

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 18, 2019

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

OTHERS PRESENT: Treasurer Hill

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 September 23rd Executive Committee needed to be approved.

MOTION: Rep. Diggs moved to approve the minutes from the September 23rd meeting. Rep. French seconded the motion and all were in favor.

Treasurer Hill gave the following Treasurer's report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: NOVEMBER 18, 2019



CURRENT CASH POSITION (as of 10/31/19)

Grafton County General Fund

Checking Account (ICS @ 2.75%)	\$ 282,680.24 (Woodsville Guaranty Savings Bank)
General Fund Municipal Savings Acct (2.65%)	\$ 1,111.39 (Mascoma Savings Bank)
Money Market Investment Acct (2.17%)	\$ 18,119.83 (TD Bank)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.90%)	\$150,508.25 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Checking (.03%)	\$ 10,914.25 (Bank of NH)
Dispatch Capital Reserve (1.26%)	\$173,080.69 (Service Credit Union)
Nursing Home Capital Reserve (2.05%)	\$237,191.16 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/19-10/31/19) is \$26,371.14

(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. All parties seem to be in agreement that this is a fair methodology for assessment, however not all counties are in agreement on the amount of the contribution based on this methodology, mostly due to the timing of the payment request and their budgets. We had originally requested a full delegation meeting for this month, but have decided to hold off on that until we have more detailed information on the reporting that the IDN's will do and a better knowledge of the actual amount that will likely need to be contributed from Grafton County.

- FY 2021 budget information – we have received our Guaranteed Maximum Rate increase for Health Insurance for FY 2021 and we are pleased to report that it is 4.4%. We have also received our Not-to-Exceeds for Property Liability it is a decrease of 6.2% and Workers' Comp. is a decrease of 2.9%.

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

CA Libby gave the following County Administrator's Report:

County Administrator's Report
November 18, 2019

- ❖ Jail Census: 62 in-house; 3 on Electronic Monitoring; 4 in FIRRM ~; 7 Pre-trial Services
- ❖ Nursing Home Census: 126

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 four (4) 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 very close to our budgeted census for this fiscal year.
 - 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. Typically has a negative variance except at the end of a quarter.
 - Alternative Sentencing – On target at this point.

- 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 collected once per year in December.
 - Other – contains revenue sources that are one time per year received in June.
 - Deeds, Sheriff’s Dept. and Rent and are all above projections at this point.
- Expenses
 - Through four (4) 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 four (4) 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.
 - 33.33% 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 October report we are at 33.91% which is right on target for revenue and at 29.53% or under expended by \$1.7M. This all factors into the unassigned fund balance which at this point is \$5,743,667.26
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - We do have a few line items over-spent at this point.
 - Nothing alarming or out of the normal.

The Committee discussed the issue of the nursing staff shortage in the Nursing Home and agreed that they would like to have Nursing Home Administrator Labore come in and further discuss the issue with them.

Rep. Abel thanked everyone who puts together these reports for them and stated that they are very helpful.

MOTION: Rep. Abel moved to accept the County Administrator’s Report. Rep. Diggs seconded them motion and all were in favor.

Rep. Stringham stated that he wanted to follow up on the Strategic Plan that the County is working on and focus on one of the challenges that was noted regarding dealing with many small departments that make it difficult to craft a budget for the following year. He asked how they plan to manage the challenge of small departments. He stated that he feels that there were opportunities to keep the budget move level last year and asked how they prioritize when there are many small departments to deal with. CA Libby stated that what the report talks about is each

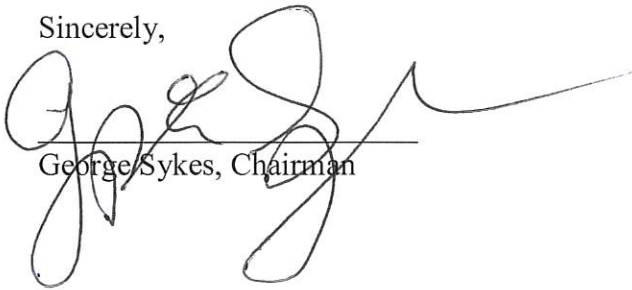
department thinking of themselves as their own entity and trying to get departments to come together to realize it's the big picture that they are looking at. She stated that it is frustrating for her as the County Administrator to try and get everyone to work together towards a common goal when everyone is thinking of what the needs of their specific needs are.

Rep. Sykes stated Upper Valley Democrats are having a forum for County Government and the Elected Officials will be speaking. He stated that the purpose is to get the citizens to learn more about County Government.

Next meeting – January 27th at 9:00am

10:02 AM with no further business the meeting adjourned.

Sincerely,

A handwritten signature in black ink, appearing to read 'George Sykes', with a long horizontal flourish extending to the right.

George Sykes, Chairman