

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
May 18th, 2020

PRESENT: Representatives Sykes, Stringham, Maes, Diggs, Sykes, French, Ladd, Hennessey, Commissioner Lauer, Commissioner Piper, County Administrator Libby and Admin. Assistant Norcross.

Rep. Sykes called the meeting to order at 10:08 AM and began with the Pledge of Allegiance led by Rep Stringham.

Rep. Sykes read the following statement:

GRAFTON COUNTY

RIGHT-TO-KNOW LAW MEETING CHECKLIST

As Chair of the Grafton County Delegation, due to COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm we are:

- a) Providing public access to the meeting by telephone, with additional possibilities by video or other electronic means;
 - a. We are utilizing the Zoom platform for the electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting through dialing the following phone #1 646 558 8656 and using Meeting ID 882 4179 7233 with password: 214179, or by clicking the following website address:
<https://us02web.zoom.us/j/88241797233?pwd=WlA4REdwN3dkTXVlZmFmVkZBcTlVQT09>
- b) Providing public notice of the necessary information for accessing this meeting:
 - a. We previously gave notice to the public of how to access the meeting using Zoom and instructions are provided on the Grafton County website at:
www.co.grafton.nh.us.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

- a. If anybody has a problem, please call Julie Libby at (603) 787-6941 or email at: jlibby@co.grafton.nh.us.
- d) Adjourning the meeting if the public is unable to access the meeting:
 - a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Rep. Stringham called the attendance roll call. Rep. Abel "here" and there is no one in the room with him during this meeting, Rep. Diggs "here" and there is no one in the room with her during this meeting, Rep. French "here" and there is no one in the room with her during this meeting, Rep. Hennessey "here" and her two (2) minor children are with her, Rep. Ladd "here" and there is no one in the room with him during this meeting, Rep. Maes "here" and there is no one in the room with him during this meeting, Rep. Stringham "here" and there is no one in the room with him during this meeting, Rep. Sykes "here" and there is no one in the room with him during this meeting,

Rep. Sykes stated that the January 27th Executive Committee minutes needed to be approved.

MOTION: Rep. French moved to approve the minutes from the January 27th Executive Committee meeting. Rep. Ladd seconded the motion. Rep. Stringham called the roll. Rep. Abel "yes", Rep. Diggs "yes", Rep. Maes "yes", Rep. French "yes", Rep. Ladd "yes", Rep. Hennessey "yes", Rep. Stringham "yes", Rep. Sykes "yes". With the vote being eight (8) in favor and none in opposition the motion passes.

CA Libby gave the following Treasurer's report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: MAY 18, 2020



CURRENT CASH POSITION (as of 04/30/20)

Grafton County General Fund

| | |
|--------------------------------|---|
| Checking Account (ICS @ 1.91%) | \$ 7,257,278.89 (Woodsville Guaranty Savings Bank) |
| Money Market (1.60%) | \$ 1,003,513.79 (NH Public Deposit Investment Poo1) |
| CDARS (2.65%) | \$ 2,011,719.72 (Mascoma Savings Bank) |

Grafton County Committed Accounts

| | |
|--------------------------------------|---|
| Deeds Surcharge ICS (1.90%) | \$151,915.49 (Woodsville Guaranty Savings Bank) |
| Deeds Surcharge Checking (0.10%) | \$ 26,988.55 (Bank of NH) |
| Dispatch Capital Reserve (.99%) | \$174,120.76 (Service Credit Union) |
| Nursing Home Capital Reserve (2.05%) | \$146,108.62 (Woodsville Guaranty Savings Bank) |

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/19-04/30/20) \$147,947.26. Our budget was \$120,000. We have well exceeded that projection

MOTION: Rep. Ladd moved to accept the Treasurer's report. Rep. Maes seconded the motion. Rep. Stringham called the roll. Rep. Abel "yes", Rep. Diggs "yes", Rep. Maes "yes", Rep. French "yes", Rep. Ladd "yes", Rep. Hennessey "yes", Rep. Stringham "yes", Rep. Sykes "yes". With the vote being eight (8) in favor and none in opposition the motion passes.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report

May 18, 2020

- The Commissioners' FY '21 budget is completed and is out in the mail – if you haven't gotten a copy yet you will shortly. The Public Hearing for the budget is scheduled for Monday, June 1st at 6:00 PM. The Commissioners will host a meeting here at the Complex but the meeting will also be available via Zoom.
- The County buildings have been closed or have had limited public entering since March 20, 2020. We are starting the process to consider what steps will be taken to re-open the buildings as we approach the end of May so that we can continue to protect our staff and the citizens that need our services. It is likely that the nursing home will remain closed much longer than the rest of the facilities.
- During this time, we have had a number of employees who have been able to and have taken advantage of telework. All offices have remained open but many have had reductions in staff in the buildings. As we look to re-open we will slowly ramp back up staffing, with appropriate social distancing and cleaning measures. We will also continue to deal with childcare issues as many summer camps will not be opening this year, so it is likely that some telework will continue.
- The Board of Commissioners has continued to meet regularly virtually. The majority of our work has been focused on completely the budget and staying up-to-date on COVID-19 related events that have impacted the County. We did start our regular in-person Tuesday Commissioner Meeting's again on Tuesday 5/12/20.
- As most of you are aware the nursing home had a travel nurse that tested positive for COVID-19 and about a week later we did have a resident that tested positive. That resident was located on the Profile unit and upon receiving her positive result the unit was completely shut-down to everyone except essential staff and all residents on that unit

(33 in total) were tested. We are very pleased to report that the incident has remained contained to that one travel nurse and the resident, who has unfortunately passed away. We continue to be very vigilant within both the nursing home and the Department of Corrections, trying to keep the virus out of the facilities. Our staff has done a fantastic job following protocols and taking great care of the people that we are entrusted with.

- The State of NH has launched a program to test all nursing home residents throughout the state as well as all employees in nursing homes. We are working with Ammonoosuc Community Health to see if we can have all our employees tested at their site at Cottage Hospital in Woodsville. Our staff will be conducting the testing for the nursing home residents. We anticipate that all residents will be tested within the next week as soon as we can coordinate staff testing as they should be completed at the same time. From there we will be doing random testing of 10% of nursing home residents on an on-going basis.
- Both the DoC and the nursing home have a good supply of PPE currently. We continue to order supplies and have received a number of supplies from the State of NH – we are constantly monitoring our stock and assessing needs.
- The Governor has announced two (2) different stipend programs that impact county employees. The first program rolled out was the Long Term Care Stabilization (LTCS) that offers a \$300 bonus for full-time employees and a \$150 bonus for part-time employees per week for our front-line workers who are providing care to the nursing home residents. This program was effective April 19, 2020 and to-date we are averaging around \$45,000 per week in stipends. The second program is the First Responder Program that was rolled out last week. The program is providing the same stipends to our Corrections employees and Sheriff's Deputies. This program was effective May 4, 2020 and the first week provided \$18,300 in stipends to those employees. These programs are funded through the first CARES Act and being administered by the Department of Employment Security and the Department of Safety.
- We have also had to adapt and implement the Families First Coronavirus Response Act (FFCRA) which is a federal law that expanded Family Medical Leave benefits (specifically for childcare issues stemming from the Coronavirus Pandemic) as well as Emergency Paid Sick Leave. We have had a number of employees who have been out during this time either due to childcare needs and/or being symptomatic and not being able to work.
- The County is tracking all Coronavirus related expenses. There are several means currently that we are hopeful will allow us to recover some of these unanticipated expenses. County Administrator Libby will detail the expenses as well as the opportunities for recovery in her report.
- In addition, we are concerned about revenue losses in a number of departments and are monitoring that as well. Currently, there is not means to recoup loss revenue, but we are hopeful that the next federal package will include direct relief to the counties which will have flexibility to be used to cover loss revenue.

Commissioner Lauer answered questions from the Committee.

MOTION: Rep. French moved to accept the Commissioners' Report. Rep. Diggs seconded the motion. Rep. Stringham called the roll. Rep. Abel "yes", Rep. Diggs "yes",

Rep. Maes “yes”, Rep. French “yes”, Rep. Ladd “yes”, Rep. Hennessey “yes”, Rep. Stringham “yes”, Rep. Sykes “yes”. With the vote being eight (8) in favor and none in opposition the motion passes.

CA Libby gave the following County Administrator’s Report:

County Administrator’s Report
May 18, 2020

- ❖ Jail Census: 42 in-house; 7 on Electronic Monitoring (6 are FIRMM participants); 10 in FIRRM ~; 15 Pre-trial Services
 - With the courts doing very little right now the population at the jail has decreased significantly in the past two (2) months. We have adjusted our minimum staffing levels to reflect the lower population.
- ❖ Nursing Home Census: 113
 - We have not admitted anyone to the facility since early March. We also have nine (9) beds vacant being reserved in a COVID-19 isolation unit in case we have an outbreak.

Financial Reports

- ❖ Monthly Variance Report compares budget on an equal monthly basis to actuals and looks at the positive (black) or negative (Red) variances. These reports represent ten (10) months complete.
 - Revenue:
 - Although the census has fallen significantly in April, the Nursing Home revenue still has a positive variance. This is due to a higher than budgeted Medicare A and Veterans’ census. We have several different payer sources: Private Pay, Medicaid, Veterans and Medicare Part A. The budgeted census for the year was 126 through April the average daily population is 123 and due to higher payer sources being above budget we are still doing okay. The nursing home has also received \$319,091.48 directly from HHS as stimulus payments from the CARES Act. This has helped maintain revenue levels thus far. I do anticipate that we will start to feel the impacts from COVID-19 in the nursing home during May.
 - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly – we have received the first three (3) quarters.
 - The farm has a positive revenue variance at this point. This is attributable to the farm stand revenue and the price of milk thus far. This also is about to change. The price of milk will drop substantially in May. We have also been put on a strict quota of milk that we can ship. There is a \$14/hundred weight fine for going over. The farm is closely monitoring this. We will see COVID-19 impacts for the rest of the fiscal year.

- County Attorney/Victim Witness/Roving Advocate – Quarterly grant reimbursement. These grants are direct reimbursement when the revenue is behind we are also under-expended. Circuit Court Prosecution revenue is up due to taking on the Plymouth Area Jurisdictional Association, we are providing service to a number of towns in that area and they are paying for the prosecutor.
- Alternative Sentencing – Revenue is up due to more BDAS funds that anticipated are being earned.
- The Department of Corrections is on-target.
- Taxes are 100% are collected
- Other – contains revenue sources that are one time per year received in June.
- The Sheriff's Dept., Deeds, Interest and Rent and are all above projections at this point.
- Expenses
 - Through ten (10) months we have a few departments that are showing negative variances.
 - Medical Referee is slightly high.
 - RSAT (Residential Substance Abuse Treatment) is a grant through the DoC that expires on 9/30/19 – all expenses will be 100% reimbursed.
 - Capital Outlay and Bonded Debt are showing over due to an uneven amount of spending in the first ten (10) months. These will even out as the year goes on.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expense based on known variates on revenues and expenses.
 - 83.33% 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 April report we are at 84.41% which is slightly ahead for revenue and at 77.64% or under expended by \$2.6M. This all factors into the unassigned fund balance which at this point \$6,051,562.35
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - There are a number of accounts showing over-expended by far the majority of the accounts are COVID-19 related expenses. We set up separate accounts for each department to track expenses.
 - The largest over-expended account is Contract Nursing – there will be monies within the nursing home budget to cover this over-expenditure.
- ❖ Summary
 - Through the first ten (10) months of the fiscal year – the county has had a strong financial year. I am concerned about the impacts that COVID-19 is going to have on the remaining months of the fiscal year. I am closing monitoring. We have also made adjustments to the FY 2021 budget to reflect impacts that we will continue to feel throughout the summer.

COVID-19 IMPACTS

Thus far the county has incurred approximately \$375,000 - \$400,000 in COVID-19 related expenses including purchasing of supplies, equipment of telework purposes, overtime to cover employees who have been out due to the pandemic, FFCRA expenses and payroll related expenses for the stipend programs. The effects of loss revenue are really just starting to come into play and we will continue to monitor.

Opportunities to recoup funds:

FEMA – We have started an application with FEMA that will hopefully allow us to re-coup some funds that we have expended. FEMA guidelines are very stringent and this will likely be the lowest form of reimbursement. It is also a 75%/25% split.

GOFERR – Governor's Office for Economic Relief and Recovery has allotted \$8M in funds from the 1.25B State Stabilization funds that NH received from the first federal stimulus package. Grafton County is earmarked to receive up to \$537,653 this is a reimbursement program. We can request reimbursement for a number of expenses through August 31, 2020. It is my understanding that at that time we may be allotted additional funds if we can identify on-going expenses.

There cannot be any duplication for reimbursement across programs and neither of these programs have the ability to recoup loss revenue.

NACO (National Association of Counties) is advocating very strongly in Washington to have the next federal stimulus package that is in the works contain funding that will come directly to counties and have some flexibility that would allow it to be used to recoup loss revenues.

CA Libby answered questions from the Committee.

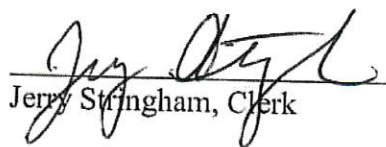
MOTION: Rep. Diggs moved to accept the County Administrator's Report. Rep. French seconded the motion. Rep. Stringham called the roll. Rep. Abel "yes", Rep. Diggs "yes", Rep. Maes "yes", Rep. French "yes", Rep. Ladd "yes", Rep. Hennessey "yes", Rep. Stringham "yes", Rep. Sykes "yes". With the vote being eight (8) in favor and none in opposition the motion passes.

New Business:

Budget meeting Dates – CA Libby stated that they had originally talked about meeting the first two (2) weeks of June on Mondays and Fridays. She stated that they have pushed the Commissioners' Public Hearing date back to June 1st due to the stay at home order and she is hoping to push the Executive Committee meetings back to June 5th and then meet on the 8th, 12th, 15th and 19th as needed. Rep. Ladd stated that the commission that is dealing with the adequacy funding is meeting all day on the 15th therefore he will not be able to attend that meeting. CA Libby stated that on their end they are flexible as to when they have these meetings. After further discussion the committee agreed to move the meeting on the 15th to the 16th at 1pm.

11:14 AM with no further business the meeting adjourned.

Sincerely,


Jerry Stringham, Clerk