

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
November 20, 2019

Meeting convened: 8:30 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Others Present: Treasurer Joe Costello, Administrator Ken Robichaud, DPW Director Will DeWitte, CCHOC Supt. Jason Henry, Maintenance Director Bob Murray, HR Director Bonnie Murley,
Public Present: Daymond Steer (Conway Daily Sun), Ed Comeau (governmentoversite.com), Mitch Yeaton (White Horse Addiction Center), Scott Egan (Plodzik and Sanderson), Eileen Leavitt and Carol Simpson (End 68 Hours of Hunger), Elizabeth Kelly-Scott (Carroll County Child Advocacy Center),
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Approval of Minutes

MOTION: "Approve the minutes of November 13, 2019" by McCarthy, 2nd Babson. Passed

Media Questions

None

Public Input

None

Check Manifest

Bevard announced the check manifest week ending November 15 total of \$150,490.90

White Horse Addiction Center (Mitch Yeaton)

Yeaton reported on the changes made at this agency during the past year.

- Addition of mental health services for adults and juvenile
- Peer to peer emergency support services (emergency call center)
- Implement system of electronic medical records purchased from Echo Group in Conway

The client load to date in 2019 is 235; in 2018, 197; in 2017, 104. Goals in 2020 include opening four recovery houses, 32 beds for men and 20 for women. Currently 20 paid employees and six volunteers. Thrift store is expected to move into a new space and expand. Train the trainer program. Began offering medication assisted treatment as a tool in a full complement of services with case management.

DPW and Snow Removal – Will DeWitte

Discussion about the challenge of relying on man hours to clear snow from the county complex and the need to mechanize. The executive committee denied the request for line-item transfer to allow for lease of a skid steer. Dewitte gathered more information to answer their questions so hopefully it will be approved at their next meeting.

Jail Update – Jason Henry

me gb

The roof project over the egress is complete. An inmate destroyed a door. The cost to replace it and the electronics is about \$7,500. Babson noted unanticipated expenses like this are a good reason to have a contingency fund. Henry noted a two-week medication supply for a pre-trial inmate currently housed at the jail is \$40,000. Henry will draft a letter for the commissioners to send to state and federal representatives regarding the burden on the County budget when inmate Medicaid is suspended during their incarceration. Henry asked for a motion to clarify a vote taken at the commissioner's November 13 meeting regarding MAT (medication assisted treatment).

MOTION: "To allow Carroll County House of Corrections to continue administering the MAT program for those offenders that come to the jail already on a prescribed program" by Babson, 2nd McCarthy. Passed 3-0.

MOTION: "To allow the jail to induct (start) inmates who meet criteria for medicated assisted treatment" by Babson, 2nd McCarthy for discussion. Failed 1-2 with McCarthy and Bevard opposed.

McCarthy asked for a detailed, step-by-step outline of the induction process.

Medical Waste Bids – Bob Murray

A third bid was discovered in the business office after last week's meeting. Murray will return next week with a recommendation.

Scott Egan – Plodzick and Sanderson

The commissioners previously voted to contract with Egan. This meeting was to clarify services to be provided and timeline. Egan said he would help document procedures, responsibilities and workflow, create redundancies, make recommendations to improve processes, and documentation. McCarthy said it is her hope the board would go along with his recommendations on process and cross training. He can make his first visit to County Nov. 26 to begin a preliminary assessment and expects his work to continue through December and into January 2020. Egan asked for copies of the organizational chart, job descriptions for finance staff and copies of all current financial policies. Egan will draft a consultant engagement letter for the commissioner's review.

End 68 Hours of Hunger – Eileen Leavitt, Carol Simpson

The program has requested \$8,000 from in the 2020 County budget. Discussion ensued about the program and its service to GWRSD students in Ossipee, Tuftonboro, Wolfeboro and Middleton, providing weekend food backpacks.

Carroll County Child Advocacy Center – Elizabeth Kelly-Scott

Kelly-Scott discussed the work of this program to assist law enforcement in the juvenile interview process and tracking of cases through the judicial system. County Attorney Andruzzi and Rep. John MacDonald spoke in support of the Center's 2020 budget request. Kelly-Scott will forward a copy of the monthly operational report to the commissioners.

Auditing RFQ

Robichaud sent RFQs to nine firms. Current auditor Melanson Heath was the only firm to respond with a quote. The commissioners took the proposal under review. Robichaud would like to bring an auditor recommendation to the December public budget hearing for Delegation approval.

Opioid Lawsuit

MOTION: "Stay in the County and State lawsuit" by McCarthy, 2nd Babson. Passed 3-0.

time off

With this motion the commissioners chose to opt out of the settlement from Ohio Circuit Court.

Westlaw Subscription

MOTION: “Fund Thomson Reuters publication for county attorney office not to exceed \$523 per month for 36 months, increasing five percent per year the next two years and give permission for the chairman to sign the agreement,” by Babson, 2nd McCarthy. Passed 3-0.

Avenu Contract

Avenu has made contract changes as requested by the commissioners. Under advisement.

Integrated Delivery Network (IDN)

Robichaud reported on progress made by NH Association of Counties working towards improved IDN and DHHS reporting and a sample memorandum of understanding. IDN representatives will be invited to a commissioner’s meeting.

Hales Location

- Received notice from NH State Fire Marshal’s Office regarding inspections, possible expansion of White Mountain Hotel
- K. Golding is working on the proposed 2020 budget

Treasurer Request

Robichaud asked for clarification on request from the treasurer for a listing of all county bank accounts.

Commissioner Updates

Babson attended a 4H recognition event and remarked that Amanda Royce is doing a great job. Carroll County Drug Court celebrated its first graduate November 19. Babson notified UNH Cooperative Extension that their request for 2020 budget increase was not approved.

Media Questions

Steer asked Babson how the Tamworth Recycling Project is progressing. Babson was unable to attend their most recent meeting due to scheduling conflict.

Non-Public Session

Non-public Session 1,2,3,4

MOTION: “To enter into non-public session under RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant” by Babson, 2nd McCarthy. Passed on roll call vote 3-0.

MOTION: “To seal the minutes of sessions 1,2,3,4” by Bevard, 2nd McCarthy. Passed 3-0

Approval of Meeting Minutes

- MOTION:** "To approve and unseal the November 13, Session I and II non-public meeting minutes" by Bevard, 2nd Babson. Passed 3-0
- MOTION:** "To approve and KEEP SEALED the November 7 non-public meeting minutes" by Bevard, 2nd Babson. Passed 3-0
- MOTION:** "To approve and KEEP SEALED the October 30, Session III non-public meeting minutes" by Babson, 2nd Bevard. Passed 3-0
- MOTION:** "To approve and KEEP SEALED the November 13, Session 3 non-public meeting minutes" by Babson, 2nd Bevard. Passed 3-0
- MOTION:** "To approve and KEEP SEALED the November 13, Session 4 non-public meeting minutes" by Babson, 2nd Bevard. Passed 3-0
- MOTION:** "To approve and unseal the October 31, Session V non-public meeting minutes," by Babson, 2nd Bevard. Passed 3-0
- MOTION:** "To approve the November 13 meeting minutes" by Babson, 2nd Bevard. Passed 3-0
- MOTION:** "To approve the November 12 budget meeting minutes" by Babson, 2nd Bevard. Passed 3-0.
- MOTION:** "To approve the November 7 budget meeting minutes" by Babson, 2nd Bevard. Passed 3-0.
- MOTION:** "To approve the November 15 budget meeting minutes" by Babson, 2nd Bevard. Passed 3-0.

Budget Workshop

The commissioners continued review of the proposed 2020 budget.

MOTION: "To keep the Regional Appropriations total at \$353,000" by Babson, 2nd McCarthy. Passed 3-0.

MOTION: "Approve the regional domestic violence prosecutor for one year not to exceed \$120,121.79" by Bevard, 2nd McCarthy. Passed 2-1 with Babson opposed.

Murley said she is able to do the wage and compensation study if HRIS (Human Resource Information System) software is purchased. The commissioners reduced 100.4100.029 (Other Fees) to remove funding for an outside agency to conduct the study, leaving \$15,000 in the line for a jail study. The HRIS software (\$15,000) is in 100.4102.101 (Payroll-Checkmate).

At 4:45 p.m. meeting adjourned into a non-meeting regarding the CCHOC collective bargaining agreement.

Minutes approved on

Jan 15, 2020
Amanda J. Bevard
Amanda Bevard, Chairman

David H. Babson
David Babson, Clerk

Terry M. McCarthy
Terry McCarthy, Vice-Chairman

mc *JB*