

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

March 9th, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: IT Manager Ruggles, HR Director Clough, Alternative Sentencing Director Gilding, UNH Extension County Office Administrator Bryant

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

Human Resources – Director Clough

HR Director Clough stated that the increases in the salary and benefits lines are all due to step increases and the insurance rate increase.

Education and Conference – This line includes the Nurse Practitioner education and training, the annual Employment Law Update at Sheehan, Phinney, Bass & Green for the three (3) HR staff members, the County Conference, HR Certification for Infinite Visions software, Professional HR Education/ Certification (course, materials and certification exam) for the Sr. HR Generalist and varied continuing educational courses.

Employee Recruitment/Retention (Previously Employee Medical & Wellness) – HR Director Clough stated that this is based on usage and projections. They are going to begin offering lunch and learn as well as updating their presentation materials for job fairs.

Allocated Service – Nursing Home – HR Director Clough explained that 80% of the Human Resources budget is allocated back to the nursing home for their hiring, orientations, benefits, employee relations, labor relations and policies/procedures.

Dues, Licenses & Subscriptions – HR Director Clough stated that this includes the criminal record checks based on hiring data from the first eight (8) months of FY17. It also includes the Nurse Practitioner's annual membership to the American Psychiatric Nurses Association.

Travel Expense – HR Director Clough broke down the various trainings and trips to Concord that the HR staff will be making and based her budget off of those trips.

New Equipment – HR Director Clough stated that they are requesting a new chair and a desk mat. They also need new ID Badge Software which is being included in the IT budget.

Commissioner Lauer asked about delivering background checks to Concord to have them done quicker. HR Director Clough stated that they have now begun overnighting them and that seems to be working very well.

County Administrator Libby stated that she wanted to make the Commissioners aware of a message that she received from Representative Brad Bailey from Littleton. In his message he stated that he had spoken with a Coos County representative who had wanted to know if would be feasible for Coos County to enter into agreement with Grafton County to house all the inmates from Coos County, both males and females. CA Libby stated that she called Supt. Elliott and he noted that they have heard some rumblings about it in the past but he stated that he has not had any formal conversations regarding this issue. CA Libby stated that she talked to the administrator from Coos County and she stated that this subject has never been discussed in a public meeting or in a Delegation meeting so she does not know where this is coming from. Commissioner Lauer stated that she had heard something from Senator Woodburn months ago. The Coos County Administrator and Superintendent both stated that they do not want to do this and are upset that now it may affect morale with their staff thinking the jail is closing. CA Libby stated that she wanted to make the Commissioners aware of the issue.

Alternative Sentencing – Director Gilding

Revenue

ASD Gilding stated that this increase in revenue is due to the sheer number of participants they have coming in. In the Alternative Sentencing Adult Diversion they have traditionally been running at ten (10) and they are now looking at a cap of about twenty-five (25). He believes he has budgeted conservatively and that \$5,000 is a low figure.

Commissioner Ahern asked where each source of revenue is from within the state.

ASD Gilding gave the following breakdown:

Program Fees – Participant funded

Medicaid Reimbursement – Department of Health and Human Services

Statewide Restorative Juvenile Justice Initiative– ASD Gilding stated that this revenue comes from Juvenile Justice which is a division of the Department of Health and Human Services.

Drug Court State Funding – State of New Hampshire Drug Offender Program

Drug Court Fees – Each participant pays \$10 per month. They are not able to graduate until their bill is paid. He noted that they suspended fees for a five (5) month period when they were going through the policy which is why their six (6) month figures are showing behind.

Alternative Sentencing Expenses

CA Libby stated that Drug Court is now broken out in its own budget because it is much easier from an accounting standpoint with state funding to have it as its own budget. She stated the Commissioners will see decreases in the Alternative Sentencing Budget but will find those expenses in the Drug Court budget.

Telephone Expense – ASD Gilding stated that there is an increase for their cell phones. He noted that they did not budget for cell phones last year. They have a state contract through Verizon for

their cell phones and they are \$100 per month per phone. They are locked into a two (2) year contract with the cell phones. Commissioner Ahern requested a copy of the cell phone contract.

SCRAM Monitoring System – ASD Gilding explained that this is a wash line item because it is covered by the client.

Commissioner Ahern asked what the net cost to Grafton County tax payers is for the Alternative Sentencing Department. Commissioner Lauer stated that it is \$573,218.00

Drug Court Expenses

Education and Training – ASD Gilding stated that he has budgeted for all ten (10) members of the drug court treatment team to attend three (3) conferences. This is all coming from state funding to train all drug court members. All members must be trained by the NADCP for best practices every two (2) years. He stated that this year's conference is on the east coast which is substantially cheaper than when it is on the west coast. If he trains everyone this year when it is on the east coast, following years he can alternate employees to send out west to the trainings that will cost more. To continue to be eligible for state funding he has to send these employees to these trainings.

Contracted Services – Commissioner Lauer stated that she knows this is the new Sheriff Deputy. She asked ASD Gilding if he plans on keeping this deputy on once these ten (10) people from the old Drug Court are through. ASD Gilding stated that will have to be a decision that the Commissioners will have to make. The County Attorney has an expectation of supervision. Probation and Parole will only be doing supervision twice a month. The Deputy is doing all of the urinalysis, he's picking up all of the overflow from these ten (10) cases, he is doing the resident checks for new cases that are coming in and is following up with all the participants when they come in on Monday's. He is doing what the other officers used to do.

Commissioner Ahern asked what happens when a male deputy has to go into a female client's home late at night or early morning. ASD Gilding stated what himself, the Sheriff, Captain and the Deputy have established is a protocol that if that Deputy needs to go into that house he will not going in on a regular basis, it would only be for a check and Jen Stone will go with him. If she is not available he is using the resources of the various local law enforcement agencies. He is taking law enforcement officers with him to establish a relationship with Drug Court participants and the local community law enforcement officers. The way he positions his vehicle, he has a camera in the front and back, he positions it so you can see the entrance of the house and he is keeping a log of everything. He uses Dispatch to let them know when he enters and exits a residence. If a Drug Court participant says that he was in there for half an hour with them, they have documentation, both video and Dispatch to say he was only in there for a certain amount of time. They have taken all the precautions to reduce the risk as much as they can for any given situation.

Information Technology – Manager Ruggles

Contracted Services – ITM Ruggles stated that there is an increase in this line item of roughly \$4,000. He explained that this is due to a need for additional consultation. They are adding an additional PRI (Primary Rate Interface) for the campus to replace multiple analog phone circuits in Dispatch. They have budgeted \$2,165 to have an AVAYA Engineer to come up and help complete that project. They will see a 25% savings in his phone bill. It will also act as a fail over for their primary PRI which serves the entire county.

Internet Access – ITM Ruggles noted that there is a decrease from \$9,790 to \$7,000.

Equipment Repair and Maintenance – He noted an error on the budget. It should read \$13,000 not \$7,000.

Capital Budget

ITM Ruggles discussed the various capital budget items with the Commissioners. He noted one of the large items on the list is the replacement of twenty (20) PC's at the Department of Corrections which are a part of his replacement plan for PC's across the complex.

He also noted the purchase of a scale computing storage system which will allow for additional network storage and backup. This is a thirty – six (36) month lease and the cost in FY18 will be \$21,850.00

ITM Ruggles stated that they will be replacing twenty (20) pcs at the jail.

ITM Ruggles stated that his total Capital budget is \$88,634.00.

UNH Cooperative Extension – County Office Administrator 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 1.3% increase this year.

Extension Operations – This line item includes conference registrations, travel and office supplies.

Commissioner Ahern asked if they anticipate using this whole line item where they have only used \$432.00 at six (6) months. COA Bryant stated that they have bought one (1) computer after the six (6) month mark and will buy another one before the end of the fiscal year.

Commissioners Office & Misc. – County Administrator Libby

CA Libby stated that the County Administrator Line has the Grade eleven (11) adjustments as well as two (2) Grade five (5) adjustments from the wage study done by Human Resources.

Health Insurance – CA Libby stated that this is her main increase and it is due to the rate increases as well as an employee going from a two (2) person plan to a family plan in the fall.

Consultant – CA Libby stated that now the Social Services Budget is now done by the Commissioners instead of Cindy Swart. Last year was the first year of having the Commissioners prepare the Social Services budget so they had left monies in the budget in case they needed to bring in outside help. They did not use any of those funds last year. CA Libby stated that she reduced it to \$1,000 but will take it out completely if the Commissioners would like.

Regional Planning Commission

CA Libby stated that these are the dues that they pay to North Country Council, North Country RC& D and the Upper Valley Regional Planning Commission. Omer asked if it is necessary that the county is a member of these. CA Libby stated that they received a \$15,000 grant from RC& D last year for the Biomass Plant. We were able to get that grant because we pay dues to them. North Country Council, they have been a dues paying member for her 26 years here and as a member we have a seat on the board. Upper Valley RPC was started roughly (5) years ago and the consensus was that because we were members of NCC we should be a member of the Upper Valley RPC as well

Wage & Benefit

Health Reimbursement Account – The County reimburses employees 75% of their deductible expenses. This line item is for the non-nursing home employees. CA Libby noted that there is a large increase in this line item this year. She explained that when any claims are made, Harvard Pilgrim automatically sends the info to Benefit Strategies and the employee is sent a check for their deductible expenses whereas before it was on the employee to take care of filling out the forms to get reimbursed and a lot of employees did not go through that process. She also stated that another reason for the large increase is due to the higher deductible on the new low cost plan and more is subject to the deductible on that plan.

Retiree Health Insurance – CA Libby explained that the county pays 100% of retirees' health insurance if they are 62 and they have worked for the county for twenty (20) years. **She noted that there are a percentage of employees who retired and they were in a certain time frame where they receive a subsidy and the county pays the difference.** This line item has been increased to \$80,000. There are eighteen (18) plans included. The increase is due primarily to the large increase in the health insurance.

Flex Spending Acct. – CA Libby stated that there is no charge with New Hampshire Interlocal Trust to provide this service.

Employee Benefit Pay Out – CA Libby explained that employees who retire get paid out all of their accrued earned time and a portion of their extended sick leave. Employees who resign get paid out all of their earned time only and this line item is where they are paid out of.

Tax Anticipation

CA Libby stated that she increased the tax anticipation to \$20,000

Bonded Debt

CA Libby stated that the Nursing Home Bond will be paid off in FY2023. The Water Tank bond will be paid off in FY19.

She explained that when they built the jail they took out two (2) different bonds. In October of last year they refunded the callable amounts of those two (2) bonds. Under the interest section they have interest on the portion of the jail bonds that were not refunded that they will pay off in the next five (5) years and then they have the interest on the portions of the refunded bonds. They have (2) principle payments on the original two (2) bonds for the jail and when those are paid off in five (5) years they will have one (1) payment that will be on the refunded bonds.

Contingency

Outside Counsel – CA Libby explained that this line item is used by the entire county for any employee related issue, union items, anything they need legal consultation for.

County Gov't Promo – CA Libby stated that this past year they started what she hopes becomes an annual event with the Employee Recognition Dinner. She explained that she received great feedback from all involved and stated that it great for morale. She noted that she did not include money for the Open Barn Day in FY18 that they have discussed and that they should include more money if the Commissioners plan to host an Open Barn Day.

Unallocated Insurance

CA Libby stated that the county is self-insured for unemployment insurance.

County Delegation

This is the mileage reimbursement for the Delegation and Executive Committee meetings. CA Libby noted that the six (6) month figures look low but the majority of the meetings are held in June.

11:46AM With no further business the meeting was adjourned

Wendy A. Piper, Clerk