

Carroll County Board of Commissioners
Meeting Minutes
March 28, 2024

Members Present: Chairman Terry McCarthy, Vice-Chairman Chuck McGee, Clerk Bill Nelson
Others Present: Executive Coordinator Mellisa Seamans, Facilities Director Bob Murray, CFO Bonnie Batchelder-Edson, CCHOC Superintendent Sean Eldridge, MVC Administrator Rich Leboeuf, Treasurer Joe Costello, HR Linda Matchett
Public Present: Fred Cain, Ed Comeau (governmentoversite.com), Dallas Emery, Kevin Houle, John Burgess

Pledge of Allegiance
Call to Order

Public Comment

Mr. Cain: Regarding the wage scale believes the County is withholding information. County needs a hay policy. Former Commissioner Matt Plache paid \$2,495 in April 2022 for hay he received in 2020 and 2021. He paid \$2,200 in December 2022 and \$3,720 in December 2023.

CFO: A draft policy has been created. It will specifically address all concerns and it will all come through the Finance office.

Mr. Houle: Thanked Attorney Closson for response to 91-A request. The text messages reveal the farm manager claimed there was no hay available but then sold hay to others. I asked Comm'r Plache if he was a hay customer and he told me he was not.

Recess for Hale's Location Board of Selectmen meeting
Reconvene

Approval of Meeting Minutes

MOTION: To approve meeting minutes of March 21 2024 by Comm'r McGee, 2nd Comm'r Nelson.
Passed 3-0

Manifest Approval

MOTION: To approve the manifest totals as read:

Mar 27 2024	Accounts Payable	199,033.80
Mar 29 2024	Payroll	221,342.80

by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Conflict of Interest Policy

Held pending clarification from legal counsel

Travel & Expense Reimbursement Policy

CFO: This policy was held last week but we decided to leave it as written and see how it works then get feedback in a month or two.

MOTION: To approve the Travel & Expense Reimbursement Policy as written by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Procurement Policy

Chmn. McCarthy: I have been asked by two or three department heads to have a reconsideration of the procurement policy and the policy has repercussions to their departments.
Comm'r McGee: Did Mellisa know about this?
Chmn. McCarthy: I just found out yesterday

MOTION: To reconsider the Procurement Policy by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0 (this policy was approved at the March 21 meeting)

Department heads will be given two weeks to review the policy.

Employee Housing and Childcare Survey

Comm'r Nelson: The Lands & Annex Subcommittee would like to have a booth at the benefits fair to survey employees about childcare and housing
Dir. Matchett: We already included questions on the employee survey about housing. The benefits fair is not the proper venue for the survey. So the answer is, no, we are not going to survey employees at the benefits fair about their housing and childcare needs
Chmn. McCarthy: I agree with you.
Dir. Matchett: We extended the survey deadline. We received 20% response. We asked for ideas. Heard that communication needs to be improved. We recorded department heads yesterday talking about what they do and their department's responsibilities
M. Cain: Requests an updated overview of survey results

Bid Opening – Box Truck

Dir. Murray: In February the Commissioners approved issuing an RFP for a box truck. It was advertised and I direct-solicited about 20 dealerships.
Comm'r McGee: We received on bid from Irwin for \$42,730 for the truck and \$30,695 for the lift.
Director Murray will review the bid and prepare a recommendation.

Nursing Home Agency Staffing

Treas. Costello: On the manifest there is an item for \$53,000 for agency staffing. How are we doing obtaining additional nurses?
Admin. Leboeuf: We are doing pretty well with retention. HR and the Director of Quality have attended job fairs recently. We have lowered our agency hours. We spiked during February vacation which is common. Recruitment is a lot more difficult. We promoted two from per diem to full-time. We have provided training for LNAs to become MNAs. We have 16 LNA openings and 4 nursing openings. We have a retention committee that meets to assist us in keeping employees. Orientation has been slim so we are beefing up that process.
Treas. Costello: Suggests working with college in Berlin to recruit. Let me know the outcome
Admin. Leboeuf: We cannot offer classes at this time due to past deficiency for infection control.

CFO: The \$53,000 is not a monthly figure. It is a weekly figure. I did analysis that took the approved budget including payroll and benefits. Comparing what we have actually spent we are underspent in the budget with the agency staff as compared to what was budgeted for actual payroll and benefits (\$113,000). Income has increased by about \$203,000. At this point even though agency seems staggering it is still less than what we budgeted for payroll and benefits.

Treas. Costello: I think we need to keep an eye on this. I'm sure the administrator is doing an excellent job given what he has to deal with. I was alarmed when I saw the \$53,000 invoice.

Admin. Leboeuf: Census is at 100. Payer mix is changing – 14 Medicare. This provides about \$400 per day more than Medicaid. Staff is excellent. The pace has changed. Morale improved. What do we need to do to make sure people feel appreciated? We are looking at getting more staff; great place to work with fantastic staffing ratios. I invite people to come over for our new menu. Fresh fish every Friday, fresh vegetables. Easter dinner for families. Really excited about the changes in the dining room. Chefs able to use their skills

Chmn. McCarthy: The only complaint I ever got was about the food.

Mr. Emery: Objects to credit only and not accepting cash in the dining room. It is legal tender.

Admin. Leboeuf: When I came here it was credit only. If it needs to be cash, we will figure it out but will take direction from the Commissioners.

CFO: It can be the policy of the County not to take cash. It is an internal control policy.

Mr. Emery: The law says cash is legal tender.

Mr. Cain: I want to commend the treasurer for bringing up the staffing issue. Thanked the administrator for addressing it but we've been talking about it for a year and a half.

NH Interlocal Trust Agreement

The final 2024-2025 increase is 11.29%. Dir. Matchett intends to issue a request for proposals for the 2025-26 employee health insurance.

MOTION: To approve the renewal package and authorize HR Director Linda Matchett to sign by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Northern Human Services Contract

Supt. Eldridge: Contract for mental health services. Last three years it was paid for with mental health grant but the grant has expired. This organization is the only one that provides this service and also assisted us with medically-assisted treatment. There is a cost increase from \$312.50 per day to \$350 per day.

MOTION: To approve the Northern Human Services contract by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Chmn. McCarthy: I hear you're very happy with White Horse?

Supt. Eldridge: Very happy. They are providing in-house programming and providing transportation to treatment centers at their own expense

FEMA Award - Danfield Road Access Road Damages Project

Coord. Seamans: FEMA and State of NH have approved this project stemming from the July 2023 floodwater event. The total project is \$34,285.80 (\$25,714.35 FEMA and \$8,571.45 County). The County match is in the 2024 County budget.

MOTION: To approve the Danfield Access Road scope of work and accept the FEMA reimbursement by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0.

Non-Public Session 10:51 a.m. – 12:07 p.m.

MOTION: To enter into non-public session in accordance with NH RSA 91-A:3, II (a), (i), and (c) by Comm’r Nelson, 2nd Comm’r McGee. Passed 3-0 by roll call vote.

A motion to exit non-public and seal the minutes of all session passed 3-0

Request for Proposals – Municipal Legal Services

MOTION: To issue a request for proposals for municipal legal services by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0

Other

Mr. Burgess requested that at future meetings he be allowed to sit near the front of the room due to difficulty hearing the proceedings. Chmn. McCarthy agreed.

Meeting adjourned.

Date Approved: _____

Terry McCarthy
Chairman

Chuck McGee
Vice-Chairman

Bill Nelson
Clerk