

EXECUTIVE COMMITTEE BUDGET REVIEW

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday June 4, 2012

PRESENT: Representatives Bulis, Aguiar, Sova, White, Brosseau, Ladd, Townsend and Almy, Commissioners Cryans, Burton and Ahern, Executive Director Clough and Secretary Martino.

EXCUSED: Rep. Gionet

OTHERS: Sarah Brubeck from the Valley News

Rep. Bulis called the meeting to order at 9:06 AM and the committee recited the Pledge of Allegiance.

Two grammatical errors were noted via email by Rep. Almy (who had not arrived yet), on the minutes from May 21, 2012

Rep. Sova moved to approve the minutes from the May 21, 2012 meeting as amended which was seconded by Rep. White.

There was a discussion on whether to hold off on approval of the minutes because it was thought that Rep. Almy had another edit and she had not arrived yet. There was some discussion and then Rep. Almy arrived. She noted that something she had said at the last meeting had not been entered into the minutes and she thought it should be. She had said at the last meeting that there should have been a discussion about this budget in regard to employee benefits, last November, which didn't happen.

There was also a discussion about something Rep. Ladd had said that was in the minutes but Rep. Almy thought was misinterpreted. He did not object to what was written. It was decided that the addition of Rep. Almy's statement in these minutes would suffice.

When the vote was taken, all were in favor. (Reps. Townsend and Brosseau had not arrived yet).

Rep. Sova moved to approve the minutes of the May 14, 2012 Public Hearing which was seconded by Rep. Ladd. Reps. Almy, White, Bulis, Sova and Ladd were in favor. Rep. Aguiar abstained and Reps. Townsend and Brosseau had not arrived yet.

Rep. White moved to approve the minutes of the May 14, 2012 Delegation meeting which was seconded by Rep. Sova. All those present were in favor.

COMMISSIONERS' OFFICE: Director Clough

Director Clough said that the largest increase in this budget was the new Financial Director position. Education and Conference had increased because of training that would be required on new software.

Rep. Brosseau arrived.

Audit services have increased due to the need for an annual audit actuarial in regards to other post employment benefits (OPEB) which is due in FY13.

Rep. Almy asked about the Financial Director position and Director Clough talked about the justification for it. She said that right now she does the overall finances for the County and there is a person at the Nursing Home who handles the finances for the Nursing Home. She said that in FY09 the County included a financial position but it was cut out. She said that the Financial Director will need to have a specific set of skills and knowledge which is beyond the current department. She said it is not as easy as just shuffling positions around to get what is needed. She stated that the performance audit recommended the position and the audit letter referred to the need as well. Director Clough noted that there are continually new rules and laws that come up that need to be adhered to. She ran through the steps that would be taken in order to put a person in place which included a revision of her current position, to County Administrator. She said that she feels it is time for the County to address the needs for a Financial Director and that if this is not done, things will simply remain as they are.

Rep. Ladd said he is not so sure that this is move that needs to be addressed right now, particularly with the needs in the County Attorney's office, the biomass and IT.

Commissioner Cryans said it would be nice to have but if it didn't happen then he felt that Director Clough would pick up the ball and do it.

Rep. Ladd asked Commissioner Cryans how he would place this in terms of priority along with the Attorney's office, the biomass and IT. Commissioner Cryans said he would take the biomass out of the equation because that is something completely different. Then he said that he didn't feel that he would be the best one to prioritize but feels that out of all the jobs, Director Clough's would be the one that would get done without the help.

Rep. White said that he had absolute faith in Director Clough but this is not about one employee as much as it is about governing the County. He said right now there is a position that requires so much that it can potentially put the County at risk. He said he didn't feel that one person should hold both the role of Financial Director and County Administrator and said you just don't see that being done. He said that without getting Director Clough the help she needs that there will come a time that something will fall through the crack because priorities must be weighed. He said that the auditors made it very clear that they recommend this position and the Delegation ought to spend the money.

He said they should approve the position and move on and that money spent today will end up being a savings in the long run.

Rep. Ladd said he had a problem with how the County is looking at the performance audit and asked if they should be cherry picking or looking at things for the future instead.

Rep. Bulis said that the points that Rep. White made were well taken. He said the performance audit also went on to say that the current Executive Director position should be revised. Rep. White said that had been taken into consideration as Director Clough had said a new job description had been crafted. He said that their jobs as elected officials were to set up a government that will work should one person be gone for some reason and that this is important to do.

Rep. Sova asked how the Dept. Heads would be viewed and how easy would it be for Director Clough to give up the financial part of her job. She said it wouldn't be easy at all because that's the part she truly enjoys. Rep. Sova then asked Commissioner Cryans if the Board would be willing to give up the Dept. Heads reporting directly to them and Commissioner Cryans was reluctant to agree with that.

Rep. Bulis said that if the positions were reorganized as per the job descriptions then the Commissioners would enter into a policy setting role at that point.

Rep. Almy said she was torn about this and if the County moved toward this position then she feels they will be able to discuss and determine other items in the audit.

Director Clough moved on to the other items covered under the Commissioners purview.

CONTINGENCY: This is for outside council and has been reduced in the hopes that there will be no litigation not covered by insurance.

UNALLOTTED: Unemployment which is currently over expended and has been on the rise, has been increased. There is money in a bank account to cover this if need be

WAGES & BENEFITS: Down from last year.

CAPITAL EXPENSES: Office furniture for new finance position.

NURSING HOME: NHA Labore and B. Patanovich

Revenue: NHA Labore said he is predicting a higher revenue in Medicaid Room & Board but just found out that the Medicaid rate has gone from \$151 down to \$149.17 as of the first of July. This is a 2% decrease. Private Pay has been increased \$10 per day and NHA Labore is budgeting increases in both ProShare and the Bed Tax. Overall revenue increase has been predicted at 2.64% which is for a census of 132.

Rep. White asked how the new managed care will affect revenue and NHA Labore said that the Nursing Homes have one year before this hit them and there is a hope of being able to work with the companies. He said he expected ProShare and the Bed Tax to be affected though. Rep. Almy asked if there had been any rumors that ProShare the Bed Tax are going away all together and NHA Labore said that all the other counties are budgeting for acceptance of the money and in speaking with CMS, understood that it won't be going away this year.

EXPENSES:

NHA Labore said all positions include steps and COLA's for those who are eligible. There was a discussion about how increases are handled and the requirements

The Nursing Home will be purchasing 44 new computers, 12 kiosks and a number of PDA's for proper documentation of residents.

DIETARY: there is an increase in the food supplies due in part to the increased census number used. Rep. Almy noted a 10% increase from Fitz Vogt who provides the food services.

NURSING: NHA Labore has increased hours for RN's, LNA's and LPN's so that they can hold staff meetings. The intent is to increase communication and try to reduce turnover.

ENVIRONMENTAL SERVICES: three 24 hour part time positions will be created from full time hours in order to provide the most coverage. Rep. White sated that this will take a full time position with benefits out of the community and felt that this area, being more depressed, needed a full time person supporting a family. He said that he is not sure this is a good practice or worth it. B. Patanovich said this request comes directly from the manager of ES and is being done for more flexibility. Rep. White said it does not help the community or region by doing this. Rep. Sova suggested this sounded like micromanaging which they had said they wouldn't do.

Other Departments were discussed and most remained fairly static.

CAPITAL RERSERVE: There is a request for some fire alarm pull stations and some money has put aside in the event that steam tables are needed in Dietary.

Overall in the Nursing Home budget there is a .16% increase.

DRUG COURT: Coordinator Bob Gasser

Revenue comes in the form of fees from participants.

B. Gasser presented a status report of the Drug Court since its beginning.

Rep. Bulis asked B. Gasser why he had increased his own salary 12% and he replied that it is the first raise he has received in five years.

Rep. Almy had a question about Friendship House and whether or not people are sent there from DC. B. Gasser said that because their costs are so high he doesn't send people there anymore. Rep. Almy wanted to address the funding to Friendship and will do so when the Committee discusses the Social Service budget.

Rep. Bulis asked about the increase in treatment services, particularly with the treatment services that will be offered at the Jail, and questioned if they would be better served by seeing money go to the Jail for treatment instead. B. Gasser said that DC takes high risk client and puts them back into the community and they are not under a controlled environment like they are in the Jail.

Rep. Sova asked about the increase cost of urine tests and B. Gasser said they have to account for all kinds of new substances and be able to test for them.

Rep. Aguiar asked Commissioner Cryans why there hadn't been any salary increase for five years and now the Board has approved a 12% increase. Commissioner Cryans said that two of the three Commissioners felt it was fair.

There was a discussion about service providers and B. Gasser said they now primarily use Genesis and Headrest. Commissioner Cryans noted that for full disclosure he is the Executive Director of Headrest.

Rep. Almy asked about the annual conference that was a line item amount of \$10K and B. Gasser said that is for the annual Drug Court conference which is a national event. He said the conference is invaluable and provides courses that teach the instructors on what to do. He said a number of Grafton County people attend.

Rep. Ladd said that he is looking at the dividends from this program and noted that specifically B. Gasser had said that five children were born that were drug free. He said that alone can save thousands of dollars in services. Rep. White and Rep. Brosseau agreed that was successful and Rep. White stated that he would like to see the program monitored but fully supported it.

Rep. Almy said it bothered her that the state doesn't contribute to these programs.

11: 45 Commissioner Burton excused himself

UNH COOPERATIVE EXTENSION: Office Administrator D. Maes

Revenue comes in from the state for the Dairy Specialist.

D. Maes said the only increases are step and COLA's.

Capital expenses are the same as last year and each staff member gets a new computer every 3.5 years.

FARM: Farm Manager Don Kimball

Revenue: Primarily comes from the sale of milk which is budgeted at \$18 per hundred weight this year. FM Kimball said he plans to reduce the cow herd this year.

Rep. Aguiar asked about the chickens and FM Kimball said that the Farm currently has 75 chicken and they are produce almost that many eggs a day which go to the Jail and eventually the Farmstand.

There was a discussion about items that are donated to both the Jail and the public and Director Clough said those donations are recorded and a report is created every year. Rep. Aguiar asked why the Farm charges the Nursing Home for items but donates them to the Jail. Rep. Almy said that had to do with reimbursements in the Nursing Home and Director Clough said it is also because the inmates do all the work on the Farm. Rep. Aguiar said he would like to see more consistency in that area.

12:00 Rep. Townsend arrived.

FM Kimball said his herdsman retired and he wasn't sure if he was going to replace him or not. Rep. Bulis asked if it would be beneficial to switch to all beef cattle and get out of dairy altogether and FM Kimball said that personally he would still like to see milking cow to be able to showcase.

Rep. Aguiar went back to the conversation about the chickens and said he thought the Farm had done away with them. FM Kimball said that he had sold the first batch of laying hens for .50 a piece and purchased new hens for \$8.00 each. Rep. Aguiar asked if the Commissioners were on board with this and Commissioner Ahern said that he felt they were and listed reasons such as the chickens being a learning experience for inmates as well as eggs for the Jail.

Rep. White said he is here to review the budget and not all the details of things such as what animals the Farm has. He said the important factor is whether the benefits of the Farm outweigh the expenses and at this point he feels they do. He said if that balance changes then it could be looked at again. Rep. Aguiar said he wants to look at the animals because he feels they impact the bottom line and there is also a concern that the Farm is taking away from local producers. He stated that shoveling manure and raising chickens didn't seem to him to be beneficial to inmates and suggested that they probably wouldn't be trying to get jobs in those areas. Rep. Ladd said it's not the job as much as the work ethic. Rep. Brosseau agreed with that.

CAPITAL EXPENSES: FM Kimball is asking that the road across the street be repaired and wanted to purchase a "new" used vehicle.

12:25 PM Rep. Ladd was excused.

CONSERVATION DISTRICT:

The Conservation District budget consists of an Administrative Assistant and the benefits that go along with the position. There was some discussion as to why the County supports this and whether or not there is an overlap with Cooperative Extension.

ECONOMIC DEVELOPMENT:

Rep. Bulis asked why the request went from \$40K to \$50K and Commissioner Cryans said that he was approached at the GCEDC Annual meeting by the Executive Director who requested the amount be increased from last year, another \$10K. Commissioner Cryans said he believes strongly in GCEDC.

Rep. Bulis said he is in receipt of a letter from Commissioner Burton regarding the funding of the Tri County Cap transportation and asked the other two Commissioners if they concurred. Commissioner Cryans said it was Commissioner Burton's letter.

There was a discussion about the cost of food which will now be handled in-house. Director Clough said there is a learning curve and they will just have to see how things pan out. The hope is that it will certainly be lower than expected.

Rep. Bulis said that he would like Director Clough to tally and account of all out of state travel. Director Clough said it's not separated by in state and out of state so it would be very difficult to do.

Rep. White said that there are a lot of positions in government that do not offer local training and people need to travel to get that. He said he didn't feel that travel should be restricted and that people need the interaction of their colleagues in order to manage population such as the Jail and the Nursing Home. Rep. Sova said that Rep. Bulis just asked for an accounting and had not mentioned cutting it.

The next budget meeting will be held on the 11th of June at 9:00 AM

12:45 PM With no further business the meeting was adjourned.

Respectfully submitted,

Charles Sova, Clerk