

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
March 22, 2021

PRESENT: Representatives Abel, Egan, Folsom, Gordon, Greeson, Ladd, Murphy, Sykes and Weston, Register Monahan, Treasurer Hill, Commissioner Piper, Commissioner Lauer, Commissioner Ahern, County Administrator Dorsett, Finance Director Libby, Administrative Assistant Norcross.

Rep. Gordon called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Rep. Gordon noted that Rep. Sykes will be late to the meeting and has asked that Rep. Gordon fill in until he arrives.

Rep. Gordon read the following statement:

GRAFTON COUNTY

RIGHT-TO-KNOW LAW MEETING CHECKLIST

As Chair of the Grafton County Delegation, due to COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm we are:

- a) Providing public access to the meeting by telephone, with additional possibilities by video or other electronic means;
 - a. We are utilizing the Zoom platform for the electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting through dialing the following phone +1 646 558 8656 and using Meeting ID 828 7256 5351 password: 849482 or by clicking the following website address:
<https://us02web.zoom.us/j/82872565351?pwd=OW4vY1FNOXZMajFoVldPVERhMDg4QT09>
- b) Providing public notice of the necessary information for accessing this meeting:
 - a. We previously gave notice to the public of how to access the meeting using Zoom and instructions are provided on the Grafton County website at:
www.co.grafton.nh.us.

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Julie Libby at (603) 787-6941 or email at: jlibby@co.grafton.nh.us.
- d) Adjourning the meeting if the public is unable to access the meeting:
 - a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Rep. Weston called the attendance roll call. Rep. Abel "here" and no one is in the room with him during this meeting. Complex. Rep. Folsom "here" and no one is in the room with her during this meeting. Rep. Gordon "here" and is at the Grafton County Complex. Rep. Greeson "here" and there is no one in the room with him during this meeting. Rep. Murphy "here" and there is no one in the room with him during this meeting. Rep. Ladd "here" and no one is in the room with him during this meeting, Rep. Weston "here" and there is no one in the room with her during this meeting,

Rep. Gordon stated that the committee needed to approve the minutes from the January 25th Executive Committee meeting.

MOTION: Rep. Abel moved to approve the minutes from the January 25th Executive Committee meeting. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greeson "yes", Rep. Ladd "abstained" Rep. Murphy "yes". With the vote being six (6) in favor and one abstention the motion passes.

Treasurer Hill gave the following Treasurer's Report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: MARCH 22, 2021



CURRENT CASH POSITION (as of 02/28/21)

Grafton County General Fund

Checking Account (ICS @ .35%) Savings Bank)	\$ 10,535,839.97 (Woodsville Guaranty)
Investment Account (ICS @.35%)	\$ 5,003,126.55 (Mascoma Savings Bank)
Investment Account Money Market (.02%) Investment Pool)	\$ 1,137.65 (NH Public Deposit)
Investment Account (Money Market .20%)	\$ 1,000,253.51 (TD Bank)
Investment Account (Repurchase .20%)	\$ 1,000,252.09 (Bank of NH)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.00%) Savings Bank)	\$197,049.78 (Woodsville Guaranty)
Deeds Surcharge Money Market (.10%) Savings Bank)	\$ 4,258.74 (Woodsville Guaranty)
Dispatch Capital Reserve (.75%)	\$158,047.69 (Service Credit Union)
Nursing Home Capital Reserve (1.00%) Savings Bank)	\$169,462.61 (Woodsville Guaranty)

RECENT TRANSACTIONS of NOTE

- **The Combined Accumulated interest in the current fiscal year (7/1/20-02/28/21) is \$70,499.29. Interest rates are significantly lower than anticipated when the budget was prepared. We will not make our revenue projections for FY '21 for interest.**

MOTION: Rep. Weston moved to approve the Treasurer's Report. Rep. Murphy seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greeson "yes", Rep. Murphy "yes", Rep. Weston "yes". With the vote being six (6) in favor and none in opposition the motion passes.

Commissioner Piper gave the following Commissioners' Report:

Commissioners' Report
March 22, 2021

- The Commissioners would like to introduce Andrew Dorsett the new County Administrator. CA Dorsett began his employment at Grafton County on February 16, 2021. County Administrator Libby is transitioning to Finance Director at this time.
- Grafton County Nursing Home COVID Testing Update. Results from our last testing cycle for all residents and staff were negative. Because we have had two (2) weeks of

testing results with no additional positive cases, we are now back into surveillance testing and are scheduled to conduct our next round on March 22nd and 23rd.

- GCNH Vaccination Update: We are currently at 90% of all residents who are fully vaccinated and 65% of staff with more being completed over the next two weeks.
- The census at the nursing home continues to be a challenge due to COVID. Admissions have been very slow. Our budgeted census is 120 for FY '21 and through the first eight (8) months of the year, the average census is 108. With the implementation of vaccinations admissions have started to pick up. If an admission comes to us fully vaccinated then they do not have to go through the quarantine process. The nursing home only has two (2) beds available for residents needing to be quarantined. FD Libby will discuss financial impacts of this during her report.
- FarmDoC: Commissioner Ahern has introduced a document entitled FarmDoc which is a collaboration with the Farm and the Department of Corrections. The document supports reviewing the future of the farm in a whole systems/permaculture method. Commissioner Ahern and staff have begun reviewing the plans with Resilience Planning to develop a phased approach that considers all operational and structural conditions and needs in order to implement the plan. Currently, automation and staffing needs are being reviewed. The Commissioners have voted to support the four main goals of the FarmDoc:
 1. Reduce county spending by purchasing less food from SYSCO, and other food vendors (presently budgeted at around \$200,000.00 per year) and replacing "off farm purchased foods" with "on farm" produced and processed food.
 2. Increase Farm revenue by introducing new sources of income, such as Christmas trees.
 3. Provide "residents of the DOC" with healthy, locally grown, food, and "learning opportunities" in the agricultural industry
 4. Reduce the County Tax Burden on Grafton County Taxpayers.

A copy of the FarmDoC is enclosed with this report. This initiative represents a new and exciting opportunity to make the farm sustainable and enhance its usefulness within Grafton County.

- Review of Steve Whitman's (Resilience Planning) Existing Conditions study is on-going. Commissioner Ahern and department heads are exploring inclusion of FarmDoC components into a Capital Improvement Plan (CIP)
- The Architectural & Engineering (A&E) Assessment Project for the Courthouse is on-going. Ray Ward of EH Danson has confirmed that a preliminary report will be available at the end of March.
- The population at the jail has dropped over the past several months. The average daily population for FY '21 through February has been 41. We have continued to be challenged with inmate labor as many of the inmates are not sentenced and awaiting action by the courts, which continue to be conducting limited business.
- Broadband Committee Update: COVID has heightened the need for work and school from home, as well as population relocation, market demands/needs for Grafton County resident's/businesses access to adequate broadband. The Committee has produced a draft layout of a county-wide fiber optic backbone. NH Electric Cooperative has verbally offered to partner with the county in this effort. With significant federal stimulus specifically authorized for broadband, among other things, the Commission authorized

funds to explore/prepare planning efforts to better position the County should it move forward with a solution.

- American Rescue Plan Act of 2021 – Grafton County estimated to receive \$17,432,836 – first ½ within 60 days of passage (early May) second ½ 1 year later. Counties have until December 31, 2024 to spend. County is still reviewing details and working with the NHAC for guidelines – funds will be placed in a separate account and dedicated when they are received. These funds are specifically authorized the following uses: to respond to or mitigate COVID public health or its negative impacts, provide government resources through covering revenue losses, investments in water, sewer or broadband infrastructure, and premium pay for eligible workers.
- Department heads have begun presenting budgets. Commissioners will meet in April to come up with a Commissioners’ Proposed Budget for your review in June.
- Commissioner Lauer sits on County/State Finance Committee – discussions on-going regarding the decrease in the FMAP (Federal Medical Assistance Program) percentage with the original CARES Act (it was a 50/50 split – the CARES act last March changed that to 56.20% federal 43.80% non-federal) and how the State has utilized that. In NH per statute the counties pay 100% of the non-federal share and thus believe that this savings should have been passed onto them, however, the state has utilized the funds for their own needs. Also, discussions with the State regarding the County cap as proposed by the Governor and potential impacts on ProShare. The County cap is established each biennium by the Legislature under RSA 167:18-a. Counties shall reimburse the state for expenditures for recipients for whom such county is liable who are eligible for nursing home care and are receiving services from a licensed nursing home, or in another New Hampshire setting as an alternative to a licensed nursing home placement and are supported under the Medicaid home and community-based care waiver for the elderly and chronically ill, as such waiver may be amended from time to time, to the extent of 100 percent of the non-federal share of such expenditures.
- UKG Time & Attendance, Payroll and HR Software update – the system is now live. Employees are using the Time and Attendance system and the first live payroll from the system will be 4/2.
- The County Attorney has reported that Grand Jury will starting being in person at the courthouse in May and Jury Trials will resume in April.
- Juvenile Restorative Justice Program Discussion – See Attached document.

Rep. Gordon asked what the purpose of the farm is. They only have one (1) inmate that can work. He also asked what the cost of the FarmDoC program is that Commissioner Ahern is proposing. Commissioner Ahern stated that many costs have not yet been determined. Many items are based off having the appropriate factors in place. He stated that they are not looking to put any money in the upcoming budget for this time. Commissioner Piper noted that one (1) of their priorities is not to compete with local businesses. In this whole project, which is in its very beginning stages, labor is the biggest issue that they have on the Farm. She explained that the hope is by growing and processing food the county could cut costs. She noted that their new County Administrator brought the Permaculture idea to the table. CA Dorsett explained that they are not jumping into any aspect to this. They are taking a step back and looking at the document to see if it makes sense and to figure out what the purpose of the farm is. They are teaming up

with Resilience Planning to discuss these topics. They are currently working with them and developing a phased approach to changes that can be made overtime with the Farm operation.

Rep. Sykes arrived via Zoom and stated that no one was in the room with him during this meeting.

Restorative Justice Discussion – Rep. Gordon stated that as he understands, there has been a division of labor in terms of Valley Court Diversion, CADY and the County and the funds have been divided up equally. There is a plan to change that and as he understands, it is a matter of cost savings. There is \$40,000 going to each of the three (3) areas. Commissioner Piper noted that the County has given Valley Court Diversion and CADY each \$40,000 a year. She stated that the County does not receive \$40,000 a year to run the Haverhill area program. She stated that the information sent out to the Delegation asking them to not fund Grafton County's program is an error.

Rep. Gordon stated that he represents five (5) different towns with three (3) different schools. All three (3) are connected to the agencies that provide these services. They like the services they are provided and do not want to switch. They have developed relationships and CADY also provides preventative services. He stated that what he understands from being involved in government is that they are going to take away from these agencies and give to the county to run. Government will grow and the bureaucracy will grow. It will save money now but will not continue long term. He noted that taking local services away from his community and bringing them to Haverhill does not sit well. Commissioner Piper stated that the county does not want to take clients from the agencies. She explained that their contract with CADY is for service, it is not for operating costs. During a conversation with them and Valley Court Diversion, the belief was that the \$40,000 was needed partially for operating costs and the Commissioners did not feel that was what taxpayers should be paying for.

AS Director DePalo discussed what the plan was moving forward and why these changes were made. She explained that the contracts do not cover preventative and operational services. When the Delegation met in 2013 to provide funding for these agencies, it was for services that each agency will provide. She explained that in doing the research with CADY and Valley Court Diversion, the numbers do not justify the amount of money the county taxpayers are paying. This year CADY has had three (3) juveniles and they were paid \$40,000. She noted that the County does not just have space in Haverhill; they have office space in Lebanon and Plymouth as well. They are an entire county program, not just the Haverhill area. She stated that they could save \$80,000 by bringing the numbers in house. Both Valley Court Diversion and CADY have said they can maintain their programs without county funding and get their own referrals. She explained that they are not taking clients from these agencies rather now the police departments would now have a choice as to who they want to refer cases too. They have no intentions of competing for clients. She stated that it was great to provide this funding to get these programs started but, now as nonprofits, they have more avenues for funding than the County does. AS Director DePalo further discussed the topic with the committee and answered more questions.

MOTION: Rep. Sykes moved to approve the Commissioners' report. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greeson "yes", Rep. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being seven (7) in favor and none in opposition the motion passes.

County Administrator's Comments – County Administrator Dorsett.

CA Dorsett stated that he has been serving in the new role for a month now. He has been meeting with county stakeholders, department heads and has been working on the budget. He stated that the Commissioners, Executive Committee and Delegation has a lot to be proud of, as the Grafton County Complex is a very well cared for facility and has a strong management team. He stated that he looks forward meeting all the Representatives individually and working with everyone.

FD Libby gave the following Finance Director's Report:

March 22, 2021

- ❖ Jail Census: 42 in-house; 2 on Electronic Monitoring; 0 in FIRRM ~; 23 Pre-trial Services
- ❖ Nursing Home Census: 105

Financial Reports

- ❖ Monthly Variance Report compares the budget on an equal monthly basis to actuals and looks at the positive (black) or negative (red) variances. These reports represent eight (8) months complete.
- Nursing Home Revenue:

Payer Source	FY 2021 Budget	FY 2021 YTD Actuals
Medicaid	92	83
Medicare	4	3
Private Pay	22	21
Veterans	2	1
Total	120	108

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- COVID continues to have a negative impact on the revenue at the nursing home. The chart above is as of February 28, 2021. We are below our budgeted census in all payer sources except Private Pay where we are equal. We are behind by \$589,775.02 through the first eight (8) months of FY '21. We have received \$354,482.58 in federal stimulus payments thus far in FY '21 which has offset our

loss and we have received reimbursement of \$133,500 for COVID testing these payments have the nursing home total revenue behind by \$101,792.44. Our current census is lower at 103. The reason for the low census is due to very limited admissions since March, 2020 due to the quarantine requirements for new admissions.

- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly – current revenue reflects 2 quarters.
- The Department of Corrections is showing a negative variance currently. This is due to a lower inmate census and the Bureau of Drug and Alcohol Services (BDAS) grant that we is lagging behind due to low census numbers and contract renewal.
- The farm is above revenue currently due the sale of livestock. The farm is currently working on reducing the number of heifers in the herd. Due to COVID we remain under a quota of milk that can shipped each day, this was accounted for in the budget and the milk revenue is on-target.
- The Sheriff's Department is showing a negative variance. The leading cause of this COVID related. Several sources of revenue are generated directly from court functions and with the court doing very limited business the Sheriff's department has not provided the same level of services. Additionally revenue generated from fees which covers from service of papers (evictions, lawsuits, etc.) have been very slow due to COVID. I would project that the Sheriff's department will likely finish the year below revenue projections.
- County Attorney/Victim Witness/Roving Advocate – Quarterly grant reimbursement. These grants are direct reimbursement for expenditures. What this means is that when the grant revenue shows below that is because the expenses are below.
- The Register of Deeds revenue is up tremendously. The revenue projections for FY '21 have already been met! The first eight months of the fiscal year have been very busy and have brought in a great deal of revenue. February was another very high month.
- The other category in our revenue is up due to several large unanticipated revenues. One is the COVID expenses that we were reimbursed for through the Governor's Office for Emergency Relief and Recovery and the other was a Return of Surplus from our health insurance provider. The portion of that return that was from the monies that employees contributed was returned to them and the balance was retained by the county.

Expenses

- Through eight (8) months we have a few departments that are showing negative variances.
- VAWA Grant – Due to a change in health insurance plans that was not known when the budget was prepared.
- IT – Most all service contracts on IT related equipment and software are paid in July – causing a negative variance for several months into the fiscal year.

- Medical Referee – Will likely be over-expended at year-end. This negative variance is only for seven (7) months as we had not received February's invoice when the month was closed.
- Capital Outlay and Bonded Debt are showing over due to an uneven amount of spending in the first six (6) months. These will even out as the year goes on.
- Long-Term Care Stipend – This is a program that was put in place by the State of NH – Payroll taxes associated with these stipends were not covered as part of the reimbursement in the 2nd round – during the first round we used GOFERR funding to cover. This line still has reimbursements that have not been received yet so it will not show as much of an over-expenditure as there is currently.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expense based on known variates on revenues and expenses.
 - 66.67% of the fiscal year completed. On the pro-rated report I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the February report we are at 67.27% which is slightly ahead for revenue and at 60.18% or under expended by \$3.1M. This all factors into the unassigned fund balance which at this point \$7,553,277
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - Almost every account that is listed is COVID related. We set up separate accounts for each department to track expenses. The majority of these expenses are currently being reimbursed by funds that county was allocated by GOFERR. We will do transfers to cover these lines at year-end

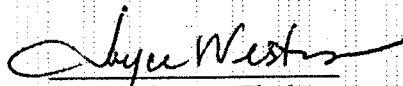
MOTION: Rep. Weston moved to approve the Finance Director's report. Rep. Folsom seconded the motion. Rep. Abel "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Ladd "yes", Rep. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being seven (7) in favor and none in opposition the motion passes.

Budget Meeting Dates – The Committee discussed scheduling and possible meeting dates. They set tentative dates of June 1st, June 4th, June 8th, June 11th and June 15th all at 3:00PM if needed.

Next meeting - May 24th at 9:00am

10:56 AM with no further business, the meeting adjourned.

Sincerely,


Joyce Weston, Clerk