

## EXECUTIVE COMMITTEE BUDGET REVIEW

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
Monday June 3, 2013

PRESENT: Representatives White, Ladd, Aguiar, Lauer, Sykes, Smith, Mulholland, and Gionet, Commissioners Cryans, Burton and Richards, Director Clough, Admin Assistant Samantha Tempelmeyer

### **Drug Court:** Coordinator Bob Gasser

B. Gasser discussed his FY14 Budget with the Executive Committee.

B. Gasser stated the Drug Court Case Manager Position has been funded by a grant in the past through the Attorney General's Office. The funding for the position ends as of June 30<sup>th</sup> and B. Gasser stated he wants the Case Manager position to continue with the Drug Court Program. He went on to discuss the various responsibilities of the position.

Rep. Mulholland asked why there is a much higher completion rate for males than females. B. Gasser said that 90% of females have been sexually abused. That issue needs to be treated first in order to get the bottom of the addiction.

Rep. Gionet asked why the budget for the Education and Training line was raised from \$8000 last year, to \$10,000 this year when only \$3500 has been used so far. B. Gasser stated that it will be spent. He stated he is taking four (4) people to the National Training Conference which is held in Washington D.C. He also explained that continued training is vitally important to the program's success.

Rep. Ladd stated that Merrimack County has a very active Pre-trial diversion program and has licensed councilors; he asked if our case manager has a license. B. Gasser stated she does not. Rep. Ladd stated that he would like to see more money on the front side less on the back side of these issues. He is looking to strengthen these programs but also mimic others.

Rep. Smith asked if the County pays for Headrest. B. Gasser stated that they do.

Rep. Gionet asked how many of these people might have been on welfare before they got in the program. B. Gasser stated that most are on welfare but a requirement to get into the program is they must have a job within 2 weeks of starting.

Rep. Ladd asked if the clients get the therapy and counseling that they need. B. Gasser stated that they are either in group counseling or individual and everyone gets a mixture of both.

Rep. Ladd stated Headrest has lost the detox portion; and that his concern is whether or not they are providing the counseling needed with the funds that are provided. B. Gasser stated that he has experience in the past, he sees the response from people being treated, they all say that they feel different and understand their addiction. He feels that they are getting what they need from Headrest.

Commissioner Cryans stated that as the Executive Director of Headrest he wanted to make it known that Headrest didn't lose detox, they were told that it would no longer be offered, the State wanted Detox to be offered at medical settings. The State changed Headrest from a Detox/Transitional Living Program to just a Transitional Living Program. There is one certified detox center in the State, in Manchester.

Rep. Smith asked B. Gasser if he will be doing a road tour to the different towns in the area again this year. B. Gasser said that he intends to start again, this summer they will go back to Lebanon, Littleton and Plymouth. It is great opportunity to explain what they do.

Rep. Sykes asked what the connection between alcohol addiction, drug addiction and Drug Court is and if there is only one (1) facility in Manchester, how do we treat them. B. Gasser stated that alcohol is a drug and is one of the most addicting. The only life threatening detox is alcohol. Most detox programs are done in the jails. They know alcohol is a life threatening detox and monitor them closely.

Rep. Ladd stated that Merrimack County has a Pre-trial Diversion Program dealing with kids 16 years of age and up. They try to catch first time offenders; we don't have that here in Grafton County. B. Gasser stated that he only deals with high need high risk people, not first time offenders.

Rep. Aguiar asked for an explanation of the Coordinator's salary line. Commissioner Cryans state that B. Gasser proposed the 3% increase and then a 1.5% COLA was added to all positions in the budget.

Ed Rajsteter stated Rep. Ladd and Rep. Smith expressed concern with the treatment being received. The Drug Court team functions by a team concept. There is a committee that regulates the rules that the team will work under. He stated that he is sure the Committee would like to see alternatives that are out there for how treatment may be provided.

Rep. Mulholland asked if everyone is required to go to NA or AA. B. Gasser stated they now have the option to go to a non 12 Step program. The new rule says you cannot get federal funding if you require people to go to NA or AA because of a higher power issue

Rep. Ladd asked if there is adequate supervision to ensure that what you're getting is not just a line from an alcoholic, to ensure you're getting the facts. B. Gasser stated that the supervision is there. B. Gasser stated that Grafton County's Drug Court has the best supervision there is.

### **Social Services- Cindy Swart**

Rep. White asked Consultant Cindy Swart to explain where the increases and decreases were in the budget. He also stated that he was interested in what benefit the County receives from the program. HSA Bishop stated many of the recommended amounts are based on requests from last year before the 3% reduction.

C. Swart reviewed her recommendations for the Social Service agencies with the Committee. She stated almost half of the budget is going to Senior Services. These are services that prevent early institutionalization. The two (2) services that are funded are the Grafton County Senior Citizens Council and through the Home Health Agencies that provide in home health care and home makers.

Rep. Ladd stated that in looking at the whole Social Services Budget, he sees programs whose benefits offset the Nursing Care at the County as well as Correctional Services and other services throughout the Court System. He stated those are the programs he supports.

Rep. Ladd stated the Boys and Girls Club have been going through a three (3) year grant. He asked if we are getting into taking over the responsibility of these programs. C. Swart stated their Board of Directors privately raises roughly \$180,000 a year. The County may be asked to pick some of it up. Two (2) of these agencies have closed in the past year due to funding.

Rep. Ladd stated The ADAPT program was taken out of the budget last year because they felt counselors in the school should be the school's responsibility to pay for it. He asked why it was put back in the budget.

C. Swart said this is the only program that the County funds in the Lincoln/Woodstock area.

Rep. Gionet stated that he doesn't see these Social Services as a part of County Government.

Rep. Aguiar Commissioners asked the Commissioners to explain the CADY request and why they suggested \$16,000.

Commissioner Cryans stated they had been dealing with the request from Atty. Saffo to fund a series of \$40,000 for three (3) different areas. The Commissioners felt it was best for the County to not take over completely. He stated that they compromised with Atty. Saffo and agreed on giving a total of \$40,000 to be divided up between three (3) areas.

Atty. Saffo stated that the CADY Program was not asking for \$10,000 to run the program for the year. They knew that Atty. Saffo has requested \$40,000 and they stated that they need \$40,000 to keep the program running. The \$10,000 was envisioned to be a stop gap measure until a system was in place. If the \$40,000 was granted a contract would be put in place.

Rep. Mulholland asked if the \$135,000 would be gross. CA Saffo stated that \$135,000 would cover the entire County and include an Administrative Asst. to help with the management of the programs. She stated she envisions this being a contract based service.

Commissioner Cryans stated there is a quarterly reporting requirement for each of these programs that need to go through HSA Bishop.

Rep. Ladd stated this area of the budget is what he is concerned about. He believes we need to tie some of this down into a solid program. There's a lot to this and will be healthy to the County budget. Commissioner Cryans stated that that has always been the goal of the County is to fund programs with the intent to save money. Rep. Ladd stated he believes we need to get to that goal of coordinating, and spending more money on programs to help addiction and substance abuse in Grafton County. Commissioner Cryans stated that he feels that the State of NH is abdicating their responsibilities by not paying for juvenile's services as they agreed to several years ago when the Counties took over the senior population. This is why the Commissioners do not believe the County should be setting up a program for juvenile justice.

Atty. Saffo stated legislature didn't fund services for juveniles and without funding these services will be lost and it will cost the county a lot more money in other services. She feels that the County needs to fund this until the State figures out what they are doing.

Rep. Lauer asked for an explanation of the Tri County Cap and what the line items are.

C. Swart stated that they closed one outpatient setting, a treatment program and have completely reorganized themselves. They are in a better position to receive State money. Part of that has to do with the problem of the Trustee looking at all the programs and deciding which ones are most cost effective. They are comfortable with the \$13,000 combined funding.

### **Human Services- Nancy Bishop, Administrator**

HSA Bishop stated that 98% of her budget is in two (2) line items that the County collect taxes for and pays to Health and Human Services to support the Medicaid Program for Long Term Care Services. The County is responsible for reimbursing the State of New Hampshire for long term services which are people who are in Nursing Homes. The County pays a portion of their Medicaid rate for being in the Nursing Home or is eligible to be in a Nursing Home but receive services from home or community in a less restrictive setting. Currently the Federal Government covers 50% of Medicaid and the County covers the other 50% up to a CAP amount.

She stated that she is projecting that the proposed budget may be \$20,600 short of what is needed depending on if the statute as it is currently presented remains in force.

Rep. Aguiar asked if Grafton County is responsible for citizens who may be cared for in other states. HSA Bishop stated some border facilities yes.

HSA Bishop stated part of the money does covers Grafton County people, people who lived independently in Grafton County before they went in a Nursing Home or received home care services. She stated she doesn't have control over what services the Nursing Home provides. We pay \$6.6 million to Health and Human Services to offset the expenses.

### **Commissioners' Office- Executive Director Julie Clough**

Commissioner Cryans discussed the Grafton County Economic Development Council and their request for funding.

Rep. Aguiar asked why this group is treated as a separate entity, different than other groups that seek our support. Commissioner Cryans stated that there used to be numerous Economic Development groups in Grafton County. They consolidated all three (3) programs to one for Grafton County.

Director Clough discussed the Commissioners' Office Budget with the Committee.

Director Clough stated a large portion of the Commissioners' Office Budget is allocated to the Nursing Home using a formula that was developed for accounting services. When the Nursing Home does their Medicaid and Medicare cost reports they want a true reflection of all costs that it takes to run the Nursing Home because that helps to get better reimbursement rates. She stated that they have a formula in which they allocate percentages of each staffs salary and benefits.

Rep. White asked what the rationale was for budgeting for two (2) people to attend the NACO Conference. Commissioner Cryans explained that Commissioner Burton represents Grafton County annually. Commissioner Richards stated that she had attended the last time she was in office and found it to be very educational.

Rep. Gionet asked the Commissioners having gone to the NACO Conference how have they applied what they learned. Commissioner Richards stated she brought back reports and now gets notices and letters from NACO about agricultural happenings. She stated that she sees a bigger picture and can relate to FM Kimball and farm items.

### **Human Resources Budget**

Director Clough presented the Human Resource budget to the Committee.

Rep. White asked if it is budgeted that the new HR Director has a family insurance plan. Director Clough stated that it is included in this year's budget.

Director Clough explained that 80% of the Human Resources functions are for the Nursing Home, which means 80% of the Human Resources Budget is allocated to the Nursing Home for the same purpose as the accounting allocation that is done.

### **Conservation District Budget**

Director Clough stated the County funds their Administrative Asst. She is located in Orford four (4) days a week and at the County once a week.

Rep. Ladd asked if we pay lease for the office space in Orford and Director Clough stated that we do not.

### **Wage and Benefit Adjustments**

Director Clough reviewed the line items included in this category of the budget. Rep. Aguiar asked what happens if someone does not use the money that is set aside in the Flex Spending Account. Director Clough stated that it comes back to the employer; the County receives a check in October.

Rep. White asked what the rationale was for setting up the HRA that is offered to employees. Director Clough stated several years ago the County switched from a zero (0) deductible program to a \$1,000-\$2,000 deductible for our health insurance. In order to get the employees to buy into that the Commissioners set up a Health Reimbursement account which reimburses them for 75% of the deductible that they would pay. The rates for health insurance this year have gone down .01%.

Rep. Ladd asked if is the HRA is available to all employees? Director Clough stated that it is available to all employees; new employees must wait 3 months to be able to get the insurance.

### **Earn Time by Back Program**

Rep. Smith asked what Director Clough to explain the purpose of the Buy Back Program.

Director Clough stated that the ET buyback program was a product of a lot of work from the Department Heads, the County's Benefits Committee and the Commissioners. She explained that due to some issues that the County has had with Family Medical Leaves, discussion began as to how to help that issue. In conjunction with some proposed changes to the FML policy regarding pay and benefits the ET buyback program was proposed. In addition, there are many employees in some of the 24/7 departments, who a lot of times can't get time off. Sometimes they opt to not take vacation if they cannot get the time requested. She stated that what the employees wanted

was the option to, when they were approaching the maximum hour mark; they wanted to buy back that time instead of it being lost.

Rep. Ladd asked if accrued time contributes to retirement. Director Clough stated that you get paid so it goes into your last three (3) years computation.

Rep. Ladd asked how many sick days per year an employee is allowed to contribute to the sick bank. Director Clough stated ten (10) and you can accrue 640 hours a year which is twelve (12) weeks.

The Committee recessed for lunch at 12:00 PM.

Chairman White reconvened the meeting at 1:00 PM

### **Maintenance- Superintendent Jim Oakes**

Supt. Oakes stated that there is a \$304,550 difference from FY13, an overall decrease of 13%. He reviewed with the Committee the areas that changed.

#### Capital Expenditures- \$115,269.81

Supt. Oakes explained that the largest part of the Capital Expenditure is the lightening protection system that is being installed at the Nursing Home. Other items included in the Capital Expenditures are construction of sidewalks, sprinkler system, back flow prevention for the Administration Building and sealing the cracks in the parking lot.

Rep. Aguiar asked for Supt. Oakes to explain the Lightening Protection system. Supt. Oakes stated that fundamentally it is the same principle as the lightening protection that a home owner would use but on a much larger scale.

Rep. White asked if both lightning strikes were at the Nursing Home this past year, the only building without protection. Supt. Oakes stated that yes both struck the Nursing Home, there was no structural damage but it wiped out the much of the electronic systems.

Rep. Aguiar asked if Supt. Oakes could give some info on the geo- thermal system and how it is working at the jail. Supt. Oakes stated that the common misconception is that it doesn't work. He stated that it is working at the jail, there are issues they are straightening out but it is in fact working.

Rep. Mulholland asked what the financial consequences of these issues were. Supt. Oakes stated there were some consequences, sometimes we have had to pay for them and others we have not had to pay for.

Rep. Ladd asked if money is being held until all the issues are taken care of. Director Clough stated that it is being held.

Supt. Oakes told the Executive Committee that the bid that was awarded for the demolition of the old jail was for \$68,000 and that the building would be gone by the end of July. Rep. Aguiar asked about possibly having a memorial or document to put where the old jail stands once the demolition is complete. Supt. Oakes stated the Commissioners had mentioned having a brass plaque put at the site of the old jail.

### **Department of Corrections- Superintendent Glenn Libby**

Supt. Libby stated there is approximately a \$21,000 increase in the jail's revenue.

Supt. Libby reviewed the expense portion of his budget with the Committee. Supt. Libby stated that the largest increase in his budget is due to the increase in retirement rates in both Groups I and Group II.

Rep. White asked what the difference was between the DoC requested budget and the Commissioners' proposed budget. Supt. Libby stated his requested budget didn't include the 1.5% COLA.

Rep. White asked Supt. Libby to explain the Equipment Repair and Maintenance line. Supt. Libby stated had contractual agreements with the fax machines and copiers. These items were budgeted in the supply line last year where they should have been budgeted and paid out of the equipment line. He stated that there is now a slight decrease in the supply line.

Rep. Aguiar asked Supt. Libby to explain the Consultants line. Supt. Libby stated that there was an increase due to potential changes in the State GED test in calendar year 2014. He stated there will be a change in contracted fees for the GED facilitator to come into the building.

Rep. Ladd discussed the upcoming changes to the GED test and the reasoning for the increase in the budget.

Rep. Smith asked for Supt. Libby to explain the Education Consultants. Supt. Libby stated that they have had a relationship with Ken Stransky for a number of years. He stated that Mr. Stransky gets a negotiated rate for the hours he works.

Rep. Mulholland asked how many uniformed officers are currently working at the Dept. of Corrections, and if Supt. Libby is short staff. Supt. Libby stated they are trying to get by with what they have and are looking forward to the future and getting one (1) more Correctional Officer Position.



Rep. Mulholland asked if there are currently inmates from other places at the Dept. of Corrections. Supt. Libby stated that there are currently six (6) females from Coos County. He stated that it is high, which is one of the reasons the revenue is projected to be higher for FY14. Coos County gets billed \$40/day and for any medical and dental expenses.

Rep. Smith stated that last year when Supt. Libby was working with the Subcommittee he stated they would be using produce from the farm. Supt Libby stated they used roughly \$30,000 of produce from the farm.

Rep. Aguiar asked Supt. Libby to discuss the turnover rate with the Jail. Supt. Libby stated that the turnover rate is above average, some can be contributed to the change in facility. He stated that some is generational, people not wanting to work in a 365 day a year, 24/7 operation. The majority of the turnover rate is probationary employees who don't make it through the training or they realize it is more than they expected.

Rep. Aguiar asked if there is a pay differential for those who work different shifts. Supt. Libby stated that they have the same shift differentials as everyone else in the County.

Rep. Smith stated that Supt. Libby mentioned that most people they lose are during the probationary period. She asked once they finish training do they normally stay. Supt. Libby stated a lot of people use Corrections as a stepping stone towards for other avenues of Law Enforcement. Many of the Correctional Officers stay for a couple years' then move on to careers as Police Officers.

Rep. Aguiar asked if there any back up arrangement with the Sheriff Dept. for emergency situations. Supt. Libby stated that most of the safety and security protocols interact with the appropriate Law Enforcement Agencies.

Rep Aguiar stated that one (1) of the problems all facilities have is the Correctional Officers getting too friendly with inmates. He asked Supt. Libby what he does to counteract that. Supt. Libby stated that there is specific training, initial training and ongoing training. He stated Correctional Officer's need thirty (30) hours of training per year to keep their certification.

Rep. Smith asked if there have been any incidents of fights in a pod. Supt. Libby stated yes and most instances they can resolve it easily. There are videos from surveillance cameras that they use to go back and critique how things were handled.

Supt. Libby reviewed the Community Corrections budget, the Governor's Commission budget, the Nightwatchmen budget and the RSAT (Residential Substance Abuse Treatment) budget with the Committee.

2:35 PM with no further business the meeting adjourned.

Respectfully Submitted,

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Representative Jim Aguiar, Clerk