

EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
March 20<sup>th</sup>, 2017

PRESENT: Representatives, Sykes, Darrow, Smith, Binford, Schwaegler, Maes, Abel, and  
Campion. Commissioners Lauer and Piper. County Administrator Libby and Administrative  
Asst. Samantha Norcross.

OTHERS PRESENT: RD Monahan, Treasurer Hill

EXCUSED: Rep. Hennessey, Commissioner Ahern

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by  
Rep. Campion.

Rep. Sykes asked if everyone has had a chance to read the minutes from the January 23<sup>rd</sup>  
Executive Committee Meeting.

Rep. Smith moved to approve the minutes from the January 23<sup>rd</sup> meeting. Rep. Abel  
seconded the motion and all were in favor.

Treasurer Hill gave the following Treasurers Report:

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



CURRENT CASH POSITION (as of 2/28/17)

**Grafton County General Fund**

Checking Account (ICS @ .70%) Savings Bank)	\$7,233,493.21 (Woodsville Guaranty
General Fund CD (.60%)	\$1,000,000 (Meredith Village Savings Bank)
General Fund Municipal Savings Acct (.50%)	\$500,428.83 (Mascoma Savings Bank)

**Grafton County Committed Accounts**

Deeds Surcharge CD (.55%)	\$132,301.86 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.35%)	\$168,109.67 (Service Credit Union)
Nursing Home Capital Reserve (.35%)	\$137,563.83 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

The Combined Accumulated interested in the current fiscal year (7/1/16-2/28/17) is \$18,372.35.

Treasurer Hill stated that last year the County borrowed roughly \$8 million in short term borrowing. She explained that many of the towns/cities collect their taxes more than once a year and if there was something they could do legislatively to allow counties to collect taxes more than once a year from those municipalities who collect their taxes more than once a year would benefit the county in terms of interest payments. The Executive Committee discussed this topic and thanked the Treasurer for the suggestion.

Rep. Darrow moved to accept the Treasurer's Report. Rep. Schwaegler seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report  
March 20, 2017

- FY 2018 Budget Update
  - Commissioners have been meeting with Department Heads to review budget requests. During April the Commissioners will meet to finalize their recommended FY 2018 budget.
  - Commissioners' Budget will be out at the beginning of May
  - Final Health Insurance Rates for FY 2018 will be set on March 30<sup>th</sup> – the County received a 15.74% increase Not-to-Exceed from NH Interlocal Trust. We are hoping for the final rates to come in lower.
- Union Negotiations with either bargaining unit have not begun yet. No schedule dates have been established. The County is waiting on both unions for dates.
- The County has submitted its application for funding to the State of NH Office of the NH Drug Offender Program. We hope that we receive the funding by April 1<sup>st</sup> and that it will be retroactive to January 1, 2017. We are eligible to receive up to \$300K for the Drug Court Program.
- Felonies First will take effective on April 1<sup>st</sup> in Grafton County. The County Attorney's office has been working hard to prepare for this change.
- There was a Drug Court Graduation on March 6<sup>th</sup>.

Rep. Campion moved to accept the Commissioners' Report. Rep. Binford seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

County Administrator's Report  
March 20<sup>th</sup> 2017

- ❖ Jail Census: 91 in-house; 4 on Electronic Monitoring;
- ❖ Nursing Home Census 134.

## Review of Financial Reports:

### ❖ Monthly Variance Report

#### ○ Revenue:

- Nursing Home revenue continues to look good. We budgeted for an average daily census of 127 for fiscal year 2017. Through February the average daily census has been 126. The breakdown of the payor sources that were budgeted were: 25 Private Pay; 6 Medicare A; 3 Veterans and 93 Medicaid patients. Our budgeted Medicaid rate was \$157.50. Through February the average daily census by payor source has been: 29.5 Private; 8.5 Medicare A; 0 Veterans and 88 Medicaid. Our Medicaid Reimbursement Rate also increased to \$161.82 on January 1<sup>st</sup>. Because of the increase in private pay and Medicare A residents our revenues are up because they are higher reimbursement rates. The average daily census for February was 130. It appears that if the current trends hold the Nursing Home should finish the year well in revenue.
- Proshare – Receive all at once in June. Bed tax revenue is quarterly. These reports include 2 quarters. I anticipate these revenues will be on target at year end.
- Department of Corrections revenue includes a grant that is not received on a regular monthly basis. The DoC revenues should finish on target.
- Farm – Milk prices are finally above budget. If milk prices and production stay up the farm revenue should finish the year close to projections.
- County Attorney/Victim Witness – both grants and will be fully collected at year end.
- Alternative Sentencing – There have been some restructuring of drug court fees. Participant numbers in all programs are increasing. We should also be receiving Drug Court funding from the State of NH. The application for funding has been submitted. The hope is that the funding will be retroactive to January 1<sup>st</sup>. If the funding does go retroactive we may receive up to \$140K in unanticipated revenue in this fiscal year.
- Other – Based on previous years returns we budgeted \$100K for a “premium holiday” from Primex (Worker’s Comp) we found out in July (after budget) that there would be no premium holiday this year.

#### ○ Expenses

- IT – the County pays for our software and hardware maintenance contracts which are a large part of the IT budget up front in July. IT will be fine on the expenses at year-end.
- Bonded Debt – All principal payments have been made. This line will finish with a \$300K+ surplus due to the bond refinancing that was done in October.
- Nursing Home
  - Several factors going on in the nursing home expense budget.
    - Staffing shortage (RN’s/LPN’s and LNA’s) is cause the usage of contract nursing services. We budgeted \$254K for the year and have spent \$436K in the first 8 months.
    - The nursing home budget is based off an estimated census for the year – broken down into different payor sources: Medicaid, Medicare A, Private Pay, Veterans. Medicare A is our highest

payor source. This year of Medicare A (skilled rehab) population has been running higher than projected. Which, has resulted in an increase in revenue but also there is an expense associated with the residents. Because of the increased census we are seeing an increase in expenses as well.

- The Housekeeping department is currently over-expended due to an error with the budget worksheet last year.

❖ Pro-rated Report –

- 66.67% 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 February report we are at 66.97% or over revenue by \$123K and at 64.75% or under expended by \$785K. This all factors into the unassigned fund balance which at this point is \$1,220,233.03. Compared to FY 16 February we were at (\$793,000). That is a \$2M turn around!

❖ Over Expenditure Report

- The largest of the over-expenditures is attributed to the Contracted Nursing services and the Med A census as discussed previously.
- The Special Deputies line in the Sheriff's Department is due to a couple of unanticipated events. Last August 2 of our dispatchers were in an automobile accident. 1 of the gentlemen was killed and the other seriously injured and out of work for several months. There was also a female dispatcher who went out on maternity leave at the same time. We also had 2 dispatchers resign in that time frame. There are only 11 FT dispatchers and we were down by 5. The Sheriff's department used 2 deputy sheriffs to fill shifts in dispatch and had to back fill their shifts with special deputies. We also had an inmate on Dialysis that had to be transported to DHMC. The Sheriff has temporarily suspended all special deputy work until the line item rebounds. We receive drug task force grant money monthly that goes back into that line item.
- All other accounts have been previously discussed or are not out of the ordinary.

Rep. Campion asked in regards to the nursing home how often the county has to turn away residents. CA Libby stated that they do have a waiting list and they are currently at max. The wait time varies depending on the resident's needs.

Rep. Schwaegler asked how the drought of 2016 affected the farm. CA Libby stated she believes because of how they are situated near the river they did not suffer from the drought nearly as much as other parts of the county and state. They had more crops this year then they had planned on.

Rep. Abel asked how what Grafton County charges for residency in the nursing home compare to commercial nursing homes since we are responsible for paying for all Grafton County residents who go into other nursing homes. He wondered as we begin to be at capacity if it is going to cost us more to have residents in other nursing homes. CA Libby stated that there is a limit to how many beds they are allowed to have. She stated that the nursing home private pay rates are competitive with the market and as far as Medicaid rates go if someone enters a nursing home elsewhere Grafton County is responsible for whatever their reimbursement rate may be.

Rep. Campion stated that there is clearly a need to address the aging population and asked if there is a role that the county can play in it. CA Libby stated that the first thing that needs to happen is the passing of SB155 delaying Medicaid Managed Care for two (2) years.

New Business:

Budget Meetings

CA Libby stated that the Commissioners Recommended Budget will go out first week in May. Rep. Sykes needs to set the Public Hearing Date for that proposed budget hearing. Once that public hearing is held the Executive Committee will then hold their budget meetings. Typically the Executive Committee meets Mondays and Fridays in the beginning of June and the Delegation meets the last Monday to vote on the budget. The Executive Committee discussed the various dates and set the following schedule:

May 22<sup>nd</sup> - Next Regular Executive Committee Meeting at 4:00pm

May 22<sup>nd</sup> – Public Hearing on the Commissioners’ Proposed Budget at 6:00pm

Executive Committee Budget Meetings – all beginning at 9:00am.

June 5<sup>th</sup>

June 9<sup>th</sup>

June 12<sup>th</sup>

June 16<sup>th</sup>

June 19<sup>th</sup> – if needed

June 26<sup>th</sup> - Full Delegation Vote on the FY18 Budget

Rep. Abel commended the Commissioners, County Administrator, Department heads and staff on their hard work. He stated that he really appreciates the staff’s fine work.

10:11AM with no further business the meeting adjourned.

Sincerely,

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Suzanne Smith, Clerk