

GRAFTON COUNTY EXECUTIVE COMMITTEE MEETING  
Administration Building  
North Haverhill, NH 03774  
March 20, 2023

PRESENT: Reps., Sykes, Simon, Baldwin, Murphy – via Teams, Bolton, Sellers, Morse and Stringham – via Teams. Commissioners Piper, and Ahern, County Administrator Libby, Administrative Assistant Norcross

OTHERS PRESENT: Director of Communications Andross, Register of Deeds Monahan, Maintenance Supt. Oakes, Nursing Home Administrator Labore, Treasurer Hill – via Teams

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

Rep. Sykes stated the minutes from the January 23<sup>rd</sup> Executive Committee Meeting needed to be approved.

**MOTION:** Rep. Simon moved to approve the minutes from the January 23<sup>rd</sup> meeting. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Stringham, Sykes were in favor and none were in opposition. With the vote being eight (8) in favor and none in opposition the motion passes.

**Treasurer Hill gave the following Treasurer's Report via Teams: (\* see attached)**

**MOTION:** Rep. Sellers moved to accept the Treasurer's Report. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Stringham, Sykes were in favor and none were in opposition. With the vote being eight (8) in favor and none in opposition the motion passes.

**Commissioner Piper gave the following Commissioner's Report: (\* see attached)**

Rep. Sellers asked about the municipal septic system and what DES's complaint was about the County putting in their own system. Commissioner Piper explained that DES does not want additional septic systems on the Connecticut Valley Watershed, which is part of the Long Island Sound and they also worry about Grafton County not being a payer into Woodsville Water & Light because they worry that would disrupt the integrity and quality of the system. They are protective of the rates and facilities. Rep. Sykes explained that the bill that Rep. Stavis put in, that he was a co-sponsor on, is currently retained. He stated that they did this because they felt that the attention of the bill would give further options as they go along and keep the pressure on that there is active legislation being considered.

**MOTION:** Rep. Morse moved to accept the Commissioner's Report. Rep. Baldwin seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse,

Murphy, Sellers, Simon, Stringham, Sykes were in favor and none were in opposition. With the vote being eight (8) in favor and none in opposition the motion passes.

**CA Libby gave the following County Administrators Report (\* see attached)**  
**(\* see attached)**

CA Libby answered questions from the committee.

Rep. Stringham left the meeting.

**MOTION:** Rep. Sellers moved to accept the County Administrators Report. Rep Simons seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes.

New Business:

Rep. Sykes stated that the Register of Deeds has a couple of topics she would like to discuss with the Committee. Register Monahan stated that other counties had an orientation where the Executive Committee is introduced to the elected department heads to get an understanding of their role. She stated that she wanted to take the opportunity to introduce herself and hand out information to the committee regarding her office, which includes the laws associated with the office, contact information, goals and the annual report.

Register Monahan explained that her only duty to the County is protection of the records and that is what she has focused on. She stated that what she has brought forward in ARPA with the microfilm project is about ¾ of the way done. Now she has the task of disposing of the old diseased microfilm. The other project that was funded by ARPA was the digitization project, and when she asked for these two (2) it was under the caveat of ARPA, protection of public health and public employee health, which was very specific. She noted that the Finance Director then moved it under the lost revenue category but they have seen the outcome from this project. They have seen a lot more online use since the records have been digitized. She noted that they have seen a drop off public interaction as well. Register Monahan noted that a project that she proposed, but then pulled as all of the other infrastructure needs started developing, started at \$500,000 and then escalated to almost \$1 million. One of the things that she has to do is go to court with the original plans and the way they were stored in the 50s and 60s was mixed media. They have 100 books, which is \$1 million to restore. With Grafton County being such a property rich county, they are having a need to go all the way back for proper sub division and ownership. This is an obligation to the county that in one way or another will need to be completed. She noted that other counties have bonded the project and have gone slowly and done in sections. Register Monahan explained that she is looking at a 10-year plan. There will be serious staffing changes in the next five (5) years and she is also looking at the uncertainty of the courthouse. She explained that where these records are stored physically is the old Nursing Home laundry room. There are overhead water sprinklers and the issue of humidity fluctuation, which has never been ideal for record storage. Register Monahan explained that, as the County looks further into the courthouse; her request would be a vault for these types of items.

Register Monahan stated that she wanted to update the Committee on what her goals and duties are and noted that if there were funds available through ARPA, this restoration project is something she would like to look at. Register Monahan answered questions from the Committee.

### **ARPA Community Funding Request**

Community Funding – Commissioner Piper explained that the Commissioners consulted with other counties and the NHAC regarding what they provided for ARPA funding to the communities. She stated that the Commissioners have decided on allocating \$2 million. \$1 million of that funding would go to towns and cities, up to \$50,000 per municipality. She stated that notifications of availability would go out no later than April 1<sup>st</sup>. She noted that they have also allocated \$500,000 to nonprofits and \$500,000 to small businesses. Commissioner Piper explained that this request to the Executive Committee is for their approval to allocate \$2 million for this project and give the Commissioners authority to make the award amount determinations based on the information provided in the applications.

Rep. Sykes expressed concerns regarding the Commissioners not bringing their final list of recommendations back to the Executive Committee for final approval. The Executive Committee further discussed the concern of whether the Commissioners should be bringing back their recommendations to the Executive Committee after reviewing the applications.

Rep. Sellers stated that he trusts the Commissioners but he would like to see the \$500,000 & \$500,000 for small businesses and nonprofits decreased to \$400,000 and \$400,000 to small with \$1.2 million to the towns and municipalities. He explained that he has not seen businesses or nonprofits coming to him saying they need funding but the towns and municipalities need it the most, which in turn would directly affect the taxpayers. Rep. Morse stated that in her district she could think of three (3) businesses that desperately need the money as well as nonprofits. She thinks this is very important and has reservations about splitting the money up too much. Rep. Murphy asked if there has been any consideration for places that have received previous funding. CA Libby stated that they have discussed that point but her thought for this meeting was to get Executive Committee approval for the process and then finalize the application and dates. Commissioner Piper stated that they have heard the most from municipalities, but she has also felt very sympathetic towards the small businesses. Rep. Sellers stated that it seems that anything a town or city buys is expensive and he would like to see more money go back to the towns. Rep. Sykes stated that he is mindful of the fact anytime they help a small business achieve a secure operating benefit it helps the towns. He is very happy of the breakdown as proposed by the Commissioners but believes that the Commissioners should do their work and then come back to the Executive Committee to say this is how they recommend allocating the funds.

**MOTION:** Rep. Simon moved to accept the ARPA Community Funding proposal from the Commissioners with the caveat that once the Commissioners have made their decisions, they bring back their list of recipients for final approval from the Executive Committee. Rep. Baldwin seconded the motion.

Discussion: CA Libby noted that the Executive Committee would need to commit more time to the County as they will need to make additional meetings to make this work.

Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes.

### **ARPA Requests**

1. Dispatch – Alarm Receiver – Director Andross explained that this is to replace their existing system. It is a standalone piece of equipment that receives digital and analog signals from buildings they provide services too. They provide services to the county campus, police fire and EMS buildings; he stated that part of their current equipment has already failed. The downfall of not replacing this equipment is the affect it will have on those they provide services too

**MOTION:** Rep. Morse moved to approve \$74,055.00 in ARPA funding for an alarm monitoring system. Rep. Simon seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

2. Dispatch PCs – Director Andross stated that if this does not come out of ARPA funding he will be including it in his budget. He explained that this is replacing the PC workstations in the Dispatch Center. This will replace four (4) primary position PCs. CA Libby noted that these requests are all items that will be included in the FY24 budget if not approved through ARPA.

**MOTION:** Rep. Baldwin moved to approve \$15,000 in ARPA funding for Dispatch PCs. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

3. DoC Body Cameras – DoC Supt. Elliott stated that for liability purposes he now feels the need to have body cameras for transports. He is looking to purchase four (4) cameras and they would be using the same AXON cameras that the Sheriff Department have. He noted that there would be an ongoing expense of just over \$2,000 per year and this would be included in their operating budget.

**MOTION:** Rep. Bolton moved to approve \$5,660.00 in ARPA funding for body cameras. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes.

4. Radio Replacement – Supt. Elliott explained that their current radios are twelve (12) years old. Their shelf life is winding down and now need repairs. He is looking to purchase 80 units, which would replace the entire inventory.

**MOTION:** Rep. Simon moved to approve \$40,031.25 in ARPA funds for the DoC radio replacements. Rep. Sellers seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes.

5. Taser Upgrade – Supt. Elliott stated that they have two (2) Tasers. One (1) has been sent in for repairs but cannot be fixed because it is too old and the other can no longer record when in use. He stated that he is asking for four (4) Tasers and this will support the safety of their staff when they are doing a transport and resident checks.

**MOTION:** Rep. Sellers moved to approve \$12,929.74 in ARPA funding for Tasers. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

6. Landscaping/Outdoor Area Upgrades – Nursing Home Administrator Labore explained that though ARPA, he had a feasibility study completed by an architect for a landscape redesign project. The project includes three (3) sections, the rehab courtyard, front part of the Nursing Home and the activities courtyard. This request for \$125,000 is to fund the vast majority of the work that was identified for the front of the building. The projected cost is \$882,000 for the total project and NHA Labore reported that he has applied for \$755,000 in Congressional Directed Spending funds out of Senator Shaheen’s office. He explained that if the County received those funds, it would not be until 2024 and the Commissioners supported utilizing ARPA funding to initiate a portion of this project to complete this summer. This would create more visitation space for the residents. CA Libby explained that they feel it would help with the CDS application if the County invested money in the project as well. If the Nursing Home received this ARPA approval, they would be able to complete part of it this summer.

**MOTION:** Rep. Bolton moved to approve \$125,000 in ARPA funding for the Landscaping/Outdoor Area Upgrades at the Nursing Home. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes.

7. Boom Lift – Maintenance Supt. Oakes reported that his department currently has a boom lift, that they use to work on high locations. He explained that the County purchased this lift used in 2007. It is now 22 years old did not pass the annual inspection. The total cost to repair was \$34,000 and therefore he has decided to request a newer used lift. He stated that he is requesting an 80ft telescoping lift. He explained that the current lift is a 60ft articulating lift and they are not able to get to certain areas. The existing lift is in Hookset, NH waiting a decision as to what they will be doing with it. He feels it would be throwing good money after bad at this point and feels

it is time to purchase a new lift. Rep. Sykes asked if Supt. Oakes has looked into renting a lift when it is needed. Supt. Oakes explained that he has looked into that option and it is not cost effective.

**MOTION:** Rep. Morse moved to approve \$105,000 in ARPA funds for the purchase of a Boom Lift. Rep. Sellers seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

8. Parking lot Paving– Supt. Oakes stated that this is a project he has been looking to have approved for many years. He warned that if this project were put off too long it would cost much more. He explained that because this project has been pushed off for so long, the base in the Nursing Home parking lot needs to be replaced as well. He is looking to do the entire back of the Nursing Home, portion of the road going towards the Biomass Plant and the road that goes between the Nursing Home and Alternative Sentencing. They will need to put down all new base and then topcoat. He noted that this also includes all of the line striping. Supt. Oakes answered questions from the Committee.

**MOTION:** Rep. Sellers moved to approve \$277,112.00 in ARPA funds for parking lot paving. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

9. Nursing Home Kitchen Hood Make up Air Unit – Supt. Oakes explained that the existing system is twenty (20) years old and worn out. He stated that due to the issues it is having, it is not running efficiently and staff are often uncomfortable.

**MOTION:** Rep. Simon moved to approve \$33,000 in ARPA funds for a new Make Up Air Unit for the Nursing Home kitchen. Rep. Baldwin seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

10. Melink system – Supt. Oakes explained that the Nursing Home kitchen currently has a Melink intelligent-hood system that was installed in 2011. This system reduces the kitchen hood make up air fan and hood exhaust fan speeds to 50% when no cooking is occurring under the hood. When this system is running correctly, it saves the County approximately 3,700 gallons annually on propane costs. He stated that this system went into fault six (6) months ago following a hood ductwork cleaning and since then fans have remained at 100% speed at all times. Melink has been unable to diagnose the problem and stated that they recommend replacing it with their newest model. Supt. Oakes stated that because Melink is no longer a local company as they were in 2011, he would prefer to replace the Melink system with a similar system that is supported locally.

**MOTION:** Rep. Sellers moved to approve \$20,000 in ARPA funds to replace the Melink system at the Nursing Home. Rep. Morse seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

11. Vehicle for Alternative Sentencing – CA Libby explained that the mileage budget is increasing up to \$10,000 this year for the Alternative Sentencing Dept. without a vehicle. She stated that they are looking to purchase a lower cost sedan to use for trips to their satellite offices. She feels that they could get ten (10) years or so out of it as they will not put many miles on it. Rep. Simon stated that the County would see their money back within five (5) years and they would see immediate savings in the taxpayer dollars as this is coming out of ARPA. Rep. Sykes asked if they have looked into electric vehicles. CA Libby stated that they have not and do not have charging stations for an electric vehicle.

**MOTION:** Rep. Sellers moved to approve \$37,100 in ARPA funds the purchase of a vehicle for the Alternative Sentencing Department. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

12. Val Metal Mixer Wagon – CA Libby explained that the current feed wagon is used two (2) times a day every day of the year to feed the cows. The one they have is over ten (10) years old and has been welded back together at least two (2) times and hopefully it does not have to be welded back together before a new one can be replaced. Rep. Simon asked if the Farm would be losing money this year. CA Libby stated that it remains to be seen, she does not want to say yes or no at this point. She stated that they should end up without a loss in the Farm as they only have one (1) full time staff member and one (1) part time staff member. Rep. Simon stated that his major concern is that the County continues to dedicate ARPA money to the farm and it seems like the Farm is becoming much more difficult to keep going. He stated that he would continue to push his concern about the necessity of the farm and the potential liability for the farm. He believes there are other means to promote farming within the county without having a County Farm. He stated that he does recognize the necessity to feed the cows and this request for the new mixer wagon.

**MOTION:** Rep. Bolton moved to approve \$36,000 for a mixer wagon. Rep. Morse seconded the motion.

Discussion: Rep. Sykes stated that he would always ask why they expect the farm to make a profit when its primary purpose is to promote agriculture. Rep. Simon stated that his other concern is whether they will be able to continue operating the Farm as is. He also noted that the County Farm has a presence in the greater Haverhill area but not the rest of the County. He is not opposed to spending money on farming in the county but if they can find a way that brings a broader benefit to the County as a whole, he would be in favor of that as well.

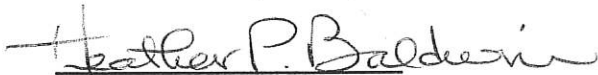
Rep. Baldwin called the roll. Reps. Baldwin, Bolton, Morse, Murphy, Sellers, Simon, Sykes were in favor and none were in opposition. With the vote being seven (7) in favor and none in opposition the motion passes

Next meeting date – May 22<sup>nd</sup> at 9am

Budget meeting dates: June 5<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup> and 19<sup>th</sup> if needed. The full Delegation vote on the budget will be June 26<sup>th</sup>.

11:54 AM with no further business, the meeting adjourned.

Respectfully Submitted,

  
Heather Baldwin, Clerk



**TO:** GRAFTON COUNTY EXECUTIVE COMMITTEE  
**FROM:** KAREN LIOT HILL, TREASURER  
**SUBJECT:** TREASURER'S REPORT  
**DATE:** MARCH 20, 2023



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**CURRENT CASH POSITION** (as of 02/28/23)

**Grafton County General Fund**

Checking Account (ICS @ 4.80%)	\$18,346,042.78 (Woodsville Guaranty Savings Bank)
Investment Account (ICS @4.00%)	\$ 1,021,307.38 (Mascoma Savings Bank)
Investment Account Money Market (4.09%)	\$ 1,009,766.48 (NH Public Deposit Investment Pool)
Investment Account CD (4.00%)	\$ 1,007,243.90 (TD Bank)
Investment Account – ICS (4.25%)	\$ 1,020,313.35 (Claremont Savings Bank)
Investment Account – ICS (4.00%)	\$ 1,004,829.17 (Bank of NH)
Investment Account -Money Market (4.00%)	\$ 1,005,581.77 (Northway Bank)

**Grafton County Committed Accounts**

Deeds Surcharge ICS (2.80%)	\$ 244,473.40 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.05%)	\$ 3,567.50 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.75%)	\$ 76,484.30 (Service Credit Union)
Nursing Home Capital Reserve (2.80%)	\$ 572,872.64 (Woodsville Guaranty Savings Bank)
American Rescue Plan Funds (4.45%)	\$11,369,085.07 (Bank of NH)

**RECENT TRANSACTIONS of NOTE**

- The Combined Accumulated interest in the current fiscal year (7/1/22-02/28/23) is \$232,206.79.
- Interest rates have increased dramatically since last year. Interest income will far exceed the \$50,000 that was budgeted.

Commissioners' Report  
March 20, 2023

Staffing continues to be a great concern and challenge. We have vacant positions in most all departments across the campus. You will see details in each department that is included in this report, but there are also vacancies in: Maintenance, Alternative Sentencing, Deeds and the County Attorney's office. We are continuing recruitment efforts and advertising, but very few applicants are applying for positions. We have implemented sign-on bonuses and referral bonuses in some departments for specific positions.

**Nursing Home:**

- The census at the nursing home is currently 86, they do have several admissions scheduled for the next few days. All units are back open after the COVID outbreak from January.
- Staffing shortages continue to be a significant issue; we currently have the following vacant positions: Assistant Director of Nursing, 36.95 LNA's, 17.05 RN/LPN's, FT and PT Dietary Aides, and PT Housekeepers.

**Department of Corrections:**

- The current in-house census is 55 with another 11 on pretrial services and 1 being monitored electronically. The inmate population continues to be largely pre-trial leaving the DoC with few options for inmates to work outside the facility.
- We continue to face significant staffing shortages with 15 vacant full-time security positions out of 43. There is also (1) full-time officer away on Military Leave – leaving the jail down 19 full-time security positions. They are also short a Cook and PT Nurse.

**Fiscal Year 2024 Budget:**

- The Commissioners will begin meetings to receive departmental budget requests on March 30<sup>th</sup>. We have met with the Employee Council to begin discussions regarding employee benefits and cost-of-living adjustments. Negotiation with the Union has also begun. We anticipate that we will have a Commissioners' Recommended Budget completed during the first week of May.

**Broadband Committee Update:**

- The Broadband Committee has applied for the NTIA (National Telecommunications and Information Administration) Middle Mile grant. We continue to wait to hear about Award notifications, those are expected this month. There was a significant amount of applications submitted. The design of the middle mile is complete and the project is shovel ready if grant funding is awarded. EX2 Technology continues to finalize last mile plans for individual communities.

**Woodsville Water & Light Update:**

- HB 186 was voted to be retained as the county had requested, working with Representatives Sykes and Stavis. The Commissioners have a meeting with Woodsville Fire District Commissioners on Tuesday, April 11<sup>th</sup> to have discussions regarding water and sewer. We are hoping for a good dialogue that will allow us to work together.

**American Rescue Plan Act of 2021:**

- Grafton County received \$17.4M in ARPA funding. Thus far there have been four (4) rounds of funding approved by the Commissioners and Executive Committee. The projects that were approved in the first four (4) rounds are in different phases and being worked on. The list of approved projects thus far is attached. All funds are required to be obligated by December 31, 2024.
- The Commissioners have ARPA requests for your consideration and approval today, including a three (3) phase approach to getting ARPA funds into the communities.

County Administrator's Report  
March 20, 2023

Financial Reports

- ❖ Cash Management Report – This report shows where all of the county's funds are invested. This includes operational monies and reserve accounts. Our current cash position is very strong. We are currently \$\$2,893,716.69 ahead of February, 2022's position. Interest rates are also very favorable and will lead to increased interest income.
  
- ❖ 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 six (6) months complete.

Nursing Home Revenue:

Payer Source	FY 2023 Budget	FY 2023 YTD Actuals
Medicaid	73	64
Medicare	2	3
Private Pay	22	16
Veterans	3	1
Total	100	84

- The census at the nursing home continues to have a significant impact on the revenue. The chart above is as of February 28, 2003. We are below our budgeted census in all payer sources except for Medicare. Our current census is 86, with a couple of admissions scheduled in the coming days. As you heard earlier admissions have faced many challenges. Total revenue for the nursing home is currently showing a negative variance of \$1,041,311.83. Our Medicaid reimbursement rate did increase \$14.58 per day effective, January 1, 2023. This was not calculated in the budget projections. That will help offset losses as will the higher Medicare census as this is our highest payer source. We will continue to monitor.
  
- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly, and included the first two (2) quarters payments. The Bed Tax revenue does have a positive variance at this point.

- The Department of Corrections is showing a negative variance currently. We have not received any monies for federal inmates through February. We do currently have one (1) federal inmate. The DoC is also below revenue in both their general revenue and Community Corrections. Community Corrections is down due to staffing issues, the numbers of inmates involved in these programs is limited as staff is working inside the facility.
- The farm is showing now showing a negative variance. The reduction in the herd was done after the budget was prepared. We will come in below revenue projections for milk revenue, also the price of milk has been declining.
- County Attorney/Victim Witness. These grants are direct reimbursement for expenditures. Reimbursements are requested quarterly.
- The Register of Deeds revenue continues to be up in the in FY '23. February was a much slower month for revenue than we have been seeing.

#### Expenses

- Through six (6) months we have a few departments that are showing negative variances. They are all minimal and should fall back in line as the year goes on. The bonded debt line shows a negative variance due to all bond payments for the fiscal year being made.
  - We continue to monitor the Nursing Department. The Contract Nursing line was budgeted at \$1,911,000 through eight (8) months we have expended \$2,675,903.98 this line is already over-expended by \$764,903.98. This is unprecedented spending on agency staff and is due to the severe staffing shortages within the nursing department. We are on track to spend \$4,000,000 this year, which is double any previous years' expense. There will be some funds within other salary lines to cover some of the over-expenditure. We will continue to monitor.
- ❖ 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.
- 66.67% 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 February reports we are at 65.10% which is below revenue by \$703,831.68 and at 61.05% or under expended by \$2.8M. At

the present time this is reducing the amount of the unassigned fund balance.

- ❖ 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, other than contract nursing that was previously discussed. There are several COVID expense lines showing over-expended in the nursing home, these are lines we receive reimbursement for. I will be doing Appropriation Transfers as appropriate in March to transfer money to cover these overages.