

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 23, 2015

PRESENT: Representatives, Sykes, Smith, Darrow, Townsend, Abel, Erin Hennessey, Gionet, Commissioners Cryans and Richards, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Treasurer Parker

EXCUSED: Rep. Chris Brown and Rep. Rebecca Brown, Commissioner Lauer

10:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow.

Rep. Sykes stated that the minutes from September 28th need to be approved.

Rep. Abel moved to accept. Rep. Darrow seconded the motion and all were in favor. Reps., Smith, Gionet, Erin Hennessey, and Townsend abstained.

Treasurer Parker gave the following Treasurer's Report:

Bonnie Parker
Treasurer's Report
Executive Committee Meeting
November 23, 2015

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: \$380,625.19.
- The Combined Accumulated interest in the current fiscal year (July 1st to October 31, 2015) is \$2,620.67.

We have investments as follows:

- Our Deeds Surcharge CD valued at \$131,442.25 @ Woodsville Guaranty Savings Bank @ .60% will mature 8/20/16.
- Our Dispatch Capital Reserve account valued at \$85,689.19 is invested in a money market account at .35% at Service Credit Union.
- Funds in the General Fund continue to earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston. Tiered interest takes effect after the balance in the account falls below \$1M. We currently have

a balance less than \$1M therefore our rate varies based on the daily balance.

As authorized by the Commissioners, we have secured a \$7 million line of credit at WGSB @.75% for covering expenses in anticipation of tax receipts. Of this LOC, we have utilized \$4,050,000.

The due date for tax payments is December 17th to avoid penalty. As of Friday 11/20 we have collected \$680,614 from four (4) towns.

In an attempt to set up EFT (electronic funds transfer) for tax payments, I have advised that we offer this convenience.

Rep. Gionet moved to accept Treasurer's Report. Rep. Erin Hennessey seconded the motion and all were in favor

Commissioner Cryans gave the following Commissioners report:

Commissioners' Report
November 23, 2015

- NHAC Annual Conference –Grafton County employees received several awards at the annual banquet:
 - Nursing Home Employee of the Year – Yvonne Clark, Assistant Director of Nursing
 - Nursing Home Administrator of the Year – Craig Labore
 - County Employee of the Year – Shelley Golden, Mental Health Court Coordinator
 - County Team Award – Employees of the Nursing Home, IT, Maintenance and Commissioners' Ofc for their teamwork in the renovation project.
- Annual Audit has been completed and a copy is available upon request. No significant findings.
- The County is receiving a grant from the US Forest Service for \$15K to test the Biomass Plant to see if it meets the qualifications for the NH Thermal Rec program. This grant includes money for the testing and monitoring equipment. The required Stack test will take place on December 1st.
- Nursing Home Renovation Project is substantially complete. Contractors are finishing up a few minor items. Residents were moved back to the nursing home on 9/30 and the Administrative Offices were relocated on 11/05/15.
- Commissioner Cryan's explained to the Representatives that if any of them knew members of the task force that has been established to address the Heroin epidemic to please urge them to include the Counties in their discussions. Due to the nature of what we do, Corrections and Drug Courts it would be wise to include us in the discussions.
- Fiscal Year 2017 Budget notes:

- Health Insurance Rates are projected to increase 12.4% which based on current employees is equivalent to \$350K increase for FY 17 – the county is exploring options for health coverage for employees.
- FY 16 budget included a \$250K return of surplus from HealthTrust – FY 2017 there will be no return of surplus. Thus a \$250K reduction in revenue.
- Workers' Comp rates will increase 9.5% ~ \$19,924
- Property Liability rates will decrease 7.7% ~ (25,883)

Rep. Smith asked why we are down in residents. ED Libby explained that they had to lower the census for the renovation project but now that they are all back in one building. She stated that they have a process that they go through with admitting each resident and finding the right fit for them on the various units in the nursing home. She explained that in part the movement to keep the elderly in their homes as long as possible and to keep them out of the nursing home is working because many of the residents that are getting admitted now are coming in for end of life care. She stated that they are also moving people through the facility quicker for rehab. Those things impact the census.

Rep. Abel asked if at their next meeting they would be able to have a more detailed report of activity at the nursing home and what their plan is going forward. ED Libby stated they can do that and she will ask NHA Labore to attend that meeting as well.

Rep. Smith stated DTF meetings are open to the public. First meeting is today and they will be setting a schedule and separating the task force into three (3) committees.

Rep. Gionet moved to accept the Commissioners Report. Rep. Smith seconded the motion and all were in favor.

ED Libby gave the following Executive Director's Report:

Monthly Variance Report:

Revenue

ED Libby explained that the report shows that the nursing home is \$620,000 in the negative. This report assumes the revenue is received on a 1/12 basis. Medicaid ProShare money comes in once a year which is \$1.1 million and bed tax revenue is received quarterly and is budgeted at \$800,000. Those two (2) numbers account for about \$425,000 of the \$620,000 that is in the negative. That leaves the nursing home about \$200,000 in the negative due to the decreased census. ED Libby stated that they are up about \$200,000 in private pay residents. They will find out their new Medicaid rates for the next six (6) months in the next few weeks.

ED Libby went on to state that nothing else is concerning at this point. The Jail revenue that looks behind is due to a grant that they do not receive payments every month for, but will receive

full amount by the end of the year. She explained that things do look better than they did in September and that she will keep monitoring the budget and hope to see continued improvement.

Expense

ED Libby explained that they are still working through the three (3) payrolls they had in July and paying 100% of workers comp. and property liability insurance. She stated that there will be a surplus in the Human Service Budget due to the CAP for Grafton County being set lower than what we projected when we completed our budget. The CAP was set after the state budget was finally passed. The surplus is approximately \$190K.

Nursing Home – ED Libby stated that she has been through each department line item by line item and all over expended accounts are due to three (3) payrolls in July and insurances. She stated she believes we will be ok with that overall expense budget.

Rep. Gionet asked for an update regarding the nursing home renovation project and if the county has gone after the prior contractor yet. ED Libby stated that they have not done anything yet. She explained that they are waiting for the project to be completely finished. The current contractor will make a list of all the issues that would have been from the prior contractor and then they will begin looking into it.

Pro Rated Report

ED Libby stated that this report shows they are a little over revenue by \$300,000 and under expended by \$600,000. They now have a positive unassigned fund balance. She stated that she has said this before and will continue to every time they meet. They will not have \$3 million in surplus to reduce taxes for FY17. She has met with the Department Heads and told them to be mindful of their spending during the remainder of FY 16 as that has a direct impact on the amount available for surplus.

Over Expended Report

ED Libby stated that there are only two (2) line items over expended. One (1) is a revenue offset and the other is for \$287.00.

The current census at the Department of Corrections is as follows:

83 in House

7 on Electronic Monitoring

14 in Drug Court

ED Libby stated that the Nursing Home Census is 120.

Rep. Abel asked what report is best to use for them to get a good understanding on where the county is at.

ED Libby explained that she uses the variance report a lot but has all the information to go behind it. The prorated report does not give a lot of detail but shows overall where we are at. The monthly variance report is a good tool to have. She explained they can look at those numbers and then ask why certain numbers look the way they do.

Rep. Darrow moved to approve the Executive Director's Report. Rep. Townsend seconded the motion and all were in favor.

Old Business – None

New Business

- Rep. Gionet stated that CAN-AM located in Claremont needs Welders.
- The Committee asked for detailed Nursing Home Report for their next meeting.

Rep. Smith stated that the Glencliff Home is having their Annual Holiday Gathering on Thursday December 3rd. She stated that there will be lunch, bake sale, and a silent auction. She stated you can also meet with residents.

Next Meeting Date – February 1st at 10:00am

Rep. Sykes asked if there were any comments from the public. Bill Bolton stated that he is selectman for Plymouth. He stated that the Commissioners visit each of their town's selectmen so he feels the selectmen should visit the Commissioner's as well.

10:45am with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk