

MINUTES
Cheshire County Commissioners Meeting
Wednesday December 05, 2018 09:30AM
Count Hall Building
Stillman Rogers Conference Room
12 Court Street, Keene, NH 03431

Present: Commissioners Peter Graves, Joseph Cartwright and Charles Weed

Staff: County Administrator Coates, Finance Director Trombly, Maplewood Facilities Director Harrison, Assistant County Administrator Bouchard

Guest(s): Commissioners Elect Robert Englund and Jack Wozmak

At 9:31AM Chairman Graves opened the meeting and recognized Maplewood Facilities Director Harrison for the purpose of discussing Master Agenda Item #636: County Propane Bids

Harrison then presented the following chart for consideration to the Commissioners:

County Propane	County Complex 1 Year	County Complex 2 Year	County Complex 3 Year	DOC 1 Year	DOC 2 Year	DOC 3 Year
	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
Osterman Propane	\$1.8990	.30 over cost	.30 over cost	\$1.8990	.30 over cost	.30 over cost
Dead River Company	\$1.2299	\$1.2468	\$1.2618	\$1.1449	\$1.1618	\$1.1768
Chabott Oil & Propane	Called - Did not receive a call back					
Cota & Cota	Response from Casey Cota "much larger project than we normally dive in to"					
	Projected use in 2019 DOC 80,000 gallons MNH 30,000 gallons	Note: At the Cheshire County Complex all propane tanks are provider owned, at the Department of Corrections the propane tanks are County owned				

Following review and discussion the Commissioners voted unanimously to authorize the contacts for a three (3) contact for the Department of Corrections and a one (1) year contract for Maplewood Nursing Home.

Trombly was then recognized to discuss Master Agenda Item #637: Semi-Annual Report. Trombly presented the following information:

RE: 3rd quarter 2018 Budget Review

At the end of the third quarter, revenues adjusted for the collection of taxes and timing for the receipt of other revenues have reached 76.00% of the General County budgeted revenues with the Nursing Home having achieved 72.54%. As revenues should be at 75%, this indicates that revenues are above

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expectations for the General County and running short for the Nursing Home. The totals combined are over by approximately \$39,000.

At the end of the third quarter, expenses are under budget by approximately \$1,015,000 after adjusting for major items that have not been expended due to timing. Overall county expenses are at 74.30% spent and Maplewood having expended 72.94% of their appropriated budget.

As you review the third quarter reports, the following areas may be of interest:

Revenues: General County

Municipal Assessment is a 0.00% of the projected budget. This remains at zero for most of the year until the Department of Revenue Administration provides the appropriation listing and the bills have been mailed. Taxes will be due by December 17th for 2018.

Grant Reimbursement line items – Federal Grants Reimbursement as well as Non-Federal Grants Reimbursements combined have achieved approximately 48% of budgeted revenues. These revenues are offset by expenses so any shortfall will have a direct impact on expenses coming under as well.

Sheriff Fees overall are at 68% realized as of the third quarter. Funds were allocated for the hiring of a deputy to be designated for the Drug Task Force. As this position has not been filled, much of this shortfall will be covered by payroll expenses as a result of the vacancy for this position.

Federal Inmates revenues are at 98% received. The 2018 census is budgeted for 37 Federal Inmates. As of today, the current census is at 42 with an average of 54. Revenues should exceed \$2,000,000 by year end.

Sale of County Property – This revenue item is for the sale of the Blood Farm Home in Westmoreland. The property did sell for \$99,066 with the closing that took place in early November.

Jaffrey District Court Lease – This budget line is at 8.02% of its projected revenues at the end of the third quarter but will attain 100% of its budgeted revenue. This revenue is the lease payment received by the State of NH that is directly tied to the annual bond payment for the Jaffrey District Court House. The State reimburses the County two times a year to coincide with the timing of the interest and principal payments.

Transfer from Fund Balance is at 0.00%. This line item will remain at 0.00% throughout the year. No entry is made as the offset is an accounting function of an automated decline in fund balance based on actuals and the final amount needed from fund balance at year-end.

Transfer from Special Revenue Fund is at 0.00%. This line item is for funds that have been set aside that were attained through fund raising efforts for the Court House Windows. This project will be getting underway in the very near future and as expenses are incurred funds will be transferred in to offset the expenses.

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Transfer from Capital Reserve – This item is at 0.00% as of the third quarter. This budget item specifically offsets certain capital reserve projects and as the projects are expended transfers will be made to offset the applicable expenses.

Expenses: General County

Treasurer – This department is over budget having expended 98.29% as of the third quarter. This is timing due to costs associated with the Tax Anticipation Note (TAN) borrowing that happens once per year. This budget will level off by years end.

Medical Examiner – This budget has spent 100% of the appropriated budget. The expenses tracked within this department is based on statute that requires the County to pay for the travel and fees for the Medical Examiners that are called upon for untimely deaths in the county.

Human Services (Medicaid Expense) – This budget covers the County contribution towards the cost of County Residents living in Nursing Homes and Home and Community based Care and supported by Medicaid. The County is responsible for 100% of the nonfederal share. Having just received our billing for the last have of 2018, this budget will go over by approximately \$40,000 for 2018 however it is expected to be managed within the overall budget without any further amendment needed.

Behavioral Health Court has expended only 61.91% of their budget. Medicaid Expansion has had a significant impact on reducing the need for County payment to providers for services for clients in this program. As many clients are now covered under the expansion program, providers are able to bill for their services.

County Received Grants is running under budget as of September 30th having expended 55.43% of the budget. As expenses captured in this budget are fully grant funded, offsetting revenues are coming in under as well.

Bonded Debt – Debt payments are made according to debt payment schedules throughout the year. The principal and interest payments will be fully expended by the end of 2018.

Most all department budgets are under as of September 30, 2018. It is anticipated that the combined surplus will be approximately \$200,000.

Revenues: Maplewood Nursing Home

Overall adjusted for timing, Maplewood Nursing Home has achieved 72.54% of the 2018 revenue projections. A census of 133 was budgeted for 2018 and currently the average census is 125. A budget amendment was brought forward in August to use some of the Pro Share funds to reduce the original revenue projections for 2018. After making the revenue budget adjustments it is still anticipated that there will be a shortfall of approximately \$300,000 by year end. As reported in the second quarter the average census was at 122 of which we are currently at 125. Some of the lower census is attributable to staffing levels that are being challenged by the shortage of nursing and health care workers locally and nationally. Although staffing does have an impact on the lower census there is effort to increase the current census levels.

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Expenses: Maplewood Nursing Home

Maplewood Departments – Overall expenses for Maplewood are at 71.03% expended (adjusted for timing). This equates to expenses being under budget by approximately \$800,000.

As you review the nursing home departments you will find that they are well within or well under budgeted expenses.

There are certain line items in the nursing budget that are considerably over budget such as contracted nursing registry lines for RN's and LPN's. Due to the shortage of nurses, we have had to rely more heavily on Contracted Agency Nursing services to provide additional staffing. However even with the support of the outside agencies there is still a shortfall of nurses and LNA's. The overages on these particular line items are more than covered by the shortfall on actual payroll lines where staff wages are not being expended.

The Nursing Home Administrator along with the management team and the support of the County Administrator, HR Director, Finance Director and Commissioners are putting a great deal of effort in being creative to find ways to be competitive in recruiting and retaining nurses as well as other support staff at the nursing home. This becomes more and more difficult as we compete against all of the local health care agencies that are dealing with the same challenges.

As we go through 2019 and meet during the budget reviews, we will keep you updated on our efforts.

A discussion of the medical staffing shortages throughout the country as well as locally in the County was covered at length. Coates reported that internal discussions are on-going with staff and they are exploring how to increase employee retention among medical positions.

Coates also discussed the staffing retention issues that are being addressed and reported that progress is being made but more work needs to be done.

County Administrator Coates was then recognized for the Weekly Operations Report and reported out the following items:

- An employee recognition meal at Maplewood will be held on December 12th. Commissioners Cartwright and Graves are planning to attend.
- A New Hampshire Association of County's (NHAC) meeting for County Commissioners will be held on December 12th to review an issue brought forth by Rockingham County concerning their continued participation in the NH Association of County's organization. Commissioner Weed and Administrator Coates will attend.
- **Following discussion, the Commissioners voted unanimously to cancel the December 12th Commissioners meeting in lieu of conflicting schedules. Bouchard will send out notifications.**

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- The monthly NHAC meeting will held at Primex. Coates will attend.
- Bouchard will send out a reminder to the delegation members for the state representatives orientation starting at 3:00pm on December 10th prior to the public meetings scheduled that evening.
- The Annual Gala event hosted by the Keene Greater Chamber of Commerce will take place on January 10th at Keene State. The Commissioners, some members of the Delegation, and staff will attend.
- Seven candidates have applied for the Safety Officer position that has been advertised and interviews will be scheduled shortly.
- On January 9th Steve Horton will attend the Commissioner meeting to provide the two new Commissioners a through overview of the Maplewood reconstruction project. On January 16th Dennis Calcutt will present an overview of the System of Care program and on January 23rd Ann Landry the Director of the Region 1 Integrated Delivery Network will present an overview of the status of the initiative.
- A planning grant team that will apply for \$200,00.00 to address the opiate crisis in the local communities will be meeting today at 1:00pm. A number of local service providers will be in attendance to discuss creating a partnership to complete the grant.
- Coates said that Sencio will meet with the Monadnock Service Link staff next week to discuss the implementation of a program that would be similar to one that is being run in Grafton County.
- The new elected official's swearing-in ceremony will be held on January 2nd at 8:30am in the Superior Courthouse courtroom. Judge Ruloff will conduct the swearing-in ceremonies.
- A discussion of the proposed Economic Developer position occurred and the funding sources for the position were covered.
- Coates said that the Monadnock Broadband group will be meeting on the 19th at Delegation Hall and the current FCC service coverage challenge will be discussed. The State PUC will attend.

Old Business: Commissioner Cartwright read an email from Innovative Wood Fuels that stated that two customers that were being supplied by a local dry chip supplier are no longer being supplied.

Commissioner Cartwright instructed the following email be included in the minutes of this meeting.

----- Original message -----

From: "Charles Levesque (levesque@inrslc.com)" <levesque@inrslc.com>

Date: 11/30/18 3:20 PM (GMT-05:00)

To: jcartwright <jcartwright@co.cheshire.nh.us>

Subject: Re: Biomass chips & Cheshire Cty Nursing Home

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Commissioner Cartwright - We spoke several times about semi-dry chips for the nursing home boiler installation and the risk of having only a blower truck delivery system.

Some new information may be of value to you. Yesterday we received calls from two of the semi-dry wood chips customers of [REDACTED] because [REDACTED] has told them that they will no longer be able to receive chips from [REDACTED]. They have cut them off completely from a fuel source. The only method for delivery at these two sites is through a blower truck and, as I described to you previously, we do not deliver semi-dry chips by blower truck - only with a live-floor full sized tractor trailer. These two entities are out of luck with their wood chip boilers.

We thought this would be of value for you to know.

*Charlie Levesque
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Charles A. Levesque
President
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Antrim, NH 03440
603-588-3272
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Commissioner Weed inquired about an item on the Master Agenda Item list concerning IT training.

Commissioner Cartwright asked about a budget line item in the 2019 budget and Trombly responded with a detailed explanation that answered Commissioner Cartwright question.

New Business: None

The Weekly Census was then reviewed.

The Weekly Manifest was then reviewed, and **Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed, upon vote the motion passed unanimously.**

The minutes of November 28, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The calendar was then reviewed.

General Discussion: None

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At 11:25AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Graves and upon vote the motion passed unanimously.

Respectfully Submitted,

C. Weed
Clerk, Board of Commissioners