employees to sign that use county vehicles. Theresa Young also explained a recent claim filed as a deputy sheriff vehicle was damaged by a trampoline. Theresa Young said the employee had the vehicle parked in their home driveway when the loss occurred. Discussion ensued about responsibility and liability. The Commissioners agreed to consider a write-off for the loss after the November election with a High Sheriff in place.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:44 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, County Complex
Brentwood, New Hampshire

September 22, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Frank Stoughton, IT Manager
Commissioner C. Donald Stritch, Clerk	Captain Al Brackett, Officer in Charge
Steve Woods, Long Term Care Director	Martha Roy, Human Resources Director
Steve Church, Interim Corr. Superintendent	Theresa Young, Finance Director
	Claudia Blasco, UNH Coop. Extension

I. Call to Order

Commissioner Barrows called the meeting to order at 10:11 a.m.

II. Reports:

RFP Awards

• **Fire Alarm Testing and Inspections, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the fire alarm testing and inspections proposal to Norris Incorporated for \$8,636 and \$98 per hour for additional work beyond the testing and inspection scope as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **HVAC System Cleaning, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the HVAC system cleaning proposal in corrections to Northeast Ventilation Services for \$8,700 and Tri-State Fire Protection for \$11,200 in the nursing home as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Fire Sprinkler Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the fire sprinkler testing and inspection proposal to Davco Systems for \$7,740 and labor rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated September 15, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Medical Computers, Information Technology**

Moved: Commissioner Stritch to award the medical computers proposal to GovConnection for \$10,997.68 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **Telephone System Maintenance, Information Technology**

Commissioner Stritch opened proposals received from New England Communications and Carousel Industries.

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.

• **Fuel Contract, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Irving Oil, Sprague Energy, Buxton Oil, Palmer Gas, Simply Green Biofuels, Hanscom's Truck Stop, and Difeo Propane and Oil.

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.

- **Copier, Assisted Living**

Commissioner Stritch opened proposals received from Cameron Office Products, Toshiba Business Solutions, Ikon Office Solutions, Seacoast Business Machines, Konica Monolta Business Solutions, and Conway Office Products.

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.

- **Surplus Vehicles, Sheriff**

Commissioner Stritch opened proposals received from Fleetmaster, Car World, Asian Auto, and Kevin Hale.

Moved: Commissioner Stritch to authorize the Officer in Charge 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 accounts payable batches 9684, 9662, 9676, 9675, 9681, 9682, 9677, 9667, 9685, 9670, 9678, and 9679 totaling \$602,710.45, accounts payable batch 9661 totaling \$98,190.74, general ledger entries 10275-10283 totaling \$3,387.15, payroll warrants 0909SD and 0916SD totaling \$18,418.86, and accounts payable wire payments T100947 and T100939 totaling \$1,299,752.16, for a grand total of \$2,022,459.36.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the September 8 and 15, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **Readopt 504 Accessibility Plan for Community Development Block Grants**

Moved: Commissioner Stritch to readopt the Rockingham County 504 Accessibility Self-Evaluation as recommended by the Community Development Block Grant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Family Day 2010 Proclamation**

Moved: Commissioner Stritch to declare September 27, 2010 as “Family Day – A Day to Eat Dinner With Your Family.” Commissioner Pratt seconded the motion, voted all in favor.

- **RFP Negotiations Process Follow-up**

The Commissioners agreed to distribute the questions to county administrators and county commissioners by email and mail.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **RFP Award: #6 Fuel Contract**

Moved: Commissioner Stritch to award the proposal for #6 fuel oil contract to Sprague Energy at a cost of \$92.98 per barrel as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

It was noted that a formal exclusion regarding the biomass application from the United States Department of Energy is pending approval and the request for proposal cannot be sent until the exclusion is satisfied.

Finance – Theresa M. Young, Director

Theresa Young reported that 2011 budget planning is in process and draft budget documentation will be ready for the next meeting.

There was discussion of the last State County Finance Committee meeting. Commissioner Barrows reported that she received compliments about Commissioner Pratt's work and voice of the county at that meeting. She thanked Commissioner Pratt for her hard work. Commissioner Pratt reported that New Hampshire Health and Human Services is continuing the regionalization proposal for many of its responsibilities.

- **Banking Insurance Collateral Issue with TD Bank**

Theresa Young reported that the collateral issue is resolved as TD Bank was able to provide the necessary insurance. Theresa Young noted she is researching the line of credit option offered by TD Bank.

- **Investment Policy Approval**

Theresa Young noted that the Treasurer is reviewing the investment policy and plans to request approval at the next meeting.

- **Write Off Approval**

Moved: Commissioner Stritch to write off general fund receivable totaling \$1,669.56 and civil service write offs totaling \$501 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Primex Liability Forms for Employees Driving County Owned Vehicles**

Theresa Young noted that Primex will be here next week for a risk management meeting and this issue will be discussed further. Commissioner Barrows inquired about a draft work at home policy for workers compensation liability. It was agreed that the draft policy would be sent to Primex for review.

Theresa Young noted that the 2008 Cost Report was reviewed and modified to our favor.

Human Resources – Martha S. Roy, Director

- **Jantek System Reporting for Human Resources**

Martha Roy noted that Human Resources does not have full access to the nursing department. Theresa Young said that their username is active and should work and suggested a refresher course as it has been a long time since the program was used by Human Resources. Martha Roy asked about a training meeting to get it resolved.

- **Primex First Seniority Freedom 2011 Discontinuance**

Martha Roy reported that Primex is discontinuing the First Seniority Freedom Plan and that Primex is researching other options.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Information Technology Manager's memorandum dated September 20, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion.

Discussion ensued about offering equipment for a fee with the money going to EFFORTS.

Motion passed all in favor.

Long Term Care Services – Steven E. Woods, Director

- **RFP Extension: Chaplain Services**

Moved: Commissioner Stritch to extend an award for chaplain services from September 1, 2010 to November 1, 2010 with all terms to remain firm as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Captain Al Brackett, Officer in Charge

- **Grant Award: 2010 Justice Assistance Grant, United States Department of Justice, \$114,015**

Moved: Commissioner Stritch to accept a grant award from the United States Department of Justice for the 2010 Justice Assistance Grant in the amount of \$114,015 and authorize the chair to sign all necessary documents as recommended by the Officer in Charge. Commissioner Pratt seconded the motion.

Commissioner Barrows inquired about the Sheriff's Office portion of the grant as she was concerned about overtime and staff costs. Captain Brackett noted that these funds are for equipment and not for staffing. Captain Brackett explained the current security protocol and the enhancements proposed. There was discussion of the expenses.

Motion passed all in favor.

- **Grant Application: State Homeland Security and Law Enforcement Terrorism Prevention Programs Maintenance Funds, New Hampshire Department of Safety, \$21,320**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Safety for a State Homeland Security and Law Enforcement Terrorism Prevention Programs Maintenance Fund grant in the amount of \$21,320 and authorize the chair to sign all necessary documents as recommended by the Officer in Charge. 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 use of the compensated absences fund 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, Martha Roy, 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 Stritch, motion passed all in favor.

- **Compensated Absences Fund Usage Approval, Long Term Care**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund 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 a leave without pay request for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Finance and Human Resources**

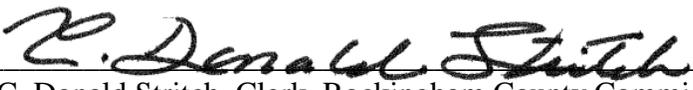
Moved: Commissioner Stritch to approve a payroll change notice for the Finance and Human Resources Directors due to annual evaluation. Commissioner Pratt seconded the motion.

Motion passed with Commissioner Pratt abstained from the vote.

IV. Adjourn

Commissioner Stritch moved to adjourn at 12:01 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, 2nd Floor Conference Room
Brentwood, New Hampshire

September 29, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair Captain Al Brackett, Officer in Charge
Commissioner C. Donald Stritch, Clerk

I. Call to Order

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

II. New Business

• **Emergency Expenditure Line Item Transfer, Engineering and Maintenance**

Jude Gates explained that the generator did not start during the routine weekly testing and needs repairs and a rental generator.

Moved: Commissioner Stritch to approve a line item transfer for an emergency generator repair expenditure totaling \$6,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

It was noted a letter to the Executive Committee Chair will be sent advising the emergency expenditure line item transfer request.

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,236,480.63 for the period ending September 26, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Jude Gates left the meeting at 11:09 a.m.

III. Commissioners Non-Public Session

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

IV. Adjourn

Commissioner Stritch moved to adjourn at 11:54 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, County Complex
Brentwood, New Hampshire

October 6, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Lt. James Lussier, Deputy Sheriff
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Commissioner C. Donald Stritch, Clerk	Cathy Stacey, Register of Deeds
Julie Hoyt, Senior HR Generalist	James Reams, County Attorney
Diane Gill, Human Services Director	Claudia Blasco, UNH Coop. Extension
Steve Woods, Long Term Care Director	Frank Stoughton, IT Manager
Theresa Young, Finance Director	Karen Senecal, Attorney Office Manager
Steve Church, Interim Corr. Superintendent	Martha Roy, Human Resources Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:06 a.m.

II. Reports:

RFP Openings

• **Pay and Classification Consultation Services, Human Resources**

Commissioner Stritch opened proposals received from D. Gallant Management Services and Work Opportunities Unlimited.

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

• **Smoke Opacity Monitors, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Northeast Mechanical.

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, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Power Up Generator Service and Power Products.

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.

• **Transfer Switches Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Power Up Generator Service, Power Products, and Electrical Engineering and 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.

- **Book Restoration, Register of Deeds**

Commissioner Stritch opened proposals received from AM Sulkin Company and Brown's River Marotti Company.

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

- **Nutritional Supplements, Long Term Care Services**

Commissioner Stritch opened proposals received from Abbott Nutrition, Gulf South Medical Supply, and McKesson Medical 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.

RFP Awards

- **Fuel Contract, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award #2 fuel oil to Hanscom's Truck Stop at rack price plus \$0.18 with a \$2.40 cap, diesel fuel to Irving Oil Corporation at rack price plus \$0.13, gasoline to Hanscom's Truck Stop at rack price plus \$0.045, and liquid propane (LP) at a fixed price of \$1.64 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, Assisted Living**

Moved: Commissioner Stritch to award the copier proposal Seacoast Business Machines for a 48 month lease at \$264 per month and a service contract of \$0.0049 per black and white copy and \$0.047 per color copy 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.

- **Surplus Vehicles, Sheriff**

Moved: Commissioner Stritch to award the surplus vehicles to Jeff Canters Car World for one 2004 Ford Crown Victoria (vin ending 5834) in the amount of \$1,650, Asian Auto for one 2006 Ford Crown Victoria (vin ending 402) in the amount of \$1,932, and Fleetmaster for one 2006 Ford Crown Victoria (vin ending 403) in the amount of \$1,700 as recommended by the Officer in Charge. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Services for Civil Matters**

Moved: Commissioner Stritch to award legal services for civil matters to Donahue, Tucker, and Ciandella with rates ranging from \$180 per hour to \$130 per hour, and Sheehan, Phinney, Bass, and Green with rates ranging from \$200 per hour to \$135 per hour with rates fixed until September 31, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9699, 9711, 9714, 9723, 9727, 9728, 9730, 9731, 9732, 9773, 9734, 9735, 9736 totaling \$313,481.22, accounts payable batch 9729 totaling \$45,812.18, general ledgers 10311, 10315, 10343 totaling \$38,659.64, payroll warrants 0923sd, 0930sd totaling \$14,801.83, accounts payable wire payment 100987 totaling \$15,790.20, for a grand total of \$428,545.07. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young noted that the line item transfers need to be in the mail by Friday as the Executive Committee requires a two week review prior to a meeting.

- **Transfer Request, \$38,219.28 - Long Term Care Services**

Steve Woods explained that the first transfer request is for workers compensation with licensed nursing assistants on light duty. Commissioner Barrows asked that aerobics be considered and to research why this is happening and report back at the next Commissioners meeting.

Commissioner Pratt questioned if staffing is reduced to correspond with a lower census. Steve Woods said that if the vacancies are on the same floor then staffing could be reduced and noted it is watched closely.

Moved: Commissioner Stritch to approve a Long Term Care Services line item transfer totaling \$38,219.28. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Request, \$97,800 - Long Term Care Services**

Steve Woods explained that the census for the skilled care unit was budgeted conservatively and this transfer covers increased services of the skilled unit. Steve Woods said that the census is higher than budgeted. Commissioner Pratt questioned the pharmacy expense. Steve Woods noted it is for September through the end of the year. Commissioner Pratt questioned the cost benefit analysis. Steve Woods said that the pharmacy expenses are covered under the revenues and reflect a positive cost benefit analysis. Commissioner Pratt suggested a cost benefit analysis of year to date and what is projected for the rest of the year to attach to the line item transfer.

Moved: Commissioner Stritch to approve a Long Term Care Services line item transfer totaling \$97,800.00. Commissioner Pratt seconded the motion.

Commissioner Barrows said she would have preferred the transfer request be separated out into two pieces. Motion passed all in favor.

- **Transfer Request, \$2,800 - Corrections**

Steve Church noted this expense was not anticipated as it was a new initiative for electronic medical records.

Moved: Commissioner Stritch to approve a Corrections line item transfer totaling \$2,800. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Request, \$35,000 - Corrections**

Steve Church explained this request is due to females being housed at other facilities.

Moved: Commissioner Stritch to approve a Corrections line item transfer totaling \$35,000. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Request, \$102,000 - Corrections**

Steve Church noted that overtime expense has increased as three employees were deployed to active duty military, four employees out on leave, and numerous retirements. Steve Church said he reviewed the overtime expense last year and this is comparable to last year. Commissioner Pratt questioned why overtime is the solution. Commissioner Pratt requested an in-depth analysis. The Commissioners agreed to discuss this next Wednesday for consideration once an analysis is reviewed.

- **Transfer Request, \$6,000 - Corrections**

Steve Church noted this additional expense is due to expanded usage of the video arraignment system. To alleviate the higher expense in the future the communications will change to internet based.

Moved: Commissioner Stritch to approve a Corrections line item transfer totaling \$6,000. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Request, \$1,225 - Corrections**

Steve Church noted the additional expense is due to the testing of new correctional employees.

Moved: Commissioner Stritch to approve a Corrections line item transfer totaling \$1,225. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Request, \$35,000 - Sheriff**

Commissioner Barrows noted that Captain Brackett was able to reduce the overtime expense and appreciated the work. The Commissioners agreed to discuss this next Wednesday for consideration once a detailed analysis is received from the Sheriff's Office. Commissioner Stritch noted that Corrections and Sheriff are dealing with a budget that they did not have control over.

Martha Roy arrived at 11:02 a.m.

- **Transfer Requests, \$8,000 & \$4,000 - County Attorney**

Discussion ensued about the courthouse lease and lack of adequate power to remain open during power outages. Commissioner Stritch suggested that for the next contract it be modified to cure these outstanding issues. Commissioner Pratt suggested being proactive to draw out concerns and work on draft contract language. Jim Reams highlighted the fact that the generator could handle computers in the county attorney's office. Cathy Stacey said her concern was bathrooms not working but that has been remedied. Cathy Stacey also clarified that she remains open to the public as stated in the law.

Discussion ensued about the courthouse closing and not paying for security as part of the furlough day program to save money. Cathy Stacey expressed concern with furlough days at the courthouse and who pays for security when the court is closed.

Jim Reams explained the line item request is for computers that needed repair due to several power outages. Commissioner Pratt asked about the Windows 7 upgrade. Jim Reams noted that the upgrade did occur on existing computers and noted concern over too few computers being replaced this year.

Moved: Commissioner Stritch to approve a County Attorney line item transfer totaling \$8,000. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a County Attorney line item transfer totaling \$4,000. Commissioner Pratt seconded the motion.

Commissioner Barrows was opposed as two computers would be sufficient. Motion passed 2-1 with Commissioner Barrows opposed.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the September 22, 2010 and September 29, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows asked why four employees are going to the Labor and Employment Law Update in Concord. Theresa Young noted that many sessions are held at the same time and she and Peter will be covering different sessions. Commissioner Barrows noted that Corrections only budgeted for one employee to attend the New Hampshire Association of Counties annual conference. Steve Church said that he has the funds in the budget line. Steve Church said that a large focus is on correctional sessions. Commissioner Pratt asked why more than one person needs to go when information could be presented and learned a different way. Steve Church said affiliate meetings do not go into the details of the conference.

There was discussion of the 2010 budgeted conference and training budgets for Corrections. Chris Maxwell referred to Board of Commissioners meeting minutes of December 14, 2009 where the Commissioners agreed to only one association of counties attendees for Corrections.

- **RFP Negotiations Process Follow-up**

It was noted that not all counties have responded at this time.

- **Movie Tour Book Agreement Approval**

Moved: Commissioner Stritch to approve an agreement with CGI Communications for a movie tour web video at no cost to Rockingham County and authorize the Chair to sign all necessary documents pending legal review. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Steve Church, Interim Superintendent

Commissioner Barrows again requested an analysis of the low census of the SCRIPS program. Commissioner Pratt suggested a cost benefit analysis.

County Attorney – James M. Reams

Jim Reams noted that the Rockingham County Superior Court received a grant for a drug court. He estimated the program will be operational in 2011 once a contractor and staffing are in place. Jim Reams expressed concern with this program potentially becoming a county unfunded mandate in the future.

Commissioner Pratt noted that the Executive Committee had requested that impacts from the state budget be reported to them at each meeting. Commissioner Barrows asked that the communications be sent to the Executive Committee before the meeting for their review. Commissioner Pratt directed that these statements go to the Board of Commissioners for review before sending to the Executive Committee.

Commissioner Pratt asked if the New Hampshire Association of Counties officially opposed Senate Bill 500. Jim Reams and Theresa Young said the affiliate formally opposed the bill.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **No Trespass Orders (2)**

There was discussion of the no trespass order. Commissioner Barrows requested the letter include all Rockingham County land and facilities. It was agreed to revise and bring up at the next meeting.

Finance – Theresa M. Young, Director

Theresa Young presented a draft budget document for the Commissioners review. Theresa Young asked that the departments review budget line definitions and submit any suggested changes to the Finance Office. Discussion ensued about the line item transfer process.

Long Term Care Services – Steven E. Woods, Director

- **2011 Rate Increase Proposal**

Commissioner Pratt noted she received the cost analysis untimely and asked for a two week delay. Steve Woods indicated that two weeks would be fine.

- **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 Pratt seconded the motion, voted all in favor.

- **Tricare Payment Processing for Skilled Care Approval**

Moved: Commissioner Stritch to authorize the chair to sign a claims processing form for direct payment from Tricare for skilled care reimbursement as recommended by the Long Term Care Services Director. 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 personnel and inmate working operations in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Steve Church, Jim Lussier, 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, 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, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an employee health insurance request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, 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, Steve Church, 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 services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, 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 Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve a leave without pay for a nursing home employee from October 21, 2010 to November 3, 2010. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve a leave without pay for a nursing home employee from October 6, 2010 to October 15, 2010. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for an administrative leave with pay for a nursing home employee. 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 F:2 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. Adjourn

Commissioner Stritch moved to adjourn at 12:51 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, 2nd Floor Conference Room
Brentwood, New Hampshire

October 13, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Kathy Nikitas, Financial Analyst
Commissioner Katharin K. Pratt, Vice Chair	Steve Church, Interim Corr. Superintendent
Commissioner C. Donald Stritch, Clerk	Captain Al Brackett, Officer in Charge

I. Call to Order

Commissioner Barrows called the meeting to order at 11:08 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,257,777.49 for the period ending October 10, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Line Item Transfers**

○ **Sheriff**

Moved: Commissioner Stritch to approve a line item transfer for the Sheriff's Office in the amount of \$35,000. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about backup documentation. Commissioner Barrows said that his memorandum is the backup. Commissioner Pratt said the memorandum is not a properly justified analysis. Kathy Nikitas noted that she analyzed the overtime usage from June to present and provided a written spreadsheet.

Captain Brackett arrived at 11:20 a.m.

Captain Brackett said his total request is based on changes such as compensatory time and hospital security due to involuntary emergency admissions (IEA) that is beyond his control. Captain Brackett noted he has made modifications to the process for covering involuntary emergency admissions. He said that this number is a safe number to ensure there is not an additional line item request at the end of the year.

There was discussion of the statute regarding involuntary emergency admissions. Commissioner Barrows suggested there is no rush. Captain Brackett said the County Attorney ruled that this coverage must be handled.

Motion passed 2-1.

○ **Corrections**

Kathy Nikitas analyzed the overtime usage and presented a spreadsheet depicting the totals. Steve Church noted he revised his first transfer request from \$102,000 to \$80,000. Steve Church suggested that the \$80,000 is a good number to ensure a buffer is there for unforeseen vacancies. There was discussion of the current figures and Commissioner Barrows suggested a lower amount. Kathy Nikitas noted that the budget line was already overspent by \$11,000.

Commissioner Barrows suggested approval of \$60,000.

Steve Church noted the overtime average could increase as three employees are out on military leave and three additional medical leaves have been requested. Steve Church said he uses supervisors to minimize overtime.

Moved: Commissioner Stritch to approve a line item transfer for Corrections for \$80,000. No second received.

Moved: Commissioner Barrows to approve a line item transfer for Corrections for \$65,000. No second received.

Moved: Commissioner Barrows to approve a line item transfer for Corrections for \$60,000. Commissioner Pratt seconded the motion.

Motion passed 2-1.

Kathy Nikitas presented a spreadsheet depicting employees coming back from Workers Compensation leave to light duty. Commissioner Pratt said this information was helpful for an accurate picture.

Commissioner Barrows expressed frustration with the taxing of employees for raffle winning. Commissioner Barrows noted she paid the taxes on the item and highlighted her own survey results that other employers do not follow the IRS guidelines. Kathy Nikitas said she would follow up with Theresa Young and report back. Discussion ensued.

III. Adjourn

Commissioner Stritch moved to adjourn at 12:14 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

October 20, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Captain Al Brackett, Officer in Charge
Commissioner Katharin K. Pratt, Vice Chair	Cathy Stacey, Register of Deeds
Commissioner C. Donald Stritch, Clerk	Karen Senecal, Attorney Office Manager
Martha Roy, Human Resources Director	Diane Gill, Human Services Director
Kate Magrath, HR Assistant Director	Theresa Young, Finance Director
Jim Scammon, Insurance Consultant	Frank Stoughton, IT Manager
Steve Woods, Long Term Care Director	Chuck Nickerson, Accounting Manager
John Blomeke, Assistant Superintendent	Julie Hoyt, Senior HR Generalist
Jude Gates, Director of Facilities	Alison Kivikoski, HR Generalist

I. Call to Order

Commissioner Barrows called the meeting to order at 10:02 a.m.

II. Reports:

RFP Awards

• Pay and Classification Consultation Services, Human Resources

Moved: Commissioner Stritch to award the pay and classification consultation services to D. Gallant Management Associates for one year in the amount of \$5,500 and an hourly rate of \$150 for future consultation services with a renewal option for year two at the prices given as determined at a later date and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director.

Commissioner Pratt requested a discussion on the award recommendation. Martha Roy supported Gallant Management Associates based on their experience. Martha Roy noted that Leddy Group had less experience but had good training experience and will be using a trainer from Leddy Group this week. Martha Roy said that based on telephone conferences that Leddy Group is more of a general human resources consultant versus specific compensation consultation. Commissioner Pratt noted that Leddy Group experience is based in New Hampshire where Gallant Management Associates is experienced in Maine.

Commissioner Barrows called for a vote. Motion passed 2-1.

• Smoke Opacity Monitors, Engineering and Maintenance Services

Moved: Commissioner Stritch to award the smoke opacity monitors proposal to Northeast Mechanical for \$14,986 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• Generator Testing and Inspection, Engineering and Maintenance Services

Moved: Commissioner Stritch to award generator testing and inspection services to Power Products Systems for \$2,780 and rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated October 8, 2010. Commissioner Pratt seconded the motion, voted all in favor.

- **Transfer Switch Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award transfer switch testing and inspection to Power Products Systems for \$1,225 and rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated October 8, 2010. Commissioner Pratt seconded the motion, voted all in favor.

- **Nutritional Supplements, Long Term Care Services**

Moved: Commissioner Stritch to award nutritional supplements to McKesson Medical Surgical Supply from November 1, 2010 to October 31, 2011 not to exceed \$16,500 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Telephone Switch Maintenance, IT/ Telecommunications**

Moved: Commissioner Stritch to award telephone switch maintenance to Carousel Industries for a four year term not to exceed \$80,000 and a one year term for wireless phone maintenance in the amount of \$5,193 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion.

Frank Stoughton explained that telephone maintenance includes switches and actual telephones for the entire complex, courthouse, jail, and sheriff's office. Frank Stoughton noted that besides repairs they also monitor the systems to curtail outages. Frank Stoughton said that there is a substantial savings for a four year contract.

Motion passed all in favor.

RFP Openings

- **Air Conditioning Equipment, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Palmer and Sicard.

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.

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

Commissioner Stritch opened proposals received from Trans Med USA, Gulf South Medical Supply, McKesson Medical Surgical Supply, Central Paper Products Company, 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.

- **Dental Services, Long Term Care Services**

No proposals were received.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 9749, 9752, 9764, 9760, 9754, 9740, 9755, 9763, 9761, 9765 totaling \$130,525.92, accounts payable batch 9753 totaling \$27,251.76, general ledger entries 10350 and 10351 totaling \$617.50, payroll warrants 1007sd and 1014sd totaling \$12,828.25, accounts payable wire payments T101023, T100991, T100985, T100987, T101044 totaling \$1,208,260.45, for a grand total of \$1,379,483.88.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the October 13, 2010 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to authorize an exception to the conference and training directive for out of state travel to Washington, DC for a domestic violence conference. Commissioner Pratt seconded the motion, voted all in favor.

- **RFP Negotiations Process Follow-up**

Commissioner Pratt requested that all counties be surveyed and that a telephone discussion would help understand the process beyond standard questions.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **No Trespass Orders (2)**

Moved: Commissioner Stritch to issue a No Trespass Order for locations as outlined in a letter to Mr. Maynard and Mr. Levesque dated October 20, 2010 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

There was discussion of landscaping around the new building and grounds shed and the front of the county complex.

Finance – Theresa M. Young, Director

- **2011 County Paid Benefits Discussion**

Theresa Young reported the proposed budget deadline is November 17th. Theresa Young noted that an analysis of the funds was completed for discussion and informational purposes. Theresa Young said that all county paid benefits need discussion as pay and benefits account for 70% of the budget.

Human Resources – Martha S. Roy, Director

- **Primex Dependents Definition Approval**

Kate Magrath explained that the definitions need updating for dependents as coverage has extended until 26 years of age. Further, it specifies legal spouse's coverage and disabled children that are dependent.

Moved: Commissioner Stritch to approve the Primex "Eligibility of Dependents Under the Plan Updated from the Patient Protection and Affordable Care Act (PPACA)" and to authorize the chair to sign the document as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2011 Health Insurance Benefits Discussion**

Jim Scammon presented a brief overview of the medical and dental plan for 2011. There was discussion of the 20% increase and that the current loss ratio is at 99%. Commissioner Pratt expressed concern with the perennial thought that medical management will reduce expenses and asked for other ideas when employees refuse to participate. Jim Scammon noted that changes are needed but statistically this is normal.

Julie Hoyt and Alison Kivikoski arrived at 10:47 a.m.

Jim Scammon noted deductible changes to \$1,000 would reflect \$138,000 in net savings and the group did not feel it was worth the change.

Jim Scammon said that the First Seniority Plan will be cancelled for 2011 and leaves only the Medicare Enhanced Option. Jim Scammon said he is working with Anthem for a Medicare

Advantage Plan that will help retirees with an option for less of an increase. Jim Scammon noted that Anthem is the only provider in New Hampshire at this time. He also added the problem with Exeter Hospital dropping Anthem in 2011.

The changes to the current plan due to Health Care Reform were discussed.

Jim Scammon noted that competitive bids will be sought in March or April to compare against Primex for the contract ending July 1, 2011. Commissioner Pratt asked for a definitive answer on ending the contract on a calendar year. Jim Scammon said that Primex has been vague.

Jim Scammon explained that the dental plan has a claim increase estimate of 2.9%.

Theresa Young said that short term disability must be considered although Human Resources did not want to discuss it today.

Chuck Nickerson presented the 2011 Health Cost Summary spreadsheet encompassing four scenarios.

There was discussion of the wellness program concept and whether or not the \$50 quarterly payment would be taxable. Jim Scammon noted that the wellness plan presented was custom made by the Wellness Team and supported by the Granite Group Benefits Wellness Nurse. Commissioner Pratt asked what the administrative cost would be for this. Jim Scammon said he did not receive an answer on whether there would be an administrative cost. Commissioner Pratt asked to review the wellness proposal by tomorrow.

Chuck Nickerson presented the 2011 Dental Summary spreadsheet encompassing four scenarios.

Martha Roy noted the plan moving forward would be to have a County Management Team, then to Employee Advisory Committee, and for final presentation to the Board of Commissioners on November 3, 2010.

Kate Magrath, Julie Hoyt, and Alison Kivikoski left at 11:30 a.m.

Long Term Care Services – Steven E. Woods, Director

- **2011 Rate Increase Proposal**

Steve Woods presented the 2011 proposed rate increases. Steve Woods noted that the actual cost of services is much higher than the cost charged. Steve Woods explained that his increase is based on market area and would still be a competitive rate.

Commissioner Barrows expressed concern with any increase as there is no social security cost of living. Commissioner Barrows it does not seem right to charge more than a private pay facility. Commissioner Pratt noted that social security does not cover the rate and private pay residents have other revenues. Commissioner Pratt suggested serious cost control measures to bring down the actual costs.

Commissioner Stritch said that assisted living has never broken even and he expected it would break even as originally presented. Commissioner Stritch noted that the county assisted living provides many more services in its flat rate than a private assisted living facility. Commissioner Barrows disagreed. Commissioner Pratt noted that private facilities charge extras and the county's is all inclusive. Commissioner Pratt said that the proposal to the Delegation and the public was that assisted living would break even when it was introduced.

Commissioner Pratt noted rates were to be discussed and addressed in August 2010 and at year end and the August discussion never occurred.

Moved: Commissioner Stritch to approve rate increases to the nursing home, assisted living, and adult medical day program as outlined and recommended by the Long Term Care Services

Director's memorandum dated October 6, 2010. Commissioner Pratt seconded the motion, passed 2-1.

Commissioner Pratt expressed concern that day care actual costs are very high. Steve Woods noted that the majority of the cost is due to employee costs. Commissioner Pratt asked that a serious analysis be conducted and a cost reduction plan be presented as part of the 2011 budget considerations.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey noted she is working on a multi-agency initiative to track and present property information and transfer tax for efficiencies and emergency communication using one system. Cathy Stacey said many agencies will benefit with this structured information on many levels. Commissioner Pratt suggested working with the University of New Hampshire Cooperative Extension for grants and assistance.

Cathy Stacey said she initiated a new property fraud service free of charge to all Rockingham County property owners.

Sheriff – Captain Al Brackett, Officer in Charge

Discussions are still in the works with the nursing home, jail, and county attorney to better organize working with trustees and will report back once finished.

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 a legal settlement were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Nancy Lang, 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.

- **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 Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2D as recommended by the Officer in Charge. Commissioner Pratt seconded the motion. Motion *failed* to pass, 0-3.

- **Legal Settlement, Workers Compensation**

Moved: Commissioner Stritch to authorize a legal settlement of up to \$35,000 for a claim as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Interstate Emergency Unit Building Approval**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Tibbetts, Kevin Pratt, Jude Gates, Theresa Young.

Mark Tibbetts explained that the current buildings stopped being burned for training a couple of years ago. Mark Tibbetts said that Seabrook Station has provided full grant funding and a company was selected to construct the building. Mark Tibbetts said he needs the Commissioners approval per the lease agreement. Jude Gates said that there were outstanding insurance questions. Commissioner Pratt said that there are insurance and risk management concerns along with changes to the lease.

Theresa Young said that Primex provided an analysis and made risk management suggestions to amend the lease.

Commissioner Pratt asked about the current status with the Town of Brentwood for planning and permitting. Mark Tibbetts said that after today they were going to the Town of Brentwood for approvals.

Commissioner Pratt said that the amended lease needs approval from the Delegation.

Commissioner Pratt noted that aspects of the lease have lapsed such as a County Commissioner being appointed to the Interstate Emergency Unit Board of Directors.

It was agreed that the proposed lease would be sent to the Interstate Emergency Unit and then insurance pollution rider coverage would be sent to Primex for review.

Mark Tibbetts noted that Seabrook Station put a restriction on grant funding for building finalized as of April 2011.

Commissioner Pratt asked about what happens if funding past phase one is not there. Mark Tibbetts said that the group could work and train on phase one building.

IV. Commissioners Non-Public Session

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, Steven Woods, Martha Roy, Janet Lavoie, 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 Board could consider the recommendation of the Long Term Care Services Director now or at a later date.

- **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of Steven Woods on Wednesday, October 20, 2010 and as outlined in a letter to the Board of Commissioners dated October 13, 2010 in regards to an employee of the Long Term Care Services effective November 3, 2010. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay through November 3, 2010. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 1:25 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

October 21, 2010 – 1:00 p.m.

Present:

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

Tom Reid, Deputy County Attorney
Steve Savage, Plaistow Police Chief
Al Wright, Retired Superintendent
Rick VanWickler, Cheshire Co. Superintendent

I. Call to Order

Commissioner Barrows called the meeting to order at 1:06 p.m.

II. Commissioners Non Public Session

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

Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Tom Reid, Steve Savage, Al Wright, Rick VanWickler, John Blomeke, and Chris Maxwell.

Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Tom Reid, Steve Savage, Al Wright, Rick VanWickler, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 3:55 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, 2nd Floor Conference Room
Brentwood, New Hampshire

October 27, 2010 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair Steve Church, Interim Corr. Superintendent
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Barrows called the meeting to order at 11:09 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,272,490.94 for the period ending October 24, 2010. Commissioner Pratt seconded the motion, voted all in favor.

Steve Church arrived at 11:15 a.m.

• **Corrections Superintendent Appointment**

Moved: Commissioner Stritch to appoint Stephen Church as Corrections Superintendent effective immediately. Commissioner Pratt seconded the motion. Motion passed all in favor.

The Commissioners asked that Steve Church work with the interview panel of Steve Savage, Rick VanWickler, and Tom Reid on three and five year goals and consider utilizing the tuition reimbursement program to further his education.

The Commissioners directed Steve Church to draft a press release announcing his appointment and forward to the Commissioners Office for final review and distribution.

Steve Church left the meeting at 11:26 a.m.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under NHRSA 91A:3II (a) to discuss corrections personnel and operations. 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 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.

IV. Adjourn

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, County Complex
Brentwood, New Hampshire

November 3, 2010 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Alison Kivikoski, HR Generalist
Commissioner C. Donald Stritch, Clerk	Diane Gill, Human Services Director
Julie Hoyt, Senior HR Generalist	Captain Al Brackett, Officer in Charge
Martha Roy, Human Resources Director	Frank Stoughton, IT Manager
Kate Magrath, Assistant HR Director	Claudia Blasco, UNH Coop. Extension
Chuck Nickerson, Accounting Manager	Theresa Young, Finance Director
Steve Church, Correction Superintendent	Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Barrows called the meeting to order at 1:10 p.m.

Commissioner Barrows recognized Kate Magrath for her award received at the New Hampshire Association of Counties Annual Conference.

II. Reports:

RFP Openings

• **Security System Upgrade, Sheriff**

Commissioner Stritch opened proposals received from Honeywell Building Solutions and Winco Corporation.

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

• **Chaplain, Long Term Care Services**

Commissioner Stritch opened a proposal received from Reverend Slainwhite.

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.

• **Oxygen, Long Term Care Services**

Commissioner Stritch opened proposals received from Genter Healthcare and O2Oxygen.

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.

• **Insulation Removal, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Certrex LLC, Aspen Environmental Services, and Envirotech.

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.

• **Electricity Supplier, Engineering and Maintenance Services**

Commissioner Stritch opened proposal received from UMG Incorporated, Next Era Energy Services, Hess Corporation, Integrys Energy Services, and ConEdison 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.

RFP Awards

- **Air Conditioning Equipment, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the air conditioning equipment proposal to Palmer and Sicard for \$42,950 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the glove products proposal to Geriatric Medical Surgical Supply Company from November 1, 2010 to October 31, 2011 as recommended by the Long Term Care Services Director. 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 batches 9783, 9784, 9779, 9778, 9776, 9780, 9768, 9790, 9791, 9789, 9795, , 9796, 9794, 9792 totaling \$636,178.43, accounts payable batch 9773 totaling \$530,496.18, payroll warrants 1021sd and 1028sd totaling \$16,885.22, accounts payable wire payments T101063, T101062, T101048, T101075, T101076 totaling \$34,686.49, for a grand total of \$1,218,246.32. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the October 6, 20, 21, 27, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **December 16, 2009 Board of Commissioners meeting minutes amendment**

Moved: Commissioner Stritch to amend a vote taken at the December 16, 2009 Board of Commissioners meeting to correct the contract end date to December 31, 2010 for occupational health services. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Steve Church, Superintendent

- **Bid Waiver: APPRISS, \$18,411.14**

Moved: Commissioner Stritch to authorize a bid waiver to APPRISS in the amount of \$18,411.14 for victim notification services from January 1, 2011 to December 31, 2011 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Request Approval**

Moved: Commissioner Stritch to declare items as outlined and recommended in the Corrections Superintendent's memorandum dated October 25, 2010 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Front Courtyard Ground Maintenance**

Discussions ensued about the lack of foliage and flowers in the front courtyard. Commissioner Barrows said that someone new must be in charge of the courtyard. Jude Gates said changes will be made in the spring but new plantings cannot be done until springtime.

- **Bid Waiver: Honeywell Building Solutions, \$45,000**

Moved: Commissioner Stritch to authorize a bid waiver to Honeywell Building Solutions in the amount of \$45,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

Theresa Young highlighted a fund balance analysis depicting status quo spending and by 2015 the county will be in deficit. The overall tax affect will be large increases to offset the deficit. Further, the dental fund will be out of money in two years and cause further effects to the deficit. Theresa Young said that a plan needs to be considered to avoid a deficit. Theresa Young has a financial plan recommendation to the Commissioners for a five year plan. Theresa Young encouraged a change for 2011 spending including benefits to curb an estimated 10% tax increase in a bad economy. Commissioner Barrows asked the financial plan recommendation for next week's meeting.

- **Bid Waiver: CV Communication, \$10,000**

Moved: Commissioner Stritch to authorize a bid waiver to CV Communication for up to \$10,000 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **2011 Benefits Approval**

Commissioner Pratt suggested having an additional week to make decisions based on benefits and salaries as one joint initiative versus in separate pieces. Martha Roy suggested that the motions presented today could be passed and pay related issues could be handled at a later date. Martha Roy said she would gladly go back to the drawing board if the Commissioners give her direction on goals for benefits funding.

The Commissioners agreed to consider the suggested motions and discuss it further with a big picture approach.

There was discussion of the health care proposal with Primex but there was disagreement between the Finance Director and Human Resources Director on approving the scenario today. Martha Roy said that Scenario A4 ensures that employees receive a consistent increase as was explained to them during training last year. Commissioner Pratt took exception to any commitments made for future years in the absence of a long financial plan for the county.

Commissioner Barrows opened up comments at the meeting for people present taking the county insurance. Diane Gill asked if a reduction in the health savings account was advertised last year. Martha Roy said during training there were no guarantees. Kate Magrath noted that an employee spoke to her about dropping her health insurance plan if there was a premium increase. Commissioner Pratt noted that employees can earn up to \$200 in Wellness benefits to offset increases. Theresa Young noted that employees did receive increases this year and that county employees are fortunate and have been shielded from this bad economy.

Commissioner Barrows did not want to wait one week for the Primex Scenario A4 motion. Commissioner Pratt said one week would provide a further analysis. Commissioner Stritch noted the federal trend in increases. It was agreed to wait and discuss this again next week.

- **2011 Local Government Center Medical and Short Term Disability Coverage and Rates Approval**

Moved: Commissioner Stritch to approve the 2011 Local Government Center Medical and Short Term Disability Coverage and Rates for union corrections officers and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the status of the Local Government Center investigation. There was discussion of the current state of the investigation and further information that is pending and potential impacts to its members.

Motion passed all in favor.

- **Position Title Change Approval**

Theresa Young noted that she needs a title change and then to lower the position into a lower grade. There was discussion of what is needed. Commissioner Barrows asked for a delay in approving the motion pending further information and clarification.

- **Salary Survey of Benchmark Positions**

Commissioner Pratt suggested that no decisions be made until after meeting with the consultant.

Long Term Care Services – Steven E. Woods, Director

- **Rehabilitation Services Reimbursement Operational Overview**

Steve Woods highlighted the overview completed by Genesis for the new rehabilitation services at the facility.

Sheriff – Captain Al Brackett, Officer in Charge

- **Memorandum of Agreement Approval**

Moved: Commissioner Stritch to approve a memorandum of agreement between Rockingham County and the New Hampshire Department of Safety relative to the statewide interoperability radio grant and authorize the chair to sign all necessary documents as recommended by the Officer in Charge. 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 the use of the compensated absences fund 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 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 leave without pay request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an overpayment to a sheriff's office employee 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 Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve the use of the compensated absences fund 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 pay for a long term care services employee from November 13, 2010 to November 30, 2010 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Earned Time Cash Out Donations, Long Term Care Services**

Moved: Commissioner Stritch to permit employees to cash out earned time in accordance with the Earned Time Policy for the purpose of donating funds to a long term care services 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 paid leave without pay for a nursing home employee from November 4, 2010 to November 17, 2010. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 3:38 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

November 9, 2010 – 10:30 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 10:30 a.m.

II. New Business

• **2011 Benefits Approval**

Commissioner Barrows asked that the Commissioners consider reductions in operational lines. Commissioner Barrows said she does not want to balance the budget at the expense of the employees. Commissioner Barrows suggested reductions in each department based on her review of third quarter expenditures reports.

Commissioner Barrows questioned the overall deficit projected for 2011. Theresa Young said that the deficit is projected at \$7.8 million. There was discussion of the use of fund balance and the projection of deficit by 2015. Martha Roy said she understood the deficit to be \$11 million. There was discussion of the actual projections and information that was presented and delivered to the Commissioners and the County Management Team.

Theresa Young presented recommendations and goals to eliminate the 2015 deficit as requested by the Board of Commissioners.

There was discussion of not filling open positions to provide additional savings. Other suggestions by the Finance Director and Human Resources Director were presented.

Commissioner Pratt said that the county needs to look at cost control in the nursing home. Theresa Young presented a staffing reduction plan as designed by the Long Term Care Services Director. Discussion ensued about the staffing plan.

Health plan Scenario A4 was reviewed and discussed noting the lack of options for retirees.

The Health Savings Account amounts and proration were discussed.

The wellness plan was highlighted and Commissioner Barrows compared it to her understanding of the wellness plan at Exeter Hospital.

Dental scenarios were discussed noting that both Human Resources and Finance recommend employee cost sharing. Martha Roy noted her recommendation is based on the Delta Dental actual rates. Theresa Young noted her recommendation is based on expected actual costs and that is the rate used. Discussion ensued about the effect of the rates on current full time employees, part time employees, and retirees. Dental Scenario 2.8 was recommended by the

Human Resources Department for 2011 and the Finance Office would recommend that scenario in 2012.

Martha Roy presented a new concept for health buyout by means of a health reimbursement account. Martha Roy explained that the payment to a health reimbursement account would save payment of county FICA. Discussion ensued about the concept. The differences between using a flexible spending account and a health reimbursement account were discussed. Commissioner Barrows asked that the Finance and Human Resources Directors work together and bring a joint recommendation to tomorrow's meeting.

Martha Roy presented short term disability with reduced rates and noted that it will reduce expenses with no copayment to employees. Theresa Young said that employees should pay for the short term disability plan and make it a voluntary plan. Theresa Young noted that under a fully insured plan that the county pays a premium for all full time employees as they are all automatically enrolled. Discussion ensued about splitting costs and rates.

Moved: Commissioner Barrows to approve the Primex fully insured health insurance plans (Scenario A4) using the Harvard Pilgrim network and prescription drug plan through June 30, 2011. Further, the following are also included in the above Scenario; all plan design changes (as identified on October 20, 2010) that are in association with the Health Care Reform Act and to 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 and Finance Directors. Commissioner Stritch seconded the motion, voted all in favor.

Moved: Commissioner Barrows to approve the Health Savings Account Proration language for the 2011 plan year as submitted and recommended by the Finance and Human Resources Directors. Commissioner Stritch seconded the motion.

Commissioner Pratt recommended prorating the health savings account on a monthly basis. Martha Roy noted that the proration language she presented was a compromise. The Commissioners asked that the motion be rewritten for tomorrow's meeting.

Motion failed to pass.

Moved: Commissioner Stritch to approve 2011 Wellness budget funding of \$35,000 for quarterly reimbursements of \$50 each to benefit eligible employees and spouses for meeting required Wellness initiatives. Commissioner Pratt seconded the motion, voted all in favor.

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 as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Northeast Delta Dental to serve as the Administrator and network of the self insured dental insurance plan for the 2011 calendar year using "Scenario 2.8, as developed by the Finance Office, with a dental cost share of 80/20 using Northeast Delta Dental's proposed rates, and authorize the Chair to sign all related documents as recommended

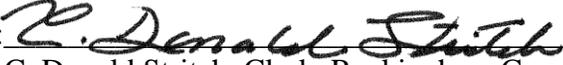
by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the Open Enrollment period for the 2011 plan year as November 15, 2010 through December 15, 2010 and further to require mandatory attendance by all benefit eligible employees at open enrollment training sessions. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:55 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, 1st Floor Conference Room
Brentwood, New Hampshire

November 10, 2010 – 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
Kate Magrath, HR Assistant Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:03 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,279,113.80 for the period ending November 7, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **2011 Benefits Approval**

Martha Roy asked for the Board of Commissioners to amend a vote taken at the November 9, 2010 meeting regarding Scenario A4 to include plan design changes as identified on October 20, 2010 and November 10, 2010.

There was discussion of health care plan options for retirees. Commissioner Pratt was concerned with the lack of options researched. Commissioner Barrows said that the Commissioners need more time. Kate Magrath noted that there are not many options out there and that Jim Scammon has surveyed the area. There was discussion of Local Government Center as an option. Martha Roy contacted Roy Morrisette at the request of Commissioner Barrows and he recommended researching plans through Foy Insurance Company, AARP, and New York Life Insurance.

Moved: Commissioner Barrows to approve a health insurance buy out payment to all non-union employees, Sheriff Deputies, and Dispatchers that are benefit eligible and who show proof of other health insurance coverage with the exception of any other Rockingham County health insurance in the amount of \$960. This benefit is prorated for part time employees. Further to authorize the Chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Barrows asked how \$960 was decided. Commissioner Pratt said that yesterday this item was deferred from yesterday's meeting. Commissioner Stritch was opposed to a reduction. Martha Roy said she was amenable to a reduction for buy out as long as short term disability benefits remain firm.

Theresa Young said that Rockingham County paying for short term disability is not recommended by the Finance Office. Commissioner Pratt noted that if employees manage earned time they could use the sick pool in lieu of short term disability.

Motion failed to pass, 1-2.

Moved: Commissioner Barrows to approve a health insurance buy out payment to all non-union employees, Sheriff Deputies, and Dispatchers that are benefit eligible and who show proof of other health insurance coverage with the exception of any other Rockingham County health insurance in the amount of \$1,080. This benefit is prorated for part time employees. Further to authorize the Chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Barrows removed the motion from the table. Motion failed to pass.

Martha Roy said that Human Resources and Finance cannot come to agreement on the short term disability plan option. Commissioner Barrows asked for an explanation of a full insured versus self insured plans. Kate Magrath explained that fully insured means that the county will pay a specific rate for each enrolled employee along with New Hampshire Retirement System rates. Kate Magrath explained that the self insured plan means that the county will pay payroll taxes, administration fee, New Hampshire Retirement System rates, and the claims incurred. Kate Magrath said that the claims estimated for the 2011 rate encompasses the 2010 expenses incurred. Theresa Young said that the fully insured companies estimated 24 claims a year.

There was discussion of the pros and cons of fully insured versus self insured short term disability plans.

Commissioner Pratt asked how Human Resources and Finance could differ on averages for claims. There was discussion of the differences but no answer given.

Commissioner Barrows said she agrees to employee cost sharing with a self insured plan.

Kate Magrath said that Jim Scammon recommends fully insured as a cost savings. Theresa Young noted she does not agree with the recommendation and further believes that the fully insured company is buying the business.

Commissioner Pratt asked if the rate changes depending on participation. Kate Magrath said that the rate would increase approximately 25% based on adverse selection if all eligible employees do not enroll.

Commissioner Pratt said she recommends self insured option with a cost split.

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the self insured Short Term Disability carrier for the 2011 calendar year with a 80/20 cost split. Further to authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows asked that the short term disability plans be reviewed in September 2011.

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the Long Term Disability voluntary product administrator for the 2011 calendar year as recommended by Human Resources Director and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked that all departments have their fiscal calculations verified by the Finance Office.

Martha Roy asked for a full detailed budget of expenses and revenues to assist in the 2011 budget cutting process.

III. Adjournment

Commissioner Barrows moved to adjourn at 10:35 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

November 17, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Captain Al Brackett, Deputy Sheriff
High Sheriff Michael Downing
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent

Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Kate Magrath, HR Assistant Director
Claudia Blasco, UNH Coop. Extension
Karen Senecal, County Attorney Manager
Diane Gill, Human Services Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:06 a.m. Commissioner Barrows welcomed High Sheriff Mike Downing and thanked Captain Al Brackett for his hard work during the transition.

II. Reports:

RFP Awards

• **Book Restoration, Register of Deeds**

Moved: Commissioner Stritch to award the book restoration proposal to Brown River's Marotti Company in the amount of \$94,875 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

• **Oxygen, Long Term Care Services**

Moved: Commissioner Stritch to award the oxygen and respiratory care services proposal to Technical Gas Products Incorporated from November 1, 2010 to October 31, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Chaplain, Long Term Care Services**

Moved: Commissioner Stritch to award Chaplain services to Reverend Slawnwhite from November 1, 2010 to October 31, 2012 at an hourly rate of \$15.13 up to 17 hours per week as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Insulation Removal, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the insulation removal proposal to Envirotech for \$5,940 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Electricity Supplier, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award electricity supplier services to Integrys Energy Services for a rate not to exceed \$0.0693 per kilowatt hour for one year from December 2010 to December 2011 pending contract legal review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Jude Gates noted the rate offered represents a \$100,000 savings for 2011.

Motion passed all in favor.

RFP Openings

- **Dental Services, Long Term Care Services**

Commissioner Stritch opened a proposal received from Golden Tide Dental Services.

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.

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

Commissioner Stritch opened proposals received from Fantini Bakery, Hostess Brands Incorporated, and Bimbo Bakeries 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, Long Term Care Services**

Commissioner Stritch opened a proposal received from Seacoast Coca Cola Bottling 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.

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

Commissioner Stritch opened proposals received from Star Silk and Woolen Company, ATD American Company, Star Linen and 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign general ledger entries 10391-10394 totaling \$1,180.50, payroll warrants 1104sd and 1111sd totaling \$9,267.67, accounts payable wire payments T101114, T101115, T101135, T101067 totaling \$ \$18,188,962.20, accounts payable batches 9806, 9807, 9809, 9810, 9815, 9818, 9819, 9820, 9821, 9823, 9824, 9827, 9829, 9830 totaling \$ \$245,501.73, and accounts payable batch 9828 totaling \$44,635.46 for a grand total of \$18,489,547.56. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 3, 9, and 10, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Interstate Emergency Unit Building Approval**

Kevin Pratt, Vice President of the Interstate Emergency Unit, came before the Board of Commissioners and highlighted the building project. He noted that the Town of Brentwood approved the building permit and the proper insurance certificates are in order. There was discussion of statutory authority on improvements to a building on County property. Commissioner Pratt and Commissioner Stritch agreed that the Delegation must approve the building plan on county property and the revised lease.

Commissioner Pratt said that the Delegation is requesting a short presentation for approval of the revised lease. Commissioner Pratt advised Kevin Pratt to have a short presentation ready for the December 8, 2010 Delegation orientation meeting.

Moved: Commissioner Stritch to recommend approval to the Delegation the proposed revised lease agreement and the proposed building plans as presented by the Interstate Emergency Unit. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

• **2011 Benefits Approval: Short Term Disability and Retiree Plan**

Martha Roy said research was conducted and another option was found for retiree health insurance but does not include prescription medications. Martha Roy noted this is the best option to retirees and that the retirees would be able to have the subsidy to offset the costs.

Moved: Commissioner Stritch to approve an over 65 group retiree health insurance plan to Bankers Life and Trust through Colonial Penn Life Insurance Company (Medicare Plan F) and both Primex Medicare Enhanced Plans as previously presented at rates provided and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked how this recommendation was decided. Martha Roy noted these options offer the best price with the best benefits. There was discussion of the prescription plans and that retirees pay a premium and funds towards the actual prescription drug. Kate Magrath said they are working with the insurance company for a group plan for prescription drugs.

Motion passed all in favor.

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the short term disability administrator for the 2011 calendar year. Further, to approve a rate of \$0.59 per \$10 of weekly benefit 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.

Moved: Commissioner Stritch to approve a revised Short Term Disability Summary Plan Description, which makes revisions to address full time employee contributions as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

Kate Magrath left the meeting at 10:49 a.m.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

• **2011 Long Distance Allocation Approval**

Moved: Commissioner Stritch to approve the 2011 long distance allocations as presented and recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Renewal Health Care License Approval – Assisted Living**

Moved: Commissioner Stritch to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for 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.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,b,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 a leave without pay request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Karen Senecal, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an overpayment to a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Michael Downing, Al Brackett, 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, Commissioner Stritch, Michael Downing, 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, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

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

Those present for NHRSA 91A:3II (c) to discuss a transportation rate waiver for an applicant to the adult day care program were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for a candidate to a finance office position 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 Stritch, motion passed all in favor.

IV. New Business

12:00 p.m. Appointment: Gallant Management Associates, Pay and Classification Consultant

Deb Gallant asked for the expectation of the Board of Commissioners.

Commissioner Pratt asked for a better sample of entities in the public and private sectors for the survey. Commissioner Pratt said she would like an equal survey of private and public sectors and to give further consideration to the positions as county positions are not unique for counterpart survey. Commissioner Pratt noted that Rockingham County is not losing employees to other counties or other employers. Commissioner Pratt asked for a review of the pay plan and a recommendation of alternative pay plan models. Commissioner Pratt noted that it would be a positive step to blend pay plan, benefits, and differentials.

There was discussion of past practices, research conducted, and data available through the Finance Office.

Commissioner Barrows and Commissioner Pratt disagreed on the appropriate pay competitiveness for 2011.

- **Earned Time Cash Out Donations, County Attorney**

Moved: Commissioner Stritch to permit employees to cash out earned time in accordance with the Earned Time Policy for the purpose of donating funds to a county attorney employee 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 waiver of residency for an applicant to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Adult Medical Day Care Transportation Rate Exception Request**

Moved: Commissioner Stritch to authorize an exception to the approved Adult Medical Day Care transportation rates to charge two patients at the same address one transportation rate as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Finance Office**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-3 for a candidate to a finance office position and further to change the title to Associate Accounting Analyst as recommended by the Finance Director. Commissioner Pratt seconded the motion. Motion passed 2-1 with Commissioner Barrows opposed.

- **Employee Return to Work Plan, Long Term Care Services**

Moved: Commissioner Stritch to approve a return to work plan for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Sheriff.**

Moved: Commissioner Stritch to approve a payroll change notice for the newly appointed High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 1:09 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, 1st Floor Conference Room
Brentwood, New Hampshire

November 24, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
High Sheriff Michael W. Downing

I. Call to Order

Commissioner Barrows called the meeting to order at 10:03 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,271,035.09 for the period ending November 20, 2010. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Pratt arrived at 10:18 a.m.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under NHRSA 91A:3II (a) to discuss sheriff's office personnel and operations. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Downing, 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.

IV. Adjournment

Commissioner Barrows moved to adjourn at 10:58 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, County Complex
Brentwood, New Hampshire

December 1, 2010 – 9:30 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	Claudia Blasco, UNH Coop. Extension
Martha Roy, Human Resources Director	Cathy Stacey, Register of Deeds
Steve Woods, Long Term Care Director	Jim Reams, County Attorney
High Sheriff Michael Downing	Frank Stoughton, IT Manager
Steve Church, Corrections Superintendent	Diane Gill, Human Services Director

I. Call to Order

Commissioner Barrows called the meeting to order at 9:34 a.m.

II. Reports:

• **9:30 a.m. appointment with Primex re: 2010 trainings**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Steve Woods, Nick Manolis and Tammy Denver from Primex.

Nick Manolis and Tammy Denver from Primex summarized the results of the harassment training conducted in 2010. Nick Manolis recommended meeting with each department head, division director, and elected officials to provide training on reporting. Commissioner Pratt asked what can be done to move the training from theoretical to actual results. Nick Manolis said the policy must be followed and actions and consequences need to be followed. He also suggested an annual refresher course to all employees.

Tammy Denver noted from a risk management perspective the importance of continued training and the culture change. She explained the exposure of risk and the items needed of defense of a legal claim.

The Commissioners agreed to continue trainings and support needed changes.

RFP Opening: Occupational Health Services

Commissioner Stritch opened proposals received from Portsmouth Regional Hospital, Exeter 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.

RFP Awards

• **Dental Services, Long Term Care Services**

Moved: Commissioner Stritch to award dental services to Golden Tides Dental from December 1, 2010 to November 30, 2012 with an annual retainer fee of \$3,400 and \$0.44 per bed day for each licensed bed and fee schedule for other services as outlined and recommended in the Long Term Care Services Director's memorandum dated December 1, 2010. Commissioner Pratt seconded the motion, voted all in favor.

- **Soft Drink Products, Long Term Care Services**

Moved: Commissioner Stritch to award soft drink products to Seacoast Coca-Cola from December 1, 2010 to November 20, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award linen products to Star Silk and Woolen Company from December 1, 2010 to November 30, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Security System Upgrade, Sheriff**

Moved: Commissioner Stritch to award the security system upgrade to Winco ID in the amount of \$10,000 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Work Order System, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the work order system to Maintenance Connection for an amount not to exceed \$50,000 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion.

Jude Gates noted that the work order module from Munis is not meeting the needs for reporting. Jude Gates said that this software is compatible with reporting into the Munis system. The Commissioners agreed to delay this matter pending the 2011 budget process.

Motion failed to pass.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign payroll warrants 111210, 1118SD, 1124SD totaling \$9,069.98, accounts payable wire payments T101159, T101186, T101185, T101180 totaling \$21,809.17, accounts payable batch 9870 totaling \$50,818.46, accounts payable batches 9833, 9857, 9858, 9860, 9861, 9867, 9868, 9872, 9873, 9874, 9877, 9878, 9879, 9880, 9881 totaling \$574,619.78, for a grand total of \$656,317.39. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval to Post/Fill Positions: Assistant County Attorney I and Social Services Director**

Jim Reams explained the need to fill the Assistant County Attorney I position. Steve Woods noted the need to fill the Social Services Director position. Commissioner Barrows said she wanted to see postings before they are posted but did not mean to require Board of Commissioners approval.

- **Line Item Transfer: Corrections, \$50,000**

Steve Church explained the transfer is due to a significant increase in female offenders housed at other facilities. There was discussion of the 2011 budget and potential decreases to the upcoming budget.

Moved: Commissioner Stritch to approve a line item transfer totaling \$50,000 for corrections. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: Long Term Care Services, \$10,500**

Theresa Young explained that three departments incurred additional unanticipated retirement expenses. There was discussion of the use of the compensated absences fund, standard uses, and future planning.

Moved: Commissioner Stritch to approve a line item transfer totaling \$10,500 for long term care. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: Register of Deeds, \$4,500**

Moved: Commissioner Stritch to approve a line item transfer totaling \$4,500 for the registry of deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: County Attorney, \$5,000**

Jim Reams explained that the transfer is due to underfunding books and publications.

Moved: Commissioner Stritch to approve a line item transfer totaling \$5,000 for the county attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: Engineering and Maintenance Services, \$1,250**

Jude Gates explained that bulb disposal requirements changed and caused additional hazardous material expenses.

Moved: Commissioner Stritch to approve a line item transfer totaling \$1,250 for engineering and maintenance services. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: Long Term Care Services, \$355,439**

Steve Woods said due to the multiple changes with departments and the Genesis contract caused this transfer to align the departments accordingly.

Moved: Commissioner Stritch to approve a line item transfer totaling \$355,439 for long term care. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

- **Hillsborough County Female Prisoner Housing Agreement**

Moved: Commissioner Stritch to approve a female prisoner housing agreement with Hillsborough County from September 17, 2010 to September 17, 2011 at a \$69.00 per diem rate as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Bid Waiver: Honeywell**

Moved: Commissioner Stritch to authorize a bid waiver to Honeywell for a 2011 annual service contract in the amount of 49,116, 2012 annual service contract not to exceed \$50,589, 2013 annual service contract not to exceed \$52,107 subject to appropriations in future years as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if it is still sole source. Jude Gates said it was proprietary software and equipment.

Motion passed all in favor.

Finance – Theresa M. Young, Director

- **Change Order: CV Communications**

Moved: Commissioner Stritch to authorize a change order to CV Communications for an additional \$3,411.27 bringing the total project approval to \$13,411.27 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **TD Bank Cash Management Master Agreement Approval**

Moved: Commissioner Stritch to approve a Cash Management Master Agreement with TD Bank 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

- **UNH Tax Preparation Service**

Martha Roy announced that UNH is no longer providing tax preparation at Rockingham County as in years past.

Long Term Care Services – Steven E. Woods, Director

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare two pianos surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Steve Woods noted that a state survey tag remains active and open regarding elopement. Steve Woods said that temporary measures are in place including closed wing doors, increases checks of residents, and hourly check-in of the perimeter. Steve Woods explained in 2011 that new equipment will be proposed to alleviate the issue.

- **2010 and 2011 Position List Changes Approval**

Moved: Commissioner Stritch to approve 2010 and 2011 position list amendments as outlined and recommended in the Long Term Care Service Director's memorandum dated December 1, 2010. 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 a leave without pay request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an overpayment to a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Michael Downing, 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.

- **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, 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 Stritch, motion passed all in favor.

- **Leave without Pay, County Attorney**

Moved: Commissioner Stritch to approve a leave without pay request for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

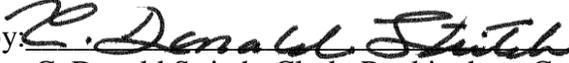
- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a waiver of residency for an applicant 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 12:10 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

December 6, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Louise Turner, Corrections Office Manager
Commissioner Katharin K. Pratt, Vice Chair	Claudia Blasco, UNH Coop. Extension
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Theresa Young, Finance Director	Paul Allen, Foreman
Martha Roy, Human Resources Director	Frank Stoughton, IT Manager
Steve Church, Corrections Superintendent	Diane Gill, Human Services Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:07 a.m.

II. Budget Sessions

• **General Discussion of 2011 Budget**

Present: Theresa Young and Martha Roy.

Commissioner Barrows said that smaller items need to be reviewed as a start. Commissioner Pratt requested a discussion of pay and benefits as part of an overall plan for the 2011 budget. Theresa Young noted that American Recovery and Reinvestment Act (ARRA) funds are going away in 2011. Commissioner Pratt suggested an analysis on the rates that Diane Gill pays for trending purposes. Theresa Young suggested speaking with Diane Gill later today.

There was discussion of the increases to the budget from health insurance to pay plan adjustments. Commissioner Barrows suggested a decrease to the capital fund by \$100,000. Theresa Young suggested bonding the capital fund to help with critical projects. Theresa Young noted alternatives such as bonding the approved biomass project. Theresa Young suggested an analysis of the jail housing as over one million dollars is spent to house inmates at other facilities.

Commissioner Barrows said next year there will be less inmates housed at other facilities due to the new Corrections Superintendent's plans.

Commissioner Pratt said that the pay and classification consultant previous reports show that some positions are over market and suggested redlining (freezing) positions over 95%. Commissioner Pratt said the current wage scale shows positions are being overpaid.

Commissioner Pratt reviewed the vacant positions listing as of November 7, 2010. Theresa Young noted that the majority of open positions are being covered by per diems and the funding is already been spent. Commissioner Barrows asked how the position list can be transparent. Theresa Young said there are pros and cons of the position list. Commissioner Pratt said the cost reports show this county has very high nursing and administration costs compared to other nursing homes. Theresa Young suggested speaking with Steve Woods and Leslie Fabian during their budget session for further information. There was discussion of the staffing pattern from

the use of per diem staff to filling positions. Commissioner Pratt asked for an analysis of the cost report.

Theresa Young noted an option of a retirement plan to encourage retirement and open positions. There was a discussion of options and research that is needed.

Theresa Young said that earned time is another source of a liability. Theresa Young suggested this may be the time to stop cash outs.

Discussion ensued about the staffing plan for long term care.

- **Corrections**

Present: Steve Church, Louise Turner, Theresa Young, and Martha Roy

Louise Turner distributed a revised spreadsheet of the departmental budget. Line items were reviewed along brief descriptions of what expenses are included in the line.

Discussion ensued regarding meal expense with details of the estimated calculation.

Theresa Young said she would include transfers in and out in the lines for further budget analysis.

Steve Church noted concern with inmates housed at other facilities as they have increased over the last year. He explained the use of electronic monitoring noting the statutory limitations. Steve Church said he is researching electronic monitoring for pretrial detainees. Alternates were discussed further but Steve Church affirmed the \$1.3 million dollar line.

There was discussion of the new food van. Commissioner Pratt requested a cost analysis of the repairs.

The taser program was reviewed and the needs for advanced force as inmates are more violent. Discussion ensued about the program and taser equipment. Commissioner Barrows suggested opening the services up to countywide law enforcement and charge a registration fee.

Commissioner Pratt asked about the meal cost for New Hampshire Association of Counties certification. Steve Church explained the cost and the savings by dealing with the vendor directly.

Commissioner Pratt asked about chair replacements along with cabinet replacement in the basement. It was noted that the chairs are heavy duty as they are used 24 hours per day. Filing cabinet needs were discussed from the type of cabinet to electronic filing.

Commissioner Pratt suggested the need for a document management system and sharing the records as needed on a countywide basis.

There was discussion of the upgrade to the DSI system with the goal that it will report to the county financial system. Discussion ensued about reconciliation and cash management at the jail.

Commissioner Barrows asked for further budget cuts.

Commissioner Pratt asked to discuss the Captain and Lieutenant positions. Steve Church said that senior level positions do their own research, filing, and general clerical work. Commissioner Pratt suggested a secretarial position as the senior positions are being paid at a higher level for the clerical work they perform. Discussion ensued about leaving a position open.

There was discussion about transportation and the concept of a new program within corrections.

A brief recess was called at 12:16 p.m. The meeting was reconvened at 12:50 p.m.

- **UNH Cooperative Extension**

Present: Claudia Boozer-Blasco and Theresa Young

Commissioner Pratt asked if the communications line included the antiquated video conferencing expense was included. Claudia Blasco said that the expense includes internet access through a new provider at a lower cost. Claudia Blasco noted that she has reviewed combining internet resources with Comcast through the county however Frank Stoughton thought the demand would be too high.

Commissioner Pratt asked about the computer costs as the county pays much less and requested an analysis.

Claudia Blasco noted that the travel line was reduced by \$5,000. Commissioner Barrows suggested another \$5,000 reduction. Commissioner Pratt asked how current the expenses were at this point. Commissioner Pratt asked for a multiyear history of the travel line from finance.

There was discussion of concepts for further budget reductions.

Commissioner Barrows asked for Claudia to report back with a further \$5,000 budget reduction.

- **Engineering and Maintenance Services**

Present: Jude Gates, Paul Allen, Frank Stoughton, and Theresa Young

Commissioner Barrows suggested a \$100,000 reduction in the capital fund. Commissioner Pratt said that this would be discussed further at a future meeting.

Commissioner Pratt questioned the condensate receivers. There was discussion of keeping the expense in the department budget versus the capital fund.

There was discussion of fuel costs for the small out buildings.

The requested vehicle was reviewed and a discussion of repairs and labor.

Commissioner Barrows asked for a 1% operational budget decrease and report back.

- **Information Technology**

Present: Jude Gates, Paul Allen, Frank Stoughton, and Theresa Young

Frank Stoughton presented the Information Technology budget noting a 1.5% operating budget reduction. Commissioner Pratt asked for further details of the projects listed in the budget request.

Commissioner Pratt questioned the computer replacement program. Frank Stoughton noted that the computer turnover program was generally four years and now has moved to five years. Commissioner Pratt asked for further reductions in the computer replacement program.

- **Human Services**

Present: Diane Gill and Theresa Young

Diane Gill explained the overall budget increases due to the lack of American Recovery and Reinvestment Act (ARRA) funds. Commissioner Pratt asked for an analysis of the Intermediate Nursing Care (INC). Diane Gill noted she does analyze the numbers for the projections.

Commissioner Barrows asked about the office supply, travel, and conference lines. It was agreed to reduce the office supply line. Diane Gill noted she and Dawn Barnes have not submitted mileage sheets for the year. It was agreed to reduce the conference line.

Commissioner Pratt asked about the full time nature of the second human service position. Diane Gill explained the case load of her staff member and her own duties as well. Commissioner Barrows suggested a time study for a snapshot of duties to justify the expense. Diane Gill said that by her reviewing the state bill she is able to save the county approximately \$150,000 per month. Commissioner Barrows noted that the INC bill is a major part of the director's job.

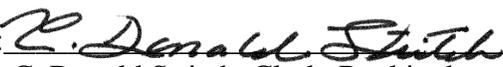
There was discussion of a concept that was presented at the most recent New Hampshire Association of Counties meeting.

Commissioner Barrows asked for an additional 1% operational budget decrease.

III. Adjournment

Commissioner Stritch moved to adjourn at 2:42 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

December 7, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Cathy Stacey, Register of Deeds
Commissioner Katharin K. Pratt, Vice Chair	High Sheriff Michael Downing
Commissioner C. Donald Stritch, Clerk	Lt. Kevin Walsh, Deputy Sheriff
Theresa Young, Finance Director	Christine Croto, Sheriff's Office Manager
Martha Roy, Human Resources Director	Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:03 a.m.

II. Budget Sessions

• **Finance**

Present: Theresa Young

Theresa Young noted the 2010 approved budget and the 2011 requested budget. There was discussion of the new time and attendance system and the current timeline. Theresa Young estimated that a new system could save three full time positions countywide. Commissioner Barrows was concerned with the budget increase and asked for a decrease. Theresa Young explained that she already made cuts to the finance budget and an \$86,000 expense is a progress payment for the new time and attendance system. There was a discussion of lowering the finance department budget. Commissioner Barrows asked for further details of reductions already in place. Commissioner Pratt said that the finance office has made cuts and asked Commissioner Barrows to review the proposal submitted.

Commissioner Barrows asked for a reduction to the conference and training line. Theresa Young said that she has received vendor funding and has paid other expenses on her own in 2010 for training. Theresa Young explained in 2011 that another staff member will be attending the training. Further, she tried reaching out to local auditing firms to conduct trainings to save money. Commissioner Pratt asked if other departmental staff is paying for their own training. Theresa Young said that exempt staff regularly training and read materials on their own personal time but outside training is needed.

Discussion ensued about alternatives to paying the \$86,000 expense.

Commissioner Barrows asked about an additional line item for overtime and per diems. Theresa Young noted that separate line items will result in transfers if unforeseen expenses are incurred. Theresa Young suggested an alternative of using project codes and having reports submitted to the Commissioners for review.

Discussion ensued about departments using the Munis system and efficiencies. Commissioner Barrows asked at the next meeting for a directive be implemented that all departments use Munis and input accounts payable.

There was discussion about taxing employees for gifts and other items.

- **Register of Deeds**

Present: Cathy Stacey and Theresa Young

There was discussion of the operating budget and Cathy Stacey noted surcharge funds received are spent for specific items only. Cathy Stacey said she already took reductions accordingly and the operating budget was reduced by 6.4%. Commissioner Barrows said she has asked all departments to go back to the drawing board and make more cuts. Commissioner Pratt asked for details on the reductions already taken. It was noted that the payroll expenses and compensated absences fund estimates are rough estimates at this point and subject to further evaluation.

- **Human Resources**

Present: Martha Roy and Theresa Young

Commissioner Barrows noted the overall budget has an increase. Martha Roy noted the operational budget did not increase. Commissioner Pratt noted the overall budget including payroll is being reviewed.

Commissioner Pratt asked about overtime expense and the employees eligible for overtime. Martha Roy noted she and the assistant director are exempt employees and \$1,000 is budgeted. Commissioner Pratt noted the 2009 budget had higher overtime expenses.

Commissioner Barrows asked about the publications line and Martha Roy noted the statutes and a few subscriptions are important. Commissioner Pratt asked about the drug testing manual. Martha Roy said it was an error and could be removed.

Commissioner Pratt asked for a specific list for conferences requested. Commissioner Pratt asked if college coursework is paid out of the conference and training line. Martha Roy said that no college courses have been paid for out of the departmental line in 2010. Discussion ensued about the 2009 line item transfer for an employee receiving certification versus class coursework.

Commissioner Barrows compared the number of staff between Finance and Human Resources noting conference and training lines between the departments. Commissioner Pratt suggested reviewing the differences between the departments training and conference requests. It was noted that time and attendance software training along with Munis training in the finance budget is for all employees, not finance office staff.

Commissioner Pratt asked about the temporary pool staffing. Martha Roy provided a duties list of one clerical temporary staff member. Martha Roy noted she did not request an increase in the pool hours. Commissioner Pratt noted that she was under the impression that adding another position in 2008 would result in fewer pool staffing hours.

Commissioner Pratt expressed concern with the lack of electronic technology from paperwork to open enrollment. Discussion ensued about alternatives to reduce paper usage for efficiencies and overall staff time.

- **Sheriff**

Present: Sheriff Downing, Christine Croto, Lt. Kevin Walsh, Martha Roy, and Theresa Young

Sheriff Downing noted he already made reductions in various lines however he has equipment requests to save on expenses. There was discussion of using new microwave technology for communications to a tower.

Commissioner Barrows asked about the firearm supplies and expenses. Sheriff Downing said he would review the line and report back.

Commissioner Barrows questioned the conference and training requests for 2011. Christine Croto noted a decrease in dispatch conference and training request. Kevin Walsh said that third party vendors are contracted with for trainings for dispatchers. Commissioner Pratt suggested that the county host training for dispatchers to area agencies. Kevin Walsh noted that computer training and conferences for the network administrator include information technology security and website administration. Commissioner Pratt noted the project to rebuild the website and offered in-house staff and also that hosting is a free service through our current provider.

Commissioner Pratt asked about grant funding in the departmental budget versus the general government grant contingency line. Christine Croto said that the grant funding reimburses for overtime and related payroll expenses for grant programs such as highway patrols.

Commissioner Pratt noted that there are two certified taser instructors in corrections and those resources could be shared. There was discussion of the sheriff's office taser instructor stipend and that in corrections there are no stipends.

Discussion ensued about the office assessment and the timing between 2010 expenses and 2011 expenses.

Sheriff Downing said the motorcycle program could be eliminated as it is not a top priority. Commissioner Pratt thanked the sheriff for his assistance. Sheriff Downing noted he has reduced the number of vehicles requested for 2011.

Commissioner Barrows noted the current 2010 expenses for software is minimal and should be reduced for 2011.

- **Commissioners**

Commissioner Barrows asked for further reductions to the operating budget lines. Discussion ensued about current expenses and it was agreed to reduce subscription and communication lines.

- **Treasurer**

It was agreed to increase the postage line to \$7,000 as it reflects the current 2010 expenses.

- **Delegation**

Theresa Young noted the operational budget is level funded.

- **Contingent Grants**

The Commissioners agreed to reduce the contingent grant line by \$500,000.

- **Line Item Transfer**

Steve Woods presented a line item transfer for an additional \$4,000 for x-ray services.

Moved: Commissioner Stritch to approve a line item transfer for long term care in the amount of \$4,000 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 3:05 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

December 8, 2010 – 9:30 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 9:26 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$2,133,496.01 for the period ending December 5, 2010. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjourn

Commissioner Stritch moved to adjourn at 9:32 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by Commissioner Pratt.

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 14, 2010 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Leslie Fabian, Nursing Director
Commissioner Katharin K. Pratt, Vice Chair	Martha Roy, Human Resources Director
Commissioner C. Donald Stritch, Clerk	Steve Woods, Long Term Care Director
Theresa Young, Finance Director	Jude Gates, Director of Facilities
Janice Demers, Fiscal Services Director	Paul Allen, Maintenance Services Foreman

I. Call to Order

Commissioner Pratt called the meeting to order at 10:04 a.m.

II. Budget Sessions

• **Long Term Care Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Leslie Fabian, and Janice Demers.

Commissioner Pratt asked about the meal allocations for corrections. Theresa Young noted that a larger discussion needs to take place between food service and corrections to simplify the allocations.

Steve Woods highlighted equipment needs from a laundry item to new beds throughout the facility. It was noted that the beds need updating for safety and as an industry standard.

Steve Woods noted the expenses and revenues projected that increased due to the Genesis contract for rehabilitation services. Commissioner Pratt asked for a description of what the contract covers. Steve Woods explained the Genesis team in place working at the facility.

The meal costs in assisted living were reviewed and a plan was discussed for proper costs in 2010 and projected in 2011.

Commissioner Pratt noted a lack of revenue in 2010 in board care and asked what is happening in 2011. Janice Demers noted the 2010 projection was an aggressive revenue assumption from the Genesis services but the actual services was slower. Theresa Young noted the line is lacking October revenues and bed tax.

Theresa Young asked if Proshare should be included in the revenues as it is an unknown. Theresa Young said that the dollar amount is unknown and does not want to over project the revenue. It was agreed to budget in 2011 an amount of \$250,000 in Proshare revenue.

There was discussion of the overall loss and concepts for 2011 including an Intravenous therapy (IV) Program and increases to rehabilitation and restorative care. The admission changes have removed the barriers to allow admissions in the evening and weekends.

Steve Woods said that the change in care has created the need of an additional MDS position as an assistant. Leslie Fabian noted the plan is to transfer the Fiscal Services Assistant Director position to Minimum Data Set (MDS) Assistant position. Leslie Fabian said that reporting is more aggressive with skilled care patients versus long term care patients. Steve Woods said this suggestion is based on the analysis of revenue assessment.

Commissioner Pratt asked for the loss amount in adult day care. Steve Woods said it is approximately a \$200,000 loss. Commissioner Stritch said the county should not be in the business of marketing and drumming up business. Commissioner Stritch said the program should be phased out if the need is not there.

Commissioner Barrows arrived at 10:49 a.m.

Commissioner Pratt asked if some of the office furniture could be delayed an additional year. Steve Woods noted that restorative care offices are using folding tables. Leslie Fabian noted that furniture is a \$19,000 expense and noted the other expenses from the \$42,000 increase. Leslie Fabian said that \$18,893 can be reduced to a duplication error in expenses. It was agreed to review the line and report back.

Leslie Fabian said that she is proposing an incontinence plan to bring it up to current standards. The \$118,000 expense is for briefs and will result in skin care, odors, dignity, and safety. She surveyed both private and county homes and it is a common practice.

Commissioner Barrows asked that the nursing home conduct a time study over a 24 hour period for staffing department wide.

Commissioner Pratt asked about the staffing plan changes. Theresa Young highlighted the spreadsheet depicting the long range plan over a five year period. Leslie Fabian said that staff changes will be over a period of years through enhanced training and attrition. Leslie Fabian noted changes that have begun with head nurses and will continue down the ranks.

Discussion ensued about the time line for staffing changes.

Theresa Young suggested finalizing a formal plan for staffing changes in 2011 through 2015. There was discussion of shift differentials and the recent survey conducted. Commissioner Pratt asked for the Long Term Care Services Director to propose a reduction for 2011 based on the market survey.

Leslie Fabian noted in the private sector that differentials are not paid when staff is not working and suggested the Commissioners consider that in the future.

The Commissioners agreed to consider changes to shift differentials and requested a formal proposal. A recess was declared at 11:35 a.m. The meeting reconvened at 12:45 p.m.

- **Projects/Capital Projects/Long Range Planning**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Theresa Young, Paul Allen, Martha Roy, and Steve Woods.

Theresa Young said that general government and projects are listed on one page. Jude Gates recommended reducing a few projects down to \$904,500 for 2011 to accommodate the

Commissioners request. Commissioner Pratt said this represents a \$400,000 increase. Theresa Young noted it was a planned increase as bond payments will cease for 2011.

Jude Gates highlighted the proposed security upgrades for resident safety. Discussion ensued about inmates working in and around the complex.

Jude Gates explained that hallways in assisted living need floor upgrades as bumps make it difficult for residents using walkers.

The cooling system replacement was discussed and its slow failure was explained. The refrigeration door replacement was discussed with the failure of the doors.

The nursing station replacements in the past were discussed and its success was noted. Jude Gates noted that the same model is proposed for the Blaisdell II floor. Steve Woods said the design is more efficient overall for staff and residents.

Jude Gates explained the next portion of projects in corrections including security upgrades, cooling equipment replacement, roof repairs, and flooring replacement.

Martha Roy arrived at 1:27 p.m.

There was discussion of the overall projects, the current status of projects, and the long range planning. Theresa Young noted that the biomass project used all the capital last year.

Jude Gates said the Nutrition building needs roof replacement and vinyl siding replacement. Jude Gates expects that the conservation and delegation buildings will follow the same model in the future.

Jude Gates explained the masonry needs repair on one side of the Carlisle Building. She explained this is the same project model as done for the human resources/services building.

The non-routine maintenance listing was reviewed and discussed. Commissioner Pratt expressed concern with an \$8,000 expense to replace the awning for the back patio. Discussion ensued about alternatives to cover the utilities within the patio.

Theresa Young said she has a report on the capital fund and would provide the written details. She highlighted the fund is fully obligated.

III. Adjournment

Commissioner Stritch moved to adjourn at 2:00 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

December 15, 2010 – 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
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities

High Sheriff Michael Downing
Chuck Nickerson, Accounting Manager
Diane Gill, Human Services Director
County Attorney James Reams
Karen Senecal, County Attorney Manager
Frank Stoughton, IT Manager
Claudia Blasco, UNH Coop. Extension
Louise Turner, Corrections Office Manager

I. Call to Order

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

II. Reports:

RFP Openings

- **Sheriff's Department Management, Operations, Staffing, Facilities, and Equipment Assessment**

Commissioner Stritch opened proposals received from Jacobs Consulting, Ken Murray Associates, Maxtrix Consulting Group, Municipal Resources, Public Safety Strategies Group, and Prolect LLC.

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.

- **Video Arraignment System, Corrections**

Commissioner Stritch opened a proposal received from George Wiley Consulting Group.

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.

- **Paper Products, Corrections and Long Term Care Services**

Commissioner Stritch opened proposals received from Interboro Packaging Corporation, Geriatric Medical, Central Paper Products Company, and AMSAN.

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

RFP Awards

- **Video Arraignment System, Corrections**

Moved: Commissioner Stritch to award the video arraignment system proposal to George Wiley Consulting for \$13,798 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the bread products proposal to Bimbo Foods from December 1, 2010 to December 1, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Occupational Health Services**

Moved: Commissioner Stritch to award the occupational health services proposal to Concentra Health Services from January 1, 2011 to December 31, 2013 for an annual contract of \$103,175 as recommended by the Workers Compensation Coordinator. 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 10418-10421 totaling \$1,106.00, payroll warrants 1202sd, 1209sd, 1210sd totaling \$15,426.60, accounts payable wire payments 101197, 101211, 101236 totaling \$1,350,423.22, accounts payable batches 9885, 9887, 9889, 9893, 9894, 9895, 9898, 9899, 9901 totaling \$439,297.34, and accounts payable batch 9892 totaling \$36,720.06, for a grand total of \$1,842,973.22. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 17, 24, December 1, 6, 7, and 8, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Donation Approval**

Moved: Commissioner Stritch to accept a donation from American Express of a \$25 gift card to Subway. Commissioner Pratt seconded the motion. Motion passed 2-1.

County Attorney – James M. Reams

- **Bid Waiver: PIF Technologies Inc., \$5,195**

Moved: Commissioner Stritch to approve a bid waiver to PIF Technologies for \$5,195 as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Write Off Approval**

Moved: Commissioner Stritch to approve general fund receivable write offs totaling \$344,160.45 from long term care services as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if any portion of this total is from general business and not part of the 2009 reserve allotment. Chuck Nickerson explained the reserve standard and the current process in place.

Motion passed all in favor.

- **Countywide Use of Munis System**

Chuck Nickerson explained the goal is for all departments to enter in accounts payable information. Discussion ensued about the purchase order system and its efficiencies. Commissioner Barrows asked for a report back in one month.

Human Resources – Martha S. Roy, Director

- **Over 65 Retiree Prescription Plan Amendment**

Moved: Commissioner Stritch to amend the Board of Commissioners vote taken at the November 17, 2010 meeting to include approval of two over 65 group retiree prescription drug insurance plans to Bankers Life and Casualty Company through Coventry Healthcare and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned the prescription benefit. Martha Roy said that this is an additional option to employees and may not be the best plan for everyone. Martha Roy said that these plans are group plans and the retirement subsidy would be available. There was discussion of copayments and limits.

Motion passed all in favor.

- **2011 Health Insurance Buyout Payment**

Moved: Commissioner Stritch to approve a health insurance buy out payment to all non-union employees, Sheriff Deputies, and Dispatchers that are benefit eligible and who show proof of other health insurance coverage with the exception of any other Rockingham County health insurance in the amount of \$1,200 annually. This benefit is prorated for part time employees as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Health Savings Account Contribution Procedure**

Martha Roy noted that discussions are continuing and should be finished by the December 29, 2010 meeting.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in the Information Technology Manager's memorandum dated December 13, 2010 surplus and to be offered to county employees, then local schools, and the remainder to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Change Order: Skilled Rehabilitation Equipment, \$159.11**

Moved: Commissioner Stritch to approve a change order to Sammons Preston in the amount of \$159.11 bringing the total award to \$5,159.11 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Change for 2011**

Moved: Commissioner Stritch to change the position of Assistant Fiscal Services Director (position NFT-01ADFS) Grade 35 to MDS Assistant Grade 59 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Equipment to be Sold**

Moved: Commissioner Stritch to declare one (1) Autoclave device surplus and to be sold to the highest bidder as recommended by the Long Term Care Services Director. 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: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two exception requests for two nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Chuck Nickerson, 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, Chuck Nickerson, 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, 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 Stritch, motion passed 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 with payment to be included in the December 23, 2010 paychecks. Commissioner Pratt seconded the motion. Motion passed 2-1

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

Moved: Commissioner Stritch to approve a 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.

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

Moved: Commissioner Stritch to approve an exception request to personnel policy and procedure chapter 11-3 for two nursing home employees 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 the finance department payroll processing procedure for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all opposed. *Failed to pass.*

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:44 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, County Complex
Brentwood, New Hampshire

December 22, 2010 – 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
County Attorney James Reams
Karen Senecal, County Attorney Office Mgr.

I. Call to Order

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

II. Budget Sessions

• **County Attorney**

Jim Reams noted that revenue was resubmitted due to the Town of Deerfield requesting prosecution services effective January 1, 2011. Discussion ensued about operations in other district courts.

Commissioner Barrows asked for further reductions. Jim Reams noted he has historically reduced his operating budget each year and that he cannot control payroll expenses. Commissioner Barrows asked about open positions and suggested not filling a position. Jim Reams offered to leave an open Assistant County Attorney position open until April. Discussion ensued regarding personnel and how the case loads will be managed.

Jim Reams and Commissioner Barrows discussed further reductions.

The Commissioners and Jim Reams reviewed line by line in the budget.

The storage facility expense was discussed and it was agreed to move the storage to the county metal building behind the nursing home.

Jim Reams noted he has an exception request for the next meeting that will affect the salary lines and also two regrade requests for consideration. Commissioner Pratt asked for the supporting information and details today at the very latest.

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,311,429.22 for the period ending December 19, 2010. Commissioner Pratt seconded the motion, voted all in favor.

• **Colonial Penn Life Insurance Company Banking Access**

Moved: Commissioner Stritch to authorize Colonial Penn Life Insurance Company to make debit and credit entries into the county TD Bank checking account (9242875320), further to remove HPI and PayFlex as authorized users on the account as run-out claim processing is complete and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **RFP Award: Sheriff's Department Management, Operations, Staffing, Facilities, and Equipment Assessment**

Lt. Kevin Walsh presented the award recommendation from the High Sheriff for the assessment of the office.

Moved: Commissioner Stritch to award the assessment proposal to Municipal Resources Incorporated for \$24,850 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:28 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, County Complex
Brentwood, New Hampshire

December 29, 2010 – 9:45 a.m.

Present:

Commissioner Maureen Barrows, Chair Donna Lane, CDBG Consultant
Commissioner Katharin K. Pratt, Vice Chair Aaron Sanborn, Exeter Newsletter
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Barrows called the meeting to order at 9:45 a.m.

II. Community Development Block Grant Public Hearings

- **Community Development Block Grant Application: FKP, LLC, \$500,000 for the construction of 26 units of affordable senior housing and/or 32 units of affordable family units in Exeter.**

Commissioner Barrows noted that informational packets are available to the public for these public hearings.

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane read the following narrative:

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 housing application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The County will retain up to \$25,000 for administrative costs. The remaining funds, \$475,000, will be subgranted to FKP, LLC for the construction of 26 units of affordable senior housing at 6 Meeting Place Drive in Exeter, NH and/or 32 units of affordable family units at 1 Meeting Place Drive in Exeter, NH, 03833. The CDBG funds will finance a portion of the site development costs.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal to encourage a balanced, diverse, safe and sanitary housing supply which meets the needs of all age and income groups in the region (Short Term Goal).

Commissioner Barrows asks for public comments.

Aaron Sanborn asked about the process of this public hearing and the application process. Donna Lane explained the process of the public hearing to the next steps at the New Hampshire Community Development Finance Authority.

There were no further public comments.

Commissioner Barrows closes the public hearing.

- **Review of the Housing and Community Development Plan**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane reviewed the housing and community development.

Commissioner Barrows asked for public comments.

There were no public comments.

Commissioner Barrows closed the public hearing.

- **The Residential Antidisplacement and Relocation Assistance Plan.**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane explained this project does not involve any displacement or relocation of persons or businesses. Donna Lane noted that if the County was to undertake a CDBG project which involved displacement or relocation the presented plan would be followed. Donna Lane said the plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Commissioner Barrows asked for public comments.

There were no public comments.

Commissioner Barrows closed the public hearing.

- **Progress update on the revolving loan fund: Coastal Economic Development Corporation, Fishing Permit Applications**

Commissioner Barrows opened the public hearing and asked Donna Lane to present the narrative.

Donna Lane read the following narrative:

A progress update on the revolving loan fund, via Coastal Economic Development Corporation (CEDC), to assist New Hampshire's fishing industry as it strives to meet new Federal fishing regulations. The project's goal is to allow for the retention of a minimum of 25 jobs, at least 60% of which are held by individuals from low to moderate-income households.

Update from Dan Gray: CEDC received the disbursement to establish the revolving loan fund for the New Hampshire Fishing Industry. CEDC has sent a letter to all members of the New Hampshire Sector announcing the fund availability. As the fishing season for the New Hampshire sector starts in March, the current season is about 3/4 through. Therefore, applicants are anticipated after the New Year, as fishermen begin to prepare for the new 2011 season.

The markets for permits and allocations have continued to develop across New England. Permits are still very expensive and it is questionable whether or not they are valued appropriately at this time. It is more likely that as the market develops for the leasing of species allocations, New Hampshire Sector members will use the CEDC revolving loan funds for this purpose first and possibly for permits after the anticipated cooling of the permit market occurs.

While the new Federal regulations have taken hold, the New Hampshire Sector continues to struggle with implementation. All indications are that the New Hampshire Sector are

able to comply with the regulations, but that it has yet to fully incorporate the regulations efficiently to allow for permitted fishing maximization. This is certainly an anticipated outcome at this point.

Commissioner Barrows asked for public comments.

There were no public comments.

Commissioner Barrows closed the public hearing.

- **Housing and Community Development Plan**

Moved: Commissioner Stritch to adopt the Housing and Community Development Plan as recommended by the CDBG Consultant. Commissioner Pratt seconded the motion, voted all in favor.

- **Residential Antidisplacement and Relocation Assistance Plan**

Moved: Commissioner Stritch to adopt the Residential Antidisplacement and Relocation Assistance Plan as recommended by the CDBG Consultant. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application: New Hampshire Community Development Finance Authority, Meeting Place Affordable Housing, \$500,000**

Moved: Commissioner Stritch to approve a grant application for \$500,000 to the New Hampshire Community Development Finance Authority of the Meeting Place affordable housing project in Exeter housing application and authorize the Chair to sign to sign all necessary documents as recommended by the CDBG Consultant. Commissioner Pratt seconded the motion, voted all in favor.

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
Steve Church, Corrections Superintendent

Theresa Young, Finance Director
Diane Gill, Human Services Director
Frank Stoughton, IT Manager
County Attorney Jim Reams
High Sheriff Mike Downing
Register of Deeds Cathy Stacey

III. Reports:

RFP Award

- **Paper Products, Corrections and Long Term Care Services**

Moved: Commissioner Stritch to award paper products from January 1, 2011 to June 30, 2011 to Central Paper Products in corrections and Central Paper Products and Geriatric Medical Supply in long term care as recommended by the Corrections Superintendent and Long Term Care Services Director. 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 batches 9919, 9920, 9931, 9932, 9933, 9940, 9915, 9929, 9918, 9913, 9939, 9942, 9904, 9914, 9936 totaling \$530,553.90, accounts payable batch 9935 totaling \$89,832.71, payroll warrants 1216sd, 1223sd totaling \$11,857.88, and accounts payable wire payments T101235 and T101237 totaling \$9,009.73 for a grand total of \$641,254.22. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the December 14 and 15, 2010 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.

- **Delegation: Approval of Lease, Ricoh Copier**

Moved: Commissioner Stritch to approve a lease with Ricoh Business Solutions for a 36 month operating lease with payments of \$138.80 per month and a service contract for the same 36 months and authorize the Chair to sign all necessary documents as recommended by the Delegation Coordinator. Commissioner Pratt seconded the motion.

Commissioner Stritch asked about the total amount of the lease payments. It was agreed that the lease payment and the service contract would total over \$5,000 and the services need to be sent out to bid.

Motion failed to pass.

Human Resources – Martha S. Roy, Director

- **Grant Application Approval: Primex Wellness Program**

Martha Roy noted a motion is not needed at this time as this was approved in the budget parameters.

- **Health Savings Account Contribution Procedure**

Martha Roy noted Human Resources and Finance continue working on the language for health savings account contribution proration.

Long Term Care Services – Steven E. Woods, Director

- **2011 Shift Differentials for Nursing and Administrative Approval**

Discussion ensued about implementation and the effects on the payroll system. Theresa Young said that further discussions are necessary as twice the pay codes would be needed.

Commissioner Pratt asked about the market survey. Steve Woods noted the survey results show much lower rates paid and this would be very generous.

Martha Roy expressed concern with the decrease in pay to third shift employees. Martha Roy noted that LNA's on third shift could result in a 10% pay decrease. Martha Roy highlighted additional costs that employees incur for 2011 such as dental.

Commissioner Pratt noted employees will receive a 2% increase as Congress voted a 2% decrease to Social Security taxes paid.

Commissioner Barrows was opposed to the third shift rate change as it is too drastic. Commissioner Barrows said that third shift is a difficult shift.

Commissioner Pratt said that Rockingham County has high nursing expenses and operates in a deficit that the shift differential proposal is still too high.

Commissioner Stritch was opposed to the proposed third shift rate changes and recommended a minimal decrease.

Theresa Young noted that shift differentials are also paid during time off and needs to be considered at the same time.

Martha Roy expressed concern that shift differentials are paid out differently to other departments and should be evaluated countywide.

The Commissioners agreed to discuss this at the next budget meeting.

Register of Deeds – Cathy Ann Stacey

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

Moved: Commissioner Stritch to approve a bid waiver to Connor and Connor Incorporated in the amount of \$60,000 for the 2011 annual service fee as recommended by the Register of Deeds. 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,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, Mike Downing, 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 county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request to the open enrollment period for a retiree 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 a long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, 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 Stritch, motion passed all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to payroll practices for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the 2011 open enrollment period as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Corrections**

Moved: Commissioner Stritch to approve a payroll change notice for the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners agreed to meet with the High Sheriff about the positions being paid for covering other positions.

V. Adjournment

Commissioner Stritch moved to adjourn at 11:49 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, County Complex
Brentwood, New Hampshire

December 30, 2010 – 10:00 a.m.

Present:

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

Theresa Young, Finance Director
Martha Roy, Human Resources Director
Leslie Fabian, Director of Nursing
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10: 02 a.m.

II. New Business

• **2011 Budget Review**

Steve Woods readdressed the shift differential discussion from the last meeting with an amended reduction. Steve Woods noted a compromised reduction on staff shift differentials. Martha Roy expressed concern with ward aides on second shift noting a potential 7% pay cut. Leslie Fabian said she could review the staff schedule for exact numbers per shift affected. Steve Woods said this is a major budget impact and highlighted the annual savings.

Commissioner Pratt asked if this proposal would be one phase or multiphase into future years. Leslie Fabian said this is the proposal at this time with no future plan.

Steve Woods asked for discussion on the shift differential definition. Steve Woods noted that the proposal today leaves differentials in place for time off.

Theresa Young and Martha Roy noted concern with impacts to three other departments. Discussion ensued about changes to all departments with shift differentials.

Commissioner Barrows agreed with the proposal today and Commissioner Pratt asked for an additional \$0.50 to be competitive. Commissioner Stritch agreed with the proposal presented today.

Commissioner Barrows and Commissioner Pratt agreed to eliminate shift differentials on non-work hours and for it to be applied to all departments. Commissioner Barrows said to advise departments accordingly of the budget changes.

Leslie Fabian noted changes to staffing plans such as downgrading open Licensed Nursing Aide III positions to Licensed Nursing Aide II and I positions accordingly. Discussion ensued about further changes and plans to discuss this in the future. Steve Woods highlighted the five year plan for adjustments.

Theresa Young noted open items including lack of revised budget numbers from the County Attorney. There was discussion of the current budget and tax increase on the table, which does not reflect reductions to shift differentials from today's meeting. Theresa Young said that pay for 2011 should be addressed as it is the largest expense.

There was discussion of the University of New Hampshire retirement payout offer.

There was discussion of funding levels the compensated absences fund and the parameters in place for fund usage. Theresa Young suggested a budget increase based on trends. The Commissioners agreed to level fund for 2011 the compensated absences fund.

Theresa Young asked for guidance on payroll projections. Commissioner Pratt asked for a status update from the pay and classification consultant. Martha Roy noted it could be two weeks for completion. Commissioner Pratt suggested no increases to employees making over 95% of the market and employees under 95% then a 1% increase for one year. Commissioner Barrows suggested a \$500 one-time bonus payment grossed up and no increases to the pay plan for employees on the plan. Commissioner Pratt suggested prorating the one-time bonus based on hours worked. Commissioner Stritch agreed to prorate the one-time bonus scenario. Commissioner Pratt withdrew her concept of the 1% to the one-time bonus for simplicity and the equivalent costs.

- **Excess Workers Compensation Insurance**

Moved: Commissioner Stritch to approve Safety National for excess workers compensation insurance in the amount of \$85,000 for 2011 as recommended by the insurance consultant. 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 sheriff's office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present 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 Stritch, motion passed all in favor.

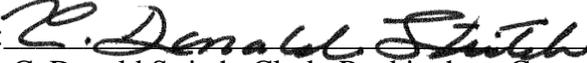
- **Rescind Temporary Assignment Outside of Class Pay, Sheriff's Office**

Moved: Commissioner Stritch to rescind two temporary assignments outside of class for two sheriff's office employees effective January 17, 2011. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:59 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