

Mountain View Community

Carroll County's Nursing Home and
Rehabilitation Center

Howard Chandler, NHA
Administrator



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Ver. 1.0

CARROLL COUNTY LEGISLATIVE DELEGATION SUB-COMMITTEE FOR MOUNTAIN VIEW COMMUNITY

Members: Rep. Bill Nelson, Chair; Rep. Lino Avellani, Rep. Ed Butler, Rep. Dr. William Marsh and Rep. Glenn Cordelli

February 23, 2018

A Meeting of the Legislative Delegation Sub-Committee for Mountain View Community was held on Friday February 23, 2018 in the first floor Multi-Purpose Room of Mountain View Community.

Members Attending: Chairman Rep. Nelson, Rep. Avellani, Rep. Butler, Rep. Marsh and Rep. Cordelli.

Also Attending: Commissioner Amanda Bevard, Commissioner David Babosn, Representative Ed Comeau, County Administrator Kenneth Robichaud, MVC Administrator Howie Chandler, MVC Business Office Manager Paula Coates and Director of Facilities Robert Murray.

The Meeting was **Called to Order** at 8:30a by Chair Rep. Nelson

Procedural Recommendation: MVC Administrator Chandler referred to Page 2, Item 1 of his Budget Packet and suggested that the Sub-Committee/Delegation consider implementing a procedural protocol that would return to the taxpayer in the current year all savings generated in the previous year. For 2017 when Revenues which were down from budget by 79K were combined with expense savings of 546K there would be \$466,581 that could be used to reduce the amount to be raised by taxes.

Revenue Review: MVC Administrator Chandler referred to Page 3, Item 3 of his Budget Packet to note that management recommended that projections for the next year's revenue should not exceed the previous year's actual.

It was Moved and Seconded that the Sub-Committee approve the amount of \$11,449,180 as Revenue for the 2018 Budget. With no further discussion it was So Voted Unanimously.

Requested Information: Discussion followed regarding requests for information.

Expense Review: MVC Administrator Chandler referred to Page 3, Item 4 of his Budget Packet to note that increases in expenses are primarily attributable to the terms of the Collective Bargaining Agreement that provides for a total of a 5% increase in pay with special note being made that no increase had been provided in 2017 and that any increase would not be retroactive.

Expense Lines were reviewed line by line with the following items being discussed:

Dining Services Staff Positions: In the absence of Director of Dining Services Chris Delisle who was not able to attend because of illness, Administrator Howard Chandler attempted to explain why changes are requested in anticipation of the upcoming retirement of key personnel. Unfortunately his explanation added more to confusion than to clarity and the issue will be revisited at the next meeting.

It was noted that it would be desirable to have a contingency line for the expense incurred when Staff Members retire and are paid out accrued benefit time. The suggestion was made that a non-lapsing fund be created for such a purpose.

The increase in Nursing Equipment is primarily to fund whole house mattress replacement.

It was Moved and Seconded to add \$1,200 to Environmental Services for parking lot crack repair and to remove the same amount from Capital Improvement. With no discussion it was So Voted Unanimously.

Bob reported that vehicle maintenance expense is down in part in anticipation of being able to replace the laundry truck.

It was Moved and Seconded to reduce 078 Vehicle Expense by \$2,000 contingent on a replacement laundry truck being approved. With no further discussion it was So Voted Unanimously.

Note was made that consultation should be made to determine how best to present MVC's finances relative to the Medicaid/Medicare Cost Report specifically as it might apply to the classification of long term debt.

Bob next presented the Capital Budget noting that it contained 163K in requested items/projects for 2018. Items on the list were reviewed individually.

It was Moved and Seconded that the MVC Capital Budget in the amount of \$163,000 be accepted. With no further discussion the Motion Passed on a 3 to 2 Vote.

Recess

It was Moved and Seconded that the Meeting Recess and reconvene on Thursday March 1, 2018 immediately following the Delegation Meeting. With no further discussion it was So Voted Unanimously.

At 11:25a and with no other Business to come before the Sub-Committee the Meeting was declared to be in Recess by Chairman Rep. Nelson.

March 1, 2018

On Thursday March 1, 2018 the Delegation Sub-Committee for Mountain View Community reconvened in the first floor Multi-purpose Room.

Members Attending: Chairman Rep. Nelson, Rep. Avellani, Rep. Butler, Rep. Marsh and Rep. Cordelli.

Also Attending: Commissioner Amanda Bevard, Commissioner David Babson, Representative Ed Comeau, Representative Mark McConkey, County Administrator Kenneth Robichaud, MVC Administrator Howie Chandler, MVC Business Office Manager Paula Coates and Director of Facilities Robert Murray.

The Meeting was **Recalled from Recess** at 11:32a.

The Proceedings of the Sub-Committee were recorded by GovernmentOversite.

In response to a question raised from the first half of the meeting Chairman Nelson called upon Commissioner Babson for comment who declined a response at this time.

MVC Administrator Chandler referred to the handout prepared by Director of Dining Services Christopher Deslisle which contained the justification for adding the position of 'rounds cook'. It was noted that MVC's good fortune in having so many long term Dining Services Staff Members also translates into a very significant amount of scheduled leave that is difficult to schedule replacements for. Discussion noted that volume has not changed from previous years nor has overtime been exhausted making it difficult to consider additional Staffing at this time.

Action on this item was delayed while other items were discussed.

MVC Administrator's Report (pages 2-4 of the distributed packet) were reviewed noting the suggestion to create a system that both incentivizes Department Heads to save (underspend budgets) while also immediately providing relief to taxpayers in the form of a reduced request for funds to be raised by taxation.

The point was made that expenses should be considered based on their need/merit and not reduced to achieve an arbitrary financial target.

Paula Coates, MVC Business Office Manager next distributed a breakout analysis of the budget payroll that contains the provision of the Collective Bargaining Agreement (CBA) with the Union including a 5% increase in pay rate and payment of double time on Holidays. It was explained that the negotiations regarding holiday pay was based on two factors: The first is to create an incentive for Staff to choose to work in order to eliminate the most approach to use outside

agency. Secondly it eliminates an archaic policy that allows Staff to substitute a day the month before or a month after a holiday in its place creating both a scheduling and financial nightmare.

Revenue was discussed noting that the only rates that we control are for the 25% of Residents who are private pay. MVC Administrator Chandler noted that he will be going to the Commissioners for a private pay rate increase for newly arriving Residents but that no consideration for that Revenue was contained in the present budget. Because it would only apply to new Residents coming in after June it was estimated that if approved it would be estimated to total approximately 500 days at \$5/day for additional 2018 Revenues of \$25,000.

It was Moved and Seconded to remove the proposed Rounds Cooks position from the Dining Services Salary Line and corresponding benefit lines and instead to add \$3,250 to the Overtime line (total of \$5,000). With no further discussion it was So Voted Unanimously.

Discussion followed regarding the Capital Budget that contains items not in the Operating Budget although some small equipment/supplies that are expensed immediately rather than capitalized and depreciated are in Operating Lines. Replacement mattresses and Resident Room overhead lifts were noted as being part of the Nursing Department equipment line.

It was suggested that consideration be given to structuring the operating protocols of the Dube Fund in such a way that the Fund makes a fixed annual distribution that would be used to fund programs/services/equipment that would not otherwise be funded as part of the budget and that benefit Resident Quality of Life.

Concern was expressed that the funds requested for selected room renovations (30K) was insufficient and should be increased by 10K to a total of 40K in as much as following the change it would be possible to retenant the rooms without regard to gender and thus improve census.

It was Moved & Seconded to increase the allocation for room entranceway conversion to \$40,000 and to approve and recommend a total Capital Expense Allocation for Mountain View Community in the amount of \$140,000. With no further discussion it was So Voted Unanimously.

Discussion followed relative to the Holiday portion of the Collective Bargaining Agreement with clarification be made that the changes that provide for a end of the year buyback are consistent with both the Sheriff's Department and the House of Correction's practice and policy --- but that the double time on holidays is uniquely MVC's.

Paula prepared and distributed a revised Expense Budget noting that since the first half of the meeting that a significant reduction had been made in the LNA Salary line and the new total adjusted figure is \$14,914,785 or \$224,526 less than originally submitted.

It was Moved & Seconded to accept and recommend the revised budget as amended by vote by the Sub-Committee and with no further discussion it was So Voted Unanimously.

Discussion followed relative to how the full Delegation will look at the financial implications of the Collective Bargaining Agreement.

it was Moved and Seconded that the Meeting adjourn and with no further discussion it was So Voted Unanimously.

With no further business to come before the Committee, Chairman Representative Nelson declared the Meeting Adjourned at 12:35p.

Respectfully submitted,

Howard Chandler

Howard Chandler
Acting Clerk

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