

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
September 21, 2020

PRESENT: Representatives Sykes, Stringham, Maes, Diggs, Sykes, French, Hennessey, Abel
Commissioner Lauer, Commissioner Piper, County Administrator Libby and Admin. Assistant
Norcross, Treasurer Hill and Register of Deeds Monahan.

Rep. Sykes called the meeting to order at 9:10 AM and began with the Pledge of Allegiance.

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 no physical location to observe and listen contemporaneously to the
meeting, which was authorized pursuant to the Governor's Emergency Order. 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 Committee 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 ID 834 6066
7273 with password: 223641, or by clicking the following website address:
[https://us02web.zoom.us/j/83460667273?pwd=a0xQMXg2OTF4cWZ5aWRTSF
BMSGZzUT09](https://us02web.zoom.us/j/83460667273?pwd=a0xQMXg2OTF4cWZ5aWRTSF
BMSGZzUT09)
- 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 Julie Libby at (603) 787-6941 or email at: jlibby@co.grafton.nh.us.
- 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. Stringham called the attendance roll call. Rep. Champion "here" and there is no one in the room with her during this meeting, Rep. Diggs "here" and there is no one in the room with her during this meeting. Rep. French "here" on site at the Grafton County Complex. Rep. Hennessey "here" and there is no one in the room with her during this meeting. Rep. Maes "here" and there is no one in the room with him during this meeting, Rep. Stringham "here" and there is no one in the room with him during this meeting, Rep. Sykes "here" on site at the Grafton County Complex.

Rep. Sykes stated that the committee needed to approve the minutes from the Executive Committee meetings on 05/18/20, 06/05/20, 06/08/20, 06/12/20, 06/16/20 and Delegation budget meeting on 6/22/20.

MOTION: Rep. French moved to approve the minutes from the May 18th, June 5th, June 8th, June 12th and June 16th meetings. Rep. Champion seconded the motion. Rep. Stringham called the roll. Rep. Champion "yes", Rep. Diggs "yes", Rep. Maes "yes", Rep. French "yes", Rep. Hennessey "yes", Rep. Stringham "yes", Rep. Sykes "yes". With the vote being seven (7) in favor and none in opposition the motion passes.

Rep. Hennessey noted that minutes for the Delegation meeting states to see attached sign in sheet for attendance. She noted that many were not in attendance at the physical meeting to sign the sheet and that the roll call for attendance reflects who was in attendance via Zoom.

MOTION: Rep. Maes moved to approve the June 22nd Delegation minutes. Rep. Stringham seconded the motion. Rep. Stringham called the roll. Rep. Champion "yes", Rep. Diggs "yes", Rep. Maes "yes", Rep. French "yes", Rep. Hennessey "yes", Rep. Stringham "yes", Rep. Sykes "yes". With the vote being seven (7) in favor and none in opposition the motion passes.

Treasurer Hill gave the following Treasurer's report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: SEPTEMBER 21, 2020



CURRENT CASH POSITION (as of 8/31/20)

Grafton County General Fund

Checking Account (ICS @ 1.91%) Bank)	\$4,989,811.64 (Woodsville Guaranty Savings Bank)
Investment Account (.45%)	\$ 664.62 (Mascoma Savings Bank)
Investment Acct (.16%) Pool)	\$1,005,045.02 (NH Public Deposit Investment Pool)
Grafton County Committed Accounts	
Deeds Surcharge ICS (1.00%)	\$152,657.66 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.10%)	\$3,587.18 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Checking (.01%)	\$21,695.98 (Bank of NH)
Dispatch Capital Reserve (.9996%)	\$157,463.49 (Service Credit Union)
Nursing Home Capital Reserve (1.00%)	\$168,624.46 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the previous fiscal year (7/1/19-6/30/20) was \$174,812.98 – the budget was for \$120,000.
- The Combined Accumulated interest in the current fiscal year (7/1/20-8/31/21) is \$21,988.37
- FY 2020 Tax Anticipation Notes:
 - The Delegation authorized the borrowing of up to eight (8) million dollars at the Delegation meeting on June 22, 2020. As of August 31, 2020 our cash position is almost \$4,000,000 ahead of where we were last year and as of this time we have not sought bids for Tax Anticipation Notes. It is projected that we will have enough cash to operate at least through October and perhaps beyond. I will most likely secure a small line of credit in late October to ensure that we have it if it is needed.
- Tax bills are expected to go out in late October with the due date being December 17th.
- The investment account at Mascoma Savings Bank is still open with a balance of \$664.62. When the account matured in July \$2,018,575.75 was transferred into the general fund at WGSB to maximize interest earning.

- The Deeds Surcharge ICS (Insured Cash Sweep) account at WGSB saw its interest rate reduced as of July 1st to 1.00%. We have also been notified that the Woodsville Branch of Bank of NH will be closing. This is the location of the Deeds Surcharge account that was being used for monthly deposits. This account will be closed and we are now using the Deeds Surcharge ICS and Money Market account at WGSB for the Deeds Surcharge monthly deposits. After deposits are made to the money market account they can be transferred to the ICS account where they will earn the 1.00% - while interest rates are quite low this will allow money interest to be made from these funds.

Treasurer Hill answered questions from the Committee.

MOTION: Rep. Champion moved to approve the Treasurer’s Report. Rep. Hennessey seconded the motion. Rep. Stringham called the role. Rep. Champion “yes”, Rep. Diggs “yes”, Rep. Maes “yes”, Rep. French “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

Commissioner Lauer gave the following Commissioners’ Report:

- The Commissioners have engaged with Steve Whitman from Resilience Planning This process will begin with an inventory of the Grafton County Complex and the creation of computerized maps that identify existing buildings and infrastructure, and can be updated for future planning needs. Steve will also meet with facility and department staff gather data on the existing facilities, recent projects, and to identify future needs and questions related to the buildings and infrastructure. The final work products will be presented as a map and a report on existing conditions. This will be the start of work looking toward developing a Strategic Plan for the County.
- The Board of Commissioners has continued to meet regularly with in-person meetings since 5/12/20. We have had no issues and are now meeting with others from the outside during our meetings as well.
- The County complex has continued to navigate the COVID pandemic relatively well. We have had a couple of isolated staff positives at the nursing home – it is possible that both were false positives as no other residents or staff tested positive during either of these positive test periods. Thursday 9/17/20 the entire nursing home residents and staff were tested as the final phase in the outcomes from the one positive on September 3rd. There were 260 tests completed and thus far we have received results for 220 and the results have been negative. We are anticipating receiving results on the remaining tests during the day today. If all tests are negative, we will resume our regular surveillance testing of staff and residents that has been on-going. Grafton County Nursing Home is one of several county facilities that are in phase II of re-opening. We are able to have more people into the facility and to host visits, either indoor or outside, and do other things such as hold small communal activities programs and communal dining.
- The census at the nursing home continues to be a challenge due to COVID. Admissions have been very slow. Our budgeted census is 120 for FY ’21 and we have been running around 112.

- The population at the jail has remained steady over the summer months. The average daily population has been 51. We have continued to be challenged with inmate labor as many of the inmates are not sentenced and awaiting action by the courts, which continue to be conducting limited business.
- We have a good supply of PPE currently. We continue to order supplies and have received a number of supplies from the State of NH – we are constantly monitoring our stock and assessing needs. Currently nationwide there is a shortage of size large gloves – we continue to seek sources for these and order as available.
- Both stipend programs that the State of NH instituted have completed. The County paid the Long Term Care Stabilization (LTCS) stipend that provided a \$300 bonus for full-time employees and a \$150 bonus for part-time employees per week for our front-line workers who are providing care to the nursing home residents. Over the fifteen (15) week duration the county paid out \$732,000 in stipends that were reimbursed by the State of NH. The second program was the First Responder Program. The program is providing the same stipends to our Corrections employees and Sheriff's Deputies. This program was eight (8) weeks and stipends in the amount of \$165,192.64 were paid to employees and reimbursed to the county.
- The County continues tracking all Coronavirus related expenses. There have been three (3) requested drawdowns from the GOFERR funds that were allocated to Grafton County totaling \$344,096.20. There is \$193,556.80 remaining in our allotment. Funds must be used by October 15th. There is also the availability of FEMA funding if need be. In addition to GOFERR funds the County has received monies directly from the US Department of Health and Human Services directly related to the nursing home. CA Libby will detail those in her report.
- Lisa Knapton resigned as the Farm Manager on August 4th. Grant Nelson who worked at the Farm was appointed the Interim Farm Manager. Grant is doing a great job.
- The annual financial audit is underway – we expect that it will be completed by the end of September/early October. Things are going well thus far.
- The Finance Director position that was funded in the FY '21 budget has been filled. Effective January 1, 2021 Julie Libby will transfer from the County Administrator position to the Finance Director position. The search for a new County Administrator is just getting under way. Julie will stay doing both positions until such time as a new CA is hired if that is after 1/1/21.

Rep. Campion stated that she would like to acknowledge the work that the Nursing Home has done. She knows that it has not been easy managing the health of the residents and staff. They should be thanked and congratulated for the careful care that they have provided that has resulted in positive outcomes.

Rep. Abel joined the meeting and stated that there is no one in the room with him.

MOTION: Rep. Campion moved that the Executive Committee send a letter of thanks and congratulations to the Nursing Home Administration for the careful care that they have provided the residents of the Nursing Home. Rep. Hennessey seconded the motion. Rep. Stringham called the role. Rep. Abel “yes”, Rep. Campion “yes”, Rep. Diggs “yes”,

Rep. Maes “yes”, Rep. French “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being eight (8) in favor and none in opposition the motion passes.

MOTION: Rep. French moved to approve the Commissioners report. Rep. Sykes seconded the motion.

Discussion: Rep. Stringham stated that the Finance Director position is \$40,000-\$50,000 less than the County Administrator position and asked how that was being handled as that is a big sacrifice. Commissioner Lauer stated that she would prefer not to discuss personnel in public session. Rep. Sykes agreed and stated that this is a topic that does not need to be discussed in public session.

Rep. Stringham called the role. Rep. Abel “yes”, Rep. Champion “yes”, Rep. Diggs “yes”, Rep. Maes “yes”, Rep. French “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being eight (8) in favor and none in opposition the motion passes.

CA Libby gave the following County Administrator’s Report:

FISCAL YEAR 2020 FINANCIAL RECAP

Revenue: The County finished the year over revenue projections by \$3,370,763.10 this was in part due to ProShare and Bed Tax revenues being over by \$2,055,719.53. The other contributing factors are monies that the County received as a result of the CARES act. We received \$703,361.19 directly to the nursing home from the federal government in an effort to offset lost revenues to the facility. The County also received \$286,727.65 from the Governor’s Office for Emergency Relief and Recovery (GOFERR) these monies were direct reimbursement for COVID-19 related expenses that were made since March, 2020. Other departments finishing the year above revenue projections were:

- County Attorney – \$46,994.68 due to increased Circuit Court Prosecution
- Register of Deeds - \$79,317.28 – overall increase over projections
- Department of Corrections - \$8,465.16 – overall increase over projections
- Farm - \$24,874.43 – with milk, sale of produce and livestock finishing higher than anticipated.
- Alternative Sentencing - \$20,353.61 due to the Bureau of Drug and Alcohol Svc funding
- Interest - \$54,637.83 – high interest rate locked in prior to COVID – more funds to invest
- Other – \$162,872.91 – Abandon Property \$20,174.52; Federal PILT \$29,215; Human Service Recoveries \$90,229.04
- Nursing Home - \$70,717.49 – without the additional COVID revenues.

Departments finishing below Revenue Projections are as follows:

- Sheriff's Department - \$130,685.40 Most areas were below projections due to issues from COVID-19

Overall a very healthy revenue year for the County.

Expenses: The County finished the year under expended by \$2,139,450.55. Most departments finished the year within their approved budgets. The following departments were bottom line over-expended:

- Medical Referee - \$1,658.11 – unpredictable expense. Less than \$5,000 and was covered by the County Attorney's budget.
- Other - \$9,695.48 – This overage is comprised over several accounts
 - Retiree Health Insurance - \$17,069.03 – budget is based on estimate
 - Employee Benefit Payout - \$13,326.88 – budget is based on estimate
 - First Responded Stipend - \$1,028.57
 - First Responded Social Security/Medicare - \$4,404.16
 - Outside Council - \$2,218.74 – several large cases
- Overall the Nursing Home budget was under-expended by \$648,196.41. There were some large over-expenditures with regards to the Bed Tax expense and contract nursing, however, there were significant under-expenditures in many of the nursing department salary lines that offset the over-expenditures. The other large over-expenditure was Contract Nursing. A total of \$1,775,875.58 was spent in FY 2020 and the budget was \$937,962 over-spending the line by \$837,913.58. This is an increase in spending of \$633,617.20 over FY '19. The following Nursing Home departments were over-expended:
 - Administration - \$102,746.84 – Bed Tax
 - Long Term Care Stipend - \$59,774.54
 - Dietary - \$27,438.88 – Salary

No permission is needed for transfers for the nursing home due to the overall budget being under-budget.

Overall summary – Fiscal Year 2020 finished very positively for the County and we have finished with an Undesignated Fund Balance of \$6,131,249 which is 12.63% well within the range of the Fund Balance Policy. The overall fund balance grew to \$10,360,775.

County Administrator's Report
September 21, 2020

- ❖ Jail Census: 51 in-house; 8 on Electronic Monitoring (7 are FIRMM participants); 7 in FIRRM ~; 17 Pre-trial Services

❖ Nursing Home Census: 111

Financial Reports

- ❖ Monthly Variance Report compares budget on an equal monthly basis to actuals and looks at the positive (black) or negative (red) variances. These reports represent two (2) months complete.

Nursing Home Revenue:

Payer Source	FY 2021 Budget	FY 2021 YTD Actuals
Medicaid	92	84
Medicare	4	2
Private Pay	22	25
Veterans	2	1
Total	120	112

-
- COVID continues to have an impact on the revenue at the nursing home. As you can see from the chart above we are below our budgeted census and all payer sources except Private Pay are below. We are behind by \$78,447.17 through the first two (2) months of FY '21. We have received \$205,750 in federal stimulus payments thus far in FY '21 which has offset our loss and has the nursing home total revenue ahead by \$127,302.83. These funds can be used for lost revenues or for COVID related expenses.
- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly – we have not received any payments at this time.
- The farm is right on track with revenue at this point. We are under a quota of milk that can shipped each day. The price of milk in August was \$20.47 which is better than what was forecasted.
- County Attorney/Victim Witness/Roving Advocate – Quarterly grant reimbursement. These grants are direct reimbursement for expenditures.
- The Register of Deeds revenue is up – July and August have been very busy for the Registry.
- Generally speaking, at this point in the fiscal year most all departments are lagging in revenue collections other than those state above. This is normal at the beginning of each fiscal year. There are no alarming trends at this point other than the loss of revenue that will continue to occur at the nursing home. Hopefully, we will continue to receive stimulus funds that will offset those losses.

Expenses

- Through two (2) months we have a few departments that are showing negative variances.
- VAWA Grant – Due to a change in health insurance plans that was not known when the budget was prepared.
- IT – Most all service contracts on IT related equipment and software are paid in July – causing a negative variance for the first few months of the new fiscal year.
- Capital Outlay and Bonded Debt are showing over due to an uneven amount of spending in the first two (2) months. These will even out as the year goes on.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expense based on known variates on revenues and expenses.
 - 16.67% of the fiscal year completed. On the pro-rated report, I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the August report we are at 16.83% which is slightly ahead for revenue and at 14.43% or under expended by \$1M. This all factors into the unassigned fund balance which at this point \$6,789,404.34
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - There are a number of accounts showing over-expended many of the accounts are COVID-19 related expenses. We set up separate accounts for each department to track expenses. The majority of these expenses are currently being reimbursed by funds that county was allocated by GOFERR. These funds will be going away effective 10/15/20. We will be able to submit to FEMA for additional expense reimbursement if necessary. The other accounts over-expended are for typical reasons nothing of concern.
- ❖ Summary
 - Through the first two (2) months of the fiscal year – things have started out financially okay – we still have a lot of unknowns dealing with COVID but thus far we are doing okay.

COVID-19 IMPACTS

Thus far the county has incurred \$410,041.72 in COVID-19 related expenses including purchasing of supplies, equipment of telework purposes, overtime to cover employees who have been out due to the pandemic, FFCRA expenses and payroll related expenses for the stipend programs. The effects of loss revenue are not included.

Opportunities to recoup funds:

Federal Stimulus – Provider Relief Payments HHS (Health and Human Services)
Fiscal Year 2020 – Grafton County Received the following:
\$112,757.72 – Relief Fund Payment from Initial \$30 Billion General Distribution
\$203,103.47 – Relief Fund Payment from \$20 Billion General Distribution
\$387,500 – Skilled Nursing Facility Relief Fund Payment
Total FY '20 – 703,361.19

Fiscal Year 2021

\$205,750 – Phase 2 General Distribution Relief Funds

FEMA – We have started an application with FEMA that will hopefully allow us to re-coup some funds that we have expended. FEMA guidelines are very stringent and this will likely be the lowest form of reimbursement. It is also a 75%/25% split.

GOFERR – Governor’s Office for Economic Relief and Recovery has allotted \$8M in funds from the 1.25B State Stabilization funds that NH received from the first federal stimulus package. Grafton County is earmarked to receive up to \$537,653 this is a reimbursement program. We have received reimbursement of \$344,096.20 through August 31st. The remaining \$193,556 in funding is available for expenses incurred through 10/15/20.

There cannot be any duplication for reimbursement across programs and neither of these programs have the ability to recoup loss revenue.

Rep. Campion left the meeting.

Rep. Stringham asked if the new Kronos Software has been implemented as of yet. CA Libby stated that they have begun the process and are in the discovery phase. They are learning about the county’s systems and preparing to set up the new systems. The intent is to have HR operational before the 1st of the year and payroll will go live with the first payroll of 2021.

Rep. Sykes asked about the County Administrator hiring process. Commissioner Lauer explained that the position has to be posted internally for three (3) days per county policy. It will then be advertised throughout the state and nationally. They will be working on setting up a committee to review applications and select those who will be interviewed. They anticipate using County Administrators from other counties as a hiring committee.

MOTION: Rep. Maes moved to accept the County Administrator’s Report. Rep. Diggs seconded the motion. Rep. Stringham called the roll. Rep. Abel “yes”, Rep. Diggs “yes”, Rep. Maes “yes”, Rep. French “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

New Business:

Next meeting November 23rd at 9:00am

Rep. Hennessey stated that she would like to request to go into nonpublic session to address Rep. Stringham’s questions regarding the Finance Director that were not answered before.

Chairman Sykes stated that they would finish the agenda and go into non-public session at the end. He asked if there were any comments from the audience. There were none.

**Grafton County Executive Committee Mileage
Monday, November 23, 2020**

Drove	Carpool		Per Diem	Mileage	Total	Carpoolers	
		Elaine French	48.2	25	27.72	0.00	0.00
		Erin Hennessey	48.2	25	27.72	0.00	0.00
		Francesca Diggs	64	25	36.80	0.00	0.00
		George Sykes	104	25	59.80	0.00	0.00
		Jerry Stringham	86	25	49.45	0.00	0.00
		Kevin Maes	66	25	37.95	0.00	0.00
		Polly Kent Champion	82	25	47.15	0.00	0.00
		Richard Abel	96	25	55.20	0.00	0.00
		Rick Ladd	10	25	5.75	0.00	0.00
					0.00	0.00	
				Total	0.00		

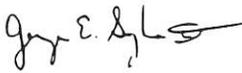
MOTION: *10:06AM Rep. Hennessey moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted pursuant to RSA 91-A: 3, II (a). Rep. Diggs seconded the motion. This motion requires a roll call vote. Rep. Stringham called the roll. Rep. Abel “yes”, Rep. Diggs “yes”, Rep. Maes “yes”, Rep. French “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. Rep. Stringham stated that with the vote being seven (7) in favor and non in opposition the committee would now go into non-public session.

* 10:22 AM Rep. Sykes declared the meeting back in public session

MOTION: Rep. French moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Rep. Maes seconded the motion. Rep. Stringham called the roll. Rep. Abel “yes”, Rep. Diggs “yes”, Rep. Maes “yes”, Rep. French “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

11:24 AM with no further business the meeting adjourned.

Sincerely,



Jerry Stringham, Clerk