

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 20, 2017

PRESENT: Representatives Darrow, Smith, Abel, and Campion. Commissioners Lauer, Ahern and Piper. County Administrator Libby, Admin. Assistant Norcross

OTHERS PRESENT: Treasurer Hill, Human Services Administrator Bishop, Nursing Home Administrator Labore

EXCUSED: Reps., Sykes, Maes, Schwaegler, Binford

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Abel. It was noted that there was no quorum therefor they would hold the meeting and listen to reports but could take any action.

Treasurer Hill gave the following Treasurers Report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: NOVEMBER 20, 2017



CURRENT CASH POSITION (as of 10/31/17)

Grafton County General Fund

Checking Account (ICS @ .70%) \$833,119.96 (Woodsville Guaranty Savings Bank)
General Fund Municipal Savings Acct (.50%) \$2,069.26 (Mascoma Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.55%) \$153,031.37 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.35%) \$153,582.14 (Service Credit Union)
Nursing Home Capital Reserve (.35%) \$110,724.13 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/17-10/31/17) is \$3,693.39
- FY 2018 Tax Anticipation Notes:
 - As of this date we have drawdown \$6,000,000 of the authorized \$10M from the tax anticipation notes.

- Tax bills were sent out on October 27th with the due date being December 18th.
 - As of this date we have received tax payments from two (2) towns:
 - Franconia
 - Woodstock
- There is a Jail Bond payment of \$1,081,718.77 due on December 1st.

Rep. Abel asked when the taxes are due. County Administrator Libby stated that by statute they are due on December 17th but this year the 17th is on a Sunday therefor taxes are due on Monday the 18th.

Commissioner Lauer gave the following Commissioner's Report.

Commissioners' Report
November 17, 2017

- Union Updates:
 - An agreement was reached with the United Electrical Workers' – Local 278 at the Nursing Home. The contract was ratified by the members on October 2nd and by the Commissioners on October 3rd.
 - The National Corrections Employee Union was voted out of the Jail on October 4th. There is no longer any union representation at the Department of Corrections.
- The annual financial audit is complete. Copies are available upon request. No significant findings. Audit went well.
- There was a Drug Court Graduation held on November 13th with two (2) women graduating.
- NHAC Annual Conference was held September 20 – 24 at the Sheraton Harborside in Portsmouth. The following Grafton County employees received recognition: Assistant County Attorney Tara Heater, County Attorney Employee of the Year and Dietary employee Ruth Demick was named Nursing Home Employee of the Year.
- The Commissioners hosted the 2nd Annual Employee Recognition Dinner on October 18th. There were 81 employees who have earned recognition for their years of service to Grafton County. These recognitions begin at 5 years of service and are recognized thereafter in 5 year increments. We had employees beginning with 5 years all the way up to 46 years in attendance at the dinner. It was a wonderful evening that was well received by all. We are truly fortunate to have wonderful and dedicated staff members in all Grafton County departments
- Commissioners will host a Holiday Open House for employees on Tuesday, December 19th at the Nursing Home.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
November 20, 2017

- ❖ Jail Census: 95 in-house; 2 on Electronic Monitoring; 9 FIRRM; 4 Pre-trial
- ❖ Nursing Home Census 132

Financial Reports – FY 2018:

- ❖ Monthly Variance Report
 - Revenue:
 - Through four (4) months in the fiscal year most department revenues are running slightly behind.
 - The Nursing Home is running behind due to a lower than projected Medicare population. We budgeted for an average of 7 and YTD we have had an average of 4. We also budgeted revenue for an average of 1 Veteran and to-date have had none. We are running higher than projected on Medicaid patients however because the reimbursement is so much lower it has not offset the difference. We have also been running a little lower than projected on the Private Pay residents but that has improved.
 - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. We received \$399,240.68 for the first quarter.
 - Department of Corrections: FIRRM program started out slower than anticipated with fewer participants. Community Corrections revenue is behind. Also budgeted for an RSAT (Residential Substance Abuse Treatment) grant that at this time we have not received. We are also behind on payments for the Governor's Commission funding. This will get fully collected by yearend.
 - Farm: The Farmstand had an off year. Revenue projections were for \$60,000 total receipts at this point are \$47,022.5. Farm revenue will depend on price of milk and our production.
 - County Attorney/Victim Witness – Quarterly grant reimbursement. First quarter revenues are now received.
 - Sheriff's Department – Looks behind due to timing. We received a large deposit for dispatch revenue in November. This revenue is on target.
 - Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement. First quarter monies have now been received. Also included in the revenue is Medicaid funds. We have been approved as a Medicaid provider and are finalizing things before we begin receiving funding.
 - Taxes are collected once per year in December.
 - Expenses

- Through three (3) months most departments are below spending levels. The only department that is not is IT and that is due to mostly to one-time payments that are made at the beginning of the fiscal year. ie (services contracts for software)
- ❖ Pro-rated Report –
 - 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 33.11% or under revenue by \$92K and at 30.09% or under expended by \$1.4M. This all factors into the unassigned fund balance which at this point is \$2,579,289.92.
- ❖ Over Expenditure Report
 - There are several accounts over-expended:
 - ❖ Nothing out of the usual – each department has monies to cover the overages.

Medicaid Managed Care Update – Nursing Home Administrator Labore & Human Services Administrator Nancy Bishop.

NHA Labore and HSA Bishop handed out the attached PowerPoint and reviewed it with the committee and answered various questions.

Next Meeting: January 22nd, 2018 at 9:00am.

10:08 AM with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice-Chair