

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 5, 2020

PRESENT: Representatives Sykes, Ladd, Stringham, Campion, Hennessey, Abel, Maes, French and Diggs, Commissioner Lauer, Commissioner Piper, Commissioner Morris, County Administrator Libby and Admin. Assistant Norcross, DoC Supt. Elliott, HR Director Clough, IT Manager Ruggles, Register of Deeds Monahan

Rep. Sykes called the meeting to order at 9:00 AM

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 a physical location to observe and listen contemporaneously to the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. 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 883 4765 6912 with password: 094210, or by clicking the following website address:
www.co.grafton.nh.us
- 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) 496-7731 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 she is at the physical meeting location at the County Complex, 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 he is at the physical meeting location at the County Complex, 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. Nine (9) members were present and a quorum was declared.

Department of Corrections – Superintendent Elliott

Revenue

Supt. Elliott stated that the total revenue is \$325,645 which is an increase of \$2,080.

Supt. Elliott noted that they are working with the Federal Marshals to get federal inmates into the facility as they have had low census numbers. They are currently working on obtaining their PREA Certification which will open the door to getting federal inmates. Supt. Elliott stated that a fair price is around \$85/ day and the federal government would cover medical costs. These would be short term stays to fit the terms that they have currently in the facility. Supt. Elliott answered further questions from the Committee in regards to the federal inmates. Supt. Elliott stated that they are geographically challenged. They are making their best efforts to obtain federal inmates. They prefer to have the inmates closer to the federal district courts but they are making a strong effort.

Expense

Department of Corrections

Supt. Elliott stated that this budget is up \$82,295. The lines with the biggest increases are the officer salary line due to merit increases and cost of living which totals a \$51,789 increase. The health insurance is \$41,892.

Rep. Stringham asked about how much closing a wing of the DoC would save them as they have a low inmate population. Supt. Elliott explained their new minimum staffing level for when population drops below 65 which eliminates three (3) shifts a day which is a cost savings to the county. He stated that with the current pandemic having a low population has been a blessing in disguise and they are using all units to be able to quarantine inmates upon arrival as needed. Supt. Elliott stated that he couldn't in good conscience and put everyone into one unit. There could be potential lawsuits and dangerous situations by doing that.

Supt. Elliott stated that he wanted to let the committee know that they have had a serious issue with mental illness in the facility in the last two (2) years. They are getting a serious amount of mentally ill people coming into the facility. What that means to a DoC is mentally ill people take up a significant amount of officer time. He wants everyone to recognize this is a serious problem in his facility right now and that it takes two (2) or three (3) officers to handle one of these inmates and needs to be staffed accordingly.

Community Corrections

The entire Community Corrections department has increased \$24,644 mostly due to the cost of living adjustment and merit increases in the salary line. He noted that an officer opted to take county health insurance that hadn't received it in FY20.

Governor's Commission grant

This line is up \$5,489 due to COLA adjustment and a wage adjustment facilitated by their HR department that updated a job description for the Substance Abuse Program Director. This changed the position from grade 5 to grade 6.

Night Watchman

Supt. Elliott stated that this line is up \$1,149 due mainly to cost of living adjustments.

Supt. Elliott stated that there are no capital requests this year.

Human Resources – Director Clough

HR Director Clough noted that her overall budget is down 8.6% due mainly to a change in staff within their department.

HR Director Clough stated that \$5,212 is for implementation and training for a new program called Kronos. She stated that they will hear more about this from the Commissioners' Office

and IT as well. She stated that they have researched programs for scheduling and payroll system. They have never had a dedicated HR software which would add efficiency to their department. They have not had an applicant tracking system. They manually track that now. This program would make that process automated and it will help them narrow down where they need to advertise which will also streamline the hiring process. It will also allow them to have one employee record. It follows the employee from application through the career of the employee. The major upgrade is it will allow them to communicate to all of the employees simultaneously. It will allow the employees to monitor their employee record and make changes within the system as well. They can pull up pay stubs on the portal, request time off, fill out paperwork, and view their punches.

Rep. Hennessey stated that HR Director Clough had mentioned about the efficiency of the Kronos program and asked if there are any positions that won't be needed due to this increased efficiency. HR Director Clough stated that her department is made up of three (3) staff that are responsible for taking care of 450 employees. She hopes that by being able to streamline their paper processes, it will allow them to focus on other programs within their department.

Rep. Stringham asked about the wage system that is in place. HR Director Clough explained that they have a wage chart system. Each position is on that wage chart in a certain grade. Employees have to score a 3.5 or higher on their annual evaluation to receive the merit increase. Rep. Hennessey asked if HR Director Clough could tell them what percentage of employees get step increases based on their annual reviews. HR Director Clough stated that roughly 95% of employees receive their increases but some do not score high enough to receive. She noted that there are roughly 100 maxed out employees.

Information Technology - Manager Ruggles

ITM Ruggles stated that there are step increases for all four (4) employees in his department.

Health Insurance – ITM Ruggles noted that there is an \$11,000 decrease.

Telephone Line – There is an increase due to being under budget last year.

New Equipment – ITM Ruggles noted that this decrease largely due to the fact that all systems are now upgraded to windows 10.

Maintenance and Renewal – ITM Ruggles stated that \$44,000 of this increase is for the Kronos software for the Commissioners' Office and HR. He stated that there is also an antivirus software renewal as well as a barracuda email security system update. He stated that this year with the implementation of the Kronos software, they will need to double pay vendors as they will have an overlap of software and it cannot be paid on a monthly basis. This cost will decrease in the following fiscal year.

Capital Outlay

ITM Ruggles stated that \$17,936 is the 2nd payment out of three (3) for their new scale server cluster. \$15,200 is also the 2nd of three (3) payments for their Windows server license.

2 Network Storage Servers – ITM Ruggles stated that the current servers are eight (8) years old and tired. They need more space as well.

Admin Building Security Cameras – ITM Ruggles explained that the \$5,000 is for equipment only. The IT team will be doing the installation which will be a large cost savings. They are requesting eleven (11) cameras to be placed throughout the Administration Building and Farm area. There will be a couple on each floor of the Administration Building, one (1) on the back end and front end entrances and three (3) to cover the farm areas. These cameras will be stored on a digital server and will be able to go back to review two (2) months of footage if necessary. He feels this is much needed and is money well spent. They will be installing these cameras themselves. It will keep track of traffic on all sides of the building.

5 Time Clocks – ITM Ruggles stated that if the new Kronos Software is approved they cannot use the current time clocks. He is requesting four (4) for the campus and one (1) spare. They will be looking to sell the old time clocks.

ITM Ruggles stated that his capital requests total \$64,121 which is an 11% decrease from last year.

Registry of Deeds – Kelley Monahan

Revenue

RD Monahan stated that based on their eleven (11) month figures they are only \$36,692.00 off their projected revenue goals for FY20. She would estimate ending the year out \$50,000 over. She stated that she foresees another wave of foreclosures coming in the next few months and feels she will achieve what she has budgeted for in FY21.

Expense

RD Monahan stated that the main changes in her budget are due to changes in staff.

RD Monahan noted that a new hire took a family plan versus the prior single plan. This employee was an internal hire from another department who already had health insurance so although it looks like an increase it is being transferred from another department. She noted that she is also having another employee retire in December and she would like to hire their replacement in July or August to allow an overlap for training.

Surcharge

RD Monahan reviewed her surcharge account items with the committee.

RD Monahan stated that she wanted to inform the committee that their software company donated \$500 to a charity of their choice. Her office donated it to White Mountain Mental Health.

Commissioners' Office & Miscellaneous – County Administrator Libby

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.

Interest – CA Libby stated that these projections were done before the pandemic. She stated that she feels leaving this at the \$120,000 will be ok.

Surplus to Reduce Taxes – CA Libby stated that based on her projections they have increased the surplus from \$1.6 million to \$2 million. The current unassigned fund balance is \$3,920,322. The estimates using the \$2 million the unassigned fund balance would be \$4.5 million.

Commissioners' Office

Finance Director – CA Libby stated that this is a new position that the Commissioners are budgeting to begin January 1st 2021. This is based off the fact that 8 out of the 10 counties have separate County Administrators and Finance Directors. A performance audit was done in 2011 that recommended this position. The position was scored by HR for its salary range.

Finance Salaries – CA Libby explained that this line has half a position less. She explained that last year they had budgeted for a half time position. She explained that when the Payroll Coordinator transferred to the DoC the employee that was in the half time position that she was sharing with HR transferred that to the open Accounts Payable position. The split position was not filled as it did not work out how they had thought it would.

Education and Conference – CA Libby explained that this increase is due to the Kronos Software implementation costs that has been discussed by both HR and IT. This Kronos software is one stop shop for everything employee; from application to start the job to getting a paycheck and feels it will be very beneficial for the county.

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

Rep. Hennessey asked what this new position will be doing that isn't already being done. Commissioner Lauer stated that life has changed in this past year. There are many things that now need to be tracked. They have been talking about the need for this position for years. This pandemic has brought to light that they are relying on the County Administrator to handle all of the departments, all of the employees and all of the finances. They need this position to handle the finances and allow the County Administrator to handle that position's responsibilities

separately. Rep. Hennessey asked if this position is needed so badly why they are waiting to January 1st. Commissioner Lauer stated that it would take that long to find someone and get them in here. CA Libby stated that she does her best to do what needs to be done and prioritizes so they don't fall behind but there are things that she doesn't have time to get done. She stated that they are not falling behind on anything that needs to be done immediately. Commissioner Piper stated that a logical conclusion would suggest that if one person is doing two (2) full time jobs that that might affect performance. Rep. Maes stated that there is a cost to having CA Libby wear two (2) hats. She has been able to keep that boat above water but at some point with this new position they can move forward. This position could help look at things that could be getting overlooked. They have all known for a long time that she wears too many hats. Commissioner Morris stated that the next ten (10) years will be turbulent and it will require them to think a lot of what we do. She stated that as the board they have put this position above all other priorities in this budget.

Misc. Expenses

Human Services – CA Libby explained that this is the county's portion of their responsibility for intermediate nursing care and home and community based care. This is mandated by the State of New Hampshire. This increase is based off of their current percentage with the new cap numbers for FY21.

IDN Funding – CA Libby stated that this is the max that Grafton County will fund. She noted that NHA Labore has the \$651,498 revenue offset in his budget therefore there is no impact on the taxes.

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.

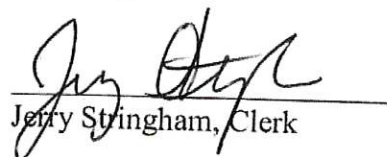
Employee Benefit Pay out – CA Libby stated that there is a \$15,000 increase due to this year's numbers.

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

Unemployment Insurance – CA Libby stated that this has decreased by \$2,500. She stated that she does not foresee the pandemic affecting this as everyone at the county has stayed employed.

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

Sincerely,


Jerry Stringham, Clerk