

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 1st 2015

PRESENT: Representatives Sykes, Smith, Darrow, Rebecca Brown, Erin Hennessey, Townsend, Gionet and Abel. Commissioners Cryans, Richards and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Supt. Elliott, Sheriff Dutile, Director of Communications Tom Andross, Office Assistant Thayer Paronto, NHA Labore, Finance Manager Dawn Jurentkuff, RD Monahan, Deputy Register Beth Wyman.

EXCUSED: Rep. Chris Brown

Rep. Sykes called meeting to order and began with the Pledge of Allegiance led by Rep. Rebecca Brown.

Department of Corrections – Superintendent Tom Elliott

Supt. Elliott started off by giving the committee various statistics from the Department of Corrections. Rep. Gionet stated that the statistics were very informative and asked for all the statistics to be sent to the Executive Committee.

Expenses

Supt. Elliott stated that there is a \$214,000 overall increase in the Department of Corrections budget. He explained that \$63,957 is attributed to the 4.9% health insurance increase for the upcoming fiscal year. Retirement went up 1.08% which attributed \$26,180. Workers comp increased \$17,311 and the liability insurance increased \$32,577.00. He explained that those four (4) line items total \$140,000, roughly 65% of the entire increase for that budget line. He stated that without those four (4) components that are out of his control the budget is up \$74,620.00.

ED Libby stated that she wanted to explain the increase in the workers comp and liability insurance with the committee. She stated that they did increase this year but it will be more obvious in the jail budget. She explained that in the workers comp classification, law enforcement is lumped into one (1) category which means the Sheriff's Department and the Department of Corrections are together and she is given one (1) fee for those employees. She stated that the way they had been distributing that before was based on the number of employees. The sheriff's department has more employees because they employ a large number of part time special deputies and bailiffs. This year more accurately the distribution is based on payroll and because the Sheriff's Department has a lot of part time per diem employees their payroll is much less than the jail who has mostly full time employees. There will be a decrease in the Sheriff's

department workers comp insurance and an increase in the Department of Corrections. She stated that this will level out going forward.

Consultant Line – Supt. Elliott explained the reason that line item is up roughly \$12,000 is due to the difficulty they are having with their RSAT grant through the Attorney General’s office. He explained that for years Karen McNamara has provided substance abuse counseling, individual and group, for the female population that was funded by the RSAT grant roughly in the amount of \$10,000. He stated that they have found out that they will more than likely not be receiving that money anymore so he has budgeted \$10,000 into that line to get Karen McNamara back for the female population. He stated that she makes a large impact on the inmates and does an outstanding job. The \$10,000 will get her to the jail for sixteen (16) hours a month.

Rep. Rebecca Brown asked if the sixteen (16) hours a month was adequate or if Supt. Elliott would prefer that to be more. Supt. Elliott stated that he bases the hours on the RSAT grant money he receives.. He wants to see how it goes this year and maybe come back next year if the sixteen (16) hours are not adequate but right now the sixteen (16) hours are very beneficial.

Community Corrections

Supt. Elliott stated that there are six (6) full time employees in Community Corrections and they have many different jobs but their main job is supervising drug court clients out in the community.

Supt. Elliott discussed various statistics from Community Corrections with the committee. Rep. Gionet requested that those statistics be sent to them as well.

Rep. Smith asked about the \$1,700 increase in drug testing. Supt. Elliott stated he wants to do more frequent testing.

Governor’s Commission Grant

Supt. Elliott stated that the Governor’s Commission Grant is mostly funded from the Bureau of Drug and Alcohol services from the State. The budget includes one (1) full time and one (1) part time substance abuse counselor and the county picks up roughly \$26,000 of that.

Nightwatchmen

Supt. Elliott stated that the Nightwatchmen work every day from 7pm-3am. They ride around the complex throughout the night and make sure that everything is ok.

RSAT Grant

Supt. Elliott stated that he previously spoke about the RSAT grant and stated that there is no guarantee for the funding this year so it has been moved to the consultant line.

Department of Corrections Revenue

Supt. Elliott stated that he kept the revenue roughly the same as last year. The Coos County females' contract accounts for roughly 77% of the revenue. The rest is from inmate phones, staff meals and social security.

Community Corrections Revenue

Supt. Elliott explained that inmates are charged \$10/day for those who are out on electronic monitoring and \$15/day for those out on work release.

Capital Outlay

Supt. Elliott stated that he is requesting \$28,000 to replace one of their cruisers. He stated that they currently have a 2007 with 115,000 miles and needs to be replaced.

Rep. Sykes asked, based on the budget presented by the Department of Corrections and being mindful of the Senate version of the State budget that is coming back to them to be voted on, if there will be any significant changes to the Corrections budget based on that. ED Libby stated that she is not aware of any impact on the Corrections budget. Rep. Sykes stated that he will ask this question with each of the departments to be aware of what will go on.

Rep. Townsend asked Supt. Elliott if there has been any consideration of looking into a hybrid vehicle for their cruiser. Supt. Elliott stated that they have not looked into the hybrids. The benefit in the long run would be higher but the upfront cost to purchase the car would be significantly higher than what they are looking to purchase now.

Nursing Home – Administrator Craig Labore & Finance Manager Dawn Jurentkuff

Revenue

NHA Labore stated that the revenue numbers are based on the breakdown of the census in two (2) phases. He explained that they plan on having the construction taking place of the first three (3) months of the new fiscal year. July – October they have budgeted at a census of 123. November- June they increased the census to 131.

NHA Labore stated that they received a notice that they are projected to receive a reduction in their Medicaid rate.

Medicare Pt. A – NHA Labore stated that there is substantial increase in that revenue line. He explained that he based that increase on the current utilization and average. He feels that the number is very obtainable for them.

NHA Labore increased the Medicare proshare payments. He stated that he is estimating \$1.1 million this year. Historical trends have always shown the payment is higher than what has been budgeted.

Misc. Nursing Home Revenue – NHA Labore explained that they been receiving rebates through a group purchasing program. They receive quarterly payments of roughly \$480.

NHA Labore explained that they had to raise the rate that they charge the residents for cable due to a rise in cable prices.

NH Administration

Wages-Clerical – NHA Labore stated that in the FY15 budget they had budgeted for two (2) new part time receptionist positions but have not filled those positions due to the construction project. They have taken them out of the budget for FY16 and reduced line by about \$25,000.

Employee Relations - NHA Labore stated that they have increased this line item by roughly \$1,700. He explained that he has found that over the course of the years, because of the size of the work force at the Nursing Home, there are many employees that go through difficult times. This line item is to send flowers and other kinds of well wishes to those employees. He stated they are looking to create a morale program within the nursing home as well.

Computer Hardware & Maint – NHA Labore stated that the number budgeted for FY15 was in anticipation of the electronic medication administration program and electronic treatment administration program. He explained that the software company and pharmacy haven't been able to work out who is going to be entitled to retain the information, sharing rights and responsibilities. NHA Labore stated that they are one (1) of eleven (11) on the roster to receive these programs and they have been pushed back another year.

Dietary

Food Service –NHA Labore stated that Fitz Vogt is their food service company and they manage the overall dietary operations at the nursing home. The employees who work in dietary department are Grafton County but the department is overseen by a Fitz Vogt employee. He stated that they brought on a production manager in February to work with staff to help improve the quality of food at the nursing home and it has gone very well.

Rep. Sykes asked for an explanation of the wages lines and why there is a large increase. NHA Labore explained that this year they are trying to reflect the amount of earned time and unproductive time in the departments, filling those positions while someone is out on vacation or sick leave. It was not reflected in the FY15 budget which lead to the line being over expended but is now included in the budget for FY16.

Nursing

Wages-Director of Nursing – NHA Labore stated that their DON retired in March after fifteen (15) years of service to the county. They currently have the Assistant Director of Nursing filling that role until they find someone to that position. The salary number in the budget is a placeholder at a Step 8 on the wage scale.

Wages-LNA's – NHA Labore discussed the preceptor training program with the committee and stated that the preceptor will work with a newly hired LNA for up to four (4) weeks. This program will provide one on one education in hopes to reduce frustration with new employees and to help with the retention of new staff.

Wages-ARPN – NHA Labore stated that this line item is zeroed out. He approached the Executive Committee a few months ago to transfer that position to the Human Resources budget for regulatory purposes.

Education & Conference - NHA Labore stated that they have budgeted for Terrie Nelepovitz to attend a national conference in Dallas, TX to obtain her infection control certification. The benefits of her attending and obtaining her certification would be additional training on how to respond to outbreaks and more training for the staff.

Health Information Management

Wages-Medical Transcriptionist – NHA Labore stated that their Medical Transcriptionist retired after 37 years. He explained that he took that opportunity to look at that position and what it offers to the nursing home and what the needs were. He discussed the new speech recognition software (Dragon) that the doctors have been using and said it is working out great. He stated that he decided to shift responsibilities and create a new position at twenty-five (25) hours a week. He explained that he has left that funded at a full time position in case the speech recognition software ends up not working how it is supposed to.

Therapeutic Recreation

Vehicle Repair & Maint – NHA Labore stated that they moved this line to the administration department.

Plant Operation

ED Libby stated that Supt. Oakes prepares his budget and figures that are directly used at the nursing home are allocated back to the nursing home budget.

Housekeeping

New Equipment – They are looking to purchase an ATP Meter. This is a tool that staff will use to measure the effectiveness of their cleaning. It will help with infection control, help make sure we are effectively cleaning, and this machine will break down what germs are left on a surface

Capital Outlay

NHA Labore stated that they are looking to repoint the Nursing Home. He explained that the job entails fixing any bricks that may be wearing out or breaking at the nursing home. The administration building was done last year and the courthouse is being done this summer.

Capital Reserve

NHA Labore stated that they are looking to replace two (2) staff bathroom doors and frames. The doors swing the wrong way and people are being hit by them as they come through.

Bed Replacement – NHA Labore stated that this is a continuation of the bed replacement that was started in FY 15. They started the purchasing last year and are looking to continue replacing thirty (30) more beds in FY16.

Activities Bus – NHA Labore explained that last summer they became aware that the lift was starting to separate from the floor. One of the maintenance employees was able to weld a piece on to get them by but stated that it would only last them about a year. They are looking in FY16 to trade the current bus in.

Sheriff's Department/Dispatch – Sheriff Dutile, Director of Communications Tom Andross & Thayer Paronto

Revenue

Sheriff Dutile stated that the revenue is down \$10,753.00 for FY16. He stated that some of line items decreasing are a good thing.

Sheriff Fees – Sheriff Dutile stated that they are down \$20,000. He explained that when they serve papers, they have to charge by statute and most of those are numbers are economy driven. He stated that by these numbers decreasing it means the economy in Grafton County is better than it was last year.

Court Bailiffs- Sheriff Dutile stated that there is an increase in this line item but the court bailiffs are reimbursed 100% from the state; this line item is not costing the tax payer any money.

District Court Fines – Sheriff Dutile stated that there is a decrease of \$15,000 in this line item but stated again that it is a good thing. He explained that they have a contract with the White Mountain Forest Patrol to do law enforcement in the national forest and 99% were arrests from minors in possession of alcohol. These numbers are down due to the education that is being provided to minors. He stated as far as he is concerned that is a good reduction.

Expenses

Sheriff Dutile stated that the Sheriff's Department is up a total of 3.28% which is \$47,201 and 99% of that is the COLA and step increases.

Capital

Less Lethal Equipment – Sheriff Dutile stated that this line item is for the maintenance and repair in the Sheriff's Tasers.

He stated that the copier they have is almost six (6) years old and they are doing roughly 30,000 copies a year. He stated that it is going to cost \$5,670 to replace. They looked into leasing and feel that they can save the interest on the lease purchases versus the buying. If they lease a copier it will cost roughly \$980 over the four (4) year lease.

Dispatch

Director Andross stated that there are no new positions in this budget.

Lease Communication Equipment- Director Andross stated that the most significant change in the budget is this line item. He explained that they will have a new fee they will begin paying July 1st to Public TV. The reason they will begin to pay a fee to public TV is they are a tenant on their Littleton and Hanover tower sites. For years public TV's costs were melded into UNH's system and they split from each other in 2014 so public TV is now in the position where they need to recover some of their costs and one of their options is to charge tenants on their tower sites.

Director Andross stated the tower fee is the most significant change in the Dispatch budget. The other changes are based primarily on personnel costs.

Commissioner Cryans asked Director Andross to explain what Code Red is for the new members of the committee. Director Andross stated that Code Red is their community notification system that they have subscribed to for ten (10) years now. The true cost of the system is shared with Hanover's regional dispatch center.

Dispatch Capital Reserve

Director Andross stated that they will need \$28,000 for the MDT Replacements. He explained that this is their continued effort to replace the mobile data terminal equipment in the police, fire and EMS vehicles.

IT Cost – Director Andross stated that this line item is his attempt to take costs that may end up in the IT budget and put them back in the capital reserve budget where they belong.

Coverage Improvement – He stated this is their ongoing effort to improve signal strength for their providers.

Communications Infrastructure – Director Andross explained that this is the overall project to replace the infrastructure that supports all of their communications.

Register of Deeds – Kelley Monahan

RD Monahan presented a PowerPoint to the Executive Committee explaining the various functions of the Register of Deeds Office.

Revenue

Recording Fees – RD Monahan stated that it is tough to estimate what they will receive in recording fees. She explained that when times are bad they have a lot of action and in good times they have a lot of action where the recording fees are up. She has reduced the recording fees by \$20,000 to \$435,000.

Transfer Tax – RD Monahan explained that the transfer tax is all based on sales. The county receives 4% of the total with the rest going to the state. She has increased this line item to \$318,000.

Postage – RD Monahan stated that postage is a wash. It comes in recordings and then goes back out with postage when they send out the original documents.

Expenses

RD Monahan went through the various line items with the Executive Committee and stated that the increase to her budget is employee related.

Surcharge

Fidlar Internet – RD Monahan explained that they have had many issues with the county internet. She stated ITM Ruggles agrees that going with Fidlar for internet and breaking away from the internet at the county is the best way to go for diagnostics.

With no further business the meeting adjourned at 12:19 pm..

Sincerely,

Suzanne Smith, Clerk