

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday June 2nd, 2014

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

OTHERS PRESENT: DoC Supt. Glenn Libby, SIT Tom Elliott, COA Deb Maes, David Falkenham, Maintenance Supt. Jim Oakes, RD Kelley Monahan, HRD Donna Cramer.

Representative Smith called the meeting to order at 1:13PM.

Department of Corrections: Supt. Glenn Libby & SIT Tom Elliott

Supt. Libby introduced SIT Elliott to the Executive Committee and explained to them that SIT Elliott will be taking over for him once he retires this fall.

Supt. Libby reviewed general FY14 Department of Corrections statistics with the committee now that the new facility has been up and running for two (2) years.

After Supt. Libby touched on mental health statistics, Rep. Townsend asked Supt. Libby to explain how mental health care is handled in the facility. Supt. Libby explained that the only mental health care that they provide in the facility is an assessment from West Central Behavioral Health, who the jail contracts with. They come in twice a month and send a resident psychiatrist doctor. They do med and suicide assessments for a list of people inside of the facility that they triage and quite often the list exceeds the time they are allotted.

Rep. Smith asked if what the Department of Corrections is getting from West Central Behavioral Health enough. Supt. Libby stated that it's never enough and if you look across the state one (1) of the quickest areas funding gets reduced is mental health services.

Rep. Smith asked Supt. Libby where Grafton County's Mental Health Court fit in with the DoC. Supt. Libby stated that he thought it would have more of a significant impact on their population. Out of roughly a dozen referrals sent only two (2) have been accepted and that it hasn't had an impact on the jail's population.

Expenses:

Supt. Libby stated that his bottom line is up 2.4% or roughly \$112,000.

The Superintendent line has decreased significantly due to Supt. Libby's retirement and the new superintendent coming in lower on the wage scale.

The Correctional Officers Salary line represents salaries of forty- three (43) full time correctional officers. Supt. Libby explained that he budgets 16,000 hours of part time help. They do not have a surplus of full time officers and when someone takes a day off or takes a vacation they replace them with a part time officer. He stated that the average salary is of a correctional officer is roughly \$44,366.

Rep. Smith asked how officers' overtime is broken down. Supt. Libby stated that in their salary schedule for a full time officer they have budgeted eighty two (82) hours of overtime. Thirty (30) of those hours are dedicated to the training that the officers need to complete each year to maintain their certification. The other fifty two (52) hours are for what they call shift briefing pay. They report in fifteen (15) minutes prior to a shift to receive a pass down before they enter the work place so they know what's going on.

Supt. Libby stated that the transition has been tough. They have been attracting extremely good help. The employees might be a little younger than the department would like but they are working hard and have a good background.

Supt. Libby explained that the increase in the Medical Line is an added increase in overtime. They have run into medical emergencies that come up right before a shift change and the nurse has to stay an hour or two (2) creating unscheduled overtime. They have budgeted extra overtime this year to cover that expense.

Supt. Libby stated that for the current fiscal year they projected that they would have a daily population of 111 and they are currently slightly above that number. In FY15 they increased that estimate to 115 which translates to 125,925 inmate meals. The cost per meal that they are budgeting is \$1.89.

Supt. Libby noted that they have created a vocational program for inmates who work in the kitchen. They get good quality training and a certificate that they can bring to employers once they are released.

Rep. Smith asked if the medical dental line is the money the county pays towards medical expenses. Supt. Libby explained that it is and the county has provided statistics through the New Hampshire Association of Counties. At some point he hopes that the county will receive some of those monies back.

Community Corrections:

Supt. Libby stated that the Community Corrections department is responsible for supervising the drug court inmates, electronic monitoring program, daily work release program, operation impact, farm and community work program, medical transports and treatment transports. This department has six (6) full time employees and the salary line item is \$301,187.

Supt. Libby stated that the bottom line for this department is \$444,996.

Governors Commission Grant

Supt. Libby stated this is both an expense and revenue budget item. They receive \$69,335 of offset funds from the state. This is a full time substance abuse position as well as a part time substance abuse position. The county's portion of this grant for all the services that they receive is \$26,577 above what the county receives from the state in revenue.

Nightwatchmen

This budget is made up of all part time employees and there are no health insurance benefits. The total budget is \$62,959.

RSAT - Grant

The jail has expenses budgeted at \$10,000 and should receive \$10,000 from the Attorney General's office. The revenue that is brought in from that grant will cover expenses and will not cost the county any money.

Revenue

Supt. Libby stated that they have budgeted \$125,000 in revenue for the Department of Corrections. They adjusted the per diem rate for Coos County from \$40 per day for female inmates to \$50 per day.

Community Corrections Revenue is generated from the Electronic Monitoring program and Daily Work Release Program. The way the programs both work is when someone goes out into the community to work they are responsible for their fines, restitution or any family support they may have and then the last thing that they pay is the cost for the county to run those programs.

Capital Outlay

Supt. Libby stated that they are requesting a new cruiser. There are five (5) vehicles assigned to the jail and the plan is to purchase a new vehicle and add it to the fleet. The 6th vehicle will stay for a few months then they will cycle it out.

UNH Cooperative Extension- COA Deb Maes, David Falkenham

Expense

COA Maes stated that the salary line for support staff includes two employees.

COA Maes explained that the Professional Staff salary line covers the County's 25% portion of the seven (7) UNH employees' salary and benefits that fall under that line item. This line has increased by 1.5%.

COA Maes stated that rather than have the phone become part of the university system they continue to use the County's new phone system and have decreased their phone bill.

The Extension operations line has increased slightly more than 1.5% due to the copier rental fees being included in that line rather than a capital expense as it had been in the past.

Rep. Townsend asked COA Maes to review how the prorating between county costs and state costs is figured. COA Maes explained that the county buys a package of Cooperative Extension support in education so for the professional staff members who are housed within the county, the county pays 25% of their costs because they are considered regional and UNH covers the other 75%. Other employees in the office are funded 75% by the county and 25% by UNH depending on their jobs and where they are located. These rates are the same throughout the state.

Capital Outlay

The county has continued to purchase computers on a three (3) year cycle. The amount is down \$1,800 due to the copier fees being moved into the operations line.

Revenue

COA Maes explained that there is a UNH Reimbursement of \$5,000 for administrative support for Michael Lunak's program.

Rep. Townsend asked that when they are purchasing new computers if they get them loaded with software or do they use less expensive software such as Open Office. COA Maes explained that they purchase them through the UNH computer department and they all have different programs that they use but they are loaded.

Rep. Mulholland asked Dave Falkenham when the next projected timber harvest would be. D. Falkenham stated that he is projecting to do one within fiscal year 2015 through fiscal year 2020.

Maintenance- Supt. Jim Oakes

Supt. Oakes stated that in his budget nothing has really changed and there are no major things to note. He stated if anyone has any questions going down the line he'd be happy to answer them.

The committee asked for an update on the biomass plant. Supt. Oakes explained that the biomass plant has saved the county \$145,000. They had a few issues that they have worked through that mainly dealt with the startup of the plant.

The Biomass plant is fairly automated and only requires roughly twenty (20) – thirty (30) minutes a day of actual man labor.

Rep. Mulholland asked about buying woodchips locally and how it works. Supt. Oakes explained that their current contract is with North Country Procurement. The price for double screen chips is at \$62 a ton and \$57 a ton for the straight bold chip. Supt. Oakes stated he budgeted for \$62 a ton but has been purchasing the \$57 a ton straight bold chip.

Rep. Townsend asked Supt. Oakes if he foresees the Nursing Home projects affecting his budget. Supt. Oakes explained that it will more than likely be bonded which would not have any effect on his day to day tasks.

Capital Outlay

Supt. Oakes explained that they are having problems with water intrusion into the Courthouse. He is requesting \$77,000 to repaint, clean and seal the courthouse. The bulk of the money that he is requesting for would be sealing the courthouse but some repointing will need to be redone as well.

Supt. Oakes stated that he is also requesting \$2,500 for a Server Room Free Cooling. He explained that they are currently running an air conditioner in the server room to keep it from overheating. He wants to take advantage of the cool air in the winter for the server room and not need to run the air conditioner.

Register of Deeds- Kelley Monahan

RD Monahan explained that there is a slight increase in the office supplies line to accommodate the increase in paper/DVD production and storage/balanced by ceasing of the microfilming operation.

Postage has been kept at \$9,000 despite the increase in the price of postage. More towns are prepared to receive monthly transfers via email.

The telephone line has been reduced significantly due to the new phone system and relying on email.

RD Monahan explained that the travel expense line has also been reduced due to affiliate members being busy and relying on phone conference more so than meetings.

RD Monahan stated that they ceased microfilming on December 31st 2013.

There is an increase in the indexing line. The Deeds office will be publishing a consolidation of 2010-2014 indexes in FY15.

ED Clough handed out a spreadsheet explaining the Register of Deeds Surcharge Account to the committee. She explained that the monies in the surcharge account are held in the Bank of New Hampshire- Money Market and on a CD at Ledyard Bank. She stated that with RD Monahan's requests totaling \$11,320 to be taken from the surcharge account there would be a total of \$146,928.18 left after the FY15 transactions.

Revenue:

RD Monahan stated that they have seen a decrease in recording fees in FY14 and have budgeted for that in FY15 decreasing their overall recording fee revenue by \$80,000.

She explained that with the transfer tax the county only gets 4% and the state gets the other 96%. They never know what will happen with real estate which makes this revenue hard to predict.

The online services were raised from \$50 a day to \$120. RD Monahan stated she wanted to balance it out where the users were contributing more and taking the burden off the tax payers.

RD Monahan stated that she is trying to be proactive with their Copy and Tax fees and has increased that by \$1,500.

Tapestry is increasing but RD Monahan stated it will not take off until she closes down the public access other than the accounts. She has been exploring the option of having the libraries in Grafton County be able to have a free account.

Human Resources – Director Donna Cramer

HRD Cramer stated that the Education & Conference line has been increased by \$400. There are three (3) employees in Human Resources and HRD Cramer has increased that line item to allow that third employee to receive additional training.

The office supplies line is being increased and this is based on utilization. HRD Cramer explained that she has taken the cost of the first six (6) months of FY14 then based the year on those numbers.

HRD Cramer explained that the increase in the Dues, License & Subscription line is due to an increase in their membership for the Society for Human Resource Management that they ~~do~~ renew on an annual basis. The HR Generalist has been added to the Association of New Hampshire Public Employer Human Resource Administrators membership, ANHPEHRA, is a group that includes the school systems, the county and state. They meet on a quarterly basis to learn about what the different groups are doing and what the new laws are.

The outside council line item has been removed from the Human Resources budget and will come out of the contingency line.

HRD Cramer explained that she makes monthly trips to Concord for the affiliate meetings and attends free trainings through Primex and therefore has increased her travel line to cover those expenses.

The equipment repair and maintenance line has increased due to the Laser Fiche service contract being due in FY15.

Rep. Townsend asked HRD Cramer if she does mostly print advertising. HRD Cramer stated that they do most of their advertising in newspapers and on the county website but is looking into the possibility of radio advertising.

Rep. Townsend asked about the turnover rate within Grafton County. HRD Cramer stated that compared to other counties we are either right with them with our turnover rates or we have a lower rate than some.

3:55PM With no further business the meeting adjourned

Respectfully Submitted,

Suzanne Smith, Clerk