

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 3, 2019

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

OTHERS PRESENT: DoC Supt. Elliott, HR Director Clough, Register of Deeds Monahan, UNH Extension – Donna Lee & Heather Bryant, Elaine Guenet

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

Department of Corrections – Superintendent Elliott

Revenue

Department of Corrections – Supt. Elliott stated that this line includes employee meals at \$3/meal, housing Coos County Females at \$50/day per inmate, inmate phone calls and the social security initiative. Supt. Elliott explained that this is a monthly report to the Social Security Administration of who they have in custody. If an inmate is on Social Security Benefits and incarcerated, those stop and they receive a \$400 stipend per person.

Community Corrections – Supt. Elliott stated that they receive revenue for inmates out on electronic monitoring, work release or pretrial services. He has projected \$18,765.00 for FY20.

Governors' Commission Grant – This is a \$150,000 grant received through the Bureau of Drug and Alcohol Services to provide substance abuse and life skills services for all inmates in the facility.

RSAT – Supt. Elliott stated that he has chosen not to apply for the RSAT grant for FY20 and he will explain this at a later point in his presentation.

He stated that the total revenue projection for FY20 is \$323,765.00.

CA Libby noted that they will be adjusting the Governors' Commission Grant for FY20 from \$150,000 to \$200,000.

Expenses

Department of Corrections

Supt. Elliott stated that this line is dedicated to the daily operations within the correctional facility.

He stated that the Officer Salary line is up \$70,581 due to the cost of living adjustments, merit increases and making the uncertified officer position starting pay more competitive by increasing it from a grade 7 step 1 (\$14.87) to a grade 9 step 1 (\$16.35).

Community Corrections

Supt. Elliott stated that the entire Community Corrections line has decreased \$3,491.00 mostly due to the retirement of one of the county's longest employed Officers, so there is a reduction in the longevity being paid out. He noted that they also currently have a surplus of urine testing cups that will take them into FY20 and therefore they have reduced that line by \$2,790.

Governors Commissioner Grant

Supt. Elliott stated that this line is responsible for all the different types of programming in the Department of Corrections. It is staffed by one (1) full time LADC and one (1) part time certified recovery support worker.

He stated that this line is up \$6,127 due to the COLA in the salary line and taking on of a new health insurance plan. He noted that they are expecting to receive \$200,000 for FY20.

Night Watchman

Supt. Elliott stated that this budget includes one (1) 4/5 position and four (4) part time positions. This line is up \$1,888 due mainly to the cost of living adjustments. He explained that the night watchmen patrol the county complex from 7PM until 3AM every night making sure the farm and farm animals are safe, county vehicles are secure and reporting any suspicious activity.

RSAT Grant

Supt. Elliott stated that this grant is through the Department of Justice and allows them to specifically target the female population with individual and group substance abuse counseling for 16 hours per month. They received a grant for FY19 in the amount of \$11,520. He noted that he chose not to renew the grant for FY20 due to changes that the new grant application process required of them, such as Medication Assisted Treatment being available to all the participants and segregation of the inmates receiving those grant services that at the time of the application deadline they did not have in place. He stated that they will continue to have the program, it just will not be grant funded.

Capital Outlay

Supt. Elliott stated that they are requesting \$41,000 to replace a 2011 Ford Expedition with 166,000 miles that will need about \$3,500 worth of work to make it able to pass inspection.

Human Resources – Director Clough

Education and Conferences - HR Director stated that the increase will include additional training for employee morale, recruitment and retention. HR Director Clough stated that this line also includes Nurse Practitioner education and training, annual Employment Law update at Sheehan, Phinney, Bass & Green for HR staff, County conference, varied continuing education courses, Organization Development plan /trainings for Nursing Home staff and Managers and training consultants to provide county wide training

Allocated Service — Nursing Home — HR Director Clough stated that 80% of the HR budget which includes hiring, orientation, benefits, employee relations, labor relations, policies/procedures gets allocated back to the Nursing Home.

Dues, Licenses & Subscriptions —HR Director Clough stated that the criminal record checks are based on hiring data. This line also includes the Nurse Practitioner's annual membership to American Psychiatric Nurses Association, NH Nurse Practitioner Association, GNP Board Recertification Fee, and the Annual SHRM Membership for two (2) staff members and ANHPEHRA Dues.

Travel Expense- HR Director Clough stated that this line includes monthly HR Affiliate meetings, quarterly Assoc. of NH Public Employer HR Administrators, Primex Training, Annual Employment Law Update, Criminal Record Checks, annual Primex Conference and the annual NHAC Conference. She noted that this increase is in part due to the increase in mileage.

Equipment Repair & Maintenance — HR Director Clough stated that this includes the Laser fiche Support Agreement which is the scanning software used to scan their personnel files.

HR Director Clough stated that 80% of their expenses are allocated back to the Nursing Home therefore the total request for FY20 is \$105,520.00.

Register of Deeds – Register Monahan

Revenue

RD Monahan stated that she has zeroed out the online revenue line. She explained that with the new software they will not need to charge users the \$120 for an online account. They will be charging users a \$5 per month maintenance fee. She stated that over the last few years the recording fees have been doing well along with the real estate transfer tax and she has made some adjustments to more accurately reflect those numbers.

Expenses

Clerical – RD Monahan stated that she has included additional money for overtime in this year’s budget. She stated that they don’t often use it but there are times where her staff needs to stay late to finish up that day’s work.

Office Supplies – RD Monahan explained that they are using de acidified paper to complete a project and she has increased her supply line by \$1,000 to cover that cost.

Postage – RD Monahan stated that this line may need to be increased due to the L Chip and the need to mail out letters.

Surcharge Account – RD Monahan stated that the surcharge account is funded by a \$2 charge per document. RD Monahan reviewed her surcharge expenses totaling \$20,071.00 stating that this account funds service contracts, leases and their Charter internet line.

UNH Extension – Donna Lee & Heather Bryant

Revenue

Revenue – COA Lee 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. She stated that his last day in the office was Friday but they are leaving the money in there for now until they know what is going to happen.

Rep. Abel stated that he was under the impression that the majority of the UNH Extension budget was not funded by tax payers. CA Libby noted that the county does not pay for the majority of the salaries of the employees. She explained that by an agreement with the University of New Hampshire, Grafton County pays a certain percentage of the professional staff members’ salaries. H. Bryant stated that Grafton County pays 25% of the field specialist’s salaries and 75% of the 4H Program Coordinator salary. The county does not pay any salary for the Nutrition Connection staff member or the Dairy Specialist.

Social Services – Elaine Guenet

Commissioner Lauer explained that for the last few years the Commissioners have gone out to the agencies in their districts to interview the agencies who have applied for funding. They decided this year that they wanted to get a consultant with experience in Social Services to review these agencies and recommend funding. Commissioner Lauer stated that they hired Elaine Guenet and asked her to review the agencies that helped keep the elderly and disabled in their homes as well as reduce recidivism or entry to the Department of Corrections. She reviewed the recommended social services funding with the Committee totaling \$535,848.00 and stated that they have level funded many agencies. She discussed agencies that had small increases or decreases and why they felt those changes were needed. She noted that the Franconia Children’s Center had sent in a late and incomplete application and they did not feel they should be funded this year.

Cameron Ford, Executive Director – Headrest, was present at the meeting and discussed what the funding from Grafton County means to their agency. He discussed what it is they do at Headrest along with some of the obstacles they face. The Committee thanked C. Ford for speaking with them.

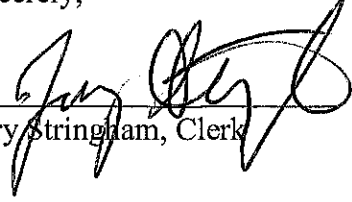
E. Guenet stated that she felt very comfortable in what she has recommended for funding in FY20. Based on her visits, she feels that next year there will be an increase in requests from some agencies. Rep. Abel asked what areas of need would be the highest priority looking into the future. E. Guenet stated that she believes that the need around the homeless and children, youth and families were two (2) areas where she feels they would want to be doing more. She explained that there are so little funding for prevention. They are spending so much of their time and money on the aftermath. She feels that if they allocated more money to services that would assure that they wouldn't be spending funding on treatment and substance abuse.

Rep. Sykes asked why Upper Valley Haven was not funded when \$25,000 is being spent to help homeless agencies in the Plymouth Area. He stated that Upper Valley Haven is an integral part of that homeless solution in that they are providing the preventative solutions that have been discussed and he would like to know why they were not funded. Commissioner Piper explained that the Commissioners took into account the entire budget of county operations and agreed in the beginning of the budget process that they would not fund new requests and level fund for the most part the other agencies. Rep. Campion stated that given they have hired someone to take a fresh look at these agencies, she asks why the agencies are for the most part level funded, there weren't more changes. Commissioner Piper stated that as Commissioners they are here every week working with the department heads and their decision to not increase funding was based on other competing needs that they see. She stated that they wish that the infrastructure needs, that everyone in the complex would benefit from, would be taken care of. If they look at the budget and the minutes from their budget meetings they said "no" many times to department head requests as well as the disappointment in the employees when they were given a 2.5% COLA which is not what they requested. It is their duty to oversee the entire county operation and these are decisions that they had to make. She stated that eight (8) years ago the agreement was that the county would be responsible for long term services and support and anything that impacts the jail. Anything that impacts the jail has been widely construed. She stated that when E. Guenet said that the social services world calls this prevention in terms of taking care of the families and children she completely agrees. She stated that they need to stop saying that the county is primarily responsible for long term services and supports and recidivism because apparently they are not. Rep. Sykes stated that he is mindful that the Commissioners have to take the entire budget into consideration. The Executive Committee and the Commissioners went on to discuss their views on social service funding and were all in agreement that more discussion needs to be had to decide what direction they want to go in terms of what they will fund.

The Executive Committee agreed that a subcommittee to discuss the social services funding would be a good idea. Reps., Diggs, Ladd and Sykes agreed to be a part of that subcommittee along the Commissioners and they would further discuss dates to hold meetings.

11:40 AM with no further business the meeting adjourned.

Sincerely,


Jerry Stringham, Clerk