



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

County Complex, Commissioners Conference Room
Brentwood, New Hampshire

January 5, 2011 – 11:30 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 11:40 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,311,135.39 for the period ending January 2, 2011. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners agreed to meet Tuesday, January 11, 2011 for a final budget review session.

III. 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 11, 2011 – 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
Janice Demers, Fiscal Services Director
Steve Woods, Long Term Care Director

I. Call to Order

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

II. New Business

• **2011 Budget Review**

Theresa Young highlighted the significant changes in long term care that represent the reductions in the budget presented today. Steve Woods and Theresa Young presented a position cost reduction action spreadsheet. Discussion ensued about the plan. Steve Woods noted other financial planning initiatives include growing skilled care and reassess staffing models.

Theresa Young noted the categorical assistance numbers and the loss of assistance.

Theresa Young explained that the presented budget reflects an 8% tax increase.

• **Commissioners Personnel Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss commissioners office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Theresa Young. 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.

Theresa Young reviewed the general government lines and recommended no reductions due to various circumstances from legal expense to insurance expense.

Theresa Young reviewed the open issues list for salary items. Theresa Young noted the sheriff's office additional position would be offset by the reduction of overtime. There was discussion of longevity payments and the payments were funded same as 2010. The overtime policies in corrections and sheriff's office were discussed and noted that the overtime over eight (8) hours is included in the budget presentation.

Martha Roy clarified that the one-time bonus payment would be given to all employees based on satisfactory completion of employee evaluation and no changes to the play plan or any step increases for 2011. The Commissioners concurred to the concept and Theresa Young noted that was included in the budget presentation.

There was discussion of the compensated absences fund and the policy was reviewed.

There was discussion of the corrections transport program proposal. Steve Church provided an analysis of cost and needs for a transportation program. Due to the current budget timeline, the Commissioners agreed to create a line for transportation at \$1.

There was discussion of the open position in corrections of a Captain. The Commissioners agreed to fund a Sergeant position in 2011. It was agreed to leave the position listing of Captain until there is a further discussion with the Corrections Superintendent.

There was discussion of funding the open position of Major in the sheriff's office. The Commissioners agreed to fund the position at grade 37 for nine (9) months.

There was discussion of the funding level to the University of New Hampshire Cooperative Extension. The Commissioners agreed to reduce the educator line prorating based number of staff in place. It was agreed not to pay for the \$5,450 UNH Cooperative Extension internet circuit costs. It was agreed to reduce funding for custodian staffing to the 1st quarter 2011 only and removed for the remainder of the year.

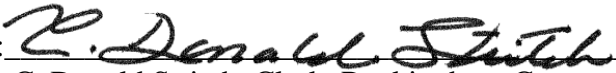
Martha Roy asked about the funding in the presented 2011 budget for the position reduction action spreadsheet. Theresa Young said she has it funded based on the spreadsheet. Martha Roy noted it will be a termination procedure for each employee listed on the spreadsheet.

The Commissioners discussed additional reductions and will report back with alternatives for Thursday's meeting at 11:30 a.m.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:37 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 13, 2011 – 11:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Steve Church, Corrections Superintendent
Louise Turner, Corrections Office Manager

High Sheriff Michael Downing
Diane Gill, Humsn Services Director
Jude Gates, Director of Facilities
Chuck Nickerson, Accounting Manager
Karen Senecal, C. Attorney Office Manager
Frank Stoughton, IT Manager
Steven Woods, Long Term Care Director
Kate Magrath, HR Assistant Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:31 a.m. It was noted that the regularly scheduled Commissioners meeting January 12, 2011 was rescheduled to January 13, 2011 due to inclement weather.

II. Reports:

• **Approval of 2011 Commissioner Proposed Budget**

Theresa Young highlighted the changes in the budget from Tuesday's meeting to today's budget proposal.

The Commissioners agreed to eliminate funding of sheriff vehicles and associated new vehicle equipment in the sheriff's office budget.

Steve Church explained the need of funding the open Captain position. Commissioner Pratt asked about a sergeant or lieutenant position. Steve Church said that a sergeant is an hourly position and a lieutenant position is salary. Commissioner Barrows suggested giving more duties to the Major to accommodate an additional lieutenant position. After further discussions, Steve Church agreed to the lieutenant position and Theresa Young noted that the position would be partially funded.

Commissioner Barrows asked for clarification on the bonus and step increases. Commissioner Pratt said her intent was a bonus in lieu of step increases. Theresa Young said there were many proposals on the table previously however the proposals were in lieu of steps. Commissioner Stritch said he prefers steps versus a bonus. Discussion ensued about costs and benefits to employees and the employer.

Commissioner Barrows and Commissioner Stritch agreed to include step increases and a \$500 bonus. Commissioner Pratt disagreed.

Commissioner Pratt suggested eliminating the July earned time cash out which could save \$300,000.

Commissioner Pratt suggested reducing the capital fund by \$200,000.

Commissioner Pratt suggested reducing the non county specials by \$100,000.

Commissioner Pratt suggested increasing employee share of meals.

The Commissioners agreed to continue the budget discussion at the end of the meeting.

RFP Openings

- **Resident Security System, Engineering and Maintenance Services**

Commissioner Stritch opened proposal received from Secure Care Products Incorporated and ESL Distributing.

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.

- **Wireless System Upgrade, Information Technology**

Commissioner Stritch opened a proposal received from 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign payroll warrants 1230sd, 0106sd totaling \$24,417.13, accounts payable wire payment 110034 totaling \$30,328.00, accounts payable batches 9663, 9881, 9947, 9952, 9960, 9961, 9962, 9968, 9984, 9991 totaling \$277,824.79, accounts payable batches 9994 and 9982 totaling \$434,139.95 for a grant total of \$766,709.87. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve and sign minutes of the December 22, 29, 30, 2010 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information.

- **Conference and Training Exception Request**

Moved: Commissioner Stritch to approve an exception to the conference and training directive for the Assistant Corrections Superintendent to attend a conference in Kentucky. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if going to Kentucky for training is necessary. Steve Church said that this is essential as staff is conducting trainings and needs to be properly trained.

Motion passed all in favor.

- **Position Posting Information**

Commissioner Barrows reviewed position postings.

- **MUNIS System Usage Update**

Chuck Nickerson noted that efforts continue for departments issuing purchasing orders and accounts payable entries through Munis. The Commissioners requested a report of Munis utilization by departments.

Corrections – Stephen A. Church, Superintendent

- **2011 Sergeants and Corporals Hours of Work and Overtime Policy Approval**

Commissioner Pratt asked to discuss this in non-public session.

County Attorney – James M. Reams

- **Grant Application Approval: New Hampshire Department of Justice, State Victim Assistance Grant, \$15,000**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Justice for the State Victim Assistance Grant in the amount of \$15,000 and authorize the Chair to sign all necessary documents 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 \$156,797.55 from Long Term Care and \$1,370 from Human Services as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Banking and Investment Amendment Approval**

Moved: Commissioner Stritch to amend the banking and investment resolutions voted March 2, 2005 to present to read Edward R. Buck, Treasurer for all accounts with no change in Treasurer authorization as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2011 Expense Authorization Approval:**

Moved: Commissioner Stritch to approve 2011 expense authorization approval for Delta Dental claim and administration, workers compensation, Primex premiums for health insurance, criminal records check, Local Government Center Health Trust premiums for health insurance, and Northern New England Benefit Trust (NNEBT) premiums for health insurance as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Health Savings Account Contribution Procedure**

Human Resources and Finance continue to work on draft language.

- **Shift Differential Clarification**

Moved: Commissioner Stritch to approve a revision to the Rockingham County Personnel Policies and Procedures deleting all payment of shift differential on any non-working hours, excluding Dispatch Union and Corrections Union members effective April 10, 2011. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve the revised Rockingham County Group Short Term Disability Plan Summary Plan Description (excluding Dispatch Union members) effective April 10, 2011 to remove shift differentials from Chapter 4, Pre-Disability Earnings definition and effective 1/1/11 to revise Chapter 10- 2 to change the cost share policy. Further, the Dispatch Union members will remain covered under the 1/1/10 Rockingham County Group Short Term Disability Plan Summary Plan Description as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Kate Magrath noted that 125 employees signed up for 2011 wellness know your numbers screening.

Long Term Care Services – Steven E. Woods, Director

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

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.

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare one (1) duplex vacuum/suction motor surplus and to be disposed of accordingly. Further, to declare twenty-five (25) sunrise medical beds surplus and to be donated to the International Medical Equipment Collaborative as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Old Business

- **Delegation: Approval of Lease, Ricoh Copier**

Chris Maxwell relayed further information from the Delegation Coordinator about the contract negotiations since the December 29, 2010. The Commissioners agreed that the lease and the annual service contracts total over \$5,000 and must follow the state statute for competitive bidding.

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 a pay policy for corporals and sergeants in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Louise Turner, Martha Roy, Kate Magrath, Chuck Nickerson, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests to the open enrollment period for four (4) employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Chuck Nickerson, Steve Woods, 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, Chuck Nickerson, 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.

- **Legal Settlement, Corrections**

Moved: Commissioner Stritch to increase a legal settlement offer from \$30,000 to \$35,000 as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve four (4) employee exceptions to the open enrollment deadline as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of 2011 Commissioner Proposed Budget**

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

Theresa Young said she would need additional time to complete the payroll modifications to the 2011 budget. The Commissioners agreed to meet tomorrow at 3:00 p.m. to vote the budget.

Theresa Young said she would like to confirm the payroll projections for the 2011 budget. To recommend salary benefits in 2011 to include step increases with a satisfactory annual evaluation score and a \$500 bonus prorated and grossed up for employees on the pay plan with a satisfactory annual evaluation score. Commissioner Barrows and Commissioner Stritch agreed. Commissioner Pratt was opposed.

Commissioner Pratt suggested elimination of the July earned time cash out.

Commissioner Pratt suggested increasing meal costs. Commissioner Barrows was opposed as she wanted to wait on final approval of wage increases before increasing meal costs to employees.

Commissioner Pratt suggested a reduction of non-county special funding. The Commissioners agreed to reduce funding by half to all agencies except for Sexual Assault Support Services and Rockingham Nutrition and Meals on Wheels Program.

Commissioner Pratt noted that the county has not gone to a fully 80/20 split of the PPO health insurance plan. Martha Roy noted the Board of Commissioners did not vote a split as the team is encouraging the usage of the PPO plan. There was discussion of a new open enrollment with the pros and cons of a second open enrollment. It was noted that all budget items including salary and benefits are tentative until approved by the full Delegation. Commissioner Barrows and Commissioner Stritch agreed to consider a full 80/20 split for 2012.

Commissioner Pratt suggested making the short term disability plan a fully employee paid benefit.

Theresa Young asked that the bonus payment be taken out. Commissioner Barrows and Commissioner Stritch disagreed. Martha Roy stated she supported a \$500 bonus as the only increase.

- **Commissioners Personnel Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss human services personnel. 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.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:32 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

January 14, 2011 – 3:00 p.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 3:03 p.m.

II. New Business

• **Approval of Commissioners 2011 Budget**

Moved: Commissioner Stritch in accordance with New Hampshire RSA 24:21-b, proposes \$76,623,485 in appropriations and \$137,949 in reserves and encumbrances for use of the County during 2011. That \$44,604,998 is proposed to be raised in county taxes, that \$28,694,487 is proposed as an estimate of revenues from other sources, and that \$3,461,949 is proposed as fund balance for a total of \$76,761,434 in resources. Commissioner Pratt seconded the motion. Motion passed 2-1 with Commissioner Pratt opposed.

III. Adjournment

Moved: Commissioner Stritch to adjourn at 3:07 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

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

January 19, 2011 – 11:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Cheryl Hurley, Delegation Coordinator
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

Commissioner Pratt 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 \$1,263,065.10 for the period ending January 16, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Accounts Payable and General Ledger Entries**

Moved: Commissioner Stritch to approve and sign accounts payable batches 2, 4, 5, 6, 8-12 totaling \$292,682.96, accounts payable batch 101314, 101315, 101320, 101319 totaling \$2,360, general ledger entries 10471-10474, 10506, 10501 totaling \$8,383.50, and accounts payable wire payments 101316, 101306 totaling \$1,245,362.56 for a grand total of \$1,548,789.02. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Line Item Transfer, Long Term Care Services**

Moved: Commissioner Stritch to approve and sign a line item transfer for long term care totaling \$13,378. Commissioner Pratt seconded the motion, voted all in favor.

III. Old Business

• **Delegation Copier Lease Approval**

Cheryl Hurley highlighted the chain of events from the copier expiration and the information received from the leasing company. Discussion ensued about the contract and the work Cheryl Hurley did with the copier company. It was agreed that the lease and service contract is under \$5,000 for the term therefore the contract could be signed and approved.

Moved: Commissioner Stritch to authorize the Vice Chair to sign a lease agreement with Ricoh Business Solutions for a copier in the Delegation Office as recommended by the Delegation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Moved: Commissioner Stritch to adjourn at 11:22 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

January 26, 2011 – 9:00 a.m.

Present:

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

Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
High Sheriff Michael Downing
Karen Senecal, C. Attorney Manager
Claudia Blasco, UNH Coop. Extension

I. Call to Order

Commissioner Barrows called the meeting to order at 9:17 a.m.

II. New Business

• **Appointment with Salary Consultant, D. Gallant Management Associates**

Present: Commissioner Barrows, Commissioner Pratt, Martha Roy, and Deb Gallant, Consultant.

Pay and Classification Consultant Deb Gallant presented the Rockingham County Annual Market Analysis. She began with the geographical region surveyed and an overview of the statistical data. It was the recommendation of the consultant to leave the current structure in place as pay is equitable and adjustments could occur when the market is healthier.

The county positions surveyed were discussed and the market minimums and maximums were reviewed. Commissioner Pratt noted that most new hires are not started at step 1 and over 120 employees are at step 12. There was discussion of other pay plan models that have fewer steps.

Discussion ensued about county history and progressions through the years. There was discussion about pay for performance models and other alternatives to the current pay plan.

III. Reports:

RFP Opening

• **Mental Health Services, Long Term Care Services**

No proposals were received.

• **Waste Removal, Long Term Care/Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Bestway Disposal and Waste Management

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

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign 2010 accounts payable batches 20-23, 26 totaling \$111,398.45, accounts payable batch 36 totaling \$8,729.54 for a grand total of \$120,127.99; 2011 accounts payable batches 7, 24, 25, 27, 28, 32, 34 totaling \$106,751.45, accounts payable batch 16 totaling \$29,274.42, payroll warrants 0113sd and 0120sd totaling \$12,205.76, and accounts payable wire payments 110045 and 110047 totaling \$19,790.26 for a grand total of \$168,021.89. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer, County Attorney**

Moved: Commissioner Stritch to approve and sign a line item transfer totaling \$3,075 for the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve and sign a line item transfer totaling \$1,100 for Engineering and Maintenance Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the January 5, 11, 13, 14, and 19 Board of Commissioners meetings. Commissioner Pratt seconded the motion.

Commissioner Barrows noted she was not present at the January 19th meeting and would not be voting on minutes of that meeting.

Motion passed all in favor.

- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

County Attorney – James M. Reams

- **Prosecution Contracts Approval with Deerfield, Plaistow, Kingston, Atkinson, Hampstead, Danville, and Newton**

Moved: Commissioner Stritch to approve agreements between Rockingham County and the Towns of Plaistow, Kingston, Atkinson, Hampstead, Danville, and Newton for prosecution services from January 1, 2011 to December 31, 2011 and the Town of Deerfield from January 1, 2011 to March 31, 2012 with fees as outlined in the agreements as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Karen Senecal noted that fees were increased to adjust for a 5% increase in operating costs, 10% in health insurance costs, and 3% increase in pay.

Motion passed all in favor.

Human Resources – Martha S. Roy, Director

- **Health Savings Account Contribution Procedure**

Moved: Commissioner Stritch to approve the Rockingham County Health Savings Account Procedure for 2011 as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Weekend Shift Hours Defined for Workforce System Approval**

Steve Woods asked that this be delayed pending further discussions with the Finance Office.

- **2011 Administrative Per Diem Pay Rates Approval**

Moved: Commissioner Stritch to approve the 2011 administrative per diem pay rate policy as outlined and recommended in the Long Term Care Services Director's memorandum dated January 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **2011 Essential Personnel Approval**

Moved: Commissioner Stritch to approve the 2011 essential personnel listing as outlined and recommended in the Long Term Care Services Director's memorandum dated January 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **2011 Overtime Policy Approval**

Moved: Commissioner Stritch to approve the 2011 overtime policy as outlined and recommended in the Long Term Care Services Director's memorandum dated January 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **2011 Licensed Nursing Assistant (LNA) Graduation Pay Policy Approval**

Moved: Commissioner Stritch to approve the 2011 graduation policy for Licensed Nursing Assistants (LNAs) as outlined and recommended in the Long Term Care Services Director's memorandum dated January 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **2011 Nursing Per Diem Pay Rate Approval**

Moved: Commissioner Stritch to approve the 2011 nursing per diem pay rate policy as outlined and recommended in the Long Term Care Services Director's memorandum dated January 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Award: State of New Hampshire, Department of Safety, Homeland Security Maintenance Funds, \$9,720**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Department of Safety for a Homeland Security Maintenance Fund Grant in the amount of \$9,720 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Federal Asset Forfeiture Bank Account**

Moved: Commissioner Stritch to establish a federal asset forfeiture bank account as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Federal Equitable Sharing Agreement Approval**

Moved: Commissioner Stritch to approve a Federal Equitable Sharing Agreement for Sheriff's Office federal grants and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

IV. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for an applicant to a nursing position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Chuck Nickerson, 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 an employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Chuck Nickerson, 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, Chuck Nickerson, 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: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update 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 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, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a nursing home 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 to the earned time accrual calculation for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve residency waivers for two (2) applicants 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 11:07 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

February 3, 2011 – 12:15 p.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 12:15 p.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,256,270.79 for the period ending January 30, 2011. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Moved: Commissioner Stritch to adjourn at 12:19 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

February 9, 2011 – 10:00 a.m.

Present:

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

Diane Gill, Human Services Director
Kathy Nikitas, Senior Financial Analyst
Jude Gates, Director of Facilities
High Sheriff Michael Downing
Frank Stoughton, IT Manager
Claudia Blasco, UNH Coop. Extension

I. Call to Order

Commissioner Barrows called the meeting to order at 9:00 a.m.

II. New Business

• **Appointment with Municipal Resources Incorporated re: Sheriff Assessment**

Present: Commissioner Maureen Barrows, Commissioner Katharin Pratt, Commissioner C. Donald Stritch, and Bruce MacDougall, Consultant.

Bruce MacDougall of Municipal Resources Incorporated provided an overview of his credentials and the chapters of the assessment. The Commissioners gave the consultant their interests for the assessment.

III. Reports:

RFP Opening

• **Underpads, Long Term Care Services**

Commissioner Stritch opened proposals received from Gulf South Medical Supply, Central Paper Products Company, McKesson Medical Surgical Supply, IMMI, and Geriatric Medical.

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

RFP Award

• **Waste Removal at County Facilities**

Moved: Commissioner Stritch to award waste removal services to Waste Management from January 1, 2011 to December 31, 2013 with prices as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated February 3, 2011. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that this motion be amended at a future meeting for a not to exceed total.

Motion passed all in favor.

Commissioners Office – Maureen Barrows, Chair

• **New Hampshire Association of Counties Discussion with Betsy Miller, Executive Director**

Betsy Miller noted the importance of affiliate groups through the New Hampshire Association of Counties. Betsy Miller said it is important that all counties are joined and united, which send a

powerful message to the legislature. It was noted that the New Hampshire Association of Counties certifies corrections officers pursuant to New Hampshire State Statute and the benefits of the program. Betsy Miller explained a new program with electric supplier services and its benefits. Other programs and benefits were highlighted.

Commissioner Stritch asked about the cost of tuition for a new correctional officer to be certified. It was noted that the five week course costs \$500 and there is no fee for renewal certification.

Commissioner Barrows explained that the New Hampshire Association of Counties dues were not included in the 2011 budget. Commissioner Barrows said she did not gather input from departments before making the decision. Commissioner Barrows noted that there have been concerns by directors and the Register of Deeds.

Commissioner Pratt noted that cost sharing is a concern such as one county paying more and still have only one vote. Commissioner Pratt said that communication and travel is a concern noting a lack of effective communications. Commissioner Pratt said that other revenue areas are inadequate as the main revenue source is dues from the counties.

Betsy Miller said that the annual conference has been a revenue maker for the association.

Diane Gill said that the association is an excellent communicator and keeping us informed noting her experience in human services affiliate. Diane Gill said a united front is important.

Commissioner Pratt said she would like to discuss legislature accomplishments in the future as it is thin and the legislative committee rarely met over the last two years.

Commissioner Barrows asked for written recommendations from staff for review.

Diane Gill asked if Rockingham County could sit on the Technical Advisory Committee (TAC) if not an active member. Betsy Miller said she would need to review this as it is a committee of the New Hampshire Department of Health and Human Services.

High Sheriff Downing noted that the association worked hard regarding nursing home rates and LCHIP over the last four years. Mike Downing said that education is important for new legislators and the impact of their decisions. Mike Downing said he has a sheriff's association and use the association for input and working together.

Commissioner Pratt also wants to discuss strengthening relationships with other organizations for a united front.

Commissioner Barrows asked that all departments write the importance of the affiliate and the pros and cons of the association regardless of dues paying departments. Commissioner Pratt asked that a time study be conducted as well of the time spent on association work.

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

Moved: Commissioner Stritch to approve and sign payroll warrants 0127sd, 0203sd totaling \$16,607.32, accounts payable wire payments 110082, 110091, 110109 totaling \$1,207,809.05, accounts payable batches 44, 51, 52, 55, 56, 59-64 totaling \$272,077.31 accounts payable batches 54, 65 totaling \$229,822.22 for a grand total of \$1,726,315.90. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the January 26, 2011 and February 3, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a conference and training informational posting.

- **Position Posting Information**

Commissioner Barrows reviewed one posting for a part time position.

Corrections – Stephen A. Church, Superintendent

Commissioner Barrows noted that she is gathering information from Human Services and Corrections relative to the Portsmouth payment of taxes. Commissioner Pratt asked that Sheriff, County Attorney, and Long Term Care be polled and report back on services for the City of Portsmouth. Commissioner Stritch asked that Incentive Fund Grant information be included as well.

- **Keefe Commissary Network Agreement Approval**

Moved: Commissioner Stritch to approve an agreement with Keefe Commissary Network for three years and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that this motion be amended at a future meeting for a dollar amount.

Motion passed all in favor.

- **Swank Motion Pictures Licensing Agreement Approval**

Moved: Commissioner Stritch to approve a public performance licensing agreement with Swank Motion Pictures from March 10, 2011 to March 9, 2012 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that this motion be amended at a future meeting for a dollar amount.

Motion passed all in favor.

County Attorney – James M. Reams

- **Grant Award: New Hampshire Department of Justice, State Victim Assistance Grant, \$15,000**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Department of Justice for the State Victim Assistance Grant in the amount of \$15,000 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **2010 Energy Management Funding Recommendation Approval**

Moved: Commissioner Stritch to draw a \$371,389.77 payment from remaining 2010 appropriations in the maintenance budget for energy management funding in 2011 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

Diane Gill noted that she attended the last State/County Finance Committee meeting. She is expecting a follow up answer to when the county will receive American Recovery and Reinvestment Act (ARRA) payments for October, November, and December 2010.

Long Term Care Services – Steven E. Woods, Director

- **Seacoast School of Technology Affiliation Agreement Approval**

Moved: Commissioner Stritch to approve an affiliation agreement with Seacoast School of Technology for one year and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Commissioner Barrows asked about the renewal options.

Motion passed all in favor.

- **Vohra Wound Care Service Agreement Approval**

Moved: Commissioner Stritch to approve a service agreement with Vohra Wound Physicians from February 1, 2011 to January 31, 2012 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.

- **Care Plus Ambulance Agreement Approval**

Moved: Commissioner Stritch to approve a service agreement with Care Plus Ambulance Service from February 1, 2011 to January 31, 2012 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.

- **Weekend Shift Hours Defined for Workforce System Approval**

Moved: Commissioner Stritch to define weekend shift hours as beginning 7:00 a.m. Saturday and end 7:00 a.m. Monday effective upon implementation of the new Workforce Software Time and Attendance System as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **RFP Extension: Mental Health Services**

Moved: Commissioner Stritch to extend mental health services with the current vendor from January 31, 2011 to March 31, 2011 with all terms and prices to remain firm as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked about the reason for the extension. Steve Woods noted that the current vendor missed the deadline and the services have been sent out again for bid.

Motion passed all in favor.

- **Surplus Equipment Request Approval**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Long Term Care Director's memorandum dated February 9, 2011 surplus and to be disposed of accordingly. 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,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 to use the compensated absences fund were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, Steve Woods, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave request without using time on the books for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, Steve Woods, Martha Roy, Alison Kivikoski, 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, Steve Church, 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, 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 Stritch, motion passed all in favor.

- **Settlement Agreement, Corrections**

Moved: Commissioner Stritch to approve a settlement agreement as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

February 16, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities
Steve Woods, Long Term Care Director
Karen Senecal, C. Attorney Office Manager

I. Call to Order

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

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Pratt to approve total payroll expense of \$1,281,514.10 for the period ending February 13, 2011. Commissioner Barrows seconded the motion, voted all in favor.

• **Line Item Transfer, County Attorney**

Moved: Commissioner Pratt to approve a line item transfer totaling \$1,239.00 for the county attorney. Commissioner Barrows seconded the motion, voted all in favor.

• **Line Item Transfer, Long Term Care**

Moved: Commissioner Pratt to approve a line item transfer totaling \$1,110.00 for long term care. Commissioner Barrows seconded the motion, voted all in favor.

• **Bid Waiver, Engineering and Maintenance Services**

Moved: Commissioner Pratt to approve a bid waiver to Power Product Systems for an amount not to exceed \$8,000 for emergency generator repairs as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjournment

Commissioner Barrows moved 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

February 24, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Steve Church, Corrections Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Kate Magrath, HR Assisant Director	Jude Gates, Director of Facilities
Steve Woods, Long Term Care Director	High Sheriff Michael Downing
Chuck Nickerson, Accounting Manager	Claudia Blasco, UNH Coop. Extension

I. Call to Order

Commissioner Barrows called the meeting to order at 10:13 a.m.

II. Reports:

RFP Award

• **Underpads, Long Term Care Services**

Moved: Commissioner Stritch to award the underpad products proposal to McKesson Medical Surgical from February 1, 2011 to January 31, 2012 for an amount not to exceed \$2,600 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Resident Security System, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the resident security system proposal to ESL Distributing for an amount not to exceed \$57,000 pending 2011 vote of the budget as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the implementation schedule. Jude Gate said the time frame is 60 to 90 days.

Motion passed all in favor.

• **Wireless System Upgrade, Information Technology**

Moved: Commissioner Stritch to award the wireless system upgrade proposal to Carousel Industries for an amount not to exceed \$108,000 pending 2011 vote of the budget as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion.

Frank Stoughton explained this is a comprehensive upgrade to the wireless system for nursing services and enhanced security. He said that the speed factor is critical with the additional devices using wireless. Discussion ensued about delaying the project and further alternatives for this expenditure.

Motion failed to pass.

The Commissioners agreed to discuss this further at the next Commissioners meeting.

Moved: Commissioner Barrows to table the motion pending further analysis and discussion. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

Commissioner Barrows asked that the auditor risk assessment survey be completed if it has not been completed. Commissioner Pratt asked who made the form. Commissioner Stritch said that all elected officials file conflict of interest paperwork with the Secretary of State. Commissioner Pratt asked who created the form that was sent to elected officials, division directors, and department heads. Commissioner Stritch said he created the document.

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 67-69, 71, 73, 77, 78, 80-83, 86, 89 totaling \$451,931.45, accounts payable batch 72 totaling \$28,626.41, general ledgers GL11016, GL11026-GL11029, GL11031, GL11032 totaling \$2,644.07, payroll warrants 0204SD, 0210SD, 0217SD totaling \$7,936.57, accounts payable wire payment 110173 totaling \$56,864.00, for a grand total of \$548,002.50. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the February 9, 2011 and February 16, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a training informational submission.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Amendment to Waste Removal vote taken February 9, 2011**

Moved: Commissioner Stritch to amend a vote taken at the February 9, 2011 Board of Commissioners meeting to include a not to exceed of \$110,000 in 2011, \$112,200 in 2012, and \$114,500 in 2013 for waste removal services from Waste Management. Commissioner Pratt seconded the motion, voted all in favor.

- **Amendment to Keefe Commissary Network Agreement vote taken February 9, 2011**

Commissioner Pratt asked that the Corrections Superintendent check with the Finance Director to ensure no dollar amount should be included in the minutes.

- **Amendment to Motion Pictures Licensing Agreement vote taken February 9, 2011**

Moved: Commissioner Stritch to amend a vote taken at the February 9, 2011 Board of Commissioners meeting to include the Swank Motion Pictures Licensing Agreement dollar amount of \$780.00. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Grant Application/Grant Award Approval: United States Forestry Service through North Country Resource Conservation and Development Council, Biomass Heating System Installation, \$200,000**

Moved: Commissioner Stritch to apply for and accept a grant award from the United States Forestry Service through North Country Resource Conservation and Development Council for the Biomass Heating System Installation in the amount of \$200,000 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

Chuck Nickerson noted progress on the time and attendance system and testing in in process.

Human Resources – Martha S. Roy, Director

- **2010 Wellness Grant Funds for 2011 Expenses Approval**

Kate Magrath noted \$3,000 remains from the Primex grant and the proposal is to offset expenses for January to June 2011 expenses.

Moved: Commissioner Stritch to use remaining funds leftover from the Primex Wellness Grant award for 2011 expenses through June as recommended by the Human Resources Director.

Kate Magrath said that the motion is incorrect and was looking to apply for a 2011 grant.

Commissioner Stritch asked about the time frame of these funds. Kate Magrath said that she has lunch and learn series setup in March.

Discussion ensued about the general government line expenses. The Commissioners agreed to discuss this at the next Commissioners meeting.

- **Buyout Payment Process Discussion**

Moved: Commissioner Stritch to approve 2011 retroactive processing of buy-out payments to the effective date of the buy-out (the first payroll of the month when County health insurance would have been effective) when the employee is newly enrolling in non-County insurance; the buy-out form is completed and submitted timely to the HR Department and; a copy of the card is submitted to the HR department when it is received by the employee but not later than 30 days from the effective date of their coverage in order to receive the retro payment as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt expressed concern with employees not signing off on benefit selections and would like to discuss this at the next meeting. Kate Magrath stated that letters gone out to all employees involved.

Human Services – Diane D. Gill, Director

Diane Gill reminded of the Executive Council breakfast hosted by the New Hampshire Association of Counties at the Merrimack County Nursing Home on April 13, 2011.

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 February 18, 2011 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion.

Discussion ensued about the disposal of the computer equipment. Motion passed all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Copy Charge Policy for Residents and Families Approval**

Moved: Commissioner Stritch to approve the copy charge policy for residents and families as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Adult Medical Day Care Program Security Deposit Approval**

Moved: Commissioner Stritch to approve the adult medical day care program security deposit policy effective March 1, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Steve Woods distributed a memorandum with information regarding the Adult Medical Day Care Program. He reminded of the ad-hoc subcommittee meeting in March. Discussion ensued about alternatives and the continuous lack of a break even scenario.

Sheriff – Michael W. Downing, High Sheriff

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

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

High Sheriff Downing indicated that the speed patrols are conducted based on the request of the New Hampshire State Police and the local police details are at the request of the local authority.

Motion passed all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Mobile Data Terminal Project, \$13,770**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Highway Safety Agency for a Mobile Data Terminal Project in the amount of \$13,770 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare one (1) 2004 Ford Crown Victoria with vehicle identification number ending in 1956 surplus and to be sold to the highest bidder as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Checking Account Discussion**

High Sheriff Downing requested a separate account to keep the federal and state funds separate. He noted this is for federal funding from the US Marshal. Commissioner Pratt said it is not difficult as the county finance system is able to manage the funds. Commissioner Stritch said he agrees with the recommendation of the High Sheriff. Commissioner Barrows agreed with Commissioner Stritch. Commissioner Pratt said the sheriff has staff paid to manage the accounting and finances of his department. Chuck Nickerson noted that Melanson, Heath, and Company recommended reducing the number of checking accounts in the county.

Moved: Commissioner Stritch to open a checking account for federal forfeiture funds for the Sheriff's Office as recommended by the High Sheriff. Commissioner Pratt seconded the motion. Motion passed 2-1.

III. New Business

Chris Maxwell noted a request from the New Hampshire Association of Counties regarding Senate Bill 3 asking all counties to support the bill.

IV. Commissioners Non-Public Session

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests to the open enrollment period for three (3) employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Chuck Nickerson, Steve Woods, Kate Magrath, 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: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel issue in the nursing home 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.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a nursing home employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a sheriff's office employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to special enrollment requirements for a register of deeds employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

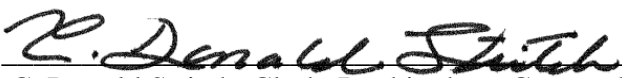
- **Residency Waiver, Long Term Care Services**

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 12:10 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

March 2, 2011 – 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
Theresa Young, Finance Director
Steve Church, Corrections Superintendent
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:01 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,260,336.40 for the period ending February 27, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **2010 Wellness Grant Funds for 2011 Expenses Approval**

Chris Maxwell noted this is a carryover from the last meeting due to confusion of the actual motion being voted.

Moved: Commissioner Stritch to approve eligible 2011 wellness activities funded by the 2010 approved wellness grant. Commissioner Pratt seconded the motion.

Theresa Young explained the funds spent in 2010 and the effects for 2011.

Motion passed all in favor.

• **2011 Budget Discussion**

Theresa Young explained she compared the 2010 and 2011 budget for leftover funds for comparison purposes. Commissioner Barrows said this should have been done at the beginning of the year. Theresa Young said this was already known and this is simply a one page summary sheet. Each department was reviewed highlighted significant items such as health insurance in long term care services. Discussion ensued about the differences and effects on fund balance.

Commissioner Barrows suggested modifying the 2012 budget process that the Commissioners create the budget and then the departments argue out changes with the Delegation. Commissioner Pratt asked how the process worked in the 1980's. Commissioner Barrows said it did work well in the 1980's as departments did not seek changes from the Delegation.

Commissioner Barrows disagreed with the high fund balance and recommends cutting funding further. Commissioner Pratt noted the fund balance brought down the tax increase.

Health insurance funding discussion ensued about alternatives to current funding and changes due to changes in staffing. Commissioner Pratt asked about the bidding process for health insurance. Kate Magrath said that bidding will happen for July 1st. Theresa Young said that there was a timing issue and the team did not recommend going out to bid for January 1st.

Steve Church said he has been working with the court system to push electronic monitoring for female offenders to realize savings in female inmate housing. Steve Church noted that he is working with the Sheriff's Office to use electronic monitoring for females in the SCRIP Program. He recommends a \$100,000 reduction in female inmate housing expenses.

Commissioner Barrows asked if the Board of Commissioners wished to recommend further budget reductions.

Commissioner Stritch said it is risky to make reductions in an unknown climate with cost shifting from the state.

Theresa Young said the philosophy should be maintaining the county for another 300 years. Theresa Young noted that financial stability of the county needs to be considered for the long term.

Commissioner Pratt recommending reducing \$500,000 collectively for health insurance and \$100,000 reduction in female housing contracts at other facilities.

Commissioner Pratt said the Commissioners need to offer up additional reductions as the Commissioners have the knowledge to make educated reductions. Commissioner Pratt said if the Delegation were to make substantial employee benefit changes it would erode the county's ability to retain quality staff.

Moved: Commissioner Barrows to recess the meeting at 11:38 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to reconvene the meeting at 12:03 p.m. Commissioner Pratt seconded the motion, voted all in favor.

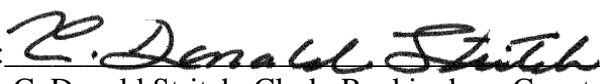
- **Collective Bargaining Agreement Approval, Sheriff**

Moved: Commissioner Stritch to approve a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire Rockingham County Dispatchers for an agreement expiring June 30, 2014 as recommended by the County Collective Bargaining Team. Commissioner Pratt seconded the motion. **Motion failed to pass 0-3.**

III. Adjournment

Commissioner Stritch moved to adjourn at 12:22 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 9, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	High Sheriff Michael Downing
Commissioner C. Donald Stritch, Clerk	County Attorney James Reams
Theresa Young, Finance Director	Martha Roy, Human Resources Director
Leslie Fabian, Nursing Director	Kate Magrath, HR Assistant Director
Steve Church, Corrections Superintendent	Claudia Blasco, UNH Coop. Extension
Diane Gill, Human Services Director	Steve Woods, Long Term Care Director

I. Call to Order

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

II. Reports:

RFP Openings

• **Uniforms, Corrections**

Commissioner Stritch opened a proposal from Superior Uniform 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.

• **Inmate Institutional Supplies, Corrections**

Commissioner Stritch opened proposals received from HG Maybeck Company, Robinson Textile, Pacific Link, and Bob Barker 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign amended accounts payable batch 80 from the February 24, 2011 meeting approval; further to approve accounts payable batches 79, 92, 95, 98, 100, 101, 103, 105, 106, 112 totaling \$246,552.46, accounts payable batch 108 totaling \$68,343.89, payroll warrants 0224sd, 0303sd totaling \$13,761.18, and accounts payable wire payment 110172 totaling \$8,894.00 for a grand total of \$ \$337,551.53. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the February 24, 2011 and March 2, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows asked why two employees from the same office are attending governmental accounting classes. Steve Church said it would be beneficial skills for corrections administration in relation to county finances. Commissioner Pratt said the staff in these positions should already have that skill set and paid accordingly. Steve Church noted this training is

related to his goal for increased accounting skills. Commissioner Barrows reviewed the additional training submissions.

Corrections – Stephen A. Church, Superintendent

- **Budget Reduction Requested by Executive Committee**

Steve Church presented his proposed reductions as requested by the Executive Committee at their March 7, 2011 meeting.

Moved: Commissioner Pratt to accept the Correction Superintendent's email dated March 8, 2011 as a proposal at the Executive Committee meeting March 10, 2011. Commissioner Stritch seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Budget Reduction Requested by Executive Committee**

Jim Reams reviewed a revised budget submission to the Executive Committee as the committee requested at their last meeting. Theresa Young noted that a budget reduction in the health savings account payment cannot be reduced. Commissioner Pratt asked if this budget proposal reduces a position to part time. Jim Reams said it could reduce a position but no concrete details are available due to other pending issues. There was discussion of these artificial reductions and the concerns for beginning the 2012 budget process.

Moved: Commissioner Pratt to accept the County Attorney's memorandum dated March 8, 2011 as amended to propose at the Executive Committee meeting March 10, 2011. Commissioner Stritch seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

Commissioner Barrows received an anonymous letter inquiring about a bid waiver for finance temporary staffing. Theresa Young said that the protocol for all departments has not been to use a formal bidding process when temporary staff is back filling an open position. Theresa Young said she does call around for quotes and would be happy to share the results. Commissioner Pratt noted that numerous departments use temporary staff and do not go through the bid process. Commissioner Pratt asked Commissioner Barrows why finance is being singled out in this matter and expressed her belief that anonymous communications should not be the business of the board.

Human Resources – Martha S. Roy, Director

Martha Roy followed up on a request of Commissioner Pratt at the last meeting regarding letters to employees and deductions signed off accordingly. Martha Roy noted that historically not all employees sign off on the open enrollment items. Theresa Young disagreed. Kate Magrath clarified that there were twenty-five employees that did not sign deduction authorizations and now all but four have signed. Kate Magrath said the last four should be signed today. Theresa Young said that she is waiting for a response from legal counsel regarding the collection methods.

Human Services – Diane D. Gill, Director

- **Budget Reduction Alternative by Department**

Diane Gill presented an alternative budget proposal to the changes made by the Executive Committee at the March 7, 2011 meeting. Diane Gill provided a spreadsheet showing the deductions she took from the state bills over the last two fiscal years along with statistics for the adult diversion program.

Commissioner Barrows asked about the savings from the deductions to the state bill. Diane Gill said it is roughly a \$150,000 per month savings.

Commissioner Pratt expressed concern with the staffing costs for the services being completed, which is the same issue in adult day care, and questioned the workload in the department. Commissioner Pratt said the staff salary levels are out of line for the services. Diane Gill said if five people were in jail versus diversion that it would pay for Dawn Barnes salary. Commissioner Pratt stated her belief that the value for services must be in line with workloads and prevailing wages for any function. Discussion ensued about changes to the human services workload over the last few years, especially the reduction of programs funded by the counties and the elimination of administration of the 6% diversion grants and such. Diane Gill said she disagreed.

Commissioner Pratt used the Child Advocacy Center for comparison noting the director earns in the \$50,000 range noting the level of services and programs provided. Discussion ensued about the human services department.

Commissioner Barrows believed the mission of the county is to provide these services.

Martha Roy said the salary consultant survey shows the position is paid adequately.

Theresa Young said that the human services department changes are a Commissioners proposal as the Executive Committee already reduced the salary line and an Executive Committee Member must bring up the proposal at the meeting.

Diane Gill noted this proposal changes the number of hours of both staff members to 35 hours per week.

Long Term Care Services – Steven E. Woods, Director

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

Moved: Commissioner Stritch to approve agreements with the Rockingham Visiting Nurse Association and Hospice for inpatient respite care, hospice care services, and inpatient hospice care services 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 To Sell Approval**

Moved: Commissioner Stritch to declare jewelry items as outlined and recommended in the Long Term Care Service Director's memorandum dated March 9, 2011 and to be sold with proceeding to the EFFORTS fund. Commissioner Pratt seconded the motion, voted all in favor.

- **Position List Changes Approval**

Moved: Commissioner Stritch to downgrade position WFT-09WA to WFT-11WA, WFT-13WA to WPT-12WA, WFT-09LNAI to WFT-50LNAI, and WPT-02LNAI to WPT-27LNAI effective March 13, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Budget Reduction Requested by Department**

Leslie Fabian presented expense reductions in food service expenses totaling \$50,000 versus revenue increases as voted by the Executive Committee at the March 7, 2011 meeting. There was discussion of each expense decrease and its effects. Theresa Young said these changes are a Commissioners proposal as the Executive Committee already increased the revenue line and an Executive Committee Member must bring up the proposal at the meeting.

Commissioner Barrows disagreed with the meal cost increase to employees. There was discussion with department heads about the effects to employees. Commissioner Barrows suggested reduced menu for a \$1 meal versus a \$2.50 meal.

There was discussion of alternatives and the actual costs to serve the meals. Commissioner Pratt noted that the actual cost of meals is between \$4 and \$5.

Commissioner Pratt and Commissioner Stritch disagreed with the proposal from the Long Term Care Services Director. Commissioner Barrows agreed with the proposal for reduced expenses.

Sheriff – Michael W. Downing, High Sheriff

• **Amendment to Checking Account vote taken at February 24, 2011 meeting**

Moved: Commissioner Stritch to amend a vote taken at the February 24, 2011 Board of Commissioners meeting to include that Al Brackett is an authorized signor on the checking account and statements to be mailed to Rockingham County Sheriff's Office, 101 North Road, Brentwood, NH 03833 as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Theresa Young explained that at the last meeting the Board voted to establish the account and must now determine the authorized signor. Commissioner Barrows said that the High Sheriff should be the authorized signor. Commissioner Stritch said if the High Sheriff recommended Captain Brackett then that should be the decision.

Motion failed to pass 1-2.

Moved: Commissioner Barrows to amend a vote taken at the February 24, 2011 Board of Commissioners meeting to include that High Sheriff Michael Downing is the authorized signor on the checking account and statements to be mailed to Rockingham County Sheriff's Office, 101 North Road, Brentwood, NH 03833. Commissioner Pratt seconded the motion. Motion passed 2-1.

• **Budget Reduction Requested by Executive Committee**

Sheriff Downing presented a budget reduction proposal as requested by the Executive Committee at their March 7, 2011 meeting.

Moved: Commissioner Pratt to accept the High Sheriff's memorandum dated March 9, 2011 as amended to propose at the Executive Committee meeting March 10, 2011. Commissioner Stritch seconded the motion, voted all in favor.

University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco

• **Budget Reduction Requested by Executive Committee**

Claudia Boozer-Blasco presented a budget reduction proposal as requested by the Executive Committee at their March 7, 2011 meeting.

Moved: Commissioner Pratt to accept the University of New Hampshire Cooperative Extension memorandum dated March 11, 2011 to propose at the Executive Committee meeting March 10, 2011. Commissioner Stritch seconded the motion, voted all in favor.

III. Old Business

• **Human Services, Budget Reduction Requested by Department**

Theresa Young clarified that she needed a decision of the Board regarding the Human Services alternative proposal as a Commissioners budget recommended proposal. Diane Gill asked for the support of the Board of Commissioners.

Moved: Commissioner Stritch to accept the Human Services Director's proposal as a Commissioners recommended budget proposal to the Executive Committee at the March 10, 2011 meeting. Commissioner Pratt seconded the motion.

Motion passed 2-1.

- **State Bill Deductions, Human Services**

Commissioner Pratt asked for a follow up on the county deductions between the county and state on intermediate care and home and community based care (HCBC) claims. Diane Gill reported at the last State County Finance Committee meeting that the deductions will continue and be cumulative. Diane Gill noted an example that the state does not research errors on billing. Commissioner Pratt noted that the state has not formally agreed to methodology regarding deductions and the cap when it comes to a bill discrepancy and has never allowed or disallowed deductions. Commissioner Pratt noted that in the past New Hampshire Department of Health and Human Services has demanded payment for deductions and Rockingham County paid a portion of those deductions as a negotiated settlement.

Steve Woods arrived at 11:31 a.m.

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 exception request to the open enrollment period for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a nursing home legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, 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.

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, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the open enrollment procedure for a corrections employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Suit, Long Term Care Services**

Moved: Commissioner Stritch to file legal proceeding against a nursing home resident due to non-payment as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel Policy and Procedure Amendment**

The Commissioners noted that due to lack of adequate funding to the compensated absences fund it would be necessary to eliminate the annual and emergency earned time cash out policies.

Moved: Commissioner Stritch to amend Personnel Policy and Procedure Chapter 8-2J-2 to remove the allowance of annual earned time to be cashed out as outlined in the policy effective immediately as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Personnel Policy and Procedure Amendment**

Moved: Commissioner Stritch to amend Personnel Policy and Procedure Chapter 8-2J-1 to remove the allowance of earned time to be cashed out in emergencies as outlined in the policy effective immediately. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:33 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

March 16, 2011 – 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 11:01 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,253,663.08 for the period ending March 13, 2011. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:02 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

March 23, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent
Diane Gill Human Services Director
Tom Reid, Deputy County Attorney

Karen Senecal, C. Attorney Office Manager
High Sheriff Michael Downing
Claudia Blasco, UNH Cooperative Ext.
Jude Gates, Director of Facilities
Treasurer Sandy Buck
Register of Deeds Cathy Stacey
Frank Stoughton, IT Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 11:10 a.m. and noted that Commissioner Pratt will not be able to attend the meeting and Commissioner Stritch is running a few minutes late.

II. Reports:

• **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

• **Position Posting Information**

Commissioner Barrows noted one position posting for information.

Commissioner Stritch arrived at 11:16 a.m.

Corrections – Stephen A. Church, Superintendent

• **Cheshire County Female Prisoner Housing Agreement Approval**

Moved: Commissioner Stritch to approve an Intergovernmental Service Agreement with Cheshire County for female prisoners at a per diem rate of \$57.50 per day from March 1, 2011 to February 28, 2012 as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Barrows expressed concern with the number of pre-trial detainees. Discussions ensued about the current process along with alternatives in place.

County Attorney – James M. Reams

• **Courthouse Building Concerns**

Tom Reid expressed concern with the most recent flooding in the courthouse due to a broken pipe. Discussion ensued about the lack of proper cleanup and the possibility of mold concerns. Commissioner Barrows asked for a draft letter from the County Attorney regarding these concerns. Commissioner Stritch expressed concern with a revised lease not addressing closing the courthouse and the expense of paying employees. Commissioner Stritch clarified loss of use payment from the State of New Hampshire to reimburse Rockingham County for wages and associated expenses. Discussion ensued about modifications to the upcoming lease.

Sandy Buck left the meeting at 11:38 a.m.

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

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Director of Facilities memorandum dated February 25, 2011 surplus and to be sold to the highest bidder. Commissioner Barrows seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

• **Restatement of Prior Year Fund Balance and Net Assets Approval**

Moved: Commissioner Stritch to restate prior year fund balance and net assets as outlined and recommended in the Finance Director's memorandum dated March 21, 2011. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Barrows proposed that the Finance and Human Resources Directors provide salary projections in the budget spreadsheet for the 2012 budget process. Commissioner Barrows said this will allow departments the chance to make further operational reductions to balance out pay and benefit increases. Theresa Young said departments were provided this information in advance as requested for the 2011 budget process. Commissioner Barrows said it was a good start but modifications are needed for further information.

Commissioner Barrows established a deadline of October 31st to finalize the pay projections for distribution to all departments in budget planning.

Cathy Stacey and Frank Stoughton arrived at 11:48 a.m.

Human Resources – Martha S. Roy, Director

• **Health Insurance RFP Update**

Martha Roy and Theresa Young are recommending a bid waiver to continue health insurance services with the current vendor.

• **Health Savings Account Payment Date Discussion**

Theresa Young noted that health savings account payments to employees will be paid in March as done last year.

Long Term Care Services – Steven E. Woods, Director

• **Amendment to Position List Changes approved at the March 9, 2011 meeting**

Moved: Commissioner Stritch to amend a vote taken at the March 9, 2011 Board of Commissioners meeting correcting downgraded positions WFT-13WA to WPT-11WA and WFT-14WA to WPT-12WA as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

Steve Woods asked the Commissioners for direction on implementation date of meal ticket increased pricing. Commissioner Stritch opted for April 1st. Commissioner Barrows suggested May 15th. Commissioner Stritch noted the Delegation stated meal increases were to commence April 1st. No consensus reached and would be brought forward at the next meeting.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey noted concerns with the proposed lease agreement from the state for the leased premises at the courthouse.

Sheriff – Michael W. Downing, High Sheriff

• **Grant Application Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$2,062.50**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols in the amount of

\$2,062.50 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion.

Commissioner Barrows said that these type of grants cost the county money in the long run.

Motion passed all in favor.

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

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for DWI Hunter Patrols in the amount of \$2,475 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion.

Commissioner Barrows said that these type of grants cost the county money in the long run.

Motion passed all in favor.

RFP Openings

- **Inmate Personal Care, Corrections**

Commissioner Stritch opened proposals received from Pacific Link, Robinson Textiles, and Bob Barker Company.

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

- **Electric Beds, Long Term Care Services**

Commissioner Stritch opened proposals received from Direct Supply and NOA Medical.

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

- **Mental Health Services, Long Term Care Services**

Commissioner Stritch opened a proposal from Generations Geriatric Medical Services.

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

- **Technical Support, Information Technology and Telecommunications**

Commissioner Stritch opened a proposal from Mainstay Technologies.

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

RFP Awards

- **Uniforms, Corrections**

Moved: Commissioner Stritch to award the uniforms proposal to Superior Uniform Group for an amount not to exceed \$15,000 as recommended by the Corrections Superintendent.

Commissioner Barrows seconded the motion, voted all in favor.

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award the inmate institutional supplies proposal to HG Maybeck not to exceed \$800, Pacific Link not to exceed \$5,000, Bob Barker Company not to exceed \$15,000, and Robinson Textiles not to exceed \$19,200 as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign account payable batches 114, 120-126, 128, 130, 133, 136 totaling \$278,624.72, accounts payable batch 117 totaling \$38,831.59, general ledger warrants GL11052, GL11053, GL11054, GL11055 totaling \$1,157, payroll warrants 0310sd, 0317sd totaling \$18,911.81, accounts payable wire payments 110248, 110252 totaling \$1,178,557.68 for a grand total of \$1,516,082.80. Commissioner Barrows seconded the motion, voted all in favor.

- **Line Item Transfer Request, \$11,330**

Moved: Commissioner Stritch to approve a line item transfer request totaling \$11,330 for University of New Hampshire Cooperative Extension. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the March 9 and 16, 2011 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request to the payroll processing procedures for a county attorney employee were Commissioner Barrows, Commissioner Stritch, Tom Reid, Karen Senecal, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal matter were Commissioner Barrows, Commissioner Stritch, Steve Church, and Chris Maxwell.

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

- **Exception Request, County Attorney**

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

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedures Chapter 11-5 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Bereavement Pay Policy**

Moved: Commissioner Stritch to authorize a nursing home employee paid 9.6 hours of bereavement pay. Further, the Board of Commissioners supports the practice of paying 3 scheduled work days for bereavement as approved by the Official or Division Director consistent with the bereavement policy. This would include paying up to 8 hours or 8.25 hours as applicable on any one work day. Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:42 p.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

March 30, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	County Attorney James Reams
Commissioner Katharin K. Pratt, Vice Chair	Karen Senecal, C. Attorney Office Manager
Commissioner C. Donald Stritch, Clerk	Kathy Nikitas, Financial Analyst
Steve Woods, Long Term Care Director	Register of Deeds Cathy Stacey

I. Call to Order

Commissioner Barrows called the meeting to order at 11:01 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,332,509.18 for the period ending March 27, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **County Attorney Discussion re: Time and Attendance System**

County Attorney Reams spoke in opposition to the implementation of the time and attendance system relative to attorneys in the office. Jim Reams suggested a template that automatically gives exempt staff 8 hours in the system and then modified for earned time as a convenience. Jim Reams noted the Finance Director said that the County Attorney would need to approach the Board of Commissioners for an exception to the directive that all departments need to use the system. Commissioner Barrows asked that the County Attorney give the new system a try. Jim Reams said that the office is willing to use the system however they have an alternative to reduce the extra work of office staff.

Kathy Nikitas noted the new system uses a finger reading and disagreed with the backlog of staff checking into the system. Cathy Stacey disagreed with the new system as well because it is time consuming and the finger reader is not efficient. Cathy Stacey noted an issue with the finger reader last night and the queue of staff waiting to leave.

Cathy Stacey noted that the current Jantek system is easy to use and this new system is not easy to use. Cathy Stacey said her staff has not been trained to use the new system.

Kathy Nikitas noted a glitch Cathy Stacey described was not a problem and just a training issue as it does work conveniently.

Discussion ensued about the final days remaining before the system starts live on April 10th.

Kathy Nikitas said that the kiosk is still being worked on. Kathy Nikitas noted that it is a new system and people just need time to adjust with the new finger reader.

It was noted an additional kiosk is available for bailiffs and could be used to alleviate the queue of staff waiting to check in.

Discussion ensued about alternatives such as checking in staff using computers with internet access.

Kathy Nikitas asked for clarification of the purpose of the meeting noting that the County Attorney is asking for an exception for exempt staff using the check in system.

Commissioner Barrows suggested the Register of Deeds and County Attorney list their concerns and perfect case scenario.

Kathy Nikitas said this new system will be more efficient and provides accountability and no human errors.

Commissioner Pratt asked if there are any division directors not using the system. Kathy Nikitas said she was not aware of any directors not using the system.

Jim Reams highlighted again his concern that staff will be burdened with these additional edits and that his staff works elsewhere other than the facility. Discussion ensued about the pros and cons of checking in and out.

Karen Senecal suggested that exempt staff be authorized to edit their own time in the system. There was discussion of designees in the system and the final review process. Discussion ensued about checking in and out at lunchtime. Cathy Stacey said she will not have her staff checking in and out for lunches.

Jim Reams said that overall the communications were not there such as the kiosk was not a request along with the building of the system.

Commissioner Pratt asked that issues be submitted by the end of business day today to coordinate with the implementation deadline.

Cathy Stacey, Jim Reams, and Karen Senecal left the meeting at 11:41 a.m.

- **Meal Ticket Increase Start Date**

Commissioner Barrows suggested a start date of July 1, 2011. Commissioner Pratt and Commissioner Stritch asked for April 1, 2011.


Commissioner Barrows noted the Delegation role is appropriations and not setting revenues and fees. Commissioner Barrows expressed concern that this sets a precedent with the Delegation taking over responsibilities of the Board of Commissioners. Commissioner Stritch said that it is best to leave the matter alone in this scenario. Commissioner Pratt said the Delegation is able to set revenues.

Moved: Commissioner Stritch to increase the employee meal charge to \$2.50 effective April 1, 2011 and allow old meal tickets to be credited for \$1 towards a new ticket or money back. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:52 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

April 7, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director
Frank Stoughton, IT Manager
John Blomeke, Assistant Superintendent

Tom Reid, Deputy County Attorney
Jude Gates, Director of Facilities
Diane Gill, Human Services Director
High Sheriff Michael Downing
Register of Deeds Cathy Stacey
Claudia Blasco, UNH Coop. Extension
Kathy Nikitas, Financial Analyst
Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:02 a.m.

II. Reports:

RFP Openings

• **Biomass Project Design and Build, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Baybutt Construction, Hutter Construction, Honeywell Building Solutions, Maguire Group, Woodard and Curran, and Engineered Construction 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.

• **Janitorial Products, Corrections**

Commissioner Stritch opened proposals received from Fastenal Company, Central Paper Products Company, Clean-o-Rama, and Arnold T. 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign payroll warrants 0324sd, 0331sd totaling \$9,699.38, general ledger warrants 11076 totaling \$281.50, accounts payable batches 137, 147, 148, 150, 155-159, 161, 164 totaling \$307,114.28, batch 154 totaling \$164,800.96, accounts payable wire payments 110253, 110254, 110273 totaling \$9,117.00, for a grand total of \$491,013.12. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the March 23 and 30, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows conference and training informational submissions.

• **Position Posting Information**

Commissioner Barrows reviewed two position postings.

County Attorney – James M. Reams

Discussion ensued about the upcoming courthouse lease and again the issues from the County Attorney and Register of Deeds were addressed. The Administrative Offices of the Court (AOC) security assessment for the courthouse is in process and Tom Reid noted a few security concerns.

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

Jude Gates and Steve Woods gave an update to the recent fire and complimented the teamwork of staff.

Finance – Theresa M. Young, Director

- **Allowance for Doubtful Accounts**

Moved: Commissioner Stritch to authorize \$213,151.52 as the allowance for long term care uncollectible accounts for the year ending December 31, 2010 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Health Savings Account Retiree Payment Clarification**

Theresa Young noted that the retirees will receive their payments this pay cycle and will be prorated monthly however five individuals will receive full compensation as they are turning 65 in the year and was addressed during open enrollment.

Human Resources – Martha S. Roy, Director

- **Minimum Usage Revision for New Employees**

Martha Roy noted that the County Management Team will be addressing this matter.

- **Bid Waiver: Primex**

Martha Roy noted April 2012 that the health insurance proposals will go out to bid for both 12 month and 18 month terms. Theresa Young recommended staying with Primex at this time for further history and analysis. Commissioner Pratt expressed concern with not sending these services out to bid. Commissioner Pratt asked for more time to review the matter.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

Commissioner Pratt asked for a five year report on technical support costs.

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: 2011 Fish – Market Pricing**

Moved: Commissioner Stritch to authorize a bid waiver to Walsh Seafood Sales for an amount not to exceed \$14,000 and Globe Fish Company for an amount not to exceed \$7,000 for 2011 fish purchases as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: ARJO Inc., \$10,991.50**

Moved: Commissioner Stritch to authorize a bid waiver to ARJO Incorporated for \$10,991.50 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Merrimack Valley Hospice Agreement Approval**

Moved: Commissioner Stritch to approve an agreement with Merrimack Valley Hospice for hospice services from April 1, 2011 to March 31, 2012 and authorize the Chair to sign all necessary documents upon satisfactory review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the hospice services. Steve Woods noted this provides the resident an opportunity to choose the company that best suits their needs.

Motion passed all in favor.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey noted a record number of foreclosures last month.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: Hillsboro Ford, \$63,558**

Commissioner Barrows and Commissioner Pratt discussed potential advantages of sending the services out to bid to ensure the lowest price. Commissioner Barrows asked the Sheriff to call three vendors to survey the prices. Sheriff Downing expressed concern with waiting as the Crown Victoria model is being phased out and a new model equates to all new equipment.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Enforcement Patrols, \$5,687.00**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for enforcement patrols in the amount of \$5,687 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Traffic Radar Project, \$2,990.00**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a traffic radar project in the amount of \$2,990 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: TESSCO, \$18,777.78**

Moved: Commissioner Stritch to authorize a bid waiver to TESSCO in the amount of \$18,777.78 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Lease Agreement Approval**

Moved: Commissioner Stritch to approve a lease agreement with Lease Corporation of America Bank Corporation or others for a thirty-six month lease of TESSCO equipment and authorize the Chair to sign all necessary documents upon satisfactory lease review by the Finance Office as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

- **Vinyl Pergola, Long Term Care Services**

Commissioner Stritch opened proposals received from 125 Fence Company, AAA Fences Incorporated, and Dan Parks Fencing and Landscaping 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.

- **B&C Washing Machine, 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 proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **HVAC System Cleaning, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Indoor Air Technologies Incorporated, Northeast Ventilation Services Incorporated, Armstrong Heating and Power Vac, Envirotech Clean Air Incorporated, 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.

- **Task Force Sexual Offender Services, Corrections**

Commissioner Stritch opened a proposal received from David Cantagallo.

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.

- **Laptop Computers, Sheriff**

Commissioner Stritch opened proposals received from Tiger Direct, Waring Enterprises, Computer Hut, En Pointe Technologies, and WPCS International.

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.

- **Surplus Vehicle, Sheriff**

Commissioner Stritch opened a proposal received from Chicago Motors Incorporated.

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

RFP Awards

- **Inmate Personal Care, Corrections**

Moved: Commissioner Stritch to award the inmate personal care proposal to Bob Barker Company not to exceed \$3,300, Pacific Link not to exceed \$3,300, and Robinson Textile not to exceed \$3,400 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Electric Beds, Long Term Care Services**

Moved: Commissioner Stritch to award the electric beds proposal to TJ Alexander for \$240,306.40 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Mental Health Services, Long Term Care Services**

Moved: Commissioner Stritch to award the mental health services proposal to Generations Geriatric Mental Health from April 1, 2011 to April 1, 2013 for an annual fee not to exceed \$10,000 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Technical Support, IT/Telecommunications**

Moved: Commissioner Stritch to award the technical support proposal to Mainstay Technologies for three years for a total not to exceed \$295,000 as recommended by the Information Technology Manager.

Commissioner Pratt asked to delay approval until the next meeting.

Moved: Commissioner Pratt to extend technical support services with the current vendor Mainstay Technologies for an additional month, ending April 30, 2011, with all terms and prices to remain firm as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

- **Surplus Vehicle, Sheriff**

Moved: Commissioner Stritch to award the surplus vehicle proposal to Chicago Motors for \$1,808 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for two applicants 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, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an overtime exception for corrections corporals and sergeants were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, John Blomeke, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

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

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Amendment to Exception Request Approved at the January 5, 2011 Board of Commissioners Meeting, Long Term Care Services**

Moved: Commissioner Stritch to vacate a vote taken at the January 5, 2011 Board of Commissioners meeting regarding a nursing home employee as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an accrued time usage form for a nursing home employee for time exceeding the 10 day division director approval as recommended by the

Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Corrections Corporals and Sergeants Overtime Policy, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-15C for Corrections Sergeants and Corporals overtime to be used on a periodic basis with approval in writing by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend the January 13, 2011 votes relative to shift differential for Corrections Corporals and Sergeants and allow effective dates of April 24, 2011 for this group only. This would apply to the Short Term Disability policy amendment and the shift diff for non-work hours. Commissioner Pratt seconded the motion, voted all in favor.

- **Workforce Time and Attendance System Follow-up**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Teid, Cathy Stacey, Steve Woods, Theresa Young, and Kathy Nikitas.

It was noted the purpose of this meeting is to follow up on concerns from the County Attorney and Register of Deeds at the March 30, 2011 meeting. Theresa Young said the team agreed to roll out the live system for County Attorney effective the next payroll cycle. It was agreed that exempt staff in the county attorney's office will be able to edit electronically with final approval through the office manager. Tom Reid noted if the burden to the office manager is too great then he would be back to request changes to the Commissioners.

Cathy Stacey questioned the hours tracked by the current system for one exempt staff member. Theresa Young explained that actual hours will be tracked but paid on the proper level. Discussion ensued about the current Jantek reporting versus the new system regarding the one exempt deeds employee.

Theresa Young reported that the Sheriff's office will not be starting live on April 10, 2011 and further discussions with the Sheriff are needed.

IV. Adjournment

Commissioner Stritch moved to adjourn at 1:24 p.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

April 13, 2011 – 11:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:05 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,276,954.22 for the period ending April 10, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Legal non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss pending collective bargaining units. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

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

III. Adjournment

Commissioner Stritch moved to adjourn at 11:24 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

April 20, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Kate Magrath, HR Assistant Director
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent

Lt. James Lussier, Deputy Sheriff
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Tom Reid, Deputy County Attorney
Claudia Blasco, UNH Cooperative Ext.
Kathy Nikitas, Financial Analyst

I. Call to Order

Commissioner Barrows called the meeting to order at 11:07 a.m.

II. Reports:

RFP Openings

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

Commissioner Stritch opened proposals received from Donahue Brothers and Sysco.

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

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

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

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

• **Chimney Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Structural Preservation Systems.

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

RFP Awards

• **B&C Washing Machine, Long Term Care Services**

Moved: Commissioner Stritch to award the washer proposal to Tri-State Laundry Systems for \$28,900 as recommended by the Long Term Care Services Director. Commissioner Barrow seconded the motion, voted all in favor.

• **HVAC System Cleaning, Engineering and Maintenance**

Moved: Commissioner Stritch to award the HVAC system cleaning proposal to Northeast Ventilation Services for \$7,250 and Armstrong Heating and Power Vac for \$1,050 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

• **Task Force Sexual Offender Services, Corrections**

Moved: Commissioner Stritch to award the task force sexual offender services to David Cantagallo and Associates from April 1, 2011 to December 31, 2013 for an amount not to exceed

\$12,000 as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

- **Laptop Computers, Sheriff**

Moved: Commissioner Stritch to award the laptop computers proposal to Computer Hut for \$8,899.40 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Technical Support, IT/Telecommunications**

Moved: Commissioner Stritch to award technical support services to Mainstay Technologies for three years and an amount not to exceed \$295,000 as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

- **Grant Application Approval: Community Development Finance Authority, Crossroads House Renovations Phase II Community Development Block Grant, Additional \$100,000 request**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Community Development Finance Authority for an additional \$100,000 Community Development Block Grant for Crossroads House Renovations Phase II and authorize the Chair to sign all necessary documents as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 183, 193-196, 200, 212-215, 218 totaling \$433,153.26, accounts payable batch 189 totaling \$69,240.47, general ledger entries GL11103, GL11106, GL11100, GL11083 totaling \$1,196, autopay warrant T110347 totaling \$828.24, payroll warrants 0407sd, 0414sd totaling \$10,811.79, accounts payable wire warrant T110332 totaling \$384,645.00, for a grand total of \$899,874.76. Commissioner Barrows seconded the motion, voted all in favor.

- ✓ **Line Item Transfer: Human Services - \$77,245**

Diane Gill explained that the transfer is needed in order to support salaries for 2011. Kathy Nikitas said the transfer request does not follow the spirit of the transfer request portrayed at the Executive Committee meeting. Kathy Nikitas recommended the transfer request be amended to reflect the proposal presented and also the transfer request was past the deadline and will need to be walked into the meeting. Diane Gill noted the minutes and audio of the Executive Committee meeting.

Commissioner Stritch asked when the funds would run out without a transfer. Kathy Nikitas said the salary line would be over expended in mid-June based on current salary and hours.

Moved: Commissioner Stritch to approve a line item transfer totaling \$77,245 for human services. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Stritch noted he would not be at the Executive Committee meeting on Friday.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the April 6, 7, and 13, 2011 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Workforce Time and Attendance System Follow-up**

Kathy Nikitas noted positive feedback from Long Term Care and Corrections. Kathy Nikitas said that the County Attorney role for editing is in testing and will be up and running next week. Kathy Nikitas said that the sheriff and delegation offices are in process.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

County Attorney – James M. Reams

Tom Reid noted the office's participation in a federal suit that names the county. Tom Reid asked that the Finance Office provide the office with suit information as soon as possible for the opportunity to review and discuss accordingly.

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

Jude Gates followed up to the initial finding of an air leak in lagoon three and it is being monitored daily. Jude Gates said that no new information is available and will be taking steps as necessary.

Jude Gates noted that the biomass proposals are all within budget and will be awarded at the next meeting.

Jude Gates noted a compliance issue with correctional facility oil tanks and underground gasoline tank, which may result in a transfer depending on expenses.

Human Resources – Martha S. Roy, Director

- **MDS Assistant Job Description Approval**

Moved: Commissioner Stritch to approve the MDS Assistant job description effective March 13, 2011 as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

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 April 7, 2011 surplus and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Stericycle Service Agreement Approval**

Moved: Commissioner Stritch to approve a service agreement with Stericycle and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare 206 medical beds surplus and to be donated to International Medical Equipment Collaborative at no cost to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Application Approval: New Hampshire Highway Safety Agency, Laptop and Mobile Data Terminal Software, \$6,705**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for laptop and mobile data terminal software in the amount

of \$6,705 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$2,062.50**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for operation safe commute patrols in the amount of \$2,062.50 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, DWI Hunter Patrols, \$2,475.00**

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

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c). 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 human services employee were Commissioner Barrows, Commissioner Stritch, Diane Gill, 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 for an applicant to the facility were Commissioner Barrows, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss employee health insurance were Commissioner Barrows, Commissioner Stritch, Kate Magrath, and Chris Maxwell.

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

- **Exception Request, Human Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2 for a human services employee as recommended by the Human Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

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

Commissioner Barrows declared a recess to the meeting at 12:15 p.m. The meeting was reconvened at 1:28 p.m.

- **Termination, Long Term Care Services**

Present: Commissioner Barrows, Commissioner Stritch, Martha Ernest, Steve Woods, Kate Magrath, Alison Kivikoski, and Leslie Fabian.

Commissioner Barrows asked the employee if she wanted the meeting non-public or public meeting. Ms. Ernest asked about the differences. Commissioner Barrows said a public session is recorded and notes are taken where as a non-public session is not recorded and minutes are kept but sealed. Ms. Ernest said a public session would be fine.

Commissioner Barrows stated the meeting proceeding would be as follows: Ask the Long Term Care Services Director to discuss his reasons for termination; ask Ms. Ernest to discuss her reasons why she believes she should not be terminated; ask the Board if they have any questions of either party; once these questions have been answered I will ask Mr. Woods and Ms. Ernest respectively if they have anything further to add; and then close the hearing and the Board will take the matter under advisement.

Commissioner Barrows asked the Long Term Care Services Director to list reasons for termination recommendation. Steve Woods noted his recommendation for termination as outlined in a letter dated April 14, 2011 to the employee and the Board of Commissioners.

Commissioner Barrows asked Ms. Ernest to make a statement about reasons for discharge recommendation in her defense. Ms. Ernest explained her history of employment with her duties and recent restrictive duties. Commissioner Barrows had a few questions of the employee and discussion ensued.

Commissioner Barrows asked the Board if there are questions of the Long Term Care Services Director and/or Ms. Ernest. No questions were asked.

Commissioner Barrows asked Mr. Woods and Ms. Ernest if they have anything further to add. No further comments.

Commissioner Barrows said no decision would be made today and the full Board will meet at a later date to act on the recommendation of the Long Term Care Services Director.

IV. 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 Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Stritch, Steve Woods, Alison Kivikoski, Kate Magrath, Leslie Fabian, Susan Mitchell, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Stritch, Steve Woods, Alison Kivikoski, Kate Magrath, Leslie Fabian, 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.

- **Personnel Non Public Session Minutes**

Moved: Commissioner Stritch to seal the non public minutes of the April 20, 2011 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Barrows seconded the motion, voted all in favor.

V. Adjourn

Commissioner Barrows moved to adjourn at 2:19 p.m. Commissioner Stritch seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

April 27, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair Kate Magrath, HR Assistant Director
Commissioner Katharin K. Pratt, Vice Chair Theresa Young, Finance Director
Commissioner C. Donald Stritch, Clerk High Sheriff Michael Downing

I. Call to Order

Commissioner Barrows called the meeting to order at 11:00 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,250,155.83 for the period ending April 24, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Bid Waiver: Primex**

Kate Magrath noted that the Human Resources, Finance, and Insurance Consultant Team recommend this bid waiver to continue services with Primex from July 2011 to June 2012. Theresa Young noted that the contract may be cancelled December 31st without penalty if necessary. Theresa Young also noted the voted dollar amount may be reduced at a later date and an amended vote accordingly.

Moved: Commissioner Stritch to approve a bid waiver to Primex for health insurance premiums from July 2011 to June 2012 for an amount not to exceed \$5,700,000.00 as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

• **Bid Waiver: Hillsboro Ford, \$63,558**


Mike Downing explained that he surveyed local dealerships and Hillsboro Ford had the best prices and also has the state bid. Mike Downing noted that he was not able to perform a formal request for proposal as the Ford Crown Victoria model will stop being made shortly. He expressed concern that a new model will require all new equipment and the current model allows exchanges of equipment.

Moved: Commissioner Stritch to approve a bid waiver to Hillsboro Ford for \$63,558 with financing to be determined as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:35 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

May 4, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
John Blomeke, Assistant Superintendent
Steve Woods, Long Term Care Director
High Sheriff Michael Downing
Jude Gates, Director of Facilities

Theresa Young, Finance Director
Diane Gill, Human Services Director
Frank Stoughton, IT Manager
Claudia Blasco, UNH Coop. Extension
Martha Roy, Human Resources Director
Karen Senecal, C. Attorney Office Manager
Tom Reid, Deputy County Attorney

I. Call to Order

Commissioner Barrows called the meeting to order at 11:05 a.m.

II. Reports:

RFP Openings

• **Prime Vendor Grocery Items, Long Term Care Services**

Commissioner Stritch opened proposals received from Shaheen Brothers, Performance Foodservice Northcenter, Sysco, US Foodservice, and Favorite Foods.

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

• **Fire Extinguisher Cabinets, Engineering and Maintenance Services**

No proposals received.

RFP Awards

• **Janitorial Products, Corrections**

Moved: Commissioner Stritch to award the janitorial products proposal to Central Paper Products Company for one year and an amount not to exceed \$10,000 annually as recommended by the Corrections Superintendent. 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, 2011 to May 1, 2012 for an amount not to exceed \$27,150 annually 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 May 1, 2011 to May 1, 2012 for an amount not to exceed \$12,882 monthly as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Biomass Project, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the biomass project to Engineering Construction Services for an amount not to exceed \$4,075,000 with contracts subject to legal review as recommended by the Director of Facilities, Planning, and Information Technology, Finance Director, US Forestry Service, and Wilson Engineering Services Engineer. Commissioner Pratt seconded the motion.

Commissioner Barrows questioned the review process. Jude Gates explained that contracts will be reviewed by legal counsel and further an engineer reviewed proposals and concurs with the recommendation. Discussion ensued about the review process.

Motion passed all in favor.

- **Pergola-Assisted Living Area, Long Term Care Services**

Moved: Commissioner Stritch to award the pergola proposal to Dan Parks Fencing and Landscaping Incorporated for \$8,200 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 231, 237, 238, 241, 243, 244, 246-250, 255 totaling \$392,314.22, accounts payable batch 245 totaling \$30,855.08, payroll warrants 0421SD, 0428SD, 0428MI totaling \$11,529.13, and accounts payable wire payments T110380, T110383, T110390 totaling \$1,228,602.95 for a grand total of \$1,663,301.38. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the April 20 and 27, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information.

- **New Hampshire Association of Counties 2011 Dues: \$35,404**

Commissioner Pratt asked that the New Hampshire Association of Counties President meet with the Board of Commissioners to address concerns. Theresa Young suggested the Executive Director attend the meeting as well.

County Attorney – James M. Reams

Tom Reid asked if it was a direction of the Board of Commissioners for the County Attorney to use the new time and attendance system next week as he has concerns with lack of testing. Theresa Young explained the manual process of adding time in the new system each week the office is not participating.

Tom Reid noted that a response was received from the Commissioner of Administrative Services regarding Rockingham County concerns to the proposed revised lease. Discussion ensued about the letter received and noted that discussions should continue. Commissioner Barrows asked that Commissioner Pratt meet with the County Attorney and Register of Deeds to discuss concerns before meeting with the state.

Finance – Theresa M. Young, Director

Theresa Young noted positive feedback with the first payroll run using the new time and attendance system. Theresa Young specifically said that 8 hours is saved from a manual process to automatic process for accrual postings.

- **Resolution and Lease Agreement Approval: Sheriff vehicles and equipment**

Moved: Commissioner Stritch to approve a lease agreement and resolution with Capital One Public Funding LLC in the amount of \$82,335.78 for sheriff vehicles and equipment and

authorize the chair to sign all necessary documents subject to legal review as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Shift Differential Carryover Amended Motion**

Moved: Commissioner Stritch to amend a vote taken at the January 13, 2011 Board of Commissioners meeting to include that employees eligible to receive shift differentials (excluding Dispatch Union and Correctional Officers Union) will be paid the appropriate differentials for work actually conducted on each shift and that no differential will be paid for hours worked on weekday first shift (such as a second or third shift employee working hours on the 7-3 shift would not get any differential, unless it is a weekend). Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

High Sheriff Downing that next year the county will be charged by the state for airwave usage of state towers. He also noted concerns with transportation cutbacks at the state prison.

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

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

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c). 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, 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, John Blomeke, 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 nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Alison Kivikoski, Martha Roy, 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, 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.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss employee leaves were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Tom Reid, Karen Senecal, Alison Kivikoski, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 the payroll practice for separate check payout to a corrections office employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to open enrollment rules pending employee notification 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.

IV. Adjournment

Commissioner Stritch moved to adjourn at 1:37 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

May 11, 2011 – 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 11:03 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,263,749.46 for the period ending May 8, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **New Hampshire Association of Counties Membership Dues**

Commissioner Pratt expressed concern with Diane Gill reaching to the New Hampshire Association of Counties regarding support of membership dues. Commissioner Barrows said she was unaware of the association involvement and explained she asked Diane Gill to create a letter summarizing the departments' support of the association. Commissioner Pratt asked if the line item transfer decision was already reached. Commissioner Barrows said the Commissioner Pratt and Commissioner Stritch have a voice and that she would support the transfer request. Discussion ensued about the request and what line should have funds for transfer.

Diane Gill, via telephone, explained that she did email the summary to Betsy Miller at the association to ensure the wording was correct noting the concerns regarding certification of correctional officers. Commissioner Pratt asked why Betsy Miller was involved noting that the county is attempting to negotiate with the association regarding dues. Diane Gill explained that she contacted Betsy Miller to make sure the statements were accurate as she did not want a letter going out with wrong information.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:14 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 18, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Lt. Kevin Walsh, Deputy Sheriff
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Steve Church, Corrections Superintendent
County Attorney James Reams	Frank Stoughton, IT Manager
Register of Deeds Cathy Stacey	Steve Woods, Long Term Care Director
Tom Reid, Deputy County Attorney	Claudia Blasco, UNH Cooperative Ext.
Jude Gates, Director of Facilities	Kathy Nikitas, Financial Analyst
Karen Senecal, Attorney Office Manager	Martha Roy, Human Resources Director

• **10:00am Premeeting Re: Courthouse Lease Meeting**

Present: Commissioner Pratt, Jim Reams, Tom Reid, Cathy Stacey, Kevin Walsh, Jude Gates, Karen Senecal.

The team met to discuss concerns with the current proposed lease of the courthouse office facilities for the County Attorney and Register of Deeds. Concerns, suggestions, and alternatives were formulated for a productive meeting with the Department of Administrative Services on June 1st.

I. Call to Order

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

II. Reports:

RFP Openings

• **Telecommunication Services**

Commissioner Stritch opened proposals received from Earthlink Business, Bayring Communications, and Ott Communications.

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

• **Multifunction Copier, Commissioners/Finance**

Commissioner Stritch opened proposals received from Cameron Office Products, Toshiba Business Solutions, Northern Business Machines, Century Copier Specialists, Ikon Office Solutions, Konica Minolta Business Solutions, and Seacoast Business Machines.

Moved: Commissioner Stritch to authorize the Finance Director/Commissioners 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 Aladdin Temp-Rite LLC, Eastern Bag and Paper Company, and Central Paper Products Company.

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

- **Briefs, Long Term Care Services**

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

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

Commissioner Stritch opened proposals received from Ecolab, Eastern Bag and Paper Company, Swish New England, and Shaheen 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.

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

Commissioner Stritch opened proposals received from Geriatric Medical, Gulf South Medical Supply, TransMed USA Inc., 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 257, 264, 266, 267, 268, 270, 272, 274, 275, 277, 280 totaling \$356,138.77, accounts payable batch 276 totaling \$88,244.81, general ledgers GL11148, GL11149, GL11164, GL11182 totaling \$1,257.00, payroll warrants 42811, 0505SD, 50611, 0512SD totaling \$1,091,751.57, accounts payable wire payments T110415, T110416, T110436, T110463 totaling \$1,666,073.04, for a grand total of \$3,203,465.19. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 4 and 11, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Grant Award: New Hampshire Community Development Finance Authority, Meeting Place Affordable Housing, \$500,000**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Community Development Finance Authority for the Exeter Meeting Place Affordable Housing Project in the amount of \$500,000 and authorize the Chair to sign all necessary documents as recommended by the Grants Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Courthouse Lease Extension Approval: July 1, 2011 to September 30, 2011**

Moved: Commissioner Stritch to extend a lease agreement with the New Hampshire Department of Administrative Services for office space at the courthouse from July 1, 2011 to September 30, 2011 with all conditions and pricing to remain firm. Commissioner Pratt seconded the motion.

Commissioner Stritch asked the purpose of the motion. Tom Reid noted this is an extension while negotiations are in process.

Motion passed all in favor.

Corrections – Stephen A. Church, Superintendent

- **Lease Agreement Approval: Seacoast Business Machines, Wells Fargo Financial**

Moved: Commissioner Stritch to approve a lease agreement with Wells Fargo Financial for a 36 month copier lease at \$137 per month upon satisfactory legal review and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent.

Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Grant Application Approval: New Hampshire Attorney General, Prosecutor by Karpel Grant, \$97,350.00**

Jim Reams explained the grant application and its cost savings and communication enhancements. Commissioner Pratt noted concern with the previously committed funds in contingent grant funding and noted approval of a grant award will be contingent on further analysis.

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Attorney General for a Prosecutor by Karpel Grant in the amount of \$97,350 and authorize the Chair to sign all necessary documents 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 noted she submitted a revised capital improvement plan showing the new priorities based on reduced funding. Commissioner Pratt requested a meeting once the Finance Director returns to discuss this further. Commissioner Barrows asked why these projects need delay. Commissioner Pratt said she would like funding reviewed by the Finance Director and analysis of the timeline with Jude Gates. Commissioner Pratt said her intent was not to hold up the request for proposal process.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to send requests for proposals for projects on the capital improvement plan.

Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver Request: JWC Environmental, \$12,000**

Moved: Commissioner Stritch to approve a bid waiver to JWC Environmental in the amount of \$12,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **RFP Rejection: Chimney Inspection**

Moved: Commissioner Stritch to reject proposals received for chimney inspection and resubmit at a later date 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 provided an update on the new time and attendance system noting the County Attorney and Sheriff are partially testing and will be live in the near future.

Human Resources – Martha S. Roy, Director

- **Primex Group Health Application Approval**

Moved: Commissioner Stritch to approve Primex Group Health Applications for health billing and enrollment from July 1, 2011 to June 30, 2012 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.

Commissioner Barrows asked that prescription mail order companies be reviewed when proposals are solicited for health insurance services.

- **Staff Cafeteria Computer Kiosk Update and Plan**

Martha Roy noted that staff is not using the kiosk in the staff cafeteria and that another marketing initiative will begin.

- **Retirement System Proposed Legislation Updates**

Martha Roy gave an update to retirement system proposed bills and that effective dates will be the end of the year to give employees more time to understand the changes. Martha Roy said that the spiking proposed bill was reanalyzed with a less of an impact to employers and is waiting for the new calculations. Discussion ensued about the known facts and the odds between the house and senate.

Human Services – Diane D. Gill, Director

Diane Gill noted that the Medicare Management Information System has again been delayed until July 2012.

Long Term Care Services – Steven E. Woods, Director

- **Great Bay Community College Affiliation Agreement Approval**

Moved: Commissioner Stritch to approve an affiliation agreement with Great Bay Community College and authorize the Chair to sign all necessary documents upon satisfactory legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Downgrade Request**

Moved: Commissioner Stritch to downgrade position WFT-25LNA2 to WFT-51LNA1 and WFT-26LNA2 to WFT-52LNA1 effective May 18, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Hairdresser Fee Increase Approval**

Moved: Commissioner Stritch to approve the Hairdresser Fee Schedule effective July 1, 2011 for Rockingham County Nursing Home residents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked about the current and proposed charges. Steve Woods read the fee schedule. Commissioner Pratt disagreed with the increases as employees have not received pay increases and resident allowances are not increasing.

Motion failed to pass, 0-3.

Commissioner Barrows expressed concern with the lockers in the day care program and asked for replacement.

Steve Woods noted that the electronic medical records system is fully operational and successful.

Sheriff – Michael W. Downing, High Sheriff

- **Amendment to Traffic Radar Grant Application vote taken April 7, 2011**

Moved: Commissioner Stritch to amend a vote taken at the April 7, 2011 Board of Commissioners meeting to correct the grant application amount from \$2,990 to \$1,495 for the Traffic Radar Grant as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, Laptop and Mobile Data Terminal Software, \$6,705**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for laptop and mobile data terminal software grant in the amount of \$6,705 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Homeland Security and Emergency Management, Radiological Emergency Response Plan, \$44,542 and \$21,155.01**

Moved: Commissioner Stritch to approve a grant application to New Hampshire Homeland Security and Emergency Management for the radiological emergency response plan grant in the amount of \$44,542 and \$21,155.01 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Discussion ensued about the contingent grant fund.

Motion passed all in favor.

- **Bid Waiver Request: 2-Way Communications, \$9,720**

Moved: Commissioner Stritch to approve a bid waiver to 2-Way Communications for \$9,720 as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if there are other vendors would be able to handle these services. Lt. Walsh said that Motorola only sources out to certain vendors as authorized dealers.

Motion passed all in favor.

Discussion ensued about the use of the contingent grant fund and alternatives were discussed. Lt. Walsh said the Sheriff has not been consulted about alternative recommendations and would need to discuss it further.

Moved: Commissioner Stritch to amend a vote taken for the Sheriff bid waiver to remove the contingent grant funding pending further review. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Howard Helrich, Jim Reams, Tom Reid, Karen Senecal, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a payroll change notice for a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request to the dental plan definition coverage from January 1, 2011 to August 31, 2011 for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion. Motion failed to pass 0-3.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for a sheriff's office employee as recommended by the High Sheriff. 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 human services employee. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **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.

Commissioner Barrows recessed the meeting at 12:55 p.m.

Commissioner Barrows reconvened the meeting at 1:30 p.m.

IV. 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 Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Leslie Fabian, Susan Mitchell, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

- **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Services Director as outlined in his letter of April 14, 2011 and May 2, 2011 regarding a Nursing Home employee, effective June 2, 2011. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjourn

Commissioner Stritch moved to adjourn at 2:08 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

May 25, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Diane Gill, Human Services Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:09 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,240,822.22 for the period ending May 22, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Legislative Updates**

Diane Gill provided the Commissioners with an update regarding an amendment to House Bill 2. There was discussion of the impact to the county. Diane Gill suggested that the Commissioners make calls to Senator Morse and Senator Barnes to express the County's dissatisfaction with the amended bill.

Discussion ensued about cost shifting and the latest attempts from the state to shift the burden to the New Hampshire counties.

Commissioner Pratt asked Diane Gill to draft a letter for the Board of Commissioners outlining concerns to be sent to Delegation Chair Major and Representative Charron. Diane Gill noted a letter of this type was sent to Representative Weyler a couple months ago.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:26 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by: Julie Hoyt, Senior HR Generalist.

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 25, 2011 – 1:00 p.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 1:02 p.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter for a nursing home employee. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, Linda Donovan, Martha Ernest, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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.

• **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Services Director as outlined in his letter of April 14, 2011 and May 2, 2011 regarding a Nursing Home employee, effective June 8, 2011. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:16 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by: Julie Hoyt, Senior HR Generalist.

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 1, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steve Church, Corrections Superintendent
High Sheriff Michael Downing
Claudia Blasco, UNH Coop. Extension
Fred Borman, UNH Coop. Extension

Jude Gates, Director of Facilities
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Martha Roy, Human Resources Director
Kate Magrath, HR Assistant Director
Diane Gill, Human Services Director
Tom Reid, Deputy County Attorney
Register of Deeds Cathy Stacey

I. Call to Order

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

II. Reports:

RFP Opening: Computers, County Attorney

Commissioner Stritch opened proposals received from Microworks Computer Center, Cocci Computer Services, Gov Connection, and Tech Depot.

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

RFP Awards

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

Moved: Commissioner Stritch to award the disposable lid proposal to Eastern Bag and Paper Company from June 1, 2011 to May 31, 2012 for an amount not to exceed \$9,975.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Briefs, Long Term Care Services**

Moved: Commissioner Stritch to award the brief products proposal to McKesson Medical Surgical Supply from June 1, 2011 to May 31, 2012 for an amount not to exceed \$36,700.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Ware Washing Products, Long Term Care Services**

Moved: Commissioner Stritch to award the ware washing products proposal to Swish from June 1, 2011 to May 31, 2012 for an amount not to exceed \$9,800.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Body Wash, Long Term Care Services**

Moved: Commissioner Stritch to award the body wash products proposal to Geriatric Medical Surgical from June 1, 2011 to May 31, 2012 for an amount not to exceed \$7,500.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Prime Food Vendor, Long Term Care Services**

Moved: Commissioner Stritch to award the prime food vendor proposal to PFG North Center from June 1, 2011 to June 1, 2013 for an amount not to exceed \$960,000 annually as

recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked if this proposal uses American Express for payment. Steve Woods said that there is a substantial savings not paying with the credit card.

Motion passed 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 305, 316, 318, 322-326, 328, 320 totaling \$590,358.96, accounts payable batch 314 totaling \$49,059.85, general ledger 11187 totaling \$315, payroll warrants 0519sd, 0526sd totaling \$7,691.95, accounts payable wire payments T110478, T110479, T110482, T110483, T110500, totaling \$390,377.12, for a grand total of \$1,037,802.88. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 18 and 25, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed one conference and training informational submission.

- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

Finance – Theresa M. Young, Director

- **Restatement of Prior Year Fund Balance and Net Asset Approval**

Moved: Commissioner Stritch to restate prior year fund balance and net assets as recommended and outlined in the Finance Director's memorandum dated May 24, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Tuition Reimbursement Revision Approval**

Martha Roy explained the maximum reimbursement was modified to accommodate the reduced budget as recommended by the Tuition Reimbursement Committee. Martha Roy noted a few additional changes for further efficiencies.

Moved: Commissioner Stritch to approve the Rockingham County Tuition Reimbursement Policy as revised and recommended by the Tuition Reimbursement Committee effective January 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **Wellness Fair Event**

Kate Magrath asked for support for the annual Wellness Fair.

Human Services – Diane D. Gill, Director

Diane Gill reported successful votes by the Senate last week relative to legislation with negative impacts to the counties.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey expressed concern with revenues and will be watching the lines closely.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Award Approval: New Hampshire Highway Safety Agency, Traffic Radar Grant, \$1,495**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for the Traffic Radar Grant in the amount of \$1,495 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a registry of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, 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 county attorney employment candidate were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Reid, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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 an exception request for twelve long term care services employees were Commissioner Barrows, 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

- **Exception Request, Registry of Deeds**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2f for a registry of deeds employee as recommended by the Register of Deeds. 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 9-9 for a county attorney employment candidate as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Pratt expressed concern with the employment of relatives especially with the direct line of supervision. Tom Reid said it would be a temporary basis only and not for a permanent full time position. Martha Roy clarified that another attorney will be the supervisor, not the relative. Commissioner Pratt said it is a bad practice and is inconsistent with previous decisions and policy changes.

Motion passed 2-1.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2f for twelve (12) nursing home employees as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows recessed the meeting at 12:16 p.m.

Commissioner Barrows reconvened the meeting at 1:15 p.m.

- **Termination, Long Term Care Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Wade Hitchcock, Steve Woods, Martha Roy, Alison Kivikoski, and Martha Welch.

Commissioner Barrows asked the employee if he wanted the meeting non-public or public meeting. Mr. Hitchcock said he did not care. Commissioner Barrows asked Mr. Hitchcock if asking Ms. Welch her preference was acceptable. Mr. Hitchcock said it was fine. Ms. Welch said a public session would be fine.

Commissioner Barrows stated the meeting proceeding would be as follows: Ask the Long Term Care Services Director to discuss his reasons for termination; ask Mr. Hitchcock to discuss his reasons why he believes he should not be terminated; ask the Board if they have any questions of either party; once these questions have been answered I will ask Mr. Woods and Mr. Hitchcock respectively if they have anything further to add; and then close the hearing and the Board will take the matter under advisement.

Commissioner Barrows asked the Long Term Care Services Director to list reasons for termination recommendation. Steve Woods noted his recommendation for termination as outlined in a letter dated May 9, 2011 to the employee and the Board of Commissioners.

Commissioner Barrows asked Mr. Hitchcock and Ms. Welch to make a statement about reasons for discharge recommendation in the employee's defense. Ms. Welch explained Mr. Hitchcock's history and his inability to carry out the functions of his job. Commissioner Barrows had a few questions of the employee and discussion ensued.

Commissioner Barrows asked the Board if there are questions of the Long Term Care Services Director and/or Mr. Hitchcock or Ms. Welch. No questions were asked.

Commissioner Barrows asked Mr. Woods, Mr. Hitchcock, and Ms. Welch if they have anything further to add. Ms. Welch asked about disability and retirement benefits. Commissioner Barrows said that Human Resources would be able to help with the paperwork.

Commissioner Barrows thanked Mr. Hitchcock for his service and thanked Ms. Welch for assisting Mr. Hitchcock.

- **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Services Director as outlined in his letter of May 9, 2011 regarding a Nursing Home employee, effective June 13, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows left the meeting at 1:35 p.m. Commissioner Pratt and Commissioner Stritch declared a recess at 1:35 p.m. pending the scheduled 2:00 p.m. meeting with the state team regarding the courthouse lease renewal.

IV. New Business

2:00 p.m. Appointment with Commissioner Hodgdon regarding courthouse lease renewal

Present: Commissioner Pratt, Commissioner Stritch, Commissioner Hodgdon, Stephen Lorentzen, Michael Connor, Tom Reid, Jude Gates, Jim Lussier, and Kenny Ling.

There was discussion of the current proposed lease and concerns such as power outages. Discussion ensued about keeping staff in place and closing to the public. The state team provided a temporary alternative for chairs and tables in the front entrance as mobile services to the Register of Deeds.

The state team indicated that the generator cannot accept loads for full air handler usage since the basement area has special air needs including dehumidification.

Jude Gates asked that the weekly tests of the generator include the actual load. The state team agreed to test and record actual loads. Jude Gates noted that most issues happen in the winter and the chiller may not be in issue.

Discussion ensued about security monitoring remotely and the state team confirmed that the public areas in the basement would be removed. The state team and Lt. Ling explained the security protocol in place. It was agreed to have further discussions to enhance the system.

The most recent water leaks were discussed and the repairs made were listed. Tom Reid requested mold testing to ensure the sheetrock is not moldy. The state team said that it was reported that sheetrock was wet on the outside but not the inside. It was agreed that moisture test meter reporting and mold test samples would be conducted in areas of concern.

Cleaning services overnight were discussed and Tom Reid noted that lack of supervision is resulting in fewer services for state money. Alternatives were discussed for better accountability.

Lack of quiet enjoyment was discussed noting contractor projects and state maintenance staff.

The state team suggested meeting on a regular basis versus at lease renewal for communications and resolution.

Jim Lussier noted that payment for deputy security has been a concern. It was agreed to share days closed and discuss concerns. Tom Reid noted that payment of security is with the Judicial Branch and not the Executive Branch.

V. Adjourn

Commissioner Stritch moved to adjourn at 3:16 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*
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 8, 2011 – 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 11:00 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,279,453.09 for the period ending June 5, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Grant Award: Sheriff, Use of Contingent Grant Fund, \$9,720**

Moved: Commissioner Stritch to authorize the Sheriff to expend contingent grant funds line for the New Hampshire Department of Safety grant totaling \$9,720 with the understanding that the Sheriff can spend up to the 2011 allocation of \$469,854 for all Sheriff grants appropriated out of that line as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:03 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 15, 2011 – 10:00 a.m.

Present:

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

Jude Gates, Director of Facilities
Karen Senecal, Attorney Office Manager
Skip Christenberry, Sheriff's Office
Lt. Kevin Walsh, Deputy Sheriff
Frank Stoughton, IT Manager
Theresa Young, Finance Director
Fred Borman, UNH Coop. Extension
Claudia Blasco, UNH Coop. Extension

I. Call to Order

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

II. Reports:

RFP Awards

• **Computers, County Attorney**

Moved: Commissioner Stritch to award the computers proposal to GovConnection for an amount not to exceed \$4,650 with financing to be determined as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Stritch asked about the financing options. Financing options were discussed and it was agreed that the Finance Office would assist with financing.

Commissioner Pratt asked about the 10 machines requested in the proposal versus the actual award. Karen Senecal said that the proposal indicated that 10 machines were requested with the stipulation that the total amount may be less due to funding. Discussion ensued and it was agreed to review again at the next meeting.

• **Copier, Commissioners/Finance**

Moved: Commissioner Stritch to award the copier proposal to Seacoast Business Machines for a thirty-six (36) month lease at \$245 per month and a service contract at \$0.0049 per black and white copy and \$0.047 per color copy and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **Roof Replacement, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from AW Therrian Roofing, Specialized Roofing Company, Weather Shield Inc., Quality Improvements LLC, Prime Roofing Corp., and Progressive Roofing Inc.

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.

• **2011 E350 Chassis Cab, Corrections**

No proposals received. Chris Maxwell confirmed it was posted on the website and sent to 15 vendors.

- **Multifunction Copier, Corrections**

Commissioner Stritch opened proposals received from Century Copier Specialists Inc., Seacoast Business Machines, Northern Business Machines, Benchmark Office Systems, Ikon Office Solutions Inc., United Business Machines, Konica Minolta Business Solutions, and Oce North America.

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.

- **Digital Portable Radios, Sheriff**

Commissioner Stritch opened proposals received from Wright Communications and WA Hendrickson Company.

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.

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

Commissioner Stritch opened proposals received from McKesson Medical Surgical Supply, Sysco Boston, Gulf South Medical Supply, Interboro Packaging Corporation, AMSAN, Geriatric Medical, and Central Paper Products Company.

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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 332, 335, 338, 340, 341, 343-345, 347, 348, 351, 352 totaling \$228,348.00, batch 336 totaling \$151,736.58, general ledger entries 11202 totaling \$284.50, payroll warrants 0602sd, 0609sd totaling \$9,004.67 for a grand total of \$389,373.75. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 1 and 8, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **New Hampshire Association of Counties Representative on New Hampshire Retirement System Board of Trustees**

Discussion ensued about the one position appointment to the New Hampshire Retirement System Board of Trustees.

- **Position Posting Information**

Commissioner Barrows reviewed positing posting information.

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

- **Bid Waiver: Honeywell, \$19,800**

Moved: Commissioner Stritch to authorize a bid waiver to Honeywell for \$19,800 and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Informational Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Bid Waiver: Honeywell, \$6,000**

Moved: Commissioner Stritch to authorize a bid waiver to First Southwest for up to \$6,000 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **New Hampshire Retirement System Update and Notification**

There was discussion of the notification to the employees and the January 1, 2012 effects. The impact to the budget was discussed and funding sources were discussed.

- **Insurance Consultant RFP Extension Approval**

Martha Roy and Theresa Young supported the extension of consulting services. Commissioner Pratt expressed her objections with not bidding out the services.

Moved: Commissioner Stritch to approve an extension of the Granite Group Benefits Consulting Agreement with an annual cost of \$33,000 with contract terms to remain firm and in effect through August 14, 2012 and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion. Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

- **Donation Approval**

Moved: Commissioner Stritch to accept the oil painting from artist Lully Schwartz 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 an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kevin Walsh, 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 candidate to a nursing home position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for three long term care employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a short term disability payment for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

- **Courthouse Lease Extension Approval: July 1, 2011 to December 31, 2011**

Chris Maxwell explained that at the May 18, 2011 Board of Commissioners meeting the courthouse lease was extended for three months however the state is offering a six month extension to ensure issues are addressed and corrected.

Moved: Commissioner Stritch to amend a vote taken at the May 18, 2011 Board of Commissioners meeting to extend a lease agreement with the New Hampshire Department of Administrative Services for office space at the courthouse to December 31, 2011 with all conditions and pricing to remain firm. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 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 an exception request to Personnel Policy and Procedure Chapter 11-5 for a long term care services employee 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 8-2F for a three (3) long term care services employees as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Short Term Disability Payment, Long Term Care Services**

Moved: Commissioner Stritch to authorize a long term care services employee be paid two (2) additional weeks of Short Term Disability benefits owed (\$ 665.56) from benefit claim of 2009 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

June 22, 2011 – 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 11:00 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,235,229.77 for the period ending June 17, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to payout earned time to a separated employee in long term care. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that the Finance and Human Resources Directors work out the language after this meeting. Theresa Young said it was all set noting this is an exception request to Personnel Policy Chapter 8,H-3.

Motion passed all in favor.

• **New Hampshire Association of Counties Meeting**

Commissioner Pratt asked for a status update for the June 28, 2011 meeting with the New Hampshire Association of Counties. Commissioner Pratt outlined her concerns and observations. Chris Maxwell will compile the concerns for the meeting. Commissioner Barrows asked for the summary sheet that Diane Gill created supporting the association membership. Commissioner Pratt asked for that document along with any additional related correspondence.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:46 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 28, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Hillsborough County Commissioner Toni Pappas

I. Call to Order

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

II. New Business

• **New Hampshire Association of Counties Meeting with Commissioner Pappas**

Commissioner Barrows said that Commissioner Pratt would be addressing the concerns of Rockingham County with the New Hampshire Association of Counties.

Commissioner Pratt highlighted a meeting in the spring with the New Hampshire Association of Counties Executive Director.

Commissioner Pratt explained the concept of changing the voting rights based on size. Commissioner Pappas noted that it would need approval from all counties. Discussion ensued about past history.

Discussion ensued about communications from the New Hampshire Association of Counties. The group provided examples and alternatives to enhance communications.

The New Hampshire Association of Counties funding was discussed including developing revenue sources not dependent on county dollars.

Commissioner Barrows explained her history with the association and that she defers to the employees input on supporting the association.

Commissioner Pappas thanked the Rockingham County Commissioners for bringing this up.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:03 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 29, 2011 – 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
Chuck Nickerson, Accounting Manager
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Karen Senecal, CA Office Manager
High Sheriff Michael Downing
Fred Borman, UNH Coop. Extension
Frank Stoughton, IT Manager
Skip Christenberry, Sheriff's Office

I. Call to Order

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

II. Reports:

RFP Openings

• **Bond Counsel, Finance**

Commissioner Stritch opened proposals received from Shaheen, Phinney, Bass, and Green, PretiFlaherty, and Devine, Millimet, and Branch.

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

• **Roof and Siding Replacement (Nutrition Building), Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Kinney Roofing Incorporated, AW Therrian Company, and Olympic Turnpike General Contracting.

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.

• **Jail Elevator Upgrade, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Pine State Elevator, Stanley Elevator Company, and Otis Elevator 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.

RFP Awards

• **Telecommunications Services, Information Technology**

Moved: Commissioner Stritch to award the telecommunication services proposal to Bayring Communications for a three year service contract not to exceed \$65,000 annually and authorize the Chair to sign all necessary documents pending legal review as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Roof Replacement and Penthouse (Jail/Sheriff Building), Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the roof replacement and penthouse at the jail/sheriff building to Quality Improvements LLC for an amount not to exceed \$209,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Multifunction Copier, Corrections**

Moved: Commissioner Stritch to award the copier proposal to Ikon Office Solutions for a 48 month operating lease at \$246.91 per month with service contract charges at \$0.004 per black and white copy over 144,000 and \$0.055 per color copy and authorize the Chair to sign all necessary documents pending legal review as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Digital Portable Radios, Sheriff**

Moved: Commissioner Stritch to award the digital portable radio proposal to Wright's Communications for \$12,798.62 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the paper products proposal from July 1, 2011 to December 31, 2011 to Central Paper Products, Geriatric Medical Supply, and McKesson Medical Surgical in Long Term Care and Central Paper Products in Corrections as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Computers, County Attorney**

Moved: Commissioner Stritch to award the computers proposal to GovConnection for 7 computers and 7 laptops with a 36 month fair market value lease with Dell Financial Services at \$4,435.48 annually for a total of \$13,306.44 and authorize the Chair to sign all necessary documents pending legal review as recommended by the County Attorney. 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 11222 totaling \$309, payroll warrants 0616sd, 0623sd totaling \$17,818.27, accounts payable wire payments T110574, T110558 totaling \$2,302,963.91, accounts payable batches 357, 361, 363, 365, 367, 368, 369, 371-375 totaling \$763,141.80, accounts payable batch 359 totaling \$91,174.91, for a grand total of \$3,175,407.89. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 15 and 22, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submissions.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

Finance – Theresa M. Young, Director

- **Tyler Technologies (MUNIS) Contract Amendment Approval**

Moved: Commissioner Stritch to approve a contract amendment with Tyler Technologies for \$37,275 starting July 1, 2011 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Nationwide Roth 457B Provision Option Agreement Approval**

Moved: Commissioner Stritch to approve the Nationwide Roth 457B Provision Option Agreement for Rockingham County employees and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Sheriff Lease Approval: Capital One Public Funding LLC, 36 months, \$86,249.88 total**

Moved: Commissioner Stritch to approve a master equipment lease purchase agreement with Capital One Public Funding LLC for 36 months at \$28,749.96 annually for a total of \$86,249.88 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Personnel Policy and Procedure Amendments to 6-14, 8-2E, 8-5B Approval**

Moved: Commissioner Stritch to amend Personnel Policy and Procedure Chapter 6-14, 8-2E, and 8-5B as outlined and recommended in the Human Resources email dated June 27, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

- **Payroll Change Notice Approval**

Moved: Commissioner Stritch to approve a payroll change notice for a human services employee effective April 11, 2011 as recommended by the Human Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

- **Usage of American Express Points Approval**

Moved: Commissioner Stritch to authorize the usage of American Express Points as outlined and recommended in the Long Term Care Services Director's memorandum dated June 29, 2011. 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 union legal filings in engineering and maintenance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mike Downing, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Chuck Nickerson, Alison Kivikoski, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 High Sheriff. Commissioner Pratt seconded the motion. Motion failed to pass 0-3.

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

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

- **Workforce Time and Attendance System: Commissioners**

Moved: Commissioner Stritch to instruct division directors to use Workforce Time and Attendance System to submit earned time day requests. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Pratt to authorize C. Donald Stritch, Clerk, as a Manager user in Workforce Time and Attendance. Commissioner Barrows seconded the motion, voted all in favor.

IV. New Business

12:30 p.m. appointment with Health Insurance Consultant

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Scammon, Martha Roy, Kate Magrath, Julie Hoyt, and Chuck Nickerson.

Jim Scammon noted that due to the magnitude of health insurance increases that the discussion should be now versus closer to the end of the current insurance term. Jim Scammon highlighted the paid claims history and trend projects. It was discussed that Primex provided low rates and the current market rates are much higher.

Jim Scammon projected a 45% increase for a fully insured health insurance plan. Jim Scammon noted an advantage of self-insured and the Primex options for half year 2012.

Commissioner Pratt asked about the increase by staying with Primex through June 2012 and then a new vendor. Jim Scammon estimated a \$1.6 million increase.

Commissioner Barrows questioned the market available to shop. Jim Scammon said that fully insured is more limited versus self-insured third party administrators.

Jim Scammon said the Benefits Committee will be beginning collecting information and getting bids out in July. Commissioner Pratt asked for more reporting from the Benefits Committee. Commissioner Pratt expressed concern with the lack of communication from the committee to the Commissioners for all avenues to consider.

Commissioner Pratt asked about a concept of negotiating with hospital providers directly and pays cash for better rates. Jim Scammon said he was unaware of this scenario.

Commissioner Pratt asked if Jim Scammon is tied to any specific vendors. Jim Scammon said he is not tied to or affiliated with any specific companies.

There was discussion of utilization to give further insight into the claims. Further discussion ensued about alternatives to reduce costs.

V. Adjourn

Commissioner Stritch moved to adjourn at 12:42 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*
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 6, 2011 – 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
Kate Magrath, HR Assistant Director
High Sheriff Michael Downing

I. Call to Order

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

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,279,580.67 for the period ending July 3, 2011. Commissioner Pratt seconded the motion, voted all in favor.

It was noted that the part time elected official retirees hours were changed and subsequent benefits pursuant to New Hampshire Retirement System legal counsel.

• **RFP Award: Bond Counsel, Finance Office**

Moved: Commissioner Stritch to award the bond counsel proposal to Devine, Millimet, and Branch for a three year contract for an amount not to exceed \$4,000 annually and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Grant Application: 2011 Justice Assistance Grant, \$35,521, Sheriff's Office**

Sheriff Downing announced a 2011 Justice Assistance Grant opportunity to benefit the Rockingham County Sheriff's Office and the Town of Derry Police Department. It was noted that Rockingham County would receive a \$491 (2%) administrative fee with \$10,979 to the sheriff's office and \$24,051 to Derry. The Sheriff said that at the next publicly posted meeting a public hearing would be held to allow the public to comment.

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Safety for the 2011 Justice Assistance Grant in the amount of \$35,521 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Nationwide Roth 457B Provision Option Agreement Approval**

Martha Roy explained that additional documents needed the Chair's signature and that a letter was drafted directing the Chair as point of contact. There was discussion of the contact person and the Human Resources Director and Finance Director gave the Commissioners their input.

The Commissioners directed the Finance Director and Human Resources Director to submit a list of all vendors who will be instructed to contact the Chair of the Board of Commissioners directly for all communications and to submit their lists for the next Commissioners meeting for consideration.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:39 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by: Julie Hoyt, Senior HR Generalist

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 13, 2011 – 10:00 a.m.

Present:

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

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Lt. Kevin Walsh, Deputy Sheriff
Theresa Young, Finance Director
Fred Borman, UNH Coop. Extension
Frank Stoughton, IT Manager

I. Call to Order

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

II. Reports:

RFP Openings

• **Community Development Block Grant Administration Services**

Commissioner Stritch opened proposals received from Donna Lane, CDBG Consultant, Joia Hughes, Grantwriting and Administration 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.

• **Elevator Maintenance and Repairs, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from NH Elevator Incorporated, Embree Elevator, KONE Elevator, Stanley Elevator Company, and Pine State Elevator.

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

• **Grease Trap and Lift Station Service, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Boraczek Septic and Drain Company and Stewarts 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.

RFP Awards

• **Roof and Siding Replacement (Nutrition Building), Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the roof and siding replacement at the nutrition building proposal to Kinney Roofing Company for \$20,800 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Jail Elevator Upgrade, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the jail elevator upgrade proposal to Pine State Elevator Company for \$29,200 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 379, 380, 384, 393, 402, 404, 407, 408, 415, 416, 418 totaling \$270,178.17, accounts payable batch 400 totaling \$55,331.44, general ledgers 11235, 11236, 11258, 11259 totaling \$1,164.50, payroll warrants 0630sd, 0707sd totaling \$4,433.61, accounts payable wire payments 110586, 110593, 110611, 110618 totaling \$630,247.66 for a grand total of \$961,355.38. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer: Sheriff, \$25,000**

Commissioner Pratt noted that the Sheriff Subcommittee will be meeting shortly to discuss this transfer request and recommending delaying this action pending meeting discussions.

Theresa Young noted that transfers will be mailed before the subcommittee meeting and the Executive Committee is not accepting transfer walk in requests. Commissioner Pratt said that Representative Pitts can walk in the transfer if approved by the Board of Commissioners.

Theresa Young noted that the Sheriff's Office cannot wait until October for an overtime transfer. Discussion ensued about overtime, budget planning, and line item transfer requests.

Lt. Walsh said the Sheriff's Office is monitoring overtime expenses however IEA's causes overtime concerns. Commissioner Barrows said that hospitals have security. Commissioner Pratt said that Representative Pitts will discuss this at the subcommittee meeting.

- ✓ **Line Item Transfer: Long Term Care Services, \$13,800**

Moved: Commissioner Stritch to approve a line item transfer totaling \$13,800 for long term care. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer: General Government, \$3,506**

Moved: Commissioner Stritch to approve a line item transfer totaling \$3,506 in general government. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 29, 2011 and July 6, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed one conference and training informational submission.

- **Conference and Training Exception Request**

Theresa Young explained the benefits of this training and its use in the county. Discussion ensued about training and office protocol.

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

- **Position Posting Information**

Commissioner Barrows reviewed position posting information.

Finance – Theresa M. Young, Director

Theresa Young noted that a \$15,000,000 Tax Anticipation Note will be opened and awarded at the July 20, 2011 Board of Commissioners meeting. Theresa Young said that a proshare payment was received, which is higher than budgeted.

Long Term Care Services – Steven E. Woods, Director

- **Nursing Position Downgrade Request**

Moved: Commissioner Stritch to downgrade position WFT-08LNA3 to WFT-53LNA1 effective July 17, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Registered Nurse Assignment as Nursing Supervisor Pay Policy Approval**

Moved: Commissioner Stritch to approve the Registered Nurse Assignment as Nursing Supervisor Pay Policy effective September 4, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the temporary assignment outside of class policy in the personnel policy and procedures. It was noted the purpose of this policy is for payment on a shift basis and the policy does not define it per shift but day.

Motion passed all in favor.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey noted her pride with the accomplishment of the deeds office as all documents are scanned and online.

Sheriff – Michael W. Downing, High Sheriff

- **2011 Justice Assistance Grant Funding Public Hearing**

Commissioner Barrows opened a public hearing pursuant to United States Department of Justice grant rules for public comments on the 2011 Justice Assistance Grant. Commissioner Barrows asked Lt. Walsh to explain the grant.

The following program narrative was read:

The 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) funds for Rockingham County total \$35,521. Rockingham County has been certified disparate and this joint application includes two units of local government: Rockingham County and Town of Derry. Authorized representatives of Derry have agreed to a 2% grant administrative fee for Rockingham County's administrative duties/fiscal agent for the grant. Rockingham County's capacity will be to process reimbursement payments to agencies, solicit updates from all agencies, and prepare quarterly progress and financial reports; track, inventory, and monitor equipment purchases; and perform annual audits to ensure compliance with grant requirements.

The entity allocations are as follows:

Programs

Town of Derry, \$24,051
Rockingham County, \$10,979
Program Total, \$35,030

Administrative Fee, \$491

Total \$35,521

The grant application is due July 21, 2011 by 8:00pm. If awarded, the grant period is from October 1, 2011 to September 30, 2015.

The JAG funds will be used to support a broad range of activities to prevent and control crime and enhance officer safety. Two units of local government in the

jurisdiction will utilize the funds for local initiatives, training, equipment, supplies, and information systems for criminal justice within the following purpose areas:

- Planning, evaluation, and technology improvement programs
- Law enforcement programs

Rockingham County will drawdown the funds on a reimbursement basis only. Funds will not be drawn in advance of expenditures.

Lt. Walsh noted that at the next meeting the Interlocal Agreement between Derry and Rockingham County will be signed and is available for public inspection.

Commissioner Barrows asked for public comment. There were no public comments.

Commissioner Barrows closed the public hearing.

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 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: personnel**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filings 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 Barrows 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 Personnel Policy and Procedure Chapter 11-3C for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved to adjourn at 11:27 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

July 20, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Kathy Nikitas, Senior Financial Analyst
Martha Roy, Human Resources Director
Karen Senecal, Attorney Office Manager

I. Call to Order

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

II. Reports:

• **Tax Anticipation Note Consent to Bid**

Moved: Commissioner Stritch to authorize the Chair to sign the First Southwest Consent to Bid form for a \$18,000,000 Tax Anticipation Note. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Payroll**

Moved: Commissioner Stritch to approve and sign total payroll expense of \$1,325, 641.41 for the period ending July 17, 2011. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the temporary employee pay issue. Kathy Nikitas said the issue does not affect this payroll.

Motion passed all in favor.

• **2011 Justice Assistance Grant Interlocal Agreement with Derry and Rockingham County**

Moved: Commissioner Stritch to approve an Interlocal Agreement between Rockingham County of the Town of Derry for a 2011 Justice Assistance Grant as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Tax Anticipation Note Opening and Award**

Moved: Commissioner Stritch acknowledged that 4 bids were received electronically for the 2011 Tax Anticipation Note, bidders include Eastern Bank, Janney Montgomery Scott, Inc., TD Securities, 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 July 6, 2011, 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 \$18,000,000 Tax Anticipation Notes dated July 29, 2011 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 July 29, 2011, 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 \$18,000,000 under NH RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$18,000,000 1.00 percent Tax Anticipation Note of the County dated July 29, 2011, and payable December 22, 2011, to Eastern Bank at par and accrued interest, if any, plus a premium of \$57,780 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.

Chris Maxwell noted that Moody's Investors Service has assigned a MIG1 short term rating to Rockingham County's \$18 million Tax Anticipation Note.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney office staffing. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Karen Senecal, Kathy Nikitas, Martha Roy, and Chris Maxwell.

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

- **Holiday Payment for Temporary Employee, County Attorney**

Moved: Commissioner Stritch that payment is being made to a temporary employee for a holiday not worked which is an exception to county practice. Commissioner Pratt seconded the motion. Motion passed 2-1.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:55 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

July 27, 2011 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Register of Deeds Cathy Stacey
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent
Treasurer Sandy Buck

Jude Gates, Director of Facilities
Karen Senecal, Attorney Office Manager
High Sheriff Mike Downing
County Attorney Jim Reams
Fred Borman, UNH Cooperative Extension
Kathy Nikitas, Financial Analyst
Frank Stoughton, IT Manager
Representative Cali Pitts

I. Call to Order

Commissioner Barrows called the meeting to order at 9:01 a.m.

II. New Business

Municipal Resources Incorporated (MRI) Presentation of Draft Sheriff Assessment

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Representative Pitts, Representative , High Sheriff Downing, Lt. Lussier, Captain Walsh, and from Municipal Resources Alan Gould, Bruce MacDougall, Mike French, and Mike Magnant.

Sheriff Downing explained the purpose of the meeting is to present the draft assessment report and obtain the necessary feedback to complete and finalize the report.

The MRI team presented recommendations about the building and the office space. Discussion ensued about a new building for the Sheriff's Office. Sheriff Downing asked how it was determined the space was inadequate. Commissioner Pratt noted the Command Center was upgraded within the last ten years to the specifications of then Sheriff Linehan. Representative Cali-Pitts questioned where the report recommends a new building.

The MRI team highlighted recommendations from each chapter.

The tracking of warrants served was discussed and Sheriff Downing noted the current software technology is being analyzed and will be used.

Discussion ensued about security of stairwells and elevators. It was noted the building is handicap accessible by elevator in corrections to the sheriff's office.

The future vehicles were discussed as new vehicles are smaller. Commissioner Pratt noted that there is a fleet management program and vehicles are maintained. Discussion ensued about mileage and MRI suggestions of maximum mileage. There was discussion of leasing vehicles and special revenue funds for outside details to offset new vehicle expenses. Commissioner Barrows expressed concern with the highest mileage threshold and the idling during details. Representative Cali-Pitts suggested handing off inmates from county to county to save on the transport costs. Sheriff Downing noted this is done whenever possible.

Discussion ensued about the take home vehicle program and the operational procedures.

Commissioner Barrows noted the history of video arraignments and her opinion it should be expanded.

Discussion ensued about the reporting mechanism to make corrections and notations to things changed.

Representative Cali-Pitts asked about confidential funds. The current process was reviewed.

Commissioner Stritch provided his analysis on the draft report.

Commissioner Pratt asked about the commitment of the accreditation process. It was noted that the process involves 177 standards and it could take one deputy about 18 months to put a manual together with that exclusive duty.

Representative Cali-Pitts asked about the structure by officers versus civilians. It was noted that civilian staff has been maximized and current staff would be utilized for the new structure.

Discussion ensued about scheduling non-emergency inmate medical transports to days that the sheriff's office is light on transportation.

Sheriff Downing said that this evaluation points out critical issues and is going in the right direction with many changes having already been made.

Representative Cali-Pitts suggests forming a commission to continue this work and expertise.

There was discussion of the communication process between Commissioners and Sheriff.

III. Reports:

RFP Openings

- **Fire Sprinkler System Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Superior Fire Protection, Tri State Fire Protection, and Davco Security.

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

Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Norris Incorporated, Tri State Fire Protection, and Davco Security.

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

- **Community Development Block Grant Administration Services**

Moved: Commissioner Stritch to award the Community Development Block Grant administration services to phase two of Exeter Meeting Place Affordable Senior Housing to Donna Lane, CDBG Consultant for a lump sum \$9,600 as recommended by the Grants Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Elevator Maintenance and Repairs, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the elevator maintenance and repairs proposal to New Hampshire Elevator Incorporated from October 1, 2011 to September 30, 2012 with a monthly fee of \$720 and rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated July 20, 2011. 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 Grease Trappers for an annual cost of \$8,610 from October 1, 2011 to September 30, 2012 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

- **Line Item Transfer**

Moved: Commissioner Stritch to approve a line item transfer totaling \$53,500 for Long Term Care Services. Commissioner Pratt seconded the motion.

Discussion ensued about budget lines.

Motion passed all in favor.

- **Bid Waiver: Connor and Connor, \$7,050**

It was noted that a bid waiver request for the Register of Deeds needed consideration before approving the warrants as that payment is included in the total.

Moved: Commissioner Stritch to approve a bid waiver to Connor and Connor in the amount of \$7,050 for software revisions as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 471, 462, 461, 459, 453, 452, 449, 444, 443, 390, 464-469 totaling \$597,474.49, accounts payable batch 441 totaling \$108,633.44, general ledger entries 11276, 11279, 11283 totaling \$893.50, payroll warrants 0714sd, 071511, 0721sd totaling \$19,162.23, accounts payable wire payments 110645 totaling \$1,328,150.91, for a grand total of \$2,054,314.57. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 28, 2011, July 13, 2011 and July 20, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Health, Dental, and Benefit Contracts Point of Contact Authorization**

Commissioner Barrows asked for further clarification on this matter. Martha Roy asked that the Chair of the Board of Commissioners be the point of contact of the 457b Nationwide.

Commissioner Stritch asked if this is a benefit item. Martha Roy said this is a benefit item to employees. Commissioner Stritch said human resources handles benefits. Commissioner Pratt said this issue came up at the last meeting and that Finance and Human Resources were directed to submit lists of contracts to change all point of contact communications.

Martha Roy does not recommend opening all items as this makes it a difficult process. Commissioner Pratt said unresolved issues continue coming to the Board of Commissioners and this change would ensure communications are resolved. Commissioner Pratt said this process would provide the Commissioners better information for communications.

Discussion ensued about 457b as a benefit and the needs of the human resources and finance departments. Commissioner Pratt said there is an enrollment and payroll process, which is more than one departments processing.

Moved: Commissioner Stritch to authorize the Human Resources Director as Nationwide 457b Point of Contact effective immediately.

Kathy Nikitas said the Finance Office objects to changing the contact as there are financial and payroll implications.

Motion passed 2-1.

Commissioner Pratt expressed her frustration with the continuing lack of communications and items coming to the Board of Commissioners.

Commissioner Pratt asked that these communications also be copied to the Commissioners Office. Martha Roy concurred to this request.

Corrections – Stephen A. Church, Superintendent

• **Bid Waiver: Ford of Londonderry, \$29,224**

Moved: Commissioner Stritch to approve a bid waiver to Ford of Londonderry in the amount of \$29,224 for one (1) 2011 Ford E-350 Chassis Cab Van with Unicell 14” body with financing to be determined by the Finance Office and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt noted other local banking financing options and expressed concern with the proposal not being sent back out to bid. Steve Church explained that the vendors were not interested in preparing a proposal for only one vehicle.

Motion passed all in favor.

County Attorney – James M. Reams

• **Grant Application: State Victim Assistance Grant, \$30,000**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Justice for a State Victim Assistance Grant in the amount of \$30,000 from July 1, 2011 to June 30, 2012 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 noted an estimated \$100,000 savings in 2011 for bidding out our electricity services.

Human Resources – Martha S. Roy, Director

• **Delta Dental Benefit Changes September 1, 2011**

Moved: Commissioner Stritch to opt out of New England Delta Dental plan administrative changes as outlined in their July 11, 2011 letter as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

There was discussion of the claim coverage changes.

Motion passed all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Mass Tex Imaging LLC Service Agreement Approval**

Moved: Commissioner Stritch to approve a service agreement with MassTex Imaging LLC and Rockingham County from August 1, 2011 to July 31, 2012 and authorize the Chair to sign the contract pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

There was discussion of the services offered. Steve Woods noted it is a mobile unit for speech therapy services.

Motion passed all in favor.

Register of Deeds – Cathy Ann Stacey

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare three (3) Kodak IMT Readers surplus and to be disposed of accordingly as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

• **Bid Waiver: 2-Way Communications, \$29,962**

Moved: Commissioner Stritch to approve a bid waiver to 2-Way Communications in the amount of \$29,962 for a Motorola Microwave System as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

IV. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney office staffing. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Karen Senecal, Kathy Nikitas, Martha Roy, and Chris Maxwell.

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

V. 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 3, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Kevin Walsh, Sheriff's Office
Kathy Nikitas, Finance Office

I. Call to Order

Commissioner Barrows called to order at 11:13 a.m. Chris Maxwell announced that Commissioner Pratt is attending the Sheriff Subcommittee meeting in the Sheriff's Office and the meeting may not end in time for her to attend this meeting.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,296,140.60 for the period ending July 31, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows asked that the Sheriff line item transfer be delayed until the next meeting to ensure Commissioner Pratt is present.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:31 a.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 10, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities

Fred Borman, UNH Cooperative Ext.
High Sheriff Michael Downing
Diane Gill, Human Services Director
Frank Stoughton, IT Manager
Theresa Young, Finance Director
Kate Magrath, HR Assistant Director

I. Call to Order

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

II. Reports:

RFP Awards

- **Fire Sprinkler System Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the fire sprinkler system testing and inspection proposal to Superior Fire Protection Incorporated for \$6,600 from October 1, 2011 to September 30, 2012 with hourly rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated August 3, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the fire alarm system testing and inspection proposal to Tri-State Fire Protection LLC for \$8,500 from October 1, 2011 to September 30, 2012 with hourly rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated August 3, 2011. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening

- **Network Server, Information Technology**

Commissioner Stritch opened a proposal from Mainstay Technologies.

Moved: Commissioner Stritch to authorize the Information Technology Manager to review, evaluate the proposal, 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 487, 488, 500, 501, 496, 495, 490, 482, 480, 479, 491, 493, 498, 497 totaling \$325,998.21, accounts payable batch 504 totaling \$26,410.24, payroll warrants 0728sd, 0804sd totaling \$21,488.02, accounts payable wire payment 110697 totaling \$417, for a grand total of \$374,313.47. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer: Sheriff, \$11,972**

High Sheriff Downing explained that this project is for a communications project.

Moved: Commissioner Stritch to approve a line item transfer totaling \$11,972 for the sheriff's office. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Line Item Transfer: Sheriff, \$25,000**

High Sheriff Downing explained the need of overtime expense and provided a document outlining the purpose of the overtime duties. Commissioner Barrows suggested charging for Involuntary Emergency Admissions (IEA) services. Further discussion ensued about alternatives such as private transport service.

Moved: Commissioner Stritch to approve a line item transfer totaling \$25,000 for the sheriff's office. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the July 27, 2011 and August 3, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Position Posting Information**

Commissioner Barrows asked why the Administrative Assistant Senior position in the Finance Office was posted before the Board of Commissioners had the chance to review it. Discussion ensued about the current process in place for informational notification. Theresa Young said it was her understanding that the Commissioners Office receives job postings as information but that the posting was informational and not related to a Commissioner meeting date.

Commissioner Barrows asked why another employee would be added to the office when there are 15 staff members. Commissioner Barrows said she spoke with Theresa Young about this previously and she did not feel she has 15 employees as they are not all working at the same time. Theresa Young provided an example that the Sheriff's Office may have 72 employees if you count special deputies but does not have 72 employees regularly working. Theresa Young said that many employees are interns, have not worked in months, or infrequently scheduled. Theresa Young said that four of the temporary employees will be leaving in the next week and this is a critical role to fill.

Commissioner Barrows noted that other departments are reducing staff and temporary staff hours and feel the finance office should be following the same. Theresa Young said that last year at this time she used 1,239 hours and this year has used 928 hours. Theresa Young said that the temporary staff leaving in the next week leaves a gap in work being done and continuity of operations is critical and this position would equal that.

Theresa Young explained the benefits of temporary and internship help from lower wages to the experience and flexibility.

Commissioner Barrows said that human resources has lowered their temporary staff hours over the years and suggested the Finance Director do that as well. Commissioner Barrows said it is a liability having extra employees here regardless of benefit status noting slip and falls as an example.

Commissioner Barrows said that other departments have been asked to reduce staffing in the last budget cycle and cited corrections as an example. Theresa Young said she recently filled a position at 35 hours to reduce cost to the county and left the position being discussed now vacant for many months.

Commissioner Barrows asked for a list of unpaid interns. Theresa Young said she does not have any unpaid interns. Theresa Young said she has 2 interns but are paid and earn \$10 per hour.

Commissioner Barrows asked if internship positions are posted. Theresa Young said she reaches out to schools and colleges to reach out. Commissioner Barrows said if people are paid then the internship should be posted. Commissioner Barrows said that if internship positions are paid and not posted then we are not following the rules of the personnel policies. Theresa Young said she feels strongly that she follows all personnel policy and procedures.

Commissioner Barrows asked that the Finance Director comply with Commissioner directives, initiatives, and requests. Commissioner Pratt asked that this matter should be continued in non-public session as this is personnel criticism of the Finance Director. Theresa Young concurred to non public session and said she followed the Board of Commissioners directives.

Commissioner Pratt clarified that position postings are sent to the Commissioners for notification but the practice has not been to obtain Commissioner approval to post a position. Commissioner Barrows said that she misunderstood then as she thought the Board would be notified before a position was posted. Commissioner Pratt said the practice was not to hold up a posting but simply notification. Theresa Young said that she did notify the Commissioners Office.

- **2012 Health Insurance Status Update**

Kate Magrath noted that the team had three meetings in preparation of sending out requests for proposals. Commissioner Pratt expressed concern with meeting with some vendors and not all vendors. Kate Magrath said viable options are interviewed. Commissioner Pratt asked that the insurance consultant submit vendor names that should be interviewed to ensure bidding laws are satisfied.

Finance – Theresa M. Young, Director

Theresa Young noted that the quarterly budget was sent and everything looks on target. The retirement system changes were budgeted for the most part and next July there will be a major cost increase to be considered for budget planning.

Commissioner Barrows asked about the state-county finance committee meeting on Friday. Diane Gill said the committee only discussed human services issues.

Theresa Young said that the management letter and side bar letter are in draft form in your packet.

Theresa Young said that Primex is seeking a rate lock and cap program for a multi-year discount through 2014 and is seeking guidance from the property and liability insurance consultant.

Theresa Young said that Workforce time and attendance is working well and there are requests from departments to have employees self-edit time in the system. Theresa Young said this is a new process however the system has safeguards in place. Discussion ensued about the process and how logs would be reported.

Commissioner Pratt asked what the advantage is of having hourly employees self-edit. Theresa Young provided an example of self-edit advantage for the finance office.

Theresa Young clarified that human services and county attorney has requested hourly employees self-edit.

Commissioner Stritch highlighted concern with previous issues of the attendance bonus policy.

Commissioner Barrows suggested that human resources be added into the test of self-edit.

Commissioner Pratt asked what happens if approval managers do not review properly. Theresa Young said that the county would be liable for errors. Commissioner Pratt asked if this is worth the risk.

Theresa Young suggested that directors who request employees with self-edit rights to submit the request with an appropriate reason and then to the Board for consideration. The Commissioners did not object to that process.

Human Resources – Martha S. Roy, Director

• **Exeter Hospital Update**

Kate Magrath said that Exeter Hospital requested a meeting with Rockingham County regarding health and occupational health services. Kate Magrath noted that the focus of the meeting was Exeter Hospital's higher cost for services. Kate Magrath said that the team will propose a 30% reduced tiered rate for negotiation purposes.

Human Services – Diane D. Gill, Director

Diane Gill noted that a \$509,000 ARRA payment should be received this week. Diane Gill said that the New Hampshire Association of Counties made appointments to the bylaws committee. Diane Gill said that at the state county finance committee meeting that John Wallace will step down as co-chair as he is retiring July 2012. Diane Gill said the association is creating a Commissioners Notebook for new county commissioners. Commissioner Pratt asked that the association send a draft to the counties for review and input before the final version is released.

Commissioner Barrows asked if the New Hampshire Association of Counties has formally replied to the concerns of Rockingham County. Theresa Young said the officers were completing a letter. Discussion ensued about the creation of the letter and the input from the officers.

Long Term Care Services – Steven E. Woods, Director

• **Surplus equipment request**

Moved: Commissioner Stritch to declare EKG Model M1772A 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 provisions food line is correct at 51% as food costs are up over last year. Steve Woods noted that Medicare Revenues were lower than projected as the average daily census count is 18 and not 22 budgeted. Steve Woods said that the Genesis contract only charges for services performed.

Sheriff – Michael W. Downing, High Sheriff

• **Grant Application and Grant Award: New Hampshire Department of Safety, 2007 Homeland Security Interoperability Grant, \$132,779**

Moved: Commissioner Stritch to approve the submission of a grant application and approve the grant award from the New Hampshire Department of Safety for a 2007 Homeland Security Interoperability Grant in the amount of \$132,779 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Barrows requested this motion be separated out into two motions.

Motion passed all in favor.

High Sheriff Downing noted a recent meeting with the Sheriff's Subcommittee regarding the Municipal Resources draft assessment.

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 an exception request for a long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss a complaint from a candidate for a long term care position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filings 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 the finance director and finance office operations 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 Barrows 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 Personnel Policy and Procedure Chapter 8 for a nursing home employee, which is not recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion failed to pass 0-3.

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

Moved: Commissioner Stritch to approve an exception request to the Nursing Supervisor Pay Policy dated July 11, 2011 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Finance Office Position Posting**

Commissioner Pratt suggested a vote to authorize the Finance Office Administrative Assistant Senior position to be posted on the website.

Moved: Commissioner Stritch to post the Finance Office Administrative Assistant Senior position on the website. Commissioner Pratt seconded the motion.

Commissioner Barrows asked for clarification in the future regarding position postings.

Motion passed all in favor.

There was discussion of position posting distribution procedure. Chris Maxwell suggested a position posting directive similar to conference and training directive.

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*
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 17, 2011 – 10:00 a.m.

Present:

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

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,243,971.59 for the period ending August 14, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Change Order: Engineered Construction Services, \$196,780**

Jude Gates noted this is the change order addressed at the previous Commissioners meeting. \$3,800,000 contract.

Moved: Commissioner Stritch to authorize a change order to Engineered Construction Services in the amount of \$196,780 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Jude Gates left the meeting at 11:11 a.m.

• **Primex Multiyear Agreement and CAP Agreement**

Chris Maxwell advised that Theresa Young followed up from the last meeting with a memorandum stating that the agreements are not recommended at this time.

• **New Hampshire Association of Counties Membership**

Commissioner Barrows expressed concern with a letter received from the New Hampshire Association of Counties (NHAC) last week and feels the Delegation was misled. Commissioner Pratt said she did not receive the NHAC letter until after the Delegation meeting when she checked her mailbox. Commissioner Pratt further explained that the letter should have been addressed to the Board and if it had been it would have been distributed to all Board members timely and likely before the Executive Committee meeting depending on date of receipt.

Theresa Young arrived at 11:13 a.m.

Discussion ensued about who received the letter and how it was received.

Commissioner Pratt explained that there are conflicting stories of the end date of membership with the association. Commissioner Barrows said that she received a call from Cathy Stacey explaining her conversation with the New Hampshire Association of Counties Executive

Director. Commissioner Barrows said she spoke with Diane Gill and her understanding was explained. Discussion ensued about the communication breakdown.

Commissioner Pratt noted she received a letter from an officer of the association earlier in the summer who supported most of the concerns listed. Commissioner Pratt read the cover letter and noted she would submit for the record after checking with the officer involved.

Commissioner Stritch suggested that the Finance Director look at budget lines to analyze where funds could be paid.

Commissioner Pratt asked if the Board would support a letter questioning the date of the officers meeting, the vote sending a directive, and related deadline to Rockingham County.

Commissioner Barrows suggests an extension to the September 1st deadline of the New Hampshire Association of Counties. Commissioner Pratt suggested an addition thanking them for the responses and further discussion would ensue. Commissioner Barrows suggested an addition noting that a line item transfer was not processed due to a communication failure in the office. Commissioner Pratt disagreed as the letter was not sent to or received by the Board.

Discussion ensued about the state statutes in place and the authority of the association to deny training at the corrections academy.

Commissioner Pratt and Commissioner Barrows expressed concern with staff going to the Delegation about this matter versus the Board directly, which is the proper chain of command.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:48 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 24, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent
Frank Stoughton, IT Manager

High Sheriff Michael Downing
Diane Gill, Human Services Director
Fred Borman, UNH Cooperative Ext.
Kathy Nikitas, Financial Analyst
Martha Breen, Sheriff Executive Assistant
Skip Christenbury, Sheriff's Office
Cheryl Hurley, Delegation Coordinator
Delegation Clerk David Welch

I. Call to Order

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

II. Reports:

RFP Openings

- **Transfer Switches Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Electrical Engineering and Service Company and Power Products Systems LLC.

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

Commissioner Pratt seconded the motion, voted all in favor.

- **Generators Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Power Products Systems LLC and Cummins Northeast LLC.

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.

- **Communication System Upgrade, Sheriff**

Commissioner Stritch opened a proposal received from 2-Way Communications Service Incorporated.

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

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 508, 511, 514, 521, 522, 524, 525, 526, 527, 529, 530, 558, 532 totaling \$482,018.36, batch 518 totaling \$14,653.62, payroll warrants 0811SD and 0818SD totaling \$13,817.42, for a grand total of \$510,489.40.

Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: New Hampshire Association of Counties, 2011 Membership Dues, \$35,404**

Commissioner Barrows said she asked for a line item transfer form to be completed for this meeting.

Commissioner Barrows said she originally supported not paying dues for 2011 however after hearing from the division directors and elected officials that she agrees to support the payment of dues for membership.

Commissioner Barrows and Commissioner Pratt suggested a change to the explanation.

Commissioner Pratt said that there are concerns that need to be addressed. Commissioner Barrows said that was fine.

Moved: Commissioner Stritch to approve a line item transfer request totaling \$35,404 to pay the 2011 New Hampshire Association of Counties membership dues. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt noted that a letter received Monday, Sep from New Hampshire Association of Counties President Bolander incorrectly stated that Commissioner Pratt has concerns when it was clear the Board of Commissioners have concerns. Commissioner Pratt also noted that communications must be address properly to the Board of Commissioners and not one individual Commissioner as these are Board issues. Commissioner Pratt also noted the June 28, 2011 Board of Commissioners meeting minutes state that these are the concerns of Rockingham County and not one commissioner. Commissioner Stritch concurred it is a Rockingham County issue noting the voting membership fairness and associated payment.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the August 10 and 17, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submissions.

- **Position Posting Directive**

Commissioner Barrows reviewed a directive regarding position postings. Commissioner Pratt noted that Personnel Policy and Procedure Chapter 9 address the chain of command regarding the posting of positions. Commissioner Pratt disagreed with the short timeframe of the position posting deadline and recommended 120 days. Commissioner Pratt said she concurs with ending the department only posting and internal posting only practice. Discussion ensued with the timeframe and exceptions needed.

Commissioner Barrows asked that per diem funding be separated out for all departments.

Commissioner Pratt said that the Delegation Resolutions address on-call and per diem staffing. Commissioner Pratt further noted the payroll projections address the positions in the position listing and per diem staff costs.

Discussion ensued about the best process to show the differences between staff and per diems.

Commissioner Pratt suggested revisions to the directive.

- **2010 Management Comments to Auditor Approval**

Discussion ensued about the comments submitted by the Commissioners. It was agreed to finalize the comments at the August 31, 2011 meeting.

- **Workforce Follow Up On Outstanding Issues**

Commissioner Barrows asked that the departments review the outstanding open items list and bring back at the next meeting. Commissioner Pratt said that the user group meeting is where this is discussed continuously for concerns and feedback. Commissioner Barrows said she received a call from an elected official expressing concern with system problems and this is the reason for the inquiry. Commissioner Pratt clarified that the system is up and running and produces the payroll. Commissioner Pratt noted there is a difference between resistance, problems, and errors. Commissioner Barrows said to compile the issues for the next meeting to be discussed. Commissioner Pratt asked that Commissioner Barrows let the elected official in question know and be in attendance at the next meeting to address issues with the Board.

County Attorney – James M. Reams

- **Grant Award Approval: New Hampshire Department of Justice, County Attorney Records Management System Project, \$97,350**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Department of Justice for the County Attorney Records Management System Project in the amount of \$97,350 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for clarification that this grant is for New Hampshire county attorneys and not docstar management. Chris Maxwell clarified this is for records management and communications statewide.

Motion passed all in favor.

- **Grant Award Approval: New Hampshire Department of Justice, County Victim Advocate, \$30,000**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Department of Justice for the County Victim Advocate Program in the amount of \$30,000 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Representative Welch and Cheryl Hurley left the meeting at 11:01 a.m.

Finance – Theresa M. Young, Director

Discussion ensued about the self-editing processing in Workforce. The Commissioners agreed to address self-edit requests. Commissioner Pratt asked self-edit requests be packaged, in writing, and with a recommendation for the next meeting.

Human Resources – Martha S. Roy, Director

Commissioner Barrows asked for a best case and worst case scenario for health insurance increases in order to budget accordingly. Commissioner Pratt said that a timeline has been established and it would be better to wait for proposals received for proper estimation. Discussion ensued about the health insurance team progress.

Long Term Care Services – Steven E. Woods, Director

- **Elimination of Nursing Floor Bonus Approval**

Moved: Commissioner Stritch to eliminate the 20% Nursing Floor Bonus Policy for all employees effective September 11, 2011 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **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 – Michael W. Downing, High Sheriff

- **Grant Award Approval: United States Department of Justice, Justice Assistance Grant, Rockingham County Technology Improvements Initiatives, \$35,521**

Moved: Commissioner Stritch to approve a grant award from the United States Department of Justice for the Rockingham County Technology Improvements Initiatives Justice Assistance Grant in the amount of \$35,521 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections business office operations 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 part time employee terminations 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 settlement were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal union negotiations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 administrative leave with pay exception request for a long term care employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Settlement, Long Term Care Services**

Moved: Commissioner Stritch to approve a settlement offer regarding nursing home debt owed as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Earned Time Payout**

Moved: Commissioner Stritch as a one-time, discretionary payment, non-union employees, sheriff deputies, and dispatch union employees may cash out one work week of Earned Time at 100% of the value in September 2011. Requests must be submitted to Human Resources by September 9, 2011 to be processed. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved to adjourn at 12:20 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

August 31, 2011 – 11:00 a.m.

Present:

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

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,257,279.00 for the period ending August 28, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Management Comments**

At the last meeting the Commissioners agreed to review the comments further and come back to finalize the comments. The Commissioners reviewed draft 2010 management comments responses to send to the auditor.

Moved: Commissioner Stritch to approve the Commissioners responses to auditor comments as outlined and revised at this meeting. Commissioner Pratt seconded the motion, voted all in favor.

• **Payroll Change Notice**

It was explained that a revised payroll change notice for a human services employee was needed to accurately depict furlough status. Theresa Young explained the Department of Labor rules on furlough days and correcting an error. Two payroll change notices were provided by the Finance Office and Human Resources that were based on the recommendation of legal counsel.

Commissioner Barrows asked what version is the easiest process. Martha Roy and Theresa Young explained the advantages of their versions.

Commissioner Pratt noted concern that the human resources recommended payroll change notice commits the county to full pay restored in 2012 and noted Delegation resolutions and reductions in the department.

Martha Roy said she believes the Commissioners have the right to restore per the resolutions.

Moved: Commissioner Stritch to approve a payroll change notice prepared by Human Resources for a human services employee. Commissioner Pratt seconded the motion.

The Director was asked for her opinion. Theresa Young recommends the finance recommended payroll change notice and to process this form and another the next budget year accordingly per Department of Labor and payroll practices.

Moved: Commissioner Stritch to amend the vote taken on a payroll change notice to the form prepared by the Finance Director. Commissioner Pratt seconded the motion.

Amendment passed 2-1.

Moved: Commissioner Stritch to approve a payroll change notice prepared by Finance for a human services employee. Commissioner Pratt seconded the motion.

Motion passed 2-1.

- **2012 Budget Preparations**

Commissioner Barrows asked for 2012 budget preparations to begin with pay and benefits and then operating expenses to be determined accordingly. Commissioner Barrows asked for per diem hours to be reported and separated out with the exception of the jail and nursing. Commissioner Pratt noted that non-nursing positions in long term care should be included in the reporting. Commissioner Barrows concurred.

Commissioner Barrows asked for salary projects on 1% and 2% increases per employee. Commissioner Barrows asked that the projections separate out per diems from listed positions.

Commissioner Barrows also asked that the health insurance consultant be contacted for an estimate of worst case scenario for budgeting. Commissioner Pratt noted that the 2012 health insurance RFP timeline has been published and it would be better to wait for accurate estimates.

Commissioner Barrows asked for position postings for interns.

Discussion ensued about employment rules for people under 18 years old.

III. Adjourn

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

September 7, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Kate Magrath, HR Assistant Director
Commissioner C. Donald Stritch, Clerk	Martha Roy, Human Resources Director
Theresa Young, Finance Director	Steve Church, Corrections Superintendent
High Sheriff Michael Downing	Steve Woods, Long Term Care Director
Diane Gill, Human Services Director	Frank Stoughton, IT Manager
Fred Borman, UNH Cooperative Extension	Register of Deeds Cathy Stacey

I. Call to Order

Commissioner Barrows called the meeting to order at 10:01 a.m.

II. Reports:

RFP Openings

• **Carlisle Building Masonry Repair, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from East Coast Masonry, S. Tomasz Masonry, and L. Daigneault and Sons.

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 Equipment, Information Technology and Telecommunications**

Commissioner Stritch opened a proposal from 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.

• **Microsoft Software, Information Technology and Telecommunications**

Commissioner Stritch opened proposals received from SHI Software, Mainstay Technologies, GovConnection, Tech Depot, and Microworks Computer Center.

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.

• **Wireless Telephones, Information Technology and Telecommunications**

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.

• **Laundry Chemicals, Long Term Care Services**

Commissioner Stritch opened proposals received from Swish Kenco Company, The O'Neil Company, Noury Supply, Arrow Paper Corporation, Package Supply Corporation, AMSAN, and one vendor with no name listed.

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.

Commissioner Barrows recessed the meeting at 10:15 a.m. to enter into non meeting with legal counsel pursuant to New Hampshire RSA 91A:2 I c.

Commissioner Barrows reconvened the meeting at 10:33 a.m.

- **Postage Machine and Meter Lease**

Commissioner Stritch opened proposals received from Pitney Bowes, Formax, and New England Imaging Products.

Moved: Commissioner Stritch to authorize the postage machine and meter team 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 568, 570, 573-579, 581, 582 totaling \$305,133.91, batch 584 \$37,187.23, general ledger entries 11326-11329, 11343 totaling \$1,360.00, payroll warrants 0825SD and 0901SD totaling \$15,190.43, accounts payable wire payments T110741, T110742, T110746, T110748, T110749, T110750, T110765 totaling \$940,779.15, for a grand total of \$1,299,650.72. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the August 24 and 31, 2011 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.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **2012 Health Insurance Status Update**

Chris Maxwell explained the most recent meetings between the health insurance team and five vendors.

- **Workforce Issues Log Follow Up**

Commissioner Barrows inquired if the departments have reviewed the issues log to see what needed to be added. Theresa Young noted the issues log is different than user requests for enhancements as the issues log tracks Workforce system issues . Commissioner Barrows said she had a telephone call from the Register of Deeds regarding concerns with the new time and attendance system.

Cathy Stacey arrived at 11:05 a.m.

Cathy Stacey noted she has a few outstanding issues such the kiosk and populating holidays. Theresa Young said some of the issues listed are future implementation items and others are system issues. Discussion ensued about the kiosk and the related concerns. Discussion ensued about holiday populations and compensation time accumulations.

Cathy Stacey asked about the need to change passwords every two months. Theresa Young said this is a standard security requirement that follows County information technology protocol.

Commissioner Barrows asked why enhancements are being addressed instead of errors. Commissioner Barrows felt that errors should be resolved before addressing additions. Theresa Young said that things are being handled at the same time but separated from errors and from future implementation enhancements. Theresa Young said some further enhancements cost additional money and in turn are combined for budget planning.

Cathy Stacey said there is a reporting issue needed to ensure office coverage. Theresa Young said this has been requested of Workforce to add this but it is not offered at this time.

Commissioner Barrows asked that a deadline be established to solve errors. Theresa Young said that problems are continuously being worked on, new errors will be added as they come up, and the implementation of any new system is a work in progress.

Jude Gates said that Rep. Introne inquired about the new time and attendance system. Theresa Young said that Rep. Weyler inquired about the status of the time and attendance system. Theresa Young said that at the next user's group meeting that she welcomes the Commissioners and the Subcommittee Chairs to attend and see the progress.

Commissioner Pratt recommended that Commissioner Barrows attend a user's group meeting to see the progress and positive support. Commissioner Barrows stated she will not be attending a user's group meeting.

RFP Awards

- **Rejection: Network Server, Information Technology/Telecommunications**

Moved: Commissioner Stritch to reject the proposal received and resubmit invitations for a network server as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Communication System, Sheriff**

Moved: Commissioner Stritch to award the communication system proposal to Two-Way Communications Service for \$79,519 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Counsel Usage Approval**

Discussion ensued about the current process and the proper distribution for requests to use legal counsel.

Corrections – Stephen A. Church, Superintendent

- **Bid Waiver: APPRISS Service Agreement, \$19,515.81**

Moved: Commissioner Stritch to approve a bid waiver to APPRISS for a service agreement renewal from January 1, 2012 to January 1, 2013 for \$19,515.81 and authorize the Chair to sign the agreement as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about making a 2012 budget commitment in 2011 and noted the agreement submitted does not contain a non-appropriations clause.

Voted 2-1. Bid waivers must be unanimous therefor **failed to pass**.

- **Hillsborough County Female Prisoner Housing Agreement Approval**

Moved: Commissioner Stritch to approve a female prisoner housing agreement with Hillsborough County from September 17, 2011 to September 17, 2012 for a per diem rate of \$69 and authorize the Chair to sign the agreement as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Strafford County Female Prisoner Service Agreement Approval**

Moved: Commissioner Stritch to approve an intergovernmental service agreement with Strafford County from September 1, 2011 to September 1, 2012 for a per diem rate of \$57.50 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 Building Solutions, \$20,900**

Moved: Commissioner Stritch to approve a bid waiver to Honeywell Building Solutions for \$20,900 to upgrade corrections security 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

- **Workforce Time and Attendance System Self-Edit Function**

Theresa Young noted that Human Services is requesting an hourly employee to use the self-edit function, which is not recommended by finance and legal counsel. Discussion ensued about the system and the advantages to use the system as intended.

Moved: Commissioner Stritch to approve the self-edit function for a human services employee. Commissioner Pratt seconded the motion.

Commissioner Pratt said it sets a bad precedence to have hourly employees editing their own time submissions and asked for further clarification from the Human Services Director.

Diane Gill said that it is time saving for her and provides the employee the opportunity to make their own changes. Diane Gill said the employee maintains her own hours and this results in numerous manual edits by Diane Gill.

Motion passed 2-1.

- **2012 Budget Preparation**

Commissioner Barrows announced that she is requesting that pay and benefits be addressed first to make operational budget cuts first to consider employee wages and positions.

Human Resources – Martha S. Roy, Director

Kate Magrath said a side-by-side comparison spreadsheet for 2012 health insurance proposals should be finalized by the end of the week.

- **Fitness for Duty Payment Approval**

Commissioner Pratt asked for a non-public session to discuss this further.

- **2012 Holiday Schedule**

Martha Roy asked for the Board of Commissioners consideration at the next meeting the 2012 holiday schedule as recommended changes may occur.

Human Services – Diane D. Gill, Director

Diane Gill reported the New Hampshire Association of Counties appreciated the work from Rockingham County for the payment of dues. Commissioner Pratt reminded that the County's outstanding issues still remain unresolved.

Long Term Care Services – Steven E. Woods, Director

Steve Woods reported attending a recent meeting hosted by the New Hampshire Department of Health and Human Services regarding Medicaid Managed Care. Steve Woods said there was many questions unanswered and/or unknown at this time.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey reported that she attended a Board of Directors meeting for Local Government Center (LGC) last week and it was voted to revive health trust and property and liability trust. Cathy Stacey said she was opposed to the vote because of last minute information received and lack of preparation to board members. Cathy Stacey said that Friday afternoon the LGC was served with a cease and desist order. Cathy Stacey said she asked for a status update from LGC on the current services provided and no response was received to date. Discussion ensued about the exposure and the next steps. Commissioner Pratt noted the union correctional officers are covered by LGC health insurance and asked these matters would affect their coverage.

Sheriff – Michael W. Downing, High Sheriff

- **Surplus Vehicle Approval**

Moved: Commissioner Stritch to declare three (3) vehicles surplus and to solicit requests for proposals to sell the vehicles as outlined and recommended in the High Sheriff's memorandum dated August 30, 2011. 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 a long term care 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 an engineering and maintenance employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Alison Kivikoski, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

September 14, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,304,399.65 for the period ending September 11, 2011. This acknowledges deviation from county past practice to not pay a temporary employee for hours not worked including holidays. An assistant county attorney temporary salary exempt employee did receive pay for July 4, 2011 and will receive pay for the September 5, 2011 holiday. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjourn

Commissioner Stritch moved to adjourn at 11:20 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 21, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Charles Nickerson, Accounting Manager
Steve Church, Corrections Superintendent
Diane Gill, Human Services Director

Jude Gates, Director of Facilities
Martha Breen, Sheriff's Executive Asst.
Karen Senecal, County Attorney Manager
Steve Woods, Long Term Care Director
Register of Deeds Cathy Stacey
County of Attorney James Reams

I. Call to Order

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

II. Reports:

RFP Awards

• **Carlisle Building Masonry Repair, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the masonry repair for the Carlisle Building to East Coast Masonry for \$58,360 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

• **Transfer Switches Testing & Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the testing and inspection of transfer switches to Electrical Engineering and Service Company Incorporated for \$1,375 and hourly rates for work as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated September 13, 2011. Commissioner Barrows seconded the motion, voted all in favor.

• **Generators Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the testing and inspection of generators to Power Product Systems LLC for \$3,160 and hourly rates for work as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated September 13, 2011. Commissioner Barrows seconded the motion, voted all in favor.

• **Server Equipment, Information Technology and Telecommunications**

Moved: Commissioner Stritch to award the server proposal to Mainstay Technologies for \$4,852.23 as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

• **Microsoft Software, Information Technology and Telecommunications**

Moved: Commissioner Stritch to award the Microsoft software proposal to Software House International for an amount not to exceed \$16,000 as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

• **Postage Machine and Meter Lease**

Moved: Commissioner Stritch to award the postage machine and meter lease proposal to New England Imaging Products for a thirty six month operating lease at \$460.70 per month and authorize the Chair to sign all necessary documents as recommended by the Treasurer, County Attorney, Register of Deeds, Sheriff, Corrections Superintendent, and Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve account payable batches 586, 588, 603, 605, 606, 608-612, 614, 617 totaling \$815,971.03, batch 607 totaling \$73,831.92, general ledger entries 11372 and 11373 totaling \$510.00, payroll warrants 0908sd, 0915sd totaling \$10,859.60, accounts payable wire payments T110799, T110800, T110811, T110814 totaling \$1,435,943.47, for a grand total of \$2,337,116.02. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the September 7 and 14, 2011 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submissions.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **2012 Health Insurance Status Update**

Martha Roy announced the request for proposals were sent out and should be back shortly. Commissioner Barrows said staff should be prepared for increases. Discussion ensued about the medical trends and costs associated with quality care.

- **Workforce Issues Log Follow Up**

Commissioner Barrows asked who attended the workforce users meeting and if it was productive. Cathy Stacey said the intent of the meeting was different than what was on the agenda. Cathy Stacey said that reporting is essential and does not want her staff time wasted on meetings. Cathy Stacey said that her other items are housekeeping items and will be worked through. Cathy Stacey said she will not sign off on employee time when it is improperly reporting 79.99 hours and will not accept the answer of rounding errors.

Karen Senecal said that the office would like to see a priority list and costs associated with change orders for system enhancements.

Steve Woods said that progress is being made and noted a time off issue that has been resolved.

Martha Roy said an outstanding item is Human Resources having access to per diem and non-benefit eligible employees.

Moved: Commissioner Stritch to authorize Human Resources to have access to per diem and non-benefit eligible employees in Workforce. Commissioner Barrows seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Conference and Nominations**

Commissioner Barrows said that no award nominations were submitted for this year's annual conference. Commissioner Barrows asked the Boards pleasure. Commissioner Stritch said referred to previously discussed associations with membership. Commissioner Stritch agreed to allow departments to move forward with nominations. Cathy Stacey said she believes in employee recognition and encourages departments to participate. Cathy Stacey suggested that money in the budget should not be tied to employee nomination recognition. Cathy Stacey asked that next year the county be proactive in submitting nominations and participate within the deadlines. Commissioner Barrows said that there is money in budgets for this conference. Diane Gill said that bylaw issues need to be addressed at the annual meeting of the New Hampshire Association of Counties. Commissioner Barrows suggested a committee be formed to determine bylaw amendments for the meeting.

Corrections – Stephen A. Church, Superintendent

Steve Church reported that accreditation was renewed for the correctional facility.

County Attorney – James M. Reams

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in the County Attorney's memorandum dated September 21, 2011 surplus and to be disposed of accordingly.

Commissioner Barrows seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

• **Personnel Policy and Procedures Amendment Approval**

Martha Roy asked this item be deferred until the next meeting to ensure Commissioner Pratt's concerns are addressed.

County Attorney James Reams arrived at 10:48 a.m.

• **Holiday Discussion**

Martha Roy noted that the draft 2012 holiday schedule remains the same and offered a savings of \$36,000 by removing paid holidays and a savings of \$2,300 per holiday by removing the time and a half option from the holidays.

Moved: Commissioner Stritch to approve the proposed 2012 holiday schedule as presented.

Commissioner Barrows seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

Diane Gill reported that she is working on the state rebill from July last year to present. Diane Gill said no new information is available on the state managed care program. Diane Gill noted a CMMS plan for future care and there is concern if the county or the state will capture the funds.

Long Term Care Services – Steven E. Woods, Director

• **American Medical Response Customer Agreement Approval**

Moved: Commissioner Stritch to approve an agreement with American Medical Response for twelve months of ambulance services and authorize the Chair to sign the agreement pending legal review as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

Steve Woods said that Medicare reductions result in a loss over \$90,000 by year end and approximately a \$300,000 loss in 2012. It was noted that Rockingham County could benefit in skilled care with the closing of Exeter Healthcare.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey reported that Harvard Pilgrim is starting a new public health trust. Cathy Stacey asked for a County Management Team meeting to address policies, procedures, and Workforce. Commissioner Barrows reminded that she wants to take care of the employees with a 1% increase and that this will result in operational cuts. Cathy Stacey said in 2011 that she reduced operational expense to balance staff increases and would like a good faith united front from the Commissioners for the salary subcommittee meeting.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a temporary county attorney employee were Commissioner Barrows, Commissioner Stritch, Jim Reams, Karen Senecal, Martha Roy, Chuck Nickerson, 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 Stritch, Steve Woods, Martha Roy, Chuck Nickerson, 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 Stritch, Steve Woods, Martha Roy, Chuck Nickerson, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel disciplinary matter in corrections were Commissioner Barrows, Commissioner Stritch, Steve Church, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections business office operations were Commissioner Barrows, Commissioner Stritch, Steve Church, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a retiree health insurance request were Commissioner Barrows, Commissioner Stritch, Chuck Nickerson, Martha Roy, and Chris Maxwell.

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

- **Exempt Status, County Attorney**

Moved: Commissioner Stritch to affirm the temporary county attorney exempt hiring through December 31, 2011 as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 8-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

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

- **Exception Request, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay for an engineering and maintenance services employee if sick pool does not qualify. Commissioner Barrows seconded the motion, voted all in favor.

- **Retiree Health Insurance Request, Human Resources**

Moved: Commissioner Stritch to affirm a retiree spouse to remain on the current Local Government Center insurance plan and authorize the Chair to sign the letter as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved to adjourn at 12:01 p.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

September 28, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
High Sheriff Michael Downing

I. Call to Order

Commissioner Barrows called to order at 11:15 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,403,356.12 for the period ending September 25, 2011. Commissioner Pratt seconded the motion, voted all in favor.

III. Old Business

• **Sheriff – Bid Waiver: Motorola, \$55,538.56**

Moved: Commissioner Stritch to approve a bid waiver to Motorola for \$55,538.56 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

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

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

October 5, 2011 – 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
Steve Church, Corrections Superintendent	Treasurer David Ahearn
Captain Jim Lussier, Deputy Sheriff	Frank Stoughton, IT Manager
Fred Borman, UNH Cooperative Ext.	Tom Reid, Deputy County Attorney
Chuck Nickerson, Accounting Manager	Register of Deeds Cathy Stacey

I. Call to Order

Commissioner Barrows called the meeting to order at 10:00 a.m.

II. Reports:

RFP Openings

• **Cleaning Services, County Attorney and Register of Deeds**

Commissioner Stritch opened proposals received from C&M Cleaning and Mrs. Clean.

Moved: Commissioner Stritch to authorize the County Attorney and Register of Deeds 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 Geriatric Medical, McKesson Medical Surgical, and Central Paper Products Company.

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

• **Surplus Vehicles, Sheriff**

Commissioner Stritch opened proposals received from Chicago Motors Incorporated, Jeff Cantors Car World, Tri-State Auto Brokers, Kevin Hale, and Tom Murdock.

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.

• **Fuel, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Palmer Gas, Hanscom's Truck Stop, Irving Oil, Sprague, Difeo Oil, Eastern Oil, and Global Montello Group Corporation.

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

Commissioner Pratt seconded the motion, voted all in favor.

• **Replacement Flooring, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Portsmouth Quality Flooring, Cadieux Flooring Incorporated, and Kingdom Contract Flooring.

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

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 623, 626, 629, 633-635, 637-639, 641, 643, 645 totaling \$466,031.27, accounts payable batch 631 totaling \$8,629.17, payroll warrants 0922sd, 0929sd totaling \$7,202.39, accounts payable wire payment 110847 totaling \$149,922.46 for a grand total of \$631,785.29. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows announced that 2011 line item transfer requests should be considered in budget planning for 2012.

✓ **UNH Cooperative Extension, \$1,500**

Fred Borman said that travel and various lines were reduced as requested by the Delegation and due to conservative office supply spending this line would accommodate travel reimbursement to personnel.

Moved: Commissioner Stritch to approve a line item transfer totaling \$1,500 for the University of New Hampshire Cooperative Extension. Commissioner Pratt seconded the motion, voted all in favor.

✓ **County Attorney, \$10,900**

Tom Reid said unanticipated technology issues created the need for technical support services. Tom Reid noted the software and equipment expenses are due to the new Karpel Software prosecution software.

Moved: Commissioner Stritch to approve a line item transfer totaling \$10,900 for the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Long Term Care, \$29,400**

Steve Woods said this transfer is needed due to x-ray services for skilled care was used more than anticipated.

Moved: Commissioner Stritch to approve a line item transfer totaling \$29,400 for Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Long Term Care, \$6,500**

Steve Woods said equipment repair needed for dietary.

Moved: Commissioner Stritch to approve a line item transfer totaling \$6,500 for Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Corrections, \$10,000**

Steve Church said that overtime was occurred due to retirements, terminations, medical leave, and retirements.

Moved: Commissioner Stritch to approve a line item transfer totaling \$10,000 for Corrections. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Information Technology/Telecommunications, \$11,000**

Frank Stoughton noted the wireless telephone upgrade was budgeted in the wrong line.

Moved: Commissioner Stritch to approve a line item transfer totaling \$11,000 for Information Technology and Telecommunications. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the September 21 and 28, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training submissions.

- **Position Posting Information**

Commissioner Barrows reviewed three position postings.

- **2012 Health Insurance Status Update**

Martha Roy said that the 3rd week in October there will be a meeting to discuss the 2012 health insurance proposals received. Commissioner Pratt announced a County Management Team meeting for Wednesday, October 12, 2011 at 9:00 a.m.

- **Workforce Issues Log Follow Up**

Cathy Stacey said that one kiosk is working and another one has an issue. Discussion ensued regarding the status of the issues. Commissioner Barrows asked for another follow up at the next meeting.

Corrections – Stephen A. Church, Superintendent

Steve Church said the State of New Hampshire Bureau of Court Facilities is sending out proposals for video arraignment in all courts. Steve Church said that this proposal is not relevant to Rockingham County as the district courts are online and have the equipment. Steve Church noted that Rockingham County staff time is used for the current system and additional staff time will be required to accommodate state superior court video arraignment. Steve Church said this is a clear indication of cost shifting and an unfunded mandate as additional personnel costs will be incurred. Commissioner Pratt noted the letter from the state notes reduced transport costs and asked for follow up from Corrections and Sheriff. Captain Lussier said that although there may be less people being transported but there are other transportation needs. Captain Lussier noted the Sheriff will be available at the next meeting to present further details and statistics regarding transports.

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

- **Change Order: Kinney Roofing, \$590**

Moved: Commissioner Stritch to approve a change order of \$590 bringing the total project to \$21,390 to Kinney Roofing for additional work to the Roofing and Siding Replacement RFP awarded at the July 13, 2011 Board of Commissioners meeting as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Personnel Policy and Procedures Amendment Approval**

Commissioner Pratt asked that further discussions ensue on these amendments. Commissioner Pratt said the County Attorney also has outstanding concerns and requests a work session or discussion at a County Management Team meeting. Tom Reid noted a memorandum from the County Attorney outlining concerns. Commissioner Pratt said the unscheduled absentee day amendment is not strong enough. Cathy Stacey said the policy does firm up one portion but does not close issues in other areas. Discussion ensued about the current policy and the amendments. Martha Roy asked for swift action in the changes to the policies.

- **Pay and Classification Consultant Services**

Martha Roy noted that the Board of Commissioners awarded pay and classification consultant services to Deb Gallant for 2010 and an option to renew for year two and a vote is needed as done in previous years. Commissioner Pratt said the salary survey is needed to provide information and justification to make pay changes. Commissioner Barrows said this would be a good cut for this year as she recommends a 1% increase based on news research. Discussion ensued about the process, the research of the consultant, and the information available from staff.

Commissioner Stritch and Commissioner Pratt agreed for the consultant to survey positions over the last 3 years that placed under 90% of the market survey results.

Commissioner Barrows asked to delay the vote for one week to determine how many positions are under 90% and over 100%. Martha Roy said she would compile and present this information at next week's meeting.

Martha Roy said that she has submitted the draft unemployment request for proposals to the Commissioners and it will be sent out today.

Human Services – Diane D. Gill, Director

Diane Gill recommends not sending the December 2010 State of New Hampshire rebill payment and further to apply the July State bill credit for long term care services in the manner consistent with House Bill 2 and not be diverted to other purposes. Discussion ensued about the current process, the intent of House Bill 2, and the rebill status. Diane Gill said that holding the rebill payment will provide the county an opportunity to analyze expenses through year end as the line item may over expend.

Commissioner Pratt asked that this vote be delayed pending further information. Chuck Nickerson said that the Finance Office disagrees with the recommendation because this credit is in lieu of the reductions in bed tax revenue. Diane Gill said this was discussed earlier in the year however the intent was to follow House Bill 2. Discussion ensued about other county positions in the processing.

Commissioner Pratt said she would like to research this further. Commissioner Barrows called for a motion and vote.

Moved: Commissioner Stritch that the credit appearing on the New Hampshire Department of Health and Human Services July state bill for long term care services be applied in a manner consistent with House Bill 2 as a credit against the amount due and not be diverted to any other purpose. Commissioner Barrows seconded the motion. Motion failed to pass 1-1 with Commissioner Stritch abstaining from the vote.

Long Term Care Services – Steven E. Woods, Director

- **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.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Application Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$4,950**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols Grant in the amount of

\$4,950 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Treasurer – Edward R. Buck

The Treasurer announced tax bills will be sent to the towns and payment is due December 19, 2011.

III. Commissioners Non-Public Session

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

• **Non public session re: 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, Chuck Nickerson, and Chris Maxwell.

• **Non public session re: legal**

Those present for NHRSA 91A:3II (a) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Chuck Nickerson, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a waiver of residency 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

• **Termination, Engineering and Maintenance Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Stephen Bowley, Linda Bowley, Jude Gates, Alison Kivikoski, and Martha Roy.

Commissioner Barrows explains the Board of Commissioners are currently in public session and asks the employee if he wanted the meeting non-public or a public session that is recorded. Mr. Bowley asked for a public session.

Commissioner Barrows stated the meeting proceeding would be as follows: Ask the Facilities, Planning and Information Technology Director to discuss her reasons for termination; ask Mr. Bowley to discuss his reasons why he believes he should not be terminated; ask the Board if they have any questions of either party; once these questions have been answered I will ask Mrs. Gates and Mr. Bowley respectively if they have anything further to add; and then close the hearing and the Board will take the matter under advisement. Commissioner Barrows noted Mr. Bowley's wife is allowed to be present but only Mr. Bowley is allowed to speak.

Commissioner Barrows asked the Director of Facilities, Planning, and Information Technology to list reasons for termination recommendation. Jude Gates noted her recommendation for termination as outlined in her letter dated September 7, 2011 to the employee and Board of Commissioners.

Commissioner Barrows asked Mr. Bowley to make a statement about charges in his defense. Steve Bowley explained that he does not disagree with most of the statements and that there are medical issues that have caused this issue. Steve noted his 22 years of employment in the county

and he is very knowledgeable of the facility. Steve has asked for another chance as he is working on his issues and has been seeking help from a doctor and medication adjustment.

Commissioner Barrows asked about the doctor guidance. Steve Bowley explained previous surgeries, medication dosages, and upcoming testing and procedures.

Commissioner Barrows asked the Board if there are questions of the Director of Facilities, Planning, and Information Technology and/or Mr. Bowley.

Commissioner Pratt asked about the unscheduled absences. Steve Bowley said the sleep apnea results in not being able to sleep and in turn cannot get up in the morning due to exhaustion and depression.

Alison Kivikoski said that Family Medical Leave Act (FMLA) leave was denied on three separate occasions and that the issues discussed today are not filed for FMLA consideration. Alison Kivikoski reported that in July the employee indicated he would be getting back on track and has not.

Commissioner Barrows noted the concerns to the county and the need for plumbing. Commissioner Barrows asked what he could do to correct this issue. Steve Bowley said he said he is working with his doctor more and is hopeful to get back on track.

Commissioner Barrows said that it appears many opportunities for change has been given and asked how the Commissioners could act without undermining the authority of the Director. Steve Bowley said unless the Director wishes to give him a second chance that the Commissioners should not undermine the Director's authority.

Commissioner Stritch said he had nothing further to add.

Commissioner Pratt said that many chances were given and if another chance were given then how could the county be assured there will change and not continue the same path. Steve Bowley said he cannot make any guarantees but the notice of termination was a wakeup call as he never thought he would be terminated.

Commissioner Pratt asked about the pattern of absenteeism around holidays. Alison Kivikoski concurred to that assessment. Steve Bowley noted that he was paid for holidays and questioned why it is considered unscheduled. Alison Kivikoski explained that he received a doctor's note each day before the holiday but it is still considered an unscheduled absence as he called out from a scheduled shift.

Commissioner Barrows asked Mr. Bowley and Ms. Gates if they have anything further to add.

Steve Bowley finished by saying he has been proud to work for the county.

Commissioner Barrows said this matter will be taken under advisement and further discussions will ensue.

Jude Gates said that her recommendations are outlined in her letter previously mentioned and said the employee has made promises to make change. Jude Gates said the five day unpaid suspension should have been the wakeup call the employee needed.

Steve Bowley said a second chance will result in no unexcused absences and if there are any unexcused absences then he would be out.

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an engineering and maintenance services employee employment status.

Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Martha Roy, Alison Kivikoski, and Chris Maxwell.

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

- **Personnel Policy and Procedure Chapter 7-6**

Moved: Commissioner Pratt to approve the addition of Personnel Policy and Procedure Chapter 7-6 "Breaks for Nursing Mothers" as outlined and recommended by the Human Resources Director. Commissioner Stritch seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to approved payroll practice to allow separate checks for a retiring corrections employee as recommended by the Corrections Superintendent. 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.

- **Termination, Engineering and Maintenance Services**

Moved: Commissioner Stritch to accept the recommendation of the Facilities, Planning, and Information Technology Director as outlined in her letter of September 7, 2011 regarding an engineering and maintenance services employee effective October 21, 2011. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Stritch moved to adjourn at 1:15 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

October 12, 2011 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called to order at 11:22 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Pratt to approve total payroll expense of \$1,275,564.88 for the period ending October 9, 2011. Commissioner Barrows seconded the motion, voted all in favor.

III. Old Business

• **2012 Budget Discussions**

Theresa Young presented a salary summary sheet outlining a few scenarios as requested by Commissioner Barrows. Theresa Young noted that the salary was broken out by the grade and step along with overtime and additional items as requested by Commissioner Pratt. Discussion ensued about the salary summary projections presented. The Commissioners discussed position alternatives and the impacts to the upcoming budget.

Commissioner Barrows asked about the December 2010 rebill payment to see if the payment was made. Theresa Young said she would check into the matter. Commissioner Barrows asked to speak with the auditors to get more information on the application of revenues to the nursing home as she has been told other counties are treating this differently. Theresa Young explained the process in place noting the intent of the Legislature as reported by Betsy Miller. Commissioner Pratt asked if there is any information from Centers for Medicare and Medicaid Services (CMS) supporting this position. Discussion ensued about the credit.

Commissioner Barrows asked for a breakdown between full time, part time, on call, per diem, and special deputies. Discussion ensued about internships, position postings, and form submissions to Human Resources.

Commissioner Pratt asked to amend the scenarios and report for only under 90% and over 100% in the salary survey.

• **Pay and Classification Services Renewal**

Moved: Commissioner Pratt to renew the year two option with D. Gallant Management Associates for pay and classification services as awarded at the October 20, 2010 and authorize the Chair to sign all necessary documents. Commissioner Barrows seconded the motion.

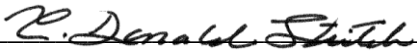
The Commissioners discussed the body of work requested from the consultant.

Motion passed all in favor.

IV. Adjourn

Commissioner Barrows 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

October 19, 2011 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
County Attorney James Reams
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director
Register of Deeds Cathy Stacey

John Blomeke, Assistant Superintendent
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Captain James Lussier, Deputy Sheriff
Frank Stoughton, IT Manager
Fred Borman, UNH Cooperative Ext.
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

Commissioner Barrows called the meeting to order at 9:06 a.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

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

Commissioner Barrows asked about a Dyson Animal vacuum purchased for a cost of \$499 as she expressed concern with the cost and the lack of commercial grade machines. Commissioner Barrows asked for more financial conservation in such a tight budget and to seek the guidance of the nursing environmental services department. Commissioner Barrows asked about a \$5 service charge from Central Paper Products for a small order. Commissioner Barrows asked that cooperative extension work other departments for order. Commissioner Pratt said that since the county is providing cleaning that environmental services should be ordering supplies. Commissioner Barrows asked about a training and conference for New Horizons. Jim Reams said he advises for out of state but did not know about in-state training. Commissioner Barrows asked about finance charges on Bank of America credit cards. Jim Reams said he would work with Karen Senecal on this matter.

Commissioner Barrows asked for departments to spend additional time looking at expenses.

Moved: Commissioner Pratt to approve and sign accounts payable batches 649, 668-678, 680 totaling \$577,345.66, accounts payable batch 681 totaling \$19,482.40, general ledgers GL11428, GL11429, GL11430 totaling \$804, payroll warrants 1006SD, 1013SD totaling \$7,285.69, accounts payable wire payments T110884, T110890, T110895, T110898 totaling \$1,771,336.53, for a grand total of \$2,376,254.28. Commissioner Barrows seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Pratt to approve the minutes of the October 5 and 12, 2011 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed conference and training information submissions.

• **Position Posting Information**

Commissioner Barrows reviewed position postings. Commissioner Barrows suggested giving consideration towards employees that may be eliminated.

- **2012 Health Insurance Status Update**

Martha Roy said that the health insurance team is reviewing proposals received followed with a County Management Team meeting to review the proposals. Commissioner Pratt highlighted the last County Management Team meeting and the purpose of the upcoming meeting to discuss the health insurance proposals.

- **Workforce Issues Log Follow Up**

Kathy Nikitas highlighted the last user's group meeting. Commissioner Barrows asked if the people at the table are satisfied. Cathy Stacey said they are working with the program.

- **Courthouse Lease: Cleaning Services Follow-up**

Jim Reams and Cathy Stacey explained the current cleaning services and the proposals that were received. The team reviewed the proposals and made a recommendation for negotiations with the state on the lease agreement.

Finance – Theresa M. Young, Director

- **TD Bank Cash Management Master Agreement Update Approval**

Moved: Commissioner Pratt to reaffirm the TD Bank Cash Management Master Agreement and authorize the bank authorized signers to sign the agreements as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

Martha Roy announced the change in open enrollment to make period two weeks from one month.

Human Services – Diane D. Gill, Director

Diane Gill announced that a Human Services Subcommittee was held last week and that a follow up report of the known factors will be presented at the upcoming third quarter Executive Committee meeting after she meets with Finance to clarify the numbers involved. Commissioner Pratt thanked Diane Gill for her presentation at the meeting and that this proactive approach will keep the information from being a shock to the Executive Committee.

Long Term Care Services – Steven E. Woods, Director

- **2012 Long Term Care Private Pay Rate Increase Approval**

The Commissioners reviewed the 2012 rate proposals and discussions ensued. Commissioner Barrows inquired about the health insurance status of physical therapy coverage at the county. Steve Woods provided a status update.

Moved: Commissioner Pratt to approve the Long Term Care Services private pay rates as outlined and recommended in the Long Term Care Services Director's memorandum dated October 19, 2011 to be effective January 1, 2012. Commissioner Barrows seconded the motion, voted all in favor.

Steve Woods announced that a bid waiver for physician services will be brought to the next meeting. Commissioner Pratt asked about a bid waiver. Steve Woods explained the need for a bid waiver and will provide ample documentation along with the bid waiver at the next meeting.

Register of Deeds – Cathy Ann Stacey

- **Surplus Equipment Request**

Moved: Commissioner Pratt to declare one (1) Prostar Processor II and box of various parts surplus and to be disposed of accordingly as recommended by the Register of Deeds. Commissioner Barrows seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Award Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$4,950**

Moved: Commissioner Pratt to accept a grant award from the New Hampshire Highway Safety Agency for an Operation Safe Commute Patrols Grant in the amount of \$4,950 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

RFP Openings

- **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Commissioner Pratt opened a proposal received from McKesson Medical Surgical Supply.

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

- **Replacement Flooring, Engineering and Maintenance**

Commissioner Pratt opened proposals received from Kingdom Contract Flooring and Cadieux Flooring Incorporated.

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

Commissioner Barrows seconded the motion, voted all in favor.

- **Security and Video Surveillance System, Engineering and Maintenance**

Commissioner Pratt opened proposals received from American Alarm and Communications Incorporated, ESL Distributing LLC, Honeywell Building Solutions, Pelmac Industries, One Source Security and Automation Incorporated, and Arcomm Communications.

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

Commissioner Barrows seconded the motion, voted all in favor.

- **Medical Laptops and Carts, Engineering and Maintenance**

Commissioner Pratt opened a proposal received from Microworks Computer Center.

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

RFP Awards

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

Moved: Commissioner Pratt to award the glove products proposal to Geriatric Medical Surgical Supply and Central Paper Products from November 1, 2011 to October 31, 2012 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Laundry Chemicals, Long Term Care Services**

Moved: Commissioner Pratt to award the laundry chemicals proposal to AMSAN Products from October 1, 2011 to September 30, 2012 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Surplus Vehicles, Sheriff**

Moved: Commissioner Pratt to award surplus vehicle with vin ending in 1955 to Tom Murdock for \$1,962.79, vin ending in 1959 to Chicago Motors \$1,607, and vin ending in 4060 to Tri-State

Auto Brokers for \$2,036 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Fuel, Engineering and Maintenance Services**

Moved: Commissioner Pratt to award fuel products from October 1, 2011 to September 31, 2012 to Hanscom's Truck Stop for diesel fuel at rack plus \$0.18 with a cap of \$3.30, Hancorn's Truck Stop for gasoline fuel at rack plus \$0.0425, Palmer Gas for #2 oil fuel at \$3.169 per gallon, Palmer Gas for liquid propane fuel at \$2.13 per gallon, and Global Montello Group for #6 oil fuel for a fixed price of \$2.7218 per gallon for the first 84,000 gallons and rack minus \$0.1535 for the remaining gallons as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Flooring, Engineering and Maintenance Services**

Moved: Commissioner Pratt to award the replacement flooring in assisted living proposal to Cadieux Flooring Incorporated for an amount not to exceed \$14,107 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel disciplinary matter in engineering and maintenance were Commissioner Barrows, Commissioner Pratt, Jude Gates, Martha Roy, Chuck Nickerson, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows 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 Pratt to approve residency waivers for two applicants to the facility as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Barrows moved to adjourn at 10:36 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

October 26, 2011 – 11:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:05 a.m.

II. Reports:

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,259,886.36 for the period ending October 23, 2011. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

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

November 2, 2011 – 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
Steve Church, Corrections Superintendent

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
High Sheriff Michael Downing
Register of Deeds Cathy Stacey
Fred Borman, UNH Cooperative Ext.
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

Commissioner Barrows called the meeting to at order at 10:01 a.m.

II. Reports:

RFP Awards

- **Reject and Extend Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Commissioner Pratt briefly left the room at 10:04 a.m.

Moved: Commissioner Stritch to reject the proposal received for nutritional supplements and tube feed products and resubmit requests for proposals as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to extend the current award to McKesson Medical-Surgical from October 31, 2011 to December 31, 2011 with all terms and pricing to remain firm as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Flooring, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement flooring proposal in the jail to Kingdom Contract Flooring for \$14,735 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Security and Video Surveillance System, Engineering and Maintenance**

Moved: Commissioner Stritch to award the security and video surveillance system at the complex to ESL Distributing LLC for an amount not to exceed \$24,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Reject Medical Laptops and Carts, IT/Telecommunications**

Moved: Commissioner Stritch to reject the proposal received for medical laptops and carts and resubmit requests for proposals as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

- **Wireless Telephones, IT/Telecommunications**

Moved: Commissioner Stritch to award the wireless telephones proposal to New England Communications for an amount not to exceed \$29,500 as recommended by the Information Technology Manager. Commissioner Barrows seconded the motion, voted all in favor.

RFP Openings

- **Network Cabling, IT/Telecommunications**

Commissioner Stritch opened proposals received from CV Communications, CMC Technology Group, and Arcomm Communications.

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

- **Electricity, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Glacial Energy, Integrys Energy Services, Nextera Energy, and UMG Incorporated.

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

Commissioner Barrows seconded the motion, voted all in favor.

- **Pooled Unemployment Compensation, Human Resources**

Commissioner Stritch opened proposals received from Primex and Corporate Cost Control Incorporated.

Commissioner Pratt returned at 10:19 a.m.

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

Moved: Commissioner Pratt to amend the motion to review and recommendation by both Human Resources and Finance Directors. Commissioner Stritch seconded the motion.

Commissioner Barrows does not recommend the amendment and thinks it is more efficient for one department. Commissioner Pratt said Finance is just as involved in employment as Human Resources. Commissioner Pratt said that employment compensation is not an employee benefit and it is a payroll expense.

Commissioner Barrows called for a vote on the amendment motion, passed 2-1.

The Chair asked to have the amended motion read for vote. Commissioner Stritch to authorize the Human Resources and Finance Directors to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion.

Commissioner Barrows said she does not agree with the amendment as Human Resources can administer the item. Commissioner Pratt said it is a joint responsibility.

Commissioner Pratt and Commissioner Stritch called for a vote. Commissioner Barrows said she wanted discussion and called on Kate Magrath. Kate Magrath explained it is a human resources benefit related item and recommends the original vote. Commissioner Barrows and Commissioner Pratt disagreed on benefit versus payroll expense.

Motion passed 2-1.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 689, 690, 692, 693, 694, 699-706 totaling \$604,476.10, accounts payable batch 687 totaling \$90,831.67, general ledgers 11451 and 11452 totaling \$527.50, payroll warrants 1020sd, 1027sd totaling \$5,524.61, for a grand total of \$701,359.88. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the October 19, 2011 and October 26, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions at for this meeting.

- **Position Posting Information**

Commissioner Barrows reviewed position posting informational submissions. Commissioner Barrows suggested that departments consider these openings to avoid layoffs.

- **2012 Health Insurance Status Update**

It was noted that a meeting with consultant under new business at the end of the meeting.

- **Courthouse Lease Update**

Cathy Stacey said further negotiations are needed with the Bureau of Courthouse Facilities as restrooms were not hooked up to generator and staff was sent home Monday at noon. Discussions ensued about concerns and suggestions to make corrective measures. Cathy Stacey said surcharge money could be used to fix the generator and recommended it.

Moved: Commissioner Stritch to use surcharge money to fix the generator if it is a permissible use of the money and use county electricians to make the changes as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

Diane Gill asked that at the payroll meeting to discuss the rebill and the House Bill 2 meeting. Commissioner Stritch said that if it is not an emergency then it will wait for two weeks. Commissioner Barrows suggested that the rebill payments wait until the budget is analyzed for available funds. Commissioner Pratt asked about interest and penalties. Diane Gill said the county has never been charged interest. Discussion ensued about payment options, recording in period, and the need for a line item transfer.

Commissioner Barrows asked about the bed tax payment and feels it was recorded incorrectly. Kathy Nikitas explained that John McCosh had a position that changed. Commissioner Pratt said that if the state changed its opinion then a deduction can be taken at the next quarterly payment.

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 October 24, 2011 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: Physicians**

Steve Woods explained the need of a bid waiver as there are no other options at this time. Commissioner Pratt said more information is needed and would not support a bid waiver.

Moved: Commissioner Barrows to approve a bid waiver for physician services from November 1, 2011 to October 31, 2012 to Core Physician Services for \$44,031, Dr. Gustavson for \$22,973, Lamprey Health Care for \$15,315, and Dr. Reiner for \$15,315 as recommended by the Long Term Care Services Director. Commissioner Stritch seconded the motion.

Motion failed to pass 2-1 as bid waivers require a unanimous vote.

- **Long Term Care Director Approval on Residency Waivers**

Moved: Commissioner Barrows to authorize the Long Term Care Services Director to approve all residency waivers 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 an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Downing, 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, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an open enrollment exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, 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 finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, 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 deceased nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

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

- **Exception Request, Sheriff**

Moved: to approve an exception request to Personnel Policy and Procedure Chapter 8-3 for a sheriff's office employee as recommended by the High Sheriff. dskp

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

Moved: to approve an exception request to Personnel Policy and Procedure Chapter 8-3 for a nursing home employee as recommended by the Long Term Care Services Director.

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

Moved: to approve an exception request to open enrollment outside of the 30 day window for a nursing home employee as recommended by the Long Term Care Services Director.

- **Exception Request, Finance**

Moved: to approve an exception request to Personnel Policy and Procedure Chapter 8-3 for a finance office employee as recommended by the Human Resources Director.

- **Exception Request, County Attorney and Register of Deeds**

Moved: to approve paid administrative leave for applicable County Attorney and Register of Deeds employees working on Monday, October 31, 2011.

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

Moved: to approve a payout of longevity and two pay periods of pay and related payroll expenses for a recently passed away nursing home employee as recommended by the Long Term Care Services Director.

IV. New Business

- **2012 Health Insurance Scenarios Presentation to Commissioners**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Kate Magrath, Jim Scammon, Chuck Nickerson, Julie Hoyt, Steve Church, Diane Gill, Cathy Stacey, Kathy Nikitas, Martha Roy.

The team discussed the current health insurance plan and highlighted the offerings from vendors for 2012. Discussions ensued about the options and the levels of coverage. Health insurance scenarios were presented and discussed.

The team discussed dental insurance vendors and the options for 2012. Dental insurance scenarios were presented and discussed.

Jim Scammon presented and discussed options for short term disability benefits. Short term disability scenarios were presented. Discussions ensued about the options and costs.

Martha Roy arrived at 12:33 p.m.

Commissioner Barrows left the meeting at 12:37 p.m.

It was agreed that the Commissioners would receive final scenarios with recommendations for the November 9, 2011 Board of Commissioners meeting for approval ahead of the November 15, 2011 open enrollment period. Commissioner Pratt said she would be calling a County Management Team meeting next week.

V. Adjourn

Commissioner Stritch moved to adjourn at 1:29 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

November 9, 2011 – 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

Kate Magrath, HR Assistant Director
Chuck Nickerson, Accounting Manager
Kathy Nikitas, Senior Financial Analyst
Jim Scammon, Benefits Consultant
Register of Deeds Cathy Stacey

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,238,261.71 for the period ending November 6, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Legal non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal union negotiations. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Chuck Nickerson, Kathy Nikitas, Jim Scammon and Chris Maxwell.

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

Cathy Stacey arrived at 11:24 a.m.

• **2012 Benefits Approval**

Moved: Commissioner Stritch to approve the Local Government Center (LGC) fully insured health insurance plans (Scenario A12) using the Anthem network and prescription drug plan for the 2012 calendar year. Further, the following are also included in the above Scenario; to approve Concepts in Benefits as the Flexible Spending Account Administrator (Medical and Dependent Care Reimbursement Accounts) with no change to minimums or maximums and as the Health Care Reimbursement Account plan administrator and to approve the Health Reimbursement Accounts funding as outlined in Exhibit A. To authorize the Chair to sign all related documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the Health Reimbursement Account funding and Jim Scammon provided the related information.

Motion passed all in favor.

Moved: Commissioner Stritch to approve a 65 and over group retiree health insurance plan by Bankers Life and Trust through Colonial Penn Life Insurance Company (Medicare Plan F) as well as the Coventry First Health Part D Prescription drug plan and the LGC Medicare Supplement Plan (at rates provided by the Finance Office) 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 about the cost for the plans. Kate Magrath explained the benefits and the rate increases to retirees. Discussion ensued about deductibles and copayments.

Motion passed 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 2012 calendar year using "Scenario 7", as developed by the Finance Office, with a dental cost share of 75/25 using the 2011 plan year rates, and authorize the Chair to sign all related documents as recommended by the Human Resources and Finance Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked when the cost sharing change was discussed. Martha Roy explained the teams progress and result to this 75/25 split.

Motion passed all in favor.

Moved: Commissioner Stritch to approve Local Government Center (LGC) as the fully insured Short Term Disability carrier for the 2012 calendar year at a rate of \$.54 per \$10 of benefit (and a plan design of 14 day waiting period accident/illness, 26 week maximum benefit duration) with the option of a second year renewal. This includes full time employee contributions at 20% and part time employees benefit premium prorated as a % of FT. Further to authorize the Chair to sign all necessary documents as recommended by the Finance/Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Reliance Standard Insurance Company as the Long Term Disability voluntary product administrator for the 2012 calendar year as recommended by the Human Resources Director and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the Open Enrollment period for the 2012 plan year as November 15th, 2011 through December 1st, 2011 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.

Moved: Commissioner Pratt to approve the elimination of the non-union health Buy-Out option for the 2012 plan year. Further to authorize the Chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Barrows seconded the motion.

Commissioner Pratt expressed concern with this change. Commissioner Barrows asked for the cost of the buyout. Theresa Young said the cost was \$178,000 in 2011. Commissioner Barrows suggested that eliminating this benefit would result in some employees joining our health insurance plan at a much greater expense.

Motion failed to pass 0-3.

- **2012 Budget Letter to Division Directors and Elected Officials**

The Commissioners read and reviewed the draft budget letter to Division Directors and Elected Officials. Changes were made and it was agreed to send.

Theresa Young presented a fund balance analysis for 2011 based on the request of Commissioner Pratt. Theresa Young said this is a shortened presentation from a multi-page spreadsheet.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:08 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 16, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Steve Church, Corrections Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Martha Breen, Sheriff's Office
Martha Roy, Human Resources Director	Treasurer Edward Buck
Kate Magrath, HR Assistant Director	Theresa Young, Finance Director
Steve Woods, Long Term Care Director	Fred Borman, UNH Coop. Extension

I. Call to Order

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

II. Reports:

RFP Awards

• **Network Cabling, Information Technology**

Moved: Commissioner Stritch to award the networking cabling proposals to CV Communications for \$15,855.19 and CMC Technology Group for \$5,178.16 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

• **Electricity Services, Engineering and Maintenance**

Moved: Commissioner Stritch to award the electricity services proposal to Nextera Energy at a rate of \$0.06415 fixed from the meter reading in December 2011 to November 2012 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.

• **Pooled Unemployment Compensation, Human Resources**

Moved: Commissioner Stritch to award the pooled unemployment compensation proposal to Primex for \$73,696 effective January 1, 2012 with an option to renew for calendar year 2013 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.

Commissioner Pratt asked about the cost of the services and discussion ensued.

RFP Openings

• **Soft Drink Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Pepsi Cola and Seacoast Coca-Cola.

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.

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

Commissioner Stritch opened proposals received from ATD American and Star Silk and Woolen.

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

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

Commissioner Stritch opened proposals received from Lepage Bakeries, Koffee Cup Bakery Incorporated, Fantini Baking Company Incorporated, Bimbo Bakeries USA, and Hostess Brands.

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.

- **Condensate Return Unit, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Standard of New England, State Supply, FW Webb Company, and 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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 717, 718, 720, 733, 738, 740, 744, 746, 748-752 totaling \$898,061.39, accounts payable batch 739 totaling \$60,177.05, general ledgers GL11468, GL11498-GL11500 totaling \$1,050.50, payroll warrants 1103SD, 1110SD totaling \$13,944.33, accounts payable wire payments T110956, T110957, T110967 totaling \$1,588,222.10, for a grand total of \$2,561,455.37. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 2, 2011 and November 9, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Courthouse Lease Extension Approval**

Moved: Commissioner Stritch to extend the current lease agreement with the State of New Hampshire for office space at the courthouse from January 1, 2012 to December 31, 2012 with all terms to remain firm except price, which is reduced to compensative Rockingham County for direct payments for cleaning services as agreed to a revised amount of \$14,653.01 monthly and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young noted that the law states that fund only applies to Register of Deeds expenses and therefor only half could be paid using those funds.

Human Resources – Martha S. Roy, Director

- **Health Insurance Portability and Accountability Act (HIPAA) Hitech Policy Amendments Approval**

Moved: Commissioner Stritch to approve the amendments to the Business Associate Agreements and the Hitech Amendment to the HIPAA Business Associate Agreement as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the amendments to the agreements. Kate Magrath said changes included expanding HIPAA coverage for vendors, breach rules, and law amendments. Martha Roy said it is only federal changes.

Motion passed all in favor.

Human Services – Diane D. Gill, Director

- **Credit for Long Term Care Expenditures Discussion**

Diane Gill asked that the credit on the July state bill be revisited. Diane Gill and Theresa Young explained their conversations with Jonathan McCosh. Theresa Young said the issue is where the credit is recorded at Rockingham County. Theresa Young said the basis of the credit and the intent is on Long Term Care expenses in the nursing home. Diane Gill said it would not reduce the cap in human services if it is not applied to human services expenses. Theresa Young said that Diane Gill will record that expense to the cap and where it is recorded at Rockingham County is not applicable.

Commissioner Barrows said that it is clear that the Human Services and Finance Directors do not agree and suggested Jonathan McCosh attend a meeting to clarify the matter.

Discussion ensued about the recording of the cap and the differences of interpretation.

Commissioner Barrows left the meeting at 10:56 a.m.

Long Term Care Services – Steven E. Woods, Director

- **RFP Extension: Physicians**

Moved: Commissioner Stritch to extend the current contract with Core Physicians, Dr. Gustavson, Lamprey Health Care, and Dr. Reiner from November 1, 2011 to April 30, 2012 for an amount not to exceed \$48,819 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 an employee disciplinary matter in the sheriff's office were Commissioner Pratt, Commissioner Stritch, Martha Roy, Martha Breen, 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 Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a settlement offer for money owed 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 Barrows 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 Personnel Policy and Procedure Chapter 8-F for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Settlement Offer, Long Term Care Services**

Moved: Commissioner Stritch to approve a settlement offer for money owed to Rockingham County as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

IV. New Business

- **2012 Compensation Guidelines for Budget Preparations**

Present: Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Steve Woods

Theresa Young presented the 2011 salary summary sheet depicting costs associated with step increases, longevity, shift differentials, and all other related pay items. Discussion ensued.

Martha Roy offered to survey the market for shift differentials before making a recommendation on changes to the county differentials. Discussion ensued about the scope of the market survey.

Commissioner Pratt asked about changing the longevity payments. Theresa Young said it costs approximately \$161,000 and noted the Executive Committee looked at reducing it last year. Martha Roy recommending not changing longevity and making a change to sick pool to 66% and reducing earned time balances. Theresa Young recommended rolling back longevity payments. Theresa Young suggested sick pool buyout of 3 days for 1 day to 2 day for 1 day. Discussion ensued about current policies, implementation procedures, and it applying to new hires. It was agreed that implementation of changes may need to be later in the year to ensure Workforce Software changes are made. Theresa Young noted these changes affect compensated absences in individual budgets and further the fund was under budgeted in 2011.

Mary Ashcroft arrived at 11:45 a.m.

Martha Roy and Theresa Young recommended no pay increases or bonuses for 2012.

Discussion ensued about the budget spreadsheet, the entering of information for department use, and the bottom line percentage changes.

Commissioner Stritch said he did not want to make it a firm decision today. Theresa Young said that a recommendation at this point would provide the necessary numbers for the budget spreadsheets. Theresa Young said that it is not a formal vote today and that changes could still be made.

Commissioner Stritch expressed concern with pay increases in some areas. Commissioner Pratt said that the salary survey from the consultant will ensure the county is paying appropriately and asked for a status update of the work. Martha Roy said it would be finalized by the end of November.

Commissioner Stritch agreed to trim the longevity payments and suggested a small reduction. Theresa Young suggested reducing the longevity to the prior payment values. Martha Roy noted a 20% reduction may be a good progression. Commissioner Pratt and Stritch concurred.

Martha Roy and Theresa Young recommended reducing the earned time accruals and will provide a proposal later.

- **Workers Compensation Consultant Discussion**

Present: Commissioner Pratt, Commissioner Stritch, Mary Ashcroft

Mary Ashcroft expressed concern with the changes to the workers compensation procedures by Human Resources. She indicated that Human Resources does not want the claimant to see our occupational health department and instead refers to the Exeter Hospital emergency room, which increases the costs. She believes Human Resources does not know workers compensation laws.

Mary Ashcroft used a recent case as an example of Human Resources withholding documentation and not sharing the personnel records. She noted requirements by Human Resources that do not follow the state law.

Mary Ashcroft expressed concern with Human Resources using an attorney for workers compensation cases when Attorney Schulthess specializes in workers compensation. She felt the county is wasting money on two attorneys. Mary Ashcroft said she spoke with the Human Resources Director who indicated that the changes are at the recommendation of Attorney Wieland.

Commissioner Pratt asked that Mary Ashcroft, Nancy Lang, Attorney Schulthess, and Human Resources to all meet in January to address concerns.

The Commissioners agreed to meet and discuss the Long Term Care Services 2012 budget on Tuesday, November 29, 2011 at 9:00 a.m. It was noted that this meeting is necessary to ensure employees affected receive ample notice of changes.

Chris Maxwell notified the Commissioners the Al Jones of the New Hampshire Interlocal Trust requested the Rockingham County Board of Commissioners consider a resolution to join the trust as a member. The Commissioners reviewed the pamphlet provided and requested detailed information to review prior to any acceptance of meetings.

V. Adjourn

Commissioner Stritch moved to adjourn at 12:35 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

November 23, 2011 – 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 11:11 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,249,979.08 for the period ending November 20, 2011. Commissioner Pratt seconded the motion, voted all in favor.

• **Legal non public session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

Moved: Commissioner Stritch to negotiate a Memorandum of Understanding with Teamsters Local 633 for all related unions for health insurance coverage of other plans as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

The 2012 budget submission deadline was discussed and the Commissioners agreed to extend the deadline to later in the week for departments that receive their spreadsheets later than expected.

Commissioner Barrows announced that the hiring panel for the Corrections Office Administrator met and the majority selected Ann Marie Nelson. Commissioner Barrows noted the paperwork was complete and payroll change notice already sent. Discussion ensued about the status of office operations. Commissioner Barrows asked that Steve Church provide a business office update for the next meeting.

Commissioner Barrows said she would be contacting Jonathan McCosh from the New Hampshire Department of Health and Human Services to explain the long term care county credit and resolve the miscommunications.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:35 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

November 29, 2011 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Register of Deeds Cathy Stacey
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Janice Demers, Fiscal Services Director
Leslie Fabian, Director of Nursing Services

I. Call to Order

Commissioner Barrows called the meeting to order at 9:14 a.m.

II. New Business

2012 Budget Review

• **Long Term Care Services**

Commissioner Barrows said she would like to begin working on the 2013 budget after the 2012 budget passes.

Steve Woods provided a brief history of federal cuts and what makes the 2012 budget planning more difficult and that positions must be cut to make a significant change. Steve Woods said that many positions to be cut are vacant however 19 ward aides would be affected. Steve Woods noted that a new staffing plan would be needed but could be done.

Steve Woods is asking for the Board of Commissioners support of the layoff of ward aides. Steve Woods noted that approval at this point would provide ample notice to the affected staff.

Martha Roy said that a firm date would be necessary and recommended outsourcing the support services for ward aides in resume writing and job search.

Commissioner Barrows asked if the new PointClick Care Software caused the elimination of the ward aides. Leslie Fabian explained that feeding is the main concern and software is not part of the equation.

Commissioner Barrows noted that volunteer assistance is low. Leslie Fabian said that volunteers and non-nursing staff require training. Leslie Fabian noted that our in-house staff development coordinator could conduct the necessary training.

Commissioner Stritch expressed concern with volunteer assistance due to inconsistencies.

Commissioner Barrows suggested an alternative to part time 20 hour positions such as noon to 2:00 p.m. or 5:00 p.m. to 7:00 p.m. schedules.

Commissioner Stritch expressed concern with the micromanaging of departments. Commissioner Stritch said the intent of the meeting is to come up with a proposal and take a vote.

Commissioner Pratt said hard decisions need to be made in order to make the budget work. Commissioner Pratt said that the information received shows the position is obsolete.

Commissioner Stritch said he would support the recommendation of the Long Term Care Director, Finance, and Human Resources if programs would not suffer.

Commissioner Barrows said she was opposed to laying off people.

Steve Woods informed the Commissioners that CMS rules have changed regarding inmate labor and that eventually the inmate labor may be phased out. Steve Woods suggested leaving open position funding at \$1 to ensure the positions would be available if inmate labor was eliminated.

Steve Woods noted that the request for proposals for skilled rehabilitation services are out to vendors and have been done early due to changes in Medicare revenues. Steve Woods said that nationwide that profitability will be reduced as Medicare cut payments. Discussion ensued about private insurance acceptance and Steve Woods noted that private insurance does not pay as well as Medicare.

Commissioner Pratt said she does not want the county to enter into a new losing business. Commissioner Pratt said that the private insurance payments must at least equal our expenses on a daily basis.

Commissioner Barrows said that the county tax on a property tax bill is low and that the man on the street would say nursing homes are very important. Commissioner Pratt said it is not what the man on the street says but rather an effective presentation to the Delegation. Discussion ensued about the last year budget process and the budget for 2012.

Commissioner Barrows asked about the skilled rehabilitation contracted services for 2011. Janice Demers said that over \$2million in expenses has been incurred and a transfer will be needed somewhere between \$70,000 to \$120,000. Janice Demers said that the skilled services line may be a \$400,000 increase. Theresa Young said that revenues will be reduced but still will offset the expenses.

Commissioner Pratt expressed concern with the lack of information regarding the need of a transfer and that a cost benefit analysis is needed to correspond with the line item transfer request. Theresa Young said that this had been discussed back in September but an actual amount was not known at the time.

Commissioner Pratt expressed concern with this upcoming line item transfer as the profitability is lower and is overspent. Commissioner Pratt said that this should have been discussed to the Executive Committee at third quarter.

Discussion ensued about the 2012 long term care budget presentation timing.


- **Ward Aide Elimination, Long Term Care Services**

Moved: Commissioner Stritch to eliminate all nursing department ward aide positions effective April 1, 2012. Commissioner Pratt seconded the motion. Motion passed 2-1.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:08 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

November 30, 2011 – 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
Diane Gill, Human Services Director
Jude Gates, Director of Facilities

Frank Stoughton, IT Manager
High Sheriff Michael Downing
Register of Deeds Cathy Stacey
Theresa Young, Finance Director
Fred Borman, UNH Coop. Extension
Steve Church, Corrections Superintendent
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:00 a.m.

II. Reports:

RFP Awards

• **Condensate Return Unit, Engineering and Maintenance**

Moved: Commissioner Stritch to award the condensate return unit supplies to Northeast Mechanical for \$6,798.22 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **Replacement Nurses Station, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from Advanced Custom Cabinets.

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.

Commissioner Barrows asked about the need of the replacement station. Jude Gates said the nurse station is in poor condition and was cited by life safety.

Motion passed all in favor.

• **Medical Laptops, Information Technology**

Commissioner Stritch opened proposals received from Y&S Technologies, New England Communications, Ace Office Supplies, Business Services Solutions, Southern Computer Warehouse, Howard Computers, and GovConnection.

Moved: Commissioner Stritch to authorize the Information Technology Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion.

Frank Stoughton said the new medical carts need laptops for PointClick Care access and pharmaceutical uses. Frank Stoughton said a couple laptops will be replaced but most are new noting the replacement laptops have hardware issues.

Motion passed all in favor.

- **Telecommunication Services, Sheriff**

Commissioner Stritch opened proposals received from Spectrotel Incorporated, Fairpoint Communications, Baying Communications, Ideacom Integrated Technologies Incorporated, and First Access Technologies.

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

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 16 and 23, 2011 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

Finance – Theresa M. Young, Director

Theresa Young asked if the Commissioners wanted to request a December meeting of the Executive Committee for consideration of line item transfers instead of waiting until January 28th. Discussion ensued and no meeting in December was established at this time. The departments with transfer requests will contact their vendors and report back at the next meeting.

- **Tyler Technologies Contract Amendment**

Moved: Commissioner Stritch to approve a contract amendment with Tyler Technologies for two additional MUNIS modules and training for \$24,200 and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Theresa Young said that the module was delayed until year end as it would be used at the end of the year. Theresa Young offered to survey other counties on costs for financial packages.

Motion passed all in favor.

Human Services – Diane D. Gill, Director

- **Credit for Long Term Care Expenditures Discussion**

Diane Gill explained that the credit for long term care expenditures is being followed up based on a response by Jonathan McCosh from the New Hampshire Department of Health and Human Services. Theresa Young highlighted her previous conversations with Mr. McCosh and noted the separate issues from bed tax eligibility and appropriate accounting for it. Theresa Young said that the credit was recorded properly. Commissioner Barrows suggested asking the auditor for their recommendation if the Finance and Human Services Directors do not agree. Commissioner Pratt said that the intent was clear and that it is a long term care expenditure and the credit was a technique to avoid the State from issuing a check for cash flow purposes. Discussion ensued about cap calculations and budget recording for 2012 if it happens again. Diane Gill said she completely disagrees and the intent of SB2 was specific that it was not to go back to nursing home and the language is extremely clear. Diane Gill said she not agree with the credit that was recorded and should be credited to HCBC and intermediate nursing care.

Commissioner Barrows asked for the auditor to be contacted for a recommendation.

Diane Gill said every other county is treating the credit differently.

Long Term Care Services – Steven E. Woods, Director

- **Healthcare License Renewal 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.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey asked about the cleaning services at the courthouse. Discussion ensued about contract services and the documentation needed.

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 a registry of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, 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, Steve Church, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

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

- **Open Enrollment Period for Collective Bargaining Units**

Moved: Commissioner Stritch to extend the open enrollment deadline to December 15, 2011 for all employees covered by collective bargaining units and recently filed petitions. Commissioner Pratt seconded the motion, voted all in favor.

- **Ward Aide Severance Agreement, Long Term Care Services**

Moved: Commissioner Stritch to approve payment to all nursing department Ward Aides on January 19, 2012 for 7 payrolls of regularly scheduled base pay, not including any benefit payments, if notice is given and the County's severance agreement is signed and received by January 1, 2012. These employees may receive separate checks if requested. Commissioner Pratt seconded the motion.

Commissioner Barrows asked about benefit payments to employees. Theresa Young said that if an employee is paid benefits there is no advantage to Rockingham County. Commissioner Pratt questioned if the employees need the benefits.

Motion passed 2-1.

- **Exception Request, Register of Deeds**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-3 for a registry of deeds employee as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request for administrative pay for a corrections employee as recommended by the Corrections Superintendent. 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 8-3 for a human resources employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:45 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

December 7, 2011 – 9:30 a.m.

Present:

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

Theresa Young, Finance Director
Martha Roy, Human Resources Director
Janice Demers, Fiscal Services Director
Leslie Fabian, Director of Nursing
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

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

II. New Business

2012 Budget Review

• **Long Term Care Services**

Theresa Young presented the overall Long Term Care budget spreadsheet noting the revenues and expenses.

Commissioner Barrows said that the Delegation was not provided an opportunity to voice on position eliminations. Commissioner Barrows said she does not want to balance the budget on the backs of the employees and is extremely discouraged by the results. Commissioner Barrows said she does not want this and suggested alternatives to ensure employees are not laid off. Commissioner Barrows and Commissioner Pratt disagreed on history of county operations. Commissioner Barrows would like the employees reinstated and have the Delegation make the cuts. Commissioner Pratt said that the Delegation only makes funding decisions and not layoffs.

Commissioner Stritch said he would like the Delegation involved in the process but is concerned with layoff decisions by other levels of government. Commissioner Pratt said that the budget changes are not related to the Delegation approved budget but rather new expenses and lack of revenues from the state and federal funds.

Commissioner Barrows suggested going to the community and advising that these increases are due to state mistakes. Commissioner Barrows said she does not believe the community wants nursing home cuts and employee layoffs.

Theresa Young noted that employees have the chance to stay and not take the buyout package. Discussion ensued about prior position eliminations and lack of severance packages in human services.

Steve Woods highlighted changes to revenues and Theresa Young noted that the listed revenues do not include proshare payments. Steve Woods said he was confident in the private pay rates as the census is stable. Janice Demers noted the Medicare rates increased in 2011 and the revenue is increased in the 2012 budget accordingly.

Discussion ensued about the Medicaid annuity plan in effect and the known and unknown factors.

Steve Woods wanted to state that the budget was not proposed lightly and these difficult decisions were not made without thinking of all the affects.

It was noted that 80% of the budget accounts for pay and benefits.

Steve Woods noted that overall operational expenses were reduced by 3%.

Commissioner Barrows said that less capital project funding and other preventative maintenance items should be reduced instead of personnel. Commissioner Pratt said that 15 years ago a plan was established to ensure the buildings were maintained. Theresa Young said the plan alleviates the need for bonding of projects. Commissioner Barrows said that buildings were built during that time period and new buildings are not needed.

Steve Woods noted open positions that will not be filled and the savings. Discussion ensued about the differences of keeping the position open versus eliminated. Theresa Young explained the budgeting of benefits and the need for Commissioner approval to change the past practice.

Janice Demers said the increase in the administration budget is due to the association dues and health insurance.

Steve Woods noted dietary budget increases included food costs and health insurance. Janice Demers said that the provisions contract is based on market costs minus 2%. Janice Demers noted that two steamers needed replacement as the equipment is failing but could compromise accordingly. Commissioner Barrows suggested not putting these items in the budget as it is a critical budget year. Steve Woods agreed to replace one steamer only.

Commissioner Barrows noted that equipment in nursing increased 150%. Leslie Fabian said that two tubs are beyond repair and replacement parts do not exist. Leslie Fabian noted that the copier needs to be replaced and upgraded to a more powerful machine.

Janice Demers requested a project code for the perspective payment system (PPS) to alleviate the need for multiple transfers throughout the year. Discussion ensued about the increases to PPS noting that prescription per resident doubled. The Commissioners agreed to the project code proposal.

Commissioner Pratt expressed concern with expense increases for the skilled care contract and believes the county must not bear the entire burden of Medicare cuts.

Recreation Therapy/Activities was discussed and the changes in 2012 to match the new duties of the department.

Commissioner Pratt questioned the amount of nursing administration positions. Leslie Fabian said positions were consolidated in administration. Commissioner Barrows recalled administrative positions without weekend coverage. Leslie Fabian said two supervisor positions were eliminated and one clerical position eliminated. Discussion ensued about positions and duties.

Commissioner Pratt expressed concern with the true costs stated in the skilled care program when employees are involved in enhanced training due to the skillset of the program.

Discussion ensued about payroll projections for adult day care to ensure nursing home and adult day care salaries are properly accounted for in the appropriate cost centers.

Commissioner Pratt questioned the personnel structure in assisted living and keeping assisted living residents when they need to be in nursing home care. Steve Woods said discussions continue and Nancy Lang is watching the situation. Discussion ensued about hospice services and staffing needs.

Steve Woods noted the changes to revenues. Commissioner Pratt noted employee meal revenue decreased and asked about the food service expenses. Steve Woods said that it is an insignificant reduction to expenses in food service due to the amount of food produced for the nursing home, assisted living, and jail. Discussion ensued about further project codes to specify costs between employee meals, snack bar expenses, and the nursing home.

Steve Woods noted the loss to the day care program is approximately \$30,000 annually at this point.

Discussion ensued about the private pay rates and Medicaid rates in assisted living. Commissioner Pratt suggested phasing out Medicaid residents in assisted living due to eroding revenues. Commissioner Barrows questioned a cap in Medicaid accepted rooms.

- **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of 1,441,676.65 for the period ending December 4, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **Non County Special Funding**

Commissioner Barrows and Commissioner Stritch agreed to status quo funding for non county special funding. Commissioner Pratt recommended a 6% reduction to align with the rest of the budget parameters.

- **2010 Single Audit Comment Response**

The Commissioners reviewed the draft 2010 Management Comment regarding the 2010 Single Audit. The Commissioners agreed to the following:

“We concur. Steps are underway to train personnel with respect to Justice Assistance Grant program requirements. We will consider other actions to ensure that sub recipients are properly monitored.”


Moved: Commissioner Stritch to accept the comment as read. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt suggested a meeting with the Delegation Officers to address the 2012 budget situation. Commissioner Barrows suggested invited them to a regularly scheduled Commissioners meeting.

III. Adjournment

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

December 13, 2011 – 9:30 a.m.

Present:

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

Martha Roy, Human Resources Director
Fred Borman, UNH Cooperative Ext.
Steve Church, Corrections Superintendent
Karen Senecal, Attorney Office Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 9:42 a.m.

II. New Business

2012 Budget Review

• **Overall**

Martha Roy advised that the pay and classification consultant was unable to attend and would reschedule. Discussion ensued about the survey results. Commissioner Pratt asked for midpoint averages to analyze. Martha Roy and Theresa Young recommended not giving a general raise to employees. Discussion continued about the prior layoff vote. Theresa Young presented the salary summary sheet noting overall pay and compensation.

Theresa Young noted that the general fund is where compensated absences and short term disability will be paid from. Theresa Young said that consideration of one line in the budget versus in each department budget.

Theresa Young said that once the Memorandum of Understanding is signed then health insurance position funding could be reduced by \$900 to \$13,000 per position. Commissioner Pratt asked about the status of the Memorandum of Understanding and the unfair labor practice filed. Martha Roy provided an update on the MOU and the unfair labor practice to the New Hampshire Department of Labor. Martha Roy said the open enrollment period ends December 15th and official numbers will be available shortly thereafter. It was noted many people are changing to alternative plans options.

The reduction to longevity was noted as a savings of \$26,000. Martha Roy expressed concern with her previous recommendation of reducing longevity by 20% and offered sick pool changes to offset the cost difference.

Discussion ensued about wellness program history and outcomes versus the new concept of outcome based initiatives. Commissioner Pratt expressed concern with the wellness concept as the participation is low and expenses increase every year. It was noted overall expenses in this new concept is over \$160,000.

The health buyout cost was renewed to reflect 2012 participation. Discussion ensued about the beginning concept and the purpose of the buyout throughout the years. An example arose this year as a married couple, both county employees, both receiving the buyout payment. The difference in this case is both employees have insurance through an outside entity. Commissioner Barrows asked about the cost of the buyout versus county health insurance costs.

Discussion ensued about the vote on record, the intent, and the need for clarification.

Commissioner Barrows asked Martha Roy to send the scenario to Donahue, Tucker, and Ciandella for a recommendation on buyout for married couples.

Commissioner Stritch inquired about changing cleanings from 4 to 2 a year. Theresa Young said that Delta Dental reported an overall savings and the cost was minimal.

Commissioner Barrows left the meeting at 10:33 a.m.

Theresa Young said that compensated absences will no longer be a fund and will be paid from the general fund. Theresa Young presented an analysis for the compensated absences fund for 2010 through 2011. Theresa Young presented the current compensated absences fund rules that need to be modified to reflect the changes for 2012 as budget lines in the general fund. Theresa Young recommended a line in general government for all compensated absences. Discussion ensued about the current reserve and the effect on the tax rate in future years. Theresa Young suggested separating out each need. Commissioner Pratt expressed concern with one large line item and suggested a sweep vote managing the lines in the departments. Commissioner Pratt suggested presenting option a of departmental funding and option b of one general government line.

Commissioner Barrows came back to the meeting at 10:42 a.m.

Commissioner Stritch and Commissioner Pratt agreed to departmental line funding with a resolution of a sweep to address transferring between lines.

Moved: Commissioner Stritch that \$395,095 be appropriated for compensated absences activity and distributed in departmental lines with an offsetting reserve and that Finance/Human Resources draft language for a resolution to the Delegation to make transfers between the lines. Commissioner Pratt seconded the motion.

Commissioner Barrows asked about the per position cost. Theresa Young said she will use the same allocation as done with health and dental costs.

Motion passed with Commissioner Barrows abstained as she missed the discussion.

Theresa Young said that workers compensation funding is evaluated based on an analysis from a recent actuarial study and third party administration services. Theresa Young presented a five year analysis on expenses to the fund noting a sharp increase in expenses. Theresa Young does not recommend level funding as the fund continuously absorbs the difference between expenses and actual annual funding. Theresa Young said the fund will end the year at approximately \$390,000 and therefor recommends funding at \$975,000 for 2012. Theresa Young recommended working with the Workers Compensation Coordinator to reduce the claim costs.

Commissioner Pratt said she recently discovered that workers compensation medical expenses are billed at retail rates versus discount negotiated rates.

Commissioner Barrows recommended \$900,000 for funding. Discussion ensued about alternatives.

Commissioner Barrows expressed her frustration with the recent layoff.

Moved: Commissioner Stritch to fund \$900,000 for workers compensation in 2012 and distributed within the lines as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young explained unemployment funding and discussion ensued regarding the per position cost formulated.

Moved: Commissioner Stritch to approve \$105 per position for unemployment within the departmental lines for 2012 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young said that tuition reimbursement must be funded at a minimum of \$4,500 due to contractual obligations. Martha Roy asked for a vote to be deferred until she analyzes this further. Discussion ensued about current commitment obligations.

Martha Roy asked for wellness to be deferred for further analysis with the wellness committee.

Commissioner Pratt asked about the county wide cost for mileage reimbursement and suggested alternatives should be reviewed. Commissioner Stritch recommends following the Internal Revenue Service reimbursement guidelines.

Theresa Young noted the 2011 encumbrances and reserves and an option to restrict that practice for year-end 2011 into 2012. Commissioner Pratt expressed concern with the human services liability and asked about the final totals. Discussion ensued about spending freezes and the need for year-end left over funding.

Theresa Young said that footnotes should be reviewed.

The Commissioners revisited a meeting idea with Delegation Officers and agreed to December 21, 2011.

The Commissioners agreed to meet with the auditor for the exit interview on December 28, 2011.

Theresa Young asked for clarification for budgeting the New Hampshire Association of Counties dues in 2012. Commissioner Pratt suggested funding in departments accordingly. Commissioner Barrows suggested a line item in general government for simplicity.

Theresa Young noted that the anticipated retirement listing for 2012 is low and departments will be reminded.

Theresa Young said that overtime lines are separated in some budgets and to streamline and use project codes need to be discussed. Commissioner Barrows and Commissioner Pratt agreed that departments should have separate lines for overtime. Commissioner Barrows wants to see a separate line for per diem pools. Theresa Young explained the difference between line items and project codes. No decision was reached.

Theresa Young asked about the transport program discussions from last year. Steve Church said the proposal is included in his budget. Commissioner Pratt asked if the transport program discussion had included the Sheriff's Office to reduce expenses. Steve Church said he made the proposal based on his department's needs.

Commissioner Barrows asked for clarification on training for ward aides to obtain a certification for Licensed Nursing Assistant. Martha Roy said she is not aware of that training opportunity in the nursing home at this time. Commissioner Barrows noted reimbursement opportunities and the importance of retraining. Commissioner Barrows said she would like to see the severance option include health insurance benefits.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal union negotiations. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Theresa Young, and Martha Roy.

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

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:22 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 14, 2011 – 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
Leslie Fabian, Director of Nursing
Steve Church, Corrections Superintendent

Diane Gill, Human Services Director
Frank Stoughton, IT Manager
Jude Gates, Director of Facilities
High Sheriff Michael Downing
Karen Senecal, Attorney Office Manager
Fred Borman, UNH Cooperative Ext.
Kathy Nikitas, Senior Accounting Analyst

I. Call to Order

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

II. Reports:

RFP Opening

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

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

• **Laboratory Services, Long Term Care Services**

Commissioner Stritch opened proposals received from Nordx and Elliot Hospital Laboratory.

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

• **Medical Laptops, Information Technology**

Moved: Commissioner Stritch to award the medical laptop proposals to Ace Office Supply for \$12,260 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

• **Replacement Nurses Station, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement nurse station proposal to Advanced Custom Cabinets for \$20,072 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Telecommunication Services, Sheriff**

Moved: Commissioner Stritch to award the telecommunication services proposal to Bayring Communications for a three year service contract not to exceed \$22,000 annually and authorize the Chair to sign all necessary documents pending legal review as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Discussion ensued about legal services and differences in opinion with legal counsel.

- **Soft Drinks, Long Term Care Services**

Moved: Commissioner Stritch to award the soft drink proposal to Seacoast Coca-Cola from December 1, 2011 to November 30, 2012 for an amount not to exceed \$30,753.60 annually as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Bread, Long Term Care Services**

Moved: Commissioner Stritch to award the bread products proposal to Lepage Bakeries from December 1, 2011 to November 30, 2012 for an amount not to exceed \$87,600 annually as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Linen, Long Term Care Services**

Moved: Commissioner Stritch to award the linen products proposal to Star Silk and Woolen Company, Star Linen and Supply Company, and ATD-American Company from December 1, 2011 to November 30, 2012 for an amount not to exceed \$13,215.14 annually as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Courthouse Cleaning Services, County Attorney & Register of Deeds**

Moved: Commissioner Stritch to award the cleaning services proposal at the courthouse to C&M Cleaning from January 1, 2012 to June 30, 2014 for \$1,568.34 monthly with contract pending legal review as recommended by the Register of Deeds and County Attorney. 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 782, 784, 785, 786, 788, 791, 792, 794, 795, 796, 798-803, 821 totaling \$552,213.13, accounts payable batch 793 totaling \$145,897.00, general entries GL11539, GL11540, GL11542 totaling \$836.50, payroll warrants 1201SD, 1208SD totaling \$3,382.33, accounts payable wire payments T110847, T111038, T111068 totaling \$159,230.46, for a grand total of \$861,559.42. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 29, 2011, November 30, 2011, and December 7, 2011 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting Information**

Commissioner Pratt asked to discuss the Superintendent's Administrative Assistant Senior posting at tomorrow's budget session.

Corrections – Stephen A. Church, Superintendent

- **Grant Application Approval: New Hampshire Department of Education, Career and Technical Education, \$8,307**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Education for a Career and Technical Education grant in the amount of \$8,307 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Discussion ensued regarding the state initiative to expand video arraignment and the cost to the county for additional personnel to operate the equipment. High Sheriff Downing and Steve Church agreed that it is an unfunded mandate. The consequences to the county are not known at this time if the county is unable to meet the needs. Commissioner Pratt asked for a cost benefit

analysis between Corrections and Sheriff for video arraignments versus court transports. Commissioner Barrows suggested that the cost savings will be minimum at best.

Steve Church congratulated his staff for their medical efforts resuscitating a person in custody.

Steve Church asked for reconsideration for APRISS contracted services. Commissioner Pratt said she was concerned with the contract language and the 6% increase. Discussion ensued about the payment and concerns with funding for 2012.

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

• **Change Order: Cadieux's Flooring, \$975.00**

Moved: Commissioner Stritch to authorize a change order to Cadieux's Flooring in the amount of \$975 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Jude Gates noted her meeting with the maintenance subcommittee regarding year end and 2012 overview. Diane Gill reported Representative McMahon is the new subcommittee chair of Human Services Subcommittee.

Human Resources – Martha S. Roy, Director

• **Biometric Testing Proposals**

Moved: Commissioner Stritch to approve the Wellness Workdays Biometric proposal for 2012 for an amount not to exceed \$26,365 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned the per person plan cost. Martha Roy noted that the testing results in \$35 per employee and that there is no cost if the employee does not participate. Commissioner Pratt said she is concerned about the cost benefit analysis as expenses continue to rise each year. Discussion ensued about the testing services performed by Wellness Workdays.

Motion passed all in favor.

Information Technology/Telecommunications – Frank L. Stoughton, Manager

• **Lease Approval: Lehigh Capital Access Incorporated, \$31,225.11, 3 Year Lease for Wireless Phones**

Moved: Commissioner Stritch to approve a Government Obligation Contract Lease with Lehigh Capital Access Incorporated for three years at \$31,225.11 total and authorize the Chair to sign all necessary documents as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Seacoast School of Technology Affiliation Agreement Approval**

Moved: Commissioner Stritch to renew an Affiliation Agreement with the Seacoast School of Technology and Rockingham County from January 1, 2012 to December 31, 2012 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.

• **Harvard Pilgrim Health Care of New England Participating Skilled Nursing Facility Agreement Approval**

Moved: Commissioner Stritch to approve a Participating Skilled Nursing Facility Agreement with Harvard Pilgrim Health Care of New England Incorporated from February 1, 2012 to January 31, 2014 and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for rate information. Leslie Fabian noted that the average reimbursement is \$350, which is less than the actual cost to perform the services. Commissioner Pratt asked for more information on rates for a cost benefit analysis.

Motion passed 2-1.

- **Bid Waiver: Hobart, \$5,786.60**

Moved: Commissioner Stritch to authorize a bid waiver to Hobart for \$5,786.60 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked that the market be surveyed again to ensure it is sole source. Discussion ensued.

- **Legal Counsel of Donahue, Tucker, and Ciandella for Skilled Nursing Facility Agreement Reviews**

Commissioner Barrows said a motion was not necessary and not her intent. No further action taken.

- **Nursing Home Ward Aide Proposal II Approval**

Leslie Fabian explained the additional proposal offer to eliminate ward aides. Martha Roy said these concepts are at the request of the employees. Kathy Nikitas said that it is not recommended based on the generous offer in place and the well thought out plan already approved. Commissioner Pratt asked if these packages were offered to human services department employees when eliminated. Martha Roy said notice was provided to employees for a long time. Commissioner Pratt expressed concern with this setting precedence for the future. Commissioner Barrows again expressed her concern with this layoff. Commissioner Pratt explained that other counties have laid off staff based on need accordingly.

Moved: Commissioner Stritch to approve the payout of earned time converted to sick pool in July 2011 for all nursing home ward aide positions eliminated as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

Moved: Commissioner Stritch to approve a 100% payout of earned time to eliminated nursing home ward aide positions as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

Moved: Commissioner Barrows to approve health care benefits through March 31, 2012 for nursing home ward aides that have taken the severance package. Commissioner Stritch seconded the motion.

Commissioner Pratt asked about the cost of this proposal. Commissioner Barrows felt it is about \$60,000 in expense.

Motion 2-1.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: Neptune \$5,800**

Moved: Commissioner Stritch to authorize a bid waiver to Neptune Uniforms and Equipment in the amount of \$5,800 as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the bid waiver process for the order. High Sheriff Downing explained that the order was ordered in error and staff was reminded of the bidding process.

Motion passed all in favor.

- **Surplus Request Approval**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the High Sheriff's memorandum dated December 6, 2011 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 a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Karen Senecal, Lynn Mallet, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a payroll change notice for a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

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

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

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for earned time payout for a county attorney employee as recommended by the County Attorney. 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 open enrollment deadline 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 12:12 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

December 15, 2011 – 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

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Paul Allen, Maintenance Foreman
AnnMarie Nelson, Corrections Office Manager
Steve Church, Corrections Superintendent

I. Call to Order

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

II. New Business

2012 Budget Review

• **Human Services**

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

Diane Gill presented her draft 2012 budget request noting major impacts such as loss of ARRA funds, increase to the cap, and rebilling deductions. Diane Gill explained the differences in deductions the counties made and the rebilling by the state department of Health and Human Services. Discussion ensued about the process in place for rebilling. Diane Gill and Theresa Young discussed INC and temporary abatements. Theresa Young noted that the department budget met the 6% reduction and noted that the New Hampshire Association of Counties dues will be applied based on a percentage. Commissioner Pratt asked what the duties of the Department of Human Services. Diane Gill said she is managing a large budget, determining the legal liability of expenses, and the billing. Diane Gill said three other counties still have human services offices. Commissioner Barrows said the job still remains complex. Diane Gill said that if forms are not reviewed than \$1.2 million unverified and undocumented claims would be paid. Commissioner Pratt asked if it is a full time job. Diane Gill said she has reduced her hours and is full time at the reduction.

Commissioner Pratt asked about the other staff position. Diane Gill said that 6% diversion was only 15% of time. Diane Gill said that the position has more case loads and that it will be dropping juvenile cases to help with the day reporting program in the jail. Commissioner Barrows asked that Commissioner Pratt shadow the Human Services staff.

• **Personnel Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss human services personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Diane Gill, Martha Roy, Theresa Young, and Chris Maxwell.

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

- **Human Resources**

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

Martha Roy presented the draft 2012 department budget noting a reduction to the temporary poll staff hours. Martha Roy also noted that advertising was reduced to \$1,000 and use lower cost alternative services. Discussion ensued about the cost benefit analysis of paid advertising. Commissioner Barrows asked that staff salaries be separated from per diem and temporary staffing. Theresa Young said that some per diem hours are used to fill in behind a vacation or absence. Discussion ensued about the process and presentation to properly depict the staff salaries from per diem staff. Commissioner Pratt clarified that Commissioner Barrows is looking for one line for staff salaries on the position listing and then another line for per diem, temporary call, or on-call staffing. It was understood that \$260,000 for staff salaries and that \$48,000 is for temporary staffing in the department.

Commissioner Pratt asked about the reception services of temporary staffing. Martha Roy explained that there are many other duties besides answering the telephones. Discussion ensued about open enrollment processing and other duties. Commissioner Pratt noted a study should be done as the human resources department is very paper based and technology is available to streamline operations. Discussion ensued about global efficiencies between all departments. Martha Roy said a study is not needed of the human resources department and that software could be researched and managed in house. Theresa Young noted ADP has been contacted to see about alternatives. Martha Roy said administration needs to be reviewed and noted a third party entity managing the original source. Discussion ensued about studies and efficiencies.

Martha Roy said that the American Express point usage is appropriated within her supply line accordingly. Discussion ensued about credit card usage and alternatives.

Commissioner Pratt noted the conference and training narrative mentions degrees and certification. Martha Roy said that certifications are covered under the line and the narrative regarding degrees would be removed.

- **Engineering and Maintenance Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Jude Gates, Frank Stoughton, Paul Allen, and Diane Gill.

Jude Gates presented the draft 2012 budget proposal noting utility costs continue to rise and efforts are made to conserve and control the utility expenses. Jude Gates noted electricity delivery cost is increasing by 5% and that oil prices rose from 2011 to 2012. Jude Gates said that lagoon three needs a repair and that line was increased accordingly. Jude Gates said that operational expenses were reduced 10% the last two years. It was noted a shift technician position will remain open and see how it works operationally for a minimum of three months.

- **Information Technology**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Jude Gates, Frank Stoughton, Paul Allen, and Diane Gill.

Frank Stoughton highlighted the draft 2012 budget submission noted that the operational budget was reduced by 7%. Frank Stoughton said two budget lines were increased explaining a lease payment for technology equipment. It was noted historically the budget is trending lower.

Commissioner Pratt asked about service contract funding when less than 60% was spent. Frank Stoughton said four months of payments are not reflected and a few special projects completed. Commissioner Pratt asked about hours and rates paid for technical support and asked for an analysis. Discussion ensued about the training room and the increased usage.

- **Finance**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Theresa Young

Theresa Young presented the draft 2012 budget submission noting an overall 7% decrease. Theresa Young noted that temporary staffing was reduced by \$24,450 and that one staff member will remain at part time. Theresa Young said a major operational expense is software expense for the financial system. Theresa Young noted that the other counties are being surveyed to determine the financial software system and the administrative support costs. Theresa Young also reviewed the time and attendance system noting that departments requested enhancements are not budgeted. Discussion ensued about the enhancement requests and the need. Theresa Young estimates \$25,000 for enhancements without training. Commissioner Barrows asked about the staff time involved in the manual process. Theresa Young said that a few items were things not being done now versus the items being done manually. Discussion ensued about the level of staff processing the items and the exempt versus non-exempt status and costs. Theresa Young said it is time to survey the departments to comment on the new time and attendance system.

Commissioner Barrows left the meeting at 12:22 p.m.

- **Corrections**

Present: Commissioner Pratt, Commissioner Stritch, Theresa Young, Steve Church, AnnMarie Nelson

Theresa Young noted that staffing numbers may change if a human services employee works in the Department of Corrections. Theresa Young said that the departments 2% increase is due to health insurance increases. Steve Church said he reduced female housing due to reciprocal agreements with other counties and electronic monitoring. Steve Church said the food costs remained on budget and will firm for 2012 based on the recommendation of Long Term Care Services Food Services.

AnnMarie Nelson noted that revenues remain the same for 2012. Steve Church said that federal prisoners are low to none with the building of the Berlin prison. It was agreed to fund the revenue line for federal prisoners to \$1. Discussion ensued about revenue lines noting changes for 2012 and year to date revenues collected.

Steve Church said that the operational budget remains close to 2011 with a few exceptions such as telephone technologies. It was agreed that inmate programs could be reduced to \$1 as general anticipated items are funded elsewhere. Theresa Young noted that \$999 could be spent in the inmate program line if it was not anticipated.

Commissioner Pratt noted that 6% needs to be worked on as smaller departments made large cuts to achieve the 6% reduction. Theresa Young suggested attrition as a cost savings by leaving a position open for an extended period. Steve Church said he would need to review his salary line at year end for analysis. Commissioner Pratt asked about reducing or eliminating the administrative assistant position. Steve Church explained the position has added duties of

administrative services with diverting captain administrative duties. The Commissioners asked to hold on filling the administrative position pending further discussion.

Discussion ensued about equipment repairs noting communication repairs and additional expenses not reflected in the spreadsheet.

Commissioner Pratt asked reconsideration of the medical contract costs with the vendor. Steve Church noted the contracted increase is 3% and would be reviewing in-house medical services in the future. Discussion ensued about the advantages of contracted services versus performing the duties with a department.

Discussion ensued about transportation processing between corrections and sheriff. Theresa Young suggested a specific footnote to justify an increased expense in transportations.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:33 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

December 19, 2011 – 9:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Register of Deeds Cathy Stacey

Theresa Young, Finance Director
High Sheriff Michael Downing
Martha Breen, Sheriff's Executive Assistant
Lt. Kevin Walsh, Deputy Sheriff
Captain Jim Lussier, Deputy Sheriff

I. Call to Order

Commissioner Barrows called the meeting to order at 9:37 a.m.

II. New Business

2012 Budget Review

• **Register of Deeds**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Register of Deeds Cathy Stacey, and Theresa Young

Cathy Stacey asked that the web access service contract be allocated to surcharges and believes it falls within the definition of the funds. Discussion ensued about footnotes and specific highlights.

Commissioner Barrows explained her request to separate staff salaries from per diem, temporary staff, and overtime. Commissioner Barrows said she would like to see the Register of Deeds budget separated out. Cathy Stacey said she does not have overtime or temporary staff expenses.

Discussion ensued to clarify an encumbrance from a prior year.

Cathy Stacey asked for a \$50,000 reduction in one line to work towards a higher reduction percentage.

Discussion ensued regarding revenues and Cathy Stacey anticipates that the revenues projected for 2011 will be under the budgeted total. Cathy Stacey presented a spreadsheet depicting specific revenue items and budgeted for 2012 accordingly.

• **Sheriff**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Michael Downing, Martha Breen, Lt. Kevin Walsh, Captain Jim Lussier, and Theresa Young

High Sheriff Downing noted the operational budget decreased and the salary lines increased.

Commissioner Barrows explained her request to separate staff salaries from per diem, temporary staff, and overtime. Commissioner Barrows said she would like to see the Sheriff budget separated out. Theresa Young said that reserves, bailiffs, on call, and overtime is already separated out in two budget lines. Theresa Young recommended removing the specific line for a pre-trial deputy. Mike Downing explained the different lines and the inaccuracies when deputy lines are split out between transport deputies and general deputies. Commissioner Barrows said

she does not see a problem with combining the lines. Commissioner Stritch concurred to combining the lines.

Mike Downing noted that overall transports reduced by 1% and said perhaps the Plaistow court video arraignment system may provide further savings. Discussion ensued about the state proposal for video arraignment and state creating an unfunded mandate.

Discussion ensued about the pretrial program and its statistics and duties. Mike Downing said the office tracks the duties and outcomes.

Discussion ensued in overtime cost reductions with the new dispatcher position. Mike Downing noted the progress of the dispatch pool recruitment process.

Theresa Young asked about the revenue projections in 2012 for bailiffs. Discussion ensued about the revenue and the appropriation for bailiffs. Mike Downing agreed to have the appropriations match the revenue.

Mike Downing noted an increase in vehicle equipment for future years as Ford vans are changing the design and will require all new equipment to fit the new models. Commissioner Barrows noted the Municipal Resources report suggesting equipment that reduces gasoline expenses for running lights and radio equipment. Mike Downing said he would check with the maintenance department to determine the cost benefit analysis. Mike Downing explained he reduced new vehicle expenses by changing the vehicle from two tone to one color.

- **University of New Hampshire Cooperative Extension**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Fred Borman, and Theresa Young

Fred Borman highlighted the results of the last state wide cooperative extension Re-Extension Program. It was noted that the number of educators would remain the same and that the assistants would become university employees. Discussion ensued about the proposed plan of the county purchasing services versus specific budget items. Commissioner Pratt said that she would like to see what services Rockingham County would receive for its payment of services. Commissioner Pratt also said the model needs to depict who makes the direction for educators work.

Fred Borman highlighted the proposed 2012 budget noting the changes. Commissioner Pratt highlighted the administrative staffing level in comparison to educators. Commissioner Pratt asked for further clarification of furlough versus reducing a position to three. Fred Borman said it is the university plan to have three staff. Fred Borman also said he was trying to keep staff employed as long as possible. Fred Borman noted that the university salary survey shows that Rockingham County pays administrative staff higher than the university pays for the position.

It was noted the current 2013 extension plan for running the program would be \$370,000 for Rockingham County.

- **Projects**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Paul Allen, and Theresa Young

Commissioner Barrows said she would like to see all projects put on hold and have the funds diverted to ward aides. Jude Gates noted the project funding was reduced 29%. Commissioner Barrows asked for further reductions. Jude Gates said that replacements are proactive versus waiting for equipment to fail. Discussion ensued regarding the air handling unit in the jail. Commissioner Barrows asked about bonding the projects. Theresa Young said that bonding is an idea however the county has been managing projects accordingly. Discussion ensued about the bond threshold and interest rates. Theresa Young noted that the county would incur \$30,000 in interest payments if \$400,000 was bonded.

It was agreed no new projects would be added to the projects list for 2012. Discussion ensued about funding for long range planning and a new proposal for presentation purposes.

Jude Gates highlighted the proposed appropriations in 2012 for projects. Jude Gates further explained the non-routine maintenance items proposed for 2012. Commissioner Pratt asked for additional column to the projects spreadsheet for year the project was approved.

Commissioner Barrows left the meeting at 11:24 a.m.

- **Treasurer**

Present: Commissioner Pratt, Commissioner Stritch, and Theresa Young

Chris Maxwell explained the Treasurer could not attend the meeting and offered a directive of level funding for the proposed 2012 budget.

- **County Attorney**

Present: Commissioner Pratt, Commissioner Stritch, County Attorney James Reams, Karen Senecal, and Theresa Young

County Attorney Reams presented his draft 2012 proposal noting a reduction in a staff position effective December 31, 2011. Discussion ensued about the elimination and the plans for 2012. Jim Reams highlighted the benefits and efficiencies with the new Prosecutor by Karpel software program.

Jim Reams noted the need for a transfer request due to medical examiner expenses.

The 2012 revenue projections were discussed and noted a 3% contract increase last year for town prosecution services.

Jim Reams said he was not able to meet a 6% reduction because that would mean a layoff of lawyers or many administrative staff members.

Jim Reams presented a conference and training analysis for 2011 noting expanded child abuse training for prosecution in 2012.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:26 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

December 21, 2011 – 10:00 a.m.

Present:

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

Diane Gill, Human Services Director
Martha Roy, Human Resources Director
Kate Magrath, HR Assistant Director
State Representatives Reagan, Sedensky,
Charron, Welch, Major, and Nevins

I. Call to Order

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

II. New Business

• **2012 Budget Review**

Commissioner Pratt distributed a sheet depicting historical budget information to current trends impacting the 2012 budget. Commissioner Pratt highlighted the significant impact to the budget. Commissioner Barrows noted that 19 ward aides will be eliminated in the 2012 budget and believes the county has not shadowed the positions to know their duties. Commissioner Barrows asked that the 19 positions be put back into the budget as these employees will be on the street without health insurance or another job. Commissioner Barrows said that the elimination of staff is the most devastating part of the budget. Commissioner Pratt noted the position elimination plan is part of the 2012 budget proposal noting it was recommended by the Long Term Care Services Director, Director of Nursing Services, and voted by the majority of the Board of Commissioners. Discussion ensued about state cost shifting, health insurance costs, categorical assistance, capital plan, state re-billing, American Recovery and Reinvestment Act (ARRA) payments for human services, rates in the nursing home, Proshare payments, and other items of interest.

Discussion ensued about the credit that was applied to long term care versus human services. The Commissioners said that a meeting with the auditors is scheduled for next Wednesday to address this item.

Representative Charron appreciated this preview in advance and learning in advance about the budget. He also expressed concern with the employee cuts and consider pay increases based on degrees of proration. Commissioner Barrows noted that the concept discussed is something she supports. Commissioner Pratt distributed a salary survey from the past two year and recommends targeted increases based on market surveys.

Representative Reagan noted his role as a state representative and a town selectman and noted that rewarding employees with raises is not their job. He noted that if positions cannot be filled then an increase could be considered. He said that duties should be performed at the lowest price possible.

Representative Major said he asked subcommittee chairs to meet with departments to determine needs and issues for 2012. He said this meeting today was beneficial and this communication will help understand the budget.

Representative Welch asked about the ward aide position elimination and their lack of need. Commissioner Barrows explained the duties of ward aides and how it helps lighten the load of the nurses. Commissioner Barrows said this elimination will be a big issue and residents will fall without the extra hands. Commissioner Barrows said the county cannot operate without them. Commissioner Pratt took exception to Commissioner Barrows statement about the impact.

Representative Sedensky asked about the unfilled positions to understand the positions and the funding. He noted the state average of wages and the average wage of state employees. He requested a meeting to meet and discuss the positions and wages. Theresa Young explained the funding of the unfilled positions and the use of per diem staff without benefits. Discussion ensued about not unfunded and funded open positions. Discussion ensued about ward aides and the implementation plan in place.

Representative Major left the meeting at 11:21 a.m.

Commissioner Barrows again disagreed with the recommendation of the Long Term Care Services Director and said that resident quality of care will be affected.

Commissioner Pratt said that the deficit in the nursing home is real and recommends an independent study of the long term care services department as was done in the sheriff's office. Commissioner Pratt noted the positive ratings by the New Hampshire Department of Health and Human Services and said that the Long Term Care Services Director would not let resident care suffer. Commissioner Pratt made an example of other counties are doing to reduce debt and increase revenues.

Representative Welch asked how the deficit continues to increase. Discussion ensued about Medicare and Medicaid revenues and other expenses including ward aides.

Martha Roy left the meeting at 11:31 a.m.

Representative Welch noted that eliminating 41 unfilled positions could result in \$2 million in savings. Discussion ensued about staffing and the ratio of staff to patient.

State Representatives Reagan, Sedensky, Charron, Welch, and Nevins left at 11:39 a.m.

- **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,242,444.67 for the period ending December 18, 2011. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Raymond Electric, \$6,000**

Chris Maxwell presented a bid waiver request from Engineering and Maintenance Services regarding two failed pumps and the emergency repair needed for wastewater treatment at the complex. Chris Maxwell noted

Moved: Commissioner Stritch to approve a bid waiver to Raymond Electric for an amount not to exceed \$6,000 and notify the Delegation Executive Committee regarding this emergency expenditure for line item transfer consideration. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:29 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 28, 2011 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Treasurer Edward Buck
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Register of Deeds Cathy Stacey	High Sheriff Michael Downing
Steve Woods, Long Term Care Director	County Attorney James Reams
Steve Church, Corrections Superintendent	Karen Senecal, Attorney Manager
Kate Magrath, HR Assistant Director	Fred Borman, 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 10:08 a.m.

II. Reports:

RFP Awards

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

Moved: Commissioner Stritch to award the paper products proposal from January 1, 2012 to June 13, 2012 in long term care to Central Paper Products Company, Geriatric Medical Supply Incorporated, and Interboro Packaging Corporation; in corrections to Central Paper Products Company as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

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

Commissioner Stritch opened proposals received from Rehab Choice, Genesis Healthcare, and Aegis Healthcare.

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.

• **Administration of Workers Compensation Self Insured Fund**

Commissioner Stritch opened proposals received from Comp Sigma Limited, CCMSI, and Primex.

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.

Commissioners Office – Maureen Barrows, Chair

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 825, 826, 829, 830, 831, 855, 856, 859, 860, 861, 863, 865, 866, 867, 869, 870 totaling \$643,751.07, accounts payable batch 847 totaling \$104,695.13, general ledger 11555 totaling \$281, 2012 accounts payable automatic payments T120001-T120014 totaling \$1,374,006.44, 2012 authorization letters for payments for Worker's Compensation, Criminal Record Check, Delta Dental Claim and Administration, Local Government Center (LGC) Healthtrust Premiums for Health

Insurance, and Northern New England Benefit Trust (NNEBT) Premiums for Health Insurance, payroll warrants 1215SD, 1222SD totaling \$6,104.81, accounts payable wire payment T111088 totaling \$1,441,212.81, for a grand total of \$3,465,911.13. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Transfers: Sheriff, Corrections, Register of Deeds, Engineering and Maintenance, County Attorney**

It was noted that department requests for line item transfers needed more review and additional information and would be brought forward to the January 14, 2012 Board of Commissioners meeting for consideration.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

Corrections – Stephen A. Church, Superintendent

- **Bid Waiver: APPRISS, \$18,963.47**

Moved: Commissioner Stritch to approve a bid waiver to APPRISS for \$18,963.47 for services from January 1, 2012 to January 1, 2013 with contract pending legal review as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Steve Church noted that three trustee issues arose recently. Steve Church said two trustee matters have been resolved and one matter is an ongoing investigation with the Sheriff's Office.

Finance – Theresa M. Young, Director

- **Primex Multi-Year Discount and Contribution Assurance Plan (CAP) Approval**

Moved: Commissioner Stritch to approve the Primex Property and Liability 5% Multi-Year Discount Program and associated Resolution from January 1, 2012 to December 31, 2014 and authorize the Chair to sign all necessary documents as recommended by the Finance Director and Insurance Consultant. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the Primex Property and Liability 5% Multi-Year Discount Program Addendum to include the Contribution Assistance Program (CAP) from January 1, 2012 to December 31, 2014 and authorize the Chair to sign all necessary documents as recommended by the Finance Director and Insurance Consultant. Commissioner Pratt seconded the motion, voted all in favor.

- **Tyler Technologies Amendment Approval – ASP Renewal**

Theresa Young asked that this item be delayed pending a bid waiver. Discussion ensued about the current vendor and the services provided. Commissioner Barrows asked for additional information on the sole source nature discussed.

- **Dell Lease Approval**

Moved: Commissioner Stritch to approve a Master Lease Agreement with Dell Financial Services for a thirty six month lease totaling \$4,747.21 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

- **Buyout for Family/Married Couple**

Martha Roy asked that this be deferred to the end of the meeting.

- **Overtime After 8 Policy Approval**

Moved: Commissioner Stritch to approve overtime after 8 hours of work for Sheriff Dispatch Operators, Deputy Sheriffs, Correctional Sergeants, and Correctional Corporals effective January 1, 2012 as recommended by the High Sheriff and Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Ward Aide Severance Agreement Approval**

Moved: Commissioner Stritch to approve a Severance Agreement between Rockingham County and nineteen nursing home ward aides as recommended by legal counsel and the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

Moved: Commissioner Barrows to put back funding for the nineteen (19) nursing aide positions for the 2012 budget and have the Delegation make the cuts. Commissioner Stritch seconded the motion. *Motion failed to pass 1-2.*

- **Memorandum of Understanding Approval – Rockingham County and Teamsters Local 633 of New Hampshire**

Commissioner Pratt asked for a non-public session to discuss this item further.

- **2012 Wellness Program Approval**

Moved: Commissioner Stritch to approve the 2012 Wellness Program with program changes as discussed and modified budget to be approved at a later date as recommended by the Wellness Team. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Weekender Policy Approval**

Moved: Commissioner Stritch to approve the Long Term Care Services Weekender Policy effective January 1, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Nursing Supervisor Weekender Policy Approval**

Moved: Commissioner Stritch to approve the Long Term Care Services Nursing Supervisor Weekender Policy effective January 1, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Register of Deeds – Cathy Ann Stacey

- **Bid Waiver: Fidlar Technology, \$60,000**

Moved: Commissioner Stritch to approve a bid waiver to Fidlar Technology for an amount of \$60,000 from January 1, 2012 to December 31, 2012 pending legal review as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

Discussion ensued regarding line item transfers and the delay pending the next meeting.

III. Commissioners Non-Public Session

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss open enrollment exception requests for various departments employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Kathy Nikitas, Kate Magrath, 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 department employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Jude Gates, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a payroll change notice for a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Diane Gill, Kathy Nikitas, and Chris Maxwell.

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

- **Exception Request, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay for an engineering and maintenance employee as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Memorandum of Understanding Approval – Rockingham County and Teamsters Local 633 of New Hampshire**

Moved: Commissioner Stritch to approve a Memorandum of Understanding between Rockingham County and Teamsters Local 633 of New Hampshire regarding health insurance as recommended by legal counsel and the Human Resources Director. Further allow late enrollments for two legal assistants and post 65 retirees. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Human Services**

Moved: Commissioner Stritch to approve a payroll change notice for the human services director. Commissioner Pratt seconded the motion. Motion passed 2-1.

Commissioner Barrows recessed the meeting at 11:51 a.m. Commissioner Barrows reconvened the meeting at 12:00 p.m.

IV. New Business

12:00 p.m. Appointment with Melanson, Heath, and Company re: Audit Exit Interview and Credit for Long Term Care Expenditures Discussion

Frank Biron and Sheryl Stephens-Burke of Melanson, Heath, and Company presented the overview of the 2010 audited financial statements, single audit, and management analysis and discussion.

Commissioner Barrows questioned the amount of the county's fund balance. Frank Biron explained that the fund balance plan by Rockingham County results in high bond ratings and low borrowing rates. Discussion ensued about the fund balance amount used to offset major tax increases and the obligations that reduce the fund balance.

Sheryl Stephens-Burke noted that management comments were incorporated in the Single Audit A133 Report. Sheryl Stephens-Burke said no findings were found in community development block grants however justice assistance grant deficiencies were found.

Discussion ensued regarding accruals, year-end processing, and line item transfers. It was agreed that Melanson, Heath, and Company would write a proposal recommendation to correspond with the management discussion.

Sheryl Stephens-Burke explained that she was asked to comment on the long term care expenditure. She noted she gathered information from both the Finance Office and Human Services regarding the credit and reviewed related information. Sheryl Stephens-Burke recommended leaving the financial reporting as revenue to the nursing home.

V. Adjournment

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

December 29, 2011 – 9:30 a.m.

Present:

Commissioner Maureen Barrows, Chair	Kathy Nikitas, Senior Financial Analyst
Commissioner Katharin K. Pratt, Vice Chair	Martha Roy, Human Resources Director
Commissioner C. Donald Stritch, Clerk	Steve Woods, Long Term Care Director
Kate Magrath, HR Assistant Director	Steve Church, Correction Superintendent

I. Call to Order

Commissioner Barrows called the meeting to order at 9:37 a.m.

II. New Business

2012 Budget Review

• Contingent Grants & Commissioners Office & General Government

Chris Maxwell presented the 2012 Community Development Block Grant portion of contingent grants. It was noted more discussion was needed to finalize contingent grant at a future meeting with the Finance Director's projections on justice assistance grants.

Commissioner Barrows said based on the conversation with the auditor yesterday that fund balance could be reduced to \$10,000,000 or \$15,000,000. Kathy Nikitas noted that fund balance is used for outstanding obligations and a portion of fund balance is used to offset large tax increases. Commissioner Pratt said that the auditor discussion was based on a 2010 year situation and many obligations will reduce fund balance. Discussion ensued.

Chris Maxwell presented a revised Commissioners Office budget increasing travel reimbursement as requested. Discussion ensued about budget cuts and impacts to achieve a 6% overall reduction.

Moved: Commissioner Barrows to approve the 2012 Commissioners Office budget proposal as presented. Commissioner Stritch seconded the motion, voted all in favor.

Chris Maxwell noted that general government will be delayed to the next meeting.

III. Old Business

• Personnel Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss open enrollment requests from various department employees. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

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

- **Exception Requests from 12/28/2011 Meeting for Consideration**

Moved: Commissioner Stritch to approve ten (10) employee open enrollment deadline exception requests from various departments as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Barrows to affirm the denial of four (4) employee open enrollment deadline exception requests from various departments as recommended by the Human Resources and Finance Directors. Commissioner Stritch seconded the motion, voted all in favor.

Moved: Commissioner Pratt to withhold a decision on one (1) delegation employee open enrollment deadline exception pending clarification. Commissioner Stritch seconded the motion, voted all in favor.

- **Buyout for Family/Married Couple**

Martha Roy distributed an opinion from legal counsel on a previous vote taken regarding buyout for married couples employed at the county. Martha Roy said that the vote in place affirms that the employee should be paid. Commissioner Pratt asked that the buyout motion for 2013 be reviewed and modified accordingly address this issue.

Moved: Commissioner Stritch to approve buyout payment for a non-union employee of corrections retroactive to April 2011 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motioned passed 2-1.

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

Steve Woods followed up with additional information regarding earned time usage by an employee requesting an exception for payout.

Moved: Commissioner Stritch to deny an exception request for an employee payout of excess earned time as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2012 Wellness Plan**

Kate Magrath presented the revised budget for 2012 Wellness noting specific programs. Commissioner Pratt expressed concern with the budget increase and suggested the rewards be reduced. Commissioner Barrows asked about the return on investment and suggested a summary stating the results without names. Kate Magrath said she has employee testimonials that could be included in the summary. Discussion ensued about reducing certain items and use of students. Discussion ensued about reducing reimbursement levels for future quarters and resubmit to \$10,000.

Moved: Commissioner Stritch to approve the 2012 Wellness Budget of \$10,000. Commissioner Pratt seconded the motion, voted all in favor.

- **Longevity and Sick Pool Recommendations by Human Resources**

Martha Roy noted that for budgeting purposes the longevity benefit was reduced to 80% but recommends 2011 benefit payment with offsets to sick pool. Martha Roy noted the 20% addition to longevity would cost approximately \$25,000. Discussion ensued about the sick pool percentage reduction to mirror the short term disability benefit. Martha Roy recommended reducing the earned time to sick pool conversion. Martha Roy recommended that sick pool must be used first and then apply for short term disability benefits as the best way to manage an employee being out. Kathy Nikitas noted this recommendation should be considered for

employment status versus cost as the short term disability benefit is fully insured. Discussion ensued regarding future rates and employee attendance. Martha Roy recommended reducing the sick pool balance to a maximum of 90 days.

Commissioner Pratt asked that the recommendations be reviewed by the Finance Office for a financial analysis. Discussion ensued about the savings short term versus long term.

- **Commissioner Barrows: Benefit Funding for Open Positions**

Commissioner Barrows recommended no benefit funding for open positions in 2012 as it would save a great deal of money. Steve Woods explained that he offered 20 open positions to remain vacant and fund for \$1 with no funding for benefits. Discussion ensued about the benefit dollars and the savings and to ensure per diems are not filling the duties in that budgeted position. It was agreed to discuss this with the Finance Director at the next meeting to ensure per-diem staff is budgeted before making any changes.

- **Engineering and Maintenance Services Additional Request**

Chris Maxwell presented a request from Jude Gates requesting an additional \$6,000 to the wastewater treatment equipment line to purchase a pump for the lift station. It was explained that the pump in use failed and the backup failed creating the need for an emergency expenditure and line item transfer request to the Delegation.

Moved: Commissioner Stritch to add \$6,000 in the engineering and maintenance services budget for the purchase of a pump for the lift station. Commissioner Pratt seconded the motion, voted all in favor.

- **Non County Funding**

Chris Maxwell presented the funding applications noting that the Rockingham Conservation District and Rockingham Nutrition Meals on Wheels requested additional funds over what was approved for 2011.

Moved: Commissioner Stritch to level fund non county entities at \$230,751. Commissioner Pratt seconded the motion. Motion passed 2-1.

IV. Adjournment

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, Clerk, Rockingham County Commissioner