

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Friday June 6th, 2014

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

OTHERS PRESENT: Sheriff Doug Dutile, Director of Communications Tom Andross, Human Services Administrator Nancy Bishop, Cindy Swart, County Attorney Lara Saffo.

Representative White called the meeting to order at 9:00AM.

Sheriff's Department/Dispatch ~ Sheriff Dutile, Director Tom Andross

Revenue:

Sheriff Dutile stated that there is a \$30,000 decrease in the Sheriff Fee's revenue line. He explained that although it may not seem like a good thing it means economy is getting better because fewer papers are being served.

Sheriff Dutile explained that the Special Duty Assignments line item is where the Sheriff's department is hired to go out and do details. That is the money the County makes after all expenses.

Sheriff Dutile stated that the District Court Fines line item is the forest service contract that they have with the forest service and they pay 100%. It is fine money that comes back to the County from the White Mountain National Forest when the sheriff's department goes over and makes arrests. There is a \$15,000 decrease in that revenue line item and Sheriff Dutile stated that even though revenue is down it means that people are not committing as many crimes.

The District Court Prisoner Transport line is down \$10,000 and Sheriff Dutile explained that is due to video arraignments which decreases the amount of transports.

Rep. Smith stated that the special duty assignments were left blank and asked Sheriff Dutile if they are not expecting any revenue from that line item. Sheriff Dutile explained that it is money that after all expenses are paid it goes the plus side. He explained that a few years back the auditors said that does not need to be projected revenue because it is revenue that comes after all the expenses.

Rep. Ladd asked in follow up to Rep. Smith's question, when revenue comes in that category is it credited to the Sheriff's department or the county as a whole. ED Clough stated it gets credited back to that line item.

Expense

Education and Conference- Sheriff Dutile stated that the price of ammunition is increasing by 47% effective July 1st. He explained that they were locked into a three (3) year contract with their ammunition company and that contract expires June 30th.

Cruiser Repair and Maintenance- There is a \$7,000 increase budgeted for FY15. Sheriff Dutile explained that this line item maintains thirteen (13) cruisers. They are not experiencing any additional issues with the cars but labor and tires prices have increased.

Fuel- Cruisers- The sheriff's department purchases 90-95% of their fuel from the state at a locked rate and the rate for FY15 has decreased.

General Liability- There is a \$17,000 increase in this line item due to an overall increase in the cost of liability insurance for law enforcement.

Capital Outlay

Sheriff Dutile stated that the Sheriff's Department capital outlay has decreased by \$77,900 for FY15. He explained that they have projects they would like to do but they can put off another year.

They will be purchasing three (3) new cruisers like they do every year and have budgeted \$82,000 for that. They replace them when they have roughly 140,000-150,000 miles on them.

Sheriff Dutile stated that they have budgeted \$4,000 for cruiser safety equipment such as safety bars and shields.

Sheriff Dutile stated that they have budgeted \$3,500 for new deputy equipment. He explained that they do not anticipate hiring a new deputy this year but this is in case something comes up that was not anticipated.

Bullet Proof Vests- Sheriff Dutile stated that this is a replacement program because the shelf life on a vest is five (5) to six (6) years depending on who is wearing it. They try to replace three (3) a year. There is a matching grant that pays 50% of the bullet proof vest. The \$1,500 that is budgeted is the county's half of the cost.

Commissioner Richards asked if they can get more mileage out of these cruisers before having to purchase new ones. Sheriff Dutile explained that when you get over 100,000 miles the liability increases and repair bills increase.

Dispatch

Capital Reserve

Director Andross stated that the Dispatch capital reserve is made by contributing 10% of dispatch fee revenue to that account. There are five (5) items being requested for FY15.

MDT Replacements is a continuing investment in the mobile data terminal system. He explained that the cost is down slightly compared to years past.

IT Costs- Director Andross stated that these IT costs are tied to two (2) things, the new phone system plan for the court house and replacing a few monitors that have stopped working. Because the courthouse is the most volatile phone user on the campus they don't know how many adjustments are going to have to be made in working with the 24/7 operation as far as working with the new telephone interface. There are some projected issues but hopefully they are minimal.

Coverage Improvement- Director Andross explained that this is an ongoing investment in the infrastructure . They are trying to address some issues in places where field providers don't have great coverage to work on their safety.

Dispatch Chair- These chairs are used 24/7. They need to be reliable. These chairs last anywhere from four (4) – six (6) years. There are six (6) chairs in the dispatch center and they try to replace one a year.

Communications Infrastructure- In the current budget FY14 they were authorized to replace their radio console system which has been ordered but not installed. They were able to get an EMPG grant through Homeland Security and Emergency Management. They will recover half of the \$296,000 used to purchase the radios consoles and use the remaining authorized funds to continue to replace the rest of the communications infrastructure.

Rep. Mulholland asked if these capital reserve requests are average. Director Andross stated that this year is average and last year was above average because of the radio consoles.

Expense

Vehicle Insurance- Director Andross stated that there is a significant increase which is out of their control. The mobile communications unit is now insured like any other county vehicle. It used to be insured as a trailer but is now assessed as a vehicle which has caused a significant increase.

Overtime- There is a slight increase in overtime. Director Andross explained that this is something they have been struggling with for a couple years. The part time staff is all per diem and can't work a lot of the time. They have been authorized to convert part time hours to a 4/5 position, taking some budgeted part time and turning it into a thirty-two (32) hour a week position and will make it easier to cover shifts.

Rep. Townsend stated that other departments have decreased their telephone line expenses but dispatch has remained the same. Director Andross stated that they are not on the new AVAYA phone system but budgeted for FY15 to replace the phones and hopefully that line item will decrease.

Rep. Ladd stated that the revenue from dispatch fees look very good at the nine (9) month mark. He asked Director Andross if he is being conservative. ED Clough stated that the dispatch capital reserve contribution comes out of the revenue from dispatch fees. They do not do the roll over until May so that is not included in the nine (9) month figures.

Rep. Friedrich stated that the county is still paying for Code Red. She asked if Director Andross has looked into the state for their emergency system. Director Andross stated that he is trained in the state system and they are still implementing it but they are not providing the same level of service that we get from our Code Red system.

Human Services ~ Nancy Bishop, Administrator

Expense

HSA Bishop stated that 98.3% of her budget is taxpayer's money that the county collects and sends to Health and Human Services to pay for our portion of Medicaid long term care services.

She explained that she has not been able to get any information from Health and Human Services regarding the overall expenditures on long term care that the county is responsible for. All they will give her is what Grafton County's figures are.

The two line items, Intermediate Nursing Care and Home and Community Based Care are the breakdowns of our portion of long term care services. Every month we receive a bill with itemized services from all the people that have been determined to be Grafton County's liability for either nursing home services or home and community based services.

She gave the committee two (2) sheets that she used to develop her budget. She explained that in **the statute we have a CAP that's set.** The CAP is for all ten (10) counties. In the past they have had the information that shows Grafton County where they stand percentage wise for CAP expenses. She took last year's percentage of expenditures and carried it over to this year's estimate and she also has FY12-FY14. That is an average percentage of expenses and there are other calculations there that give us an end result of what we estimate our CAP to be for this next year. She stated by doing that it comes out to \$7 million in expenditures.

Rep. Friedrich asked what number do you have for intermediate nursing care, how many people are being served by the home and community based care. HSA Bishop stated that they have roughly 185 home based care and 260 nursing home care.

Social Services ~ Cindy Swart & Nancy Bishop

Rep. White asked for an explanation from the Commissioners on their recommendations and why there is an 8% increase.

Commissioner Cryans stated that there is roughly a \$40,000 increase. He explained that the biggest driver is the \$11,000 increase to the Grafton County Senior Citizens Council. He stated that he believes one of the great role players is the GCSCC and their eight (8) centers throughout Grafton County. He discussed the other various senior citizen organizations that they have increased funding to and stated that is roughly \$20,000 which is half of the overall increase.

He stated two of the other main pieces of the increase are \$6,000 to the Boys and Girls Club out of Littleton/Lisbon and \$4,000 to North Country Transit. The general theme was that over half of the increase went to helping senior citizens.

Commissioner Lauer explained that the Boys and Girls club got zeroed out in the FY14 budget and came back this year requesting funding. They would like to expand their service area to other small towns but don't have the transportation. They have a \$250,000 budget and serve roughly 100 kids. She stated that they also recently purchased their building; they were originally in half of the building but purchased the rest through a grant from a donor. They have no money at this point to remodel and they would like to make some more office space. They are requesting \$20,000 and the Commissioners are recommending \$6,000.

Rep. Gionet asked if the small towns they want to expand to contribute anything. Commissioner Lauer stated that they do through their taxes and parents are required to contribute a small amount.

C. Swart then went through the various agencies requesting funding with the Committee and answered questions they had.

North Country Home Health- \$5,000 increase due to serving a much greater population of HCBC and another service that's called in-home care. Both services have rates that are set by the state and the rates are far below what the actual cost is so the county money is needed and they do additional private fund raising as well. They cover Lincoln/Woodstock, Littleton and down to the Piermont border.

NANA HM/HHA – They are serving fewer and fewer clients so there is a slight decrease in their funding.

Lakes Region Community Services Council- serves the developmentally disabled population from Laconia but they have gradually got into in home support for the elderly. When the VNA gave it up it went to GCSCC and they were not able to deal with such a complex population so Lakes Region took it over and are doing a wonderful job.

Northern Human Services--Common Ground- There is a slight increase of \$500. This serves the developmentally disabled in the northern part of the county.

Northern Human SVC- Adult OutPatient- This agency serves many people who without services would end up in county jail. They deal with personality disorders, substance abuse, etc. and are recommending a slight increase of \$480.

Pathways, Early Support- This agency serves the developmentally disabled population in the Upper Valley. The County used to fund their early support centers. C. Swart stated that they do not do what they used to and does not recommend funding.

Pemi Bridge House- This is a homeless shelter located in Plymouth. They take people who get out of Grafton County jail and any veterans. They hold roughly twenty-five (25) people and C. Swart is recommending a \$1,000 increase over last year's funding.

Rep. Sykes asked why Commissioners a big cut cut from what Tri County Cap requested. C. Swart explained that Tri-County Cap's Friendship House in Bethlehem has a couple of different residential programs. One of the programs they were requesting a fair amount of money from serves the entire state. Grafton County was turning out to be a very small percentage of the population that they served and she felt it was too much to ask for from the County.

North Country Transit- C. Swart stated that they have requested money for quite a long time and she has always recommended that they not receive it mainly for a fixed route bus that goes from Lancaster to Whitefield to Littleton and back. They are having volunteers provide a lot of transportation for people to get to hospitals. She explained she struggled with this because the Plymouth area is also requesting money for a similar transportation. She recommends that both agencies get a modest amount of money.

Rep. Gionet stated that this is in Coos County and it should be dealt with by Coos County. C. Swart stated that she agrees with Rep. Gionet but she's only suggesting that the one on one volunteer drivers should be supported.

Commissioner Richards stated that she will not be here for the meeting on the 13th and wanted to state that she is very proud to be a Commissioner who supports our vulnerable population, our young people and elderly who are in need of services. She is proud that this county takes steps to support these agencies.

County Attorney's Office ~ County Attorney Lara Saffo

Revenue

Atty. Saffo explained that there are three (3) potential sources of revenue for the Attorney's Office.

County Attorney Fees/Grants- Atty. Saffo stated that she has not officially received notification that they will receive that revenue.

Victim/Witness Advocate- This revenue line item was decreased by \$10,000 in case they didn't receive full VAWA funding. She stated that they have received notification that they will receive the \$25,000 grant this year but no funding for travel.

Circuit Court Prosecution- Atty. Saffo explained that this is a pilot project this year in which they will be getting \$1,000 in revenue. Right now they are receiving \$500 per case and they have budgeted for two (2) cases this year.

Expense

Clerical- CA Saffo included 6k for match of AmeriCorp Victim Witness Program in the Commissioners' Budget this was moved to its own line item since it is not salary.

Atty. Saffo explained that she would like to upgrade their legal secretaries and has budgeted accordingly for that.

Atty. Saffo stated that had requested two (2) new positions in FY15 and the Commissioners had asked her if she had to choose which position she would rather have. She stated that she could not choose one over the other so she would split it and go with two (2) twenty-four (24) a week positions. She explained that there has been a dramatic increase in their caseload. In 2012 they added a position in response to a 38% increase but held off on adding a second position until they confirmed it was a sustained increase. It has been sustained for three (3) years now and she stated they need more employees. They are now looking for a second Victim Witness Coordinator and another prosecutor.

Rep. White asked what Atty. Saffo what she would want for the positions Atty. Saffo stated that she needs both positions.

SVP- Atty. Saffo stated that this used to be an encumbered expense but is now time for it to be a line item. She explained that this is a civil commitment process for sexually violent predators who have been convicted of aggravated felonious sexual assault. She stated that she feels there will be two (2) cases coming this year and the cost of the expert is \$16,000 so she has budgeted accordingly for that anticipated expense.

Expert Fees- Atty. Saffo explained that they were always able to use the state lab but they are unable to do certain items in which they are then forced to look to outside experts which can be very expensive.

Victim Witness

Atty. Saffo stated that this is the second area where she requested a full time position but will take a twenty-four (24) hour position.

They will not be receiving the \$1,500 travel grant.

Rep. White asked Atty. Saffo if it is easier to find a part time attorney or a part time victim witness coordinator. Atty. Saffo explained that a victim witness assistant would be easier to find because there is a larger pool of skilled people in the area.

Rep. White asked what an assistant county attorney would do career wise if they were not a full time attorney. Atty. Saffo explained that she would have to find a retired attorney or perhaps someone fresh out of law school who just wants experience.

Alternative Sentencing

ED Clough stated that they took three (3) proposed budgets from Drug Court, Mental Health Court and Restorative Justice and combined them into one (1) alternative sentencing department and added a director.

Rep. White asked why there is the need for an Alternative Sentencing Director. Atty. Saffo explained that Drug Court been a pilot project for a long time and has never been on the chart in Grafton County. If evaluations aren't being done and there is no one to report to the program has nowhere to go. She has been getting increased questions regarding the programs that should be

directed to a department head and she was not in charge of these programs. As County Attorney she stated she was trying to facilitate discussions but she was only one (1) person on the team and they did not have anyone to facilitate these discussions.

Rep. White asked what has been done differently as far as staffing. ED Clough explained that they added a department head, decreased the hours for the drug court coordinator and changed the title to Drug Court Public Relations.

Medical Referee

Atty. Saffo stated that they no longer pay for autopsies but pay for the medical examiner to examine any deaths that occur outside the hospital.

Capital

Atty. Saffo stated that they have put \$12,500 in for a new car. She explained that the car they currently have only has 70,000 miles but they wanted to put that money in just in case a major repair needs to be done to the car, which in that case they will use those funds to purchase a new one.

12:22 PM With no further business the meeting adjourned

Sincerely,

Suzanne Smith, Clerk