

Coös County Commissioners
Budget Work Session #1
Coös County Nursing Home - Berlin, NH
October 22, 2018

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Nursing Home Administrator Louise Belanger; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Sheriff Brian Valerino.

1. Commissioner Brady opened the budget work session at 9:06 a.m. Commissioner Samson led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda and add a non-public session per RSA 91-A:3 II (a) and a non-meeting RSA 91-A:2 I (a). All approved 3-0. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as amended. All approved 3-0.
3. Approval of the Minutes of the October 10, 2018 regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the October 10, 2018 regular meeting, as presented. All approved 3-0.
4. Hearing of the public: There was no public comment.
5. Discussion & Review of the following 2019 proposed budgets:
 - a. Coös County Sheriff Brian Valerino presented his department's proposed 2019 budget which showed an increase of \$50,296 which was related to health insurance, salaries and benefits. An OHRV Patrols Grant line item of \$10,000 was included.

Sheriff Valerino also stated that he is looking at purchasing 7-8 tasers at a total cost of \$5,000. He added that a policy will be needed prior to making the tasers available to his deputies. Commissioner Grenier stated that if funds are available in the current budget the Sheriff should purchase the tasers.

Commissioner Grenier questioned the Clerks salary line item. The Finance Director stated that she would look at the spreadsheet once she returned to the office. She stated that Iris' position changed and she now has step increases. The line item also includes a part time clerk.

County Administrator Jennifer Fish noted that cost of living (COLA) increases were not included in any of the budgets.

Commissioner Grenier informed the Sheriff that a group of citizens from the Colebrook area attended the October Commissioners' meeting to voice their concerns about OHRV traffic on South Hill Road. He asked the Sheriff to increase patrols in that area which the Sheriff agreed to do.

Commissioner Grenier stated that there are areas in the County budget in need of capital improvement. He asked the Sheriff to price out a four-wheeler for his department.

Commissioner Samson asked Sheriff Valerino was aware that Wayne Saunders was meeting with the local selectboards to discuss OHRVs. Sheriff Valerino replied that he was aware. He would like to have all OHRV rules the same in all areas. It is hoped to get everyone on the same page. He added that currently Mr. Saunders is fact-finding and will submit a report to the Sheriff for review prior to making any decisions or suggestions.

- b. Coös County Nursing Home: Prior to beginning the review of her budget, Louise Belanger, NHA, noted the following:

- 60 hours added in four different departments
- Two retirements were budgeted
- Health insurance line items were budgeted at a 10% increase throughout. Ms. Fish stated that she would not have a final number until the first week of December.

Administration:

- Mrs. Belanger requested that the Board consider a salary increase for the individual acting as HR Manager at the Nursing Home. She distributed criteria to support the request.
- A new 24 hour position in the Business Office. The auditors have expressed concern with the same individuals counting money. This position would allow the HR Manager to perform HR duties.

Nursing:

- One retirement has been budgeted with an estimated cost of \$52,000.
- All open positions 30+ hours have been budgeted with two person health insurance plans.

Health Information:

- A new 20 hour position to help with paperwork.

Plant Operations:

- A new 8 hour position to help with painting, etc. in the facility. This position would consist of two four hour shifts 12 p.m. to 4 p.m.

Laundry:

- One retirement has been budgeted.

Housekeeping:

- Requested to increase a current 16 hour position to a 24 hour position. The current position has been filled over nine times during the year due to the number of hours.

Specials: three electric beds were budgeted at a cost of \$6,000.

Revenue:

- The private pay average has been at nine residents. Mrs. Belanger reduced the line item to reflect the current average. However, the Medicaid line item increased.
- Medicaid Proportional Payment (Proshare) was moved from County revenue to Nursing Home revenue.

6. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) at 10:33 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 10:58 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes until the end of the budget season. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into a non-meeting per RSA 91-A:2 I (a) at 10:58 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of the non-meeting at 11:15 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:15 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk