

Coös County Commissioners  
Budget Work Session  
Coös County Nursing Hospital - W. Stewartstown  
November 1, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; County Attorney John McCormick; Register of Deeds Tanya Batchelder; Deputy Registrar Sally Pelletier; Sheriff Brian Valerino; Captain Keith Roberge.

1. Commissioner Brady opened the budget work session at 9:00 a.m.; welcomed everyone; and led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda. All approved 3-0.
3. Approval of the Minutes of the October 11, 2017 regular meeting, the October 20, 2017 joint meeting and the October 23, 2017 budget session, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the October 11, 2017 regular meeting, the October 20, 2017 joint meeting and the October 23, 2017 budget session, as presented. All approved 3-0.
4. Hearing of the public: There was no public comment.
5. Review of 2018 Departmental budgets:
  - County Attorney +20,250: The increases in this budget were related to health insurance, salaries, benefits and contracted services.
  - Victim Witness Advocacy Program +6,920: There were increases in this budget relating to the VOCA Grant, which the Board asked for further clarification by the November 8 meeting.
  - Register of Deeds +16,627: The increases in this budget were related to health insurance, salaries and funds for the microfilm project. The Registrar also requested encumbering \$3,500 due to a change in vendor in the book repair and reproduction. The revenues will be revisited in February.
  - Cooperative Extension +6,815: The increases in this budget related to health insurance, salaries, professional development and CPI adjustment in contracted services.
  - Sheriff's Department +28,150: The greatest increase in this budget was related to the 25,000 request for the NH Task Force. Commissioner Grenier asked that a separate line item be created for this request.
  - Berlin Nursing Home: Each departmental budget was reviewed:

- Administration -2,855: There were several reductions that offset the health insurance and salary increases.
- Dietary +55,935: The increases in this department were related to health insurance, salaries and benefits.
- Nursing +262,945: The increases in this department included health insurance, salaries, benefits and two new positions.
- Health Information +52,845: The increases in this department included health insurance, salaries, benefits and additional hours to create a 40 hour position.
- Staff Development +24,745: The greatest increase in this department was for a 24 hour position.
- Quality Management +5,270: The increases in this department were related to health insurance, salaries and benefits.
- Plant Operations -16,770: The decrease in this department was related to the cost per gallon of propane.
- Laundry +3,780: The increase in this department was related to health insurance, salaries and benefits.
- Housekeeping +59,390: The increases in this department included an anticipated retirement, supplies/expenses and furnishings.
- Physicians & Consultants +340,300: The increase was due to budgeting for physician services for 12 months for skilled nursing instead of eight.
- Activities +61,365: The increases in this budget were health insurance and the request for a 40 hour activities position.
- Social Services +54,725: The increases in this budget was salary and health insurance related.
- Physical Therapy +815.
- Occupational Therapy -3,700.
- Speech Consultant -400.
- A new dishwasher and ice machine were requested under specials for a total of \$12,150.

Commissioner Brady asked what the percentage of the budget increase was related to salaries and health insurance. Ms. Klebe replied county wide health insurance was estimated at \$580,000 and salaries \$294,000.

Ms. Mills asked the Board to consider increasing the private pay rate. Commissioner Brady asked for a list of rates from the other counties and to present a proposal at the November 8 meeting.

Commissioner Samson asked why some job titles are different for the same job in both homes. It is confusing. Ms. Belanger explained how the Environmental Services Manager's position came into play once the former housekeeping/laundry director retired. Ms. Mills replied that she does not have an environmental services manager. The plant manager is a working plant manager and the lay out of the building is completely different.

Ms. Klebe presented a breakdown of costs for system upgrades from BMSI. The increases were estimated at \$44,371.55 compared to the current cost of \$27,743.10 without upgrades. Commissioner Grenier asked that the proposed upgrades be discussed with the individuals using the systems and present a recommendation to the Board at the November 8 meeting.

Ms. Fish stated that a water systems connection line item was created which will have a revenue offset.

Unincorporated Places:

Ms. Fish removed the Dispatch Center request from Special Appropriations and distributed the amount evenly in the Atkinson/Gilmanton, Dix Grant and Second College Grant budgets.

ASVAR will be attending the November 8 meeting to request funds for radios.

2018 will be the final year of the revaluation of the Unincorporated Places.

Ms. Fish is working on a contract for EMS services in Success with Jim Wheeler, City Manager, of the City of Berlin.

Ms. Mills requested official authorization to release the waived rooms which would change the license from 97 beds to 84. Ms. Belanger asked why not sell the beds? She suggested that Ms. Mills contact the licensing bureau. Commissioner Brady asked for verification on what would be the best process. Ms. Mills will research the issue further.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:40 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk