

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

March 8, 2018

PRESENT: Commissioners Lauer and Ahern, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Sheriff Dutile, Director Andross, Office Asst. Paronto, Treasurer Hill, HR Director Clough, Heather Bryant – UNH Extension, Conservation District, Pam Gilbert, Gary Peters, Rick Walling

EXCUSED: Commissioner Piper

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Sheriff's Department/Dispatch – Sheriff Dutile, Director of Communications Andross & Office Assistant Paronto.

Sheriff's Department

Revenue

Sheriff Dutile stated that there are not many changes in the revenue for FY19.

Commissioner Lauer asked why the Alarm Monitoring Services line item has decreased for FY19. Sheriff Dutile stated that they have equipment in Dispatch that people have alarms coming into and they pay a monitoring fee. Director Andross explained that they charge a monitoring fee to anyone who is residential or commercial who they monitor. Most of the alarms they monitor are county alarms or police and fire department alarms. They have done an estimate in the current budget that was fairly accurate except they had two (2) accounts decide to go be monitored somewhere else during the current budget year. The FY19 estimate is based on they believe will be their new customers.

Sheriff Dutile noted that the District Court Prisoners Security line is down due to video arraignments being done. They don't transport as many prisoners as they used too.

Expense

Sheriff Dutile noted they increased their office supply line \$500 as they have over expended that line item in the current fiscal year.

Dispatch

Expense

Commissioner Lauer asked about the increased costs in the Vehicle Repair & Maintenance Line. Director Andross explained the increase. Director Andross stated that they have just now started a committee to assess what they need to do with their truck. He stated that it needs to be replaced and they have put it in their long term capital, trying to save where they could. They would like

to study this issue into the next budget so they have a plan as to what they need to do. The current truck will get them by in the meantime.

Commissioner Ahern asked if the Sheriff's Department has thought about the use of drones. Director Andross stated that the issue with the use of drones is the privacy. There is currently legislation that would regulate and/or prohibit the use of the technology. He stated that there are so many private users that have already generated the privacy issue that the public safety agencies that would use this technology would be under scrutiny.

Capital

Sheriff Dutile stated that they have budgeted again for the purchase of three (3) cruisers.

Dispatch Capital Reserve

Director Andross stated that they have included the purchase of a Dispatch chair in the budget. They took them out of the budget last year to save money and have tried different cheaper chairs that did not work.

CA Libby asked if the Director of Communications is planning to put 10% of the Dispatch revenue back into the Dispatch Capital Reserve Account. She noted that last year that number had been decreased. Director Andross stated that because they are looking in the future to purchase a new truck they are increasing that contribution back to 10% for FY19.

Commissioner Ahern stated that they have been approached by department heads regarding space issues and asked Sheriff Dutile if they have enough space. Sheriff Dutile stated that they have lost space over the years and have a tight fit in some locations but there is no more space for them to take so they have made due with what they have.

Commissioner Lauer asked if the MDT Replacement budget is for the new cruisers or replacement of old radio equipment. Director Andross stated that in FY18 they will have finished the Sheriff's Department upgrades. The three (3) new cruisers that will be purchased in FY19 will have equipment come from their existing cars. The life span of this equipment has been fairly good because they have been buying public safety grade equipment that is built to last longer.

Treasurer – Karen Liot Hill

Treasurer Hill stated that they preceded their projections for interest revenue in FY18 by roughly \$50,000.

She noted that she has a level funded budget for FY19.

She stated that with it being an election year she may not be the Treasurer next year so she has budgeted for whoever the next Treasurer will be to attend the NHAC Conference. She left the mileage level funded as she is in Lebanon which is one of the furthest points in Grafton County so wherever the next Treasurer is from the budget should cover their mileage.

Human Resources – Director Karen Clough

Nurse Practitioner – HR Director Clough stated that with the wage adjustment last year the nurse practitioner salary has not changed and this employee is at max.

Education and Conference – HR Director Clough stated that she has included \$5,000 to begin some organizational and development training with the staff and managers in the Nursing Home. She is working with Nursing Home Administrator Labore on this. They have a trainer from a training development career management company coming to meet with them on the 21st. The idea is to implement some culture change to try and decrease turnover rates with new staff in the nursing home. A lot of feedback the HR Department is receiving is that culture needs to be changed in the nursing home. They need to get to a place where employees are welcoming to new hires and a lot of feedback is that they are not getting that. Rockingham County is currently engaged with this program and they have given really good feedback in the change they are seeing. This company will work with Grafton County and whatever their budget is. If approved they will build a training program around that \$5,000. This line also includes the education and training for the nurse practitioner, annual employment law at Sheehan and Phinney, the county conference and various continuing education courses for their certifications. Commissioner Lauer asked HR Director Clough to find out how much Rockingham County invested into this training program. Commissioner Ahern noted his concerns about bringing in an outside agency to train our staff. He stated that he feels that the staff should already be doing these things to keep newly hired staff and it is a question of the leadership capabilities at the nursing home. HR Director Clough stated that sometimes you need someone from an outside source saying the same thing for it to get through to the employees. Hearing it from the same person day in and day out doesn't always work.

Recruitment and Retention – She noted that this line is based off usage and the \$1,200 has been sufficient. This line is for wellness fairs, drug screen test kits, etc.

Dues Licenses & Subscriptions – HR Director Clough stated that this line item includes the criminal record checks, nurse practitioner annual membership to the American Psychiatric Nurses Association and annual Society for Human Resource Management (SHRM) for the HR Director and HR Senior Generalist.

Advertising – HR Director Clough stated that she rounded up to \$18,000 for FY19. The usage this year is high due to larger positions that were vacant as well as many LNA job postings. Commissioner Ahern asked about cutting down on newspaper advertising as it is very expensive. He also asked how many applications they receive from people who read about a job posting in the newspaper. HR Director Clough stated that they do not receive a lot of applications from newspaper postings and very few come from the Plymouth area. The Commissioners discussed cutting back on the newspaper advertisements and HR Director Clough stated that if the Commissioners would like her to reduce a newspaper advertisement that is certainly something they can discuss. She noted that it was direction from a prior Board of Commissioners to advertise in all corners of Grafton County.

Travel Expenses – HR Director Clough stated that travel expenses are based on monthly HR Affiliate meetings at Primex, quarterly Association of New Hampshire Public Employer Human Resource Administrators (ANHPEHRA) meetings at Primex, eight (8) trips to Primex for their trainings and mileage to the Annual Employment Law Update in Manchester. She stated that she has left six (6) trips to Concord for criminal background checks but they do try to incorporate

those into trips that are already being taken to Concord. She stated they also attend the annual Primex conference at the Mount Washington Resort and the NHAC Conference.

New Equipment - \$629 for the purchase of a new electric binding machine.

HR Director Clough stated that her overall increase before the allocation to the Nursing Home is \$26,683.74 or 6%, after the allocation it is \$5,336.54.

UNH Cooperative Extension – County Office Administrator Heather Bryant

COA Bryant stated that her office has two (2) Administrative Assistant positions who are county employees. She stated that most of the line items in her are associated to those employees' salaries and benefits.

Salary – Professional Staff – COA Bryant stated that this line is for the Field Specialists and Coordinators. UNH Cooperative Extension pays a percentage and the county pays a percentage. The county also pays a percentage of travel and supplies costs. Those lines typically go up based on the consumer price index which has a 2.1% increase this year.

Extension Operation – COA Bryant stated that this line item covers mileage, supplies and postage.

New Equipment – COA Bryant noted that this line item pays for new computers, monitors etc.

Revenue – COA Bryant explained that this revenue is the contribution towards the support staff and supplies for Mike Lunak. She stated that he is a state specialist and typically he would be based on campus but because a majority of the dairy farms are in Grafton and Coos Counties it made more sense for him to be in the Grafton office.

Conservation District – Pam Gilbert, Gary Peters, Rick Walling

The County supports the Administrative Assistant position for the Conservation District. The increase in this budget is directly related to that position, mostly associated with the increase in the County's health insurance premium.

Other materials were provided for the Commissioners review.

11:21 AM with no further business the meeting adjourned.

Respectfully Submitted,

Omer C. Ahern Jr.
Vice - Chair