

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
January 27, 2020

PRESENT: Representatives, Sykes, Ladd, Hennessey, Maes, Abel, French, Stringham, Diggs, Campion. County Administrator Libby, Admin. Assistant Norcross, Commissioners Lauer, Piper and Morris.

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

Rep. Sykes stated that the minutes from the November 18th Executive Committee needed to be approved.

MOTION: Rep. Campion moved to approve the minutes from the November 18th meeting. Rep. French seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report January 27, 2020

- The County began working with Maureen Callahan from USource Energy in regards to finding a 3rd party supplier for electricity. On 12/10/19 Ms. Callahan met with the Commissioners to update them on an RFP that had been sent out for the county's electric supply. She stated that when they send out an RFP it is not uncommon to find only a couple suppliers to participate as many do not feel it is worth their time, effort and money to go through the process to pick up a small entity in their overall large group. She stated that she was very surprised that there was not one (1) supplier to respond to the RFP sent out for Grafton County. She stated that they are going to continue working with Grafton County on possibilities for solar energy in the future. The issue of a 3rd party supplier is not going to be able be pursued at this time because of these results.
- Commissioner Morris is working on a Committee that will begin investigating different options that the county may have in the future for electric supply and the opportunities that may be available.
- The Commissioners finished successful negotiations with the Grafton County Bar Association and the county is currently renovating the old "lawyers' lounge" to be office space for the County Attorney's Office. The GCBA has a small space upstairs, the availability of the conference rooms downstairs and if space is needed they may

contact the Administration Building for space.

- Opioid lawsuit – Grafton County is continuing to work with the NHAC and Attorney Robert Bonsignore as part of the Opioid lawsuit.
- Social Service Applications for funding have been received. Commissioner Morris is going through them and will have data compiled for the Commissioners to review in March.
- IDN Funding – The NHAC has formed a committee that each county has a representative on. Ours is Commissioner Piper. The State has requested that the ten (10) NH Counties contribute \$10M to the funding for the IDNs (Integrated Delivery Networks.) The Committee has determined that the fairest way to assess this is based on Medicaid attributable lives within each county. Rockingham County is the County that is having the most difficulty deciding on the amount that they will contribute. All ten (10) counties have agreed that they will contribute proportionately to the lowest common denominator. We are having the full delegation meeting to vote on the maximum (up to) amount that Grafton would have to contribute and will only send our proportionate share of whatever the lowest common denominator ends up being.
- Departments are busy working on their requests for the FY 2021 budget. We will start budget meetings with department heads in March and will conclude our work by mid-to-late April. Commissioners Proposed Budget will be released the beginning of May. All budget meetings are open to the public and a list of dates with departments is available from CA Libby.
- The Commissioners have set up a Farm Study Committee to look at the direction of the Farm. We have held two (2) meetings and will be having our next meeting on February 11, 2020. We are currently working to identify strengths and weaknesses and how to improve operations going forward.
- As part of an Employee Satisfaction Survey that was conducted at the Nursing Home, the Commissioners have engaged a consultant who will be carrying out an initiative to “Create and Maintain a Positive Workplace Culture at the Nursing Home.” This will be a six (6) month initiative where development will be done with the entire staff and a concentration on enhancing leadership skills with the management team at the facility.

Commissioner Lauer answered questions from the Committee.

MOTION: Rep. Abel moved to accept the Commissioners’ Report. Rep. Diggs seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
January 27, 2020

- ❖ Jail Census: 65 in-house; 2 on Electronic Monitoring; 7 in FIRRM ~; 12 Pre-trial Services
- ❖ Nursing Home Census: 123

Financial Reports

- ❖ Monthly Variance Report compares budget on an equal monthly basis to actuals and looks at the positive (black) or negative (Red) variances. These reports represent six (6) months complete.
 - Revenue:
 - The Nursing Home revenue has a positive variance due to a higher than budgeted Medicare A and Veterans' census. We have several different payer sources: Private Pay, Medicaid, Veterans and Medicare Part A. We are running a little behind on our budgeted census for this fiscal year, but are still up in overall revenue due to the payer mix.
 - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly.
 - The farm has a positive revenue variance at this point. This is attributable to the farm stand revenue and the price of milk thus far.
 - County Attorney/Victim Witness/Roving Advocate – Quarterly grant reimbursement. These grants are direct reimbursement when the revenue is behind we are also under-expended.
 - Sheriff's Dept is running slightly behind. Woodstock Police have withdrawn from Grafton County dispatch as of 1/1/20 – that will be \$30,000 in lost revenue.
 - Alternative Sentencing – Revenue is up due to more BDAS funds that anticipated are being earned.
 - The Department of Corrections is showing a negative variance at this time which is due to the timing of the billing for their BDAS grant.
 - Taxes are 100% are collected
 - Other – contains revenue sources that are one time per year received in June.
 - Deeds and Rent and are all above projections at this point.
 - Expenses
 - Through six (6) months we have a few departments that are showing negative variances.
 - IT is showing higher expenses at this point due to insurances, contracts that are all paid up front in July.
 - RSAT (Residential Substance Abuse Treatment) is a grant through the DoC that expires on 9/30/19 – all expenses will be 100% reimbursed.

- Capital Outlay, Bonded Debt and Other are showing over due to an uneven amount of spending in the first six (6) months. These will even out as the year goes on.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expense based on known variates on revenues and expenses.
 - 50% of the fiscal year completed. On the pro-rated report, I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the December report we are at 50.44% which is right on target for revenue and at 47.02% or under expended by \$1.4M. This all factors into the unassigned fund balance which at this point \$5,034,367.79
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - There is only one (1) account on the over-expended report – the account is offset by revenue.

CA Libby answered questions from the Committee.

Rep. Campion stated that it would be helpful for them to get the census for the DoC and Nursing Home from past years to help them with the budget deliberations. CA Libby stated that she would get that information for them.

MOTION: Rep. Maes moved to accept the County Administrator's Report. Rep. French seconded them motion and all were in favor.

CA Libby gave the following Treasurer's report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
 FROM: KAREN LIOT HILL, TREASURER
 SUBJECT: TREASURER'S REPORT
 DATE: JANUARY 27, 2020



CURRENT CASH POSITION (as of 12/31/19)

Grafton County General Fund

| | | |
|---|-----------------|------------------------------------|
| Checking Account (ICS @ 2.75%) | \$17,002,323.79 | (Woodsville Guaranty Savings Bank) |
| General Fund Municipal Savings Acct (2.65%) | \$ 2,001,661.48 | (Mascoma Savings Bank) Money |
| Market Investment Acct (1.51%) | \$ 18,163.74 | (TD Bank) |

Grafton County Committed Accounts

| | | |
|----------------------------------|--------------|------------------------------------|
| Deeds Surcharge ICS (1.90%) | \$150,961.80 | (Woodsville Guaranty Savings Bank) |
| Deeds Surcharge Checking (.03%) | \$ 16,835.00 | (Bank of NH) |
| Dispatch Capital Reserve (1.26%) | \$173,440.43 | (Service Credit Union) |

Nursing Home Capital Reserve (2.05%) \$145,370.72 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/19-12/31/19) is \$58,308.05
- FY 2020 Tax Anticipation Notes:
 - Total Drawdown - \$4,000,000 – Interest \$10,903.54. TAN was repaid to Woodsville Guaranty Savings Bank on December 17, 2019. We borrowed a total of \$1,300,000 less this fiscal year than last. Additionally, we paid \$16,028.96 less in interest this year.
- Tax bills – All taxes were paid on time with the exception of the Town of Landaff. Their payment was received on 12/23/19. They were billed interest (\$124.85) and that has been paid. We collected a total of \$27,086,914 in tax revenue for FY 2020.
- The following Investment Plan was approved by the Commissioners on December 17, 2019:
 - Woodsville Guaranty Savings Bank – Insured Cash Sweep – 1.91% - All funds remaining in the County's possession after the investments below are made. This would be approximately \$17,000,000
 - Mascoma Savings Bank – 26 Week CDARS – 1.65% - \$2,000,000
 - NH Public Deposit Investment Pool – 1.60% - \$1,000,000
- Investment letters were sent to all banks that have a branch located within Grafton County. These letters were sent out on December 4th with bids due back by the close of business on Friday, December 13, 2019. We received proposals from seven (7) banks.

MOTION: Rep. Hennessey moved to accept the Treasurer's report. Rep. Diggs seconded the motion and all were in favor.

New Business:

Rep. Ladd stated that he was contacted by Rep. Migliore in regards to HB1393 that deals with the restructuring of how they elect Commissioners in Grafton County. He stated that he believes they all support the intent of the bill but in looking at the bill itself the Chair of the Municipal and County has raised the issue that the way it reads it states that no Commissioner from District 2 shall be elected in the upcoming election. The question is can they legally skip an election period and appoint a Commissioner after their previous term has expired. Commissioner Piper stated that she has spoken to Kate Horgan from DuPont Group and asked her about this as well. K. Horgan had stated that the committee was going to talk to the Office of Legislative Services about an amendment. Rep. Ladd stated that on Thursday it is up for being exempt and therefore an amendment needs to be done quickly. Rep. Ladd stated that they can have an Executive

Session and delay action taken if an amendment is not prepared. They will have an opportunity to talk to the Chair before any action is taken.

The Committee and CA Libby discussed the following upcoming meeting dates:

Executive Committee Meeting – March 23rd at 9:00AM

Executive Committee Meeting – May 18th Immediately following the Delegation meeting.

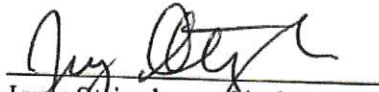
Delegation Meeting to Set Elected Officials Salaries – May 18th at 9:00AM.

June Budget Meetings – June 1st, 5th, 8th, 12th, 15th if needed.

Delegation Budget Vote – June 22nd.

9:55 AM with no further business the meeting adjourned.

Sincerely,


Jerry Stringham, Clerk