

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday September 23, 2013

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

EXCUSED: Representatives Shackett, Lauer and Aguiar, Commissioner Richards.

Rep. White called the meeting to order at 9:00 AM with the Pledge of Allegiance led by Rep. Sykes.

Rep. White asked if everyone had a chance to read the minutes from the June 17th Executive Committee Meeting. Rep. Ladd moved to approve the minutes. Rep. Smith seconded the motion and all were in favor.

Rep. White asked if everyone had a chance to read the minutes from the June 17th Executive Committee Budget Review. Rep. White had an edit. Rep. Sykes moved to approve as amended. Rep. Smith seconded the motion and all were in favor.

Rep. White asked if everyone had a chance to read the minutes from the June 24th Delegation Meeting. Rep. Smith moved to approve the minutes. Rep. Sykes seconded the motion and all were in favor.

Treasurer Bonnie Parker arrived and gave the following report:

- Our Current General Fund balance as of September 19, at Woodsville Guaranty Savings is: \$1,284,101.04.
- Our \$3,000,000.00 CDARS account invested at .35% matured June 20 at Mascoma Savings Bank and was closed out on that date and deposited into our General Fund account at Woodsville Guaranty Savings Bank for needed cash flow in our general account .
- Our Unemployment Reserve funds CD which matured June 22nd at Northway Savings in Plymouth were collected and deposited into our general account at Woodsville Guaranty Savings Bank.
- Combined Accumulated interest in the current fiscal year (July 01, 2013– August 31, 2013) is \$2,864.39.
 - All funds are invested

- Funds in the General Fund earned 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.
 - All funds in excess of \$1M earn .30%. The tiered interest takes affect after the balance in the account falls below \$1M
 - Our Nursing Home Capital Reserve CD valued at \$67,841.95 is invested at Ledyard National Bank at .55%
 - Our Dispatch Capital Reserve CD valued at \$250,493.37 is invested at Meredith Village Savings Bank at .35.
 - Our Deeds Surcharge CD matured at Meredith Village Savings in July and was reinvested in a 12 month CD at Ledyard National Bank yielding .50% which was up from .35% offered by other banks.
- The Delegation authorized the Treasurer to borrow funds up to \$5 million for TAN (Tax Anticipation Note) at their meeting on June 24. The funds will be needed in September.
 - Woodsville Guaranty Savings Bank has offered .50% for our upcoming \$5 million LOC for TAN. This rate is by far the best rate quoted by other area banks and offered the additional benefit of waiving a legal opinion letter thereby saving us several hundred dollars on legal counsel. WGSB is able to offer Grafton this legal opinion exception due to the high level of activity we maintain with their bank.

Investment rates remain historically low.

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

Rep. Gionet asked Treasurer Parker how credit unions compare to banks and if they have the same flexibility. Treasurer Parker stated that typically small banks do not. She stated that she has seen rates vary tremendously through different banks. Treasurer Parker stated that she will look into it since the question was raised.

Commissioner Cryans gave the following Commissioners' Report:

- ◆ Old Jail Demolition – Complete – Commemorative Plaque on order. Total cost of the demolition \$87,531.47.
- ◆ County Conference – Grafton hosting – Mountain View Grand – October 28th & 29th.
- ◆ HealthTrust Return of Surplus: Grafton County received \$145,886.63 – associated with 6 months of 2010 on August 29th. Commissioners voted to return \$20,881.02 back to still active County Employees who had health benefits during 2010 and Retirees (non-County paid.) These returns were calculated based on the % of the employee's contributions. The returns were given to employees via payroll on September 6th.
- ◆ Re-pointing of Administration Building will be completed in the next couple of weeks. Project was awarded to Mas-Con Corp out of Laconia at a total bid of \$193,335.00. There has been some unanticipated expense associated with rot of some of the post and railings.

There is a total budget of \$203,000 for this project – so all associated expenses should come in within the budget.

- ◆ UNH Cooperative Greenhouse will be relocated across the road. Its new location will be behind the Farm Stand and will allow for more/different types of research. The funds for the move are coming from a grant that was received from UNH.
- ◆ HR Director Donna Cramer began on July 8th – very good addition to the Management Team.
- ◆ Maintenance Employee Kevin Kennedy passed away unexpectedly on Monday, Sept 16th.
- ◆ Financial Audit for FY 13 is underway. Field work has been completed. Waiting on draft reports. All went well.
- ◆ Nursing Home underwent their State Survey from August 6th – 8th. Very good survey – Two deficiencies were received, surveyors stressed that they were very minor in severity. Survey team very complimentary of the facility and the staff.
- ◆ Update on status of Juvenile Diversion – Contracts awarded to CADY and Valley Court Diversions for the Plymouth and Upper Valley in July. RFP's were sent out for interest in the Littleton/Haverhill area and the Commissioners' accepted a proposal from CADY to develop a program in these areas.

Rep. White asked if everyone could stand for a moment of silence in memory of Kevin Kennedy, a member of the Maintenance department who passed away Monday.

Rep. White asked if the return of surplus from HealthTrust would be unassigned revenue. Director Clough stated that it was posted back against all the departments' health insurance lines and will leave those line items with unspent balances which will lapse into the fund balance at the end of the year.

Rep. White stated that it was appropriate to return a portion of the Health Trust surplus to the employees.

Rep. Mulholland moved to approve the Commissioners Report. Rep Gionet seconded the motion and all were in favor.

Director Clough discussed the following Executive Directors Report with the Executive Committee:

Director Clough stated that the Census at the Jail was 123 in-house, four on (4) Electronic Monitoring and Community Corrections is supervising twenty-two (22) in Drug Court with four (4) in custody.

She stated that the Nursing Home Census was 128. Two wings have been closed for admissions due to an upper respiratory illness. All open beds are on those wings. She stated that they are expected to reopen for Admissions today.

Director Clough discussed the Re-Cap of Final FY 13 Financial Info with the Committee. Director Clough reviewed the August Monthly Variance Report with the Committee and discussed the following:

- Revenue Down in most Depts.:
 - Fiscal Year typically starts off slow with Revenue
 - Nothing alarming – project all will come in line
- Expenses Up in many Depts. for the following reasons:
 - Three (3) payrolls in August
 - Property/Liability Insurance paid in full
 - Real Estate Taxes only paid 2X per year
 - Workers' Compensation paid in full
- Farm Budget – Monitoring

Director Clough reviewed the August Pro-rated report and monthly over-expenditure report with the Committee.

Rep. Mulholland asked why proshare money is so large and who determines it. Director Clough stated that the State is the one who determines the amount.

Rep. Gionet asked if the reason the contracted nurses line is increased is because we lost nurses. Director Clough stated that we have been short nurses all summer. She stated that if they can't hire new staff they use traveling nurses, as well as if someone is out on FMLA.

Rep. Mulholland asked if we are experiencing a shortage in nursing. Director Clough stated that geographically we don't have a huge pool to pull from which makes it hard to find people to fill positions.

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

New Business: none noted

Old Business

Rep. Gionet stated that when we left the previous meeting there was an issue that Rep. White was looking into. He asked if that was taken care of. Rep. White stated that at the next meeting there will be an update from the County Attorney.

Delegate Comments:

Rep. Ladd stated that he wasn't sure that everyone was aware that Nicholas J. Giaccone, Chief of Police from Hanover will be retiring in October. Rep. Ladd stated the County as a whole should do something to show appreciation for all he has done.

Rep. Ladd stated that the relationship between Dartmouth and the Hanover Police Department has greatly improved.

Rep. Ladd stated that he was approached by Cottage Hospital on the narrowness of the provider network for the new Health Insurance Exchange with only one provider in Blue Cross/Blue Shield Anthem and many hospitals that have been left out. Rep. Smith stated that in speaking with Commissioner Nick Toumpas they are trying to get a second insurance company in the area.

Rep. Smith reminded everyone that the Department of Energy is having scoping hearings this week on Northern Pass.

The next Executive Committee meeting will be November 25th at 9:00AM. Rep. White requested to have HR Director Donna Cramer and Atty. Saffo added to the agenda.

9:56 With no further business and all in favor the meeting adjourned.

Respectfully Submitted,

Representative James Aguiar, Clerk