

GRAFTON COUNTY COMMISSIONERS' MEETING

Budget Reviews

Board of Commissioners' Office

North Haverhill, NH

Thursday, March 11, 2010

PRESENT: Commissioners Michael Cryans and Ray Burton, Financial Coordinator Susan Cunningham, Executive Director Julie Clough and Secretary Jeri Martino.

EXCUSED: Commissioner Richards

OTHERS: Lisbon Town Administrator Reagan Pride

Commissioner Cryans called the Meeting to order at 10:08 AM.

HUMAN SERVICES:

HSA Bishop presented her budget. There was no salary increase as she is the only person in the Department and maxed out on the wage chart.

FMAP money is being used to reduce the Intermediate Nursing Care and Home and Community Based Care. This is a one time deal and FMAP money is not expected to be there next year.

There was a discussion about FMAP money.

R. Pride asked if the net amounts are being mingled with the gross amount noting that the actual costs are not being accurately shown because of the reduction of the FMAP money. It only shows what amount of money is being expended. He asked if that's how it is usually done in the budgets.

Director Clough said this is an unusual case because of the FMAP money being a new revenue and the County is feeling its way through how it works and noted again that it will disappear in December.

R. Pride also had questions about HIPAA (Heath Insurance Portability Accountability Act) regulations with this particular budget saying that he was informed through a memo that having a person's insurance costs listed is protected by HIPPA and perhaps should not be listed. He said that his town was planning to handle it in a one lump sum figure. Commissioner Cryans said that this is the only Department with one person so it's an unusual scenario.

Commissioner Burton asked if the memo he's referring to came from LGC and R. Pride said that it was and that he would forward it to Commissioner Burton and Director Clough.

Commissioner Burton asked HSA Bishop about incentive funds and she said that there are none listed as the State has taken over that program.

Commissioner Burton asked how many people the County is financially responsible for in Nursing Homes and HSA Bishop said around 289 for the year and about 89 are at the Grafton County Nursing Home. The rest are in other facilities around the State.

HUMAN RESOURCES:

Human Resource Director Mike Simpson arrived with his budget. He has placed a freeze on his own salary for the year and would like to move the HR Generalist position from grade 4 to grade 5 and had supporting documentation if the Commissioners wished to see it. Lines that were reduced were Education and Conference, Employee Wellness and Office Supplies which had absorbed the line of Printing and Binding.

HRD Simpson said that he is not recommending a full county grade review because of budget constraints but there will be some salary surveys done in-house this year.

Advertising and Public Relations has increased by 10%. He is now subscribing to JobsinNH.com which is an online employment resource that the County has not used in the past and he has included an applicant tracking system. There is also likely be more advertisements because of the new Jail and a better job market.

Allocations to the Nursing Home have changed and the overall actual budget is down 10.8%.

Commissioner Burton asked about licensing in the Department and HRD Simpson said that he has his HR Certification and is required to maintain 60 credits during a three year period which he said he almost reached already. Others in the Department are not certified and certification is not mandatory saying that J. Mann was not certified.

Commissioner Burton asked who pays for the criminal background check and HRD Simpson said that the County does, but he is looking further into services that may be free. At present the cost is \$25 per applicant.

R. Pride said that he signed up with the Supervisory Union as a part time substitute teacher and he had to pay for his own check.

Commissioner Cryans said that he had a concern with reducing the Wellness line and noted the importance of having programs to reduce the high cost of health insurance. HRD Simpson said that this would probably not be enough money for the long-term, but right now there is no actual program in place and hasn't been any money spent on it so far but he said he feels that there is enough to get the conversation started and get something put in place. He is also teaming up with other entities for this. Commissioner Cryans wanted to be sure that this continues because the cost of health care is a huge expense so anything that will help to reduce that is important.

DEEDS:

RD Sharp began presenting his budget with a request that the Delegation approve that \$42,992.83 be removed from the surcharge account in order to be used to pay for equipment or leased items. RD Sharp had the money divided out between 16 different categories. Director Clough suggested that it would make more sense to simply remove one lump sum from the lease agreement with Fidlar than to try to do it the way it was presented saying it would be an accounting nightmare. RD Sharp thought about it for a

moment and then agreed that would be fine.

R. Pride asked what would happen next year as far as reductions go and Director Clough explained that the surcharge account was an ongoing one wherein monies are collected per document for recording. The fund continues to grow and can be used for the purpose of equipment or lease of equipment.

R. Pride asked RD Sharp if he used the money in the past to reduce his budget and he replied that he hadn't and that he wanted to build up the fund. He said economic times are not good now so it is a good time to use it. Overall budget reduction is approximately \$17K which included the use of the surcharge account to reduce costs.

INFORMATION TECHNOLOGY:

IT Manager Brent Ruggles presented his budget which has increased by almost \$7K. New equipment is down but equipment repair and maintenance is up as is internet access.

There was a discussion about the latest connection between the Dispatch Center and some surrounding Police Departments. Noted concerns were the IT Department's distribution of time and possible cost sharing. Right now there is none.

Commissioner Burton questioned the liability of accepting information from other entities and ITM Ruggles said that he feels it is being done securely.

Salaries include a step increase and other employee items show their respective increases.

ITM Ruggles had two servers for the Dispatch Center in his Capital budget and Commissioner Burton asked that placing them in the Dispatch Capital Reserve be looked at as the items are for that Department.

Commissioner Cryans asked if ITM Ruggles feels that there has been a lot accomplished over the last three years that he's been here and he said that he would be glad to put together a summary and present it to the Commissioners at a regular meeting.

Commissioner Burton asked if ITM Ruggles had looked into any federal funding for any of the projects he was looking at and he said that he was not aware of any funding. Commissioner Burton said that Chuck Henderson from Senator Shaheen's Office was coming to a Commissioners meeting on the 23rd and he would be looking to see what kind of things the County might need in the future. It was suggested that ITM Ruggles put together some kind of list of wants.

12:00 PM Meeting adjourned

Raymond S. Burton, Clerk