

MINUTES
Cheshire County Commissioners Meeting
Wednesday January 29, 2014 9:30AM
Maplewood Nursing Home
201 River Road, Westmoreland, NH

PRESENT: Commissioners Pratt, and Zerba. (Commissioner Rogers absent with notice)

STAFF: Finance Director Trombly, County Administrator Wozmak, MNH Administrator Kindopp and Assistant County Administrator (ACA) Bouchard.

At 09:32AM – Commissioner Pratt opened the meeting and recognized Administrator Wozmak.

Wozmak covered the Maplewood Task Forces progress to date and discussed the need to develop financial / operational models before a detailed presentation can be made to the delegation or the public. Following discussion it was decided to table further discussion of this item until the February 4, 2014 Green House Finance Webinar was completed.

Wozmak then discussed his recent conversation with Superior clerk of courts James Peale concerning the location of the probate records that were recently moved from Keene during the transition to the new court house. Wozmak will continue his follow-up to ascertain the exact location of the documents.

Wozmak then reported on an upcoming meeting at Maplewood with an electrical contractor to discuss the need to replace the main power transfer switches at the nursing home. The Administrator will report the results of the meeting next week.

Finance Director Trombly was recognized and presented the 2013 4th quarter review and submitted the following;

- **2013 Unassigned Fund Balance - Estimated @ \$4,150,000. (10.07%)**
Estimated \$1,850,000 will be added to fund balance in 2013. The 2014 budget currently has committed \$1,653,516. Based on prior year Unassigned Fund Balance along with 2013 projections less 2014 commitments, 2013 overall unassigned fund balance should be approximately \$4,150,000. This equates to an unassigned fund balance of 10.07%.
- **2013 TAN Borrowing** totaled \$17,500,000 in 2013. This was a decrease from \$19,000,000 in 2012.

2013 Year end projections — Summary Attached **Major areas of focus/changes**

- **Banking** Transitioned County Bank Accounts to People's United from Citizens. As this transition takes place, Assistant Finance Director is tracking nearly 40 bank accounts.
- **Health Care Reform** — Continuous Education in preparation for tracking of employee's hours in 2014. To comply with requirement to provide benefits to employees who worked 30 or more hours during the look back period.
- **New Hampshire Retirement System** — Training for 1/1/14 mandatory reporting for all Part Time Retiree Hours.

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- **Managed Care** — Phase 1 which required enrollment or opt out of all dually eligible residents at Maplewood Nursing Home. Phase 1 has impacted Maplewood and the Finance Billing office on a small scale as it pertains to the Nursing Home Transportation Billing. Phase II (managed care for Long Term Care Nursing Home Billing) expected in December 2013.
- **Bargaining Contract** - Second Contract for Maplewood Nursing Home Service Employees finalized in 2013 and approved by both parties in October 2013.
- **Medicaid Pending and Penalty cases** — **Pending** cases over 75 days decreased from 11 as of 1/1/2013 to 2 as of 1/1/2014. **Penalties** cases as of 12/31/13 is (4) — totaling \$124,347.96 in comparison to (2) as of 12/31/12 totaling \$76,665.00. Continue to take a deduction on the monthly State bill for both Medicaid pending over 75 days and Penalty cases.

Preliminary Year End - 2013 Summary by Department
2013 Cheshire County Expenses

Acct #	Department	2013 Budget	Pre Audit 12 Month Expended	Variance
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4110.00.00	Delegation	10,850	4,568	6,282
4123.00.00	County Attorney	670,102	622,938	47,164
4125.00.00	Cty Atty-Prosecutors Grant	90,377	87,691	2,686
4127.00.00	Regional Prosecutor	332,927	267,859	65,068
4130.00.00	Commissioners	302,931	318,100	-15,169
4150.00.00	Finance/Accounting	459,800	451,541	8,259
4151.00.00	Treasurer	10,885	10,382	503
4152.00.00	Computer Operations	393,350	359,280	34,070
4153.00.00	Human Resources	139,450	147,262	-7,812
4155.00.00	Personnel Administration	1,423,169	1,421,401	1,768
4192.00.00	Medical Examiner	11,600	13,975	-2,375
4193.00.00	Registry of Deeds	370,561	365,704	4,857
4194.00.20	Maint County Bldgs	428,662	439,794	-11,132
4198.00.00	Contingency	0	32,972	-32,972
4199.00.00	General Government Exp	110,477	110,329	148
4211.00.00	Sheriff's Department	861,746	840,509	21,237
4213.00.00	Sheriffs Dispatch Center	702,791	670,496	32,295
4441.00.00	Human Services	6,864,784	6,637,646	227,138
4450.00.00	Outside Agencies	175,913	175,913	0
4460.00.00	Alternative Sentencing	258,782	201,206	57,576
4461.00.00	Public Health	500,000	329,180	170,820
4462.00.00	Drug Court Grant Program	135,395	85,038	50,357
4611.00.00	Cheshire County Extension	147,219	141,135	6,084
4619.00.00	Cheshire Cnty Cons District	50,989	51,118	-129
4700.00.00	Debt Service	3,536,389	3,478,097	58,292

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4900.00.00	Capital Outlay	359,700	299,648	60,052
4915.00.00	Trans to Special Accounts	0	-	0
	Total General County	18,348,849	17,663,780	785,069
4155.00.11	Personnel Admin-MNH	1,883,870	1,883,870	0
4194.00.11	Maint of M.N.H.	1,193,547	1,205,693	-12,146
4198.00.00	Contingency	0	4,887	-4,887
4411.00.00	Administration	867,522	1,079,543	-212,021
4412.00.00	Quality Improvement	109,974	103,283	6,691
4415.00.00	Dietary	1,528,518	1,482,816	45,702
4416.00.00	Nursing	6,281,276	5,892,108	389,168
4417.00.00	TLC Unit	1,351,056	1,076,398	274,658
4418.00.00	Environmental Services	748,439	661,142	87,297
4421.00.00	Activities	292,077	274,668	17,409
4423.00.00	Social Services 251,983	245,317	6,666	
4424.00.00	Occupational Therapy	205,411	203,205	2,206
4425.00.00	Physical Therapy	442,581	400,776	41,805
4426.00.00	Misc Serv for Residents	246,196	295,663	-49,467
4427.00.00	Speech Therapy	86,276	93,150	-6,874
4700.00.00	Debt Service MNH	197,357	203,255	-5,898
4900.00.11	Capital Outlay MNH	241,197	219,496	21,701
	Trans to Cap Res	0	0	0
	Total Nursing Home	15,927,280	15,325,270	602,010
4511.00.00	Assisted Living	516,075	504,336	11,739
4194.00.12	Maintenance of D.O.C.			0
4230.00.00	Department of Corrections	5,627,991	5,358,777	269,214
	Total D.O.C.	5,627,991	5,358,777	269,214
	GRAND TOTALS	40,420,195	38,852,163	1,568,032

2013 Cheshire County Revenues

Account	Department	2013 Budget	Pre Audit 12 Month	Variance
3111.00.00	Municipal Assessment	23,122,637	23,122,637	0
3319.00.00	Federal Grant Reimbursement	169,628	131,886	37,742
3319.01.00	Grants Mangmnt Rev	37,000	29,609	7,391
3319.03.01	Public Health Grant	500,000	290,321	209,679
3359.01.00	Cty Atty-Victim Witnss Prog	26,150	21,424	4,726
3359.02.00	Bailiff Reimbursement	100,000	151,639	-51,639

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3359.03.00	Misc Non Fed Grants	89,000	52,592	36,408
3359.04.00	Prosecutor Grant	30,000	30,000	0
3359.09.00	Reg Pros Prog Town Reimb	332,488	267,859	64,629
	Freed Up ARRA FMAP	295,100	233,848	61,252
3401.00.00	Sheriffs Dept Fees	105,000	86,544	18,456
3401.01.00	Sheriffs Dept Travel Reimb	37,000	34,664	2,336
3401.02.00	Sheriffs Dept Misc Income	18,000	34,499	-16,499
3401.03.00	Sheriff's Deputy Reimb	25,000	24,599	401
3402.01.00	Register of Deeds Fees	500,000	551,400	-51,400
3502.00.00	Interest Income	5,000	286	4,714
3503.00.00	Rental Income	8,991	8,991	0
3503.01.00	Unified Court Lease	399,611	387,795	11,816
3503.01.01	Jaffrey District Court Lease	183,690	183,690	0
3509.00.00	Miscellaneous Income	16,300	8,220	8,080
3509.03.00	Hum Serv Reimb	73,000	69,898	3,102
3512.00.00	Cty Atty-Misc Income	2,000	666	1,334
3911.00.00	Trnsfr from Fund Balance	-280,677	-	-280,677
3915.00.00	Trnsfr from Cap Reserve	3,600	3,200	400
3916.00.00	Trnsfr from Flex Spending	18,170	18,170	0
	County Revenue	25,816,688	25,744,437	72,251
3404.01.00	Patient Income-State	4,955,688	4,574,210	381,478
3404.02.00	Patient Income-Private	1,849,118	2,121,905	-272,787
3404.06.00	Meals-ALF	36,672	35,478	1,194
3404.08.00	Miscellaneous Income	10,000	23,279	-13,279
3404.08.01	Miscellaneous Inc Facilities	500	200	300
3404.10.00	State Pro Share Funds	1,940,713	1,940,714	-1
3404.11.00	Bed Tax	1,369,804	1,474,314	-104,510
3404.20.00	Medicare A	1,252,587	1,337,919	-85,332
3404.21.00	TLC Unit Revenue	1,358,801	1,829,141	-470,340
3404.22.00	Respite Care Revenue	4,500	12,536	-8,036
3404.24.00	Medicare B	98,250	70,277	27,973
	Adult Day Care 5,000	5,000	-	5,000
3915.00.00	Trans from Cap Res NH	0	-	0
	Nursing Home Revenue	12,881,633	13,419,972	(538,339)
3404.26.00	Transportation Aide Reimb.	45,000	18,965	26,035
3404.27.00	Assisted Living	537,360	489,574	47,786
	Non-Nursing Home Revenue	582,360	508,539	73,821
3403.01.00	Jail Reimb (Work Release)	3,000	13,585	-10,585

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3403.02.00	Jail Reimb (Federal Inmates)	843,150	766,100	77,050
	County holds	104,964	77,775	27,189
	Electronic Monitoring	0	16,142	-16,142
	Federal transports	50,000	36,090	13,910
3403.05.00	Medical Co-Pay Fee	6,000	7,508	-1,508
3403.06.00	Public Tlphn Commission	65,000	32,419	32,581
3403.07.00	Miscellaneous Income	14,000	11,800	2,200
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	Jail Revenue	1,086,114	961,418	124,696
3405.05.00	Sale of Timber	0	-	0
3405.07.00	Farm Rental Income	53,400	44,460	8,940
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	Farm Revenue	53,400	44,460	8,940
	GRAND TOTAL	40,420,195	40,678,826	(258,631)
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Surplus \$1,826,664

The Master Item Agenda list was then reviewed:

Action Item #2: Administrator Wozmak then discussed the RFP that was presented to the Commissioners last week for review for the assessment and possible disposition of the Blood Farm. The Commissioners provided feedback on the document and the approach to the gathering of the needed information that needs to be presented to the delegation was discussed. **Commissioner Rogers then made a motion to accept the Blood Farm RFP as presented and to approve the publishing of the RFP. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Action Expected: Item remains open until conclusion of work.

Update 2/5/14 – RFP published to County web site and will scheduled for newspaper publication the week of 2/3/14.

Action Item #9: To receive and discuss information regarding meeting with Officers of Delegation re: old courthouse renovations.

Action Expected: Discussion of tour of old courthouse with Delegation – A tour was completed of the old Courthouse with the Officers of the Delegation Executive Committee, Chairman Rep. Hunt, Clerk, Rep. Sad, and Rep. Tatro, Chairman of the Delegation, as well as County Commissioners Pratt and Zerba. The reuse of the old superior courtrooms, martial court, probate court, and clerk of the courts office space was toured and discussed. A number of options were covered concerning the reuse of the space by the Sheriff’s and County Attorney’s offices. A visit to the basement area of the building where some of the County Attorney staff and Victim

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Witness Advocates as well as the Monadnock Center for Violence Prevention are located was conducted. A number of configurations were reviewed concerning the relocation of County personnel and Administrator Wozmak said that one of the goals is to consolidate the Alternative Sentencing, Regional Prosecutor, and Cooperative Extension into owned County office space and thereby reduce rental expenses for the County by about \$60,000.00 annually. At the end of the tour Delegation Chairman Rep. Bruce Tatro suggested that the best way to proceed with the project would be to form a sub-committee of Delegation members to review plans and budget items and to form and bring forward a committee recommendation to the full Delegation for consideration.

Action Item #11: The Commissioners again reviewed a comparative list of the salaries for all county elected officials using information gathered by the New Hampshire Association of Counties. Further discussion and the preparation of recommendations to the delegation will follow in the next few weeks.

Action Expected: Item remains open until recommendation to delegation is completed.

The remaining open action items were reviewed no change in status was noted from the previous week's report.

The commissioners reviewed the census.

Commissioners reviewed the manifest and **Commissioner Zerba moved to accept the manifest the motion was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the minutes of January 22, 2014 and Commissioners Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.

Maplewood Administrator Kindopp was recognized and she spoke of the recent state inspection and displayed a letter from the State Survey Team that shows that Maplewood is in full compliance with all State regulations and requirements.

The Commissioners asked Administrator Kindopp about the drug screening policies currently in place for new hires because of the discussion that recently took place in the NH legislator concerning legalizing marijuana. Kindopp explained the use of a six (6) panel urine screening test that all new hires are required to pass before employment. She stated that marijuana is one of the drugs that the test covers. An extended discussion began of the other drugs being tested and the current laws and regulations that all nursing homes are required to follow as well as the County policies in place that cover drug and alcohol use in the workplace.

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Kindopp then discussed the new State plan for Medicaid Managed care and related the added burden that will be placed on all providers by the new program. A discussion of the impact on the nursing home staff and other County departments began and concern was expressed that the new programs could have a negative impact on the County receiving timely reimbursements for services.

Kindopp then showed the Commissioners an autographed photo of the Actress Betty White that had just been received that is addressed to the residents. Kindopp said that the photo would be rotated around the building so that all the residents could see the picture that shows Ms. White and her dog and that a thank-you letter would be sent to Ms. White.

The Commissioners calendar was reviewed and updates noted.

At 11:21AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed with unanimously.**

Respectfully Submitted,
R Zerba, Clerk