

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
September 18th, 2017

PRESENT: Representatives, Sykes, Darrow, Maes, Abel, Schwaegler, Binford and Campion.
Commissioners Lauer, Ahern and Piper. County Administrator Libby

OTHERS PRESENT: Treasurer Hill

EXCUSED: Rep. Smith

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Binford.

Rep. Sykes stated that the first order of business was to replace Represent Hennesey who resigned from the Executive Committee in June. He stated that according to the by-laws she needs to be replaced with another Republican. He stated that he has spoken with Vice-Chairman Darrow and as of yet they do not have a replacement for her. The Committee will take this up again at their November meeting.

Rep. Sykes stated that there were six (6) sets of minutes that need to be approved.

Rep. Abel moved to approve the minutes from the May 22nd 2017 meeting. Rep. Campion seconded the motion and all were in favor.

Rep. Darrow moved to approve the minutes from the June 5th Budget meeting. Rep. Abel seconded the motion and all were in favor.

Rep. Darrow moved to approve the minutes from the June 9th Budget meeting. Rep. Binford seconded the motion and all were in favor.

Rep. Campion moved to approve the minutes from the June 12th Budget meeting. Rep. Schwaegler seconded the motion and all were in favor.

Rep. Abel moved to approve the minutes from the June 16th Budget meeting. Rep. Campion seconded the motion and all were in favor.

Rep. Schwaegler moved to approve the minutes from the June 26th Delegation Meeting. Rep. Binford seconded the motion and all were in favor.

Treasurer Hill gave the following Treasurers Report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: SEPTEMBER 18, 2017



CURRENT CASH POSITION (as of 8/31/17)

Grafton County General Fund

Checking Account (ICS @ .70%) \$626,518.99 (Woodsville Guaranty Savings Bank)
General Fund Municipal Savings Acct (.50%) \$2,066.32 (Mascoma Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.55%) \$153,031.37 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.35%) \$153,492.34 (Service Credit Union)
Nursing Home Capital Reserve (.35%) \$110,668.64 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the previous fiscal year (7/1/16-6/30/17) was \$33,618.77
The Combined Accumulated interested in the current fiscal year (7/1/17-8/31/17) is \$2,620.24
- FY 2018 Tax Anticipation Notes:
 - The Delegation authorized the borrowing of up to (ten) million dollars at the Delegation meeting on June 26, 2017. There were two (2) proposals received for the TAN's for FY 18: The proposal from Woodsville Guaranty Savings Bank with an interest rate of 1.29% for a line of credit with no requirement for a legal opinion to be issued. A second proposal was received from Mascoma Savings Bank with an interest rate of 1.95% for a line of credit with a legal opinion required, which requires additional expense. Treasurer Hill recommended that the Commissioners accept the proposal from Woodsville Guaranty as it would be the lowest cost to the taxpayers.
 - On July 25, 2017 the Commissioner approved the proposal from Woodsville Guaranty Savings Bank with a rate of 1.29% for up to a \$10M line of credit.
 - As of Friday, September 15th we have drawn down a total of \$2.5M. The nursing home bond payment was paid on 9/14/17 which required a \$1M drawdown.
- Tax bills are expected to go out in late October with the due date being December 18th.
- The investment CD that was at Meredith Village Savings Bank matured on June 22, 2017 and was withdrawn and deposited to the General Fund at WGSB for cash flow needs. The total interest earned from that CD was \$2,913.41.

- The investment account at Mascoma Savings Bank is still open with a balance of \$2,066.32. There was a \$500,000 withdrawal from that account in late August for cash flow needs prior to the first TAN drawdown.
- The Register of Deeds Surcharge CD at WGSB matured on 8/20/17. \$729.51 was earned in interest. \$20,000 was added from the Surcharge Daily account at Bank of NH and the account was renewed for another one (1) year term.

Rep. Darrow moved to accept the Treasurer's Report. Rep. Binford seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report
September 18, 2017

- Union Updates:
 - Still negotiating with the UE (Nursing Home)
 - Correctional Officers filed a Decertification Petition with the Public Employee Labor Relations Board and there will be a Decertification vote for the Correctional Officers with the results being counted on October 4th. They will either maintain being represented by the NCEU or they will have no representation at all.
- The annual financial audit was completed at the end of July. Preliminary result show that it went well. We will have finalized audit reports in mid-October.

Representative Abel asked who completes the annual audit. Commissioner Lauer stated that it was Melanson, Heath.

- There was a Drug Court Graduation held on August 21st with three (3) men graduating.
 - The Nursing Home State Survey was conducted last week. The Survey team arrived on a Sunday morning and exited on Tuesday.
 - The Survey team was very complimentary of the building and staff. Their interactions with everyone made their work very easy. They also shared that the residents and families they spoke with had many great things to say about the staff and just how well they felt cared for.
- Looks like we are going to receive two deficiencies:
- 1) We failed to have an FTE posting for the number of staff working, posted in the lobby (we had it posted on the units).
 - 2) Pain parameters for three residents were not clear and they also found one diet recommendation that was not followed-up on. They intend to cite these two together.
 - Both minor deficiencies. All in all it was a very good annual survey.

- NHAC Annual Conference is next week September 20 – 24 at the Sheraton Harborside in Portsmouth.
- The Commissioners will be hosting the 2nd Annual Employee Recognition Dinner on October 18th. This dinner recognizes employees who have reached milestone years of service marks 5 years; 10 years; 15 years; 20 years; 25 years; and then all employees in excess of 30 years.

Representative Sykes stated that he was able to attend the Drug Court graduation and stated that it was a very worthwhile event to attend and he encouraged all members to find time to attend one. Rep. Campion stated that she had attended an Adult Diversion graduation and stated that they are remarkable.

Rep. Binford moved to accept the Commissioners' Report. Rep. Campion seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
September 18, 2017

- ❖ Jail Census: 71 in-house; 2 on Electronic Monitoring; 6 FIRRM; 5 Pre-trial Services
- ❖ Nursing Home Census 132

Review of Year-end FY 2017

Overall Revenue Exceeded Expenses by \$419,340 which resulted in an increase to the County's overall fund balance bringing it to \$3,593,729. The Unassigned Fund Balance increased by \$620,210 to \$1,619,257. This is about 4% of operating costs – which is still below where it recommended level of between 7% - 14% but it is an improvement from FY 2016 which is what we anticipated.

Financial Reports – FY 2018:

- ❖ Monthly Variance Report
 - Revenue:
 - Through two (2) months in the fiscal year most department revenues are running slightly behind. This is normal for this point in the fiscal year.
 - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. No revenue thus far in FY 18.
 - County Attorney/Victim Witness – Quarterly grant reimbursement. No revenue thus far in FY 18.
 - Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement which no monies have been received in FY 18.
 - Taxes are collected once per year in December.
 - Expenses
 - Through two (2) months most departments are below spending levels. With several being over expended due mostly to one-time payments that are made at

the beginning of the fiscal year. i.e. (services contracts, real estate taxes, property-liability insurance and worker's compensation.)

- ❖ Pro-rated Report –
 - 16.67% 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 August report we are at 16.74% or over revenue by \$31K and at 15.03% or under expended by \$700K. This all factors into the unassigned fund balance which at this point is \$2,180,588.60. Based on the pro-rated numbers we are right on target with revenues and under-expended.

- ❖ Over Expenditure Report
 - There are two (2) accounts over-expended:
 - ❖ Due to an unexpected vehicle repair
 - ❖ Due to the retirement payout of 2 long term employees

Rep. Sykes questioned the County's use of Kapersky anti-virus software in light of the recent Department of Homeland Security suggestion that the software could leave systems open to hacking by the Russian government. Commissioner Lauer stated that she would follow up with IT Manager Ruggles at the next regularly-scheduled meeting with him.

Rep. Maes moved to accept the County Administrator's Report. Rep. Abel seconded the motion and all were in favor.

Old Business: None

New Business: The first order of new business was to discuss an amendment to the by-laws allowing each party to appoint an alternate to the Executive Committee. The Committee discussed their opinions on the topic and debated about whether or not they wanted to pursue such an amendment. Representative Sykes stated that they could establish a subcommittee to look at this and come up with language for the full Committee to look at. After further discussion the Committee decided that there were too many questions at this point to establish a subcommittee. Rep. Sykes suggested that the Committee members forward all questions regarding the topic to him in the next month and he would endeavor to get answers and have a report for the Executive Committee at their next meeting.

Next the Committee discussed subcommittees that were suggested during the last few meetings in June. The first subcommittee that was suggested was to study employee compensation. Rep. Hennessey had suggested this at the last Executive Committee meeting. Several Committee members stated that they did not know why the Executive Committee would undertake this. They felt that this is currently handled by the Commissioners and that it is not within the purview of the Executive Committee. They felt that they Committee is asked to vote on salary increases and that anything they need is explained to them at that time.

Rep. Sykes stated that he agrees and he is inclined not to appoint a subcommittee to look into this as this is the Commissioners responsibility.

The second suggested subcommittee was to study the farm. Representative Binford stated that he believes that the farm should be looked at. He's not sure that a subcommittee is the appropriate method, but he feels that the farm should breakeven at a minimum. Several representatives stated that the strategic planning for the farm really should fall under the purview of the Commissioners. Representative Sykes stated that he agreed although he is disinclined to focus on whether the farm breaks even or not. Commissioner Lauer stated that there was a study done of the farm by UNH Cooperative Extension a couple of years ago and she would find that report and share it with them. Representative Binford stated that he isn't saying that there isn't a benefit to the farm, he just feels he needs to be able to justify it to the taxpayers.

Representative Sykes feels that the Commissioners have a better sense of the long term strategic plan for the farm. He believes there are things that the farm is missing out on and he would like the Committee to be able to share their thoughts with the Commissioners, but he feels the Commissioners should be the ones studying the farm.

Committee Reports: Medicaid Managed Care – There is no report.

Comments of the Delegates: Representative Schwaegler told the Committee that the NH Timberland Owners Association was holding a recognition of the farm of the year (which was a farm in Lebanon) at the end of September and she encouraged everyone to attend.

The next meeting of the Executive Committee will be Monday, November 20, 2017 at 9:00 AM.

10:14 AM with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice-Chair