

Mountain View Community

Carroll County's Nursing Home and
Rehabilitation Center

Howard Chandler, NHA
Administrator



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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 24, 2017

A Meeting of the Legislative Delegation Sub-Committee for Mountain View Community was held on Friday February 24, 2017 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 Bevard, Commissioner Babson, Commissioner Hounsell, Representative Comeau, County Administrator Kenneth Robichaud, County Finance Director Charles Stuart, Bob Murray, County Director of Facilities, MVC Business Office Manager Paula Coates, and MVC Administrator Howie Chandler.

The Meeting was **Called to Order** at 9a by Chair Rep. Nelson

Minutes: It was Moved and Seconded that the Minutes of the January 23, 2017 Meeting be approved as submitted. With no further discussion it was So Voted Unanimously.

2017 Budget Review:

Budget Format: County Administrator Robichaud noted that in the future that the display of expended funds will show the total expended --- including funds that have been transferred in order to give all a clearer idea of what the total actual expenses for a line item are.

Information Distribution: Mr. Robichaud noted that all updated information will be emailed out later in the day so that Members can have the opportunity to review prior to the Delegation Meeting on Monday.

Expenses were reviewed as follows:

Administration:

- **Health Insurance** down, it was budgeted at 13% but actually came in at a 4.5% increase
- Ken noted that Countywide the proposed budget stands at 132K under last year, meeting the request of the Delegation.
- **Salaries (009)** increase attributable to allocation of a portion of the Payroll Coordinator position, the 2016 pay raises and a part time Benefits Coordinator position. Reduced expense to this line partially attributable to an unfilled weekend shift. There are no raises included. The need to include the benefits coordinator under Finance was explained.
- **Education & Conferences (017)** was noted as being primarily for training for key personnel to assist with the implementation of Electronic Medical Records. It was Moved and Seconded to reduce the requested amount by \$1,000 and it was So Voted (4 to1). The adjusted amount is \$6,500.

Dietary

- **Overtime (005)** Agreed to keep the proposed number
- **Retirement (013)** increase the result of projections based on existing Staff Members.
- **Dues, Licenses & Subscriptions (037)** Moved and Seconded to reduce the amount by \$400 to a new balance of \$600. It was So Voted.
- **Propane (062)** has been transferred to Environmental Services.

Nursing

- **Nursing Secretary (006)** increase reflects the decision to change the Nursing Secretary position to one that will be Staffed by an LPN. A similar change to the H.I.M (medical records) department was also noted.
- **The MNA (011)** line has now been combined with the LNA (007) line
- **The Supervisory Nurse (009)** line has now been combined with the Charge Nurse Supervisory Nurse (008) line.
- Purchasing policy and protocol was discussed and reviewed.

Environmental Services

- It was noted that Environmental Services represents to consolidation of Maintenance, Housekeeping and Laundry.
- **Propane (065)** has been moved out of Dietary to Environment Services.
- **Electric (061)** to be reduced by 10K as the result of successful negotiation by the County Administrator and is only for part of the year --- with greater savings to be realized next year.
- **Pellets (066)** was reduced by consensus by 17.4K to \$30,000

Physicians and Pharmacy

- **Employee Physicals (020):** It was noted that while using Occupational Health represents best practice – it is less expensive for applicants to use their own practioner at no expense to the County.

Recreational Therapy

- **Salaries (009)** the Bus Driver position has been combined into general Salaries.
- **New Equipment (097)** is earmarked for iPads for Activity Programs.

Special Services

- **Criminal Records (029)** Services were noted as being prepaid to the State Police resulting in the line be spent to exact budget amount.

Bottom Line: Ken reported that \$14,423,474.00 is the total for MVC's Sub-Committee Recommended Expenses net of the Sub Committees reductions of today of (\$29,000).

It was Moved and Seconded to remove the part time Benefit Coordinator Position together with all associated benefit lines. Comment was made that such a position should be part of the Human Resources Department and that a separate position at the nursing home was not indicated. The existing hire process was reviewed. The Motion failed on a vote of one in favor and 4 opposed.

Expense Increase: It was noted that this expense budget represents an increase of 120K over last year or less than 1%. The Administrator was thanked for keeping the increase low and encouraged to do so again for the next year's budget.

Revenue

- **Proshare (044)** has been increased by \$50,000 to 1M
- **Private (012)** was previously agreed to be increased by 400K and **Medicaid (010)** was to be reduced by 400K. These budget neutral reallocations shall be made.
- **It was Moved and Seconded** to increase Physical Therapy Part B (022) revenue to a total of 95K from \$86,604. It was So Voted.

Residency: It was reported that 100% of MVC Residents came to us from within the County or are otherwise directly connected to the County.

Bed Tax (045): Chandler noted that the state charges MVC 5.5% of collected revenue that is matched by the federal governments and subsequently returned to nursing homes. Our budgeted revenue of 1.25M is offset in by a budgeted expense of 490K.

Income from Meals (051): It was noted that the MVC revenue will need to match the HOC expense line. At 225K it might be light given the increase in HOC census.

Bad Debt: Paula reports that with thanks due to electronic billing that our receivable days are significantly down. A report will be available for the Delegation Meeting on Monday.

Total Expenses: \$ 14,423,474

Total Revenues: \$ 11,576,901

Net: \$ 2,846,573 Including long term debt and interest.

Less Debt/Interest \$ 1,834,468

Total Cost: \$ 1,012,105

Chairman Nelson thanked all for their participation and for making this a very productive experience.

Transgender Discussion: All were encouraged to stay for an informal discussion following the Cooperative Extension luncheon next Monday following the Delegation Meeting.

Adjournment

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

At 11:13a and with no other Business to come before the Sub-Committee the Meeting was declared adjourned by Chairman Rep. Nelson.

Respectfully submitted,

Howard Chandler

Howard Chandler
Acting Clerk