

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 8th 2015

PRESENT: Representatives Smith, Darrow, Rebecca Brown, Erin Hennessey, Townsend and Gionet. Commissioners Richards and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Supt. Oakes, ITM Ruggles, Atty. Saffo, ASD Amero

EXCUSED: Reps. Chris Brown, Abel, Sykes, and Commissioner Cryans.

Rep. Darrow called meeting to order and began with the Pledge of Allegiance led by Rep. Erin Hennessey.

Rep. Townsend moved to accept the minutes from the May 18th meeting. Rep. Rebecca Brown seconded the motion.

Discussion:

Representative Erin Hennessey questioned the detail level included in the minutes, specifically she felt that she was not able to verify that all the numbers included in the minutes were accurate but was being asked to approve minutes with numbers included. She stated that any boards she has been on before have not included this much detail. Director Libby stated that the meetings are all recorded and those recordings can be used for verification purposes if necessary. She also stated that the County's minutes have always been done to include this detail level. Rep. Brown stated that she felt it was okay because this was just the proposed budget and not final numbers. Rep. Smith stated that as Clerk she spends time going through the minutes to verify their accuracy.

The Committee voted on the motion. All were in favor.

Rep. Townsend moved to accept the minutes from the June 1st meeting. Rep. Rebecca Brown seconded the motion and all were in favor.

Maintenance – Superintendent Jim Oakes

Supt. Oakes stated that there is a 2.4% overall increase, just over \$49,000 to his budget. He explained that the increases are mainly attributed to salaries, health insurance, and anticipated electric costs. He stated that he contacted Woodsville Water and Light about the anticipated electric costs. He explained that on average they tell him its 10% and usually it is that or less. He said this year they were hesitant to give him a number because of their contract expiration with their provider half way through our fiscal year. He stated that he averaged what they have been seeing over the past few years which is about 5% and used that.

Nursing Home Repair and Maintenance –Supt. Oakes stated that they have a number of windows that are fogged over because they have lost the seal in between the two (2) panes of glass. He explained that those windows had a ten (10) year warranty and before that warranty was up he went through and inspected all the windows and found 100 windows that needed to be replaced. Supt. Oakes stated that he has been trying to get the windows replaced for roughly three (3) years and has not been able to so he has budgeted this year for the replacements.

Supt. Oakes gave the Committee an update on the construction project.

Rep. Rebecca Brown asked if an energy audit has ever been done. Supt. Oakes stated that one was done roughly five (5) years ago and they have put into place several energy saving items from that audit. Rep. Rebecca Brown stated that it is worth looking into having another one.

Rep. Smith asked how the biomass was running. Supt. Oakes stated that they have had roughly \$150,000 in savings this year and he is very happy with it.

Capital Outlay

Server Room Free Cooling for Admin Building- Supt. Oakes stated that the AC runs 365 days a year. This free cooling would circulate cool, outside air in server room to minimize AC use and cover the AC system when it is unable to work on coldest days.

Replace Furnace – Supt. Oakes stated that the furnace in the Alternative Sentencing Building needs to be replaced before it totally fails. The average life of a propane furnace is 15-20 years. The one to be replaced is approximately 25 years old. He stated that he has an employee with a gas fitters license who will be able to install the new furnace saving the county labor costs.

Replace bad pavement - Supt. Oakes explained that they have a few sections of pavement that are in real bad shape and need to be replaced. He stated this will put off having to pave the whole parking lot for a while.

Rep. Gionet commended Supt. Oakes and stated that he has done an amazing job since taking over the maintenance department.

Information Technology – Manager Brent Ruggles

ITM Ruggles stated that there is a \$35,726 increase over last year, mainly due to two (2) major expenses this current fiscal year that he decided to defer into a three (3) and four (4) year lease. These lease payments show up as a new line item under equipment rental.

He explained that they are out of storage for their network. He has requested to enter a lease on a storage expansion system that is \$21,850 a year for a three (3) year lease.

Rep. Erin Hennessey asked why the lease payments were listed under the operating budget and not a capital lease item. ED Libby stated that lease payments are not capital items.

Rep. Erin Hennessey asked ITM Ruggles about the dedicated line for internet that is being requested by the Register of Deeds. ITM Ruggles explained that their network is an isolated network. They provide day to day services but it has always been handled by Fidlar. They lease their computer servers through Fidlar and all their software is taken care of by Fidlar. The Register of Deeds is currently sharing the internet circuit here at the county. He stated that he cannot justify spending that amount of money on a dedicated circuit for that department but she is an elected official and he does not handle their IT needs. He explained a less expensive approach that he feels would work with the committee.

Commissioner Lauer stated that she wanted to note that the request for the Fidlar internet by the Register of Deeds is being purchased out of their designated Surcharge account and will not affect tax payers.

Capital

ITM Ruggles stated that each year there are items that need to be replaced or bought. The various departments put in their requests for IT related items they may need. He discussed the various requests in his capital outlay with the Committee.

Inmate Computer Lab – ITM Ruggles stated he wanted to update the committee on the request for the inmate computer labs. He explained that he was contacted by Google. They are selling Chrome books that are much cheaper than the Dell laptops he had priced out. He is still working on the prices and other components with the company but wanted to let the committee know that his price may decrease.

Human Resources – Director Donna Cramer

HRD Cramer stated that many of the employee related increases are based on the Nursing Home nurse practitioner position being moved to the Human Resources budget.

She broke down all the expense line items and reviewed them with the Executive Committee.

Education & Conference – HRD Cramer stated that this increase is based on the nurse practitioner education and training requirements. She also added in materials, training and testing for the HR Director and the Sr. HR Generalist to obtain their Human Resources certification. She explained that this is an in depth training on Strategic management, employee and labor relations, as well as all of the laws and regulations. She stated that there is an exam that they will need to pass as well as continuing education and annual exams to stay certified.

Travel Expense – HRD Cramer discussed the various training that her department attends throughout the year as well as the nurse practitioner travel expenses.

Rep. Townsend asked about the Laser Fiche system. HRD Cramer stated that Laser Fiche is their scanning system for employee files.

New Equipment – HRD Cramer stated that she is requesting a new ID Badge System. She explained that currently the ID badges are documents they print off the computer and laminate which do not hold up well. She stated that this new system will make badges that will not have the same wear and tear.

County Attorney's Office – Attorney Lara Saffo

Revenue

Atty. Saffo stated that her office has had a long standing grant for many years but did not receive that grant this year. No County Attorney's office in the state received the grant. She explained that they also had a \$1,500 travel stipend that they will no longer have as well. Atty. Saffo went on to state that she received notification that the Attorney General's office is recommending that Atty. Saffo apply for the VOCA funding in lieu of the Victim/Witness grant so she has applied for that.

Expenses

Clerical – Atty. Saffo stated that this line included two (2) step increases for three (3) of her employees. These are in various salary lines in her budget.

Assistant County Attorney – Atty. Saffo stated that the step increases and COLA's are included even though this line item shows a decrease. She explained that there was mathematical error in last year's budget.

SVP- Atty. Saffo explained that the law changed in July regarding this line item therefore they have not spent any money this year but want to leave it budgeted for next year just in case.

Office Supplies – Atty. Saffo stated that they are using drop box and police departments are sending documents via email but they now have to print all of the documents so there is an increase in the supply line.

Postage – Atty. Saffo stated they are trying to email victim witness notifications out to those who prefer to save on postage.

Travel Expense – She stated that they have a county vehicle that has been a big savings but sometimes more than one attorney needs to be somewhere so that is where the expense comes from.

Victim Witness Program

Atty. Saffo stated that there is an increase in the Victim Witness Coordinator Line due to the last year's addition of a second VW Coordinator. In FY 2015 this position was included in the 002 line for FY 2016 they have moved it to the proper line item.

Atty. Saffo explained that she is requesting to increase the VW clerical position from part time to full time and went into detail regarding the rationale for her request.

Capital Outlay

Clothes – Atty. Saffo stated that she would like to purchase uniform shirts that will have their logo for her staff when they attend trainings.

Monitor for central board – Atty. Saffo explained to the Executive Committee the monitor she is requesting for her office. It will replace the white board that has been there for years and is difficult to read. This monitor will allow the court schedule and staff schedules to be easily available to all office staff.

Atty. Saffo stated that she would like the Committee to consider adding \$25,000 for courtroom technology. She had started the project but was unable to get all the numbers to the Commissioners on time. She would take the Elmo, the floor screen and the document camera out of the capital requests. In its place they would add two (2) prometean boards like you would see in schools. They would go behind the jury and defense attorney table. Telephone & Network Technologies had a bid of \$32,000. This would include a screen that would allow victims, especially children, to testify remotely from one courtroom and the defendant and others in second courtroom would see the testimony on screen. The net amount that would be added to the Attorney's capital budget would be \$25,982.

Alternative Sentencing – Director Lucille Amero

ASD Amero stated that the goal is to better serve all of Grafton County. She has requested two (2) new full time positions. She stated that the first is a dual licensed clinician and this position would conduct evaluations, individual counseling, intensive outpatient groups and group counseling in the Plymouth, Littleton, and North Haverhill areas. The case manager would be a full time position who would conduct case management services for Drug Court participants and Juvenile Restorative Justice participants, as well as assist the therapist with group counseling.

ASD Amero stated that in order to add the two (2) new full time positions she has reduced the amount of funding to the Headrest program in order to balance the funds out. Headrest will service nine (9) clients and the new dual licensed clinician would service the rest of the possible twenty five (25) clients.

ASD Amero stated that Colleen Strout is currently a fifteen (15) hour per week person and she is looking to upgrade that to a full time position. She is a key component to the Restorative Justice program.

Education & Training – ASD Amero stated that she has increased this line item in order to keep the new dual licensed clinician and case manager certified.

ASD Amero reviewed various statistics of the three (3) different programs with the Committee.

Rep. Hennessey asked for an explanation as to why the treatment services line item had a significant decrease. ASD Amero stated that by hiring the dual licensed clinician she was able to decrease the treatment services line item because the new clinician will be handling some of the cases.

ASD Amero was asked why there was a significant increase in the supply line. She explained that the educational materials would be work books for clients, or any type of treatment or education for the clients. She stated that she took funds from the treatment services line and put them into the supply line.

Rep. Smith stated that she had heard somewhere that Grafton County has a high success rate with Drug Court but has fewer participants than other counties because we don't accept higher risk clients and with federal changes we are going to have to accept those higher risk clients. ASD Amero stated that with the new federal rules, in order to receive federal money we have to begin working with medication assisted treatment with individuals. They are beginning the lines of communication to find out what kinds of medications would be appropriate for Grafton County.

Commissioner Lauer stated that they have a meeting scheduled with all the stake holders in Drug Court looking at the potential changes to the Drug Court program. She stated they recognized that the federal guidelines are going to make them go in a different direction but one of their concerns is that unlike other counties they do not use parole officers to supervise drug court clients. They use unarmed corrections officers so having high risk, violent offenders in the program is not fair to the officers. They think they can expand the program but are meeting this afternoon to kick off those meetings.

Rep. Townsend asked why there are twenty two (22) prospective mental health court clients and what is preventing them from getting the services. ASD Amero stated that it could be a multitude of things. It is not that they are unable to provide services; there is a process to get into mental health court that all clients have to go through and that could very well be holding many up from getting in.

With no further business the meeting adjourned at 11:36 AM.

Sincerely,

Suzanne Smith, Clerk