

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
January 28, 2019

PRESENT: Representatives, Sykes, Maes, Abel, French, Diggs, Hennessey, Campion, Ladd and Stringham. County Administrator Libby, Admin. Assistant Norcross, Commissioners Lauer and Morris.

OTHERS PRESENT: Treasurer Liot Hill, Nursing Home Administrator Labore, Human Resources Director Clough, Register of Deeds Monahan

Rep. Sykes called the meeting to order at 9:00AM and began with the Pledge of Allegiance led by Rep Diggs.

Nursing Home Administrator Labore and Human Resources Director Clough arrived and gave the attached presentation on recruitment and retention at Grafton County Nursing Home. NHA Labore stated that during last year's budget discussions there were many ideas on ways to help recruitment and retention at the nursing home and it was requested that they begin the process of thinking of different ways to recruit and retain employees. They gave the attached presentation and answered various questions from the Committee.

Rep. Sykes stated that there were two (2) sets of minutes that needed to be approved.

MOTION: Rep. Abel moved to approve the minutes from the November 19th Executive Committee meeting. Rep. Campion seconded the motion and four (4) members were in favor, five (5) members abstained as this is a newly elected Executive Committee. The motion passes.

MOTION: Rep. French moved to approve the minutes from the December 10th Delegation meeting. Rep. Diggs seconded the motion and eight (8) were in favor, Representative Maes abstained. 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: JANUARY 28, 2019



CURRENT CASH POSITION (as of 12/31/18)

Grafton County General Fund

Checking Account (ICS @ 2.75%) \$12,030,798.11 (Woodsville Guaranty Savings

Bank)	
Money Market (2.15%)	\$ 510,234.49 (TD Bank)
CDARS (2.65%)	\$ 2,002,578.80 (Mascoma Savings Bank)
Certificate of Deposit (CD - 2.30%)	\$ 500,000.00 (Northway Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.60%)	\$ 192,536.23 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (1.26%)	\$ 157,124.01 (Service Credit Union)
Nursing Home Capital Reserve (.30%)	\$ 59,371.19 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/17-12/31/18) \$27,285.06
- FY 2019 Tax Anticipation Notes:
 - Total Drawdown - \$5,300,000 – Interest \$26,932.56. TAN was repaid to Woodsville Guaranty Savings Bank on December 17, 2018.
- Tax bills – All taxes were paid on time with the exception of the Town of Lyme. Their payment was received on 12/28/18. Interest was included with their payment. We collected a total of \$26,003,536 in tax revenue for FY 2019.
- The following Investment Plan was approved by the Commissioners on December 18, 2018:
 - Woodsville Guaranty Savings Bank – Insured Cash Sweep – 2.75% - All funds remaining in the County’s possession after the investments below are made. This would be approximately \$12,000,000.
 - Mascoma Savings Bank – 26 Week CDARS – 2.65% - \$2,000,000
 - Northway Bank – 6 Month CD – 2.30% - \$500,000
 - TD Bank – Money Market – 2.15% - \$500,000
- Investment letters were sent to all banks that have a branch located within Grafton County. These letters were sent out on December 6th with bids due back by the close of business on Friday, December 14, 2018.
- We received proposals from six (6) banks.

MOTION: Rep. Hennessey moved to accept the Treasurer’s report. Rep. Maes seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners’ Report:

Commissioners’ Report

January 28, 2019

- Update of ProShare monies back to the State: Since the Delegation meeting on 6/25/18: After communication from the DHHS it appears that Grafton will be returning 30% of the ProShare funds that were received in excess instead of the up to 60% that has been set aside. Commissioner Meyers is still working with Rockingham County as of this point they are the only county that has not agreed to pay something back. The money has been reserved and will be paid at a point in the future when the State has settled with all the counties. Paying back 30% instead of 60% will equate to \$172,340 additional funds that the county will retain.
- Work on the fiscal year 2020 budget has begun. We are looking at a Guaranteed Maximum Rate increase of 8.3% for health insurance. Healthtrust will set final rates in March (could be lower.) Retirement rates for FY 2020 are slightly lower than our current rates. Property-Liability insurance is going down by 14.1% (\$24,033); and Workers' Comp is increase 2.6% (\$6,723.) We will begin budget meetings with department heads in March. The Commissioners recommended budget should be available by the beginning of May.
- SB 443 Municipal Electric Legislation became effective on August 7, 2018. This will allow the County to look at buying electricity from other providers than just Woodsville Water & Light. Maintenance Superintendent Jim Oakes has begun initial investigation into this process. The Commissioners met with Energy Consultant Susan Olsen in September to discuss options. There is some key information that the County needs to receive from WW&L before we can go further. The Commissioners sent a Right-to-know request to WW&L seeking this information. On Wednesday 1/23/19 Susan Olsen went to WW&L and obtained much of the information that had been requested. She is reviewing the information and will be putting together a report and including recommendations for future steps.
- In December we held a Farewell Open House to the outgoing elected officials: Commissioner Omer C. Ahern, Jr., Sheriff Doug Dutile and County Attorney Lara Saffo.
- We have several new department heads – Lisa Knapton is the new Farm Manager. Lisa started full time on December 3, 2018 and has been working to acclimate herself. Renee DePalo is the new Alternative Sentencing Director. Renee also started on December 3, 2018 and is getting up to speed. On January 2, 2019 we welcomed two (2) new full-time elected officials: Marcie Hornick, County Attorney and Jeff Stiegler, Sheriff. In addition, Commissioner Marcia Morris has joined our team. We welcome all our new staff and look forward to working with them.
- We will be starting a Strategic Planning Initiative in the coming weeks. We will be working with department heads to assess all areas of future need throughout the

county. We will likely be working with outside agencies to facilitate these discussions.

- We have hired a Consultant to conduct the review of Social Service Agencies and to make recommendations to the Commissioners. Elaine Guenet from Randolph, VT was selected from the proposals that were received.

MOTION: Rep. Abel moved to accept the Commissioners' Report. Rep. Diggs seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
January 28, 2019

- ❖ Jail Census: 63 in-house; 5 on Electronic Monitoring; 5 FIRRM ~ (6 Coos Females)
- ❖ Nursing Home Census: 124

Financial Reports – FY 2019:

- ❖ Monthly Variance Report compares budget on an equal monthly basis to actuals and looks at the positive (black) or negative (Red) variances. These reports represent six (6) months complete.
 - Revenue:
 - The Nursing Home revenue has a positive variance due to a higher than Medicare A census. We have several different payor sources: Private Pay, Medicaid and Medicare Part A. We budgeted for an average daily census of 4 residents and through December our ADP has been 8 – this is the largest reimbursement category. In addition we received a final settlement from NHMMJUA (NH Medical Malpractice Joint Underwriters Association) in the amount of \$208,845 this was unanticipated revenue. These are the reasons for the positive variance.
 - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. The first quarter bed tax has been received. The second quarter had not been received at the end of December. We did just receive this payment and we are on target currently to be over revenue projections.
 - The farm is slightly behind at this point. This is attributable to milk price fluctuations and the misc. revenue not being on target.
 - The Sheriff's department shows a negative variance currently. This tends to fluctuate from month to month depending on which revenue sources are received.
 - County Attorney/Victim Witness – Quarterly grant reimbursement. The first & second quarter have been received. This grant reimburses for

actual expenditures – although it shows that we are slightly under revenue that means that we are also under spent.

- Alternative Sentencing – We have received very little of the BDAS (Bureau of Drug and Alcohol Services) funding yet as we are still ironing out some issues with this program being new to that Department. We are still in the process of getting credentialed with all insurance companies as well so our insurance revenue is not coming in yet. We have a new Director who started in December and is working hard to get the revenue streams in order. AS will finish well below estimated revenue projections for FY 2019 and will likely seem much smaller, realistic projections for 2020.
- The Department of Corrections, Deeds, Extension, Rent and Taxes are all above projections at this point, taxes are collected once per year in December.
- Other – contains revenue sources that are one time per year received in June.
- Expenses
 - Through six (6) months a number of departments are showing negative variances. We are tracking very close on our expenditures through six (6) months and we also make a number of one-time payments during the first six (6) months of the year (service contracts, real estate taxes, property-liability insurance and worker’s compensation and longevity.), this is causing many departments to show those negative variances. Bonded Debt shows a large negative variance. We have a four (4) different bond payments that are made at various times during the fiscal year – this account will not be over-expended at year end although it will likely show a negative variance most months until the end of the year.
 - Pharmacy & Contracted Services in the Nursing Home are showing over-expended due to the higher than budgeted Medicare A census. However, the higher revenue offsets the increased expense.
- ❖ 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.
 - 50% 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 December report we are at 51.05% or over revenue by \$455K and at 48.92% or under expended by \$476K. This all factors into the unassigned fund balance which at this point is \$2,679,031.80. Based on the pro-rated numbers we are tracking over budget projections on revenue and right on target with expenses.
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - There is only one (1) account over-expended at December 31st and it is a 100% revenue off-set. There was an error made in September that will be corrected in January – therefore, this is not actually an over-expenditure.

MOTION: Rep. Campion moved to accept the County Administrator's Report. Rep. French seconded them motion and all were in favor.

New Business:

Rep. Stringham stated that he wants to think of what the role of County Government should be. He stated that looking long term, in this current two (2) year term it would be productive to have a visioning session and thinking about where county government should go in the distant future. Rep. Sykes stated that it was a good idea and they will spend time discussing this at the next meeting.

RD Monahan stated that last week a motion was voted on that a steering committee be put together to discuss the direction of the NHAC. Each county will appoint one (1) member to be on the Committee. She stated that she has put in her letter of interest to be on the committee. She stated that members needed to be decided on by February 1st. RD Monahan stated that she feels that by the NHAC deciding on the direction it wants to take in the future, that will help lead Grafton County in the direction they want to go. She noted that she would love to see a vision of where they want Grafton County to go.

Rep. Ladd stated that there was discussion at the last Delegation meeting regarding the staggering of the Commissioner terms. He asked if there was any more thought on this and if so legislative wording needs to be put together. Rep. Sykes stated that they will put this on the agenda for discussion at the next meeting as well.

CA Libby stated that the next Executive Committee meeting will be March 18th at 9am.

RD Monahan stated that in the last two (2) legislative cycles they have seen a flurry to adjust the real estate transfer tax. She will be testifying on Wednesday against another proposal to add an exception to the Real Estate Transfer Tax. She stated that she wants the Delegation to note that any adjustment to the transfer tax is an adjustment to the county's revenue from the Register of Deeds.

10:41 AM with no further business the meeting adjourned.

Sincerely,

Jerry Stringham, Clerk