

Coös County Commissioners
Special Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
August 14, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Nursing Hospital Administrator Laura Mills; Administrative Assistant Linda Harris; and, Julie Brunault, Human Resources Coordinator.

Commissioner Brady opened the Special Commissioners' meeting at 9:01 a.m. and welcomed everyone to the meeting.

1. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as presented. All approved 3-0.
2. Approval of the Minutes of the August 9, 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the August 9, 2017, regular meeting, as presented. All approved 3-0.
3. Other Business:
 - a. Commissioner Brady announced that the special meeting was requested by Commissioner Samson. Commissioner Samson stated that he had questions relating to the payroll clerk position. He was concerned that this is the second person lost in the past year. He asked Julie Brunault, HR Coordinator, how long it would take to complete the West Stewartstown payroll, how much time did she spend on payroll and why there were two systems.

Mrs. Brunault replied that the former payroll clerk completed payroll in a day and a half. A new person will be able to get it done in 1-2 days. Since becoming HR Coordinator she has not been spending time on payroll. The entire payroll was processed by the payroll clerk. There are two systems: Smartlinks for the timekeeping and BMSI for the payroll portion. There has always been two systems at each facility. The two systems do not communicate and changes have to be maintained in both. BMSI did design a report to transfer the hours from Smart Links to the payroll system.

Commissioner Grenier noted that most work forces pay bi-weekly and asked if this would lessen the work load. Mrs. Brunault replied that the change in payroll must be approved by the Department of Labor. Commissioner Brady noted that if a gradual change were introduced it would make the change easier. Commissioner Samson noted it would be a big change for several. He asked if January 1 would be a good start date. Commissioner Brady stated that the budgeted items are not approved until March. Ms. Fish stated further in the year June possibly. Mrs. Brunault stated that June would be a good month as dual payrolls could be run in both systems.

Commissioner Grenier asked what the payroll clerk would do on the off weeks. Laura Mills, NHA replied that there will be plenty to do including updating manuals and working with the Finance Director. Recently, the payroll clerk was taking on some of the benefits pieces. Commissioner Grenier noted that the position seems like a revolving door. Is the weekly payroll too much?

Ms. Mills replied that a former employee was looking for things to do whereas the prior payroll clerk couldn't get her work done.

Commissioner Brady asked how many checks were processed in a week. Mrs. Brunault replied 220 in West Stewartstown and about the same in Berlin. Commissioner Samson asked if a Berlin employee were able to help during this transition, would they be able to process the payroll. Mrs. Brunault replied with guidance, yes. Anyone can do payroll with training. There are two databases to maintain. The payroll database which is maintained by herself and the Smartlinks database which is maintained by the payroll clerk. Certain positions may have more than one rate of pay and when hours are transferred the rates must be adjusted manually. Commissioner Samson inquired why HR would be incorporated into the payroll software system. Mrs. Brunault explained that currently there is no HR program. All three programs would be incorporated.

Ms. Fish reported that the Smartlinks software cost is \$930 per month for both facilities and the scheduling software for West Stewartstown. The BMSI costs for Berlin and West Stewartstown is \$2,600 yearly.

Commissioner Brady noted that the Delegation will ask why two systems are needed. He also asked if the pay rates issue would be corrected with a new program. Mrs. Brunault did not know. Commissioner Grenier noted that this issue will need to be researched prior to purchasing a program. He asked how the errors are corrected. Mrs. Brunault replied that adjustments are the following week's paycheck. Commissioner Grenier inquired if the cost of the other software programs supported by BMSI would be affected if the payroll system is removed.

Commissioner Samson asked when the payroll system was updated last. Mrs. Brunault replied in 2000. Mrs. Brunault added that the system is obsolete but one can work with it.

Commissioner Brady suggested visiting other counties and investigating their systems. Proposals will be needed prior to the November meeting. Commissioner Samson noted that the Delegation will have to be informed that the system is obsolete and has not been upgraded since 2000. Commissioner Grenier also added that money may not be saved but the payroll system will be cleaner. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the County Administrator and the HR Coordinator the ability to investigate and bring forth proposals for a new payroll system. Commissioner Brady added that there have been no security issues with the payroll systems. All approved 3-0.

- b. Laura Mills, NHA, reported that Life Safety Surveyor Joe Romeo had recently visited the facility. The former employee entrance (with the long staircase) can no longer be used as a fire exit as the stairs are blocked. A letter has been received from the Fire Chief indicating that there are sufficient exits. The exit sign will be removed and the entrance will be blocked off.
- c. Commissioner Samson inquired if two budget work sessions could be held instead of one. He proposed one in Berlin to include individuals from Lancaster and the second in West Stewartstown to include the Nursing Hospital and Department of Corrections as the one day session makes for a long day. Commissioner Grenier noted that there were three sessions last year.

Commissioner Brady mentioned that if meetings were kept to one hour he would consider meeting every other Monday.

Commissioner Brady asked the County Administrator for a detailed outline of the budget season to include dates for the next meeting.

4. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (c) at 10:11 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 10:21 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:22 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk