

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

PRESENT: Commissioners Pratt, Zerba, (Commissioner Rogers absence with notice)

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

GUESTS: Maplewood Task Force Chair, John Hoffman

At 09:30AM – Commissioner Pratt opened the meeting and recognized MNH Facilities Manager Harrison. Harrison presented the results of an RFP for the renovation of five (5) resident shower rooms at Maplewood with a total budget of \$66,969.00. Two (2) vendors responded to the RFP however one (1) vendor did not meet all of the specified criteria for the project. Following numerous questions from the Commissioners concerning the RFP and selection process **Commissioner, Zerba moved to award West Rindge Builders the contact to renovate the resident shower rooms for a price of \$64,202.00. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea votes.**

Harrison then presented the results of an RFP for Engineering Services for a State Mandated Energy Assessment and for the replacement of the Pressurized Deaerator (DA) tank connected to the main boilers at Maplewood. Two bids were received and reviewed. The Commissioners questioned Harrison regarding the responses that were received and reviewed the quotes for both projects. **Following discussion Commissioner Zerba moved to award both projects to John F. Penny Consulting Services, PC, of Chester VT, for a total of \$10,400.00. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Administrator Kindopp was then recognized and discussed the Long Term Care group that is being formed to work with the State on Managed Medicaid issues. Kindopp described the purpose and function of the group in detail and said that each County was being asked to name two (2) representatives to the group. Following discussion of the most appropriate personnel, it was decided to appoint Commissioner Rogers and Finance Director Trombly as the Cheshire County representatives to the committee pending confirmation from Commissioner Rogers.

At 9:55AM Maplewood Task Force Chair John Hoffman was recognized and presented a Task Force progress update. Hoffman reviewed the progress to date and said that two (2) options were under active consideration by the Task Force and both options will be reviewed and discussed at the Task Force Meeting scheduled for May 13th. The first option, "Option B" would seek to create a new approximately 40 bed site in Keene and then renovate the existing Westmoreland building. "Option C" would consider moving all 150 beds to Keene over a multi-year period and consider re-use options for the Westmoreland facility. A protracted discussion began and numerous options were discussed around meeting the resident's living and medical needs and being fiscally responsible to the needs of the County taxpayers.

The Commissioners thanked Chair Hoffman for his leadership on this important project and look forward to receiving the Task Force final report in the next few weeks.

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At 10:49AM Administrator Wozmak was recognized for the purpose of providing the weekly operational overview.

Wozmak reported that the federal government has changed some Medicaid rules regarding certain assisted living operations. This may have an operating effect on our assisted living apartments in the near future. He will gather more information and keep the Commissioners posted.

Wozmak also provided information regarding a personnel change in the Grants Department.

County Finance Director Trombly was recognized for the purpose of presenting her Quarterly Report to Commissioners and she presented the following;

Quarterly Report from the Cheshire County Finance Director

- *No Staffing Changes*
- *2014 1st quarter review*
- *2013 Unassigned Fund Balance – Actual per Audited Financials - \$4,330,252. (10.33% of 2014 Adopted budget)*
- *2014 TAN borrowing funds - settled April 1, 2014 total borrowed \$12,600,000 as compared to 2012 first issue of \$13,400,000 settling on 3/14/2013.
Rate paid 2014 - .223792% - net interest \$21,070.
Rate paid 2013 - .52% - net interest \$55,357.*
- *Health Care Reform – Continuous Education in preparation for tracking of employee's hours in 2014. Must comply with requirement of provide benefits to employees who worked 30 or more hours/week during the look back period. Look back period to be April 1, 2014 – September 30, 2014.*
- *New Hampshire Retirement System – Implemented mandated reporting to NHRS as of 1/1/14 for all Part Time Retiree Hours. This is monthly reporting that must break down employee hours worked by week. Due to the fact that we pay employees biweekly and because some of the employees that are part time retirees do not get paid by the hour, all information reported must be gathered and entered manually in order to accommodate the request. This process takes approximately 2 hours each month to prepare the required reporting for approximately 25 part time employed retirees.*
- *Managed Care –Phase II (managed care for Long Term Care) has been postponed from the original expected December 2014 implementation date. State developing a joint County/State committee to work together as the State prepares to implement Phase II. As of a meeting held on*

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4/15/14 the State has indicated that virtually no planning for Phase II of managed care has been accomplished.

- *Medicaid Pending and Penalty cases – Pending cases over 75 days is 5 (an increase from 2 as of last report). Penalties cases as of 4/30/14 is (4) – totaling \$124,347.96 (no change from last report.) Continue to take a deduction on the monthly State bill for both Medicaid pending over 75 days and Penalty cases.*

- *Positive Pay – New banking service for the General Fund that matches the check # and dollar amount for all checks processing through the bank. If something doesn't match, an exception is generated. There is a 2 hour window each morning to either pay the item or reject the item.*

The Commissioners thanked Finance Director Trombly and also commended her and all of her staff for the excellent work they do, frequently unseen, at managing the \$44 million that flow in and out of the county offices. Commissioner Pratt said that the Finance Department staff are excellent at processing the accounts payable, payroll and all the related billings and, as shown in the most recent audit, have performed flawlessly.

The Weekly Census was reviewed.

The Commissioners then reviewed the Master Item list and no changes were made.

The Commissioners reviewed the manifest and **Commissioner Zerba moved to accept the manifest as presented and the motion was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

The Commissioners then reviewed the minutes of April 23, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.

The Commissioners then reviewed the Commissioners Calendar and noted that the Maplewood Task Force Meeting would be added to the calendar for May 13th.

At 11:24AM 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 two (2) Yea's.**

Respectfully Submitted,
R Zerba, Clerk