

EXECUTIVE COMMITTEE MEETING
Administration Building
UNH Coop Extension Conference Room
3855 Dartmouth College Highway
North Haverhill, NH
May 23rd 2022

PRESENT: Representatives Sykes, Gordon, Abel, Murphy, Simon, Weston, Egan,
Commissioner Lauer, Commissioner Ahern, Commissioner Piper, County Administrator Libby,
Administrative Asst. Norcross, Treasurer Hill, Rep. Sanborn, Register Monahan

Rep. Sykes called the meeting to order at 9:49 AM and began with the Pledge of Allegiance led
by Treasurer Hill.

MOTION: Rep. Abel moved to approve the minutes from the March 21st meeting. Rep.
Egan seconded the motion. Rep. Weston called the roll. Seven (7) Reps., Abel, Egan,
Gordon, Murphy, Simon, Sykes and Weston were in favor. With the vote being seven (7)
in favor and none in opposition the motion passes.

**Treasurer Hill arrived and gave the following Treasurer's
Report:**

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: MAY 23, 2022



CURRENT CASH POSITION (as of 04/30/22)

Grafton County General Fund

Checking Account (ICS @ .65%)	\$13,572,241.34 (Woodsville Guaranty Savings Bank)
Investment Account (ICS @ .20%)	\$ 1,011,564.02 (Mascoma Savings Bank)
Investment Account Money Market (.02%)	\$ 1,138.36 (NH Public Deposit Investment Pool)
Investment Account (Money Market .15%)	\$ 1,312.29 (TD Bank)
Investment Account (Repurchase .20%)	\$ 1,001,906.06 (Bank of NH)
Investment Account (ICS .25%)	\$ 1,000,346.93 (Claremont Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.00%)	\$ 212,375.14 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.10%)	\$ 7,577.70 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.75%)	\$ 64,099.61 (Service Credit Union)
Nursing Home Capital Reserve (1.00%)	\$ 163,581.26 (Woodsville Guaranty Savings Bank)
American Rescue Plan (ARPA) (.30%)	\$6,154,183.06 (Bank of New Hampshire)

RECENT TRANSACTIONS of NOTE

- Our Cash position is strong. The County is currently \$3,896,600 ahead of our cash position at this time last year. We did not have to borrow Tax Anticipation Notes last year and it is looking like we will not have to again this year.
- The Combined Accumulated interest in the current fiscal year (7/1/21-04/30/22) is \$54,191.85, which exceeds our budgeted revenue by \$28,891.85 to-date.
- Treasurer was scheduled to attend the NH Government Finance Officers' Annual Conference May 5-6 at the Red Jacket in North Conway, which had to be rescheduled due to the fire at the Red Jacket on May 2nd. The Conference has been rescheduled for June 29 & 30th at the Grappone Center in Concord. I will be attending.

MOTION: Rep. Gordon moved to approve the Treasurer's Report. Rep. Egan seconded the motion. Rep. Weston called the roll. Seven (7) Reps., Abel, Egan, Gordon, Murphy, Simon, Sykes and Weston were in favor. With the vote being seven (7) in favor and none in opposition the motion passes.

CA Libby stated that the Committee needed to approve the May 2nd minutes as well.

MOTION: Rep. Murphy moved to approve the minutes from the May 2nd meeting. Rep. Egan seconded the motion. Rep. Weston called the roll. Seven (7) Reps., Abel, Egan, Gordon, Murphy, Simon, Sykes and Weston were in favor. With the vote being seven (7) in favor and none in opposition the motion passes.

Commissioner Piper gave the following Commissioners' Report:

Commissioners' Report
May 23, 2022

The Commissioners are pleased to present this report to the Executive Committee.

FY 2023 Budget:

- The Commissioners have released their FY 2023 Proposed Budget. The fiscal year 2023-budget recommendations show an overall budget of \$48,285,502, which is a decrease of .93% or \$454,709 from fiscal year 2022. The amount to be raised by taxes is \$26,929,492 or a decrease of .16% or \$42,574 from fiscal year 2022.
- Due to revenues for FY 2023 being down by \$792,135 and the extraordinary inflation and increase in fuel prices that we are currently experiencing, the Commissioners are recommending that \$1,903,472 in general government services spending for FY 2023 be taken from ARPA funding. Without this funding, the FY 2023 budget would be \$50,188,974 and would show a 2.97% increase in expenditures and the amount to be raised by taxes would be \$28,832,964 with an increase of 6.90%.

- The Public Hearing on the Commissioners' budget recommendations will be held on Wednesday, May 25, 2022 at 6:00 PM.
- We look forward to working with you on this in June.

Nursing Home:

- Admissions continue to be very slow due to Nursing Home Covid safety protocols, and staffing shortages. The current census is 93.
Staffing shortages continue to be a significant issue, we currently have the following vacant positions: Assistant Director of Nursing, MDS Coordinator, Evening Clinical Assistant, 25.15 LNA's, 15.85 RN/LPN's, 4 FT and PT Dietary Aides, 4 PT Housekeepers, and 1 FT Activities Aide.
- COVID Testing Update. The Nursing Home has had two (2) staff members test positive for COVID last week; both staff members have positions that have regular interaction with residents. Twenty-three (23) residents were identified from our Maple, Profile, and Granite neighborhoods that are considered "close contacts" and therefore PCR tests were administered on Thursday 5/19/22. At the time of this writing results have not been received.

Department of Corrections:

- The current in-house census is 51 with another 13 on pretrial services and 5 being monitored electronically. We continue to face significant staffing shortages with 11 vacant full-time positions out of 43. There is also 1 vacant full-time position in Community Corrections.

Broadband Committee Update:

- The Broadband Committee continues to meet and move forward with plans. The Committee members are going to be meeting with towns throughout the county to update them and to share High Level Designs for their community with them, over the next couple of months. They continue to explore all funding opportunities. There are two (2) Middle Mile grant opportunities through the National Telecommunications and Information Administration (NTIA) agency that will be available to apply for this summer. The Committee is working on being ready to apply for those grants.

Human Resources:

- The Wage and Classification study that was commissioned in fiscal year 2022 is complete and the plan for implementation of the new wage chart has been established. We will be discussing this further with you during budget discussions in June.

Farm DoC:

- On April 19, 2022, the Commissioners held a comprehensive discussion regarding the feasibility of "FarmDoc." The Commissioners discussed the challenges that the plan presented regarding financial impacts and the labor issues regarding implementing new responsibilities. At the conclusion of their discussion, Commissioner Lauer moved to

suspend the investigation into Christmas Trees, slaughtering animals on-site, milk processing and the root cellar as proposed. Commissioner Piper seconded that motion and the vote was 2 in favor and 1 opposed.

American Rescue Plan Act of 2021:

- The projects that were approved in the first, second and third rounds are in different phases and being worked on. The second half of the funding will be available to drawdown in the next couple of weeks. As you know, Grafton County received \$17,459,302 in American Rescue Plan funding (ARPA.) The Final Rule from the U.S. Treasury allows counties to use up to \$10 million as a standard allowance for revenue loss for the provision of general government services. Grafton has chosen to adopt this standard allowance. The general government services generally include any service traditionally provided by a government. We will discuss the use of this for fiscal year 2023 operating costs further during budget discussions in June.

Rep. Sykes stated that his concern regarding the budget is, while it is nice to keep the increase as low as possible this year given the circumstances, they need to be careful when these ARPA funds are no longer available. CA Libby explained that they have discussed all of these concerns before making their decision. She noted that this current fiscal year is the last year of the Nursing Home bond payment and not having that payment next fiscal year will help them incorporate some of these expenses back into the budget.

Commissioner Piper stated that she is typically not in favor of artificially lowering the budget, but she has been in favor the last couple of years due to the circumstances. She noted that she does believe people need to know the true cost of county government.

The Commissioners and CA Libby answered various questions from the Committee.

MOTION: Rep. Egan moved to approve the County Administrators Report. Rep. Abel seconded the motion. Rep. Weston called the roll. Seven (7) Reps., Abel, Egan, Gordon, Murphy, Simon, Sykes and Weston were in favor. With the vote being seven (7) in favor and none in opposition the motion passes.

County Administrator Libby gave the following County Administrator's Report:

County Administrator's Report
May 23, 2022

Financial Reports

- ❖ Monthly Variance Report compares the budget on an equal monthly basis to actuals and looks at the positive (black) or negative (red) variances. These reports represent ten (10) months complete.

Nursing Home Revenue:

Payer Source	FY 2022 Budget	FY 2022 YTD Actuals
Medicaid	88	77
Medicare	3	2
Private Pay	22	20
Veterans	1	2
Total	114	101

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- Staffing levels continue to have an impact on the revenue at the nursing home. The chart above is as of April 30, 2022. We are below our budgeted census in three (3) of our (4) payer sources. Veteran's is up slightly. Our Medicaid reimbursement rate is higher than was estimated at the time of the budget which is helping to offset a lower census. Our current census is 93. Total revenue for the nursing home is currently showing a positive variance due to the receipt of \$711,140.80 in federal HHS payments for COVID and an additional \$167,500 from GOFERR. The operating revenue from the nursing home shows a (\$174,296.51) negative variance.
- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly, these reports reflect two (2) quarters. We did receive the 3rd quarter payment of Friday of \$432,519.09 and are tracking ahead YTD.
- The Department of Corrections is showing a negative variance currently. Primarily due to lower census, no federal inmates and a lag in BDAS payments.
- The farm is showing a positive variance, all revenues line items are above budgeted levels at this time, other than a planned timber cut that will not take place this fiscal year. Milk prices are at an all-time high.
- County Attorney/Victim Witness/Roving Advocate. These grants are direct reimbursement for expenditures. Reimbursements are requested quarterly. The Roving Advocate grant ended on 9/30/21. The County had applied for a new grant however, that grant was not award therefore, the monies budgeted in that category for revenue and expense will stop as of the October financials.
- The Register of Deeds revenue continues to be up in FY '22. Revenue continues to be above monthly projections. Revenue is already at over 94% collected through ten (10 months.)

- The County has received the first two (2) quarters of Enhanced FMAP from the State of NH. In the amount of \$549,114.29. One of the changes made by the COVID relief efforts due to the Public Health Emergency is the FMAP percentage changed and there was an increase of 6.20% that the federal government is picking up – therefore reducing the counties percentage paid for Long Term Care Services from 50% of the non-federal share to 43.80%. This will continue until the quarter after the Public Health Emergency ends. At this point, we will collect for the remainder of FY 22.
- Miscellaneous Revenues include an unanticipated Return of Surplus from HealthTrust in the amount of \$351,688.49.

Expenses

- Through ten (10) months, we have a few departments that are showing negative variances. A number of these departments negative variance are caused by April being a three (3)-payroll month and they will come back into line during May and June.
 - The Human Service (Long Term Care Expense) will not be one of them. The County's cap for FY 22 is \$7,586,523 and the budgeted amount is \$7,397,152 leaving a shortfall of \$189,371 that will be transferred from another area (yet to be determined) in the budget.
 - In addition careful monitoring of the Farm budget continues. Almost all expenses related to the farm are up significantly at this time. With the current state of things it seems likely that due to fuel, grain, fertilizer and sawdust that the farm may be over-expended at year. I will continue to monitor and be in a better position to forecast in May.
- ❖ 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.
 - 83.33% 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 April report we are at 85.39% % which is just shy of \$1M ahead for revenue and at 80.09% or under expended by \$1.5M. This all factors into the unassigned fund balance which at this point \$6,942,919.98.
 - ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - We have some over-expended line items at this point. There is nothing out of the ordinary. We are over-expended on contracted nursing services but there is money

within the nursing department salary lines to cover the overage. Many line items over-expended are COVID expense related that we are being reimbursed for.

MOTION: Rep. Egan moved to approve the County Administrator's Report. Rep. Simon seconded the motion. Rep. Weston called the roll. Seven (7) Reps., Abel, Egan, Gordon, Murphy, Simon, Sykes and Weston were in favor. With the vote being seven (7) in favor and none in opposition the motion passes.

Rep. Gordon asked if the reason for the staffing shortage because they do not have the population with the skills in this area or is it because they have a draw in Hanover that is taking those people. Commissioner Piper explained that there is a national nursing shortage and her understanding is Dartmouth Hitchcock is experiencing the same shortages. CA Libby stated that there is a multitude of reasons for not being able to hire staff at the Nursing Home. She explained that geriatric nursing is not a very attractive field for new nurses, they are going to Med Surg. Units or Emergency Departments. She noted that she does not believe the County's geographic location helps either. Commissioner Piper added that there has been a push in New Hampshire for RNs rather than LPNs, and phasing out LPNs. The situation is dire and they are doing everything they can.

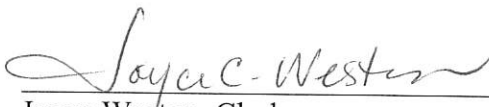
Rep. Gordon stated, in regards to the wage study, the average increase is 4.5% for employees. He asked if the county would continue to have a step and grade system moving forward. Commissioner Piper explained that all employees have moved onto the new wage scale and are eligible for their step increase this year. She noted that the new wage scales eliminated 85% of maxed out employees. CA Libby noted that the COLA for this year is built into the new wage scale.

Rep. Egan stated that he had been invited to the Broadband Committee discussions with the Internet Service Providers. It was very helpful and the Broadband Committee is getting a good picture of what the variety of ISPs could provide. He explained that they have had meetings with the healthcare industry, farm industry and the regular industry to get a perspective on how broadband is needed for those specific marketplaces. He

Next Meeting Date – June 3rd at 8:00am.

11:00AM with no further business the meeting adjourned.

Sincerely,



Joyce Weston, Clerk