

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 3, 2016

PRESENT: Representatives, Sykes, Townsend, Abel, Erin Hennessey and Darrow. Commissioners Cryans and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Supt. Elliott, HSA Bishop, Supt. Oakes

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown, Rep. Smith, Rep. Gionet and Commissioner Lauer

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

CA Libby noted that in the salary lines the Commissioner recommendations are higher than the department requests due to a 1.4% COLA for all employees that was agreed to after the department heads had prepared their budgets. In addition, the proposed budget reflects the health insurance changes. She stated that the employees have been offered two (2) plans, a traditional plan and a low cost provider plan. All employees on the health insurance have been budgeted at the higher cost plan until enrollments are done then they will have an accurate number.

Department of Corrections – Supt. Elliott

Supt. Elliott discussed various statistics from the Department of Corrections with the Committee.

He stated that 82% of his budget is employee salaries and benefits.

Expense

Department of Corrections

This budget up \$32,529.00 or .065% increase.

Supt. Elliott noted that the HISET/Re-entry Tutor line was transferred from the Consultants line. He stated that Ken Stransky has been their HISET instructor since 2008 and does an outstanding job. He has developed the program into a nationally recognized program. They have 264 graduates since the start of the program. He explained that he feels they should move K. Stransky from a contracted position to a 3/5 benefited employee. He wants to add a third day for K. Stransky to do more re –entry work with the inmates getting ready to leave the facility.

Administrative Personnel – Supt. Elliott stated that one of his administrative assistants has retired this year and he does not feel her position needs to be replaced as he has a second administrative assistant to pick up the work load.

Consultants – Supt. Elliott stated that this is the line item that K. Stransky was transferred from. They also removed \$10,000 that was budgeted last year due to not being receiving RSAT funding through the Attorney General’s Office which they have received this year in the amount of \$11,520.00

Ambulance SVC – Supt. Elliott stated that this was moved to the medical line. He stated that he this line item is over expended because there is no way to predict what this item will come in at.

Medical/Dental/Ambulance – He explained that they are being more aggressive at getting costs down. They have averaged \$134,000 over the last three (3) years. He stated that he feels safe lowering that line \$20,000.

Building Maint & Supplies – Supt. Elliott is looking to purchase rugs and other cleaning items for the building to help keep the granite floors clean.

Community Corrections

There are six (6) full time staff members. The budget has increased \$9,457.00. 86% of this budget’s increase is salary and benefits.

Rep. Erin Hennessey asked if the retirement line is all related to the salaries. CA Libby stated that the county’s contribution to Group II employees, which includes corrections and the sheriff’s deputies, is 25.68%. She stated that this is why they can retire after twenty – five (25) years. CA Libby stated that Group II employees contribute 11.14%. The county contributes 11.17% for Group I employees and the employee contributes 7%. She explained that this is all related to the salaries line.

Governor’s Commission Grant

Rep. Townsend asked about mental health services. Supt. Elliott stated that they contract with West Central Behavioral Health. A psychiatrist comes in every other week to see the inmates who are high need. He stated that he would like to increase that more but that is all West Central can give them at this time.

Nightwatchmen

Supt. Elliott stated that the night watchmen work 7pm – 3am seven (7) days a week and they maintain security of the campus.

RSAT Grant

Supt. Elliott stated that they did not receive this grant last year but reapplied this year and received \$11,520.00. He noted that this grant is for substance abuse counseling.

Capital Outlay

Supt. Elliott stated that he is requesting \$34,000 to replace the Community Corrections van. The current van is nine (9) years old and the condition is rapidly declining and rusting out.

Revenue

He stated the revenue for the Department of Corrections comes from many different sources. He stated that they receive income from room and board charged for Coos County females, a Social Security incentive, and stipend for work release, RSAT and governor's commission grant. 60% of revenue this year is coming from housing Coos County females.

Maintenance – Superintendent Jim Oakes

Supt. Oakes stated that his budget is down 1% overall from last year. He stated that he over estimated last year on electrical with the increases so this year there is no increase. Water rates have increased 10% on the gallon portion. They have a meter fee on every building. He noted that Woodsville fire district is adding a \$500 a month fee to all their users. Supt. Oakes stated that propane prices went from \$1.32 to \$1.17 a gallon when they put them out to bid.

Rep. Townsend asked if Woodsville Water and Light are effectively a monopoly in the town so you cannot choose where to get electric. Supt. Oakes stated that they are. Woodsville Water and Light is one (1) of five (5) small electric companies in New Hampshire that's protected by an RSA and they do not have the option to go elsewhere.

Supt. Oakes stated that they entered into a five (5) year contract for woodchips at \$59/ton.

Rep. Sykes asked about any major projects down the road. Supt. Oakes stated that once they get past the warranty on the HVAC system at the DoC they will continue to experience problems. As far as regular repair and maintenance and aging of buildings he does not foresee anything major in the near future, it is all HVAC related issues.

Capital Outlay

Parking Lot Expansion – Supt. Oakes explained that the current parking lot is too small to effectively support the winter parking plan which facilitates snow and ice removal. He stated that staffing is slightly up from 2002 when the parking lot was constructed which exacerbates the problem. He stated that he has budgeted \$35,200 for twenty (20) additional parking spaces.

Building Automation System – Supt. Oakes explained that this is the control system that interfaces with all HVAC systems. You can type into this system what you want HVAC equipment to do and every building on the complex has it. The system at the courthouse is eleven (11) years old. He stated that it is functioning ok right now but they have an issue with the actual

desktop that interfaces with that. In order to replace the desktop they need to do a large upgrade. He explained that he wants to transition that system over to a system similar to what is at the Department of Corrections. That system is web based which allows maintenance staff to check things from home and make adjustments and save on calling staff in.

Fire Alarm Upgrade – Supt. Oakes stated that this is upgrading the existing system at the Courthouse.

Supt. Oakes was asked about any other projects down the road. He stated that the parking lots are getting in rough shape. They have filled in cracks and holes to put off having to repave it. When the time comes he wants to break it into three (3) years.

Human Services – Administrator Nancy Bishop

HSA Bishop stated that 98% of her budget is made up of mandated expenses. The county is obligated under RSA 167:18-B to share in the cost of long term care and Medicaid services for people in nursing homes and people who are receiving services in the home but would qualify to be in a nursing home otherwise. The amount that we are obligated to reimburse the state is calculated by Health in Human Services using a couple of formulas. They take the previous three (3) years of expenses that we reimburse the state.

LTC Pilot Program – HSA Bishop stated that she and NHA Labore have been trying to look forward. They would like to affect the system somehow. They do not have control over people who are on Choices for Independence and people who are in nursing home. They know they have a population who is over 75 which is probably going to double in the next fifteen (15) years so it is imperative for them to figure out a different way to handle that population. They are looking at developing a pilot program. Negotiations are currently underway with Dartmouth Hitchcock to use some of their medical technology and with GCSCC target a small population of people in the rural part of the county in the Mascoma area where they could take these people who have been deemed at risk for going into the hospital or nursing home. With the technology Dartmouth has developed they would have a person who will go into the home who is not a medical person but go and check on the person they have on the program and see if there is a way that we can keep them in their home setting longer. This will keep costs down in the long run. They have budgeted \$20,000 to start this and they hope to start something by September 1st.

Revenue

HSA Bishop stated that she has projected a decrease her revenue. Human Services revenue comes from recoveries. She explained that it is a recovery mainly from a person's estate. If there is someone who goes into the nursing home who has a house but no spouse to keep the house, when their property is sold they have to reimburse the federal government as well as the state and county for the money for their Medicaid expenses.

Social Services – Commissioners Richards, Cryans and HSA Bishop

Commissioner Cryans explained to the Committee that this year Cindy Swart who has taken care of the social services budget in the past has retired and the Commissioners have taken over visiting the various agencies. He noted that they have funded two (2) new agencies and did not fund two (2) new requests. The two (2) they did not fund were CASA and Guardianship – TriCounty Cap. The Commissioners stated that they felt those were very court related and not the responsibility of the county to fund. The two (2) new ones they did fund were homeless programs. The total social services budget is \$11,500 under what the budget was last year.

Commissioner Richards stated that she found this to be a revelation and made her proud to support these agencies over the years and to know that Grafton County has many wonderful agencies helping its citizens. Commissioner Richards stated that she went along with the board on the vote but wanted to note that she met with CASA, who was one of the new programs to not receive funding, and thought the program was great but understand they cannot be all things to all people and encouraged them to reapply next year.

HSA Bishop noted that when Headrest submitted their application they had three (3) programs to fund. They decided to take the \$8,000 they requested for their outpatient drug and alcohol put it into the low intensity residential program because they need the funding there more. It is still \$24,000 in total funding requests just allocated differently.

Commissioners Office/Misc. – Administrator Julie Libby

Commissioners' Office – CA Libby stated that this budget is down \$5,650. Majority of the budget is salary and benefits. She noted that \$180,000 is allocated to the nursing home based on a spreadsheet. They pay for 75% of payroll costs, 50% of accounts payable costs, 50% of finance costs and 25% of county administrator costs

CA Libby stated that the whole budget will be adjusted based on the elected officials salaries that were set last week.

Treasurer – CA Libby stated that this account is for any expenses regarding the Treasurer. It includes her travel reimbursement for her weekly trips to the complex to sign checks.

GCEDC – CA Libby stated that they requested \$75,000 for FY17 funding but the Commissioners decided to level fund them at \$50,000, which has been their funding for many years, due to the current budget constraints. The Committee had a discussion regarding GCEDC and what their role is. Rep. Sykes asked that GCEDC look into agricultural opportunities in the area as that is a big part of our county. CA Libby stated that she will try to have their Executive Director come meet with the Executive Committee at their next regular meeting.

Conservation District – CA Libby stated that the county funds the administrative asst. position and her benefits. She is located at the county one (1) day a week and at their Orford office the rest of the week. They may be looking to come here full time. Their Board of Directors hold their monthly meetings here at the complex.

Regional Planning Commissions – CA Libby explained that this line item are the dues they pay to North Country Council, North Country RC & D and Upper Valley RPC.

Wage & Benefit – CA Libby stated that this line item covers the 75% of health insurance deductible reimbursement for employees. She stated that the new health insurance provider Harvard Pilgrim provides the Flexible Spending Account Administration as a part of their service where Anthem did not so that \$1,200 is zeroed out.

Tax Anticipation – CA Libby stated that they normally borrow money early fall but it is looking like they may to need to borrow earlier this year so she has increased that budget to \$7,500.

Contingency

Outside Council – This line item primarily come from employee costs due to things such as arbitrations.

Revenue

State/Federal Funds – CA Libby stated that revenues from both the abandon property and federal PIILT come in June.

Interest – This is money from any investments that are made. Majority of interest is made January – July after taxes are collected.

Courthouse Rent – CA Libby stated that this increased. The county charges rent to the state for their use of the superior and circuit court areas which is most of the first floor in the courthouse. They are charged a small amount of rent for the DMV office, as well as probation and parole as well. The County also receives rent for motorcycle training program. They pay \$150 each weekend they have class.

Dividends/Misc.

CA Libby stated that the large decrease is due to not receiving a return of surplus from HealthTrust. \$250,000 was budgeted in FY16 and is not in the FY17 budget.

Surplus

CA Libby stated that this decrease in the surplus is driving the tax increase. They are using \$1,030,000 to reduce taxes where in the past they have used \$3 million. With the current budget the county taxes will be increasing 7.97%.

Rep. Abel asked if they are looking at only having \$1 million in surplus to reduce taxes over the next few years. CA Libby stated that it is hard to say. It looks like this is going to be the new normal. This is the 3rd year that they have seen a reduction in the fund balance

12:15pm with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice-Chair