

Grafton County Delegation  
Performance Audit Review  
Grafton County ~ UNH Conference Room  
North Haverhill, NH  
Monday December 12, 2011

PRESENT: Representatives Sorg, Simard, Reilly, Cooney, Sova, Harding, Almy, Townsend, Shackett, Gionet, Bradley, Gould, Ladd, Ingbretson, Aguiar, White, Benn and Bulis. Commissioners Cryans, Burton and Ahern, Executive Director Julie Clough and Sec. Martino

EXCUSED: Representatives Brosseau, Eaton, Mirski, Nordgren, Pastor-Bodmer, Pierce, Smith and Taylor

OTHERS: See attached list

10:05 AM ~ Rep. Bulis called the meeting to order and Rep. Sova (Clerk) called the roll. 17 members were present when the roll was called and a quorum was declared. All stood for the Pledge of Allegiance.

The first order of business was to make a change to the by-laws that will allow the Executive Committee to approve the minutes from the Delegation vote on the fiscal year budget. This change needed to be made because the Department of Revenue requires a signed approved copy of the minutes in order to set the tax rate and the current by-laws would have the minutes approved by the Delegation at its next meeting. The following motion will act as an amendment to page six of the Rules & Bylaws added to the end of the first paragraph.

Rep. Aguiar moved that “if appropriate and necessary due to situations of calendar timing or general election outcomes, the Executive Committee is authorized to approve or accept minutes of previously held Delegation or Executive Committee meetings”, which was seconded by Rep. Sova.

A voice vote was taken and all were in favor.

Supt. Libby was asked to give an update on the progress of the Correctional Facility \*(see attached information)

Supt. Libby said that there have been two Corrections Academies held here at the County with the second one currently in progress. 200 hours of training is received by recruits. Supt. Libby explained in further detail.

Commissioner Burton gave a brief update as Chairman of the committee to look at the possibilities of what to do with the old Jail once it is vacated. He said he has reached out to a number of people for input and that students from the Dartmouth College Rockefeller Research Center came to the County and put on a presentation outlining different

scenarios for the building. There have been no calculations about any costs at this point. The second committee meeting will be held on the 24<sup>th</sup> of January at 1:00 PM.

John Sullivan and Ed Boyle from Melanson & Heath were present to go over the performance audit which they prepared for Grafton County. Mr. Sullivan said that overall he was very impressed with the quality of the people they had interviewed and reviewed and with their depth of knowledge and education. He said everyone was very cooperative, open and offered plenty of information.

\* Performance Audit can be found on the Grafton County website for anyone interesting in reviewing the bullet points noted.

#### County Attorney

- Increase in Caseload
- Staffing
- Space Needs

The need for additional space and staff was discussed by Attorney Saffo. There was further discussion about the increase of crime in Grafton County, what kind of crime and where that crime was taking place. Atty. Saffo is compiling information per town that will outline all that information.

#### County Farm

- Why a County Farm
- Risks
- Pros & Cons of keeping the Farm

Mr. Sullivan said he did not feel it was his position to recommend either keeping or getting rid of the Farm operation but rather to report findings. It was clear that milk prices dictate the rise and fall of the Farm budget and that having a place for inmates to work is of value but intangible. The Commissioners are in support of the Farm. Having a committee to study the Farm was discussed.

Director Clough said there were some inaccuracies in the report:

- All produce is tracked through the Farmstand
- All produce through the Nursing Home is shown in revenue
- Employee and Senior Citizen discount are 20%

#### Human Resources

- County-Wide Utilization
- Turnover – Nursing & Corrections
- Evaluations
- County staffing comparison
- Wage and Benefit Analysis

Mr. Sullivan noted that HR has become a very litigious area and it is important that HR is involved in all actions taken by Departments. He said that Grafton County has good staff retentions and that Corrections and Nursing have a greater turnover which is common in those professions. He said that he found issues with personnel evaluations and with Department Heads doing self evaluations. Mr. Sullivan noted that the pay for Grafton County employees is in the middle to low range and a comparison of salaries can be found at NHACo website. He said benefits are in the middle range.

#### Human Services

- Continuance of Department
- Utilization
- Budget Uncertainties

Three out of ten Counties actually have a HS Director. Mr. Sullivan explained how the cap for long term care services from the State worked and said that Grafton County has chosen to pay as billed rather than just accepting their capped amount. This has led to an overall savings. HSA Bishop stated that there will be some changes to the State that may affect the HS budget in the future.

#### Information Technology

- Progress and Initiatives
- Limitations
- Authority over Departmental Purchases
- Training

Mr. Sullivan suggested that all Departments should go through the IT Department when considering new hardware or software. He also stated the importance of more computer training of employees. IT is a two man Department with a large amount of employees and technology to cover. ITM Ruggles said that he does not feel the Department is adequately staffed for having two 24/7 facilities to cover. Mr. Sullivan agreed that more staff could be beneficial.

#### Register of Deeds

- Software Decisions
- Storage
- Equipment Account

Mr. Sullivan agreed with Register of Deeds that a fire suppression system would be invaluable as the old records are currently in an area where they could be ruined. RD Monahan said she would be pursuing this again next budget and felt that the removal of it from the current budget was done so without consideration of the consequences. It was noted that the Maintenance Superintendent should also be on board with the recommendation.

### County Sheriff

- Vehicles
- Staffing
- In car monitoring

Sheriff Dutile noted some inaccuracies in the report which included:

- There are not 25 fulltime special deputies (they are all part time)
- A supervisor is not needed to watch inmates
- There are no PDA's (Sheriff's Dept. have MDT's in 59 vehicles throughout the County)

### Dispatch

- Clerical support
- Staffing

Mr. Sullivan noted there was no clerical support in Dispatch and that they could use additional staff. Director Andross noted that Departments are always available to answer any questions that people may have and that the performance summary should not be taken as all that there may be to a Department.

12:30 PM The Delegation recessed for lunch.

1:25 PM The Delegation meeting resumed.

### County Extension Service

- Uncertainties related to State funding

Office Administrator and UNHCE Educator Deb Maes said that UNH is not looking to transfer increased costs to the County. She said that organization plan has not been finalized yet. One dispute with the report is that UNHCE does not use hire outside professionals and all programs are done through the educators. Commissioner Cryans said the Board of Commissioners has always been big supporters of UNHCE.

### Nursing Home

- Financial Status
- Staffing
- Sharing of Resources

There was some discussion about sharing resources and NHA Bolander explained that the population in the Nursing Home and the population in the Jail are very different which makes the priorities different. NHA Bolander stated her opposition to having inmates work in the Nursing Home and noted that staff, residents and family of residents were uneasy as well.

Rep. Harding thanked NHA Bolander for what she's done over the year and noted her recognition as an Administrator.

### Department of Corrections

- Progress of New Facility
- Staffing
- Projection of Operating Costs
- Comparisons to Cheshire County

Mr. Sullivan began by saying the cost projections for the building of the new Correctional Facility had come in lower than anticipated and the Supt. Libby had given him as much information as was possible. Supt. Libby said that he appreciated the time that Mr. Sullivan and Mr. Boyle spent in the facilities. Supt. Libby said that inmate healthcare is incalculable and that he is trying to manage this under all possible laws and statutes. He said that Grafton County is a non-narcotic facility and there is a protocol in place to wean people off narcotics when they come in.

In regard to the cost of utilities, Supt. Libby suggested that need for sponsored legislation that will allow Grafton County to be able to go through an alternate supplier of electricity and not have to be under the control of Woodsville Water & Light costs, which would allow for some cost leeway.

Rep. Bulis said the audit was complementary of the process being used in lieu of a Clerk of the Works.

### Maintenance

- Duplicate accounting systems
- Allocation of maintenance to all Departments
- Projections of maintenance of new Corrections Facility

Mr. Sullivan said that his first impression is that Grafton County is a very well maintained facility and that he expected a higher budget than what he found which was on the low to moderate size which surprised him. He said this is the first time however that he has seen maintenance costs allocated out to Departments and thought that perhaps it didn't need to be so specific. He also commented on the spreadsheet that the Maintenance Supt. used as perhaps being redundant. Supt. Oakes said that it is a way for him to be able to know where he is at financially at each turn and that the system he has set up works for him. Supt. Oakes said he has also gotten used to the way that Maintenance fees are allocated out.

### Administration

- Increase authority of Executive Director
- Finance Director
- County-Wide Purchasing Department
- Requisition/Purchase Order System
- Management of County Budget
- Post-Retirement Health Insurance Benefits

Mr. Sullivan said that he feels that there should be stronger supervision over the Department Heads and that Director Clough should not just act as coordinator. He said that there is more oversight this way and it is a professional way for the County to operate. He also believes there should be a Financial Director, and a Countywide purchasing department with a requisition, purchase order system. Commissioner Cryans said that the discussion of Financial Director has come up a few times and was even put into the budget, but then taken out. Commissioner Cryans touted the accomplishments of Director Clough and said he is not sure he is in favor of restructuring what is already in place. He also noted that many of the recommendations point to the adding of personnel and not cutting and said that the County has been running pretty lean.

Rep. White was very much in favor of a Financial Director and said that the structure needs to be put in place going forward and that it is not about the person but about the position.

Director Clough expressed her support for a Financial Director and said that her position is getting to be more difficult in that she is covering two positions and the budget has grown since this began. She said the County needs a Financial Director.

In regard to the Post-Retirement Health Insurance Mr. Sullivan said that legislation is going to dictate that the County will have to properly fund the liability on book or else it will begin to show as a huge deficit. He said the County needs to hire an actuary to get a proper forecast. He added that there were not a lot of instances where the employer was paying 100% for the benefit. He said the County needed to start planning for this.

Rep. Bulis thanked Mr. Sullivan and Mr. Boyle for attending this meeting and going over everything. He stated that some of this audit will be taken up at a future Executive Committee meeting.

3:38 PM ~ With no other business, Rep. Reilly moved to adjourn which was seconded by Rep. White. All present were in favor.

Respectfully submitted

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Charles Sova, Clerk



# Delegation Meeting ~ December 12, 2011

## Sign In Sheet ~ **PLEASE PRINT**

1 REP. GREGORY M. SONG, GRAF 3  
2 Mike Curran  
3 Nancy Bishop  
4 Ed Bellum - Journal opinion  
5 PAUL H SIMIARD  
6 HAROLD T. REILLY SR.  
7 MERRY K. CONROY  
8 Charles E. Jara  
9 LOUIE HEDING  
10 Susan Almy  
11 Chuck Townsend  
12 JEFF SHUKETT  
13 Edward Smith  
14 Lester W. Bradley  
15 Franklin Houlden  
16 Linn Hunt  
17 Ray Burton  
18 Omer C. Ahern Jr.  
19 Wendy Warcholik  
20 Jim Oken  
21 Tom Ambrose  
22 Doug Dutille, Sheriff  
23 Alison Farina  
24 Rick Ladd  
25 Paul Ingbreton  
26 Kelley Monahan  
27 Ed E. Bulin  
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December 12, 2011

TO: Chairman Bulis  
FR: Glenn Libby  
Ref: Jail Construction Update

- 1.) Construction Project in general
  - a) The overall project is between 85 and 88% percent complete.
  - b) Site work is 95% complete
  
- 2.) Areas of emphasis:
  - a) Bringing geothermal heating system online (currently at 65%)
  - b) DDC Controls are being completed and programmed
  - c) Balancing of systems (air/water/heat)
  - d) Installation of floors (VCT/rubber/tile)
  - e) Continuing with painting and finish work
  - f) Completing the installation of security hardware
  - g) Completing the installation of the security electronics system
  
- 3.) Commissioning
  - a) John Penney is working on a sequence process for equipment start-up
  - b) Most of the system and equipment testing will be done in January
  
- 4) Budget/Schedule
  - a) Project is on budget and schedule
  
- 5) Technologies
  - a) Geothermal heating/cooling system
  - b) Security Electronic system
  - c) Video Visitation
  - d) Video Arraignment