

GRAFTON COUNTY COMMISSIONER BUDGET MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
March 12, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: DoC Supt. Elliott, Alternative Sentencing Director DePalo, Register of Deeds Monahan.

Commissioner Lauer called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Commissioner Morris participated by phone according to RSA 91-A: 2 with the reason being that she was unable to attend due to health reasons. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

**Department of Corrections – Superintendent Elliott**

*Revenue*

Supt. Elliott stated that the total revenue is \$325,845 which is an increase of \$2,080.

*Expense*

**Department of Corrections**

Supt. Elliott stated that the entire department is up \$1,141.00. The biggest line increase is health insurance.

Meals – This line has been reduced by \$19,162.00. It is now based on based on an inmate population of 100 for FY 21 as opposed to 115 inmates in FY 20.

Medical/Dental – Supt. Elliott stated that he has reduced this line \$15,000. The last three (3) years they have averaged \$90,025 in that line.

**Community Corrections**

Salaries – There is an increase of \$6,754.00

Health Insurance – There is an increase of \$10,539. An employee that was not on the County's health insurance in FY 20 will be taking the insurance in FY 21.

## **Governor's Commission Grant**

Supt. Elliott stated that this department is up \$3,953.00. \$2,502 of that is due to a wage study facilitated by Human Resources after updating a job description for the Substance Abuse Program Director. The study changed the position from a grade 5 to a grade 6.

Supt. Elliott stated that there is a total increase in his budget of \$23,623.00.

## **Alternative Sentencing – Director DePalo**

### *Expenses*

Travel – Director DePalo stated that she has increased this line based on this year's usage.

### *Revenue*

Director DePalo stated that her revenue is level funded from last year at \$37,000.

## **Commissioners' Office & Miscellaneous – County Administrator Libby**

### **Commissioners' Office**

Finance Director – CA Libby stated that this is a new position that she is budgeting to begin January 1<sup>st</sup> 2021.

Commissioner Piper requested a nonpublic session.

**MOTION:** \* 9:39 AM Commissioner Morris moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Morris "yes"; Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 9:48 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Morris "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Finance Salaries – CA Libby explained that this line has half a position less. She explained that last year they had budgeted for half time position. She explained that when her Payroll Coordinator transferred to the DoC they took the half time position that she was sharing with HR and transferred that to the Accounts Payable position.

Education and Conference – CA Libby explained that this increase is due to the Kronos Software implementation costs. CA Libby explained that they currently have three (3) different software pieces that perform the county's payroll; Time Clocks Plus, Infinite Visions and Shift Hound. There is a lot of manual work involved with getting information from Shift Hound into Infinite Visions. This Kronos software is one stop shop for everything employee; from application to start the job to getting a paycheck. This is completely up to date and modern software. CA Libby stated that they have been working with Time Clocks plus for 2.5 years to set up software that the county needs to be in compliance and they still have not been able to get it set up. Kronos has this component in place. It is expensive this year to set up but in the long run it is very cost effective. Everyone involved has attended webinars and is very impressed with the software. She stated that they feel moving forward it would be a huge step to managing employees and making many processes much easier. The total cost for the Kronos package in FY 21 \$72,332.00. HR and Commissioners have \$10,000 of that and the rest is spread out in the IT budget.

Audit Services – CA Libby stated that there is a decrease in this line item due to not having the actuarial attestation in FY 21

New Equipment – CA Libby stated that this increase is for office furniture if the new Finance Director position is approved.

CA Libby stated that the total increase for FY 21 is 9% or \$37,700

#### *Misc. Revenue*

Abandoned Property –CA Libby noted that she increased this line to \$75,000 based on the averages over the last number of years.

Rental income – She noted that there has been an increase in the Court lease, Probation and Parole lease and an increase in what the County is paid for the motorcycle training course.

#### *Misc. Expenses*

IDN Funding – CA Libby noted that NHA Labore has the \$651,498 revenue offset in his budget.

Wage & Benefit – CA Libby stated that in regards to the retiree health insurance, they are seeing a lot of people who are retiring at 60 & 62 and are picking up regular health insurance because they are not eligible for Medicare. People are living longer as well which means there are more people staying on the health insurance. She stated that this increases their expenses.

Delegation Expense – CA Libby stated that she decreased this to \$8,500 based on usage.

## Registry of Deeds – Kelley Monahan

### *Revenue*

Transfer Tax – RD Monahan increased this line by \$65,000 based on this year's totals

Online Services – RD Monahan increased this line by \$5,000 based on this year's totals.

### *Expense*

Travel Expense –RD Monahan stated that she increased this based on her trips to Concord.

Computer Software – This line is increase due to increased volume.

### *Surcharge*

RD Monahan reviewed her surcharge account requests. She stated that she has put in there to spend up to \$40,000 on new servers. They have been in negotiation with Fidlar for roughly six (6) months. She is researching and looking at different quotes right now. She would like to have the ability to spend up to \$40,000 as she is not sure what the cost will be at this time.

CA Libby stated that she attended an Opioid meeting with Bonsignore and Napoli in Concord yesterday. This meeting included representatives from the NH political subdivisions who have filed suit. She stated that there are a lot of individual clients who are very upset with the proposed legislation, how it's come about, who has been involved, and the fact that the Assistant General Attorney Bofetti is only talking to certain people, not everyone who is involved. She stated that there will be a meeting to address that with all twenty-two (22) subdivisions who are involved in lawsuits. She further discussed the current legislation involving this issue and answered questions from the Commissioners. She stated that they have not made much progress with this but will continue to keep the Commissioners updated.

NHA Labore arrived to discuss the closure of the Nursing Home for visitors due to the Covid-19 outbreak. NHA Labore explained that this is recommended by CMS. The Nursing Home resident population is very vulnerable to this virus. CMS has recommended that Nursing Homes limit visitors to counties who have had a confirmed case of the coronavirus. He is suggesting closing the Nursing Home down to all visits so there is no grey area to not create any confusion but noted that end of life visits will be permitted. Commissioner Lauer asked about staff who eat at the Nursing Home. NHA Labore stated that for the departments that touch the Nursing Home a lot, they will have the screening form given to those department heads to review with their staff and if they are experience any symptoms to not come into the Nursing Home. Commissioner Lauer stated that she feels this is appropriate. CA Libby asked about new employees who are going in for screenings and tests before starting employment. NHA Labore stated that they would follow the screening protocol and they will not be on the units. NHA Labore stated that he will be locking the back entrance to the Nursing Home and everyone would enter through the front entrance. The second set of sliding doors would then be locked and they would be buzzed in and go through the screening process. NHA Labore stated that they will be looking into

repurposing some iPads to enable FaceTime for residents to see their family and phone calls will be available as well. Volunteers in the Nursing Home have been cancelled as well as outside activities coming into the facility. He stated that admissions will continue to happen but the process will be slower to ensure they are following protocol. He wants to continue to run business as usual but restrict the visitation. CA Libby stated that this is in our best interest and to get it out as much as possible. Commissioner Lauer stated that it is important to note that there are no current cases of the Coronavirus in the facility. NHA Labore noted that they have identified a clean room in the staff development director's office in case there is a need for it. The Commissioners all supported NHA Labore and his request.

CA Libby stated that she will be meeting with HR Director Clough to discuss the policy with staff if they need to be quarantined and how they will handle the time off policy.

11:18 AM With no further business the meeting adjourned.

Respectfully Submitted,



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Marcia Morris,  
Clerk