

EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
Monday May 19, 2014

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

OTHERS PRESENT: Treasurer Bonnie Parker

Representative White called the meeting to order at 3:00PM and began with the Pledge of Allegiance led by Representative Townsend.

Rep. Ladd moved to accept the minutes from the March 17<sup>th</sup> Executive Committee meeting. Rep. Townsend seconded the motion and all were in favor. Rep. White abstained.

Treasurer Bonnie Parker arrived and gave the following Treasurer's report:

Bonnie Parker  
Treasurer's Report  
Executive Committee Meeting  
May 19<sup>th</sup>, 2014

- Our Current General Fund balance as of May 19th, at Woodsville Guaranty Savings Bank is: \$ 4,418,244.38
- The Combined Accumulated interest in the current fiscal year (July 01, 2013 to May 19th, 2014) is \$ 20,870.27

All funds are invested as previously reported.

- Our Nursing Home Capital Reserve CD valued at \$149,599.32 remains invested at Ledyard National Bank for one year at a rate of .55% and will mature on January 19<sup>th</sup> 2015.
- Our Dispatch Capital Reserve CD valued at \$250,493.37 at Meredith Village Savings Bank at .35% will mature 5/20/14.
- Our Deeds Surcharge CD valued at \$60,858.67 remains invested at Ledyard National 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 6/19/14.

- \$2,000,000.00 of tax receipts remains 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.

\$144,444.26 of the maturing (5/20/14) Dispatch Capital Reserve funds at Meredith Village Savings Bank will be utilized for current needs and \$106,927.10 will be invested in a 1 year CD yielding .50% at Ledyard National Bank.

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

Commissioner Cryans then gave the following Commissioners' report:

Commissioner Richards spoke about Open Barn Day and the progress they are making. She stated that she is very excited to be planning the 2<sup>nd</sup> Open Barn Day, the last one being held in 2010. This year's event will be dedicated to the late Ray Burton as he loved the farm and was very supportive of it. She explained that there will be many educational exhibits, a \$1.00 barbeque, free ice-cream, tours of the farm animals and county properties. It will run Saturday June 7<sup>th</sup> from 10:00AM -2:00PM rain or shine.

Commissioner Cryans stated that the Commissioners proposed FY15 budget has been sent out. The expenses have increased by 2.73% or a little over \$1 million. The amount to be raised by taxes is 3.35%. The public hearing to present the proposed budget will be June 2<sup>nd</sup> at 6:00PM.

Commissioner Cryans noted that the Maintenance department has put out benches and plants at the Ray Burton Park and it is coming together very nicely.

Commissioner Cryans stated that there will be a PowerPoint presentation to discuss the nursing home projects during the Delegation meeting. He noted that Grafton County self-reported the issue to the state. The committee agreed to hold off on all questions until the presentation during the Delegation meeting.

Rep. Smith moved to accept the Commissioners' report. Rep. Shackett seconded the motion and all were in favor.

ED Clough gave the following Executive Director's report.

She stated that the census at the nursing home is currently 132. The census at the Department of Corrections is currently 117 with nine (9) on electronic monitoring and sixteen (16) in Drug Court with one (1) of them being in custody.

April Monthly Department Variance Report:

*Revenue:*

ED Clough explained that the nursing home revenue looks better than it did last month. They are still behind \$142,000. \$800,000 of the revenue for the nursing home is proshare money that the county receives in one shot at the end of June.

The Sheriff's department had \$113,000 in revenue that came in on May 1<sup>st</sup> so that was credited in the May report.

The Register of Deeds will not finish at their revenue level. They are behind \$75,000 at the ten (10) month mark and ED Clough explained she doesn't see them catching up in the last two (2) months.

ED Clough said that overall at year end the county should finish right on target for revenue.

*Expense:*

ED Clough explained that the Human Services budget looks like it is severely over expended. The county only pays up to our CAP. That budget will be over expended \$65,000 due to the fact that the CAP was not set until after the budget was completed.

The nursing home gains ground every month and ED Clough said she believes by the end of the year they should be on target.

Cooperative Extension shows over because the May bill was posted in April but will equal out by the end of the year.

ED Clough stated they are making progress, it is not a banner year but they are looking better than they were a couple months ago.

April Prorated Report:

The report shows the county as under revenue slightly at this point and under expended by a little over \$500,000. It shows \$500,000 in an unassigned fund balance.

ED Clough explained there are a total of nine (9) accounts that are over expended. She said that some of them of them are line items that are waiting for reimbursements and some will continue

to add charges through the end of the year. ED Clough explained she is going to wait and do one transfer for those lines at the end of the year.

ED Clough reviewed the appropriation transfers with the Committee.

Rep. White asked if this amount of appropriation transfers is typical. ED Clough stated that there are always things that come up they don't account for. If there were areas that they noticed needed to be adjusted then they have done so for FY15.

ED Clough said they are over expended nursing home Medicare B and have made a major adjustment in FY15 to compensate.

ED Clough gave the Executive Committee a packet requesting permission for department transfers.

ED Clough stated there will be three (3) departments that will most likely be over expended by more than \$5,000. She explained the three (3) budgets that are going to be over expended to the committee.

Rep. Mulholland asked with the Human Services department, if you calculate the CAP to the best of your ability is that always accurate. ED Clough said that this is the first time they have underestimated and have increased the FY15 budget by \$300,000.

ED Clough explained the Dietary department's reasons for being over expended. She stated that it is an accounting issue. Their food service provider Fitz Vogt sends their bills at the end of the month and by the time they get June's invoice they have already closed the fiscal year and that bill is posted into the next fiscal year. She stated that they are getting on a much better schedule with them and are getting invoices earlier which will make FY14 have thirteen (13) invoices and make that line item over expended but will be getting them on the right track going into FY15

ED Clough explained that the nursing home contracted services line is over expended. They are contracted with a rehab company to provide speech, physical and occupational therapy to residents. They switched to a new provider in October provides much more expanded services to the residents. She stated that they budgeted \$35,000 and is currently at \$190,000 this year. This fee is offset by the revenue that is collected from that service. They are over collected on revenue as well. ED Clough explained that the county pays the rehab company 73% of the Medicaid Rate and we keep the rest as revenue. From an appropriation standpoint this line item will be over expended significantly.

ED Clough explained that there was an unexpected change in the physician coverage at the nursing home. Dr. DeFrahn retired in April. She was an employee and her salary was included in

the nursing budget which means she had paid benefits as well. The new physician was brought on as a contracted service not as an employee which will make the contracted services line over expended by roughly \$15,000. They are paying her a flat \$55,000 a year for her services.

Rep. Shackett asked how the 27% revenue that the nursing home receives for the rehab services gets allocated. NHA Labore stated all billing is done in the business office; there are salaries there that the 27% will help offset.

Rep. Ladd asked if our nursing home population is constant are we over identifying or providing more services with this new rehab provider. NHA Labore stated that they are providing more services. He explained that the previous therapy company that they had roughly two (2) staff members for the 135 residents at the nursing home. The company now offers on any given day five (5) therapists. There are more therapists to go around which allows all the residents to have the exposure to therapy.

Rep. Ladd asked if we are looking at future increases. NHA Labore stated that what you see now would be what you would see in the future. He said he sees this as a level playing field and doesn't see it going up or down.

Rep. Ladd asked with the county now going through a contracted service for physician services if we will be better able to control costs and are we able to save something through a contracted service ED Clough stated they are saving money. The county is not paying for insurance, malpractice insurance, vacation or sick time. They are paying the physician a flat fee which is lower than what the previous physician was at.

Rep. Ladd stated that many large nursing homes go to contracted services because it's cheaper. He asked if NHA Labore sees any residents wanting to have their own physicians and going outside the nursing home. NHA Labore stated they have not. He explained that they have one or two people here five (5) days a week and families enjoy that because they have the opportunity to speak to them. The service that they are providing to the families and residents is far superior to what they used to have.

Rep. White moved that the Executive Committee authorize to move \$264,818 as requested in the May 19<sup>th</sup> memo from the Commissioners. Rep. Shackett seconded the motion and all were in favor.

Rep. Shackett moved to accept the Executive Director's report. Rep. Townsend seconded the motion and all were in favor.

Old Business: None

New Business:

Rep White stated that Public Hearing for the Commissioners proposed budget will be on June 2<sup>nd</sup> at 6:00PM. He stated he feels it would be appropriate to offer a motion for the Delegation who would like to attend to be reimbursed for their mileage.

Rep. Townsend moved to reimburse the Delegation for their mileage for the Public Hearing on June 2<sup>nd</sup>. Rep. Mulholland seconded the motion and all were in favor.

Rep. White noted for the record the Chair's appointment of Representative Carol Friedrich to the Grafton County Extension Advisory Council in light of Rep. Townsend's resignation.

Rep. White discussed the EC Budget meetings for the month of June.

ED Clough reviewed the dates of the Executive Committee budget reviews. They will be meeting June 2<sup>nd</sup> at 1:00PM, June 6<sup>th</sup>, 9<sup>th</sup>, 13<sup>th</sup> and 16<sup>th</sup> if necessary at 9:00AM.

3:46 PM With no further business the meeting adjourned

Respectfully Submitted,

---

Suzanne Smith, Clerk