

EXECUTIVE COMMITTEE BUDGET MEETING

Administrative Building
UNH Coop Extension Conference Room
3855 Dartmouth College Highway
North Haverhill, NH
June 1st, 2021

PRESENT: Rep. Sykes, Greeson, Murphy, Weston, Abel, Egan, Folsom, Gordon, Ladd.
Commissioners Ahern, Lauer, Piper, FD Libby, CA Dorsett, Jessica Jackson

ALSO: Susan Duncan, Supt. Elliott, HRD Clough, Register Monahan, NHA Labore

Rep. Sykes called the meeting to order at 3:01 PM.

Rep. Sykes 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 a physical location to observe and listen contemporaneously to the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. 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 Board 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 ID849 3770 5955 Passcode: 177096, or by clicking the following website address: www.co.grafton.nh.us
- 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 Andrew Dorsett at (802)745-7360 or the Grafton County Commissioners' Office at: (603) 787-6941
- 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. Rep. Egan "here" and no one is in the room with him. Rep. Folsom "here" and no one is in the room with her. Rep. Gordon "here" at Grafton County Complex and no one is in the room with him. Rep. Greeson "here" and no one is in the room with him. Rep. Ladd, not present for roll call. Rep. Murphy "here" and no one is in the room with him. Rep. Sykes "here" at Grafton County Complex and no one is in the room with him. Rep. Weston "here" and no one is in the room with her. Eight (8) members were present and a quorum was declared.

Department of Corrections - Superintendent Elliott

At 3:06 PM, Supt. Elliott addressed the DOC budget. He reported that FY21 had been a rough year based on the low inmate population but he is optimistic for FY22 since the courts have opened back up. The Inmate population was already at 56 at the time of this meeting, which was up from the daily average of 42. Supt. Elliott had provided an email to the Committee that morning. (See attached detailed report "**Grafton County Department of Corrections FY 22**"). He also reported that his department should be set up for federal inmates in FY22.

Revenue

Supt. Elliott reported that while his goal was a level-funded budget, due to extenuating circumstances like retirement increases from the state, the 6100 line (internal jail functions) was difficult to cut. He lowered the minimum staffing levels over the last month to help cut costs. FD Libby added that the COLA impacts the salary lines as well.

Supt. Elliott also reported that a 42 daily population count was the lowest population he has seen, and that this number includes Coos County. Rep Gordon asked what the average prisoner count is per year. Supt. Elliott gave a rough estimate of about 100 daily as he does not calculate on an annual basis. Rep. Weston asked about 6100-395 and was wondering why the department used so many gloves. Supt. Elliott explained that in addition to the skyrocketing cost of gloves, his staff cannot reuse gloves and must change them with each new activity. Rep. Abel asked if there was anything the Committee should be aware of in regards to the staffing at the DOC. Supt. Elliott clarified his staffing numbers, noting that he has a number of people who have been out due to military service, FMLA, etc. and that the department is not losing people per se, just not

filling shifts. Rep. Gordon asked with regards to the new bail law a year or so ago, did the DOC experience a reduction in inmate population at that time? Supt. Elliott explained that he did not see a reduction, and that instead the DOC experienced “turnstyle” turnover, which meant inmates left more quickly.

Community Corrections (6115 line)

Supt. Elliott provided an overview of this department, which is included in the attachments to these minutes. Community Corrections are very busy and perform a lot of services outside the facility. Rep. Gordon asked if the program helped to keep people from being incarcerated. Supt. Elliott reported that yes, these programs do help and reform happens more often than not.

6125 - Governors Commission Grant

Supt. Elliott explained that this is the line that provides the DOC with substance abuse treatments and was funded through a grant from the Bureau of Drug and Alcohol Services. He commented that it’s a good service and much-needed in the DOC. The increases are primarily due to retirement, COLA, and merit increases.

Night Watchman

Supt. Elliott explained that the night watchmen patrol the county complex making sure the farm and farm animals are safe, making sure no fires are present, county vehicles are secure and reporting any suspicious activity. Increases on this line were primarily due to the COLA.

Supt. Elliott confirmed there was no request for capital outlay.

Rep. Gordon asked the bond status for the jail. FD Libby reported there were 9-10 years left and that there had been two bonds (one in 2010 and one in 2011) but both were refunded in 2016. The County should have them paid off by 2031.

Closing statement - Supt. Elliott stated that having been in corrections for four separate decades, the representatives should be proud to have such a multi-faceted department. On average, inmates return to their families in 22 days.

Human Resources Department - Karen Clough

At 3:33 PM, HRD Clough presented the HR Department budget. HRD Clough reported that it had been a challenging year, but that hopefully things are returning to normal. She reported that the HR budget is up \$13K due to salary lines (employees COLA and step increases). Health insurance saw a 3% increase in premiums. Retirement increased from 11-14 percent. There was a decrease in the Education line due to a one-time implementation of Kronos last year.

HRD Clough reported that the biggest change was the \$40K included for a wage study. She explained that this was last done in 2016 and that with change in economy and trends

in the market, the County needs to be sure they have the best wage structure for the County and are able to compete.

Rep. Abel asked if the study was to be done in the coming year, would the changes be reflected in the next year. HRD Clough explained that if the budget passes, the County will put it out to bid and that yes, it would be reflected in the next fiscal budget. Rep. Sykes wanted to know if the Commissioners kept a position count history. HRD Clough stated that the wage charts for each fiscal year would reflect this information. Rep. Sykes commented that with the wage survey done, it might be good to start keeping track of this information and that he thinks the study needs to be done.

Rep. Gordon was curious about the differences in the recruitment retention line from the previous fiscal year. HRD Clough explained that this line usually includes job fairs, etc. which was not feasible over the course of the past year.

Register of Deeds - Kelley Monahan

At 3:45 PM, Register Monahan presented the Register of Deeds budget. (Please see attached report and surcharge chart for further information). Register Monahan explained that she is always trying to elevate the status of her department and that over the past year, \$39 billion was churned through the banking system in re-evaluation and refinancing, which was filtered through the registers of deeds country-wide and that COVID crashed the system last May/June. She is proud of her department for their service through this unprecedented times.

Revenue

Register Monahan went over her revenue sources document and explained that while she plans to come in just over \$500K in revenue this year, the current projection is \$95K, which she wants to keep conservative for now.

Expenses

Register Monahan reported that she had requested a one-time bonus for some staff as they have kept business “humming along with an agitated public”. She is also requesting her department be reviewed specifically in the upcoming wage study due to the changes they have been forced to adapt to. Register Monahan also presented a letter to the delegation requesting a salary increase off-cycle.

She had no changes to report on the Education line. Office supplies went up a little as COVID has changed how the department prioritizes projects. Regarding the Legal fees line, the department had to hire an attorney two years ago and she has to appear in court with the record. Regarding Postage, changes are due to e-postage. The Telephone line went up due to increased use of Zoom calls. She is requesting that the Internet Expense be a general operating expense because it is required to do business. Regarding the Microfilm storage line, this was budgeted at \$900 because they are only storing old

microfilm. This year however, she is proposing a new Microfilm program, which is included in the "surcharge" line.

Regarding the computer software contract, the Commissioners had approved a 5-year renewal with Fiddler. \$40K was approved through the BOC for servers last year. The Fiddler contract is based on volume, and with the surge in volume, this line item was increasing. The cost is \$0.03/document. The Fiddler contract comes with a \$5million insurance policy for cyber attacks. A number of other services included. Overall, this results in \$110K that the Register of Deeds is contractually committed to. Rep. Egan asked if any of these contracts were paid with taxpayer fees. Register Monahan replied no and added that she believes with the state of the internet and cyber security, the department can't be safe enough.

On the Surcharge account, Register Monahan is proposing a one-time microfilm project for books 1 - 1774 through 2000. One copy would be kept in Keene storage, and one copy would be digitally kept. The film would be purchased out of the surcharge account, while the old film storage expense remains on its own line as an operating expense. The surcharge account also includes a line for \$5K for emergency expenses. For example, they had to replace a printer recently that was not accounted for.

Register Monahan explained that she has put off digitizing leatherbound record books. Two (2) companies offered to do it for \$180K, so her department has been doing it in-house to save on expenses. She reported that by the end of the year, the entire database should be online. She explained that the recommendation from the preservationist was to use binding on loose paper, and that she is looking for an additional \$15K for this archival project to purchase more boxes and binding paper. A leatherbound book costs \$3K versus the \$65 required for a box.

FD Libby stated that there was \$197K in the ISC account and about \$11K in the Treasurer's account. They are generating about \$3K a month that goes into that account. She estimates they would have about \$228K sitting in these accounts, and proposing to spend \$196K.

Rep. Gordon asked about the proposed Microfilm project and wanted to know if Keene was requiring the storage. Register Monahan explained that they would be taking on an additional and substantial load, plus the programs she discussed as part of the project. Rep. Gordon asked if there were any competitors to be considered. Register Monahan explained Iron Mountain was an option, but that they charged 75% cost. The storage in Keene would be 75% savings by comparison.

Nursing Home - Craig Labore

At 4:25 PM, NHA Labore presented his proposed budget for the Nursing Home.

Revenue

NHA Labore explained that his department bases numbers on the daily census. This year, they are proposing a decreased daily census of 114 residents due to the COVID pandemic and CDC requirements and Centers for Medicare and Medicaid Services. The Nursing Home needs to keep isolation units for COVID and non-vaccinated residents. NHA Labore is not proposing an increase to private pay raise. He is waiting to see how the Medicaid rate is, but they did remove a 3.1% state contribution allocated for this fiscal year; he is waiting for the final rate and should know by the middle of June. The Medicaid proportionate share program (Proshare Program, or PSP) increased to \$2million as an anticipated payment. NHA Labore had an encouraging webinar with the state that built their confidence in projecting this number. He reported it is the same situation with the bed tax revenue, that he had brought that number up from what was proposed in April another \$150K.

Rep. Abel asked if projected federal money coming into the counties was impacting the Nursing Home revenue in any way and NHA Labore confirmed that it is not. Rep. Abel asked if it was likely that more money could come in that is not included in this budget. NHA Labore explained that it is possible as there are talks of another relief payment. Rep. Abel asked how unexpected revenue was handled. FD Libby reported that unexpected revenue just gets accepted as “unanticipated revenue”, and is used to offset expenses at the Nursing Home or goes into the funds balance at the end of the year. Commissioner Ahern added that there were no final regulations they could count on at that moment, and that it is nerve-wracking to prepare financial plans since the government has said if funds are improperly used, they can be taken back.

Expenses

NHA Labore reported that for each department budget, the wage lines reflect staff who are eligible to receive COLA and step increases.

NHA Labore stated that in the dietary department, there were no large changes although he had made a decrease in the food supply line which was reflecting on the current and proposed census. As such, he felt comfortable bringing this line down to \$30K.

Rep. Weston noted that in all 4 departments, the Workers’ comp line is down, and was curious as to the reason. FD Libby explained that their rates had decreased overall. Rep. Gordon asked with regards to the bed tax expense if it was based on when payments have to be made. NHA Labore explained that when they added \$150K extra into the revenue, they had to increase the expense as well. Rep. Gordon asked if this was based on the number of patients, and NHA Labore explained that it was based on quarterly revenue (1.5% tax on revenue per quarter).

NHA Labore explained that COVID has created difficulties with staffing in the nursing department. Contract nurses raised their rates due to industry trends, especially working in COVID units. The 40% rate increase for this department is due to the contract nursing lines. NHA Labore also mentioned the County is planning to begin an LPN program which will hopefully fill staffing needs.

Rep. Weston was curious why there was no increase in gloves, as the DOC had seen a substantial increase in that area. NHA Labore explained that the Nursing Home took advantage of the state PPE program, and they have an inventory built up. This was true for other PPE supplies as well.

NHA Labore said there was not much to report for the Housekeeping department, but noted that access to supplies (disinfectants, etc.) is improving. Last year, it was challenging to get appropriate cleaning chemicals, but thanks to the state PPE program, his department was able to access supplies through the state.

NHA Labore went over the Contract services lines and explained that these numbers were based on the current and projected census. As the census increases, the costs by the rehab company increase. They receive 20% of revenue for Part A and 60% for Part B of the program.

Rep. Sykes had more questions about the bed tax expense and wanted to know how the revenue budget is down, but the bed tax remains the same. NHA Labore explained that it's an educated guess. Rep. Sykes asked how this looked historically. FD Libby explained that she had gone back to 2014/2015 records, where the census had dropped, and that the bed tax in general is based off 1.5 of revenue. FD Libby feels comfortable that 1.4 is attainable next year, and stated that hopefully this is the lowest census point.

Capital Reserve Account Expenditure

NHA Labore went over some of the requests in this account which included:

- New Equipment: Total body stepper, which allows residents to stay in their wheelchair while getting an upper body workout. This would allow more rehabilitation work with residents, and the potential for more revenue.
- Van awning for the winter months, which would help ensure there is no snow falling off the roof during transportation appointments.
- Drier replacement - This is the 3rd and final replacement, which is replacing a 28-year-old unit.
- Flooring Replacement in the business office - Two residents lost control of their bowels which caused staining on the floor. The department wants to remove the carpet and put in laminate.
- Ductless A/C unit to help regulate temperatures and bring fresh air in.
- Barracuda email security.
- Awning installed on front of Nursing Home facing the farm. The Nursing Home was having more activities outside as of last year due to COVID, and they found this created a great activities area, but they want to provide some covering for residents during high sun times.
- Electric beds - This is an on-going project that they are looking to complete.
- Additional mattresses to replace aging mattresses.

- Bariatric equipment - this request comprises the last three items. One resident is not going to be able to use regular equipment due to weight restrictions, so these would be to accommodate that resident's needs.

Closing Statements

Rep. Sykes stated that everyone should plan to be in-person for the Budget Meeting on June 15th.

At 5:34 PM with no further business, the meeting adjourned.

Sincerely,


Joyce Weston, Clerk

June 1, 2021

To: The Executive Committee Grafton County Delegation

Re: Register of Deeds Salary

I am respectfully requesting a review of the salary of the Elected Register of Deeds position. I believe that this position has been overlooked and is due for an increase.

Fiscal Year	GCRD salary	Percentage increase
2000	\$43,000.00	
2010	\$56,891.00	32.30%
2021	\$60,154.00	5.31%

For the 12 years in which I will have faithfully served the people of Grafton County in this vital role my salary has increased by \$3263.00.

Elected officials do not receive a cost of living increase. The Federal cost of living increase for this time period of my service was 16.5%.

I would also request that the salary survey that will be conducted this fiscal year include the Registry of Deeds positions in that review.

Thank you for your attention to this matter.

In service,

Kelley Jean Monahan

GRAFTON COUNTY
SURCHARGE BUDGET
FY 2021

<u>Account Number</u>	<u>Account Name</u>	<u>FY 2021 Budget</u>	<u>FY 2021 6 Month Actual</u>	<u>FY 2022 Dept Request</u>	<u>FY 2022 Commissioners</u>	<u>FY 2022 Ex. Comm</u>	<u>FY 2022 Delegation</u>
<u>Surcharge Account</u>							
10-9200-987	SURCHARGE EXPENSES	\$ 54,109.00	\$ 4,468.52	\$ -	\$ -	\$ -	\$ -
	Microfilm project			\$172,000.00			
	Sharp Copier Service Contract	\$650.00		\$750.00			
	NBM Maintenance on new KIP Plotter	\$850.00		\$950.00			
	Wells Fargo Copier Lease	\$1,677.00		\$1,800.00			
	Pitney Bowes Postage Meter	\$1,044.00		\$1,044.00			
	Misc Equipment Replacement	\$5,000.00		\$5,000.00			
	Sharp Printer Maintenance	\$98.00		\$ 98.00			
TOTALS	SURCHARGE EXPENSES	\$ 54,109.00	\$ 4,468.52	\$ 181,642.00	\$ -	\$ -	\$ -
	Supplimental request ****						
	Archival boxes/materials			\$ 15,000.00			
			New total	\$ 196,642.00			