

**Minutes of the
Cheshire County Delegation
March 19, 2018
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, Vice Chair Paul Berch, Clerk Marjorie Shepardson, Reps. John Hunt, H. A. L. Parkhurst, David Meader, Lucy Weber, Bruce Tatro, Delmar Burrige, Richard Ames, John Mann, Michael Abbott, James McConnell, John Bordenet, William Pearson, Cathryn Harvey, John O'Day, Barry Faulkner, and Donovan Fenton.

Absent: Rep's, Gladys Johnsen, Frank Sterling, Douglas Ley, and Joseph Stallcop.

The meeting was called to order at 7:03PM by the Chairman.

The meeting opened and Rep. Bruce Tatro was recognized and made a motion **To accept and adopt the Executive Committee proposed budget for 2018 in the amount of \$50,494,359.**

Rep. Hunt seconded the motion. Rep. Burrige then was recognized and spoke to a request for funding a program known as ARK (All R Kids Supervised Visitation Center) located in Jaffrey that provides a safe space for divorcing couples to meet with their children when under court ordered supervision. He put forth an amendment to the budget to increase the executive committee recommended budget by \$9,000.00 to provide emergency temporary funding for the ARK program as a safe space for families in distress was made.

Sheriff Rivera was recognized and spoke to the need of the ARK service for the community. He said that as of now there is not a space in the County for children to meet with their parents who are in dispute. Rivera said that program costs about \$130,000.00 a year to run including in-kind from the use of the building that houses the program and personnel time. He said that they hoped to see approximately \$30,000.00 from the State of New Hampshire Attorney General's office to assist in partially funding the operation.

Sam LaFortune of the ARK program then rose and responded to a question concerning operational costs and said that it runs about \$104,000.00 to keep the program open for four (4) days a week. It would take about \$3,000.00 a month in staffing and overhead to keep the program going for two (2) days a week and said that the \$9,000.00 would be a short-term need, and that other funding may be coming.

Rep. Webber then said that she was not sure of how long the \$9,000.00 would run the program. LaFortune explained that the \$9,000.00 would run the center for approximately three (3) months if the operation ran two days a week.

Rep. Tatro then said that he was not sure how he could support the funding based on the very late request without any prior notice or backup documentation. He said that he was concerned about the method and approach and the increase in costs.

Rep. Sherpardson asked about support from the United Way. Rivera said that discussion is underway and he is hopefully that funding will be forth coming.

Rep. Hunt then said that the process is very unusual and that some sort of contact even via email would have been welcome. He said that is not the correct process to proceed to gain funding.

Rep. Abbott said he was calling the motion to limit debate. The motion passed via voice vote unanimously.

Rep Eaton then said that if the amendment to the 2018 budget by Rep Burridge passes the motion would be raised to \$50,494,359 plus \$9,000.00. for a total of \$50,503,359.00 and called for a rollcall vote. **Upon vote the amendment failed 11 to 8.**

The Motion to accept the 2018 budget for \$50,494.359.00 as presented was then voted and passed 18 – 1.

Rep Berch was then recognized and moved **To adopt 2018 taxes to be raised from the city and towns of the County in the amount of \$28,119,999 for the 2018 budget year.**

Rep Ames seconded the motion. There was no discussion and the motion passed 19-0, unanimously.

Rep. Eaton recognized Rep. Parkhurst and he moved **To accept and adopt the Executive Committee recommendation to set the elected officials salary effective January 1, 2019**

- **County Commissioners – at rate of \$11,000.00 per year**
- **County Treasurer – at rate of \$1,500.00 per year**
- **Register of Deeds – at rate of \$57,000.00 per year**
- **County Attorney – at rate of \$85,000.00 per year**
- **County Sheriff – at rate of \$57,000.00 per year**

Motion was seconded by Rep. Abbott.

Rep. Eaton said that he moved to increase the County Attorney salary by \$2,500.00 to \$87,500.00. Seconded by Rep Burridge.

Rep. Weber asked for clarification. Trombly said that the 2017 salary was set at \$82,000.00 and \$85,000.00 was recommended by the Executive Committee. Now an additional increase of \$2,500.00 to \$87,500.00 was being sought. A discussion of the number of programmatic changes that have been added in the County Attorney Office in the last year was had and the significant increase in workload was discussed.

Trombly then handed out a spreadsheet that shows all salaries from the ten (10) Counties in the state that compares the salaries of the County Attorney's.

Following questions about the data on the spreadsheet, Rep. Abbott moved to limit debate. **A roll call vote to increase the salary of the County Attorney by \$2,500.00 to \$87,500 for the 2019 – 2021 budgets was made. Following vote the motion passed 12 – 7.**

Rep. Parkhurst then moved to accept the amended motion to increase the salary amount to \$87,500.00 for the County Attorney and to maintain the proposed salaries for all other elected officials. Upon vote the motion passed 19-0.

Rep. Eaton then recognized Administrator Coates who discussed the new dispatch center funding and commended the Delegation and Commissioners for allowing him to do innovative work in raising funds for County projects. He said that the fund to restore the old windows matching dollar threshold has been met and approximately \$265,000.00 has been raised.

He discussed other creative ways such as bartering and grants that the staff has procured services and goods and reviewed the revamping of the Latchis parking lot and the replacement of the large overhead garage doors at the old department of corrections site. He said that a number of grants have been submitted to further increase the non-taxpayers funding of projects.

Rep. Eaton then introduced Steve Horton, of Steve Horton Construction Consulting, who has been retained as the County's Owner's Representative for the project.

Horton provided an overview of the process that is being followed and the steps that have been taken to produce the design plans to date. Administrator Coates said that updates will be posted on the website and Rep. Eaton suggested a meeting in May to provide an overview of the project.

Horton said that the design phase is completed and the initial bidding would be completed by May with construction starting in mid-May.

Coates said in response to a question concerning keeping the public informed of the projects progress that updates will be posted on the County website.

Rep. Eaton said that a discussion of the Managed Care program is needed for the delegation to know more about the direction of the state's managed care recommendations.

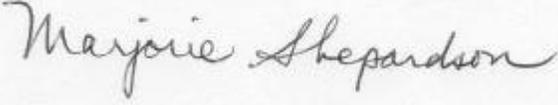
Kindopp then discussed the history of Medicare Managed Care and since 2011 a great deal of work has been done on the subject. He said that the nursing home industry have the greatest number of regulations of any industry in the U. S.

Kindopp said that despite New Hampshire being the 3rd worst state in country for Medicaid reimbursement it is in the top 3 for performance and she said that Maplewood has been in the top 1% of all nursing homes in the County for the past three years. She also said that New Hampshire is in the top three (3) states with the highest quality nursing home.

Kindopp in answering a question about staffing said that LNA's and RN's are still in very short supply.

There being no further business coming before the Delegation, Rep. Pearson moved to adjourn the meeting and was seconded by Rep. Mann. The meeting was adjourned at 8:05PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Shepardson". The signature is written in dark ink on a light-colored, slightly textured background.

Rep. Marjorie Shepardson, Clerk

**Minutes of the
Cheshire County Delegation
August 6, 2018
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, Vice Chair Paul Berch, Clerk Marjorie Shepardson, Reps. John Hunt, H. A. L. Parkhurst, David Meader, Lucy Weber, Bruce Tatro, Delmar Burrige, Richard Ames, John Mann, Michael Abbott, James McConnell, John Bordenet, William Pearson, Cathryn Harvey, John O'Day, and Donovan Fenton. Gladys Johnsen, Frank Sterling

Absent: Rep's, Barry Faulkner, Douglas Ley, and Joseph Stallcop.

The meeting was called to order at 7:02PM by Chairman Eaton. The meeting was then immediately recessed for a minimum of 15 minutes to allow the Executive Committee to conclude their business so that a complete presentation can be made to the full delegation.

At 7:30PM the Delegation meeting resumed and the County Administrator was recognized and he discussed the 2017 Annual Report Dedications for employees who "just do their jobs quietly and with dedication". Kathryn Kindopp recognized Sabrina Priest as one of the staff to whom the 2017 Annual Report is dedicated and read the dedication that will appear in the Annual Report.

Assistant Director of Nursing, Infection Preventionist, Employee Health, and Continuous Quality Improvement Nurse, Sabryna Priest

Sabryna is an individual who works largely behind the scenes to keep operations running smoothly (in addition to having the longest title) and goes about her many duties with constant energy and enthusiasm at Maplewood as well as at the various County departments. She is consistently dependable, and additionally fills in for open nursing shifts to allow supervisors to take earned time off. Having worked at Maplewood for 14 years now, she began as a Licensed Practical Nurse, then continued her education to become a Registered Nurse and later completed her Bachelor's degree in Nursing. She has essentially worked all aspects within the nursing department and is now third in command of the entire nursing home operation, serving as the Administrator designee when the Administrator and Director of Nursing are out of the building.

Sabryna is never afraid of hard work, in fact she is often the first to step up, roll up her sleeves and do whatever is needed, with spirit and gracious humor. Confident in what she does, yet also knowing when to seek consultation, she meets deadlines without reminders. Her skill sets include knowledge of infection prevention and management, continuous quality improvement in the nursing home, employee health issues for the county, as well as being the clinical master of Maplewood's electronic resident charting system. Her clinical experience in her role of resident oversight, combined with her understanding of industry regulations, helps to ensure that excellent clinical care is provided to our residents. During her position as Infection Preventionist, she has been an advocate for vaccinations and hand hygiene, such that residents at Maplewood have seldom experienced any Flu or Norovirus.

In the fall of 2017, when the Keene State College nursing program needed a clinical trainer with a bachelor's degree in nursing to step in and train 8 nursing students, Sabryna worked with our Staff Development Coordinator as one of 2 nurses who agreed to take on this additional role. Sabryna's clinical skills and abilities were acknowledged and commended by both students as well as faculty of KSC. Sabryna is an excellent model of character and work ethic for all of us at Maplewood and for all the county employees with whom she interacts.

Administrator Coates then recognized Correctional Officer Scott McLaughlin for his work as the Federal Liaison Officer at the Department of Corrections and thanked McLaughlin for his work. He then read the following into the minutes of the meeting.

Scott McLaughlin, Captain, Federal Liaison Officer, Department of Corrections CPT.

McLaughlin has been an exceptional law enforcement officer with the Cheshire County Department of Corrections since 2006. Scott has always been a consummate professional for others to emulate and a role model that everyone looks up to.

As the Federal Liaison Officer, Scott is the primary point of contact for Federal Prisoner Operations in both NH and VT for our institution. Scott repeatedly receives high praise from U.S. Presidential Appointee's Marshall's for his diligence, professionalism and flexibility as a Federal Liaison Officer.

Scott has been instrumental in developing a per diem transport team and tracks numerous transports throughout New England on a daily basis. He responds to emergency medical situations and will arrange transport for dangerous Federal prisoners with little to no advance notice which requires meticulous logistical planning. Scott leads by example as in addition to all of his significant administrative duties, he is out front conducting transports on a routine basis. CPT. McLaughlin's performance is exemplary and reflects great credit upon himself and the County of Cheshire.

Human Resources Director, Kim May and Assistant County Administrator, Rod Bouchard then recognized Pam Fortner, and May read the dedication that will appear in the 2017 Annual Report and congratulated her on her many achievements in her 35-year career.

Safety Officer, Pamela Fortner

Pam has served the County for 35 years and during that time has worked her way from serving in Environmental Services at the Nursing Home to obtaining a Bachelor's Degree and becoming the County-wide Safety Officer. Pam's duties encompass a wide range of important services to the County including Risk Management, Workers Compensation management, Disaster Planning, Cheshire County Wellness Committee, and Chairing the Joint Loss Management Committee. She also provides assistance on a wide-ranging number of topics such as building fire safety, workplace operations safety, ergonomic workstation reviews, and many other areas that she has excelled at over the years.

One of the most important areas that Pam works in is that of employee safety, and her hard work and dedication led to the County being awarded the recognition of achieving the Prime3 designation for creating a County program for "Adopting Risk Management Best Practices and

an Ongoing Commitment to Manage Risks to Employees, Residents, and Facilities". Achieving this milestone is both a personal honor for Pam and also results in a substantial discount to the County's insurance costs.

Pam is also deeply involved with staff and Maplewood residents' programs and is the President of the Employee's Association at the nursing home. She is also an active member in the Greater Monadnock Public Health Network and on the Regional Planning Committee and Healthcare Workforce Group for the County. She also serves on the Security Committee for the County's Keene Campus that is responsible for receiving and evaluating perceived security risks. Pam sets the standard for all of us at the County with her dedication, attention to detail, and focus on obtaining the best possible results in any task that she takes on.

DHHS PRESENTATION

Henry Lipman of the State Department of Health and Human services was then recognized and provided an overview of the Integrated Delivery Network (IDN) and 1115(a) Building Capacity for Transformation: Delivery System Reform Incentive Payment (DSRIP) Demonstration Waiver, as he had done for the Commissioners and the Executive Committee earlier.

Lippman reported that we will be receiving additional federal money for the Department of Health and Human Services. He explained that the money will go to the counties but they will send half of it to the State of NH where it will be matched, and then each county will receive more back than they would have gotten otherwise.

Rep. Weber asked how the money that will be sent back to the county will be put to use. Ann Landry of Director of the Region 1 IDN spoke to \$1.1M that was already sent back to the County thus far for IDN programs and highlighted the programs that have been implemented. Landry said the money will go to Monadnock Family Services to help keep people in their homes rather than going to a nursing home. People with Medicaid will be able to use these services.

RESOLUTION

A Resolution for the funding and support of the Integrated Delivery Network for Cheshire County was then presented by Rep. Eaton:

WHEREAS, the State of New Hampshire in partnership with the counties and providers established a program known as the Behavioral Health Transformation Waiver to increase the capacity of behavioral health services in New Hampshire, integrate behavioral health and primary care and increase supports for persons who are transitioning out of institutional settings; and

WHEREAS, the Department of Health and Human Services in January 2016 obtained up to \$30 million per year for five years in federal funding from the Centers for Medicaid and Medicare Services (CMS) for this program that was based on both state and county health care spending; and

WHEREAS, in order to deliver these additional behavioral health services there have been established seven new Integrated Delivery Networks across the state that are comprised of each

county, community mental health centers, hospitals, physician practices, area agencies delivering disability services and many social service agencies; and

WHEREAS, the State has obtained approval from CMS of a State Plan Amendment for the funding of ProShare and Certified Public Expenditure payments for the counties that will generate additional ProShare and Certified Public Expenditure revenue beyond what was budgeted by the counties for 2018 and that is expected to exceed the projected ProShare budgets for 2019 and 2020; and

WHEREAS, the Behavioral Health Transformation Waiver is to be funded through December 31, 2020,

NOW THEREFORE, in order to support the programs and services that are benefiting the county and its residents through the Integrated Delivery Networks, the authorized representatives of the County of Cheshire, approve the following:

1. For calendar year 2018, a contribution of county funds that will not exceed 50% (less 5.5% for the bed tax) of the incremental increase over the 2017 Pro Share receipt from the State's payment to the county for the operation of the county nursing facility;
2. For the calendar years 2019 and 2020, no later than 7 days following the mid- year meeting of the Delegation to amend the County budget for the receipt of Pro Share and/or Certified Public Expenditure Payment from the Department of Health and Human Services and submission of a detailed description of the calculation of such payments, a contribution of county funds not to exceed 50% (less 5.5% for the bed tax) of the incremental increase over the 2017 Pro Share receipt from the State's payment to the county for the operation of the county nursing facility.

MOTION RE: 2018 ProShare Funds

The motion was moved by Rep. Berch and seconded by Rep. Hunt. Berch then read the motion to accept the following resolutions:

Motion to Increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$1,790,383 for the receipt of State of NH Proportional Share Funds not previously budgeted, and to authorize the use of Proshare funds for the following:

Increase account # 4411.29.00, Maplewood Administration Dues by \$13,200 for the 2018 dues to continue participation as a member of the New Hampshire Health Care Association.

Increase account # 4411.85.00, Maplewood Administration Nursing Quality Assessment Tax (Bed Tax) by \$67,369 for the increase in the bed tax expense due to the incremental increase of Pro Share funds in 2018.

Establish account # 4915.89.00 – \$50,000. Reserve acct – Set aside for the creation of a Handy Man Program.

Establish account # 4441.56.02, IDN – 1115 \$578,756 Waiver Payment to allow for an intergovernmental transfer to the State of NH to continue to support the IDN's that have been established since 2016.

Decrease MNH Revenues by a net of \$586,735 in order to offset lower census levels for 2018.

Furthermore, to reserve the remaining \$494,323 by applying to fund balance to offset a portion of the 2019 MNH Revenue shortfall that will ultimately offset taxes to be raised.

A Roll call vote was then taken and the vote was unanimous. Motion carried 20-0

MOTION: Other Budget Amendments Motion made by Rep. Ames and seconded by Rep. Abbott.

Motion to Increase revenue line # 3403.02.00 (Federal Inmate Revenue) by \$238,398 for additional revenues realized in 2018 and Increase revenue line #3403.07.00 (Miscellaneous DOC Revenue) by \$8,500 for the receipt of insurance proceeds and to authorize the use of these additional revenues as follows:

Increase account # 4194.81.15, Farm Maintenance by \$7,000 for the removal of tires at the Farm/Old Department of Corrections in Westmoreland.

Increase account # 4900.89.00, Capital Improvement by \$62,536 for additional funds needed for the Demolition of the Old DOC in Westmoreland.

Increase account # 4900.97.12, Capital Equipment DOC by \$41,362 for the following:

\$11,200 to purchase a new Electric Kettle to replace steam kettle

\$30,162 to replace DOC vehicle that was totaled in an accident

Increase account # 4900.97.93, Dispatch Capital Equipment by \$36,000 to repair or replace a Dispatch Radio damaged by rodents.

Increase account # 4915.89.00, DOC Capital Reserves by \$100,000 to set aside for further capital needs at the Department of Corrections.

Rep. James McConnell spoke against the \$100,000 set aside for the Department of Corrections, saying that it might be needed for the nursing home project. Rep. Henry Parkhurst and Rep. Frank Sterling asked questions about the loss of a vehicle from the Department of Corrections recent accident and spoke in favor of the money reserves being set aside for the Department of Corrections. It was stated that the Executive Committee voted in favor of increasing the revenue lines by 7-2.

Upon roll call vote the motion passed with a vote of 18-2, with Rep's McConnell and O'Day voting Nay.

MOTION RE: Total Amended budget for 2018 - Rep. Hunt moves and Rep. Meader seconds.

To accept and adopt the Executive Committee proposed amended budget for 2018 for a total budget of \$51,450,582.

Upon Roll Call vote, the motion passed Unanimously. 20-0.

MAPLEWOOD RECONSTRUCTION PROJECT UPDATE

County owners representative Steve Horton made a presentation on how the progress of the project. There were problems with the first-chosen Construction Management bidder and the cost was going to go over budget by about \$4 million. The County then accepted D.E.W./McMillan's bid as they were the second highest rated bidder and worked with them to get expenses back within the original budget for the project. Because of these complications the schedule has gotten delayed but it is anticipated will be breaking ground within the next few weeks with a formal a ground-breaking ceremony in September.

OLD COURTHOUSE WINDOW RENOVATION PROJECT UPDATE

Administrator Coates explained that the county has gotten a grant from LCHIP for \$118,000.00 and has raised \$162,000.00 in private funds. Window Masters of Dublin won the bid for \$234,053.00. They will remove ten (10) windows at a time to rebuild them and restore the window frames so they are historically correct. The project is scheduled for approximately eighteen (18) weeks and should be done by the end of the year.

OTHER BUSINESS

There was a question as to why Rep. Stallcop was still on the rolls since he has moved. It was answered that by State RSA's that nothing can be done before the elections in November.

There being no further business coming before the Delegation, Rep. Pearson moved to adjourn the meeting and was seconded by Rep. Mann. The meeting was adjourned at 8:17PM.

Respectfully submitted,



Rep. Marjorie Shepardson, Clerk

Cheshire County Delegation Meeting
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH
Cheshire County Executive Committee Meeting
December 10, 2018

Chairman Tatro called the meeting to order at 7:45pm and opened the meeting and discussed the ground rules for the operation of the meetings.

Rollcall was then completed.

County Finance Director Sheryl Trombly was then recognized and handed out the 2019 Commissioners Proposed Budget materials.

Trombly then reviewed the 3rd quarter budget review. County overall general county budget was 76%.

RE: 3rd quarter 2018 Budget Review

At the end of the third quarter, revenues adjusted for the collection of taxes and timing for the receipt of other revenues have reached 76.00% of the General County budgeted revenues with the Nursing Home having achieved 72.54%. As revenues should be at 75%, this indicates that revenues are above expectations for the General County and running short for the Nursing Home. The totals combined are over by approximately \$39,000.

At the end of the third quarter, expenses are under budget by approximately \$1,015,000 after adjusting for major items that have not been expended due to timing. Overall county expenses are at 74.30% spent and Maplewood having expended 72.94% of their appropriated budget.

As you review the third quarter reports, the following areas may be of interest:

Revenues: General County

Municipal Assessment is a 0.00% of the projected budget. This remains at zero for most of the year until the Department of Revenue Administration provides the appropriation listing and the bills have been mailed. Taxes will be due by December 17th for 2018.

Grant Reimbursement line items – Federal Grants Reimbursement as well as Non-Federal Grants Reimbursements combined have achieved approximately 48% of budgeted revenues. These revenues are offset by expenses so any shortfall will have a direct impact on expenses coming under as well.

Sheriff Fees overall are at 68% realized as of the third quarter. Funds were allocated for the hiring of a deputy to be designated for the Drug Task Force. As this position has not been filled, much of this shortfall will be covered by payroll expenses as a result of the vacancy for this position.

Federal Inmates revenues are at 98% received. The 2018 census is budgeted for 37 Federal Inmates. As of today, the current census is at 42 with an average of 54. Revenues should exceed \$2,000,000 by year end.

Sale of County Property – This revenue item is for the sale of the Blood Farm Home in Westmoreland. The property did sell for \$99,066 with the closing that took place in early November.

Jaffrey District Court Lease – This budget line is at 8.02% of its projected revenues at the end of the third quarter but will attain 100% of its budgeted revenue. This revenue is the lease payment received by the State of NH that is directly tied to the annual bond payment for the Jaffrey District Court House. The State reimburses the County two times a year to coincide with the timing of the interest and principal payments.

Transfer from Fund Balance is at 0.00%. This line item will remain at 0.00% throughout the year. No entry is made as the offset is an accounting function of an automated decline in fund balance based on actuals and the final amount needed from fund balance at year-end.

Transfer from Special Revenue Fund is at 0.00%. This line item is for funds that have been set aside that were attained through fund raising efforts for the Court House Windows. This project will be getting underway in the very near future and as expenses are incurred funds will be transferred in to offset the expenses.

Transfer from Capital Reserve – This item is at 0.00% as of the third quarter. This budget item specifically offsets certain capital reserve projects and as the projects are expended transfers will be made to offset the applicable expenses.

Expenses: General County

Treasurer – This department is over budget having expended 98.29% as of the third quarter. This is timing due to costs associated with the Tax Anticipation Note (TAN) borrowing that happens once per year. This budget will level off by years end.

Medical Examiner – This budget has spent 100% of the appropriated budget. The expenses tracked within this department is based on statute that requires the County to pay for the travel and fees for the Medical Examiners that are called upon for untimely deaths in the county.

Human Services (Medicaid Expense) – This budget covers the County contribution towards the cost of County Residents living in Nursing Homes and Home and Community based Care and supported by Medicaid. The County is responsible for 100% of the nonfederal share. Having just received our billing for the last have of 2018, this budget will go over by approximately \$40,000 for 2018 however it is expected to be managed within the overall budget without any further amendment needed.

Behavioral Health Court has expended only 61.91% of their budget. Medicaid Expansion has had a significant impact on reducing the need for County payment to providers for services for clients in this program. As many clients are now covered under the expansion program, providers are able to bill for their services.

County Received Grants is running under budget as of September 30th having expended 55.43% of the budget. As expenses captured in this budget are fully grant funded, offsetting revenues are coming in under as well.

Bonded Debt – Debt payments are made according to debt payment schedules throughout the year. The principal and interest payments will be fully expended by the end of 2018.

Most all department budgets are under as of September 30, 2018. It is anticipated that the combined surplus will be approximately \$200,000.

Revenues: Maplewood Nursing Home

Overall adjusted for timing, Maplewood Nursing Home has achieved 72.54% of the 2018 revenue projections. A census of 133 was budgeted for 2018 and currently the average census is 125. A budget amendment was brought forward in August to use some of the Pro Share funds to reduce the original revenue projections for 2018. After making the revenue budget adjustments it is still anticipated that there will be a shortfall of approximately \$300,000 by year end. As reported in the second quarter the average census was at 122 of which we are currently at 125. Some of the lower census is attributable to staffing levels that are being challenged by the shortage of nursing and health care workers locally and nationally. Although staffing does have an impact on the lower census there is effort to increase the current census levels.

Expenses: Maplewood Nursing Home

Maplewood Departments – Overall expenses for Maplewood are at 71.03% expended (adjusted for timing). This equates to expenses being under budget by approximately \$800,000.

As you review the nursing home departments you will find that they are well within or well under budgeted expenses.

There are certain line items in the nursing budget that are considerably over budget such as contracted nursing registry lines for RN's and LPN's. Due to the shortage of nurses, we have had to rely more heavily on Contracted Agency Nursing services to provide additional staffing. However even with the support of the outside agencies there is still a shortfall of nurses and LNA's. The overages on these particular line items are more than covered by the shortfall on actual payroll lines where staff wages are not being expended.

The Nursing Home Administrator along with the management team and the support of the County Administrator, HR Director, Finance Director and Commissioners are putting a great deal of effort in being creative to find ways to be competitive in recruiting and retaining nurses as well as other support staff at the nursing home. This becomes more and more difficult as we compete against all of the local health care agencies that are dealing with the same challenges. As we go through 2019 and meet during the budget reviews, we will keep you updated on our efforts.

Trombly answered a number of questions concerning the quarterly report and she spoke to the general projections for the 4th quarter saying that everything appears to be on track and well within guidelines.

Rep. Pearson moved to accept the 3rd quarter report and was seconded by Rep. Berch. **Upon vote the motion passed unanimously.**

A motion to authorize the Treasurer to issue the Tax Anticipate Note (TAN) was made by Rep. Eaton and seconded by Rep. Meader. **Upon vote the motion passed unanimously.**

At 8:20PM Rep. Berch moved to adjourn and was seconded by Rep. Pearson. The motion passed by unanimous voice vote and the meeting was adjourned at 8:20pm.

Respectfully submitted,

R. Bouchard
Clerk Pro-Tempore

**Cheshire County Delegation Meeting
Organizational Meeting and Public Meeting
December 10, 2018
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH**

Chairman Eaton called the meeting to order at 7:00pm for the purpose of conducting the bi-annual Delegation Organizational meeting and to hold a public information session on the Commissioners proposed 2019 budget and to hear an update on the progress of the Maplewood Nursing Home reconstruction project. The Chair then recognized Rep. Tatro.

Rep. Tatro moved to re-elect Rep. Eaton as the Delegation Chair and was seconded by Rep. Berch. **Upon vote the motion passed unanimously.**

Rep. Eaton then moved to re-elect Rep. Berch as the Delegation Vice Chair and was seconded by Rep. Parkhurst. **Upon vote the motion passed unanimously**

Rep. Meader moved to elect Rep. Gormarlo as the Clerk of the Delegation and was seconded by Rep Berch. **Upon vote the motion passed unanimously.** Casting one ballot for all positions.

Rep. Tatro was then re-appointed as the Chairman of the Executive Committee, Rep. Berch was re-appointed as the Vice Chair, and Rep. Gormarlo was appointed as the Clerk by unanimous vote.

Further, Rep. Abbott was appointed as the Chair of the Farm Committee and Rep. Pearson was appointed as the Delegation Liaison for the Cooperative Extension Advisory Committee by unanimous vote.

Rep. Eaton recognized Commissioners Graves and Cartwright for their courtesy and professional demeanor and leadership for their terms of office and spoke of their contributions to the advancement of the County over the past few years including the successful launch of the Nursing Home Reconstruction project.

Commissioner Graves was then recognized and presented the 2019 Commissioners Proposed budget. He then answered a few questions from the Representatives and thanked the Delegation for working so well with the Commissioners during his tenure.

Maplewood Owners Representative Steve Horton was then recognized to review the status of the Maplewood reconstruction project. He said that the project was on budget and meeting the projected timeline and thus far everything was moving forward as planned.

Horton then introduced Adam Lornitzo from Banwell Architects who provided an overview of the history and the current status of the construction. He said that he concurred that the project was running smoothly with few issues thus far.

Taylor Woodward from DEW Construction, who is the DEW Project Manager, was then recognized and thanked everyone for the faith that has been placed in DEW to complete the project and he that he would do everything to maintain that trust. He then displayed a number of slides that showed the work site and the layout of the project. He outlined the phases of the project and said that it will approximately two years for the project start to finish. He outlined the demolition of administrative wing and spoke to the fact that the project is on time.

There being no other business to come before the body, Rep. Parkhurst moved to adjourn and was seconded by Rep. Weber. Upon voice vote the meeting was adjourned at 7:36pm.

Respectfully submitted,

R. Bouchard
Clerk, Pro-Tempore