

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 4th 2018

PRESENT: Representatives Sykes, Darrow, Smith, Abel, Campion, Maes, Binford and Schwaegler. Commissioners Lauer and Ahern, County Administrator Libby, Admin. Assistant Norcross

OTHERS PRESENT: DoC Supt. Elliott, HR Director Clough, Register of Deeds Monahan, Maintenance Supt. Oakes

EXCUSED: Rep. Ham

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

CA Libby noted that every salary line throughout Commissioners' budget is higher than the department requests because the COLA was not added into the department request.

Department of Corrections – Supt. Elliott

Revenue

Department of Corrections – Supt. Elliott stated that this line item includes revenue from housing Coos County female inmates, employee meals, social security incentives and inmate phone calls. He noted that this is a population driven line item.

Community Corrections – Supt. Elliott stated that they receive revenue for inmates who are out on work release, electronic monitoring, or pretrial services.

Governor's Commission Grant – Supt. Elliott stated that this line item is the funding from the Bureau of Drug and Alcohol Services to provide substance abuse counseling. They just received notice that they are receiving \$150,000 in funding for FY19.

The new revenue projection for FY19 is \$293,285.00

Rep. Smith asked why we did not receive the RSAT Grant. Supt. Elliott stated that it was not offered last year. She asked with the declining population if we are looking into ways to make use of that space. Supt. Elliott stated that he did look into an RFP that the State of Vermont had put out to house State Prisoners but their facility cannot support what they were requesting. He also stated that he is in preliminary talks with the Federal Government regarding accepting Federal inmates. He does not have any additional information regarding that as this is very preliminary.

Expense

Department of Corrections

Supt. Elliott passed out the attached packet of statistics for FY18 to the committee for their review.

Supt. Elliott stated that without part time employees full time Officers are providing coverage for call outs, vacation time or FMLA. Those coverages are all overtime hours – which are factored into the increased retirement costs.

He stated that the health insurance line has increased \$69,382.00 and the retirement is up \$96,926.00.

This budget is up \$212,909 or a 4.1%.

Community Corrections

Supt. Elliott handed out a document that breaks down the various programs that the Community Corrections department provides.

Rep. Smith asked why the substance abuse testing line has decreased. Supt. Elliott stated that he over budgeted last year as he believed that the FIRRM program would have more participants. He stated that this year they have budgeted what they feel the need based on the numbers they have.

Supt. Elliott stated that this line item is staffed by one LADC and one (1) part time certified recovery support worker.

Nightwatchmen

Supt. Elliott stated that the Nightwatchmen work 7p-3a patrolling the complex. There is one (1) 4/5 position and four (4) part timers.

RSAT Grant

He stated that this grant funded to provide substance abuse counseling for women. They have received this grant funding for FY19.

Commissioner's Office/ Misc. – County Administrator Libby

Revenue

Abandoned Property/Federal PILT – CA Libby stated that she took the last five (5) years averages to budget for FY19.

Interest – She stated that the Treasurer had initially set the revenue at \$50,000 but once the Commissioners reviewed the budget based on the current nine (9) month numbers, they felt comfortable increasing it to \$60,000.

Courthouse Rent – CA Libby stated that they just renegotiated a new four (4) year lease with the Superior Court that has a 1.5% increase each year and those numbers are reflected in the FY19 budget.

Dividends/Misc.

Retiree Drug Subsidy – CA Libby stated that the county receives monies back from Retirees who are enrolled in the health insurance.

She noted that they are using \$1,050,000 to offset taxes.

Expense

Commissioners' Office

CA Libby discussed the health insurance process with the Committee noting that the county was originally given a 41.69% increase in health insurance rates from NH Interlocal Trust. She stated that after many discussions the majority of the Board of Commissioners decided to go with HealthTrust for a number of reasons. She stated that HealthTrust overall had many more benefits to offer and was the most comparable plan to what the employees currently have. There is a 13.74% increase this year. She stated that enrollments have already been completed.

Maintenance – Supt. Oakes

Expense

Supt. Oakes stated that there is a 52% increase in the sewage lines.

Supt. Oakes stated that he did an across the board increase to his Repair and Maintenance Accounts due to increased HVAC repairs.

He stated that he was looking to start setting money aside in the capital outlay for the purchase of a new truck in a few years. He noted that this was cut at the Commissioners' level.

Contract Services – Complex – Supt. Oakes stated that the increase in this line item is due to the biennial cleaning of forty four (44) storm catch basins and the five (5) year water tank inspection.

He stated that they have the normal merit increases and the COLA included in the salary lines as well.

Rep. Smith stated that she is concerned about the aging HVAC equipment and vehicles that will eventually fail. She asked if there has been and thought about budgeting money in the capital outlay to eventually replace some of these old HVAC units. Supt. Oakes stated that long term it would be prudent to start setting the money aside.

Supt. Oakes stated that the sander is ten (10) years old and needs to be repaired for about \$2,500.

Rep. Darrow asked if money has been budgeted to repave the courthouse parking lot. Supt. Oakes stated that he had budgeted this year to repave in front of the nursing home, the admin parking lot and behind the admin building but that was cut as well. Commissioner Lauer stated that they have a \$145,000 sewer project that is budgeted for FY19 that is in the second year and needs to be finished. They understand that they are pushing the can down the road but next year they can look at this again when they don't have the \$145,000 sewer project in the budget.

Human Resources – Director Clough

Nurse Practitioner – HR Director Clough stated that with the wage adjustment last year the nurse practitioner salary has not changed and this employee is at max.

Education and Conference – HR Director Clough stated that she had originally budgeted \$5,000 to begin some organizational and development training with the staff and managers in the Nursing Home but after further discussion they decided that they will not proceed with this training this year.

Recruitment and Retention – She noted that this line is based off usage and the \$1,200 has been sufficient. This line is for wellness fairs, drug screen test kits, etc.

Dues Licenses & Subscriptions – HR Director Clough stated that this line item includes the criminal record checks, nurse practitioner annual membership to the American Psychiatric Nurses Association and annual Society for Human Resource Management (SHRM) for the HR Director and HR Senior Generalist.

Advertising – HR Director Clough stated that she rounded up to \$18,000 for FY19. The usage this year has increased due in part to many nursing job postings.

Travel Expenses – HR Director Clough stated that travel expenses are based on monthly HR Affiliate meetings at Primex, quarterly Association of New Hampshire Public Employer Human Resource Administrators (ANHPEHRA) meetings at Primex, eight (8) trips to Primex for their trainings and mileage to the Annual Employment Law Update in Manchester.

New Equipment – They have budgeted \$629 for the purchase of a new electric binding machine.

Rep. Sykes asked if they are looking at the nontraditional ways of recruiting employees. HR Director Clough stated that they are always looking into ways to recruit and retain employees.

Register of Deeds – Kelley Monahan

Revenue

RD Monahan reviewed the various revenue line items and stated that she has left the revenue flat but tweaked it slightly. She stated that she lowered the online services line item due to people migrating from the online services to tapestry and increased the tapestry line accordingly.

Expense

Clerical –She stated that this line item also includes the full year’s salary of her new staff member where this year her budget only has six (6) months of her salary.

Software Contract – Her current contract expires June 30th. She stated that she requested a bid waiver from the Commissioners and is currently negotiating with Fidlar to renew this contract. She answered questions from the Committee regarding the Fidlar contract.

Commissioners’ Office/Misc. – County Administrator Libby

CA Libby reviewed the Commissioners’ Office budget stating that it increase 1.57% over last year’s budget. All the increases are in salary and benefit lines, many other line items have been reduced.

Grafton County Economic Development Council – typically been funded at \$50,000 and this year they have reduced that line item \$5,000.

Conservation District – The County funds the Administrative Assistant position. This budget is the salary and benefits.

Regional Planning Commission – CA Libby stated that the county pays dues to North Country Council, North Country RD & Upper Valley RPC.

Health Reimbursement Account – CA Libby stated that the county pays 50% of the deductible costs for employees. In FY19 that will be changing. The HRA will only be available for the higher deductible plan. She has reduced the costs of that in the budget to reflect that.

Flexible Spending Administration- CA Libby explained that be because the county is switching to HealthTrust there is a monthly charge to administer the flex spending accounts.

Bonded Debt - CA Libby stated that the county currently has four (4) sets of bonds. FY19 is the last year for the Water Tank Bond and the Nursing Home is paid off in FY 2024.

Contingency – CA Libby stated that this is where the county budgets for all outside counsel fees for the entire complex. The Commissioners have a \$1,500 contingency fund.

11:40 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk