

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday March 17, 2014

PRESENT: Representatives Ladd, Smith, Mulholland, Gionet, Shackett, Sykes, Townsend, Friedrich, Commissioners Cryans and Lauer, Executive Director Clough and Administrative Asst. Samantha Norcross.

EXCUSED: Representative White and Commissioner Richards

Rep. Ladd called the meeting to order at 9:08AM and began with the Pledge of Allegiance led by Rep. Gionet.

Mark Scarano from GC Economic Development Council arrived to give his quarterly update to the Executive Committee.

M. Scarano discussed several items with the Committee and answered several questions. He stated that there are currently three (3) projects that they are working on.

He stated that the largest activity that they provide is Gap financing to businesses that perhaps can't get 100% of the financing they need for expansion or just to keep themselves going. He stated that GCEDC is not there to compete with the banks. They receive federal dollars to provide these loans.

They are currently investigating providing micro loans-sub \$25,000, because there is a growing demand for them. He stated that it is getting harder for businesses to obtain these small loans and they are hoping to get those up and running by September.

M. Scarano stated that at the Enterprise Center, which is located in Plymouth, all completed spaces have been leased and are operating. One floor remains to be finished.

He went on to state that the 3rd project they are currently working on is internships for high school students who attend Littleton, Lisbon, and Profile High Schools. They are trying to retain young people in the area and one way to do this is to get them internships in local businesses. He went on to state that five (5) students who have gone through the internship are now employed with local businesses.

Rep. Townsend asked M. Scarano if he would consider expanding the internship program to other schools. M. Scarano stated that they have looked at the Upper Valley as an opportunity. The Upper Valley Education Business Partnership already does a lot of job shadowing type activities but aren't as big into the internship side of things. GCEDC could probably work with

them to expand. He said that the one thing they don't want to do is recreate the wheel. If someone is already doing something then we would want to work with them to bring some of the expertise that they have elsewhere.

Rep. Sykes stated that he recently read that the number of farms in New Hampshire and Vermont have increased for the first time in a long time. He asked if there were any activities or aspects of their programs that are related to agriculture. M. Scarano stated that in the past they have not had anything oriented to agriculture but that may come out as a part of their strategic planning process going forward.

Rep. Gionet stated that M. Scarano said they are not competing with banks. He asked if M. Scarano is talking about interest rates. M. Scarano stated that they try to match rates as close as possible to the lead lender when it comes to what they charge clients. He stated that most of the activity they generate are referrals from lenders.

Rep. Ladd asked M. Scarano in his observations dealing with large and small businesses are there issues he hears about that the legislature should be addressing. M. Scarano stated that a big issue is work force development. He stated that work force development is not only the availability, but the skills of the workers that businesses need. This is always in the top five (5) issues that businesses face. Transportation is also in the top five (5).

Executive Director Clough stated that HRD Donna Cramer and NHA Craig Labore were at the meeting this morning to present a report to the Committee regarding turnover and retention rates at the Nursing Home and answer any questions they may have. (*see attached) She stated that she has discussed the use of contract nursing services with the Committee a number of times. Since we do not budget any funds for this, the line item is always over expended.

HRD Cramer explained that the use of contract nurses is part of doing business for a long term care facility. No matter what we do to combat turnover and to retain our employees, there will most likely always be a need to use contract agencies.

Rep. Gionet asked if nine (9) employees out on FMLA(Family Medical Leave Act) is a typical number. NHA Labore stated that our FMLA totals are lower than most other counties in New Hampshire.

Rep. Ladd asked what the average length of a FMLA is. NHA Labore stated that the average is roughly over two (2) months.

Rep. Ladd asked what the length of the probationary period is for employees. NHA Labore stated that it is six (6) months, and during that time the employee has a three (3) and six (6) month evaluation.

HRD Cramer and NHA Labore reviewed several of the steps that the county is taking to reduce turnover and to retain employees. Director Clough stated that she will be looking at making transfers into the contract nursing line on a monthly basis and will keep the Committee updated on expenses and if at any point it appears that the nursing budget will be more than \$5K over spent she will come to them with the request to transfer funds.

Rep. Ladd stated that there were four (4) sets of minutes that need to be approved.

Rep. Smith moved to accept the minutes from the January 20th Executive Committee meeting. Rep. Mulholland seconded the motion and all were in favor. Rep. Townsend and Rep. Friedrich abstained.

Rep. Townsend moved to accept the minutes from the January 27th Executive Committee meeting. Rep. Sykes seconded the motion and all were in favor.

Rep. Mulholland moved to accept the minutes from the January 27th Delegation meeting. Rep. Townsend seconded the motion and all were in favor.

Rep. Sykes moved to accept the minutes from the February 12th Delegation meeting. Rep. Friedrich seconded the motion and all were in favor. Rep. Gionet abstained.

Treasurer Parker arrived and gave the following report:

Treasurer's Report
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- Current General Fund balance as of March 17th, at Woodsville Guaranty Savings is: \$ 7,086,393.34
- Combined Accumulated interest in the current fiscal year (July 01, 2013– Feb 28th, 2014 is \$15,213.11

On March 14th, we made a Nursing home bond payment of \$132,675.00 from our WGSB General Fund Account.

- All funds remain invested as previously reported January 27th:
 - Our Nursing Home Capital Reserve CD at Ledyard Bank valued at \$149,599.32 for one year at rate of .55% and matures on January 19th 2015.
 - Our Dispatch Capital Reserve CD valued at \$250,493.37 remains invested at Meredith Village Savings Bank at .35% and will mature 5/20/14.

- Our Deeds Surcharge CD valued at \$60,858.67 remains invested at Ledyard Bank in a 12 month CD yielding .50%. This CD will mature 7/19/2014.
- \$250,000.00 from tax receipts invested in 6 month CD at Service Credit Union at .30% and will mature 6/19/2014
- \$2,000,000.00 of tax receipts is invested at Mascoma Savings Bank at .35% and will mature 6/19/2014
- Funds in the General Fund earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston.
Up to \$10M earns interest at .40%. Tiered interest takes effect after the balance in the account falls below \$1M. Balances over 10 million earns interest @ .30% in Daily Repurchase.

Rep. Gionet moved to accept the Treasurer's report. Rep. Mulholland seconded the motion and all were in favor.

Commissioner Cryans gave the following Commissioners report:

- ❖ Open Barn Day will be held on June 07th – 10 AM – 2 PM.
- ❖ They have started receiving budget requests from departments.
 - Anticipate Commissioners' budget will be available the first week in May.
 - Public Hearing – potentially May 19th to coincide with Executive Committee Meeting.

Rep. Ladd asked Commissioner Cryans about Duane Baxter and the status of the Raymond S. Burton Memorial and Learning Center. Commissioner Cryans stated we have not acted on it yet. He stated that he is going to follow up with George Maglaris at the state level to make sure that it doesn't get dropped there, but it will not be dropped at the county's end.

Rep. Gionet moved to accept the Commissioners report. Rep. Mulholland seconded the motion and all were in favor.

ED Clough gave the following Executive Directors report:

Census at Nursing Home is 128

Jail-

102 in house

10 on Electronic Monitoring
Supervising 20 in Drug Court with two (2) that are in custody.

Monthly Variance Report:

Director Clough began by stating that the Nursing Home revenue was a work in progress this month. When she received the financial reports, she noticed there was a problem. She is working with the Nursing Home Finance Manager to figure out what needs to be done to correct the issues. She did state that the problem was on paper and that the Nursing Home was not behind in revenue as much as it appears on the report. Once the issue is rectified, Director Clough will send the Executive Committee adjusted reports and an explanation.

Revenue

Sheriff's Dept. Revenue is behind in the civil revenue which Sheriff Dutille says is an indication that there is a recovery in the economy and that they are serving less papers on people.

Deeds- Revenue has been down and only time will tell what is going to happen. Both January and February were very slow.

Expense

ED Clough stated that there were three (3) payrolls in January which skews the report but this will work its way out as we continue through the fiscal year.

Human Service is showing an overage of \$363,000. However, we only run to what we budgeted for the CAP and do not exceed it.

Medicaid B- line item is over expended; we have contracted as of October 1st with a new rehab company which is providing more services for residents. The expense is being offset by the revenue.

Rep. Gionet moved to accept the Executive Directors report. Rep. Smith seconded the motion and all were in favor.

New Business:

The Committee discussed the date and time that the Delegation will need to meet in order to set the wages for the elected officials.

It was agreed that they would do both the Executive Committee meeting and the Delegation meeting on May 19th 2014. The Executive Committee meeting will be at 3:00PM. The full Delegation will then meet at 4:00PM followed by the Commissioners Public Hearing at 6:00PM.

The rest of the Executive Committee Budget Meetings will be as follows:

June 2nd, June 6th, June 9th, and June 13th. If necessary they will have a final meeting on June 16th. All of the meetings will begin at 9:00 AM. The full Delegation will meet on Monday, June 23rd at 10:00 AM.

Register of Deeds Kelley Monahan arrived to address the Committee on an issue she has been dealing with. She addressed them about HB 1122 which is relative to the filing with a registry of deeds a fraudulent document purporting to create a lien or claim against real property. The bill is in the Criminal Justice Committee right now. She has been testifying on the bill and working with Representative Peter Schmidt who is a sponsor of the bill. She is testifying again tomorrow on some revised language that the Deeds Affiliate would like to see. She was giving the Committee a heads up because the full house will have to vote on this bill when it comes out of Committee, and the Registers would like to see this bill passed with the correct language. The bill establishes criminal penalties for persons who file fraudulent documents or instruments with the Registry of Deeds. This is a problem that Register Monahan states needs to be addressed and corrected.

11:01AM with no further business the meeting adjourned

Respectfully Submitted,

Suzanne Smith, Clerk