

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
May 18th 2015

PRESENT: Representatives Sykes, Smith, Rebecca Brown, Darrow, Erin Hennessey and Abel.
Commissioners Cryans and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Treasurer Parker, RD Monahan

EXCUSED: Rep. Gionet, Rep. Chris Brown, Rep. Chuck Townsend and Commissioner Richards

4:13PM Rep. Sykes called meeting to order and began with the Pledge of Allegiance led by Rep. Darrow

Rep. Sykes stated that he is going to go out of order on the agenda and noted that due to Representative Ladd's resignation from the Executive Committee that per the by-laws the Committee needed to appoint a replacement.

Representative Rebecca Brown moved to appoint Rep. Erin Hennessey to the Executive Committee. Rep. Darrow seconded the motion and all were in favor.

Rep. Sykes stated that the next order of business is to appoint a new Vice-Chairman of the Executive Committee.

Rep. Abel moved to appoint Rep. Darrow as the Vice-Chairman. Rep. Erin Hennessey seconded the motion and all were in favor.

Rep. Darrow moved to approve minutes from the March 23rd Executive Committee Meeting. Rep. Smith seconded the motion and all were in favor. Reps. Erin Hennessey and Rebecca Brown abstained.

Bonnie Parker

Treasurer's Report

Executive Committee Meeting

May 18, 2015

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is:
\$3,995,381.51.
- The Combined Accumulated interest in the current fiscal year (July 01, 2014 to April 30, 2015) is \$26,237.39

We have investments as follows

- Our Deeds Surcharge CD valued at \$101,271.48 remains invested at Ledyard National Bank in a 1 year CD at a rate of .50% and will mature on 7/20/2015.
- Our Dispatch Capital Reserve CD valued at \$107,376.80 at Ledyard National Bank in a 1 year CD at .50% and will mature on 5/23/2015 and will be reinvested in a money market account.
- The General Fund continues to earn interest at a rate of .40 at Woodsville Guaranty Savings Bank and remains secured with a letter of credit from the Federal Reserve Bank of Boston.

Our investments from our tax receipts remain as follows:

Bank	Term/Product	Rate	Amount
Woodsville Guaranty Savings	Letter of Credit	.40	up to \$10M
Mascoma Savings Bank	26 Week CDARS	.35	\$2M
Service Credit Union	6 Month CD	.30	\$250,000

Rep. Darrow moved to accept the Treasurer’s report. Rep. Smith seconded the motion and all were in favor.

Commissioner Cryans gave the following Commissioners Report:

Commissioners’ Report
May 18, 2015

- April 13th – The Commissioners convened a meeting of the key players in the Grafton County Farm to develop a 5-year plan. The meeting was facilitated by Seth Wilner, Field Specialist, and Food & Agriculture (Sullivan County) University of New Hampshire Cooperative Extension. ED Libby distributed a copy of the outcomes of the meeting to the Committee members.
- May 6th – Chief Justice Tina Nadeau convened a meeting of the Grafton County Drug Court Team to review federal standards and how our Drug Court is doing. All three (3) Commissioners were in attendance and will be conducting follow up meetings with the Drug Court team to ensure that we are on the right track with Drug Court.
- Still seeking a new Director of Nursing at the Nursing Home.
- Update on Nursing Home Renovation Project:
 - Project continues to run behind schedule – Currently the inspector from DHHS and the State Fire Marshal’s office are schedule to be on-site to do an inspection on May 27th – if all goes well hopefully they will give us the go ahead to re-occupy the first floor unit of the 1969 building and begin work on the second floor.

- Project was originally scheduled to be a 4-6 month project – currently we are 6 months into the project and it is likely to be another 3 – 4 months before the project is complete.

Rep. Rebecca Brown asked if there are possibly any other parts of the complex that have the same issues as the current ones at the nursing home. ED Libby stated that if there are, it is not in buildings where people are living. She stated that once this project is done all of the occupied buildings will be up to code.

The Commissioners and ED Libby answered Rep. Rebecca Brown's various questions regarding the farm's five (5) year plan draft that was handed out to the Executive Committee.

Rep. Darrow moved to accept the Commissioners report. Rep. Erin Hennessey seconded the motion and all were in favor.

ED Libby gave the following Executive Director's Report:

Monthly Variance Report

- ED Libby stated that they are ten (10) months into the fiscal year and have a number of departments who are running behind in revenue. The Nursing Home is the biggest department under revenue. She explained that they budgeted \$800,000 for Medicaid Proshare funds that come to them once a year at the end of June so that skews the numbers for the report. They have budgeted the census at 126 and they have run well below that number since the construction started for a number of reasons and they are trying to get that number back up. She stated that Grafton County will be receiving a check for \$91,000 which is our share of the Medicaid funds payback. ED Libby stated that she believes the Nursing Home will end up where it needs to be at the end of the fiscal year.
- ED Libby stated that the Sheriff's Department is running behind in civil fees collected and stated that the Sheriff has explained to her that means the economy is doing better because fewer papers are being served. ED Libby does expect that the Sheriff's Department will finish under revenue for the fiscal year.
- ED Libby explained that she felt most of the other departments would finish the fiscal year at or around their revenue projections.
- ED Libby stated that things look very good on the expense side. She stated that the Human Services budget will be over expended at years end due to not enough being budgeted for the cap. She also stated that she is monitoring both the Dietary and Nursing departments in the Nursing Home it is possible that both of these departments may be over spent at the end of the fiscal year as well.

Prorated Report

- ED Libby stated that they are over revenue by about \$91,000 and are under expended by about \$740,000. There is an undesignated fund balance of \$481,000.

Over Expenditure Report:

- ED Libby stated that there are no major accounts that are over expended. There are many workers comp lines that did not get rounded off to the higher dollar amount when they did they budget. The Director of Nursing line is over expended from the payout when the former DON retired.

Rep. Rebecca Brown moved to accept the Executive Directors report. Rep. Smith seconded the motion and all were in favor.

Old Business:

None

New Business:

Rep. Sykes stated that the only new business has been taken care of by appointing Rep. Erin Hennessey to the Executive Committee.

Rep. Sykes discussed the budget meeting dates. He stated that the budget meetings will be held on June 1st, 8th, 15th, 19th, and the 22nd as a tentative date if needed. The full Delegation meeting will be held on June 26th at 10:00 AM. ED Libby will send out a notice to the full Delegation regarding the dates of all meetings including the budget vote.

Rep. Abel asked what the process would be if the Executive Committee were to disagree with something with the Commissioners' budget. Rep. Sykes stated that after the Commissioners have a budget that they present to the Executive Committee, the EC have a chance at the budget meetings to meet with the individual department heads and they give a much more detailed explanation of their budgets. He explained that they usually wait till the last meeting to deliberate and make any possible changes to the budget. They discussed that in the past the EC and the Commissioners have worked very well together to resolve differences.

5:21 PM With no further business the meeting adjourned

Sincerely,

Suzanne Smith, Clerk