



Annual Report

Fiscal Period Ending June 30, 2019

Rockingham County Commissioners:

Kevin St. James, Chair
Thomas Tombarello, Vice Chair
Kevin Coyle, Clerk

Table of Contents

Directory

Elected Officials and Offices	1
Representatives to the General Court	2

Reports

Board of Commissioners	3
Corrections Department	6
County Attorney's Office	19
Engineering and Maintenance Services	30
Human Resources	32
Long Term Care Services	34
Registry of Deeds	36
Sheriff's Office	39
Treasurer	52

<u>Rockingham County Delegation Meetings</u>	53
--	----

Financial Statements

MS42-Statement of County Appropriations/Revenues	160
Fiscal Period Ending Financial Statements	166

ELECTED OFFICERS

Commissioners

Kevin St. James, Chair
Thomas Tombarello, Vice-Chair
Kevin Coyle, Clerk
commissioners@co.rockingham.nh.us

119 North Road
Brentwood, NH 03833
Phone: 603-679-9350 Fax: 603-679-9354

www.co.rockingham.nh.us

County Attorney

Patricia Conway
pconway@rcao.net

Mailing Address:

P.O. Box 1209
Kingston NH 03848

Physical Address:

10 Route 125
Brentwood, NH 03833
Phone: 603-642-4249 Fax: 603-642-8942

Register of Deeds

Cathy Ann Stacey
cstacey@nhdeeds.com

Mailing Address:

P.O. Box 896
Kingston, NH 03848

Physical Address:

10 Route 125
Brentwood, NH 03833
Phone: 603-642-5526 Fax: 603-642-5930

Sheriff

Charles Massahos
101 North Road
Brentwood, NH 03833
Phone: 603-679-9475 Fax: 603-679-9474

Treasurer

Scott Priestly, Sr.
119 North Road
Brentwood, NH 03833
Phone: 603-679-5335 Fax: 603-679-9346

DEPARTMENTS

Department of Corrections

99 North Road
Brentwood, NH
Phone: 603-679-2244
Fax: 603-679-9465

Engineering & Maintenance

116 North Road
Brentwood, NH
Phone: 603-679-9375
Fax: 603-679-9380

Finance Office

119 North Road
Brentwood, NH
Phone: 603-679-9341
Fax: 603-679-9346

Human Resources

111 North Road
Brentwood, NH
Phone: 603-679-9337
Fax: 603-679-9357

Long Term Care Services

117 North Road
Brentwood, NH
Phone: 603-679-9383
Fax: 603-679-9456

Admissions Offices

Rockingham County Nursing Home:
603-679-9305

Ernest P. Barka Assisted Living:
603-679-5335

Connect With Us

Visit our website at co.rockingham.nh.us

ROCKINGHAM COUNTY- REPRESENTATIVES TO THE GENERAL COURT

District 1: *(Northwood)*

David Coursin

District 2: *(Candia, Deerfield, Nottingham)*

Alan Bershtein
James Spillane
Kevin Verville

District 3: *(Raymond)*

Kathleen Hoelzel
Kevin Pratt
Michael Costable

District 4: *(Auburn, Chester, Sandown)*

Tony Piemonte
Jason Osborne
Chris True
Becky Owens
Jess Edwards

District 5: *(Londonderry)*

Alfred Baldasaro
Anne Warner
David Lundgren
Betsy McKinney
Sherman Packard
Tom Dolan
Douglas Thomas

District 6: *(Derry)*

Brian Chirichiello
Phyllis Katsakiores
David Milz
John O'Connor
James Webb
John Potucek
David Love
Stephen Pearson
Mary Eisner
Katherine Prudhomme-O'Brien

District 7: *(Windham)*

Mary Griffin
Walter Kolodziej
Charles McMahon
Joel Desilets

District 8: *(Salem)*

Arthur Barnes
Robert Elliott

Betty Gay

John Janigian
Ed DeClercq
John Sytek
Fred Doucette
Everett McBride
Daryl Abbas

District 9: *(Epping)*

Mark Vallone
Michael Vose

District 10: *(Fremont)*

Dennis Acton

District 11: *(Brentwood)*

Liz McConnell

District 12: *(Danville)*

Scott Wallace

District 13: *(Hampstead, Kingston)*

Dennis Green
Joseph Guthrie
David Welch
Kenneth Weyler

District 14: *(Plaistow)*

Debra DeSimone
Robert Harb
Norman Major
Peter Torosian

District 15: *(Newton)*

Charles Melvin, Sr.

District 16: *(E.Kingston, Kensington, South Hampton)*

Dan Davis

District 17: *(Newfields, Newmarket)*

Michael Cahill
Charlotte DiLorenzo
Ellen Read

District 18: *(Exeter)*

Skip Berrien
Lisa Bunker
Julie Gilman
Gabby Grossman

District 19: *(Stratham)*

Patrick Abrami
Debra Altschiller

District 20: *(Hampton Falls, Seabrook)*

Max Abramson
Aboul Khan
William Fowler

District 21: *(Hampton)*

Robert Cushing
Michael Edgar
Tom Loughman
Patricia Bushway

District 22: *(North Hampton)*

Jim Maggione

District 23: *(Greenland, Newington)*

Dennis Malloy

District 24: *(New Castle, Rye)*

Jaci Grote
Kate Murray

District 25: *(Portsmouth-Ward 1)*

Laura Pantelakos

District 26: *(Portsmouth-Ward 2)*

Rebecca McBeath

District 27: *(Portsmouth-Ward 3)*

Peter Somssich

District 28: *(Portsmouth-Ward 4)*

Gerald Ward

District 29: *(Portsmouth-Ward 5)*

David Meuse

District 30: *(Portsmouth-Ward 1-2, 4-5)*

Jacqueline Cali-Pitts

District 31: *(Greenland, Newington, North Hampton, Portsmouth-Ward 3)*

Tamara Le

District 32: *(Candia, Deerfield, Northwood, Nottingham)*

Terry Roy

District 33: *(Brentwood, Danville, Fremont)*

Josh Yokela

District 34: *(Atkinson, Hampstead, Kingston, Plaistow)*

Mark Pearson

District 35: *(East Kingston, Kensington, Newton, South Hampton)*

Deborah Hobson

District 36: *(Exeter, Newfields, Newmarket, Stratham)*

Patricia Lovejoy

District 37: *(Hampton, Hampton Falls, Seabrook)*

Jason Janvrin

Delegation Officers

Norman L. Major
Chair

Mary E. Griffin
Vice Chair

David A. Welch
Clerk

Executive Committee

Kenneth L. Weyler
Chair

Walter Kolodziej
Vice-Chair

David A. Welch
Clerk

ROCKINGHAM COUNTY COMMISSIONERS

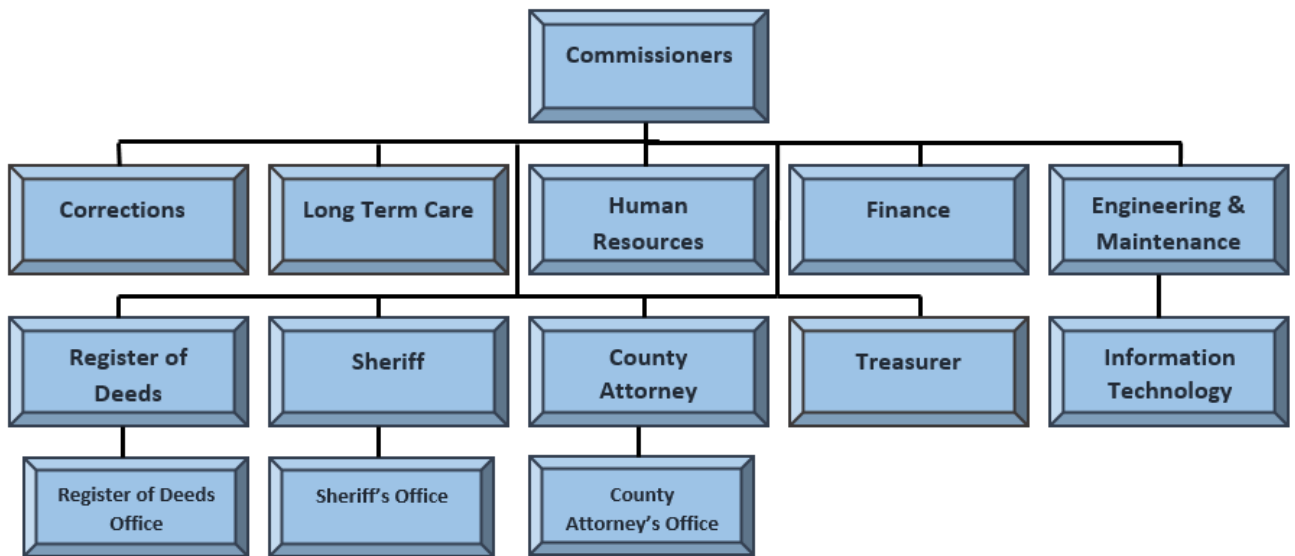


Fiscal Period Ending June 30, 2019

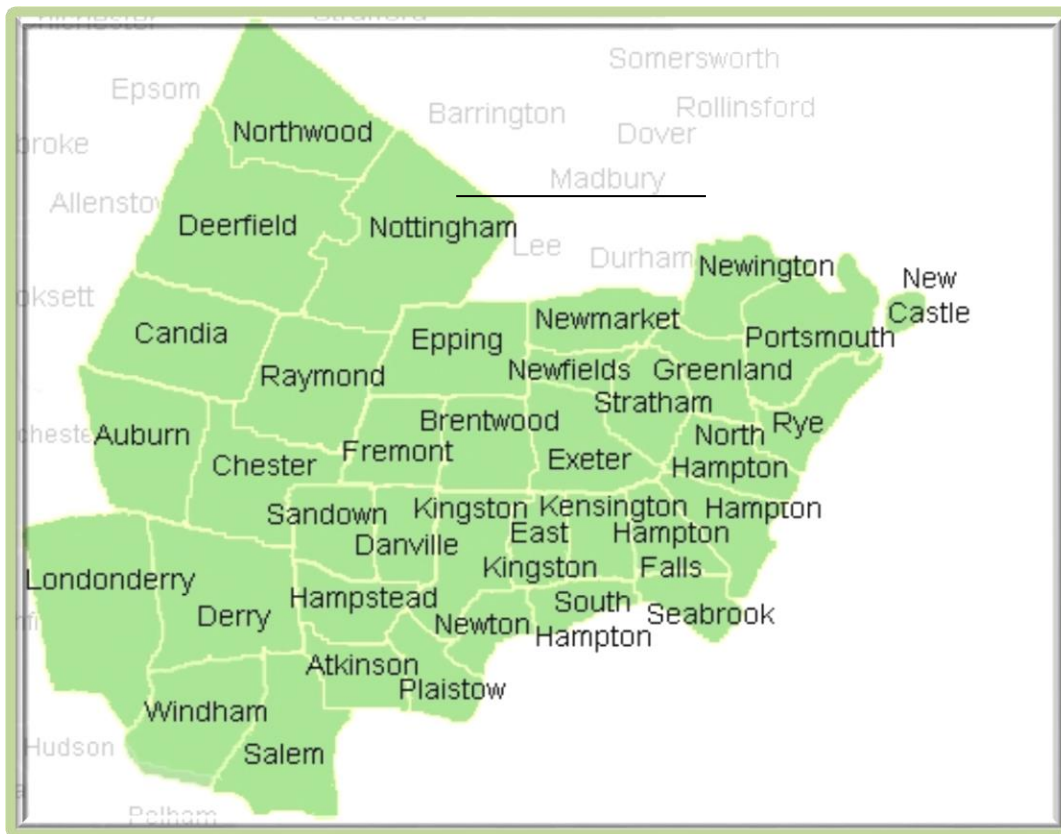
Rockingham County has a three-member board of Commissioners. The Board consists of Chairman Kevin St. James from Kingston, Vice Chairman Thomas Tombarello from Sandown, and Clerk Kevin Coyle from Derry. The Board is supported by Senior Executive Assistant Brenda Santos of Chester. Together the Commissioners' Office is responsible for the administration of all county functions, and last year oversaw an eighteen-month budget of \$122,970,713. Based upon legislative changes, Rockingham County is now on a fiscal year budget beginning in July 2019. The County Commissioners are responsible for the day-to-day operations of the County in both fiscal and policy matters, as well as the management of County buildings (30 buildings), land (500 acres), and personnel (628 employees). Featured on the next page is a chart explaining the structure of county government.

Over the last year, the Commissioners with the support of the County Delegation have successfully transitioned from a calendar year to a fiscal year budget and accomplished significant milestones. Those include the completion of an eleven million dollar renovation to the Nursing Home, the opening of the Rockingham County Short Term Rehabilitation Unit, and improvements to County facilities. In addition through negotiations, ratified three (3) union contracts. The Commissioners' Office also, while working with the Meals-on-Wheels program successfully brought the food production to our Brentwood facility, marking the first time in decades that the food is actually prepared in New Hampshire. Lastly, the Commissioners effectively implemented a support system for the various Adult Medical Daycare programs operated throughout the County to support our most vulnerable residents.

An upcoming goal for the Commissioners' Office is to move forward with plans to construct a comprehensive building that will support the County for many years to come. The Commissioners respect the trust placed upon them to oversee services for all the citizens of the County. They work hard for their constituents and are prepared to make the difficult decisions they are faced with on a regular basis.



Structure of Rockingham County Government.



Rockingham County consists of thirty-six (36) towns and one (1) city Portsmouth.



Kevin St. James
Chair
District 1

Serving: Danville, East Kingston, Greenland, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newington, Newton, North Hampton, Plaistow, Portsmouth, Rye, Seabrook, South Hampton, Stratham

I have lived in Southern New Hampshire since the late 80s and settled in Kingston with my wife. As a resident of Kingston, I strive to give back to my community in ways I feel helps it grow.

I have served on the Municipal Budget Committee, Sanborn Regional School Board, a two-year term as a State Representative, and am currently a Selectman as well as in my second term as a County Commissioner.

I am a Firefighter/AEMT with the Town of Exeter and my wife is a School Teacher for the City of Lawrence, MA. As your County Commissioner, I vow to continue to help Rockingham County become the best County in these United States. Please contact me if there is anything I can do for you; constituent service is an obligation and duty I take seriously.



Thomas Tombarello
Vice Chair
District 2

Serving: Atkinson, Brentwood, Epping, Exeter, Fremont, Hampstead, Newfields, Newmarket, Raymond, Salem, Sandown

With over a decade of public service, I represent my district with the dedication and thoroughness the taxpayers deserve. My public service ranges from law enforcement, conservation commission, planning board, and Selectman.

I have lived in Sandown for 18 years with my wife Marykate, my children Molly and Jake and my dog Tazer. Proudly, I have witnessed many accomplishments of this county. We have begun the renovations throughout the Rehabilitation and Nursing Center. The jail has controlled overcrowding and successfully implemented many programs such as drug court, bracelet monitoring and a diversion program.

I enjoy going to the towns and speaking about the ongoing events taking place at our facility and explain to our taxpayers where their taxes are going. It is an honor for me to continue to work with the greatest employees in the State of NH.



Kevin L. Coyle
Clerk
District 3

Serving: Auburn, Candia, Chester, Deerfield, Derry, Londonderry, Northwood, Nottingham, Windham
I am a 47 year resident of Derry. I proudly served my community on the ZBA, Finance Committee, Trustee of the Trust Funds, and Town Council.

I worked for the Town of Londonderry for 22 years and currently work for the Town of Hampstead and Sandown as their prosecutor.

My goal as County Commissioner is to provide County services in a responsible manner without competing with private sector businesses.

Rockingham County Department of Corrections | 2018
Annual Report



Rockingham County Department of Corrections | 2018 Annual Report

March 2018

To: Honorable Board of Commissioners
From: Superintendent Stephen A. Church

I respectfully submit the following report covering the Department of Corrections for the year 2018. We continued a focus on community corrections initiatives in order to reduce the amount of incarcerated individuals and utilized pre and post release planning with a strong focus on Treatment. The Department of Corrections continued to be involved in The Rockingham County Adult Drug court in 2018 and we again have seen progress in the number of offenders treated and the success of those in the program.

2018 has been a good year for the department. We have enjoyed steady progress throughout the year. We were able to institute some new inmate programs and continue existing services that will be outlined in the following report.

The following 2018 census is a general breakdown of statistics:

Average Daily Count: 147

Intakes: 3534 / Males: 2619 Females: 915

New Offenders: 1577 Repeat Offenders: 1957 Recidivism Rate: 55.3%

Total # Charges: 6829

CONVICTED OFFENDER ELECTRONIC MONITORING

Our Electronic monitoring program continues to be a popular alternative to incarceration for those convicted offenders that meet the criteria and have the option written into their court sentencing order. The System that the department utilizes is state of the art and incorporates the latest GPS and mapping systems to monitor the location of participants at all times. Participants are required to report to the facility at regular intervals and are subject to random urinalysis screening as well as random home visits by Corrections staff. Participants are also required to fund the cost of the system in order to have the privilege of participating, thus alleviating any cost to the taxpayer to fund this program. We averaged approximately 11 inmates on Electronic Monitoring throughout the year. This translates into a considerable savings on housing, meals and medical expenses. Changes in legislation under RSA 651:19 have been a positive step into utilizing this sentencing alternative.

Number of Participating inmates in 2018: 38

Bed days saved: 4590

Success Rate: 87% and a NEW PARTICIPANT Success Rate of: 86%

ADULT DIVERSION

Rockingham County Department of Corrections | 2018 Annual Report

The Rockingham County Adult Diversion Program is designed to divert individuals who have been charged with violation, misdemeanor and/or felony level offenses. Individuals, who are referred to, accepted into and successfully complete the program avoids prosecution/convictions, related fines and/or incarceration. The goal is to redirect offenders away from the criminal justice system and toward healthier choices through support, guidance and education. In 2018 we again worked with the County Attorney on Felony level diversion and it has continued to be very successful.

In 2018 we have averaged approximately 105 inmates weekly in the Adult Diversion Program. There were 60 cases successfully closed and 43 cases that were returned for prosecution. Diversion is an alternative to incarceration and a positive way to reach first time offenders and curb recidivism.

PRE-TRIAL SUPERVISION AND ELECTRONIC MONITORING

Pre-Trial Supervision has been a cooperative effort in a task force capacity with the Department of Corrections working with the County Board of Commissioners, the Rockingham County Sheriff's Department, Superior Court, Prosecutors and Defense Bar. This program began in April 2014 and was designed to keep some pre-trial detainees in the community with added supervision as a bail condition, and has included a component of Electronic Monitoring. This has helped to alleviate overcrowding at the jail facility and the tax burden of care and custody of these offenders.

In 2018 we had 78 participants in the Pre-Trial Supervision Program. We are extremely happy with this multi jurisdictional approach to Positive Community Corrections.

Bed Days Saved: 6,666

INMATE WORK HOURS

Whenever possible we schedule Minimum Security convicted offenders to various work details around the county facilities. These people work for several county departments including the Nursing Home and County Maintenance. We also have several area police agencies that are assigned an inmate worker. The workers will provide general janitorial duties and grounds maintenance services for the local safety complex. In 2015 this program expanded to include a special detail work crew performing duties such as renovations, painting, flooring, and roofing for town offices and buildings in surrounding area towns which has saved many paid man hours for the county and area towns that would otherwise have to hire civilian employees to complete these tasks. Due in most part to the decrease in our average daily population; our inmate labor hours also decreased in 2018. The following is a representation of the man hours provided with inmate labor.

Complex 12,120+
Municipalities 5016+
Special Details in surrounding Towns 4266+

Rockingham County Department of Corrections | 2018 Annual Report

DISCIPLINARY BOARD HEARINGS

Disciplinary hearings (D boards) are a formal due process hearing afforded an incarcerated individual when charged with an in house rules violation. These hearings must be completed in order to levy any sanctions against an individual's liberty interest should they be found guilty at the hearing.

There were a total of 185 D-Board Hearings assigned in 2018; this is 3 less scheduled hearings than in 2017. This can be attributed to our continued decrease in inmate population. There was a total of 16 scheduled hearings that were not completed within the allotted time which is the same number of scheduled hearings missed as last year.

CLASS A OFFENSES (Most Serious Offenses of Assault, Fights, Drug Use/Possession, etc): 115

Fighting - 26
Assault on Inmate - 8
Assault Attempted on Staff - 3
Attempted Escape / Possession of tools for escape - 1
Sexual Misconduct between Inmates - 3
Delivery of Prohibited Article; Possession of unauthorized/illegal drugs - 44
Positive Urinalysis - 26
Hoarding of Medication - 3
Sprinkler Activation - 1

CLASS B OFFENSES (Violation of Non-Violent acts where no drug involvement and/or no injuries were involved): 70

Possession/Consumption/Preparation of Home Brew - 0
Being Away from Work Detail - 0
Removal of I.D. Bracelet / Tampering with Security Device - 2
Disorderly Conduct including Threats/Intimidation - 20
Stealing - 6 (Inmate PIN#)
Destruction of County Property - 2
Being in Unauthorized Area - 2
Possession/Use of Tobacco - 2
Threatening Staff - 11
Sexual Misconduct toward Staff - 1
Violation of Electronic Monitor - 6
Refusal to Lock In - 6
Possession of Dangerous Contraband - 2
Tampering with Plumbing/Electrical/Ventilation Systems - 0
Disobeying Direct Orders - 9
Racial Harassment - 1
Possession/Use of Tattooing Equipment - 0

Rockingham County Department of Corrections | 2018 Annual Report

DISPOSITION OF DISCIPLINARY HEARINGS

Guilty Findings - 138

Not Guilty Findings - 7

Hearings Dismissed for not being held in the allotted time period - 16

Hearings Dismissed due to inmate release / transfer - 24

Inmate Appeals to Disciplinary Hearings - 4

Appeals Granted due to flawed hearing process - 1

**TOWN COMMITMENTS REPORT
END OF YEAR 2018**

Atkinson 13

Auburn 5

Brentwood 39

Candia 25

Chester 6

Danville 9

Deerfield 29

Derry 183

East Kingston 5

Epping 63

Exeter 114

Fremont 25

Greenland 12

Hampstead 23

Hampton 212

Hampton Falls 6

Kensington 23

Kingston 32

Londonderry 67

Newcastle 3

Newfields 4

Newington 16

Newmarket 36

Newton 21

North Hampton 37

Northwood 27

Nottingham 16

Plaistow 67

Portsmouth 234

Raymond 106

Rye 29

Salem 333

Sandown 10

Seabrook 147

South Hampton 2

Stratham 35

Windham 14

Immigration 0

Federal Marshal 0

Probation/Parole 146

Rockingham Sheriff 1160

N.H. State Police 279

Other Counties/Agencies 387

Rockingham County Department of Corrections | 2018 Annual Report

HUMAN SERVICES

We have a very pro-active human services/inmate programs staff. In 2018 Mary Beth Hardy joined the human services staff, filling the Mental Health Supervisor position left vacant when Jessica Norton accepted the new position of Director of Inmate Services and Programming. April Fahrnar filled the Case Manager position left vacant by Emily Edgerly who was promoted to LADC; and with the retirement of the Education Coordinator, Laurilee Hurley joined the department as the new Education and Programs Facilitator. They are a small group of very dedicated professionals working to provide the best services for those in their care with the continual focus on positive incarceration to give offenders the tools and life skills needed to break the cycle and ultimately reduce recidivism.

One program that we are especially proud of is our STAR Program.

STAR = Solutions Transitioning and Recovery This is a 28 day in-house residential drug treatment program that involves re-entry planning. Through Court Order, inmates may be released upon completion of this program. Some inmates enter the program through staff recommendation and/or self referral.

2018 STAR Participants: 60
Graduations: 57
Bed Days Saved: 3402

The following represents other initiatives that the Human Services staff is involved in:

Case Management	Assisting inmates with issues that revolve around incarceration and pre release planning.
Education	Six inmates participated in the HiSET class working towards their NH High School Equivalency Certificate in 2018.
Reasoning Skills	Individual program where inmates work through modules
Coping with Anger	Offered to all sentenced inmates
Restorative Justice	This group participates in workshops with a focus on Community involvement, such as various crafts and donations to local shelters.

NEW PROGRAMS IMPLEMENTED IN 2018

Getting Ahead While Getting Out - Ten week program focused on the first 72 hours of release to reentry

Rent Ready- Five classes preparing for applying for housing applications

Personal Finance - curriculum built on establishing the basic understanding of budgeting, financing and debt

Book Club - weekly group used to discuss pre-selected themed books

Seeking Safety- treatment group focused on Post Traumatic Stress Disorder, trauma and Substance Abuse

Mindfulness - teaching the basics of mindfulness and compassion. An introduction to mindfulness and six guided sessions

Mental Health Wellness Group - Eight sessions held bi-weekly for four weeks
Increases your knowledge about stress, anxiety and depression and ways to manage by changing thinking and behaviors, Healthy relationships, Communication Styles, Building Self-Esteem, Problem Solving, Developing Personal Goals, Learning the Eight Dimensions of Wellness

Living in Balance- Twelve session substance abuse treatment curriculum that helps clients address issues in lifestyle areas that may have been neglected during addiction.

Vivitrol In-House Information Session- Brief educational session about Vivitrol; held once a month for one hour

Narcan Information Session- Offered by Safe Harbor - Information, Training and offered Narcan
Yoga- Offered Wednesday evenings to G Block Inmates only

The programs listed below implemented in 2016 and 2017 continue to be run *in addition* to the programs implemented last year:

Anger Management for Substance Abuse and Mental Health- 12 week Anger Management Treatment Correspondence course, completed independently.

Thinking For Good- Confronting Antisocial and Criminal Thinking - Correspondence course, completed independently.

Cage Your Rage An Inmate's Guide to Anger Control - Correspondence course, completely independently, 5 chapter workbook.

Rockingham County Department of Corrections | 2018 Annual Report

99 Days and a Get Up- A Guide to Success Following Release for Inmates and Their Loved Ones. Correspondence program, completed independently, 45 Activity Workbook.

WRAP - Correctional Wrap is a bi-monthly inter-agency meeting that invites agencies throughout the community to discuss services available to inmates and invite community stakeholders into the jail to work with inmates pre-release. The meeting utilizes the resources of local agencies to brainstorm solutions for inmates entering reentry who are dealing with unique medical, mental health and/or housing challenges. By collaborating with community service providers and facilitating a “warm hand off” of high risk inmates, it is the goal of RCDOC to reduce barriers of those in reentry that may lead to recidivism.

Parenting on the Inside- is a 7 week program, which helps understand your parenting role, child development and helping your child through your incarceration and your return home.

Care Transitions Team- Launched by Manchester Mental Health Center; this is a 9 month, case management model designed to assist adults 18+ who have a behavioral health disorder and are in a critical transition. The program assist clients in managing their transition back to the community adequately.

Naltrexone Injection Reentry Initiative - In an effort to address the opiate crisis, RCDC has begun a medication assisted treatment reentry program. The voluntary program provides counseling, case management and an initial injection of Vivitrol. Once released, participants are connected to substance abuse treatment in the community. Vivitrol is a once monthly injection of Naltrexone, a medicine that has been shown to decrease cravings for opiates and alcohol, an also has shown to effectively block the high associated with opiate use. RCDC hopes this effort and care coordination will reduce barriers associated with accessing treatment.

Medicaid - Qualifying inmates are able to sign up for Medicaid prior to their release and their health insurance is turned on the day of their release. This allows for the continuity of care for individuals with medical or mental health needs as they reenter the community. If referrals are needed to those services, RCDC can facilitate. Inmates incarcerated at the jail are also eligible to be signed up for NH Medicaid if they are sent out to a hospital and admitted for any inpatient services.

Thinking For A Change - is an integrated Cognitive Behavioral Program developed by the National Institute of Corrections that concentrates on changing the criminogenic thinking of offenders.

Living on the Outside - is an eight session, four week class on re-entry. Modules cover gathering identifying documents job search, resumes, interviewing, budgeting and accessing services in the community.

Staying Quit - is an eight session, four week group that uses an evidenced based cognitive-behavioral approach to relapse prevention

We have had a positive response to all of the programs offered and all of the programs are being utilized by our inmate population.

Rockingham County Department of Corrections | 2018 Annual Report

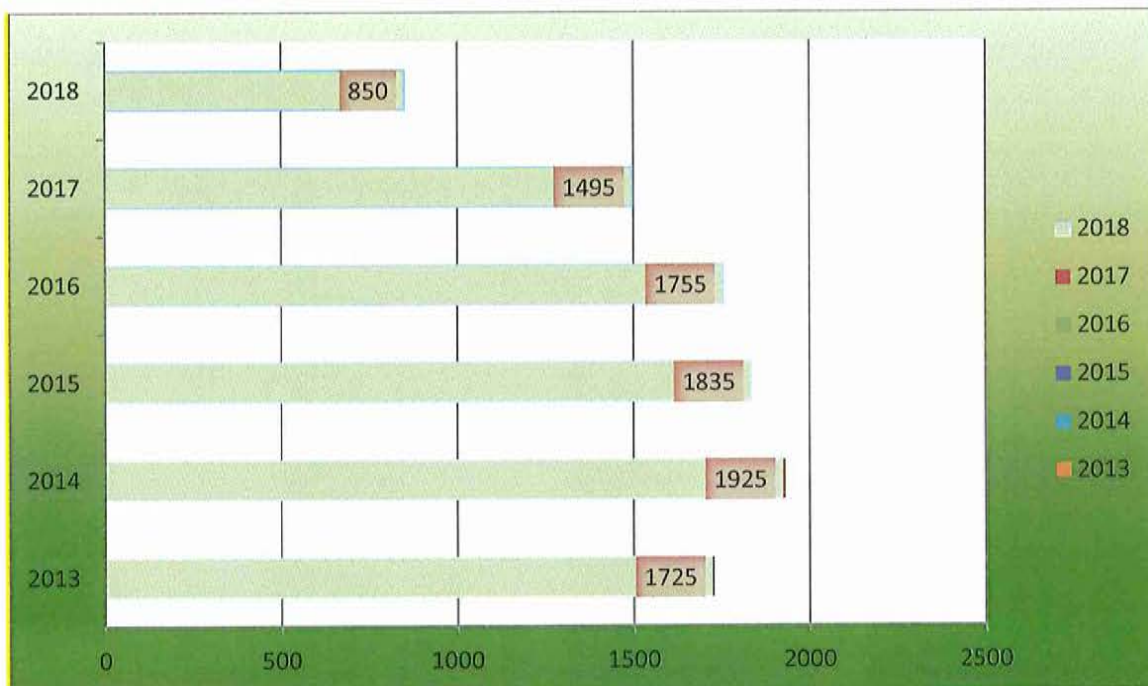
VIDEO ARRAIGNMENT

We continue to be connected to all seven Rockingham County Circuit Courts as well as many other courts and institutions throughout the state and beyond. We have maintained our ability to connect using an I.P. connection (cable).

Total for 2018: **850** This represents a 43% decrease in hearings from last year.
Total for 2017: **1495**
Total for 2016: **1755**
Total for 2015: **1835**
Total for 2014: **1925**
Total for 2013: **1725**

The launching of Rockingham County's Felonies First Program in 2017 and new bail reform laws largely contributes to the decreased number of arraignments held at the facility.

The Video Arraignment program continues to provide excellent service at an expedient pace. The total bookings for last year were 3692. This means that the video room has processed approximately 33% of all inmates coming through the facility due to the reoccurrence of duplicate hearings. The extended exposure to outside county courts due to handling their own EBWs has grown our reputation of professionalism.



In 2019 we will be looking at a new system capable of 3-way video conferencing which will allow us to permit access to any Prosecutor, Defense Attorney or other interested party to participate in a 3-way video call via their phone or tablet. This would not only allow us to be more accessible throughout the State and County, it would increase our productivity, speed, and timeliness of Video Hearings and allow attorneys who may otherwise not been able to attend, to participate off site in the hearing process.

Rockingham County Department of Corrections | 2018 Annual Report

VINE = Victim Identification and Notification Every day

The department Victim notification program continues to see an increase in use. This program began in 1998 and allows for victims of crime to register for automated notification of an offenders release from the facility. Technology in this area continues to increase and as a result we have seen registration through the internet increase with E-mail notification on the rise. We continually receive positive feedback about this program. In 2019 we will continue to promote this program to all Law Enforcement and social service/domestic violence protective agencies in the county. In 2019 VINE will be available state wide and we look forward to the implementation of this new platform which will bring new reporting functionality, notifications via text message and the ability to make notifications between counties. This service can be accessed at www.vinelink.com.

New Registrations = 530 Phone Calls Generated = 1644 Vine site searches = 198,337

MEDICAL SERVICES

Prime Care Medical Incorporated continues to provide the care for the inmate population. This company specializes in Jail Healthcare. They provide a team of highly dedicated and professional health care workers to include Nurses, MD, PA, Psychiatrist, Dentist, and Mental Health Services. We continue to be the only corrections agency in the state of NH to be accredited with the National Commission on Correctional Health Care. The contract with this company runs through June 2019.

Rockingham County Department of Corrections | 2018 Annual Report

PERSONNEL

The Rockingham County Department of Corrections represents the largest, full time, uniformed Law Enforcement agency in the county. These dedicated professionals give much of themselves in their chosen public safety profession.

We welcomed 21 new Officers and five new Administrative staff to the department in 2018, filling slots left vacant as others retired or endeavored upon other opportunities, we wish them well in their training as they embark on their new career.

We had six employees retire in 2018: Officer Jessie Claridge after 19 years of service, Nancy Monroe the Education Coordinator after 10 years, Sgt. Robert Remick after 21 years, Sgt. Richard King after 16 years, Jeffrey Viera after 20 years and Louie Gutierrez after 28 years. Between them, they had 114 years of combined service. We congratulate them on their retirement and wish them well in the future.

The following is a list of Milestones reached by some of our employees. I congratulate them on achieving these goals and I thank them for their dedication and service to the citizens of Rockingham County.

Employee Milestones

5 Years

Gregory Buscanera
Julia Blease
Alyson Mahler
Jayne Jackson

10 Years

Linda Stilkey

15 Years

20 Years

Mel Okereke
Jeffrey Viera

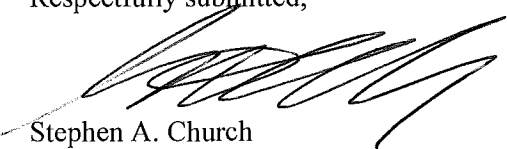
25 Years

Rockingham County Department of Corrections | 2018 Annual Report

In conclusion I would like to express my appreciation to the Rockingham County Board of Commissioners. This past year has come with some new and interesting challenges and the Board's support and guidance has been refreshing and most helpful when many tough decisions needed to be made. I would also like to express my thanks to Representative Bob Fesh, he will be missed as the Chairman of the Jail Sub-Committee. He has been a long term member of the delegation and the Jail Sub-Committee and his oversight and thorough and positive review has always been welcome and refreshing, but we look forward to working with Representative Scott Wallace in the upcoming budget season. Many thanks also to all of the members of the Jail Sub-Committee and the Rockingham County Delegation for their support. A continued focus on alternative incarceration programs and pre and post release planning has been very effective, as well as financially and socially responsible. Treatment options are expanding and very promising.

I must recognize the Corrections Staff; the office team, Human Services Staff, medical personnel, Command Staff and the Correctional Officers of the department. This is a group of highly dedicated and career minded individuals. The focus of Corrections is progressing rapidly and the professionalism and skill the staff projects while dealing with a difficult population is amazing to see. The Correctional Officers work in a direct supervision atmosphere directly on the cell blocks among the inmate population. As the years go on, and society changes, their work becomes more difficult. It is an exciting time to be involved in Corrections and the work they do and the number of issues they deal with, and are able to resolve, make me proud to be the head of this agency and a member of the Corrections profession.

Respectfully submitted,



Stephen A. Church
Superintendent



PATRICIA G. CONWAY
COUNTY ATTORNEY

ROCKINGHAM COUNTY ATTORNEY STATE OF NEW HAMPSHIRE

JENNIFER HAGGAR
DEPUTY COUNTY ATTORNEY

2018 Annual Report

To the County Convention and Citizens of Rockingham County

INTRODUCTION

Rockingham County Attorney Patricia G. Conway is honored to submit the 2018 Annual Report for the Rockingham County Attorney's Office. County Attorney Conway started her third term as County Attorney in 2018. Public safety and Professionalism are the top priorities for County Attorney Conway and the staff at the County Attorney's Office.

MISSION STATEMENT

"The mission of the County Attorney's Office is to provide professional and ethical prosecutorial services for the people of Rockingham County with the ultimate goals of achieving justice for victims of crime and reducing crime and recidivism."

The County Attorney is a constitutional officer whose duties and responsibilities have been defined by common law and various statutes. The County Attorney is the chief law enforcement official in Rockingham County. She has the responsibility for and exercises general supervisory control over the enforcement and prosecution of the criminal laws of the State.

In January of 2015, County Attorney Conway entered her position with excitement, hope and passion for the office's mission. In the years that followed, this positive attitude became pervasive in the County Attorney's Office. The attorneys, investigators, victim witness advocates and support staff are excited about working for the RCAO! We continue to be passionate about our work and support the following initiatives:

1. The staff in our office is broken into 3 teams. Each team consists of 1 lead attorney, 3 assistant county attorneys and 3 legal assistants. The 3 teams represent 3 different geographic areas. This system allows the RCAO staff to create good, solid working relationships with the police departments in their respective area.

Area 1: Atkinson, Plaistow, Newton, Kingston, East Kingston, Danville, Hampstead, Salem and Windham.

Area 2: Auburn, Candia, Chester, Derry, Deerfield, Londonderry, Sandown, Raymond, Nottingham, Epping, Fremont, Brentwood and Northwood.

Area 3: Exeter, Kensington, North Hampton, South Hampton, Hampton Falls, Hampton, Rye, Portsmouth, Stratham, Seabrook, Greenland, New Castle, Newington, Newmarket, and New fields.

2. County Attorney Conway instituted a policy whereby the 3 Lead Attorneys in the Office are expected to meet periodically with the police departments within their respective area. Our Lead Attorneys are Melissa Fales (Area 1), Kristin Vartanian (Area 2) and Ryan Ollis (Area 3). All the departments are invited to participate in periodic meetings. The departments are not required to do so.
3. Rockingham County Attorney Conway assigned Assistant County Attorney John Mara to work hand and hand with the Rockingham County Drug Task Force in fighting the drug epidemic. Attorney Mara provides support and advice regarding active drug investigations and oversees the prosecution of these cases.
4. County Attorney Conway advocated for and continues to support alternative sentencing programs including, drug court, mental health court, adult diversion and Veteran's Court. Assistant County Attorney Aaron Dristiliaris oversees our alternative sentencing courts.
5. County Attorney Conway attended numerous substance abuse forums and meetings regarding the drug epidemic throughout Rockingham County with the purpose of educating the public regarding addiction and advocating for more drug treatment and educational/prevention programs.
6. County Attorney Conway advocated for and continues to support the Rockingham County Pre-trial Release Program. Moreover, County Attorney Conway takes advantage of the multiple treatment programs available to our defendants at the Rockingham County House of Corrections. These programs are intended to rehabilitate defendants to help them become productive members of our community.
7. At no cost to the County, County Attorney Conway sent numerous Assistant County Attorneys to trainings for issues such as forensic digital evidence, sexual assault

prosecutions and human trafficking. These free trainings were made possible due to the RCAO's involvement with SART (Sexual Assault Resource Team), ICAC (Internet Crimes Against Children) task force, CSEC task force (Commercial Exploitation of Children) and the CAC (Child Advocacy Center).

8. County Attorney Conway started an Early Case Resolution (ECR) program in 2015. All 37 towns in Rockingham County are now participating in this program. This program identifies felony cases that are ripe for resolution immediately after the arrest. The purpose of the program is to identify these cases and resolve them early in the criminal justice process. This allows us to prosecute cases more effectively and efficiently. ECR allows us to resolve approximately 20-30% of our cases promptly prior to Grand Jury proceedings. As a result, we have more time to spend on the more serious cases that will eventually go to jury trial.

FELONIES FIRST:

The Felonies First legislation rolled out in Rockingham County on October 1, 2017. Prior to October 1, 2017, law enforcement filed all felony complaints first with the circuit courts. The circuit courts would then hold an arraignment and a probable cause hearing. After the probable cause hearing, if probable cause was found by the circuit court judge, the complaints were bound over to the Rockingham County Superior Court. During this circuit court process, often times, circuit court prosecutors would reduce a felony charge to a misdemeanor thereby resolving the criminal case in circuit Court. The Rockingham County Attorney's Office would never see these cases. Generally speaking, this Office would not receive felony case files, if not resolved in circuit court, from the police departments until sometime after the probable cause hearing in circuit court.

As a result of the Felonies Frist legislation, all felony complaints are now filed first with the Rockingham County Superior Court. All the complaints are filed by Assistant County Attorneys rather than police officers. After an arrest is made, officers send the RCAO proposed complaints, an affidavit supporting the charges and whatever police reports are available. My Assistant County Attorneys then review the paperwork, draft complaints and file them with the Superior Court. When an arrestee is being held on bail, the Rockingham County Attorney's Office must file the complaints the next day by 11:00am as an incarcerated defendant is entitled to an arraignment within 24 hours of arrest. Accordingly, the Office receives new felony cases every day. Additionally, if an arrestee is not being held on bail, the defendant is entitled to an arraignment within 20 days. The departments send us the non-incarcerated felony files within 4 days of making an arrest.

Because Assistant County Attorneys are required to file felony complaints within 24 hours of an arrest where the defendant is held on bail, County Attorney Conway needed to come up with a procedure to enable police departments to transfer information to the office quickly, securely and

efficiently. It was clear to everyone involved that officers from 37 different towns could not realistically drive to the Rockingham County Superior Court every day to deliver documents. Moreover, law enforcement professionals are not allowed to share information via email as it is not secure as mandated by the Department of Justice.

County Attorney Conway worked with our IT people from Block 5 and created the Rockingham County Attorney's Office Secure Case File Transfer system. Essentially, the transfer system is an I Cloud based server. Access to the server is restricted to manually whitelisted IP addresses only. At least one person from each agency in Rockingham County provided Block 5 with his/her IP address so that he/she has access to the server. The agency or police department user transfers the documents to the Rockingham County Attorney's Office through this system. Using the system is simple, secure and efficient. Police Departments are happy with the system as it saves them a trip to the County Attorney's Office. County Attorney Conway and her staff are happy with the system because it enables us to receive the information as quickly as possible.

The Felonies First legislation increased our caseload significantly. In fact, our caseload has increased 25% over the last two years. The number of hearings we attended in 2018 increased 52%. To effectively deal with the increase in cases and hearings, the Board of Commissioners and the Delegation approved one additional Assistant County Attorney and one additional legal assistant for year 2019. Although these additional positions increased the County Attorney's Office budget, the positions are needed to counteract the significant increase in cases.

County Attorney Conway dedicated two Assistant County Attorneys to review and file felony complaints. These two attorneys are also responsible for prosecuting the cases County Attorney Conway deems appropriate for the Early Case Resolution (ECR) Program. If a case is not resolved through Early Case Resolution, the case is reassigned to a non ECR Assistant County Attorney.

PROSECUTORS:

The Rockingham County Attorney's Office employees 22 attorneys, 2 investigators, 4 victim/witness coordinators and 15 support staff. 21 attorneys prosecute felony cases and 1 of the attorneys handles circuit court cases for the towns of Hampton Falls and Exeter. The felony Assistant County Attorneys are divided into teams covering three geographic regions of the county.

County Attorney Conway further organized the attorneys by assembling a Felonies First/ECR team of two Assistant County Attorneys, one Alternative Courts' Assistant County Attorney and a Drug Prosecution Team of three Assistant County Attorneys. The Drug Prosecution Team specializes in prosecuting high level drug crimes. The Drug Prosecution Team is necessary to combat the Drug Epidemic facing our State and the Country. County Attorney Conway meets with the Drug Prosecution team bi-weekly to ensure that these important cases are being handled appropriately.

Rockingham County Superior Court is the busiest superior court in the State.

In 2018, 2340 criminal cases were reviewed and disposed of in some manner by the Attorneys in the Rockingham County Attorney's Office as opposed to 1938 cases in 2016. 5180 criminal charges were filed in the Rockingham County Superior Court as compared to 2510 charges filed in year 2016.

Approximately 697 jury trials were scheduled for trial by the Superior Court in 2018. The Court did not schedule or hear any trials for 17 weeks out of the calendar year. Jury trials can generally take anywhere from 2 to 14 days to complete. The remainder of the cases were resolved through negotiated dispositions.

In addition, 229 probation violations were prosecuted by this office. The average caseload for each felony prosecutor was 127. This number does not include probation violations and post – conviction matters that are routinely filed and litigated by this Office.

The County Attorney continues to be proactive in providing assistance during the earliest stages of a case. Prosecutors are available to answer questions and to go to a crime scene to assist in investigations and charging decisions 24 hours a day. All prosecutors are periodically scheduled to be “on-call” at night and on weekends. Prosecutors are “exempt” employees who do not receive overtime or other consideration for this added duty. The prosecutors recognize that this is an important function that results in better investigations, better prosecutions and protection of the rights of citizens of the County. Assistant County Attorneys answered 202 Duty calls from police departments in 2018.

Awards and other Special Accomplishments:

County Attorney Patricia Conway: Governor Sununu appointed County Attorney Conway to be the Chairperson of the Traffic Safety Commission in 2018.

Deputy County Attorney Jennifer Haggart: Attorney Haggart is a member of the New Hampshire Internet Crimes Against Children Task Force as well as the Human Trafficking Task Force. She also received the Every Day Hero award in 2017 from our Statewide Child Advocacy Center Organization for all her hard work and dedication in prosecuting abuse against children crimes.

Assistant County Attorney Mandi Werner: Attorney Werner is a Board member of the New Hampshire Children's Trust.

Assistant County Attorney Ryan Ollis: Attorney Ollis is a member of the New Hampshire Army National Guard. He was recently promoted to the rank of Captain. Attorney Ollis served on the New Lawyers Committee for the New Hampshire Bar and the Justice Involved Veteran's Task force in 2018.

Assistant County Attorney Melissa Fales: Attorney Fales received the Every Day Hero award in 2018 from our Statewide Child Advocacy Center Organization for her hard work and dedication in prosecuting abuse against children crimes.

CIRCUIT COURT:

While the County Attorney is responsible for criminal prosecution in her County, most of the police departments prosecute their own cases at the Circuit Court level. The County Attorney's Office provides assistance to departments when requested and occasionally for short periods when departments have been without personnel. The County Attorney has assumed complete responsibility for Circuit Court prosecution under circumstances where the individual department or municipality reimburses the county for the associated cost of providing that service.

In 2007 the Exeter District Court position was created. Currently, Exeter and Hampton Falls utilize our prosecutorial services. Assistant County Attorney Mandi Werner handles all misdemeanor offenses for Exeter and Hampton Falls in the Exeter Circuit Court.

VICTIM WITNESS COORDINATORS

The County Attorney's Office has four full-time Victim/Witness Coordinators. The coordinators work primarily on victim cases. They provide information and assistance to people affected by crimes with compassion and professionalism. Coordinators guide victims through the criminal justice process and work to ensure that the victim's rights are protected in accordance with RSA 21-m:8.

- . The Victim/ Witness Coordinators averaged 1018 telephone conferences, 627 emails and 385 office conferences with victims and witnesses of crime in 2018.
- . The Coordinators and interns generated 1140 letters to go out to victims and witnesses in 2018.

Awards and other Special Accomplishments:

Stephanie Callahan: Member of the Domestic Violence Fatality Review Committee. Member of the New Hampshire Partnering for Futures Without Violence Conference Committee.

Megan Lennon: Works with the Child Advocacy Center to coordinate all of the CAC interviews. Megan is also our Karpel point person.

Kate Winter: Member and Co-facilitator of the Rockingham County Sexual Assault Resource Team. Kate also serves as an EMT in the town of Sandown.

INVESTIGATORS

The County Attorney's Office has two investigators. Both are retired law enforcement. The investigators review all cases involving victims. Other duties of the investigators include, but are not limited to, investigating public integrity cases related to local officials and/or law enforcement officers, assisting law enforcement agencies in follow-up investigations, locating missing witnesses and conducting witness interviews.

- . The investigators reviewed 51 cases.
- . The investigators located 832 witnesses.
- . They conducted 60 witness interviews.
- . They conducted 100 follow up investigations.

SUPPORT STAFF

The support staff at the County Attorney's Office consists of an Office Administrator, an Assistant Office Administrator, a Receptionist, a Paralegal and numerous Legal Assistants. The support staff is responsible for duties such as transcribing, drafting pleadings, scanning documents, generating subpoenas, filing and mailing various legal correspondence and pleadings, coordinating and scheduling monthly Grand Jury proceedings, as well as assembling all felony files for review by the prosecutors.

- . The support staff generated approximately 1094 trial subpoenas in 2018 and processed approximately 1846 cases involving multiple items of trial evidence.
- . Additionally, our Assistant Office Administrator processed 31 Interstate Agreement on Detainers and 5 Governor's Warrants to prosecute out of state defendants.
- . The reception office received an astonishing 14063 incoming calls this year.

CHILD ADVOCACY CENTER OF ROCKINGHAM COUNTY

Our Child Advocacy Center is the first established in New Hampshire. The Child Advocacy Center provides child friendly forums for multidisciplinary interviews of child victims and witnesses at sites in both Portsmouth and Derry. Assistant County Attorneys attend all interviews that involve an adult perpetrator.

Prosecutors attended 175 interviews at the Child Advocacy Center in 2018. The process is time consuming for attorneys, but is critical to successful resolutions to these types of cases. Additionally, one or more prosecutors will attend monthly case review meetings to ensure that all the cases are being handled appropriately.

ALTERNATIVE SENTENCING

County Attorney Conway recognizes that some defendants require alternative sentencing in order to reduce recidivism. Nationally, the recidivism rate is 67%. Thus, 67% of defendants who are incarcerated are arrested for another criminal offense within 3 years after being released from incarceration. This number is unacceptable. Accordingly, since being sworn into office several years ago, County Attorney Conway has encouraged the prosecutors in the office to recommend alternative sentencing programs in appropriate cases. These programs are not considered for those defendants who are violent and/or sexual predators.

DRUG COURT:

Several years ago, Justice Tina Nadeau brought Drug Court to Rockingham County. The program targets high risk, high need offenders. The offenders are highly addicted individuals. The program is divided into 4 separate phases. The participant will graduate after successfully completing the 3rd phase. The 4th phase focuses on preparing the participant for the “real” world without the support of drug court. It takes most participants 18 months to graduate from the program. The Drug Court Team consists of a superior court judge, the County Attorney or her designee, a public defender, a probation officer, a correctional officer, a police officer, treatment providers and case managers. Both the County Attorney’s Office and the Public Defender’s Office essentially volunteer one of their attorneys to work on the drug court team.

The National Statistics demonstrate that drug courts reduce recidivism rates. The National recidivism rate is 67%. The average recidivism rate for drug court graduates is 27%. The studies have shown that drug courts reduce recidivism rates by approximately 40%.

The State currently pays for our Drug Court Program, including training required for the Assistant County Attorneys who work with our alternative courts.

We can have up to 50 participants in the program. 50 defendants we can keep out of the County Jail at approximately \$100.00 a day. Ultimately, this program will save the County millions of dollars. More importantly, this program will reduce crime in Rockingham County, save numerous lives and allow drug addicted individuals to become happy, stable, productive members of our community.

COMMUNITY WELLNESS OR MENTAL HEALTH COURT

Currently there are two mental health courts in Rockingham County. Both are in Circuit Courts. Portsmouth Circuit Court has the Community Wellness Court and Brentwood Circuit Court has the Mental Health Court. Both programs essentially work the same. The programs target defendants with mental health issues. Like the drug court, the program requires a team approach.

The team involves the circuit court judge, an assistant county attorney, a public defender and a treatment provider. These courts provide the participants with counseling and much needed structure. Just as Drug Court, national statistics have also shown that Mental Health Courts reduce crime and recidivism. It generally takes a participant 12 months to complete the mental health court program.

ADULT FELONY DIVERSION

Adult Felony Diversion targets low risk, low need offenders. The County Attorney recommends this program for first time, non-violent felony level offenders. This program is for defendants who have had little to no contact with the criminal justice system. Essentially, this program gives low risk offenders a second chance. If the participant/defendant agrees to enter Diversion, he/she will sign a contract agreeing to complete many tasks within a period of a year. For example, the participant may be required to complete counseling, write a letter of apology or complete community service. If the participant remains of good behavior and completes all the tasks, the felony charge against him/her will be dismissed.

VETERANS' TRACK:

Rockingham County commenced a Veterans' Track Program at the end of 2016. The combat experience leaves many of our veterans with Post-Traumatic Stress Disorder and/or Traumatic Brain Injury. In fact, one in five veterans experience symptoms of a mental health disorder or cognitive impairment. Our Veterans' Track requires regular court appearances and mandatory attendance at treatment sessions. A member of Veterans' Affairs works with the prosecutor, the defense attorney and the Court to connect the veteran with local and state resources that the veteran has earned and is entitled to. This alternative to incarceration results in fixing or treating the underlying issue and ultimately reduces the likelihood that the veteran will commit another crime.

NEW CHALLENGES AND OPPORTUNITIES

Rockingham County will face some significant challenges in 2019. We are currently faced with an ongoing drug epidemic. Heroin and Fentanyl are particularly addictive and dangerous. In 2018, 471 people died from drug overdose in the State of New Hampshire. The majority of the deaths were caused by Fentanyl or Fentanyl and other drugs.

The County Attorney's Office will continue to promote and advocate for alternative sentencing programs for those who are highly addicted; however, the drug dealers will be prosecuted to the fullest extent of the law. Furthermore, the County Attorney's Office will work closely with the Rockingham County Drug Task Force and other local agencies to aggressively fight the sale of drugs in Rockingham County. Additionally, the County Attorney's Office is encouraging and

assisting law enforcement agencies in investigating sale of controlled drugs with death resulting cases.

Moreover, the County Attorney will continue to speak at public forums to educate our citizens about the dangers of drugs and to advocate for more treatment facilities in Rockingham County and the State of New Hampshire. Lastly, the County Attorney will educate young people as to the dangers of drugs as prevention is the most cost-effective way to battle drug addiction.

Also of particular concern to the County Attorney's Office are sexual assault offenses, human trafficking and internet crimes against children. The County Attorney's Office will continue to work closely with the Internet Crimes Against Children Task Force (ICAC) to properly investigate and prosecute those who sexually exploit children through the use of the internet or computers. In 2015, County Attorney Conway formed a SART (Sexual Assault Resource/Response Team) in Rockingham County. The mission of the Rockingham County SART is to guide adult victims of sexual assault along the path toward justice through open communication and using a collaborative, victim centered approach to offer a network of services and to hold perpetrators accountable. This program has been tremendously successful. The SART started case review in 2016. The purpose of case review is to learn from the successes and failures of previously investigated/prosecuted sexual assault cases.

Furthermore, the Rockingham County Attorney's Office will continue to collaborate with Homeland Security Investigations, ICAC, Portsmouth Police Department, Salem Police Department and other agencies in the State of New Hampshire to target, investigate and prosecute human traffickers.

Another challenge for the County Attorney's Office is the growing number of cases our staff and the Court's staff will be tasked with managing in 2019. With the new staff positions granted by the Board of Commissioners and the Delegation, County Attorney Conway is confident that the RCAO can handle the increase in workload.

In closing, I want to congratulate the entire staff of the Rockingham County Attorney's Office. They are dedicated and compassionate professionals who are committed to the mission of the office. They have and will continue to do what it takes to get the job done. The citizens of this county can be assured that the staff of this office serves them well.

I would also like to thank the Commissioners, Department Heads, Elected Officials and the Delegation for all your hard work and professionalism. I am fortunate to work alongside a great group of people. I look forward to working together in the coming year to do what is best for the citizens of Rockingham County!

I am truly humbled and honored to be the County Attorney and I feel blessed to be given an opportunity to make our community safer.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patricia G. Conway". The signature is written in black ink on a light-colored background.

Patricia G. Conway
Rockingham County Attorney

ENGINEERING & MAINTENANCE SERVICES

Jude Gates, Director of Facilities, Planning and Information Technology
Annual Report for the Fiscal Period Ending 06/30/2019

The mission of the Engineering & Maintenance Services (E&MS) department is to provide, safely and efficiently, the infrastructure services that contribute to the quality of life for our residents, the safety of the personnel in the Correctional facility, and the maximum productivity of the employees. Operations are structured with an eye to the long term good of the County, focusing on preventive maintenance to foster equipment and facility longevity, and to maximize stability in expenditures. Land management strategies and conservation measures are employed consistent with our responsibility for stewardship of the natural resources.

In 2018-2019, the Engineering & Maintenance Services (E&MS) team met the day to day operational needs of our residents, staff, visitors, facilities and grounds while at the same time engaging in work contributing to the long term efficiency and viability of the Complex. The carpentry, electrical, grounds, heating, IT/Telecommunications, locksmith, motor services, plumbing, water, wastewater, and Projects needs are met and/or coordinated by the skilled and dedicated employees of E&MS. We continuously take on new and refine existing functions for the greatest service to the County. Truly, an accomplished facilities department is virtually invisible: work spaces are safe, light switches turn the lights on and off; thermostats adjust room temp, the air is always properly filtered and conditioned, the multitude of permits, rules, regulations, and compliance requirements are met. Although much of the work of E&MS is done behind the scenes, there is a tremendous amount of work that goes into a well-run Complex. The pride of craftsmanship and personal insistence on excellence by the E&MS Team is clearly visible in every aspect.

In addition to the daily preventive maintenance and repairs, E&MS participated in the following projects and upgrades throughout the Complex in 2018/2019.

- The electric fire pump, protecting both the Rehabilitation and Nursing Center and Jail as well as serving the Complex series of fire hydrants, was replaced.
- Continued upgrades to security of the Rehabilitation and Nursing Center were accomplished. Safety and security have continued to be an important topic in the past few years; additional card access and camera/video security were completed.
- In 2018/2019 our IT division upgraded our virtual environment and storage servers. We replaced the Hilton Auditorium sound system and embarked on network security testing which included randomized Phishing testing via the email system.
- Software upgrades to the security system and digital video manager at the Jail/House of Corrections, and to the Complex-wide building automation systems were completed.
- The rooftop air handling unit serving D Block at the jail was replaced.
- Concrete repair work was affected at the Jail/Sheriff's department main entry retaining wall.
- The roof on the Spray Irrigation storage building was replaced.
- The boiler and heating system in the Delegation office building was replaced.
- A safety guardrail was installed near the Nutrition/Meals on Wheels building.

- An Electrostatic Precipitator was installed on our Biomass Boiler #2, resulting in Rockingham County being qualified to generate Thermal Renewable Energy Certificates. This has led to cleaner emissions and will generate revenue for the County going forward.
- A contract was entered into with 3-Ponds, LLC wherein the County has agreed to sell water to a 55+ development in the neighborhood, ensuring daily oversight of water usage and generating revenue.
- We continue to look to the future needs and space allocation/planning for County departments, exploring various options. We have conducted evaluations of the water and wastewater systems and identified possible scenarios. The Commissioners, the County's Officials and Division Directors, and Delegation members have worked closely to ensure that we embark on the best path.

The major renovation project at the Blaisdell and Fernald buildings of the Rehabilitation and Nursing Center occupied a great deal of time and the expertise of our Foreman, Master Electrician, Master Plumber, Projects Coordinator, support staff and others. The final product is a testament to their hard work and ongoing insistence for perfection for our residents and staff. Along with Rehabilitation and Nursing staff, Warren Street Architects and Milestone Engineering were strong and talented partners in the endeavor. We are proud of the premier facility that has resulted.

Whereas approximately 70% of the E&MS Operating budget is for utilities expenses, a strong emphasis is placed on preventive maintenance for maximum performance, energy efficiency and potential cost savings. The audited energy savings for measures installed in 2003 is \$252,471 and a continued savings of about 20,000 gallons of water per day. The biomass plant, constructed in 2012 and 2013, demonstrated a savings by virtue of burning wood instead of oil of about \$446,735 in 2018. As noted, we look for an LED solution when replacing light fixtures, energy efficient mechanical equipment, and seek rebates from the utilities wherever possible. We continue to maintain a Wellhead Protection Program ensuring water quality and cost savings on annual laboratory fees. Treated wastewater is used to irrigate the hay fields, recharging the aquifer and generating a source of revenue that can absorb the nutrients. Conservation, efficiency and longevity are factors in every work order, purchase and project. It is both an increasing challenge and a great source of pride to be ever more effective in this arena.

I am grateful for opportunities to collaborate with Officials and Division Directors, working together for the betterment of the County. I am particularly appreciative of the continued support and confidence shown to the Engineering & Maintenance Services department by the Board of Rockingham County Commissioners.

Human Resources

Alison Kivikoski, Director

The Human Resources Department is responsible for benefits administration, recruitment, orientation for newly hired employees, employee relations, staff development education, the Workers' Compensation program, the County's performance evaluation process, and providing support and guidance to employees regarding County Personnel Policies and benefits.

The County remains self-insured for Health, Dental and Short Term Disability insurance. We are constantly reviewing the County's benefit plans to mitigate claim and premium costs while still meeting the needs of our employees. The Premium Incentive Program continues to offer an opportunity for Cigna subscribers to earn incentive dollars for performing health and wellness activities. The County also offers the Tandem Care program to help employees compare the cost and quality of health care facilities in their area. This program saves claim dollars for both employees and the County while rewarding the employees for significant savings.

Human Resources implemented a new Human Resources Information System (HRIS) called Kronos. Kronos allows us to automate administrative processes, and gives employees access to their benefits and personal information any time of the day or night. We successfully developed and rolled out the County's first online benefit Open Enrollment in the fall of 2018. Employee focus group engagement sessions were instrumental in making the process as user friendly and efficient as possible. Individuals that participated in the focus groups and testing process were engaged and thoughtful in the feedback. We are currently working on implementing online benefit changes for Qualifying Events; this portal will be available in 2019.

In the fall of 2018, the Department of Human Resources facilitated the County's annual Employee Years of Service Recognition event. A total of 69 employees - seven with 25 or more years of service with the County - were recognized for their dedication.

The County introduced a Managed Care Network for the County's self-insured Workers' Compensation program. This program is intended to assist employees in obtaining appropriate care for their workplace injuries or illnesses.

As part of our mission to foster wellness within the County, our new Employee Fitness Center opened in 2018. The Fitness Center offers a variety of fitness equipment to encourage employees to attain their own wellness goals. We were able to maintain a successful Weight Watchers at Work on-site program through 2018. Meetings remain open to any employee of the County who has an interest in this program.

In response to the NH, as well as national employment market, recruitment efforts have been focused on publicizing openings, educating applicants on the opportunities County government offers, attending job fairs, and creating an online presence with the preferred national search engine, indeed.com.

A Decompression Analysis was performed as a final step to our 2016 Job and Classification Study. Reclassifications and wage adjustments were identified and implemented to ensure fair and equitable compensation, and to allow the County to remain competitive in a tough job market.

We continue to publish a County-wide Quarterly Newsletter to promote a sense of inclusion and community throughout the County. This initiative has been well received by staff, who have commented that they enjoy reading articles, news, and milestones of the other departments. We anticipate continuing with this endeavor.

In closing, I wish to express my gratitude to the Human Resources team for their continued hard work and dedication to the County. I want to thank the Elected Officials and Division Directors for their commitment to the employees and residents of Rockingham County. A special thank you to the Board of Commissioners for their continued support and passion for serving the residents of the County.

Long Term Care Services

Steven Woods, Administrator/Long Term Care Services Director

The fiscal period ending 06/30/2019 was full of changes and setting new goals while continuing to provide the highest quality care to our nursing home residents, short-term rehab clients and assisted living residents according to our mission.

I certainly want to acknowledge all of the staff and departments that ensured our steady course throughout the entire year. A strong team approach assured consistency and a high quality of care delivery to everyone we served.

Our annual Medicare/Medicaid State Survey was conducted in May 2018. Once again, Rockingham County Rehabilitation and Nursing Center stands out as one of the best nursing homes in the State of New Hampshire. The nursing home had a deficiency free survey. Assisted Living continues to do a terrific job caring for all of their residents. They had a deficiency free survey in February 2019!

We continued with our strong rehabilitation program. We served residents in our community that required short-term rehabilitative services with a goal of returning many back to their homes. Our contract continued with Select Rehabilitation. Our nursing staff continued to be trained in IV services so we could meet higher acuity needs, as well. We kept moving to the future of long-term care delivery by growing as a more regional provider of skilled services and making a more frequent connection with all of the hospitals in our service delivery area.

The major renovation project was finally completed with just a few, minor, last minute punch list items remaining. The renovations to Fernald 2 created a state of the art short-term rehab unit. These are all private rooms with private bathrooms that allow for greater customer service and better infection control practice. The renovations to the two large long term care Blaisdell units were completed and assured that no more than two residents share a bathroom. The updated construction has created a warm, cohesive and inviting environment. The final piece of the project is the new Blaisdell entrance named the Singer entrance after our long standing medical Director, Dr. Karl Singer. This new area has the Watertown Café, the new beauty salon and the gym for staff with two new locker rooms for staff to enhance wellness opportunities.

I am proud of Rockingham County Long Term Care Services and the strong community reputation that it deserves. I look forward to the year ahead with excitement. I am especially proud of the people I work with every day here at the facility. I have so many colleagues who work with loyalty and high professional standards. We spend time letting them know how much they are all appreciated throughout the year and especially during our annual staff appreciation week held in May.

We are all grateful for the dedication, guidance and support of our three County Commissioners and look forward to the year ahead.

ROCKINGHAM COUNTY REHABILITATION AND NURSING CENTER

CENSUS JANUARY 1, 2018 – JUNE 30, 2019

TOTAL CENSUS **JANUARY 1, 2018 - 150**

TOTAL ADMISSIONS **520**

Home	34
Hospital	285
Nursing Home	15
Psych. Hospital	1
Rehab	17
Assisted Living	10
Returns from Hospital	159

TOTAL DISCHARGES **495**

Hospital Discharges **179**

Permanent Discharges **316**

Discharge to Another facility	5
Discharged to Assisted Living	33
Discharged Home	183

Deaths **95**

TOTAL CENSUS **JUNE 30, 2019 - 164**

TOTAL RESIDENT DAYS

DAILY AVERAGE CENSUS	151
HIGHEST CENSUS	176
LOWEST CENSUS	138

DAILY AVERAGE:

FERNALD BUILDING	10
BLAISDELL BUILDING	72
DRISCOLL BUILDING	70

AVERAGE AGE OF RESIDENTS JUNE 2019 **83**

AVERAGE AGE OF RESIDENTS DEATH **86**

AVERAGE AGE OF ADMISSION **78**

AVERAGE LENGTH OF STAY **0 yrs – 1 mos. – 22 days**

OFFICE OF REGISTER OF DEEDS

CATHY ANN STACEY
REGISTER OF DEEDS
ROCKINGHAM COUNTY
10 ROUTE 125
BRENTWOOD NH 03833

TELEPHONE:
603-642-5526
FAX:
603-642-5930

MAILING ADDRESS:
POST OFFICE BOX 896
KINGSTON NH 03848

2018-2019 ANNUAL REPORT ROCKINGHAM COUNTY REGISTER OF DEEDS

TO THE HONORABLE BOARD OF COMMISSIONERS:

As I begin my twenty-fifth year as Rockingham County Register of Deeds, I'd like to dedicate this Annual Report to Becky Burns the recipient of the New Hampshire Association of Counties Register of Deeds Employee of the Year. Becky Burns is a forty (40) year veteran of the Registry and should be commended for her continued efforts to enhance the software system offerings to achieve maximum efficiency for our staff. I'd be remiss if I did not take this opportunity to commend the entire Registry of Deeds staff for their continued hard work and dedication in fulfilling the mission of this office. Additionally, I extend my deepest appreciation to the residents of Rockingham County for their continued support and confidence in me as their elected County Register of Deeds. It continues to be my pleasure to serve you and I pledge to continue on my vision to make the Registry of Deeds records more accessible to the public and strive to discover ways to ensure continued fiscal responsibility in the budgeting and administration of this office.

In 2018 the Registry of Deeds with the new enhanced software programs fully opened E-filing of land records documents. A total of ninety-five (95) Title Companies and attorneys participated in the pilot program with a total of 19,919 documents being recorded for the year. This is an increase of 6,850 documents from the previous year. As reported last year an appropriation to update the current software system was awarded. The new Avid software product became fully functioning on March 1, 2018. At that time the electronic filing program became fully opened to all lawyers, title companies and lenders wishing to participate.

The restoration of ancient documents continues to move forward. From the dedicated fund the sum of \$57,000.00 was budgeted and expended for this project. As a reminder, the dedicated fund (surcharge fund) contains non-taxpayer dollars which are statutorily dedicated for use in the Registry of Deeds.

The Registry of Deeds experienced an overall decrease in document recording volumes over 2017 of eight (-8%) percent for a total of 77,539 filings.

The following chart reflects annual transactions reported to each municipality within Rockingham County. A total of 45,975 town transfer transactions were reported for the eighteen (18) month period.

MUNICIPAL TRANSACTIONS

Atkinson	1162	Greenland	641	Newington	200
Auburn	802	Hampstead	1282	Newton	638
Brentwood	592	Hampton F	352	Northwood	777
Candia	428	Hampton	2930	Plaistow	1232
Chester	769	Kensington	303	Portsmouth	3134
Danville	627	Kingston	886	Raymond	1545
Deerfield	685	Londonderry	3372	Rye	859
Derry	4391	New Castle	143	Salem	4049
E Kingston	293	Newfields	191	Sandown	934
Epping	1092	Nottingham	849	Seabrook	1326
Exeter	1975	N Hampton	744	S Hampton	91
Fremont	609	Newmarket	1103	Stratham	1248
				Windham	2296

The foreclosure trend in Rockingham County continues to decline. During 2018/19 Rockingham County recorded 217 foreclosures.

Foreclosure Transactions

Atkinson	2	Greenland	3	Newington	0
Auburn	4	Hampstead	6	Newton	4
Brentwood	1	Hampton F	0	Northwood	7
Candia	3	Hampton	14	Plaistow	12
Chester	5	Kensington	1	Portsmouth	6
Danville	7	Kingston	5	Raymond	17
Deerfield	3	Londonderry	23	Rye	2
Derry	37	New Castle	0	Salem	13
E Kingston	1	Newfields	1	Seabrook	8
Epping	8	Nottingham	10	S Hampton	0
Exeter	17	N Hampton	1	Sandown	9
Fremont	1	Newmarket	5	Stratham	3
				Windham	5

This office recorded at total of 18,617 Mortgages; 17,367 Deeds; 123 Attachments; 1177 Liens 244 UCC Financing Statements and 944 Subdivision Plans in addition to 38,850 other various documents.

I am happy to report the total County revenue collected by the Registry of Deeds in the 2018/2019 eighteen (18) month budget year was \$5,258,425.83.

The total State revenue collected by the Registry of Deeds for the 2018/19 term was \$63,805,071.00.

2018 Revenue Collected by Register of Deeds

State Transfer Tax	\$63,805,071.00
4% RETT commission	\$2,552,202.84
State LCHIP tax	\$1,405,300.00
4% LCHIP commission	\$ 56,212.00
Copies/Faxes	\$ 332,974.67
Recording Fees	\$2,317,036.32
Document Surcharge offset	\$135,000.00
Total Revenue	<u>\$5,258,425.83</u>

Total Documents recorded 77,539

Current year documents scanned/filmed	264,687 pages (88 books)
Current year scanned plans	1,103 sheets
Current year daybook filmed	1,500 pages

Historical records rescanned **41 books**

TOTAL PAGES..... 267,290 pages

In closing, I wish to acknowledge the Rockingham County Board of Commissioners, members of the Engineering & Maintenance Department; County IT Department personnel and members of the Rockingham County Finance Department and Human Services Department for their continued assistance and support provided to this office.

Respectfully submitted,

Cathy Ann Stacey

**Cathy Ann Stacey
Rockingham County Register of Deeds**



Office of the Sheriff

Rockingham County

Charles S. Massahos, High Sheriff

Thank you for electing me as your High Sheriff. I am privileged to continue to serve the citizens of Rockingham County in this new role having been sworn to office in January of 2019. I have worked as a deputy sheriff in Rockingham County for the past 30 years. I have had the privilege of serving under four elected high sheriffs: Wayne Vetter, J. Daniel Linehan, Michael W. Downing and Michael G. Hureau. I hope to continue their legacy of public service.

I extend my sincere appreciation to the employees of Rockingham County Sheriff's Office for their commitment and dedication to the work we perform. Although the work is often stressful and difficult, members of the staff arrive each morning ready to begin another day. I also thank Michael Hureau for his service as our high sheriff following the loss of Michael Downing in 2015.

During these past 18 months, Rockingham County Sheriff's Office continued to work collaboratively with US Marshals Service and Drug Enforcement Administration. Rockingham County Sheriff's Office Drug Task Force and Internet Crimes Against Children Task Force worked closely with local agencies target criminal organizations in Rockingham County. Sheriff's deputies provided support to local police departments by assisting with Traffic enforcement, DWI checkpoints, representing law enforcement at community events, and participating in Emergency Preparedness Training. These cooperative efforts have helped to make Rockingham County safer for our residents.

Process service is a large part of what we do. Nearly 715 documents are handled monthly for process service. Some court writs--orders issued by the court--are quite challenging to complete with some requiring cooperative efforts between our office, local police departments, and on occasion, state and Federal agencies.

Sheriff's Office bailiffs and deputies assigned to Rockingham County Superior Courthouse maintain a secure facility for citizens and judicial staff. Nearly 10,000 individuals were safely transported to and from Court arraignments, trials, status conferences and medical facilities – as required by statute.

Rockingham County Communications Center (more commonly known as Dispatch) fielded nearly 258,000 calls for service – despite a shortage of dispatchers. Dispatch operators worked long hours, extra weekends and holidays to help ease the staffing shortage. Their dedication is appreciated. We are working to fill all open positions and are just about fully staffed.

Several long-serving employees stepped down during the past 18 months. Major Darin Melanson retired after 20 years of service that included two (2) deployments to the Middle East during his tenure. A long serving dispatch operator opted to transfer to another police agency. Several bailiffs – three with 25 years of service – retired with one transferring to another agency.

As Rockingham County Sheriff's Office continues to serve our citizens, we are moving forward with new initiatives and procedures – all to better serve and protect. I am honored to work with such a dedicated staff and appreciate their support and confidence.

Sincerely,

Charles S. Massahos

Charles S. Massahos
High Sheriff, Rockingham County

Rockingham County Sheriff's Office



2018-19 Annual Report
18-month budget

Rockingham County Sheriff's Office 2018-19 Statistics

Arrest Warrant Statistics

January 1, 2018 to June 30, 2019

Active Warrants Overview– Superior Court & Family Division

Active Warrants in NCIC at year end 2017	1,064
Warrants Received from Family and Superior Courts – FY 2018-19	1,722
Total Warrants Executed during FY 2018-19	(1,721)
Total Active Warrants as of June 30, 2019	1,065

Summary – Superior Court & Family Division as of June 30, 2019

Active Warrants in NCIC	828
Active Superior Court Civil Warrants non-NCIC (Equity, Family Division, Cost Containment)	179
Active Warrants – Persons Serving Time in Other States	58
Total Active Warrants as of June 30, 2019	1,065

Active Warrants Overview- District Court

Active Warrants at year end 2017	17
Warrants Received from District Courts – FY 2018-19	258
Total Warrants Executed during FY 2018-19	(228)
Total Active District Court Warrants as of June 30, 2019	47

Grand Total – Active Warrants All Courts	1,112
---	--------------

Arrest & Recall Statistics

As of June 30, 2019

Arrests – Superior Court Warrants

Criminal Warrant Arrests*	1,136
Civil Warrant Arrests	78
Warrant Recalls	555
Subtotal	1,769

Arrests – District Court Warrants

Arrests	8
Non-Est	39
Warrant Recalls	181
Subtotal	228

Grand Total – All Warrants Cleared	1,997
Total Warrants Managed – All Courts	3,109

* = individuals with multiple warrants are processed as one arrest

Court Services Division

The Court Services Division transported 10,671 individuals in fiscal year 2018-19, which covered 18 months. Annualized to a 12-month period, the number of transports completed was 7114 representing an 18% decrease over transports performed in 2017. In addition, 1,250 video arraignments were handled during this period.

The Court Services Division transported 8,697 prisoners in 2017 and 1,495 video arraignments took place.

Transports for Other Agencies	10,260
Involuntary Emergency Admissions	287
Juvenile Transports	124
Total 2018-19	10,671
Total 2017	8,697

Patrol / Civil Division

The Patrol / Civil Division processed an average of 713 documents per month for the thirty-seven towns within Rockingham County. In all, nearly 13,000 court documents were addressed by serving in-hand, or by leaving at places of business or residences or recorded at Rockingham County's Registry of Deeds. Annualized services for 2018-19 budget year represent a 3% increase over services completed in 2017.

For 2017, an average of 693 documents were processed per month with 8,312 services performed during the year.

Throughout the year, all deputies were instrumental in traffic enforcement. Deputies stopped 1,678 vehicles issuing 1,392 warnings and 286 summonses. Additionally, deputies rendered assistance to more than 82 disabled vehicles. These enforcement actions contributed to making the roadways safer by impacting traffic flow, mitigating potential hazards and assisting the stranded motorist.

Civil Process Served	12,845
Motor Vehicle Enforcement	1,678
Assistance to Disabled Motor Vehicles	82

Criminal Investigations / Warrants Division

The Warrants/Investigations Division was responsible for 155 criminal cases that included drug and background investigations, and cases that other towns passed onto this agency due to conflicts of interest. The division is responsible for investigating questionable incidents occurring on Rockingham County grounds and within the population remanded to Rockingham County's Department of Corrections.

Criminal Investigations	
Backgrounds	5
Fugitive from Justice	15
Conflict of Interest	4

Department of Corrections	125
Rockingham County Campus and Other	6
Total	155

The Warrants / Investigations Division arrested 1,214 people on outstanding warrants for the 18-month period of 2018-19.

2018-19 Out of State Extraditions

Alabama	1	Michigan	1
Colorado	1	New Jersey	1
Connecticut	9	New York	7
Florida	4	North Carolina	1
Georgia	3	Pennsylvania	6
Illinois	1	South Carolina	3
Louisiana	1	Virginia	2
Massachusetts	237	Vermont	7
Maine	95	Washington	1
Maryland	1		

Total Out of State Extraditions: 382

The Sheriff's Office and the United States Marshal's Service continue to work cooperatively to arrest New Hampshire's most wanted criminals. This effort has resulted in the apprehension of six hundred ten (610) felons throughout New Hampshire during the period of January 1, 2018 to June 30, 2019.

Drug Task Force

Rockingham County's Drug Task Force (DTF) is a cooperative effort comprised of nineteen (19) sworn police officers from ten (10) participating towns. The addition of three (3) more Task Force Officers is in process.

Under the direction of Rockingham County Sheriff's Office, the Task Force coordinated and assisted in numerous narcotics investigations with multiple agencies that included nineteen (19) law enforcement agencies within Rockingham County, three (3) agencies outside the county, three (3) agencies in Massachusetts, the United States Drug Enforcement Administration, Federal Bureau of Investigation, Department of Homeland Security, New Hampshire State Police Narcotics Investigation Unit, the Department of Probation and drug task force units from Belknap and Strafford County Sheriff's Offices.

The Task Force received assistance from our deputies on motor vehicle stops, arrest and transports. We are thankful for their assistance and for the support of their supervisors. The dedication of the entire team made our operations very successful. Several of the cases began with an initial alert from a deputy and/or a member of the community who informed us of possible drug activity. Rockingham County Department of Corrections also provided several cooperating individuals who assisted us with investigations. We are thankful to everyone for their assistance.

OPERATION GRANITE SHIELD

The Sheriff's Office again secured funding from Operation Granite Shield which targets the opioid epidemic. Established in 2016, the grant program supports drug enforcement initiatives and operations to reduce the trafficking and abuse of opioids in New Hampshire.

In 2018/2019, the Drug Task Force conducted numerous successful Granite Shield operations in our task force towns; we also conducted several operations with Massachusetts law enforcement and the Drug Enforcement Administration targeting dealers and users transporting illicit drugs into New Hampshire. Additionally, we conducted several buy/busts involving law enforcement in Massachusetts.

Listed below is our activity for all narcotics operations:

- We were assisted by 12 towns in and outside of Rockingham County.
- Twenty-four (24) successful drug operations were conducted. (Controlled purchase of illicit narcotics)
- Two (2) unsuccessful drug operations took place.
- Three (3) parking lot/highway interdiction operations targeting illicit Narcotics trafficking were held.
- One (1) assist to the Department of Homeland Security Task force sponsored by the DEA and surrounding New Hampshire, Massachusetts and Maine agencies in the 95-corridor targeting illicit narcotic trafficking.
- The Task Force assisted the Drug Enforcement Administration/Cross Border Initiative in 3 joint investigations.
- 80 arrests took place and 72 drug arrests were sent to the County Attorney for indictment.
- 55 Offense/arrest reports were completed.

Seizures

Drug Name	Amount
Cocaine / Crack	8 grams
Heroin / Fentanyl	1,795.5 grams
Suboxone	1 strip
Methamphetamine	60 grams
Assorted opioid pills	14 pills

Rockingham County Supervised Pretrial Release Program

Rockingham County's Pretrial Release Program (RCSPR) completed its fifth --and final year-- as a combined effort between the Sheriff's Office and the Department of Corrections. In December 2018, Rockingham County Commissioners handed the administration of the program to the Department of Corrections. Information and statistics contained in this summary encompass 12 months covering the period of January to December 2018.

The program supervises pretrial defendants who are recommended for the program by Rockingham County's court system. Qualifying defendants are released from incarceration pending resolution of their cases. After evaluation and approval, candidates are fitted with a GPS electronic monitoring device and released back into the community. Through electronic monitoring and weekly office visits for drug

screening and status checks, the participants are regulated to ensure compliance with bail orders and the program contract, maintaining the safety of the public and the community.

For the 2018 calendar year, there were 119 interviews/referrals received by the RCSPR program from the following courts: Brentwood District 11; Candia District 13; Derry District 11; Plaistow District 6; Portsmouth District 7; Salem District 4; Seabrook District 20 and Rockingham County Superior Court 47. All referring courts experienced a reduction in interviews/referrals except for Candia District Court. Possible reasons for the reduction in participants include the felony first program, which eliminated referrals from the seven district courts. The Felony First program relies on Rockingham Superior Court to recommend RCSPR participants. Additionally, legislative changes made to the bail reform act resulted in the release of many individuals who might have been held as potential candidates for the program.

For the period between January and September 2018 a total of 85 persons were released on the program, with four (4) of those not having to wear the GPS electronic monitoring equipment. A total of 35 of those participants successfully completed the program when their cases were disposed of by the court system. Unfortunately, 10 defendants on the program were revoked for cause and returned to custody.

Candidates are supervised 24/7 by a contracted monitoring system and a cell phone application. Participants are required to report for weekly drug testing, residential visits, telephonic contact for day-to-day movement and curfew compliance.

As of September 30, 2018, there were 15 individuals active in the program, with one subject released without the monitor. These participants were in various stages of the pretrial process and continue to function and work in their communities while abiding to the court orders and bail conditions.

As of December 14, 2018, the savings to the county through the RCSPR program totaled \$537,699.19. The estimated cost to house a male inmate at the house of correction is \$97.50/day. The estimated cost for housing a female inmate was \$57.50/day. The cost of the GPS electronic monitoring to the county was \$6.29/day. Subtracting the cost of the daily monitoring from the estimated housing costs for the inmates, the savings for male inmates was \$91.21/day, and the savings for the females was \$51.21/day.

Warrant Entry Team

The Warrant Entry Team currently operates with one team commander, one team leader, one assistant team leader, one tactical medic and up to eight operators/members. During this 18-month reporting period, the members of the Warrant Entry Team changed slightly with the addition of a deputy sheriff, the resignation of another deputy and the appointment of a new team leader.

The Warrant Entry Team maintained overall proficiency by participating in scheduled physical training days and twenty-eight (28) scheduled SWAT related training days. Four (4) planned operations/warrants sweeps took place. The team additionally responded to multiple incidents utilizing the entire team and numerous other incidents with individual members that assisted by utilizing their enhanced equipment and skills.

The team also conducted mission planning and reconnaissance for multiple operations that eventually were deemed not appropriate for team activation or had subjects taken into custody by other means prior to the team being deployed.

The team responded to a reported break-in in Sandown. The property had been previously secured following an eviction. The team surrounded the location, established a perimeter and were able to take the subject into custody without incident.

The team responded to a reported stabbing in Raymond. Team members arrived as the subject was surrendering. However, the weapon used in the assault was found to have been discarded. The team established a search area to locate the weapon, a knife, used in the assault. It was discarded a few miles away and located during a line search.

The team was also activated and instrumental in assisting the Drug Task Force and Warrants Division by executing search warrants and arrests in, and with, the following communities / agencies:

Kingston Police Department	Plaistow Police Department	Danville Police Department
Epping Police Department	Fremont Police Department	Portsmouth Police Department
Seabrook Police Department	Raymond Police Department	Rochester Police Department.
Brentwood Police Department	Derry Police Department	Londonderry Police Department
Windham Police Department	Salem Police Department	Hampstead Police Department
Somersworth Police Department	Northwood Police Department	Hampton Police Department
Farmington Police Department	Strafford County Sheriff's Office	Sandown Police Department
Bedford Police Department	Manchester Police Department	

Warrant Entry Team members were successful in apprehending or clearing approximately thirty (30) individuals with outstanding warrants. These warrants and operations met the criteria of medium- to high-risk warrant situations. Most individuals displayed "special threat considerations" which would be better addressed by a specialized tactical team. Special threat considerations include but are not limited to: felony warrants, drug warrants, suspects with a propensity toward violence, persons known to be armed, a heavily fortified location (booby trapped) or known gang members. Team members were also responsible for additional arrests while assisting other agencies when a full team deployment was unnecessary.

The Warrant Entry Team completed training, as they do annually, to increase proficiency in their role as an assisting tactical unit during critical incidents to larger, regional tactical teams. They also continued to train in response to active shooter situations and counter-terrorism incidents. They have been training and working with local fire departments and EMS responders to implement Warm Zone Integration practices and principals. This will allow communities to get medical personnel into "warm zones" (also known as an areas of indirect threat) quicker to prevent further loss of life during critical or mass casualty incidents. Two deputies became certified instructors for the NH Division of Fire Standards and Training and Emergency Medical Services. Their certification will allow them to teach Rescue Task Force Concepts to fire and police departments in New Hampshire.

The Warrant Entry Team members are frequently recognized for their efforts and actions. The training and equipment that team members acquire makes them very versatile both during team assignments and while performing regularly assigned duties to all of Rockingham County.

Administrative Services Division

Rockingham County Communications Center handled 257,779 calls for service during the 18-month fiscal year of January 1, 2018 to June 30, 2019. This equates to an annualized number of 171,852 calls for service and representing a 9% increase over calls for service received in 2017. Rockingham County Communications Center handled 157,169 calls for service in 2017.

The Communications Center continues to dispatch for twenty-five (25) police departments, eighteen (18) fire/EMS departments, and the Sheriff's Office. The 2018-19 authorized strength of the dispatch center was four (4) dispatch supervisors, fourteen (14) full-time dispatchers and four (4) on-call dispatchers, the same number authorized in 2017.

Maintaining authorized strength in our fourteen (14) full-time dispatch operator positions has been difficult over these past eighteen (18) months. New dispatchers can be overwhelmed with the requests for service that occur daily. Making sure responses are appropriate and timely to the requests for service can be stressful. Overtime expense has increased as a result and current dispatchers are having to work more hours than a typical forty-hour week. We truly appreciate the collective effort of our employees and hope to reach full staffing soon as we are continuing our recruitment effort.

Network Administration

Administration of our computer network is authorized at one (1) network administrator. In November 2018, the Office transitioned cell phone providers moving to AT&T as part of FirstNet, a nationwide wireless broadband network dedicated to public safety. FirstNet allows band 14 devices priority and preemption for public safety first-responders on AT&T's cellular network.

AT&T and Verizon worked cooperatively to create secure private data connections between our server and mobile data terminals – for both the Sheriff's Office and law enforcement agencies for whom we dispatch. Network upgrades included the replacement of our iSXI host (network server) and the installation of a more robust network antivirus program. New Hampshire continues to implement J-One projects moving to electronic transmission of traffic citations and e-crash data.

Radio Shop:

The Radio Shop has an authorized strength of (1) one Chief Electronics Technician. Over the past 18 months, improvements were made to our radio network. Damaged radio cables were repaired and replaced at both the Rye water tank and Rockingham County's water tank locations. Damage was caused by contractors at each site and impacted signal broadcasting and repeating. A spare GPS clock was purchased to serve as a back-up should it be needed. This piece of equipment provides precise time and frequency to ensure the reliability of our critically important emergency radio transmissions.

An engineering study with coverage maps was completed for our Seacoast Fire channel. Adjustments were made to the fire frequency to more effectively send and receive radio transmissions. And, a new county-wide radio frequency was acquired from the FCC for use as a third radio channel on the police side. Implementation of this frequency will require equipment purchases in a future budget(s) as the volume of transmissions continue to grow.

Our Chief Electronics Technician participated in two (2) Motorola training classes that were being offered in New Hampshire. More classes will be undertaken in FY 2020 (July 2019 to June 2020) to effectively oversee continuously evolving broadcast technology. A large radio console system upgrade project was

completed in 2016 with the installation of a new Motorola MCC7500 radio console system. This replaced an obsolete CentraComm Gold Elite from the 1990s.

Typically, Motorola training takes place at their headquarters in Schaumburg, Illinois. However, NH State Police arranged for training to take place in Concord. This provided us a unique opportunity as no major travel expenses were required. It is estimated that Sheriff's Office will realize a savings of \$10,000 over the next year because of this in-state training. We extend our sincere gratitude to NH State Police for facilitating access to in-state Motorola training.

PROMOTIONS/CHANGES/NEW HIRES/RESIGNATIONS

01/07/2018	Cynthia Lariviere	FT Dispatch Operator	Resigned
01/23/2018	Richard Moreau	Bailiff	Posthumously discharged – 25 years of service
02/18/2018	Katherin Mann	Assistant Office Administrator	Transferred to Finance Department-Rockingham County
02/22/2018	Patrick Caggiano	Reserve Deputy	Honorably discharged
02/28/2018	John Pickering	Bailiff	Honorably discharged
03/27/2018	John Lyons	Bailiff	Resigned – 26 years of service
04/05/2018	Serena Schwartz	FT Dispatch Operator	Date of Hire
04/19/2018	Paul Bois	FT Deputy Sheriff	Reassigned to Court Services Division from Warrants Division
04/26/2018	Mario Foti	FT Dispatch Operator	FT to PT Dispatch Operator
05/07/2018	Adele Duchesneau	Assistant Office Administrator	Transferred in from Department of Corrections
06/03/2018	Melanie Rivard	Status Change	FT to PT Dispatch Operator
06/25/2018	Thomas Tetreault	Bailiff	Resigned – 4.5 years of service
07/01/2018	Misha Gash	FT Dispatch Operator	Date of Hire
08/13/2018	Francis Maguire	FT Dispatch Operator	Resigned – 2 years of service
09/13/2018	Daniel Wicks	Bailiff	Date of Hire
09/14/2018	Michael Foti	Bailiff	Resigned – 5 years of service
10/23/2018	Jerrald Heywood	Reserve Deputy	Date of Hire

11/30/2018	Mario Foti	PT Dispatch Operator	Resigned – 1.5 years of service
11/30/2018	Kaitlin Brown	FT Dispatch Operator	Date of Hire
11/30/2018	Ronald Smith	Bailiff	Honorably discharged - 22 years of service
12/10/2018	David Devenish	Bailiff	Date of Hire
12/31/2018	Dean Winter	Deputy Sheriff	Reassigned to Court Services Division from RCSPR program.
01/02/2019	Charles Massahos	High Sheriff	Sworn-in to office as elected official
01/02/2019	Michael Hureau	Status Change	Returned to position of bailiff and reserve deputy after 3.5 years of service as high sheriff
01/07/2019	Walter Corcoran	Bailiff	Date of Hire
01/07/2019	Christopher Bashaw	Sergeant	Reassigned to Headquarters from Court Services Division
01/24/2019	Nicholas McLellan	Deputy Sheriff	Reassigned to Warrants Division from Court Services Division
02/04/2019	Kaitlin Brown	FT Dispatch Operator	Resigned
02/04/2019	Kimberly Cunio	FT Dispatch Operator	Date of Hire
02/13/2019	Daniel Wicks	Bailiff	Resigned
02/16/2019	Brianna Beaupre	PT Dispatch Operator	Resigned – 3.75 years of service
03/04/2019	David Menter	Bailiff	Date of Hire
03/26/2019	Misha Gash	Status Change	FT to PT Dispatch Operator
03/30/2019	Benjamin Douglas	FT Dispatch Operator	Resigned – 13.5 years of service
04/01/2019	Darin Melanson	Status Change	Major to PT Deputy – 20 years of service
04/01/2019	Albert Brackett	Status Change	Appointed as Interim Major
04/01/2019	Tyler Dutile	FT Dispatch Operator	Date of Hire
04/01/2019	Steven McPherson	Reserve Deputy	Date of Hire

04/15/2019	Christopher Rice	FT Dispatch Operator	Date of Hire
04/29/2019	Katie Ingalls	PT Dispatch Operator	Rehire/Date of Hire
05/13/2019	Kaila Nicholson	FT Dispatch Operator	Date of Hire
05/14/2019	Michael Hureau	Reserve Deputy	Honorably Discharged
05/15/2019	Thomas Sexton	Reserve Deputy	Resigned – 13 years of service
05/31/2019	Dennis Dow	Bailiff	Resigned – 12.5 years of service

TREASURER

Scott G. Priestley

The County continues to maintain a strong fiscal position. Even though the County went through one eighteen month transitional fiscal period to change to a June 30 fiscal year end, it only needed to borrow \$5,000,000 of the \$6,000,000 budgeted to help fund this transition.

A few highlights of the fiscal period ending June 30, 2019 include the following:

- Continued effective cash management practices avoided the need to borrow in anticipation of taxes, a savings to County taxpayers of approximately \$30,000. This was even more of an accomplishment considering the County had an eighteen month transitional fiscal period. The County has not borrowed in anticipation of taxes since September of 2015.
- The Treasurer's office collected \$49,130,196 in taxes, with no defaults, from the thirty-seven cities and towns of Rockingham County. Per NH RSA 29:11, tax payments were due on Monday, December 17, 2018.
- Of particular note in January 2019 was the aforementioned \$5 million bond to help fund the County's transition to a June 30 fiscal year end. The County worked with the New Hampshire Municipal Bond Bank (NHMBB) in the later part of 2018 to participate in its January 2019 bond sale. Participating in the larger NHMBB bond sale once more allowed the County to incur lower net borrowing costs and a simplified process.

As with prior years, Charles Nickerson, the County's Finance Director, Jessica Tonry, the Accounting Manager, and all Finance Office staff deserve credit for managing the complicated operations of the Finance Office and their attention to detail for treasury-related processes. The entire staff has worked hard to maintain the County's compliance with all relevant statutory and legal requirements while ensuring continued excellent fiscal health for the County.

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833

Telephone (603) 679-9369

Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY DELEGATION PUBLIC HEARING

COMMISSIONER'S PROPOSED 2018-2019 BUDGET

Wednesday, January 24, 2018

6:00 p.m.

Hilton Auditorium

Rockingham County Nursing Home
Brentwood NH

The Chairman of the Rockingham County Delegation held a Public Hearing on Wednesday, January 24, 2018 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct a Public Hearing on the Commissioner's Proposed 2018-2019 Budget, RSA 24:23.

Rep. Norman Major called the Public Hearing to order at 6:00 p.m. Chairman Major stated the purpose of the meeting and read the ground rules for the Public Hearing.

Those present were: Rep. Norman L. Major, Chairman; Representatives Allen, Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Fesh, Gordon, Griffin, Hoelzel, Katsakiores, Kolodziej, Milz, Pantelakos, Weyler, and Welch.

Excused: Rep. Azarian and O'Connor.

Also Present: Commissioners Coyle, St. James, and Tombarello; Chuck Nickerson, Finance Director; Janet Demers, Long-Term Care; Steve Woods, Director, Long-Term Care; Alison Kivikoski, Human Resources Director; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Director; Jayne Jackson, Business Office Manager, Department of Corrections; Superintendent Stephen Churc, Superintendent, Department of Corrections; Michael Hureau, High Sheriff; Cathy Stacey, Register of Deeds; Pat Conway, County Attorney, Rick Aleva, UNH Cooperative Extension; Cheryl A. Hurley, Delegation Coordinator.

Chairman Major recognized Commissioner Kevin Coyle, Chairman of the Board of Commissioners, who provided an overview of the Commissioners 2018-2019 Budget Proposal. Commissioner Coyle reviewed the highlights of the budget being total appropriations of \$122,899,166 which reflect a 1.04

file: C:\Users\bsantos\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SMPCGMH\Public Hearing

Commissioners Budgetd 2018.2019.1.24.18.docx

date: 1/31/2018 11:28:00 AM

Page 1 of 1

percent increase. He explained that all of the increase is related to the Categorical Assistance; otherwise, the budget is down. He noted that the budget covers an 18-month period due to legislative changes that put Rockingham County on a July 1 to June 30 fiscal year. He explained that this funding is without a significant tax impact, with fund balance of \$28,000,000 being used to offset any tax increase to the cities and town. He briefly explained that the transition to the fiscal year includes a \$6,000,000 bond over a 10 year period. He noted the overall tax percent to the cities and towns is 1.4 percent over 2017.

Chairman Major asked if there were questions from the public. There were none.

Chairman Major recognized Rep. Mary Griffin, Vice-Chair, who read the 1/1/18-6/30/19 Commissioners Proposed Budget by Department as follows:

Delegation – \$442,179 a 34.74 at percent. Chairman Major called for questions. Rep. Chirichiello questioned why the department proposal was down \$50,000 from the Commissioners proposal. Commissioner Coyle responded \$50,000 was taken out of the contingency line item.

Treasurer – \$28,221 at 51.06 percent. Chairman Major called for questions. There were none.

County Attorney – \$5,547,101 at 66.39 percent. Chairman Major called for questions. There were none.

District Court – \$297,056 a 36.63 at percent. Chairman Major called for questions. There were none.

Medical Examiner – \$122,504 at 51.23 percent. Chairman Major called for questions. There were none.

Sheriff's Department – \$9,326,243 at 55.27 percent. Chairman Major called for questions. There were none.

Registry of Deeds – \$1,979,854 at 50.27 percent. Chairman Major called for questions. There were none.

Commissioners – \$322,641 at 88.63 percent. Chairman Major called for questions. There were none.

General Government – \$3,738,219 at 75.14 percent. Chairman Major called for questions. There were none.

Projects – \$1,000,000 at -38.46 percent. Chairman Major called for questions. There were none.

Grants – \$811,855 at -47.84 percent. Chairman Major called for questions. There were none.

Finance – \$1,842,283 at 58.10 percent. Chairman Major called for questions. There were none.

Engineering & Maintenance – \$6,594,616 at 54.21 percent. Chairman Major called for questions. There were none.

IT – \$808,545 at 11.24 percent. Chairman Major called for questions. There were none.

Jail – \$18,615,184 at 48.59 percent. Chairman Major called for questions. There were none.

Human Resources – \$1,044,895 at 57.26 percent. Chairman Major called for questions. There were none.

Conservation District - \$105,000 at 66.67 percent. Chairman Major called for questions. There were none.

UNH Cooperative Extension - \$612,593 at 52.61 percent. Chairman Major called for questions. There were none.

Non-County Specials - \$402,002 at 72.53 percent. Chairman Major called for questions. There were none.

Long-Term Care Services - \$40,942,804 at 55.25 percent. Chairman Major called for questions. Rep. Barnes expressed his concern about the nursing staffing shortage. Mr. Woods explained that the national figures are concerning, and the nursing shortage crisis is anticipated to continue over the next ten years. He noted that the situation is challenging for every nursing home and hospital. Ms. Kivikoski, Human Resources Director, explained that there are currently 30 vacant nursing positions in the nursing home at this time. She noted that the county is working with a recruiter and will continue to do so. Rep. Barnes thanked the Commissioners for their work. Rep. Barnes asked if there is a line item in the budget that should be increased to accommodate the situation. Ms. Kivikoski explained that adjustments have been made to the salary lines and a wage and salary survey has been completed. She explained that currently she and Mr. Woods are trying to recruit newer staff. She noted if newer staff is hired we anticipate moving the current employees up and adjusting their wages. She anticipates this will take place within six to nine months. Rep. Cali-Pitts asked if we will meet to discuss this issue again. Rep. Major responded yes.

Total County Appropriation \$94,583,795 at 49.61 percent. Chairman Major called for questions. There were none.

Categorical Assistance - \$28,315,371 at 58.48 percent. Chairman Major called for questions. There were none.

Grant Total Appropriations - \$122,899,166 at 51.56 percent. Chairman Major called for questions. There were none.

Total Revenues - \$94,896,166 at 30.74 percent. Chairman Major called for questions. There were none.

Chairman Major noted the second item on the agenda which was the Bond Authorization for \$6,000,000 for financing the transition to a June 30 Fiscal Year. Chairman Major recognized Commissioner Coyle who, referring to his previous comments in the budget overview, that \$28,000,000 of fund balance was used for the transition in the 2018, and the financing of a bond for \$6,000,000 bond over 10 years in 2019 for a fiscal impact in 2020. Rep. Cali-Pitts noted that bond rates are pretty good and it if this would be a good time or more prudent to borrow now. Mr. Nickerson responded that the county would pay more interest.

Chairman Major called for further questions. There were none.

There being no further comments, the Public Hearing was closed at 6:20 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Convention

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Friday, February 16, 2018 at 9:30 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Friday, February 16, 2018 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home, Brentwood, NH. The purpose of the meeting was for Subcommittee Chairs to report budget recommendations and to vote on the 2018-2019 County budget to be voted by the Delegation on February 28, 2018.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:31 a.m.

Rep. Walter Kolodziej, Vice-Chairman, delivered the Invocation.

Rep. Weyler recognized Rep. Hoelzel who led the Pledge of Allegiance.

Rep. Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 17 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Allen, Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, R. Gordon, Griffin, Hoelzel, P. Katsakiores, Kolodziej, Major, Milz, O'Connor, Pantelakos, and Welch. Excused: Reps. Cook and Fesh.

Also Present: Commissioners Tombarello and St. James; Steve Woods, Long-Term Care Director; Janet Demers, Long-Term Care; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT; Jayne Jackson, Department of Corrections; Superintendent Steve Church, Department of Corrections; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds, Attorney Patricia Conway, County Attorney; High Sheriff Michael Hureau, Sheriff's Office; Alison Kivikoski, Human Resources Director, Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler stated the purpose of the meeting is for Subcommittee Chairs to review their subcommittee reports to the Executive Committee for approval in preparation for the Full Delegation Meeting on February 28, 2018 to vote the County budget.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Rep. Weyler recognized Rep. O'Connor who reviewed the report of the Salary Subcommittee, referring to the Position Listing noting that the County is down 64 positions for the 18-month budget with a total number of positions being 575. Rep. O'Connor made a motion to accept the Salary Subcommittee Report as presented. Rep. Pantelakos seconded the motion. Chairman Weyler recognized Rep. Cali-Pitts who commented referring to the decrease in positions and the fact that a wing in the nursing home has been closed. She wanted to know what the number of positions we are down in terms of the actual services that are provided, referring to the possible questions of inadequate care. Mr. Woods provided an explanation noting that there are a number of spaces empty due to the ongoing construction in the Nursing Home. Chairman Weyler recognized Rep. Cali-Pitts who questioned a bonus for department heads. Ms. Kivikoski explained that there are two sign-on bonuses of \$1,000 and \$5,000 for RN's and LPN's. Rep. Cali-Pitts questioned if the department heads were getting a 2 percent increase. Ms. Kivikoski responded yes. Rep. Weyler commented noting that we have the lowest unemployment rate in the County, noting that we are going to have challenges ahead and may need to consider an increase to the 2 percent. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Rockingham County Delegation – Rep. Weyler recognized Rep. Pantelakos, Chair of the Delegation Subcommittee, who read the report of the Delegation Subcommittee, pointing out that the subcommittee restored \$50,000 to the Delegation Contingency Line that was removed by the Commissioners. Rep. Pantelakos made a motion to accept the subcommittee report and Delegation budget of \$492,179 at 49.98 percent. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Rep. Weyler recognized Rep. Milz, Chairman of the Treasurer's Subcommittee. Rep. Milz read the Treasurer's Subcommittee Report, and made a motion to approve the Treasurer's budget at \$28,364 at 51.83 percent. Rep. Barnes seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Rep. Weyler recognized Rep. Chirichiello, Chairman of the County Attorney Subcommittee, who referred to the County Attorney Subcommittee Report. Rep. Chirichiello made a motion to approve the County Attorney's budget at \$5,550,706 at 66.50 percent. Rep. Weyler referred to the increase in the budget for the Felonies First Program. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

District Court – Rep. Weyler recognized Rep. Chirichiello who made a motion to approve the District Court budget at \$297,056 at 36.63 percent. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Rep. Weyler recognized Rep. Chirichiello who made a motion to approve the Medical Examiner's budget at \$122,504 at 51.23 percent. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Rep. Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who made a motion to approve the Sheriff's budget at \$9,328,855 at 55.32 percent. Rep. Hoelzel seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Rep. Weyler recognized Rep. P. Katsakiores, Chair of the Deeds Subcommittee, who reviewed the Deeds Subcommittee Report and made a motion to approve \$1,982,030 at 50.44 percent. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Rep. Weyler recognized Rep. Milz, Chairman of the Commissioner’s Subcommittee, who read the Commissioner’s Subcommittee Report. Rep. Milz noted an increase to the salary line due to the addition of an administrative assistant, as well as an increase in the health insurance line due to two Commissioner’s taking advantage of the County’s health insurance. He also noted an increase in postage due to notifications from the 18-month budget cycle. Rep. Milz made a motion to approve \$324,652 at 89.80 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

General Government – Rep. Weyler recognized Rep. Milz, Chairman of the General Government Subcommittee, who read the General Government Subcommittee Report noting the increases in the bond expense and tax anticipation note loans due to the 18-month budget changeover. Rep. Milz made a motion to approve \$3,738,219 at 75.14 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects & Projects List – Long-Range Planning Subcommittee – Rep. Kolodziej made a motion to approve the Projects at \$1,000,000 at -38.46 percent. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote. Rep. Kolodziej made a motion to approve the Projects List as noted in the Long-Range Planning Subcommittee Report. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Grants – Rep. Weyler recognized Rep. Milz, Chairman of the Grants Subcommittee, who referred to the Subcommittee Report noting that grants are down and a CDBG grant in 2017 was not awarded. Rep. Milz made a motion to approve the Grants budget at \$811,855 at -47.84 percent. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Rep. Weyler recognized Rep. Barnes, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Department budget at \$1,842,283 at 58.10 percent. Rep. Hoelzel seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Rep. Weyler recognized Rep. Kolodziej, for Rep. Gordon, Chairman of the Maintenance Subcommittee, who was arriving to the meeting late, who made a motion to approve \$6,594,616 at 54.21 percent. Rep. Griffin seconded the motion. Rep. Weyler read a memorandum from Ms. Gates, Director of Engineering & Maintenance, requesting an additional \$5,000 in line 11300021-55500 Water Treatment Facility Purchase Services, to identify and repair a water main leak, and the addition of a revenue line 11301000-30260 for a potential new revenue source for the sale of water to a planned development next to the Complex. Ms. Gates explained the request to the members. Chairman Weyler commented relative to upcoming negotiations and the potential for a well source if it is ever needed. Rep. Kolodziej withdrew his motion and made a motion to approve \$6,599,616 to include the \$5,000 for the water treatment facility purchase. Rep. Griffin seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

IT – Rep. Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who reviewed the IT Subcommittee Report, noting a decrease in the IT budget. Rep. Edgar made a motion to approve the IT budget at \$808,545 at 11.24 percent. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Jail – Rep. Weyler recognized Rep. Kolodziej in Rep. Fesh’s excused absence, who made a motion to approve the Jail budget at \$18,615,184 at 48.59 percent. Rep. Katsakiores seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Human Resources – Rep. Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who read the Human Resources Subcommittee Report. Rep. Milz noted a slight increase in staff salaries due to a recruiter position reclassification from per-diem to part-time. Rep. Milz made a motion to approve the Human Resources budget at \$1,044,895 at 57.26 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Conservation District (Non-County Specials Subcommittee) – Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who noted that the subcommittee agreed with the Commissioner's proposal. Rep. Allen made a motion to approve the Conservation District budget at \$105,000 at 66.67 percent. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Weyler recognized Rep. O'Connor who noted that it has been six years since the County entered into an MOU with UNH and it expires September of this year. He noted that the MOU is being reformatted and is going forward with the County Commissioners. He noted that we will be made aware of that when it happens. Commissioner St. James commented that the MOU will come up at the second quarter review and may be proposed as a 10 year MOU. Chairman Weyler commented that it will be state-wide. Rep. O'Connor commented that he does not see that to be a problem, and will be talking with the member at an upcoming committee meeting. Rep. O'Connor made a motion to approve \$612,593 at 52.61 percent. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Rep. Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who read the Non-County Specials Subcommittee Report. Rep. Allen noted that the subcommittee agreed to the Commissioner's proposal with the exception of Seacoast Eat Local for \$4,000. She noted that the subcommittee felt that the agency is limiting themselves to the Seacoast Farmer's Markets and felt that it was unfair. She noted that two additional agencies also came before the subcommittee who did not appear before the Commissioners and they were asked to go through the process. Rep. Allen made a motion to approve the Non-County Specials budget at \$398,002 at 70.81 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care – Rep. Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, who noted that a revision was made to the Long-Term Care Subcommittee Report to reflect the correct amount in line 53600 Service Contract for a total amount of \$110,000. She noted that the correct figure is in the budget that is before the committee. Rep. DeSimone made a motion to approve the Long-Term Care budget at \$40,952,804 at 55.28 percent. Rep. Griffin seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Rep. Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who reviewed the Categorical Assistance Subcommittee Report. Rep. Hoelzel made a motion to approve \$28,315,371 at 58.48 percent. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Revenues – Rep. Weyler recognized Rep. Barnes, Chairman of the Revenues Subcommittee, who read the Revenue Subcommittee Report, referring to the increase in revenues in the Snack Bar being open longer than anticipated, beds in the Long-Term Care project, and phasing into Long-Term Care to Short-Term Care. Chairman Weyler noted that total revenues would be voted in Resolution 10. Chairman Barnes made a motion to approve Revenues at \$94,967,713. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Chairman Weyler referred to the next order of business which was to vote to recommend the Salaries and Benefits for Elected Officials for the Term of Office 2019-2020 for Delegation approval. He referred the members to the minutes of the Salary Subcommittee for Elected Officials and noted that they recommended the salaries and benefits as follows:

Treasurer - \$8,000
County Attorney - \$99,200
High Sheriff - \$76,500
Registrar of Deeds - \$73,500
Board of Commissioners - \$21,000

Benefits for County Attorney, High Sheriff, Registrar of Deeds, and Board of Commissioners:

- Health/Dental/Buy-out to mirror the County's single, 2-person, family, non-union employee cost share.
- Mileage payments at current federal rate (except for officials who use a county provided vehicle which includes gasoline provided by the county).
- Retirement Plan per state statutes.

Chairman Weyler recognized Rep. Welch who, referring to the subcommittee minutes, questioned the percentage increases of 6.6 and upwards noting that employees are getting a 2 percent increase. Chairman Weyler explained that the subcommittee reviewed the salaries at other elected officials in other Counties. He commented that Rockingham County should be rewarding our elected officials, referring to Rockingham County being the best County in the State. He pointed out that elected officials should not make less than their assistant in their department. Chairman Weyler recognized Rep. Cali-Pitts who stated that she does not think the increases are appropriate. Chairman Weyler responded to Rep. Cali-Pitts' comment. Chairman Weyler recognized Commissioner St. James who stated that the Board of Commissioners put forward a 2 percent increase for all non-union employees. He reminded the members that the County recently did a comprehensive salary analysis and increased the salaries in most positions over the last year. Chairman Weyler referred to the fact that it is a competitive market, being the best County, and the increase in new assistants for the County Attorney's Office. Further, that the Registry of Deeds brings in over \$50,000,000 in revenue and most of that money goes to the State. He added that the Delegation should be recognizing what the Register of Deeds does and the money that she brings in to the County, and he does not feel that the increase is out of line. Chairman Weyler recognized Rep. Cali-Pitts who stated that she cannot equate collecting money with putting your life on the line. Also, the Commissioners are not a full-time job. Chairman Weyler recognized Rep. Pantelakos who, speaking from many years on the Delegation stated that the Delegation does not give away more than what people deserve. Chairman Weyler recognized Rep. DeSimone who stated that she is not only an elected in her capacity on the Executive Committee, but in a municipality as well and noted that one may not be full time, but they are responsible for the department that they run. She noted that the responsibilities in the Deeds Office are extremely great. Chairman Weyler recognized Rep. Chirichiello who stated that when times are good, you give increases and when times are not they do not get increases. Chairman Weyler recognized Rep. Welch who stated that he feels that the increases are out of line. Chairman Weyler recognized Rep. Katsakiores who spoke in favor of the increases. Chairman Weyler commented that other counties have an administrative assistant to the Board of Commissioners. Chairman Weyler recognized Rep. Welch who made a motion to cut off debate. The motion was seconded and approved. Chairman Weyler recognized Rep. Kolodziej who read the salaries and benefits recommended by the Salary Subcommittee. Chairman Weyler recognized Rep. Welch who requested a roll call vote. Clerk Welch conducted the roll call and reported the results of the vote of 13 in favor, 4 opposed. The motion was adopted.

Chairman Weyler recognized Rep. Griffin who read the following resolutions for approval:

RESOLUTION 1 – 2018

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 2018-19 being 575 and that there will be no new positions created nor will there be any re-grading of positions or increase of number of positions, other than those budgeted, without approval of the Executive Committee.

It is understood that the Executive Committee need not approve any personnel change proposed by the County that results in placing the authorized position in the same or lower grade. Further, that the County must notify the Executive Committee at each quarterly meeting of any changes that may have been processed in order to provide an update to the accepted position listing.

In addition, it is understood that part-time employment pools are approved in the Nursing Home, Jail, Sheriff's Department, Engineering and Maintenance, Human Resources, County Attorney's Office and Finance and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any department from obtaining temporary help from outside vendors to cover employment leave.

Rep. Kolodziej made a motion to approve. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

RESOLUTION 2 – 2018

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$511,742 for a 2 percent gross increase or non-discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation. In addition, the mileage reimbursement rate continues to mirror the Federal rate for 2018 and 2019.

Rep. Griffin made a motion to approve the resolution as read. Rep. Allen seconded the motion. The motion was approved by a voice vote.

Rep. Griffin made a motion to approve the resolution as read. Rep. Allen seconded the motion. The motion was approved by a voice vote.

Rep. Hoelzel made a motion to approve. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

RESOLUTION 3 – 2018

All of the policies of the County personnel system shall apply to the Rockingham Delegation employee(s) with the understanding that all references for necessary actions, approvals or exceptions in reference to Delegation employee(s) reside with the Officers of the Delegation in lieu of the Commissioners. Authorization requires the majority of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

It is further agreed that all references for any "O/DD" actions, approvals or exceptions resides with the Chairman of the Delegation and Chairman of the Executive Committee in lieu of the "O/DD". Finally, any policies deemed appropriate and not specified or covered under the personnel system may be adopted by the Officers of the Delegation. An appeal from the decision of the 5 officers may be made to the Executive Committee.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 4 - 2018

I move that \$78,586 be appropriated for salary payments for the Delegation Coordinator with flex hours and benefits based on 35 hours per week. The biweekly salary shall increase by 2 percent effective January 2018 and January 2019.

Rep. Milz made a motion to approve. Rep. Kolodziej seconded the motion. Rep. Major asked for clarification that the salary amount budgeted was for the 18-month budget period. Mr. Nickerson responded yes. The motion was approved by a voice vote.

RESOLUTION- 4A - 2018

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2018, and will not be required to participate in the County's Kronos time and attendance system. The schedule for the position is flexible, and the employee will work a schedule to be determined and monitored by the Chairmen of the Convention and the Executive Committee to fulfill the needs of the Officers, Executive Committee, Subcommittees, and legislative delegation. It is understood that not all duties performed for this position are accomplished within the confines of the County complex, and often requires work be completed before and after regular business hours.

Rep. Milz made a motion to approve the resolution as read. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Chairman Weyler referred the members to the Resolution 5-2018 – Revised 2/16/18. He noted that copies have been distributed to all members and the revisions include minor changes.

RESOLUTION 5 – 2018

Be it resolved that the Rockingham County Convention approve the following benefits as described below and approval of all benefits as outlined in the 2018-2019 summary of salary and benefits for those employees listed in the position listing, other than the union eligible. The Delegation Coordinator will receive benefits in accordance with personnel policies adopted for this position. There are three plans proposed in 2018-2019 including an Open Access Plan (OAP) with 10% Coinsurance, and two High Deductible Health Plans (HDHP) with different deductibles and out-of-pocket maximums. This will be the fourth year that the County has a High Deductible Health Plan. It provides for a County funded annual Health Savings Account (HSA) contribution of \$1,500 for a single plan and \$3,000 for a 2-Person or Family plan.

(COUNTY CONTRIBUTION % (FULL-TIME EMPLOYEES))

Health Benefits (Self Insured)

<u>Membership</u>	<u>County Share of Cost on All Plans</u>
Single	80%
2-Person	80%
Family	80%

Part-time employees contribute on a pro-rated basis.

Dental Benefits

Full-Time - 75% of premium

Part-Time - Pro-rated basis

Workers Compensation and Unemployment

Worker's Compensation is funded at 100% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$93.00 per position in 2018-2019, with the annualized funding per position amount being \$62.00 per position.

Short-Term Disability

Short-Term Disability, a benefit adopted in 2000, is an accident and illness benefit, and is funded for a 26-week duration.

Full-Time – 100%

Part-Time – Pro-rated basis

Longevity

The Longevity benefit is as follows:

<u>Years</u>	<u>Payments</u>
5-9	\$150
10-14	\$300
15-19	\$450
20-24	\$750
25 and greater	\$1000

Dependent Care Flexible Spending Account

The Dependent Care flexible spending account is a benefit adopted in 2000 that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2018 calendar year limit is \$5,000.

Health Care Flexible Spending Account

Health Care Flexible Spending Account is an employee-funded benefit that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2018 calendar year limit is \$2,650.

RESOLUTION 6 – 2018

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use of the county; and

Whereas: The County Commissioners are responsible for the day to day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore be it Resolved: That pursuant to RSA 24:14, I, the County Convention, hereby authorize a line item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$2,000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the over-expenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall over-spend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line item transfer without the Executive Committee's approval.

Chairman Weyler recognized Commissioner St. James who asked if the transfer request could be increased to \$3,000. He referred to Mr. Nickerson, Finance Director, who explained the purpose of the request. A discussion ensued. Rep. Kolodziej made a motion that the amount of the line item transfer request be increased to \$3,000. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by voice vote.

RESOLUTION 7 – 2018

The Finance Office has the authority to make periodic transfers from appropriate budget lines to insure that the health, buyout, HRA and compensated absences benefit lines properly reflect the status of the accounts during the year.

RESOLUTION 8 – 2018

All amounts appropriated for the Non-County Specials and the Rockingham County Conservation District to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners. Such amounts shall be paid as appropriated unless changes are discussed and approved at Executive Committee Meetings.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to County funds distributed. These reports shall be submitted to the Rockingham County Finance Office prior to any distribution of subsequent quarterly payments.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 9 – 2018

Be it resolved that County audits under RSA 24:13, 28:3-a, 24:14, and 24:26, shall not be conducted nor expenditure for such authorized without the prior approval of the Executive Committee.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 10 – 2018

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$122,970,713 in appropriations and \$366,980 in encumbrances for the use of the County during 2018-2019. That \$49,130,196 be raised in new county taxes; that \$45,840,517 be accepted as an estimate of revenues from other sources, and that \$28,366,980 is accepted as fund balance for a total of \$123,337,693 in resources.

Mr. Nickerson provided the correct numbers and they were read by Cheryl Hurley. Rep. Weyler made a motion to approve. Rep. Milz seconded the motion. The motion was approved by a voice vote.

RESOLUTION 11 - 2018

Be it resolved that the departmental budget requests be included with the Commissioners recommended budget proposals.

Rep. Griffin made a motion to approve. Rep. Milz seconded the motion. The motion was approved by a voice vote.

RESOLUTION 12 - 2018

As the appropriating authority of county government, the Rockingham County Convention must have the tools available to monitor the spending that it has approved. In accordance with RSA 28:3-a, 24:13, 24:14, and 24:16 ALL audits must be approved by the Executive Committee of the County Convention. The Convention must be represented at both the preliminary and final meetings with the auditor, and the Executive Committee must receive a sufficient number of copies of the final report.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 13 - 2018

Submission deadline for all requests for approval for the Rockingham County Convention and/or Executive Committee must be submitted to the Delegation Coordinator at least 5 business days before the meeting.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 14 - 2018

No bill may be paid from the Delegation budget by the Treasurer that is not authorized by the Delegation Chairman or his designee.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 15 - 2018

The Finance Office has the authority to make one fourth quarter transfer between the two Categorical Assistance budget lines to insure that the Intermediate Nursing Care and Home and Community Based Care lines properly reflect the status of the accounts at the end of the year. If a transfer is needed to both Categorical Assistance budget lines, then the process referred to in Resolution 6-2018 and pursuant to RSA 24:14, I. shall be followed.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Chairman Weyler referred the members to the Resolution 16-2018 – Revised 2/16/18. He noted that copies have been distributed to all members and the revisions include minor changes.

RESOLUTION 16 - 2018

If one of the health plans proposed for 2020 Fiscal Year (ending June 30, 2020) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for 2018 will be permitted to be made on behalf of HDHP participants. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

RESOLUTION 17 - 2018

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the 2018-2019 budget, which includes a Contingency line in the Delegation budget that will require approval from the Executive Committee prior to any expenditure made from the Contingency line item.

These resolutions are supporting and backup information to the 2018-2019 Rockingham County Budget and are an integral part of said budget for the 01/01/18 to 06/30/19 transitional fiscal period.

Rep. Griffin made a motion to approve. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Rep. Griffin read the following motion for approval:

ADOPTION OF OPTIONAL FISCAL YEAR

BE IT RESOLVED: That the Rockingham County convention hereby authorizes the adoption of a single eighteen month accounting period commencing January 1, 2018 and ending June 30, 2019, pursuant to New Hampshire RSA 31:94-a.

Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Rep. Griffin read the following motion for approval:

AUTHORIZATION TO BORROW
FUNDING FOR TRANSITION TO A JUNE 30 FISCAL YEAR

BE IT RESOLVED: That Rockingham County is hereby authorized to raise and appropriate a sum of Six Million Dollars (\$6,000,000) for the purposes funding the County's transition to a June 30 fiscal year. Six Million Dollars (\$6,000,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the provisions of New Hampshire RSA Chapters 28 and 33, as amended; to authorize the County Commissioners to issue, negotiate, sell and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the County Commissioners to take any other action or to pass any other vote relative thereto.

Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

Other Business:

Chairman Weyler recognized Rep. Hoelzel, Chair of the Adult Medical Day Care Study Committee, who informed the members that the Board of Commissioners put the amount of \$187,000 in the Long-Term Care budget. She explained that the money budgeted is to subsidize five day care agencies in the County by giving them \$10.00 a day for each County participant attending the program who are receiving Medicaid. She noted that the subcommittee agreed with the caveat that the Commissioners come up with a plan to address the population who need assistance but have not been Medicaid eligible at the time of attending the day care program. She noted that it is a more reasonable approach than restarting the day care at the County at this time. She noted that the Space Allocation Study Committee is going to look at space at the Nursing Home for the day care and will report back to the AMDC Committee. Chairman Weyler recognized Commissioner Tombarello who stated that the Board of Commissioners are arranging a meeting to be held on March 20, 2018 with the agencies. He stated that the Commissioner's Office will inform Cheryl in the Delegation Office so that all interested representatives can attend. Chairman Weyler recognized Rep. DeSimone who commented that she agrees with the Commissioners proposal at this time referring to the expense of putting the funding in the 18-month budget to reopen the program. She referred to it as a good option for now, and then other options can be looked at in the future. Chairman Weyler commented that this will allow residents in Rockingham County to get into facilities faster than the County building another program. Chairman Weyler recognized Rep. Milz to recommend the AMDC Subcommittee Report to the full Delegation. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Chairman Weyler recognized Commissioner Tombarello who questioned who would be taking Rep. Azarian's place on the Space Allocation Subcommittee due to his recent resignation from the House of Representatives. Rep. Major responded that he will appoint Rep. O'Connor as Chairman and Rep. Chirichiello as a committee member to serve on the Space Allocation Subcommittee.

Chairman Weyler reminded the Executive Committee Members about the Executive Committee Meeting on Wednesday, February 28, 2018 at 5:30 p.m. in the Commissioner's Conference Room and Delegation Meeting 6:00 p.m. to Vote the 2018-2019 County Budget.

There being no further business, the meeting adjourned at 12:23 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator
DAW:cah

Rep. David A. Welch, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Wednesday, February 28, 2018
5:30 p.m.
Commissioner's Conference Room
Rockingham County Nursing Home
Brentwood, NH

The members of the Rockingham County Executive Committee met on Wednesday, February 28, 2018 at 5:30 p.m. in the Commissioner's Conference Room at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to Authorize the Rockingham County Treasurer's Borrowing and to finalize any unfinished business prior to the Delegation Meeting at 6:00 p.m. to Vote the County 2018-2019 Transitional Budget.

Kenneth L. Weyler, Chairman, called the meeting to order at 5:31 p.m.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call.

Those present were: Rep. Kenneth L. Weyler, Chairman; Reps. Allen, Barnes, Cali-Pitts, Chirichiello, DeSimone, Fesh, Gordon, Griffin, Hoelzel, Katsakiores, Kolodziej, Major, Milz, O'Connor, Pantelakos, and Welch.

Also Present: Commissioners Tombarello, St. James, and Coyle; Jude Gates, Director of Engineering & Maintenance; Robin Bernier, IT Manager; Cathy Stacey, Register of Deeds; Scott Priestley, Sr., Treasurer; Jayne Jackson, Department of Corrections; Superintendent Stephen Church, Department of Corrections; Charles Nickerson, Finance Director, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler noted the first order of business was to authorize the Treasurer's Borrowing. Chairman Weyler recognized Rep. Major who requested confirmation if the Treasurer was present at the meeting. Chairman Weyler recognized Scott Priestley, Treasurer, who declared that he was present.

Chairman Weyler recognized Rep. Griffin who read the following motion:

Authorization for Rockingham County to Borrow in Anticipation of Taxes (RSA 29:8):

I move that we, the Rockingham County Executive Committee, authorize the following: That the money in the treasury of the County being insufficient to meet the demands upon it beginning January 1, 2018, approval is hereby given to the Treasurer, upon the order of the County Commissioners, to borrow up to \$7,500,000 under RSA 29:8. **Excess Funds (RSA 29:3):** Whenever the County Treasurer has in his custody an excess of funds which are not immediately needed for the purpose of expenditure he may, with the approval of the County Commissioners and the County Executive Committee, invest the same in short-term obligations of the United States or in units of pooled money market mutual funds which invest solely in obligations of the United States Treasury, upon such terms as shall be approved by the County Commissioners.

Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Line Item Transfer Request

Chairman Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who made the following motion:

Transfer from line 16100000-54100 Contingency \$27,248 to line 11402000-56102 Intermediate Nursing Care \$27,248.00. Comments/Explanation: Please see transfer attached to these minutes.

Rep. Welch seconded the motion. The motion was approved by a voice vote.

Chairman Weyler noted the next order of business was to bring the members attention to Resolutions 4 and 10 that were recommended for approval at the Executive Committee Meeting held on February 16, 2018. He explained that the dollars amounts that were approved in Resolutions 4 and 10 were incorrect, but that the dollar amounts were correct in the budget that was recommended for approval.

Rep. Griffin read Resolution 4 -2018, revised, for approval:

RESOLUTION 4 - 2018

I move that \$74,586 be appropriated for salary payments for the Delegation Coordinator with flex hours and benefits based on 35 hours per week. The biweekly salary shall increase by 2 percent effective January 2018 and January 2019.

Rep. Welch seconded the motion. The motion was approved by a voice vote.

Rep. Griffin read Resolution 10 – 2018, revised, for approval:

RESOLUTION 10 – 2018

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$122,970,713 in appropriations and \$366,980 in encumbrances for the use of the County during 2018-2019. That \$49,130,196 be raised in new county taxes; that \$45,840,517 be accepted as an estimate of revenues from other sources, and that \$28,366,980 is accepted as fund balance for a total of \$123,337,693 in resources.

Rep. Welch seconded the motion. The motion was approved by a voice vote.

Page 3

Chairman Weyler asked the members if they had any additional business to come before the Executive Committee. There were none. There being no further business, to come before the members, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Executive Committee

cah
Attachment

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY DELEGATION MEETING

Wednesday, February 28, 2018
6:00 PM
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Delegation met on Wednesday, February 28, 2018 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to vote the 2018-2019 Transitional Year County budget.

Rep. Norman L. Major, Chairman, called the meeting to order at 6:01 p.m.

Chairman Major recognized Rep. Walter Kolodziej who delivered the Invocation.

Chairman Major recognized Rep. Brian Chirichiello who led the Pledge of Allegiance.

Chairman Major recognized Rep. David A. Welch, Clerk, who conducted the roll call.

Those in attendance were: Rep. Norman L. Major, Chairman; Representatives Allen, Altschiller, Barnes, Bates, Bove, Cali-Pitts, Chase, Chirichiello, DiLorenzo DeSimone, Edwards, Elliott, Emerick, Fesh, Gay, Gilman, R. Gordon, Green, Griffin, Guthrie, Hagan, Hoelzel, Itse, Janigian, Janvrin, Katsakiores, Khan, Kolodziej, Lovejoy, Malloy, Marsh, Milz, Nigrello, O'Connor, Pantelakos, Pearson, Somssich, Spillane, Sytek, Torosian, Tripp, Verville, Vose, G. Ward, Webb, Welch, Weyler, and Woitkun.

Excused: Representatives Abrami, Baldasaro, Bates, Berrien, Cahill, Dowling, Edgar, Francese, Gilman, P. Gordon, Lundgren, McBeath, Manning, Matthews, Messmer, Morrison, Rimol, Sapareto, Thomas, and Willis.

Absent: Reps. Cushing, Dean-Bailey, Friel, Le, Lerner, Murray, Nasser, Osborne, Read, Stone, Tilton, Wallace

Rep. Welch reported a total of 50 members present. Chairman Major declared that a quorum was present.

Also Present: Commissioners Tombarello, Coyle, and St. James; Steven Woods, Long-Term Care Director; Brenda Santos, Commissioners Office; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Superintendent Stephen Church, House of Corrections; Jayne Jackson, House of Corrections; Sheriff Michael Hureau, High Sheriff; Allison Kivikoski, Human Resources Director; Rick Alleva, UNH Cooperative Extension; Attorney Patricia Conway, County Attorney; Scott G. Priestley, Sr., Treasurer; Cathy Stacey, Register of Deeds; Chuck Nickerson, Finance Director, and Cheryl A. Hurley, Delegation Coordinator.

Rep. Major, Chairman, recognized Commissioner Coyle, Chairman of the Board of Commissioners, who provided an overview of the 2017-2018 Transitional Year County budget.

Chairman Major recognized Rep. Griffin who made the following motion:

ADOPTION OF OPTIONAL FISCAL YEAR

BE IT RESOLVED: That the Rockingham County Convention hereby authorizes the adoption of a single eighteen month accounting period commencing January 1, 2018 and ending June 30, 2019, pursuant to New Hampshire RSA 31:94-a.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

**AUTHORIZATION TO BORROW
FUNDING FOR TRANSITION TO A JUNE 30 FISCAL YEAR**

BE IT RESOLVED: That Rockingham County is hereby authorized to raise and appropriate a sum of Six Million Dollars (\$6,000,000) for the purposes funding the County's transition to a June 30 fiscal year. Six Million Dollars (\$6,000,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the provisions of New Hampshire RSA Chapters 28 and 33, as amended; to authorize the County Commissioners to issue, negotiate, sell and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the County Commissioners to take any other action or to pass any other vote relative thereto.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Mary Griffin who made the following motion:

Be it resolved that the Rockingham County Convention, in accordance with RSA 23:7 Establishing Compensation, and RSA 655:14 Filing: General Provisions, approve the following Salaries and Benefits for Elected Officials for the Term of Office 2019-2020:

Treasurer - \$8,000

County Attorney – \$99,200

High Sheriff – \$76,500

Registrar of Deeds – \$73,500

Board of Commissioners - \$21,000

Benefits for County Attorney, High Sheriff, Registrar of Deeds, and Board of Commissioners:

- Health/Dental/Buy-out to mirror the County's single, 2-person, family, non-union employee cost share.
- Mileage payments at current federal rate (except for officials who use a county provided vehicle which includes gasoline provided by the county).
- Retirement Plan per state statutes.

Rep. Milz seconded the motion. Chairman Major recognized Rep. Sommsich who questioned the 6 to 11 percent increase in salaries. Rep. Weyler explained that the committee reviewed the salaries for elected officials in other counties and also that the elected officials in Rockingham County have not had a raise in six years. He noted that some elected official positions make less than their assistant noting that it is not allowed at the State even though the County does not have that rule. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. O'Connor, Chairman of the Salary Subcommittee, who referred the members to the Salary and Benefits Packet and read the report of the Salary Subcommittee and noted that the resolutions that follow will describe the salaries and benefits proposed for approval.

Chairman Major recognized Rep. Griffin who made a motion to approve the following:

Rep. Weyler seconded the motion. Rep. Major called for questions. There were none. The resolution was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 1 – 2018

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 2018-19 being 575 and that there will be no new positions created nor will there be any re-grading of positions or increase of number of positions, other than those budgeted, without approval of the Executive Committee.

It is understood that the Executive Committee need not approve any personnel change proposed by the County that results in placing the authorized position in the same or lower grade. Further, that the County must notify the Executive Committee at each quarterly meeting of any changes that may have been processed in order to provide an update to the accepted position listing.

In addition, it is understood that part-time employment pools are approved in the Nursing Home, Jail, Sheriff's Department, Engineering and Maintenance, Human Resources, County Attorney's Office and Finance and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any department from obtaining temporary help from outside vendors to cover employment leave.

Rep. Weyler seconded the motion. Chairman Major recognized Rep. Cali-Pitts who stated that she is opposed to the resolution in that she objects to the 2 percent increase to the non-union employees who are the individuals who do the hard work to take care our residents and clean the Nursing Home, noting that some elected officials got an 11 percent raise, noting that there is not a problem running for office but there is a problem filling positions in the Nursing Home. She asked Mr. Woods if the salary was a problem. Mr. Woods explained yes noting that it is a combination of things with a challenging market beyond just pay. He noted that the nursing home staff does hard work and that he appreciated the comments. Rep. Cali-Pitts had a follow-up question regarding nursing staff. Mr. Woods explained. Chairman Major recognized Rep. Edwards who questioned how far \$29,000 would go to pay the employees more fairly and asked what the percentage increase would be. Chairman Major recognized Mr. Nickerson who responded that it would not go far. Rep. Edwards asked if the raises are commensurate with employees and other elected officials. Chairman Major recognized Mr. Nickerson who responded that Belknap and Merrimack Counties offer higher salary amounts compared to other counties. Chairman Major recognized Rep. Edwards who questioned if the elected officials were in balance. Mr. Nickerson responded. Chairman Major recognized Commissioner Tombarello who noted that the County did a salary survey last year and adjusted most of the employees pay. Mr. Nickerson also explained that the nursing home employees received a 2 percent, plus an additional 3 percent, and some even higher at 5 to 7 percent. Chairman Major recognized Rep. O'Connor who stated that the Salary Subcommittee encouraged the Commissioners and Human Resources to do more regrades. Chairman Major recognized Rep. Gay who commented that there is a shortage of correctional officers at the Jail. Commissioner St. James explained that they are non-union employees and their pay is addressed through collective bargaining. Chairman Major recognized Rep. Sytek who stated that the subcommittees do their work and make their recommendations to the full Delegation. The time to ask these questions is during the subcommittee process. He noted that we should respect the work of the subcommittees as we do in Concord, noting that he is interested in the reasons. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 2 – 2018

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$511,742 for a 2 percent gross increase or non-discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation. In addition, the mileage reimbursement rate continues to mirror the Federal rate for 2018 and 2019.

Rep. Weyler seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 3 – 2018

All of the policies of the County personnel system shall apply to the Rockingham Delegation employee(s) with the understanding that all references for necessary actions, approvals or exceptions in reference to Delegation employee(s) reside with the Officers of the Delegation in lieu of the Commissioners. Authorization requires the majority of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

It is further agreed that all references for any "O/DD" actions, approvals or exceptions resides with the Chairman of the Delegation and Chairman of the Executive Committee in lieu of the "O/DD". Finally, any policies deemed appropriate and not specified or covered under the personnel system may be adopted by the Officers of the Delegation. An appeal from the decision of the 5 officers may be made to the Executive Committee.

Rep. Welch seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 4 - 2018

I move that \$74,586 be appropriated for salary payments for the Delegation Coordinator with flex hours and benefits based on 35 hours per week. The biweekly salary shall increase by 2 percent effective January 2018 and January 2019.

Rep. Pantelakos seconded the motion. Rep. Major called for questions. Rep. Edwards questioned the salary amount. Chairman Major explained that the total salary is for an 18-month period. Chairman Major recognized Rep. Elliott who stated that it is not all about the money; it is about the availability noting that there is a 2.4 percent unemployment rate in New Hampshire and people are missing from departments. Chairman Major recognized Rep. True who also commented. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION- 4A - 2018

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2018, and will not be required to participate in the County's Kronos time and attendance system. The schedule for the position is flexible, and the employee will work a schedule to be determined and monitored by the Chairmen of the Convention and the Executive Committee to fulfill the needs of the Officers, Executive Committee, Subcommittees, and legislative delegation. It is understood that not all duties performed for this position are accomplished within the confines of the County complex, and often requires work be completed before and after regular business hours.

Rep. Hoelzel seconded the motion. Rep. Major called for questions. Rep. Major stated that he had a comment to make that the Delegation Coordinator is available 24 hours a day 7 days a week to anyone on the Delegation. Chairman Major called for further questions. There were none. The resolution was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 5 - 2018

Be it resolved that the Rockingham County Convention approve the following benefits as described below and approval of all benefits as outlined in the 2018-2019 summary of salary and benefits for those employees listed in the position listing, other than the union eligible. The Delegation Coordinator will receive benefits in accordance with personnel policies adopted for this position. There are three plans proposed in 2018-2019 including an Open Access Plan (OAP) with 10% Coinsurance, and two High Deductible Health Plans (HDHP) with different deductibles and out-of-pocket maximums. This will be the fourth year that the County has a High Deductible Health Plan. It provides for a County funded annual Health Savings Account (HSA) contribution of \$1,500 for a single plan and \$3,000 for a 2-Person or Family plan.

(COUNTY CONTRIBUTION % (FULL-TIME EMPLOYEES))

Health Benefits (Self Insured)

<u>Membership</u>	<u>County Share of Cost on All Plans</u>
Single	80%
2-Person	80%
Family	80%

Part-time employees contribute on a pro-rated basis.

Dental Benefits

Full-Time - 75% of premium

Part-Time - Pro-rated basis

Workers Compensation and Unemployment

Worker's Compensation is funded at 100% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$93.00 per position in 2018-2019, with the annualized funding per position amount being \$62.00 per position.

Short-Term Disability

Short-Term Disability, a benefit adopted in 2000, is an accident and illness benefit, and is funded for a 26-week duration.

Full-Time – 100%

Part-Time – Pro-rated basis

Longevity

The Longevity benefit is as follows:

<u>Years</u>	<u>Payments</u>
5-9	\$150
10-14	\$300
15-19	\$450
20-24	\$750
25 and greater	\$1000

Dependent Care Flexible Spending Account

The Dependent Care flexible spending account is a benefit adopted in 2000 that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2018 calendar year limit is \$5,000.

Health Care Flexible Spending Account

Health Care Flexible Spending Account is an employee-funded benefit that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2018 calendar year limit is \$2,650.

Rep. Weyler seconded the motion. Rep. Major recognized Rep. Webb questioned if there are 100 open positions where is the money that is not being paid to salaries. Chairman Major recognized Mr. Nickerson who explained noting that the money is in the budget in hopes that the positions can be filled. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Rep. Major announced the next order of business which was to approve the County department budgets as proposed by the Executive Committee.

Delegation – Chairman Major recognized Rep. Griffin who made a motion to approve the Delegation budget \$492,179 at 49.98 percent. Rep. Weyler seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Chairman Major recognized Rep. Griffin who made a motion to approve the Treasurer’s budget at \$28,364 at 51.83 percent. Rep. Welch seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Chairman Major recognized Rep. Griffin who made a motion to approve the County Attorney's budget at \$5,550,706 at 66.50 percent. Rep. Kolodziej seconded the motion. Rep. Major recognized Rep. Weyler who noted that the felonies first program saved time for the State and added two employee positions at the County increasing the County Attorney's budget. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

District Court – Chairman Major recognized Rep. Griffin who made a motion to approve the District Court budget at \$297,056 36.63 percent. Rep. Milz seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Major recognized Rep. Griffin who made a motion to approve the Medical Examiner's budget at \$73,404 at 24.62 percent. Rep. Milz seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Chairman Major recognized Rep. Griffin who made a motion to approve the Sheriff's Department budget at \$9,328,855 at 55.32 percent. Rep. DeSimone seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Major recognized Rep. Griffin who made a motion to approve the the Registry of Deeds budget at \$1,982,030 at 50.44 percent. Rep. Welch seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Major recognized Rep. Griffin who made a motion to approve the Commissioner's budget at \$324,652 at 89.80 percent. Rep. Weyler seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Major recognized Rep. Griffin who made a motion to approve the General Government budget at \$3,738,219 at 75.14 percent. Rep. Kolodziej seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Major recognized Rep. Griffin who made a motion to approve the Projects budget at \$1,000,000 at -38.46 percent. Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Projects List - Chairman Major recognized Rep. Griffin who made a motion to approve the Projects List. Rep. Hoelzel seconded the motion. The motion was approved by a voice vote.

Grants – Chairman Major recognized Rep. Griffin who made a motion to approve the Grants budget at \$811,855 at -47.84 percent. Rep. Milz seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Major recognized Rep. Griffin who made a motion to approve the Finance Department budget at \$1,842,283 at 58.10 percent. Rep. DeSimone seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Major recognized Rep. Griffin who made a motion to approve the Engineering & Maintenance budget at \$6,599,616 at 54.33 percent. Rep. Gordon seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Major recognized Rep. Griffin who made a motion to approve the IT budget at \$808,545 at 11.24 percent. Rep. Gordon seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Jail – Chairman Major recognized Rep. Griffin who made a motion to approve the Jail budget at \$18,615,184 at 48.59 percent. Rep. Fesh seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Major recognized Rep. Griffin who made a motion to approve the Human Resources budget at \$1,044,895 at 57.26 percent. Rep. Milz seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Major recognized Rep. Griffin who made a motion to approve the Conservation District budget at \$105,000 at 66.67 percent. Rep. Milz seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Major recognized Rep. Griffin who made a motion to approve the UNH Cooperative Extension budget at \$612,593 at 52.61 percent. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Major recognized Rep. Griffin who made a motion to approve the Non-County Specials budget at \$398,002 at 70.81 percent. Rep. Kolodziej seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Long Term Care Services - Chairman Major recognized Rep. Mary Griffin who made a motion to approve the Long-Term Care budget at \$40,952,804 55.28 percent. Rep. DeSimone seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Major recognized Rep. Griffin who made a motion to approve the Categorical Assistance budget at \$28,315,371 at 58.48 percent. Rep. DeSimone seconded the motion. Rep. Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 6 – 2018

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use of the county; and

Whereas: The County Commissioners are responsible for the day to day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore be it Resolved: That pursuant to RSA 24:14, I, the County Convention, hereby authorize a line item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$3,000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the over-expenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall over-spend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line item transfer without the Executive Committee's approval.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 7 – 2018

The Finance Office has the authority to make periodic transfers from appropriate budget lines to insure that the health, buyout, HRA and compensated absences benefit lines properly reflect the status of the accounts during the year.

Rep. Weyler seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 8 – 2018

All amounts appropriated for the Non-County Specials and the Rockingham County Conservation District to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners. Such amounts shall be paid as appropriated unless changes are discussed and approved at Executive Committee Meetings.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to County funds distributed. These reports shall be submitted to the Rockingham County Finance Office prior to any distribution of subsequent quarterly payments.

Rep. Welch seconded the motion. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 9 – 2018

Be it resolved that County audits under RSA 24:13, 28:3-a, 24:14, and 24:26, shall not be conducted nor expenditure for such authorized without the prior approval of the Executive Committee.

Rep. Weyler seconded the motion. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 10 – 2018

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$122,970,713 in appropriations and \$366,980 in encumbrances for the use of the County during 2018-2019. That \$49,130,196 be raised in new county taxes; that \$45,840,517 be accepted as an estimate of revenues from other sources, and that \$28,366,980 is accepted as fund balance for a total of \$123,337,693 in resources.

Rep. Milz seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 11 - 2018

Be it resolved that the departmental budget requests be included with the Commissioners recommended budget proposals.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 12 - 2018

As the appropriating authority of county government, the Rockingham County Convention must have the tools available to monitor the spending that it has approved. In accordance with RSA 28:3-a, 24:13, 24:14, and 24:16 ALL audits must be approved by the Executive Committee of the County Convention. The Convention must be represented at both the preliminary and final meetings with the auditor, and the Executive Committee must receive a sufficient number of copies of the final report.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 13 - 2018

Submission deadline for all requests for approval for the Rockingham County Convention and/or Executive Committee must be submitted to the Delegation Coordinator at least 5 business days before the meeting.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 14 - 2018

No bill may be paid from the Delegation budget by the Treasurer that is not authorized by the Delegation Chairman or his designee.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 15 - 2018

The Finance Office has the authority to make one fourth quarter transfer between the two Categorical Assistance budget lines to insure that the Intermediate Nursing Care and Home and Community Based Care lines properly reflect the status of the accounts at the end of the year. If a transfer is needed to both Categorical Assistance budget lines, then the process referred to in Resolution 6-2018 and pursuant to RSA 24:14, I. shall be followed.

Rep. Hoelzel seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 16 - 2018

If one of the health plans proposed for 2020 Fiscal Year (ending June 30, 2020) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for 2018 will be permitted to be made on behalf of HDHP participants. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

RESOLUTION 17 - 2018

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the 2018-2019 budget, which includes a Contingency line in the Delegation budget that will require approval from the Executive Committee prior to any expenditure made from the Contingency line item.

These resolutions are supporting and backup information to the 2018-2019 Rockingham County Budget and are an integral part of said budget for the 01/01/18 to 06/30/19 transitional fiscal period.

Rep. Welch seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Other Business:

Chairman Major recognized Rep. Janvrin who asked for an update on the emergency appropriation made last year for the water contamination at the Fire Training Site. Chairman Major recognized Ms. Gates who explained that the results of the first phase of the site investigation have been sent to the DES and information should be available soon. Next steps will be to make sure that contamination is in a confined area. It appears that there is a lot of clay under the site and we hope that it is contained. There is an appropriation in the budget to do the next phase.

Chairman Major recognized Rep. Guthrie who wanted to know the tax impact on county taxes for this year. Chairman Major recognized Commissioner Coyle who noted that there a 1.5 percent increase.

Chairman Major recognized Commissioner Tombarello who updated the members on the Adult Medical Day Care proposal made by the Commissioners that includes funding in the budget to five agencies outlined in the proposal to give \$10.00 a day, per Medicaid participant, to the agency. He noted that this is an alternative to opening the Adult Day Care Program at the County at this time. Chairman Major recognized Rep. DeSimone who agreed with the proposal at this time noting that further discussions can take place for reopening the Adult Day Care Program at the County at a later time.

There being no further business to come before the members, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Delegation

cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Friday, May 4, 2018
9:30 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Friday, May 4, 2018 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the first quarter budget review for the 2018-2019 Transitional County Budget.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:31 a.m.

Rep. Walter Kolodziej, Vice-Chairman, delivered the Invocation. A moment of silence was held in remembrance of Leslie Fabian who was the Director of Nursing of the Rockingham County Nursing Home.

Rep. Weyler recognized Rep. Major who led the Pledge of Allegiance.

Rep. Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 16 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Allen, Cali-Pitts, DeSimone, Edgar, Fesh, R. Gordon, Griffin, Hoelzel, P. Katsakiores, Kolodziej, Major, Milz, O'Connor, Pantelakos, and Welch. Excused: Reps. Barnes and Chirichiello. Absent: Rep. Cook.

Also Present: Commissioners Tombarello and Coyle; Steve Woods, Long-Term Care Director; Brenda Santos, Board of Commissioners; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT; Jayne Jackson, Department of Corrections; Major David Consentino, Department of Corrections; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds, Attorney Patricia Conway, County Attorney; High Sheriff Michael Hureau, Sheriff's Office; Alison Kivikoski, Human Resources Director, Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler stated the purpose of the meeting was to conduct the first quarter budget review for the 2018-2019 Transitional Budget.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Chairman Weyler recognized Rep. O'Connor who briefed the members on the Position Listing. Rep. O'Connor noted that there are currently 99 unfilled positions in the Jail and noted that contract negotiations will take place in the fall. Also, there are 52 open positions in the Nursing Department and he explained that money has been included in the budget for an additional salary survey for nursing positions in hopes of filling those open positions. Rep. O'Connor explained that there is a memorandum in the budget packet from Ms. Kivikoski and Mr. Nickerson, dated April 12, 2018, requesting approval to the revisions to the Nursing Pay Plan for the Assistant Director of Nursing, Director of Nursing, and Nurse Practitioner. He explained that the impact of the revisions will increase the minimum, midpoint, and maximum rates for all three positions. Rep. O'Connor noted that the Commissioners signed the proposed revisions of the pay plan attached to the request. Chairman Weyler recognized Rep. Kolodziej who had questions on the effects on the budget. Mr. Nickerson explained that there is no immediate effect in terms of dollars to the budget at this time. He explained that the Nursing Department will be looked at overall and that additional amounts over the 2 percent are budgeted for increases in all non-union positions. Chairman Weyler questioned if the increase in salaries are for all vacant positions or are they just for those position presently filled. Mr. Nickerson responded that the increases are budgeted for those who are currently in their positions. Ms. Kivikoski further explained that the vacant positions will be evaluated and given increases where it is deemed necessary. Ms. Kivikoski explained the strategies being used for filling positions to be competitive in the market.

Rep. O'Connor made a motion to approve the Position Listing as presented. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Rep. O'Connor made a motion to approve the revisions to the Nursing Pay Plan. Rep. Pantelakos seconded the motion. The motion was approved by a voice vote.

Rockingham County Delegation – Chairman Weyler recognized Rep. Pantelakos, Chair of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$50,924 at 10 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Chairman Weyler recognized Rep. Milz, Chairman of the Treasurer's Subcommittee, who made a motion to approve the Treasurer's budget at \$5,410 at 19 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Chairman Weyler recognized Rep. Kolodziej who made a motion, in Rep. Chirichiello's absence, to approve the County Attorney's budget at \$1,470,436 at 26 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

District Court – Chairman Weyler recognized Rep. Kolodziej who made a motion, in Rep. Chirichiello's absence, to approve the District Court budget at \$90,983 at 31 percent expended. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Weyler recognized Rep. Kolodziej, in Rep. Chirichiello's absence, who made a motion to approve the Medical Examiner's budget at \$27,952 at 23 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who noted that there are currently two unfilled positions in the Sheriff's Department, but they are in the process of being filled. Rep. Cali-Pitts made a motion to approve the Sheriff's budget at \$2,315,890 at 25 percent expended. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Weyler recognized Rep. P. Katsakiores, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$577,112 at 29 percent expended. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Weyler recognized Rep. Milz, Chairman of the Commissioner's Subcommittee, who made a motion to approve \$104,832 at 32 percent expended. Rep. Kolodziej seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Weyler recognized Rep. Milz, Chairman of the General Government Subcommittee, who made a motion to approve \$1,653,894 at 44 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects & Projects List – Long-Range Planning Subcommittee – Chairman Weyler recognized Rep. O'Connor who made a motion to approve the Projects List at \$957,000 at 96 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Weyler recognized Rep. Milz, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at \$811,855 at 0 percent expended. Rep. Kolodziej seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Weyler recognized Rep. Kolodziej, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Department budget at \$529,768 at 28 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Weyler recognized Rep. Gordon, Chairman of the Maintenance Subcommittee, who made a motion to approve \$1,911,917 at 29 percent expended. Rep. Kolodziej seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

IT – Chairman Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve the IT budget at \$166,015 at 20 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Jail – Chairman Weyler recognized Rep. Fesh, Chairman of the Jail Subcommittee, who made a motion to approve the Jail budget at \$4,285,037 at 23 percent expended. Rep. Milz seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who made a motion to approve the Human Resources budget at \$276,140 at 26 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District - Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who made a motion to approve the Conservation District budget at \$105,000 at 0 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Weyler recognized Rep. O'Connor, in Rep. Cook's absence, who made a motion to approve the UNH Cooperative Extension budget at \$100,354 at 18 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote. Rep. O'Connor noted that the MOU between the Delegation and UNH Cooperative Extension is coming to a close this fall. He noted that Dean Lavelle has been meeting with the Commissioners throughout the state and the signing will take place in September at the Annual Association of Counties Meeting. A formal announcement will be forthcoming.

Non-County Specials – Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$42,083 at 11 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care – Chairman Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, who made a motion to approve the Long-Term Care budget at \$10,116,374 at 25 percent expended. Rep. Hoelzel seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who made a motion to approve \$4,692,339 at 17 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Weyler recognized Rep. Kolodziej, in Rep. Barnes' absence, Chairman of the Revenues Subcommittee, who made a motion to approve Revenues at \$5,043,744 at 5 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. Rep. Welch asked if the County is covering all of their expenditures to date. Mr. Nickerson responded yes, noting that the County has the income from taxes from the end of last year to cover the expenditures for now. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Internal Service Funds – Chairman Weyler noted that the Internal Service Funds are included in the budget packet for the members review. He noted that there is a minor correction in the date on the first two pages that should read 2018.

Other Business:

Update from Commissioners on Three Ponds Campground – Chairman Weyler noted that he spoke with Ms. Gates, Engineering & Maintenance Director, who filled him in on the current negotiations with the campground to sell them water. The Commissioners are in negotiations with the owners looking at the infrastructure and everyone seems to be in agreement thus far. Commissioner Coyle noted that the first proposal was not acceptable, and the Commissioners conveyed that the County will want some upfront money. The present plan is to build 70 to 80, over 55, condos. Chairman Major asked if there was any workforce housing. The Commissioners responded no. The costs of the condos are between \$300,000 and \$400,000. Rep. DeSimone asked if the County will have liability. Commissioner Coyle stated that the County will definitely have coverage. Rep. Cali-Pitts asked if the County is selling water for a profit. Commissioner Coyle and Ms. Gates noted that the County is not a water utility and that by definition we are a public water system.

Chairman Weyler recognized Rep. O'Connor who asked if the members could get an update on the Fire Training site with the situation of the PFOA's. Ms. Gates noted that there is nothing new to report. The site investigation samples were sent to the DES and we are awaiting a response.

Chairman Weyler recognized Commissioner Tombarello for an update regarding the Adult Medical Day Care funding noting that it seems as though the Commissioners are expanding the scope. Commissioner Tombarello noted that the programs are working well. The agencies are sending in their requests for funding and the Commissioners are reviewing those requests on a weekly basis and are reviewing the expenditures. He noted that the County has been accommodating the Medicaid and are expanding beyond that to help others. He noted that the Commissioners are currently in negotiations with Easter Seals to hopefully assist with transportation costs. Commissioner Tombarello commented that the Commissioners, along with the Delegation, made a good decision to offer funding for the agencies vs. opening the program at the Nursing Home.

Chairman Weyler asked the Commissioners if there were any new lawsuits. The Commissioners responded no.

Chairman Weyler asked Ms. Stacey if there were any big real estate transactions in the County and she responded yes in the Seacoast and in Salem.

Chairman Weyler commented that he spoke with Attorney Conway and she is finding lawyers to fill positions.

Chairman Weyler recognized Commissioner Coyle who explained that the Commissioners have received a request from the Brentwood Fire Department to use the drill yard. He explained that they want to use the tower for practice purposes and will not be using any water or chemicals. Chairman Weyler responded that if they want to use the facility they cannot hold the County accountable for the conditions at the site and noted that the Board of Commissioners are the negotiators and will need to work out the details. Commissioner Tombarello responded that he is going to say no. Rep. Welch commented that we do not know what there is for contamination and how it affects people. We do not know or have not heard how dangerous it is. Further, we will not know until we have the report in June. Rep. O'Connor commented that he has been dealing with Coakley Landfill and recommends that we wait until June until we see the report. Rep. Pantelakos commented that she has been on a cancer committee in Concord which has found that the foam is causing the problem.

Chairman Weyler recognized Cheryl Hurley, Delegation Coordinator, who reported to the members that there was a discrepancy in the Delegation payroll due to the fact that the 2017 spreadsheet was used inadvertently, and not the 2018 spreadsheet that was prepared by the Payroll Department. Cheryl explained that the shortage will be paid in the next payroll and that additional Delegation members will be paid as they attend meetings and those who do not attend meeting throughout the year will be paid at the end of the year.

Chairman Weyler recognized Rep. Milz who made a motion to adjourn. Rep. Kolodziej seconded the motion. There being no further business, the meeting adjourned at 10:33 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING Friday, July 20, 2018 9:30 a.m. Hilton Auditorium Rockingham County Nursing Home Brentwood NH

The Rockingham County Executive Committee met on Friday, July 20, 2018 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the second quarter budget review for the 2018-2019 Transitional County Budget.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:30 a.m.

Chairman Weyler recognized Rep. Walter Kolodziej, Vice-Chairman, who delivered the Invocation.

Chairman Weyler recognized Rep. John O'Connor who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 17 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Allen, Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Fesh, Griffin, Hoelzel, P. Katsakiores, Kolodziej, Major, Milz, O'Connor, and Welch.

Excused: Reps. Gordon and Pantelakos.

Also Present: Commissioner St. James, Steve Woods, Long-Term Care Director; Janet Demers, Long-Term Care; Alison Kivikoski, Human Resources Director; Julie Hoyt, Human Resources; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT; Superintendent Steve Church, Department of Corrections; Jayne Jackson, Department of Corrections; Rick Allewa, UNH Cooperative Extension; Bethany Sylvester, County Attorney's Office; Martha Breen, Sheriff's Office; Charles Nickerson, Finance Director; Attorney Patricia Conway, County Attorney; High Sheriff Michael Hureau, Sheriff's Office; Scott Priestley, Treasurer, and Cheryl A. Hurley, Delegation Coordinator.

jer

Chairman Weyler thanked everyone for attending today's meeting. He referred to the 18-month budget and the fact that we are only one-third through the transitional budget at this point. He pointed out the funds in the budget that are paid up front that affect the budget lines to date.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Chairman Weyler recognized Rep. O'Connor who gave the members an update on the non-union pay plan noting that there is a regrade and title change request. He referred the members to the information provided in their budget packet. Rep. O'Connor made a motion to approve the part-time to full-time recruiter position for the Human Resources Department, and the title change for the repurpose position for Director, Skill Short-Term Stay Unit. Rep. Milz seconded the motion. Chairman Weyler called for questions. Rep. Cali-Pitts asked if the skilled care unit is outsourced. Ms. Kivikoski responded no, and explained that the physical therapy department is outsourced. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Chairman Weyler recognized Rep. O'Connor who made a motion to approve the non-union pay plan as presented, with the correction to the title change approved above. The revised pay plan was distributed to the members that replaced the existing pay plan in the budget packet. Rep. Milz seconded the motion. Chairman Weyler recognized Rep. DeSimone who commented noting that other counties pay scales are higher and questioned if that is why Rockingham County has a difficult time hiring and retaining staff. Ms. Kivikoski provided the unemployment statistics noting that pay and benefits are better in other states and that is a motivator to go elsewhere. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote. Chairman Weyler recognized Rep. Cali-Pitts who asked if the County is planning on giving employees more money. Ms. Kivikoski explained that the County is in a position where they cannot negotiate raising the pay scales due to the budget in place and its restrictions. She explained that she is hopeful that the recruiter position will help fill open positions. She noted that the current situation is going to continue as we are at the tip of the nursing shortage. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote

Rockingham County Delegation – Chairman Weyler recognized Rep. Kolodziej, in Rep. Pantelakos, Chair of the Delegation Subcommittee's absence, who made a motion to approve the Delegation budget at \$67,803 at 14 percent expended. Rep. Milz seconded the motion. Rep. Weyler commented that more money was budgeted in the Contingency Fund to clean up the unanticipated costs of the fire training grounds. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Chairman Weyler recognized Rep. Milz, Chairman of the Treasurer's Subcommittee, who made a motion to approve the Treasurer's budget at \$9,861 at 35 percent expended. Rep. Kolodziej seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Chairman Weyler recognized Rep. Chirichiello, Chairman of the County Attorney's Subcommittee, who made a motion to approve the County Attorney's budget at \$2,175,935 at 39 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

District Court – Chairman Weyler recognized Rep. Chirichiello, who made a motion to approve the District Court budget at \$134,406 at 45 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler recognized Rep. Welch who questioned the expenditure to date questioning if it is anticipated that the amount of expenditures will be a problem. Chairman Weyler recognized Attorney Conway who explained the expenses to date, but noted that she expects it to even out. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote. *JW*

Medical Examiner – Chairman Weyler recognized Rep. Chirichiello, who made a motion to approve the Medical Examiner's budget at \$32,193 at 26 percent expended. Rep. DeSimone seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who made a motion to approve the Sheriff's budget at \$3,665,208 at 39 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Weyler recognized Rep. P. Katsakiores, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$814,132 at 41 percent expended. Rep. Cali-Pitts seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Weyler recognized Rep. Milz, Chairman of the Commissioner's Subcommittee, who made a motion to approve \$143,889 at 44 percent expended. Rep. Cali-Pitts seconded the motion. Chairman Weyler recognized Rep. Welch who questioned the expenditures to date. Rep. Milz explained referring to upfront costs. Rep. Welch questioned how it affects the 18-month budget. Chairman Weyler recognized Mr. Nickerson who explained that there will be no additional drawdowns because it is an 18-month budget. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Weyler recognized Rep. Milz, Chairman of the General Government Subcommittee, who made a motion to approve \$1,831,502 at 49 percent expended. Rep. O'Connor seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects & Projects List – Long-Range Planning Subcommittee – Chairman Weyler recognized Rep. O'Connor, Chairman of the Long-Range Planning Subcommittee, who made a motion to approve the budget at \$957,000 at 96 percent expended. Rep. Katsakiores seconded the motion. Rep. O'Connor explained that Ms. Gates is carefully watching the approved projects list because of all the tariffs on metal parts. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Weyler recognized Rep. Milz, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at \$811,855 at 0 percent expended. Rep. Kolodziej seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Weyler recognized Rep. Barnes, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Department budget at \$783,050 at 42 percent expended. Rep. Edgar seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Weyler recognized Rep. Kolodziej, in Rep. Gordon's absence, who made a motion to approve the Maintenance budget at \$2,740,437 at 41 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

IT – Chairman Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve the IT budget at \$262,290 at 31 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Jail – Chairman Weyler recognized Rep. Fesh, Chairman of the Jail Subcommittee, who made a motion to approve the Jail budget at \$6,519,248 at 35 percent expended. Rep. Welch seconded the motion. Rep. Weyler recognized Rep. Welch who requested an update on the Jail population. Chairman Weyler recognized Superintendent Church who reported today's Jail's population at 128, noting that another cell block has been closed. Chairman Weyler recognized Rep. Major who asked Superintendent Church to explain the Jail population before the Jail Overcrowding Committee was established in 2012. Superintendent Church noted the Jail population in 2012 was 365. Superintendent Church talked about the new programs in place and the criminal justice wheel that has been instrumental in reducing the Jail population. Chairman Weyler recognized Rep. Major who stated that the County can be proud of what we have done to obtain this goal. Chairman Weyler recognized Commissioner St. James who commented that the Jail is looking into bringing back the female population, and also the need to refocus our efforts in the community corrections facility. Chairman Weyler recognized Attorney Conway who agreed with Commissioner St. James' comments. She asked Superintendent Church what the ratio is between pre-trial and post-trial sentencing. Superintendent Church noted that the pre-trial is about 50 percent which is down from three-quarters. Chairman Weyler pointed out the new legislation in place to take care of bail reform initiatives. Attorney Conway commented that she is in agreement with some of the legislation, but is against some of it. She asked the legislators that in the future they reach out to her so that she can be involved. Chairman Weyler recognized Rep. Welch who noted that there was no input from the County Attorneys. Attorney Conway commented that the legislation was never flagged for them. Chairman Weyler recognized Rep. DeSimone who asked Superintendent Church what it would take to bring the female population to the Jail. Superintendent Church explained pointing out that it is not just bed space; rather, the services that the Jail is required to expand to provide to females. He explained that the Jail is not set up sat this time to accommodate female inmates. Chairman Weyler noted that the Jail may be able to readopt the Jail space for a community corrections program. Commissioner St. James commented. Rep. Cali-Pitts explained that she is concerned about drug treatment. Rep. DeSimone commented about the 28-day program vs. the 90-day program for drug rehab with no aftercare programs in place. Commissioner St. James noted that the County does continue to follow up with individuals after they are released, referring to aftercare for addiction issues. Superintendent Church further explained. Chairman Weyler recognized Rep. Edgar who asked if the education coordinator, substance abuse counselor, and medical supervisor positions are currently filled. Superintendent Church noted that all those positions were filled this week. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who made a motion to approve the Human Resources budget at \$417,017 at 40 percent expended. Rep. Edgar seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District - Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who made a motion to approve the Conservation District budget at \$17,500 at 17 percent expended. Rep. Cali-Pitts seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Weyler recognized Rep. Cook, Chairman of the UNH Cooperative Extension Subcommittee, who made a motion to approve the UNH Cooperative Extension budget at \$200,708 at 33 percent expended. Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote. *llw*

Non-County Specials – Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$63,833 at 16 percent expended. Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care – Chairman Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, who made a motion to approve the Long-Term Care budget at \$16,297,584 at 40 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who made a motion to approve \$9,366,496 at 33 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Weyler referred the members to the corrected revenues pages distributed by Mr. Nickerson. Chairman Weyler recognized Rep. Barnes, Chairman of the Revenues Subcommittee, who made a motion to approve Revenues at \$15,600,457 at 16 percent expended. Rep. Kolodziej seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Internal Service Funds – Chairman Weyler referred the members to the Internal Service Funds for their information and review.

Line Item Transfer Request

Nursing Home – Transfer from line 11706000-53502 Equipment Non-Expendable Nursing Home Environmental Services \$7,000 to line 11706000-53501 Equipment Expendable Nursing Home Environmental Services \$7,000.

Chairman Weyler recognized Rep. DeSimone who made a motion to approve the line item transfer request as presented. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Space Allocation Subcommittee – Chairman Weyler recognized Rep. O'Connor who provided the members with an update on Space Allocation. Rep. O'Connor noted that he and Rep. Milz took a tour of the Superior Courthouse led by Ms. Gates. He noted that his follow-up questions and answers from Ms. Gates were distributed to the members. He noted that the Air Quality Report of the Courthouse was also included in the budget packet. He referred the members to the information provided by Mr. Nickerson as well. Chairman Weyler recognized Rep. Cali-Pitts who questioned if the tour of the courthouse was "noticed." Rep. O'Connor responded noting that the tour was not a subcommittee meeting.

Letter from NHDES Preliminary Site Investigation Report PFOA's – Chairman Weyler reviewed the report from the NHDES dated July 3, 2018, and provided the background information that he obtained to the members. Rep. Weyler referred the members to a letter that he wrote regarding the County Fire Training Area, as well as a letter to Commissioner Robert Scott, NHDES. A lengthy discussion ensued about the PFOA's and the levels included in the report and the standard levels outlined in the report. Rep. Cali-Pitts commented. Rep. O'Connor commented that the situation is a complex issue. Chairman Weyler noted that after reading a lengthy study and documentation of data, he would like to see the next steps in the process and costs associated with cleanup. Ms. Gates explained that the initial cost of \$35,000 and that there is \$150,000 in the budget for further testing. Rep. DeSimone had several comments related to the cause and effects of PFOA's in individuals and their potential risks. Rep. O'Connor, referring to the next steps in the report, questioned if it is the intention of the Board of

Commissioners to support the recommendations of the report. Commissioner St. James responded that the Commissioners are in the classifying and identifying stages. Rep. Weyler commented that he plans on sending his letter to the Commissioner of the DES on Monday. Rep. Edgar asked if we are continuing with the recommendations. Chairman Weyler noted that we are waiting for the BOC, Ms. Gates and Rep. O'Connor to analyze it at this time and what DES endorses.

Wastewater Capacity Evaluation - Chairman Weyler referred the members to the Wastewater Capacity Evaluation Report included in the budget packet. Chairman Weyler commented that the results are good news that the County has the wastewater capacity if it continues to explore future expansion for building on the grounds.

UNH Cooperative Extension Memorandum of Understanding – Chairman Weyler recognized Rep. Welch who read the following motion:

I move to approve the Memorandum of Understanding between the University System of New Hampshire and Rockingham County as recommended by the Board of Commissioners at the June 19, 2018 Board of Commissioners Meeting.

Rep. O'Connor seconded the motion. The motion was approved by a voice vote.

Other Business:

Chairman Weyler recognized Mr. Nickerson who commented that the final state caps have been received. He reported good news in that the County accurately budgeted for the increase.

Chairman Weyler recognized Mr. Nickerson who informed the members about the changes to the Bailiff's "me to clause" to mirror the changes made at the State level, effective June 8, 2018. He explained that the County did not anticipate the increase in the budget process and, therefore, a transfer may be needed to the Bailiff's salary line. He noted that he will watch the lines carefully and will report back to the members at the fourth or fifth quarter review.

Chairman Weyler recognized Rep. Chirichiello who questioned the union contracts and the recent decision from the Supreme Court. Commissioner St. James noted that none of the contracts at the County have an agency fee and are all open shops. Chairman Chirichiello asked Chairman Weyler to recognize Rep. Fesh for all his many years of service to the Town of Derry and the Rockingham County Delegation.

Chairman Weyler recognized Commissioner St. James who reported that the Nursing Home is looking to replace the position of Director of Nursing, since the passing of Leslie Fabian, former Director of Nursing. Also, two contracts are coming up for negotiations in the Correctional Officers and Legal Assistants bargaining units. Also, the contract for selling water to Three Ponds Campground is in place and will be a revenue source for the County with no costs to the County. Also, the \$12,000,000 spent on the remodeling of the Nursing Home Short-Term Stay Rehabilitation Unit and Café.

Chairman Weyler called for a moment of silence for Leslie Fabian.

Jew

Chairman Weyler recognized Rep. Major who noted that he recently attended a Drug Court Graduation at the Courthouse. He commented that he was very impressed to see the fine work of everyone involved in the program and urged the members to attend in the future.

Chairman Weyler thanked all the members of the Executive Committee for their dedicated service who are not running for reelection.

Chairman Weyler recognized Rep. Kolodziejski who made a motion to adjourn. Rep. Griffin seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 11:10 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. David A. Welch, Clerk
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE
*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Friday, October 19, 2018
9:30 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Friday, October 19, 2018 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the third quarter budget review for the 2018-2019 Transitional County Budget.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:31 a.m.

Chairman Weyler recognized Rep. Walter Kolodziej, Vice-Chairman, who delivered the Invocation and called for a moment of silence in remembrance of Albert Wright, former Superintendent of the Rockingham County Department of Corrections, and Joanne Packard, former wife of Rep. Sherman Packard.

Chairman Weyler recognized Rep. Robert Fesh who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 14 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Allen, Cali-Pitts, Cook, DeSimone, Edgar, Fesh, Gordon, Griffin, Hoelzel, Kolodziej, Major, Pantelakos, and Welch.
Excused: Reps. O'Connor and P. Katsakiores.

Also Present: Commissioner St. James, Steve Woods, Long-Term Care Director; Janet Demers, Long-Term Care; Alison Kivikoski, Human Resources Director; Brenda Santos, Commissioner's Office; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT; Superintendent Steve Church, Department of Corrections; Jayne Jackson, Department of Corrections; Martha Breen, Sheriff's Office; Charles Nickerson, Finance Director; Attorney Patricia Conway, County Attorney; High Sheriff Michael

Hureau, Sheriff's Office; Scott Priestley, Treasurer, Cathy Stacey, Registrar of Deeds; Commissioners Coyle, St. James, and Tombarello and Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler opened the meeting noting that this is the third quarter review of an 18-month budget to transition Rockingham County onto a fiscal year budget.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Chairman Weyler recognized Rep. Kolodziej in Rep. O'Connor's, Chairman of the Salary Subcommittee, absence who made a motion to approve the non-union pay plan as presented noted that there are no changes to the number of positions for the third quarter with 575 approved positions for 2018-2019, 479 filled positions, and 96 unfilled positions. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Rockingham County Delegation – Chairman Weyler recognized Rep. Pantelakos, Chair of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$83,125 at 17 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Chairman Weyler recognized Rep. Kolodziej in Rep. Milz', Chairman of the Treasurer's Subcommittee, absence who made a motion to approve the Treasurer's budget at \$12,804 at 45 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Chairman Weyler recognized Rep. Kolodziej, in Rep. Chirichiello's, Chairman of the County Attorney's Subcommittee, absence who made a motion to approve the County Attorney's budget at \$2,824,458 at 51 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

District Court – Chairman Weyler recognized Rep. Kolodziej, in Rep. Chirichiello's, Chairman of the County Attorney's Subcommittee, absence at \$171,044 at 58 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Weyler recognized Rep. Kolodziej, in Rep. Chirichiello's, Chairman of the County Attorney's Subcommittee, absence who made a motion to approve the Medical Examiner's budget at \$58,665 at 48 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who explained that she did call a subcommittee meeting on October 12, 2018, as it was the last meeting with Sheriff Hureau before his retirement, but noted that she was the only one present. She noted her disappointment and the fact that she has a written report for the record. She reported that the Dispatch Office is overcrowded and that working conditions and pay are why personnel do not stay. She noted that the budget is on track and Dispatch is in the hiring process which should bring the overtime line down. She noted that warrants and transports are up because of a change in the system. Rep. Cali-Pitts made a motion to approve the Sheriff's budget at \$4,900,819 at 53 percent expended. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Weyler recognized Rep. Kolodziej, in Rep. P. Katsakiores', Chair of the Deeds Subcommittee, absence who made a motion to approve the Registry of Deeds budget at \$1,008,936 at 51 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Weyler recognized Rep. Kolodziej in Rep. Milz', Chairman of the Commissioner's Subcommittee, absence who made a motion to approve the Commissioners budget at \$180,456 at 56 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Weyler recognized Rep. Kolodziej in Rep. Milz', Chairman of the General Government Subcommittee, absence who made a motion to approve \$1,898,797 at 51 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects & Projects List – Long-Range Planning Subcommittee – Chairman Weyler recognized Rep. Kolodziej in Rep. O'Connor's, Chairman of the Long-Range Planning Subcommittee, absence who made a motion to approve the budget at \$983,391 at 98 percent expended noting that the projects are on scheduled as planned. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote. Rep. Kolodziej reported for Rep. O'Connor that the he has spoken with the Chairman of the Board of Commissioners and the Space Allocation Subcommittee will not meet until after the election.

Grants – Chairman Weyler recognized Rep. Kolodziej in Rep. Milz', Chairman of the Grants Subcommittee, absence who made a motion to approve the Grants budget at \$13,431 2 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Weyler recognized Rep. Kolodziej in Rep. Barnes', Chairman of the Finance Subcommittee, absence who made a motion to approve the Finance Department budget at \$1,039,850 at 55 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. Rep. Cali-Pitts commented that she requested a copy of the Annual Report printed by the Commissioners. She stated that going forward, the Annual Report she b given to the Executive Committee. Commissioner Tombarello stated that he will see that the Executive Committee gets a copy. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Weyler recognized Rep. Gordon, Chairman of the Maintenance Subcommittee, who made a motion to approve the Maintenance budget at \$3,663,756 at 54 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

IT – Chairman Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve the IT budget at \$355,925 at 42 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Weyler recognized Rep. Fesh, Chairman of the Jail Subcommittee, who made a motion to approve the Jail budget at \$8,502,985 at 46 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Weyler recognized Rep. Kolodziej in Rep. Milz', Chairman of the Human Resources Subcommittee, absence who made a motion to approve the Human Resources budget at \$538,180 at 52 percent expended. Rep. Griffin seconded the motion. Chairman Weyler asked how the recruiting process is going and if we are finding candidates. Ms. Kivikoski that people are applying but noted that it is a competitive market and they are looking elsewhere as well. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District - Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who made a motion to approve the Conservation District budget at \$35,000 at 33 percent expended. Rep. Pantelakos seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension - Chairman Weyler recognized Rep. Cook, Chairman of the UNH Cooperative Extension Subcommittee, who made a motion to approve the UNH Cooperative Extension budget at \$301,061 at 47 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials - Chairman Weyler recognized Rep. Allen, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$127,667 at 32 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. Rep. Cali-Pitts asked if the meals for the Meals on Wheels Program are now being made by the County. Commissioner St. James noted that Glendale who provides the County's cafeteria services, is in the bidding process. Chairman Weyler recognized Rep. DeSimone who questioned if there has been any extensive discussion with Glendale in terms of staffing is concerned, noting that the staffing in the kitchen is horrible, and if they are going to increase the staffing if they bring the contract in. Mr. Woods responded that Glendale is going to be looking at what they need for supplies and staffing. Chairman Weyler recognized Rep. Welch who questioned why CASA expenditures were zero. Mr. Nickerson responded due to a timing issue with financial statements. Rep. Welch also commented regarding the IEU. Chairman Weyler asked for an update and Ms. Gates noted that the drillyard is still closed. A supplementary site investigation draft was received last week from GZA and they are moving conservatively. We should have an update by the end of today and we are ready to go forward to the next phase. She noted that there have been no changes to the standards up to this point, but have requested to go further out and deeper in the testing. Chairman Weyler commented regarding the report and the findings noting that they are excessive. Rep. Edgar commented regarding the parts per trillion and that the information is science based data. Chairman Weyler commented that he disagrees. Rep. Cali-Pitts commented that the County should be in full compliance with the law. There were no further questions. The motion was approved by a voice vote.

Long-Term Care - Chairman Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, who made a motion to approve the Long-Term Care budget at \$21,468,657 at 52 percent expended. Rep. Griffin seconded the motion. Rep. Weyler asked Mr. Woods for an update on the construction and he reported that it is almost complete and they are in the process of bringing in new staff. Also, the new director of nursing is on board and is doing a very good job. Increasing the occupancy is ongoing and should be done by the end of the year. Rep. DeSimone thanked Mr. Woods, Ms. Kivikoski, and Mr. Nickerson for their almost seamless transition with the 18-month budget. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance - Chairman Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, noted that the budget is in good shape and everyone received a notice of the categorical assistance report. Rep. Hoelzel made a motion to approve \$13,794,094 at 49 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Revenues - Chairman Weyler recognized Rep. Kolodziej in Rep. Barnes', Chairman of the Revenues Subcommittee, who made a motion to approve Revenues at \$71,048,492 at 75 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Internal Service Funds – Chairman Weyler referred the members to the Internal Service Funds for their information and review.

Guest Speakers – Commissioner Jeff Myers, NH DHHS and Henry Lipman, NH Medicaid Director

Chairman Weyler recognized Guest Speakers Myers and Lipman who were presented to discuss Integrated Delivery Network (IDN) Funding and Pro-share. Mr. Myers provided an overview of the program.

We have to earn this money it is not a grant. Program was approved by the fiscal committee of the general court and it was granted in 2016. Opioid crisis. Workin to build community health resources for mental health issues. We are trying to integrate primary care and mental health services and Services ove the long term will reduce state cost and county costs. We are building cappaity to delivery these services. Medicaid eligible . RC nad Hills have half the population. Two buckets of \$ - state spending on health care related expenditures. 10,000,000 in allowable Medicaid expenditures at the 11 county nh that were not matched. Budget neutrality factor. Funds will be matched but we have to put the money in the pot to match them state appropriates money and our expenditure gets match to fund the IDN services, and the county had costs that were not matched. Every county gets a proshare payment allows Medicaid and medicare .The state is asking for for 2018 we are asking that the county vote to invest 50 percent of the increase \$1,180,000,000.transfer that to the state so we can double those funds and put it out to the contracts for the IDN's. The \$ is going into the community. It is coming back to you communities administered by local providers. Local organizations to make decisions to invest the money for these program. Building a structure that can be used in the future. Hosptials, communit mental health centers, agencies. A hugely positive impact. If rockingham doesn't participate in this program, it will fall apart. 8 counties have approved 50 percent. Coos county hasn't participated. I hope rockingjam will as well. Weyler anothr version – all the costs in Medicaid were evenly divided between the state and the county and the state as they remained shot reneged on their share. As it evolved the county was paying more of the 50 percent. The final decision was the county would pay 50 percent and the federal 50 percent and the other organizations you take care of not the counties. The source and the reason it is in our hands I that they were shorting us for Medicaid payments for nursing home care. Thanked mr. lipman for his efforts to increase the county's share. I discussed this with Hillsborough and they are giving pack 4 million, instead of the 5 million. We need the comments from the BOC and Mr. Nickerson who have been looking at this more than the EC meeting. Cali-Pitts strings on the money that we give back is there a string on what is can be used for. Myers can only be used for direct services back to the communities. Will the county get the money back? The waiver is approve duntill deecember 31, 2020. Do no know if it will be reviewed or not. Myers explained. These funds are going to come back to the counties – we're one state. Kolodziej – Myers money appropriate to us by the congress. Money from the federal government. Money is going to treat people more holistically to address the social needs as well. Federal government gives the \$\$\$ for contracts and services that will be approved for services. Coyle – Hillsborough got an 8 million dollar increase and their nursing home doesn't lose money so they can get back 4 million. We don't have IDN's in Rockingham County. They are not in our county and we're the second largest in the state. To give a million.4 that they want back, it's not frugal with our money. This is a program that is not funded after 2020. St. James commented that he agrees with some of Coimmisisoner OCyles's comments. Tombarello I feel the programs need to be funded. I am all in for the 50 percent. I think we need to do it. The governor supports this. It is a savings for us to support the programs. Major – commissioner coyle are you saying nothing. Nickerson – our Medicaid losses will substantially increase. Most of our beds are Medicaid. We have more Medicaid losses. Mr. Lipman if your losses are greater going forward your share will increase next year. Spoke about Pro-share 1 and Pro-share 2. Myers this is a unique program in NH . No other state has proshare to my knowledge commented Myers. DeSimone – your asking for a lot of money are you going to come back year after year and ask for money. Myers – we want to come and meet with you going forward. If I can't demonstrate this is working I wouldn't be able to ask for a standard contribution going forward. DeSimone – can you tell me how much will be delegated to the after care programs for substance abuse

and if building facilities will be able to build facilities for after care. I don't make a decision how the money will be spent. Major – if you use the average of the other states what they get for proshare and not nh will we get more money. Myers – not sure how to answer state's fund proshare in very different ways. I am not an expert in other states does this. Major what did we use as a basis? Lipman answered by referring to cost calculations. Increase the gap which allowed us to draw a greater match. Cali-Pitts – id on't feel I have enough information to make an informed decision. Myers procedural question for next meeting. Pantelakos – vote today for the next delegation, I don't think we should. Weyler – recapped Mr. Nickerson's comments that We had a reduced population otherwise we would have gotten more money. Welch explained that this will have to come before the new delegation. Coyle – we don't have to spend every dollar that the delegation recommends. Table discussion until December 12, 2018. Weyler commissioners come up with a handout to give to the new delegation. POSTPONING DISCUSSION ON ITEM #8 – motion passes by a voice vote.

Other Business:

Chairman Weyler recognized High Sheriff Michael Hureau by reading a declaration from the Speaker of the New Hampshire House of Representatives. Sheriff Hureau received his declaration and thanked the members of the Executive Committee for their support throughout the years and their continued support to the Sheriff's Department in the years to come.

Chairman Weyler recognized Reps. Allen, Fesh, and Gordon and thanked them for their years of service and attendance rate on the Rockingham County Executive Committee and Delegation.

Chairman Weyler recognized Rep. Hoelzel, Chair of the Adult Medical Day Care Subcommittee, who referred the members to the minutes of the September 21, 2018 meeting and tour. She briefed that members that the program seems to be working very well. Chairman Weyler thanked the Commissioners for their efforts in the program's success. Commissioner Tombarello commented.

Chairman Weyler referred to a letter distributed to the members regarding a complaint to the Delegation Officers dated September 2018 from an employee. He noted that the letter is unsigned. Share the letter with the Commissioners and the Human Resources Director.

Chairman Weyler recognized Commissioner Coyle who reported to the members that there is \$75,000 in appropriated funds from past projects in the Nursing Home that were not used. He commented that he wanted the Executive Committee to be aware of the overage.

There being no further business, the meeting adjourned at 11:26 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

DELEGATION ORGANIZATION MEETING

Wednesday, December 12, 2018
10:00 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The members of the Rockingham County Delegation held an Organization Meeting on Wednesday, December 12, 2018 at 10:00 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to elect Officers and an Executive Committee, and to conduct other county business.

Rep. Norman L. Major, Chairman, called the meeting to order at 10:04 a.m.

Chairman Major recognized Rep. Kenneth L. Weyler who delivered the Invocation.

Chairman Major recognized Rep. Laura Pantelakos who led the Pledge of Allegiance.

Chairman Major recognized Rep. David A. Welch, Clerk, who conducted the roll call.

Those in attendance were: Rep. Norman L. Major, Chairman; Representatives Abbas, Abrami, Abramson, Barnes, Berrien, Bershstein, Bunker, Bushway, Cahill, Cali-Pitts, Chirichiello, Costable, Coursin, Cushing, DeClercq, DeSimone, Desilets, Dilorenzo, Dolan, Doucette, Edgar, Edwards, Eisner, Elliott, Fowler, Gay, Gilman, Gilman, Green, Griffin, Grote, Guthrie, Harb, Hobson, Hoelzel, Janigian, Janvrin, Katsakiores, Khan, Kolodziej, Loughman, Love, Lovejoy, McBeath, McConnell, Maggiore, Major, Malloy, Melvin, Meuse, Milz, Murray, O'Connor, Packard, Pantelakos, Pearson, Piedmonte, Potucek, Pratt, Roy, Somssich, Sytek, Thomas, Torosian, True, Vallone, Wallace, Ward, Warner, Webb, Welch, and Weyler.

Excused: Representatives Elliott, Lundgren and McKinney.

Absent: Representatives Abbas, Altschiller, DeClercq, Edwards, Gilman, Grossman, Le, McBride-Lewis, McMahon, Morrison, Osborne, Owens, Pearson, Stephen; Prudhomme-O'Brien, Read, Spillane, Verville, and Yokela.

Also Present: Steve Woods, Long-Term Care; Brenda Santos, Judge Gates, Engineering & Maintenance; Robin Bernier, IT; Alison Kivikoski, Human Resources; Superintendent Stephen Church, Department of Corrections; Cathy Stacey, Register of Deeds; Charles Nickerson, Finance Officer; Commissioners Coyle, St. James and Tombarello; Cheryl A. Hurley, Delegation Coordinator.

Rep. Welch, Clerk, reported a total of 68 members present.

Chairman Major declared that a quorum was present.

Chairman Major recognized Rep. Kathleen Hoelzel, Chair of the Nominating Committee. Rep. Hoelzel nominated Rep. Norman L. Major for Convention Chairman. Rep. O'Connor seconded the nomination. Rep. Major called for further nominations. There were none. The motion was approved by a voice vote. Rep. Major instructed the Clerk to cast one ballot for Rep. Norman L. Major as Convention Chairman.

Chairman Major recognized Rep. Hoelzel for the nomination of Convention Vice-Chairman. Rep. Hoelzel nominated Rep. Mary Griffin for Convention Vice-Chair. Rep. Pantelakos seconded the nomination. Rep. Major called for further nominations. There were none. The motion was approved by a voice vote. Rep. Major instructed the Clerk to cast one ballot for Rep. Mary Griffin for Convention Vice-Chair.

Chairman Major recognized Rep. Hoelzel for the nomination of Convention Clerk. Rep. Hoelzel nominated Rep. David Welch for Convention Clerk. Rep. Pantelakos seconded the nomination. Rep. Major called for further nominations. There were none. The motion was approved by a voice vote. Rep. Major instructed the Clerk to cast one ballot for Rep. David Welch for Convention Clerk.

Chairman Major recognized Rep. Hoelzel for the nomination of Executive Committee Chairman. Rep. Hoelzel nominated Rep. Kenneth Weyler for Executive Committee Chairman. Rep. O'Connor seconded the nomination. Rep. Major called for further nominations. There were none. The motion was approved by a voice vote. Rep. Major instructed the Clerk to cast one ballot for Rep. Kenneth Weyler for Executive Committee Chairman.

Chairman Major recognized Rep. Hoelzel for the nomination for Executive Committee Vice-Chairman. Rep. Hoelzel nominated Rep. Walter Kolodziej for Executive Committee Vice-Chairman. Rep. O'Connor seconded the nomination. Rep. Major called for further nominations. There were none. The motion was approved by a voice vote. Rep. Major instructed the Clerk to cast one ballot for Rep. Walter Kolodziej for Executive Committee Vice-Chairman.

Chairman Major recognized Rep. Hoelzel for the nomination for Executive Committee Clerk. Rep. Hoelzel nominated Rep. David Welch for Executive Committee Clerk. Rep. Pantelakos seconded the nomination. Rep. Major called for further nominations. There were none. The motion was approved by a voice vote. Rep. Major instructed the Clerk to cast one ballot for Rep. David Welch for Executive Committee Clerk.

Chairman Major recognized Rep. Hoelzel for the nomination of the Executive Committee, District 1. Rep. Hoelzel presented the following slate:

District 1

Rep. Jaqueline Cali-Pitts
Rep. Michael Edgar
Rep. Jason Janvrin
Rep. Laura Pantelakos

Rep. Scott Wallace

Rep. Pantelakos seconded the nomination. Chairman Major called for further nominations. There were none. The motion was approved by a voice vote. Chairman Major instructed the Clerk to cast one ballot for the slate for the Executive Committee, District 1, as presented.

Rep. Major recognized Rep. Hoelzel for the nomination of Executive Committee, District 2. Rep. Hoelzel presented the following slate:

District 2

Rep. Arthur Barnes
Rep. Debra DeSimone
Rep. Julie Gilman
Rep. Kathleen Hoelzel
Rep. Liz McConnell

Rep. O'Connor seconded the nomination. Chairman Major instructed the Clerk to cast one ballot for the slate for the Executive Committee, District 2, as presented.

Chairman Major recognized Rep. Hoelzel for the nomination for Executive Committee, District 3. Rep. Hoelzel presented the following slate:

District 3

Rep. Brian Chirichiello
Rep. Phyllis Katsakiores
Rep. David Milz
Rep. John O'Connor
Rep. Sherman Packard

Rep. Pantelakos seconded the motion. Chairman Major instructed the Clerk to cast one ballot for the slate for the Executive Committee, District 3, as presented.

Chairman Major recognized Rep. Griffin who read the following motion:

Resolution 2018-1 – Adoption of Procedures for Filling Rockingham County Executive Committee Vacancies (RSA 24:2-b):

I move that the Rockingham County Convention authorize the Executive Committee to fill vacancies on the Executive Committee by a vote of the remaining members. Replacements shall be from the same Commissioner District as the seat being vacated, and to the extent possible shall be from the same party.

Rep. Pantelakos seconded the motion. Chairman Major called for questions. There were none. The motion was adopted by a voice vote.

Chairman Major recognized Rep. Griffin who read the following motion:

Resolution 2018-2 – Executive Committee to act as a Subcommittee (RSA 24:2)

I move that we, the County Convention, designate the Rockingham County Executive Committee, according to RSA 24:2, to act as a subcommittee to consider the budget, or other matters, and make recommendations to the County Convention.

Rep. Pantelakos seconded the motion. Chairman Major called for questions. There were none. The

Chairman Major recognized Rep. Griffin who made the following motion:

Resolution 2018-3 - Motion to Designate Delegation Officers/Executive Committee Officers Members of County Convention Audit Committee

I move that we, the Rockingham County Convention, designate the Rockingham County Delegation Officers and Executive Committee Officers members of the County Convention Audit Committee. (RSA 28:3-a County Audits).

Rep. Pantelakos seconded the motion. Chairman Major called for questions. There were none. The motion was adopted by a voice vote.

Chairman Major recognized Rep. Griffin who made the following motion:

Motion to Approve UNH Cooperative Extension Memorandum of Understanding (RSA 24:10-A)

I move that we, the Rockingham County Convention, approve the Memorandum of Understanding between the University System of New Hampshire and Rockingham County recommended by the Board of Commissioners on June 19, 2018 and voted by the Executive Committee on July 20, 2018 for Delegation ratification and approval.

Rep. Pantelakos seconded the motion. Chairman Major called for questions. Chairman Major recognized Rep. True who asked for an explanation on the MOU. Chairman Major recognized Rep. O'Connor, UNH Advisory Board Member, who explained. The motion was approved by a voice vote.

Chairman Major recognized Rep. Mary Griffin who read the following motion:

Rockingham County Legal Assistants I, II and Paralegals Cost Items for Union Contract 1/1/2019-6/30/2021

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled "1-1-19 to 6-30-21 LAI_LAII_Paralegal CBA Cost Items.xlsx" created by Finance.

Cost items for two-and-a-half year contract ending 6/30/2021, gross dollar figure \$1,813,926.

Rep. Katsakiores seconded the motion. Chairman Major recognized Rep. True who commented that he is opposed to the increase. Chairman Major recognized Commissioners Coyle who explained that the County Attorney's Office has a difficult time retaining staff due to their pay. Chairman Major called for further questions. There were none. The motion was approved by a voice vote. Rep. True voted no.

Chairman Major recognized Rep. Mary Griffin who read the following motion:

Rockingham County Correctional Officers Cost Items for Union Contract 1/1/2019-6/30/2021

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled "Correctional Officers - Contract Cost Items for 1-1-19 to 6-30-21.xlsx" prepared by Finance.

Cost items for the two and a half year contract ending 6/30/2021, gross dollar figure \$1,205,200

Rep. Pantelakos seconded the motion. Chairman Major called for questions. Rep. True spoke in opposition of the increases in the union contract cost items. Commissioner St. James explained that the Sheriff's Office is the largest law enforcement agency in Rockingham County and deputies are trained and leave to work elsewhere for better pay. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Mary Griffin who read the following motion:

AUTHORIZATION TO BORROW

FUNDING FOR TRANSITION TO A JUNE 30 FISCAL YEAR

BE IT RESOLVED: That Rockingham County is hereby authorized to raise and appropriate a sum of Six Million Dollars (\$6,000,000) for the purposes funding the County's transition to a June 30 fiscal year. Six Million Dollars (\$6,000,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the provisions of New Hampshire RSA Chapters 28 and 33, as amended; to authorize the County Commissioners to issue, negotiate, sell and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the County Commissioners to take any other action or to pass any other vote relative thereto.

Rep. Katsakiores seconded the motion. Chairman Major called for questions. There were several questions from the members. Commissioner Coyle and Mr. Nickerson explained. Rep. Weyler also explained. It was explained that the bond authorization to transition to a fiscal year was approved on February 28, 2018 during the budget approval meeting. The bond re-authorization is being brought to the Delegation members at this time because when the original bond motion was approved, the public hearing and the vote on the bond was outside the timeframe to be in compliance with the RSA.

Chairman Major recognized Commissioner Coyle who commented that the Board of Commissioners will only need to bond \$5,000,000 out of the \$6,000,000 bond. Chairman Major recognized Rep. Baldasaro who referring to Commissioner Coyle's comments during the Public Hearing that the Board of Commissioners will need the amount of \$5,000,000 instead of \$6,000,000. A lengthy discussion ensued. Chairman Major recognized Rep. Baldasaro who made a motion to amend the amount of the bond from \$6,000,000 to \$5,000,000. Rep. Doucette seconded the motion. A lengthy discussion ensued regarding the motion. Chairman Major recognized Rep. Cali-Pitts who suggested that the language that the language be amended to read: "up to 6 million dollars." Rep. Baldasaro commented. Chairman Major recognized Rep. Hoelzel who asked if Rep. Baldasaro could change his motion. Rep. Baldasaro stated that he is willing to change his motion to include the language "up to six million dollars." There were several questions from the floor. Commissioner Coyle and Mr. Nickerson explained. Rep. Welch explained that the authorization has been already given by the Delegation and the re-authorization is a matter of formality. Chairman Major recognized Rep. Baldasaro who made a motion to amend his motion to amend the language to include "up to" in front of six million dollars. Rep. Hoelzel seconded the motion. Chairman Major recognized Rep. Harb who made a point of order on the amended to further amend to add the language "not more than" in front of six million dollars. Rep. Pantelakos seconded Rep. Harb's amendment. Chairman Major called for further questions. There were none. The motion as amended was approved by a voice vote.

Chairman Major recognized Rep. Mary Griffin who re-read the motion as amended:

BE IT RESOLVED: That Rockingham County is hereby authorized to raise and appropriate a sum of up to Six Million Dollars (\$6,000,000) for the purposes funding the County's transition to a June 30 fiscal year. Not more than Six Million Dollars (\$6,000,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the provisions of New Hampshire RSA Chapters 28 and 33, as amended; to authorize the County Commissioners to issue, negotiate, sell and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the County Commissioners to take any other action or to pass any other vote relative thereto.

Rep. Webb seconded the motion. The Several questions were raised. Commissioner St. James and Mr. Nickerson responded. Rep. Weyler made a motion to move the question. Rep. Pantelakos seconded. The motion to move the question was approved by a voice vote. Chairman Major called for the vote on the motion as amended. The motion was unanimously approved by a voice vote.

Chairman Major recognized Rep. Kolodziej who made a motion to adjourn. Rep. Pantelakos seconded the motion. There being no further business, the meeting adjourned at 11:40 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Delegation

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE
Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Wednesday, December 12, 2018
Following Delegation Organization Meeting
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Wednesday, December 12, 2018 at 11:40 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct confirm Executive Committee Officers and other business.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 10:40 a.m.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 18 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Gilman, Griffin, Hoelzel, Janvrin, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Pantelakos, Wallace, Welch, and Weyler. Absent: Rep. Gilman

Also Present: Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler opened the meeting noting the first order of business was to confirm Executive Committee Officers. Chairman Weyler recognized Rep. Chirichiello who made a motion to approve the Executive Committee Officers as follows:

Rep. Kenneth Weyler, Chairman
Rep. Walter Kolodziej, Vice-Chairman
Rep. David A. Welch, Clerk.

Rep. Packard seconded the motion. The motion was approved by a voice vote.

The next order of business was to approve a line item transfer request for Engineering & Maintenance.

Engineering/Maintenance – Transfer from 11300000 57131 Vehicle Lease \$4,999.00 to line 11300023 53501 Grounds & Roads Equipment – Expendable \$4,999.00.

Comments/Explanation: Transfer is requested for the purchase of a plow to be installed on a newly purchased Pickup truck. The original intention had been to lease the plow when the vehicle was leased but we would like to outright purchase.

Rep. Kolodziej made a motion to approve the following line item transfer request as presented. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

Chairman Weyler read the following Regrades/Repurpose requests for approval:

Long-Term Care Nursing, Full-Time Position, Staff Scheduler to Staff Scheduler, request to Grade Level Change, Consultant Recommendation of 11/6/18.

Rep. Chirichiello made a motion to approve the grade level change as presented. Rep. Pantelakos seconded the motion. The motion was approved by a voice vote.

Long-Term Care Nursing, Full-Time Position – Repurpose Position from LNA to Administrative Assistant Full-Time.

Rep. Chirichiello made a motion to approve the request as presented. Chairman Weyler recognized Rep. DeSimone who explained the position requires an increase in education level to fulfill the job duties. She also noted that the repurpose is necessary to be competitive with other facilities in order for the nursing home to retain its staff. Rep. Pantelakos seconded the motion. The motion was approved by a voice vote.

Long-Term Care Administration, from Accounts Payable Clerk, to an Accounts Payable Clerk, Additional Hours from a part-time position (30 hours) to a full-time position (40 hours).

Rep. Chirichiello asked if this request would result in a change in benefits. Ms. Kivikoski responded yes, noting that the employee in the position is already benefit eligible. Rep. Hoelzel made a motion to approve the request as presented. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

Chairman Weyler recognized Rep. Hoelzel who made a motion that the Executive Committee be kept updated and informed on the bond issue relative to the transitioning to a fiscal year. Rep. Katsakiores seconded the motion. Chairman Weyler asked Rep. Hoelzel if she had any specifics. Rep. Hoelzel explained that she believes it would be helpful for the members to know the percentages, payments, and progress on payments. Mr. Nickerson noted that he would be able to provide that information. Chairman Weyler asked for questions. There were none. The motion was approved by a voice vote.

There being no further business to come before the meeting, Rep. Chirichiello made a motion to adjourn. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

PUBLIC HEARING
DECEMBER 12, 2018
9:00 A.M.
HILTON AUDITORIUM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD NH

Called to order at 9:04 a.m.

Ground Rules provided by Rep. Norman L. Major, Chairman.

Chairman Major recognized Commissioner Coyle who provided an overview on the union contract cost items for the Rockingham County Legal Assistants I, II, and Paralegals, and Correctional Officers. Commissioner Coyle noted that the cost items are mostly relative to wages. These increase in wages were in the \$1.00 to the \$1.25 an hour range. Many of our corrections officers get trained and leave to work elsewhere to get more money. It is a significant cost increase. It is necessary to retain the people who are doing a good job.

Rep. Cali-Pitts – What is the total increase \$14,000,0000 and the contract starts January 1 for the remaining 6 months of this year's fiscal year budget and the rest of the costs would be in the next two years budget cycles.

Rep. O'Connor – concur with the request to increase. Salary Subcommittee former Chairman recognizes the increases are necessary. Forced overtime for our co's have been a long-standing issue.

Rep. Gay wise way to spend the money.

Rep. Cali-Pitts – was it put on the table if we do the training there is a certain amount of training that you have to stay with us? Commissioner St. James. It was not put on the table during negotiations. They need to pass a background and polygraph test. It was not brought up on the table.

Chairman Major asked Commissioner Coyle to speak regarding the Bond Re-Authorization. The commissioners met and are asking for \$5,000,000 instead of the \$6,000,000.

Reauthorize the Bond amount up to \$6,000,000 but we are asking for \$5,000,000. Corrections department was costing the county a lot of money and as a result of the jail subcommittee the jail population is at 117 and the numbers have been decreasing steadily.

Barnes – life of the bond and payment. Mr. Nickerson 10 years, and net cost rate of 3.75 percent.

Public Hearing closed at 9:14 a.m.

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE
Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING Friday, February 1, 2019 9:30 a.m. Hilton Auditorium Rockingham County Nursing Home Brentwood NH

The Rockingham County Executive Committee met on Friday, February 1, 2019 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the fourth quarter budget review for the 2018-2019 Transitional County Budget.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:31 a.m.

Chairman Weyler, Vice-Chairman, delivered the Invocation

Chairman Weyler recognized Rep. Arthur Barnes who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 16 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Barnes, Cali-Pitts, Chirichiello, Edgar, Gilman, Griffin, Hoelzel, Janvrin, P. Katsakiores, McConnell, Milz, O'Connor, Packard, Wallace, and Welch.

Excused: Reps. Kolodziej, Major, and Pantelakos.

Absent: Rep. DeSimone

Also Present: Commissioner Coyle; Chuck Nickerson, Finance Director; Steve Woods, Long-Term Care Director; Janice Demers, Long-Term Care; Alison Kivikoski, Human Resources Director; Brenda Santos, Board of Commissioners; Jude Gates, Engineering & Maintenance Director; Major Darin Melanson, Sheriff's Department; Superintendent Steve Church, Department of Corrections; Karen Arsenault, Department of Corrections; Cathy Stacey, Register of Deeds, Attorney Patricia Conway, County Attorney; Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler stated the purpose of the meeting which was to conduct the fourth quarter budget review, noting that this is the 4/6 budget review of an 18-month budget process. Rep. Weyler provided a brief overview of the budget review process new members of the Executive Committee.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Chairman Weyler recognized Rep. Packard, Chairman of the Salary Subcommittee, who made a motion to approve the Position Listing as presented. Rep. Hoelzel seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Rockingham County Delegation – Chairman Weyler recognized Rep. Griffin, in Rep. Pantelakos' excused absence, who made a motion to approve the Delegation budget at \$104,450 at 21 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. Rep. Weyler explained the percentage expended to date noting that it is due to unspent money in the Contingency line. The motion was approved by a voice vote.

Treasurer – Chairman Weyler recognized Rep. Milz, Chairman of the Treasurer's Subcommittee, who made a motion to approve the Treasurer's budget at \$11,870 at 42 percent expended. Rep. Hoelzel seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Chairman Weyler recognized Rep. Chirichiello, Chairman of the County Attorney Subcommittee, who made a motion to approve the County Attorney's budget at \$3,575,125 at 64 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

District Court – Chairman Weyler recognized Rep. Chirichiello, Chairman of the County Attorney Subcommittee, who made a motion to approve the District Court budget at \$213,389 at 72 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Weyler recognized Rep. Chirichiello, Chairman of the Medical Examiner Subcommittee, who made a motion to approve the Medical Examiner's budget at \$74,059 at 60 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who made a motion to approve the Sheriff's budget at \$6,303,431 at 68 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Weyler recognized Rep. P. Katsakiores, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$1,250,436 at 63 percent expended. Rep. Cali-Pitts seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners Office – Chairman Weyler recognized Rep. Milz, Chairman of the Commissioner's Subcommittee, who made a motion to approve \$219,900 at 68 percent expended. Rep. P. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Weyler recognized Rep. Milz, Chairman of the General Government Subcommittee, who made a motion to approve \$2,066,426 at 55 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects/Long-Range Planning Subcommittee – Chairman Weyler recognized Rep. Janvrin, Chairman of the Projects/Long-Range Planning Subcommittee, who made a motion to approve the Projects budget at \$984,801 at 98 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Weyler recognized Rep. Milz, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at \$13,431 at 2 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. Rep. Cali-Pitts questioned why the amount expended was low. Mr. Nickerson explained that there was only one grant application budgeted in the 18-month budget. He pointed out, however, that there is a community development block grant being proposed in Epping for day services for the developmentally disabled. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Weyler recognized Rep. Barnes, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Department budget at \$1,326,562 at 71 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. Mr. Nickerson explained the expenditures to date in the benefits/salary lines and noted that a new payroll coordinator was recently hired. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Weyler recognized Rep. O'Connor, Chairman of the Maintenance Subcommittee, who made a motion to approve the Engineering & Maintenance budget at \$4,495,293 at 68 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

IT – Chairman Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve the IT budget at \$477,468 at 57 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Weyler recognized Rep. Wallace, Chairman of the Department of Corrections Subcommittee, who made a motion to approve the Department of Corrections budget at \$10,819,008 at 58 percent expended. Rep. Hoelzel seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who made a motion to approve the Human Resources budget at \$689,326 at 66 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District - Chairman Weyler recognized Rep. Gilman, Chair of the Conservation District Subcommittee, who made a motion to approve the Conservation District budget at \$52,500 at 50 percent expended. Rep. Hoelzel seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Weyler recognized Rep. Gilman, Chair of the UNH Cooperative Extension Subcommittee, who made a motion to approve the UNH Cooperative Extension budget at \$410,415 at 66 percent expended. Rep. Hoelzel seconded the motion. Chairman Weyler called for questions. There were none. Chairman Major recognized Rep. O’Connor who pointed out to the members that the Memorandum of Understanding (MOU) between Rockingham County and the UNH Cooperative Extension was approved in 2018. The motion was approved by a voice vote.

Non-County Specials – Chairman Weyler recognized Rep. McConnell, Chair of the Non-County Specials Subcommittee, who made a motion to approve the Non-County Specials budget at \$191,500 at 48 percent expended. Rep. Hoelzel seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care – Chairman Weyler recognized Rep. Griffin, in Rep. DeSimone’s absence, who made a motion to approve the Long-Term Care budget at \$27,679,302 at 67 percent expended. Rep. Hoelzel seconded the motion. Rep. Weyler asked Mr. Nickerson if Proshare money was included in the revenue budget. Mr. Nickerson responded yes, noting the amount to be \$5,000,000. He added that another influx of Proshare money will come in again in June. He explained that the influx of funds results in the County having to pay more bed tax, and that a transfer may be necessary in April. He noted that the County is getting 5.5 percent more in revenue. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who made a motion to approve \$13,781,154 at 49 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. Rep. Edgar questioned the amount expended in the budget vs. the total amount in the Categorical Assistance Total by Town. Mr. Nickerson explained that the difference in the numbers are due to a lag in billing. Rep. Wallace questioned the out-of-state amount. Mr. Nickerson explained that the County is responsible for the costs of out-of-state patients in the County nursing home. Rep. Major called for further questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Weyler recognized Rep. Rep. Barnes, Chairman of the Revenues Subcommittee, who made a motion to approve Revenues budget at \$76,764,416 at 81 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote. Chairman Weyler recognized Ms. Stacey who reported that the Deeds Office recorded the closing of the Seabrook Dog Track today due to the sale of 5.5 million dollars.

Internal Service Funds – Chairman Weyler referred the members to the Internal Service Funds for information and review. Chairman Weyler asked the members if they had any questions or comments. There were none.

Line Item Transfer Requests

Long-Term Care Services – Transfer from line 11706000-53502 Equipment Non-Expendable NH Enviro \$60,000.00 to line 11706000-53501 Equipment Expendable NH Enviro \$60,000.00.

Comments/Explanation: This request is to move the above funds to cover the cost of the remaining furniture items needed in the completion of construction. The above amount was budgeted in the Non-Expendable Equipment line, but the cost of this furniture falls in the Expendable equipment line as individual items cost between \$500-\$4,999.

Chairman Weyler recognized Rep. Griffin, in Rep. DeSimone's absence, who made a motion to approve the line item transfer request as presented. Rep. Packard seconded the motion. The motion was approved by a voice vote.

Sheriff's Department – Transfer from line 151*53804 New Vehicle Equipment \$8,500 to line 151*53501 Expendable Equipment \$2,060 to 151*53400 Office Supplies \$6440.

Comments/Explanation: The STSA grant has modified its method of reimbursement. Part of the grant now requires the purchase of items that were not budgeted in our 2019, 18-month budget as the grant was awarded over the summer. Expenses associated with this change will not exceed \$8,500 and are anticipated to include items such as traffic vests, lanyards, gloves, toolboxes, tape, WE-40, and general supplies. Two laptops will also be purchased.

Chairman Weyler recognized Rep. Cali-Pitts who made a motion to approve the transfer as presented. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

Sheriff's Department – Line item transfer from line 15101*51002 Dispatch Operators (salary line) \$32,000 to line 15101*51402 Dispatch Overtime \$32,000.

Comments/Explanation: Requesting a transfer from Dispatch salaries to Dispatch overtime. Difficulty in hiring full-time dispatch operators resulting in more overtime usage to remain adequately staffed.

Chairman Weyler recognized Rep. Cali-Pitts who made a motion to approve the transfer as presented. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. Chairman Weyler recognized Rep. Hoelzel who asked if the members could be updated on the Dispatch overtime at the next quarterly review meeting. Rep. Cali-Pitts agreed to provide the members with an update. The motion was approved by a voice vote.

Other Business:

Chairman Weyler recognized Commissioner Coyle who explained that renovations in the Nursing Home are almost complete. He spoke briefly about the meetings being held on February 5th regarding the supplemental appropriation request for IDN funding.

Chairman Weyler recognized Rep. Cali-Pitts who asked if there has been any discussion for transitional housing at the Jail. Commissioner Coyle responded that the Commissions and the Superintendent of the Jail are in support of transitional housing, but not sure where the funds will come from to build such a facility. He noted that the Governor is promising the County money. Chairman Weyler recognized Rep. Cali-Pitts who asked for a follow-up on the construction project for new Dispatch quarters. Chairman Weyler noted that Rep. O'Connor, Chairman of the Space Allocation Subcommittee, will be holding a meeting on Monday, February 11, 2019 at 1:00 p.m. to continue discussions with the Commissioners regarding their intent for the space allocation project.

Chairman Weyler recognized Rep. Janvrin who briefly spoke about a bill in the House requiring Sheriff Deputies to transport inmates to doctors for second opinions for their medical issues. He questioned how much that would cost the County. Chairman Weyler recognized Rep. Wallace who explained that Belknap County estimates their costs to be \$8,000. Rep. Janvrin noted that any information on what the costs would be to the County would be helpful. Superintendent Church provided an explanation on transport costs, noting that they are less concerning to him in relationship to the costs for inmates going outside the facility to see doctors for a second opinion. He explained that the inmates have access to a primary care physician inside the facility. Rep. Weyler asked how many second opinion requests have

been sought thus far. Superintendent Church responded zero. Chairman Weyler recognized Rep. Welch who explained the reason for the bill is due to the decertification of the physician at the Valley Street Jail,

Commenting that if they start providing good care maybe the issue will go away. Major Melanson explained that the Sheriff's Department is responsible for the pre-trial medical transports, and the Jail is responsible for the sentencing transports. He noted that second opinions could be costly going to Boston and Lebanon. Superintendent Church stated that he will be at the Senate hearing when that bill is discussed.

Chairman Weyler thanked Mr. Nickerson for doing a great job during this transitional budget. He thanked the Executive Committee Members for their willingness to serve, and welcomed the new members to the Executive Committee, noting that the state representatives are the legislative and appropriating body responsible for voting the County budget.

Chairman Weyler reminded the members that there will be an Executive Committee/Public Hearing on Tuesday, February 5, 2019 at 5:00 p.m., noting that a quorum of the Executive Committee is required, and that a Delegation Meeting will immediately follow. Chairman Weyler gave a brief history of the Proshare dollars and an agreement made several years ago between the county and the state. He informed the members that he will not be in attendance at the meeting on Tuesday due to a prior commitment that he cannot change.

Chairman Weyler recognized Rep. Milz who made a motion to adjourn. Rep. Katsakiores seconded the motion. There being no further business, the meeting adjourned at 10:31 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David a. Welch, Chairman
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES
ROCKINGHAM COUNTY
EXECUTIVE COMMITTEE MEETING
PUBLIC HEARING
Tuesday, February 5, 2019
5:00 p.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Tuesday, February 5, 2019 at 5:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to consider a supplemental appropriation request voted by the Board of Commissioners in the amount of \$669,235 for Integrated Delivery Network (IDN) Funding (RSA 24:13-c).

Rep. Walter Kolodziej, Vice-Chairman, and acting Chairman in Rep. Weyler's excused absence, called the meeting to order at 5:01 p.m.

Chairman Kolodziej recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 13 members present at the time the roll was called. Chairman Kolodziej declared that a quorum was present. Reps. Wallace and Janvrin arrived late, making a total of 15 members present.

Those present were: Rep. Kolodziej, Acting Chairman, Reps. Barnes, Cali-Pitts, Edgar, Gilman, Griffin, Hoelzel, Janvrin, McConnell, Milz, O'Connor, Packard, Pantelakos, Wallace, and Welch.

Excused: Reps. Weyler, Major, Chirichiello, P. Katsakiores, and DeSimone

Also Present: Commissioners Coyle, Tombarello, and St. James; Chuck Nickerson, Finance Director; Steve Woods, Long-Term Care Director; Superintendent Steve Church, Department of Corrections, Alison Kivikoski, Human Resources Director, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Kolodziej recognized Rep. Milz who made a motion to open the Public Hearing. Rep. Barnes seconded the motion. The motion was approved by a voice vote.

Chairman Kolodziej read the ground rules regarding the procedures for the Public Hearing.

Chairman Kolodziej recognized Commissioner St. James who provided an overview of the IDN Program and Supplemental Appropriation Request. Chairman Kolodziej recognized Commissioner Coyle who also provided an overview noting that he did not vote in favor to support the Board of Commissioners request.

Chairman Kolodziej recognized Commissioner Myers, from the New Hampshire Department of Health and Human Services, who provided an overview of the IDN Program and Funding Request that he sent to the Delegation Members prior to the meeting for their review.

Chairman Kolodziej recognized several members from the Delegation who had questions. Commissioner Myers provided them with an explanation.

Chairman Kolodziej recognized the IDN Providers who were present to speak in support of the program. The speakers were: Peter Janelle, Network 4 Health, Celia Feisenberg, Center for Life Management, Laurie Diggins, RN Director of Healthcare Information Technology, IDN4, Tory Jennison, Region 6 IDN, and Jay Couture, Seacoast Mental Health Center. Several questions were asked by the Executive Committee Members, as well as members of the Delegation. Answers to the questions were provided by Commissioner Myers, the Board of Commissioners, and Mr. Nickerson, Finance Director.

Chairman Kolodziej read a letter from Rep. Weyler, Chairman of the Executive Committee, who was unable to attend the meeting. Rep. Weyler's letter did not support the IDN funding request for a supplemental appropriation.

Chairman Kolodziej recognized Rep. Welch who made a motion to close the Public Hearing. Rep. Pantelakos seconded the motion. The motion was approved by a voice vote.

Chairman Kolodziej recognized Rep. Griffin who read the following motion:

SUPPLEMENTAL APPROPRIATION FOR \$669,235 FOR THE PURPOSE OF INTEGRATED DELIVERY NETWORK (IDN) FUNDING 18-MONTH TRANSITIONAL FISCAL PERIOD ENDING JUNE 30, 2019

BE IT RESOLVED: That the Rockingham Convention recommends to the Rockingham County Delegation approval a supplemental appropriation in the amount of \$669,235 for the purposes of Integrated Delivery Network ("IDN") funding in accordance with the provisions of New Hampshire RSA 24:13-c, as amended, for the eighteen month transitional fiscal period ending June 30, 2019; a new line item designated as "IDN Funding" within Categorical Expenses shall be created to record amounts related to this supplemental appropriation; and that the source of funding for this supplemental appropriation shall be Fund Balance.

Rep. Milz seconded the motion. Chairman Kolodziej called for questions. There were none. Chairman Kolodziej requested a roll call vote. Clerk Welch conducted a roll call vote. Clerk Welch reported the following: 13 yes, 3 no. The motion passed.

Page 3

There being no further business, the Executive Committee Public Hearing adjourned at 7:03 p.m., and the Delegation Meeting immediately followed.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Executive Committee
and Delegation

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY DELEGATION MEETING

Tuesday, February 5, 2019
Following the Executive Committee Public Hearing
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham Delegation met on Tuesday, February 5, 2019 immediately following the Executive Committee Public Hearing in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to vote the recommendation made by the Rockingham County Executive Committee Meeting for a Supplemental Appropriation Request in the amount of \$669,235 for Integrated Delivery Network (IDN) Funding (RSA 24:13-c).

Rep. Mary Griffin, Delegation Vice-Chair, and Acting Chair in Rep. Major's excused absence, called the meeting to order at 7:04 p.m.

Chair Griffin recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 59 members present. Chair Griffin declared that a quorum was present.

Those present were: Rep. Mary Griffin, Vice-Chair; Reps. Abrami, Acton, Altschiller, Baldasaro, Barnes, Bunker, Bushway, Cahill, Cali-Pitts, Coursin, Cushing, Davis, Dilorenzo, Doucette, Edgar, Edwards, Eisner, Gay, Gilman, Green, Griffin, Grossman, Grote, Harb, Hobson, Hoelzel, Janigian, Kolodziej, Love, Lovejoy, McBeath, McConnell, McMahan, Melvin, Meuse, Milz, Murray, O'Connor, Packard, Pantelakos, M. Pearson, S. Pearson, Piedmonte, Potucek, Pratt, Prudhomme-O'Brien, Read, Roy, Somssich, Sytek, Thomas, Torosian, True, Vallone, Wallace, Ward, Warner, Welch, and Yokela.

Excused: Reps. Major, Chirichiello, DeSimone, P. Katsakiores, and Lundgren.

Also Present: Commissioners Coyle, Tombarello, and St. James; Chuck Nickerson, Finance Director; Steve Woods, Long-Term Care Director; Superintendent Steve Church, Department of Corrections, Alison Kivikoski, Human Resources Director, and Cheryl A. Hurley, Delegation Coordinator.

Chair Griffin recognized Rep. Kolodziej who read the following motion:

SUPPLEMENTAL APPROPRIATION FOR \$669,235
FOR THE PURPOSE OF INTEGRATED DELIVERY NETWORK (IDN) FUNDING
18-MONTH TRANSITIONAL FISCAL PERIOD ENDING JUNE 30, 2019

BE IT RESOLVED: That the Rockingham County Convention approves a supplemental appropriation in the amount of \$669,235 for the purposes of Integrated Delivery Network ("IDN") funding in accordance with the provisions of New Hampshire RSA 24:13-c, as amended, for the eighteen month transitional fiscal period ending June 30, 2019; a new line item designated as "IDN Funding" within Categorical Expenses shall be created to record amounts related to this supplemental appropriation; and that the source of funding for this supplemental appropriation shall be Fund Balance.

Rep. Milz seconded the motion. Chair Griffin called for questions. There were none. Chair Griffin requested a roll call vote. Clerk Welch conducted the roll call vote. Clerk Welch reported the result of the roll as follows: 44 yes, 15 no. The motion passed by a voice vote.

There being no further business, the meeting adjourned at 7:24 p.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. David A. Welch, Clerk
Rockingham County Delegation

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Wednesday, February 27, 2019
During Session Lunch Break
Representatives Hall
State House, Concord NH

The Rockingham County Executive Committee met on Wednesday, February 27, 2019 during session lunch break in Representatives Hall at the State House in Concord, NH. The purpose of the meeting was to consider approval of a line item transfer request for Long-Term Care Services.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 12:10 p.m.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 17 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Barnes, Cali-Pitts, Chirichiello, DeSimone, Gilman, Griffin, Hoelzel, Janvrin, P. Katsakiores, Kolodziej, McConnell, Milz, O'Connor, Packard, Wallace, and Welch. Excused: Reps. Edgar, Major and Pantelakos. Also Present: Charles Nickerson, Finance Director, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler stated the purpose of the meeting was to consider approval of a line item transfer request for Long-Term Care Services.

Chairman Weyler recognized Rep. DeSimone who made the following motion:

Line Item Transfer Request:

Long-Term Care Services – Transfer from 1170000-59034 LTC Capital Projects \$530,000 transfer to line 11711000 53600 Nursing Home Therapy Service Contracts \$262,000, 11707000-59600 PPS Service Contracts \$186,000, 11702000 59205 Oxygen \$12,000 to 11702000-59204 Nursing Medical Supplies \$70,000.

Comments/Explanation: Our new Rehab Unit is doing extremely well and has gone above and beyond all expectations. Medicare Revenue reflects this and we were at 98 percent at the end of the fourth quarter. Due to the Rehab doing so well, the expenses have increased and a transfer is requested to cover the services from our providers, i.e. Labs, X-rays, Pharmaceuticals, and Therapy.

Rep. Kolodziej seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

There being no further business to come before the members, Rep. Milz made a motion to adjourn the meeting. Rep. Weyler seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Chairman
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Friday, May 3, 2019
9:30 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Friday, May 3, 2019 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the fifth quarter budget review for the 2018-2019 Transitional County Budget.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:31 a.m.

Chairman Weyler, Chairman, delivered the Invocation

Chairman Weyler recognized Rep. Sherman Packard who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 16 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Griffin, Hoelzel, Janvrin, P. Katsakiores, McConnell, Major, Packard, Pantelakos, Wallace, and Welch.

Excused: Reps. O'Connor and Kolodziej and Gilbert. Absent: Rep. Gilman and Milz.

Also Present: Commissioners St. James and Coyle; Jessie Tonry, Finance Office; Steve Woods, Long-Term Care Director; Janice Demers, Long-Term Care; Alison Kivikoski, Human Resources Director; Julie Hoyt, Human Resources; Elizabeth Mello, Human Resources; Adele Duchenne, Sheriff's Office; Martha Breen, Sheriff's Office; Brenda Santos, Board of Commissioners; Jude Gates, Engineering & Maintenance Director; Superintendent Steve Church, Department of Corrections; Linda Stilkey, Department of Corrections; Cathy Stacey, Register of Deeds, Attorney Patricia Conway, County Attorney; High Sheriff Chuck Massahos, Sergeant Bashaw, Sheriff's Office; Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler thanked all who worked through the 18-month budget. He noted the unusual event in that this meeting is for a fifth quarter report, noting that we should be 83.3333 percent into the 18-month budget. He noted that health, dental, worker's comp funds are front loaded in the budget. He asked that all subcommittee chairs schedule their subcommittee meetings with Cheryl Hurley, Delegation Coordinator, after the meeting.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Chairman Weyler recognized Rep. Packard, Chairman of the Salary Subcommittee, who presented the following increase in hours/regrades:

Nursing – Part-Time to Full Time, Assistant Staff Development – Rep. Packard made a motion to approve the request as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance – Regrade Foreman – Rep. Packard made a motion to approve the request as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Sheriff – Regrade Lieutenant - Rep. Packard made a motion to approve the request as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance – Regrade Lead Building & Grounds - Rep. Packard made a motion to approve the request as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance – Regrade Lead Shift Tech/Gen Maint - Rep. Packard made a motion to approve the request as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Department of Corrections – Regrade Four (4) Lieutenants. Rep. Packard referred the members to the corrected copy provided by Ms. Kivikoski, HR Director. - Rep. Packard made a motion to approve the regrades as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance - Regrade Chief Operator WTF/WWTF - Rep. Packard made a motion to approve the request as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Chairman Weyler recognized Rep. Cali-Pitts who requested the fiscal impact of all positions approved as requested. Chairman Weyler recognized Jessie Tony from the Finance Office, who confirmed that she would provide the figure on the fiscal impact as requested.

Pay Plan – 2018-2019 Approved Non-Union Pay Plan (Includes 6th Quarter 2018-2019 Proposed Min/Mid/Max Changes to Technical and Executive Pay Plan – Rep. Packard made a motion to approve the pay plan as proposed. Rep. Katsakiores seconded the motion. The motion was approved by a voice vote.

Position Listing – 2018-2019 Position List 5th Quarter Ending 3/31/19 – Rep. Packard made a motion to approve the position listing as proposed. Rep. Barnes seconded the motion. The motion was approved by a voice vote.

Rockingham County Delegation – Chairman Weyler recognized Rep. Pantelakos, Chair of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$123,363 at 25 percent expended. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Chairman Weyler recognized Rep. Major in Rep. Milz' absence. Rep. Major made a motion to approve the Treasurer's budget at \$16,228 at 57 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Chairman Weyler recognized Rep. Chirichiello, Chairman of the County Attorney Subcommittee, who made a motion to approve the County Attorney's budget at \$4,257,478 at 77 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote. Chairman Weyler recognized Attorney Conway who reported that the caseload in her department has increased 20 percent over the original projection. She noted that the new attorneys and legal assistant positions that were approved has helped with the caseload and thank the Board of Commissioners and the Executive Committee for their support.

District Court – Chairman Weyler recognized Rep. Chirichiello, Chairman of the County Attorney Subcommittee, who made a motion to approve the District Court budget at \$250,511 at 84 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Weyler recognized Rep. Chirichiello, Chairman of the Medical Examiner Subcommittee, who made a motion to approve the Medical Examiner's budget at \$92,805 at 76 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who notified the members that the Sheriff's Subcommittee did meet to review the budget for the fifth quarter. Rep. Cali-Pitts made a motion to approve the Sheriff's budget at \$7,534,102 at 81 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Weyler recognized Rep. P. Katsakiores, Chair of the Deeds Subcommittee, made a motion to approve the Registry of Deeds budget at \$1,479,121 at 75 percent expended. Rep. Cali-Pitts seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners Office – Chairman Weyler recognized Rep. Major who made a motion in Rep. Milz, absence to approve \$256,805 at 79 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Weyler recognized Rep. Major in Rep. Milz' absence who made a motion to approve \$2,632,442 at 70 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects/Long-Range Planning Subcommittee – Chairman Weyler recognized Rep. Janvrin, Chairman of the Projects/Long-Range Planning Subcommittee, who made a motion to approve the Projects budget at \$984,801 at 98 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Weyler recognized Rep. Major in Rep. Milz' absence, who made a motion to approve the Grants budget at \$14,831 at 2 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Weyler recognized Rep. Barnes, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Department budget at \$1,535,512 at 82 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Weyler recognized Rep. Major in Rep. O'Connor's excused absence, who made a motion to approve the Engineering & Maintenance budget at \$5,433,178 at 82 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

IT – Chairman Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve the IT budget at \$585,895 at 70 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Weyler recognized Rep. Wallace, Chairman of the Department of Corrections Subcommittee, who made a motion to approve the Department of Corrections budget at \$13,147,659 at 71 percent expended. Rep. P. Katsakiores seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Weyler recognized Rep. Major in Rep. Milz' absence who made a motion to approve the Human Resources budget at \$798,159 at 76 percent expended. Rep. Chirichiello seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Weyler recognized Rep. Major in Rep. Gilman's absence who made a motion to approve the Conservation District budget at \$87,500 at 83 percent expended. Rep. Hoelzel seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Weyler recognized Rep. Major in Rep. Gilman's absence who made a motion to approve the UNH Cooperative Extension budget at \$507,004 at 83 percent expended. Rep. Hoelzel seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Weyler recognized Rep. McConnell, Chair of the Non-County Specials Subcommittee, who made a motion to approve the Non-County Specials budget at \$255,333 at 64 percent expended. Rep. Hoelzel seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care – Chairman Weyler recognized Rep. DeSimone who made a motion to approve the Long-Term Care budget at \$32,830,129 at 80 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who made a motion to approve \$24,036,717 at 83 percent expended. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Weyler recognized Rep. Rep. Barnes, Chairman of the Revenues Subcommittee, who made a motion to approve Revenues budget at \$87,544,676 at 92 percent expended. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Internal Service Funds – Chairman Weyler referred the members to the Internal Service Funds for information and review. Chairman Weyler called for questions or comments. There were none.

Line Item Transfer Requests

Sheriff's Department – Transfer from line 15102-53500 Sheriff's Office Radio; Equipment Repairs/Parts \$4,911.66 to line 151*53900 Sheriff's Office Conferences \$2,455.82 to 15101*53900 Sheriff's Dispatch Conference \$2,455.83.

Comments/Explanation: Radio Technician Tobias Dannhausen has the opportunity to attend classes provided by Motorola that are being offered within New Hampshire. No overnight stay or airfare required.

Chairman Weyler recognized Rep. Cali-Pitts who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Human Resources – Transfer from 53905 County Training \$4,200 to 53402 Advertising (Recruitment) \$4,200.

Comments/Explanation: Average monthly cost for Indeed advertisement has been \$1,500 which allows for top level promotion of critical position openings. Primary research engines both locally/nationally.

Chairman Weyler recognized Rep. Major who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance – Transfer from line 11300021 55500 Water Treatment Facility Purchased Services \$4,375.00 to line 11300018-53502 Wastewater Treatment Facility Equipment Non-Expendable \$5,375.00.

Comments/Explanation: Transfer is requested for an emergency purchase to replace a failed pump in the wastewater lift station located in front of the Jail building. There are only two pumps in this lift station and we do not have a spare pump.

Chairman Weyler recognized Rep. Major who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance – Transfer from line 11300003 55200 Jail Fuel \$7,932.00, from 16100000-54100 Delegation Contingency \$62,110.00 to line 11300002-55100 RCNH Electricity \$70,042.00; Transfer from 11300003-55100 Jail Electricity \$9,415.00 to 11300037-55100 Asst. Living Electricity \$9,415.00; from 113000003 55100 Jail Electricity \$1,945.00, from 11300007 55100 Maintenance Electricity \$1,830.00, from 113000009-55100 Commissioners Electricity \$835.00 to 11300006 55100 Extension Servc. Electricity \$4,610.00.

Comments/Explanation: Although kilowatt hours used is overall about the same, the cost of distribution went up about 21 percent in 2018; Eversource explained that the increase was due to stranded costs when the generation fleet was sold. An inaccurate meter was replaced in the Extension Service Building.

Chairman Weyler recognized Rep. Major who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote

Engineering & Maintenance – Transfer from line 11300003 55200 Jail Fuel \$61,901.00 to 11300002-55200 RCNH Fuel \$51,346.00, to 11300005 55200 Admin Bld Fuel \$4,406.00 to 113000037 55200 Asst. Living Fuel \$6,149.00.

Comments/Explanation: The RCNH has taken a larger proportion of fuel during the last fifteen months due in part to empty blocks at the Jail. Additionally, the most recent RFP for fuel yielded 23-33 percent increases in the cost of fuel. The Admin Bld boiler was replaced following the failure of a less efficient unit.

Chairman Weyler recognized Rep. Major who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote

Commissioner's Office – Transfer from 1110000-53400 Office Expense-Supplies \$2,800.00 to line 11100000-53903 Travel \$2,800.00.

Comments/Explanation: The County Commissioners have incurred greater mileage expenses than originally anticipated in the performance of their duties as Commissioners.

Chairman Weyler recognized Rep. Major who made a motion to approve the line item transfer request as presented. Chairman Weyler recognized Rep. Cali-Pitts who questioned what type of mileage the transfer is for and Commissioner St. James responded it is for regular mileage expenses. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who informed the members that a Sheriff's Deputy got in an accident with a Sheriff's vehicle. The cost to replace the car will cost \$35,000. High Sheriff Massahos approached the Board of Commissioners for a transfer from the Delegation Contingency fund and it was denied. A second approach was also denied, again. She explained that she had asked and was told that the transfer was going to come from the Delegation budget and the subcommittee was told that as well. She was also told that the transfer could go to the Executive Committee for approval without going through the Board of Commissioners. She stated that she believes the car should be replaced. She noted that if the County and the Sheriff's Office have policies in place on vehicle usage, then they need to be reviewed and written down, noting that it is very hard, if not impossible, to enforce a policy that is not in writing. She stated that she believes the Executive Committee should approve the transfer, as she believes that they have the legal right to do so. Rep. Cali-Pitts made a motion to approve the transfer. Rep. Wallace seconded the motion.

Chairman Weyler recognized the Commissioner St. James who stated that all three Commissioners are conservative and appreciate the understanding for the Delegation Contingency line. He explained that the Commissioners had to initiate a transfer to pay for electricity out of the Contingency line, noting that its use is for unanticipated expenses. He further explained that the Deputy Sheriff is currently driving a spare car. The Commissioners are of the belief that the Sheriff could wait a couple of more months and could request that the money be put in the upcoming fiscal year 2020 budget. The amount of \$17,000 has already been returned, so another \$18,000 is needed. Chairman Weyler recognized Rep. Pantelakos who asked if there is only one spare car in the Sheriff's Department. Commissioner St. James noted that there are 38 cars and 37 employees and that some work part-time.

Chairman Weyler recognized Sheriff Massahos who referred to Sergeant Bashaw who explained that the Sheriff's Department does have 38 vehicles, but that they are not all cars and explained the fleet of vehicles. He noted that all vehicles are needed to their job, and that all vehicles need to be used at one time. A replacement car will have an additional cost of \$4,000 and is available now for purchase, and new cars do not become available until September. He noted that the Sheriff's Department gave an extensive presentation on this issue to the subcommittee, and that they would be happy to give it again, if needed. Chairman Weyler recognized Rep. Cali-Pitts who stated that the Sheriff's Subcommittee voted unanimously to approve this transfer.

Chairman Weyler recognized Rep. Welch, Clerk, who noted that the Executive Committee does not have a signed transfer from the Board of Commissioners. Chairman Weyler recognized Rep. Cali-Pitts who stated that the request is an appeal to the Board of Commissioner's decision, and noted that she was told that it was an accepted procedure.

Chairman Weyler suggested that the request before the committee be conducted by a roll call vote. Chairman Weyler recognized Rep. Major who questioned if the Executive Committee could take action in that they would be bypassing the Board of Commissioners. He noted that a full debate and action on this request should be brought before the full Delegation. Chairman Weyler recognized Rep. Cali-Pitts who again explained that the request is an appeal to the Executive Committee because the Board of Commissioners has moved imprudently.

Chairman Weyler recognized Rep. Welch who stated that if what Rep. Cali-Pitts says is true, the Executive Committee and Delegation could have funded the Adult Medical Day Care Center, but the Delegation followed the law.

Chairman Weyler recognized Rep. Hoelzel who asked Commissioner Coyle what RSA he was referring to. Commissioner Coyle noted RSA 24:13-c. Rep. Hoelzel asked Commissioner Coyle to reference the statute and he read the language pertaining to transfers. There was some confusion. Chairman Weyler re-read the statute and the section pertaining to transfers and there was a question whether the Executive Committee could move forward or not. Chairman Weyler recognized Rep. Hoelzel who stated that she does not think the Executive Committee should do anything to override the action that the Board of Commissioners have taken at this point, and suggested that the Executive Committee obtain an interpretation of the law.

Chairman Weyler noted that there is a dispositive motion before us. Chairman Weyler recognized Rep. Cali-Pitts who made a motion to table her motion for a legal opinion. Rep. Welch seconded the motion. The motion was approved by a voice vote. Rep. Cali-Pitts made a motion to withdraw her motion. Rep. Welch seconded. The motion was approved by a voice vote. Chairman Weyler explained the motion has been tabled until the Executive Committee obtain a legal opinion from the Attorney General's Office.

Chairman Weyler recognized Rep. Edgar who commented that he believes the Executive Committee should take a vote, get a legal opinion, and schedule a meeting in Concord. Chairman Weyler responded that a legal opinion before moving forward. He noted that the Subcommittee Chairs could inform their Subcommittees to make a recommendation, and that recommendation could be brought before the Delegation.

Chairman Weyler recognized Rep. Chirichiello who asked if the total amount would be \$35,000. Chairman Weyler confirmed yes. Chairman Weyler called for further questions. There were none.

Chairman Weyler reminded the Subcommittee Chairs to schedule their subcommittee meeting with their department head and/or elected official and report those dates to Cheryl.

Chairman Weyler recognized Jessie Tonry who reported the fiscal year 2020 budget impact for the increase in hours and regrades to be \$87,727.60. She noted that the impact on the 2019 budget would only affect the regrades from May 12, 2019 to be \$7,800 and may be lower due to some positions being vacant.

There being no further business to come before the members, the meeting adjourned at 10:48 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Chairman
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Friday, May 31, 2019 at 9:30 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Friday, May 31, 2019 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home, Brentwood, NH. The purpose of the meeting was for Subcommittee Chairs to report budget recommendations and for the Executive Committee to vote to recommend the Fiscal Year 2020 County budget to be voted by the Delegation on June 26, 2019.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:31 a.m.

Rep. Walter Kolodziej, Vice-Chairman, delivered the Invocation.

Rep. Weyler recognized Rep. Janvrin who led the Pledge of Allegiance.

Rep. Weyler recognized Rep. Welch, Clerk, who conducted the roll call. Rep. Welch reported a total of 17 members present. Chairman Weyler declared that a quorum was present.

Those present were: Rep. Weyler, Chairman; Reps. Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Gilman, Griffin, Hoelzel, Janvrin, P. Katsakiores, Kolodziej, McConnell, Major, Milz, Packard, Pantelakos, Wallace, and Welch. Excused: Rep. O'Connor.

Also Present: Commissioners Coye, Tombarello and St. James; Steve Woods, Long-Term Care Director; Janet Demers, Long-Term Care; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT; Jayne Jackson, Department of Corrections; Superintendent Steve Church, Department of Corrections; Katherine Arsenault, Department of Corrections; Brenda Santos, Commissioners Office; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds, Attorney Patricia Conway, County Attorney; Scott Priestley, Treasurer; High Sheriff Charles Massahos, Sheriff's Office; Alison Kivikoski, Human Resources Director, Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler explained the purpose of the meeting is for subcommittee chairs to report budget recommendations and vote on the budget to be presented at the Public Hearing on June 10, 2019 as well as to the full Delegation on Wednesday, June 26, 2019.

SUBCOMMITTEE REPORTS:

Salary Subcommittee – Rep. Weyler recognized Rep. Packard who reviewed the report of the Salary Subcommittee, which included Position Adds, Deletes and Regrades and the Non-Union Pay and Benefits outlined on the Salary Summary Proposal. Rep. Packard made a motion to accept the report of the Salary Subcommittee, Position Listing, Pay Plan, and Salary and Benefits. Rep. Griffin seconded the motion. Rep. Packard explained that the position list included the position of Deputy Sheriff and the funding, but the regrade had not been signed by the Commissioners. He noted that the regrade was signed by the Commissioners at a subsequent meeting. He explained that the County Attorney's Office had presented a late request at the subcommittee meeting for three new positions, but that request had not been approved by the Commissioners, pending further information. It is understood that the Commissioners subsequently approved two positions for the County Attorney – one attorney and one legal assistant, and those two positions need to be added to the position listing, as well as the funding of \$169,362 for the positions. Rep. DeSimone seconded the motion. Rep. Packard explained that the Subcommittee is in support of the Commissioner's recommendations. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Rockingham County Delegation – Rep. Weyler recognized Rep. Pantelakos, Chair of the Delegation Subcommittee, who made a motion to accept the Delegation Subcommittee Report and Delegation budget of \$330,529 with an annualized percentage change of 15.28 percent. Rep. Griffin seconded the motion. Chairman Weyler questioned the annualized percentage change. Mr. Nickerson explained. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Rep. Weyler recognized Rep. Milz, Chairman of the Treasurer's Subcommittee. Rep. Milz made a motion to approve the Treasurer's Subcommittee Report and Treasurer's budget of \$18,697 at an annualized percentage change of -1.12 percent. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

County Attorney – Rep. Weyler recognized Rep. Chirichiello, Chairman of the County Attorney Subcommittee, who made a motion to add \$169,362, for the two new positions recently proposed by the Commissioners and the Salary Subcommittee, with an amended budget for the County Attorney of \$3,900,643. Rep. Griffin seconded the motion. Rep. Weyler called for questions. Rep. Kolodziej questioned the effect on the caseload with the addition of the two positions. Rep. Chirichiello explained. Attorney Conway explained. A discussion ensued regarding the increased caseload and the costs associated with district court attorneys. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

District Court – Rep. Weyler recognized Rep. Chirichiello who made a motion to approve the District Court budget at \$109,978 with an annualized percentage change of -44.47 percent. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Rep. Weyler recognized Rep. Chirichiello who made a motion to approve the Medical Examiner's budget of \$93,004 with an annualized percentage change of 13.88 percent. Rep. Pantelakos seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department – Rep. Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who reviewed the Sheriff's Subcommittee Report, noting that the subcommittee added \$25,000 to the Commissioners proposal to include a new position of Deputy, and restored the funding for 6 vehicles, requested by the department. Rep. Cali-Pitts made a motion to approve the Sheriff's budget of \$6,585,445 with an annualized percentage change of 5.85 percent. Rep. Pantelakos seconded the motion. Rep. Cali-Pitts spoke to her motion. Rep. DeSimone questioned the new position. Rep. Cali-Pitts explained, and noted that the Chief Deputy position will continue until a new major is trained and on board. Rep. Cali-Pitts also explained the vehicles in the department. Sargent Bashaw explained the department's needs and referred to standard recommendations. Commissioner St. James commented. Rep. Pantelakos questioned why the department is short a vehicle with a vehicle replacement program in place. Rep. Cali-Pitts explained that one of the vehicles was totaled in an accident and that vehicle was not replaced by the Commissioners. Deputy Bracket explained noting that the vehicle replacement program has been in existence for 45 years and is consistent back to 2001. Rep. Kolodziej questioned the replacement schedule and noted his difference in opinion. Chairman Weyler recognized Rep. Cali-Pitts who called the question. Rep. DeSimone seconded. The motion to call the question was approved by a voice vote. The motion to approve the Sheriff's budget as proposed was approved by a voice vote. Reps. Barnes, Janvrin, Kolodziej, and Hoelzel voted no.

Registry of Deeds – Rep. Weyler recognized Rep. P. Katsakiores, Chair of the Registry of Deeds Subcommittee, who reviewed the Deeds Subcommittee Report and made a motion to approve the Registry of Deeds budget of \$1,357,269 with an annualized percentage change of 2.72 percent. Rep. Cali-Pitts seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Rep. Weyler recognized Rep. Milz, Chairman of the Commissioner's Subcommittee, who reviewed the Subcommittee Report noting a small increase in the health insurance line due to one Commissioner taking insurance that is offset by the buy-out line. Rep. Milz made a motion to approve the Commissioner's Subcommittee Report and budget of \$237,869 with an annualized percentage change of 9.90 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

General Government – Rep. Weyler recognized Rep. Milz, Chairman of the General Government Subcommittee, who read the General Government Subcommittee Report and General Government budget of \$2,685,824 with an annualized percentage change of 7.3 percent. Rep. Katsakiores seconded the motion. Rep. Milz referred to Mr. Nickerson who explained that the increase in the interest line and bond principal amount is due to the completion of the Long-Term Care project. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects & Projects List/Long-Range Planning Subcommittee – Chairman Weyler recognized Rep. Janvrin, Chairman of the Long-Range Planning Subcommittee. Rep. Janvrin made a motion to approve the Fiscal Year 2020 Projects List as presented. Rep. Milz seconded the motion. The motion was approved by a voice vote. Chairman Weyler recognized Rep. Janvrin who made a motion to approve the Projects budget at \$765,640 with an annualized percentage change of 14.85 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Grants – Rep. Weyler recognized Rep. Milz, Chairman of the Grants Subcommittee, who made a motion to approve the Grants Subcommittee Report and Grants budget of \$861,896 with an annualized percent change of 59.25 percent. Rep. Katsakiores seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Rep. Weyler recognized Rep. Barnes, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Subcommittee Report, noting line 53600 Contracts has a proposed increase due to software licenses, and Finance Department budget of \$1,278,319 with an annualized percentage change of 2.10 percent. Rep. Griffin seconded the motion. Rep. Weyler called for questions. Mr. Nickerson explained. There were no further questions. The motion was approved by a voice vote.

Engineering & Maintenance – Rep. Weyler recognized Rep. Kolodziej, in Rep. O'Connor's excused absence, who made a motion to approve the Maintenance Subcommittee Report and Maintenance budget of \$4,908,124 with an annualized percentage change of 9.55 percent. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

IT – Rep. Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who reviewed the IT Subcommittee Report and made a motion to approve the IT budget of \$612,848 with an annualized percentage change of 9.12 percent. Rep. Milz seconded the motion. Chairman Weyler called for questions. Chairman Major asked for an explanation on the 9 percent increase. Rep. Edgar explained the expenses are related to the changing County computers to Microsoft 360 and the associated expenses. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Jail – Rep. Weyler recognized Rep. Wallace, Chairman of the Jail Subcommittee, who made a motion to approve the Jail Subcommittee Report and Jail budget of \$12,218,670 with an annualized percentage change of -1.71 percent. Rep. Milz seconded the motion. Rep. Weyler recognized Superintendent Church who explained that the operating costs, salaries and benefits are reduced due to two cell blocks being closed. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

Human Resources – Rep. Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who made a motion to approve the Human Resources Subcommittee Report, noting a small increase related to software and advertising, and Human Resources budget of \$775,581 with an annualized percentage change of 11.34 percent. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations/Conservation District and UNH Cooperative Extension – Chairman Weyler recognized Rep. Gilman, Chair of the Conservation District and UNH Cooperative Extension Subcommittee. Rep. Gilman reported on the Conservation District noting an increase in the operating costs and made a motion to approve the Subcommittee Report and Conservation District budget of \$85,000 with an annualized percentage change of 21.43 percent; and UNH Cooperative Extension budget of \$402,804 with an annualized percentage change of -1.37 percent. Rep. McConnell seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Rep. Weyler recognized Rep. McConnell, Chair of the Non-County Specials Subcommittee, reported noting a change to her subcommittee report to add Rep. Pratt as absent, and made a motion to approve the Non-County Specials Subcommittee Report and Non-County Specials budget of \$192,503 with an annualized percentage change of -27.45 percent. Rep. Griffin seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care – Rep. Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, who made a motion to approve the Long-Term Care Subcommittee Report and Long-Term Care budget at \$28,650,575 with an annualized percentage change of 4.43 percent. Rep. Griffin seconded the motion. Rep. Weyler called for further questions. There were none. The motion was approved by a voice vote.

5-31 137

Categorical Assistance – Rep. Weyler recognized Rep. Hoelzel, Chair of the Categorical Assistance Subcommittee, who made a request to the Chair to take the Categorical Assistance budget in three categories, referring to Page 29 of the budget. Chairman Weyler recognized Rep. Hoelzel who made a motion to approve Intermediate Nursing Care Nursing Facility at \$15,422,788. Rep. Wallace seconded the motion. Mr. Nickerson explained. The motion was approved by a voice vote. Rep. Hoelzel made a motion to approve Home and Community Based Care at \$4,397,350. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote. Rep. Hoelzel made a motion to approve IDN Funding at \$1.00. Rep. Koloziej seconded the motion. Chairman Weyler recognized Rep. Hoelzel who spoke to her motion. Rep. Hoelzel explained that the Categorical Assistance Subcommittee recommended the amount of \$669,234, which was a 2 to 1 vote. Rep. Hoelzel explained noting the she recommends the money for IDN Funding be used for what it is intended for, the Nursing Home. Chairman Weyler spoke in favor of Rep. Hoelzel’s recommendation. Chairman Weyler recognized Rep. Gilman who questioned noting that the money is used for case management and expressed her concern in removing the funding. Chairman Weyler recognized Rep. Janvrin who requested a roll call vote. Chairman Weyler recognized Rep. Cali-Pitts who wanted to know if there are any ramifications in removing the funding. Chairman Weyler explained the prior year funding and noted that the County does not know the costs for funding in fiscal year 2020 budget. Commissioner St. James commented noting that when the Commissioners prepared the budget they did not have the dollars associated with the program and do not know the costs. As a result, the Commissioners left \$1.00 in the line. He commented noting that the State needs \$10,000,000. Chairman Major called for further questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. The results of the roll call vote were 15 yes, 4 no. The motion was approved. Chairman Weyler recognized Rep. Hoelzel who made a motion to approve \$19,820,139 for the Categorical Assistance budget. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Revenues – Rep. Weyler recognized Rep. Barnes, Chairman of the Revenues Subcommittee, who made a motion to approve the Revenue Subcommittee Report and Revenue budget of \$80,192,988. Rep. Griffin seconded the motion. Rep. Weyler called for questions. There were none. The motion was approved by a voice vote.

Chairman Weyler recognized Mr. Nickerson who provided the revised number of positions of 581 to reflect the two approved positions in the County Attorney’s Office, noting that the position for Deputy Sheriff was included in the Commissioners and Salary Subcommittee proposal.

Chairman Weyler recognized Rep. Griffin who read the following resolutions for approval:

RESOLUTION 1 – 2020

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for Fiscal Year 2020 being 581 and that there will be no new positions created nor will there be any re-grading of positions or increase of number of positions, other than those budgeted, without approval of the Executive Committee.

It is understood that the Executive Committee need not approve any personnel change proposed by the County that results in placing the authorized position in the same or lower grade. Further, that the County must notify the Executive Committee at each quarterly meeting of any changes that may have been processed in order to provide an update to the accepted position listing.

In addition, it is understood that part-time employment pools are approved in the Nursing Home, Jail, Sheriff’s Department, Engineering and Maintenance, Human Resources, County Attorney’s Office and Finance and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any

Rep. Griffin made a motion to approve, seconded by Rep. Katsakiores. The motion was approved by a voice vote.

RESOLUTION 2 – 2020

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$385,767 for a 3 percent gross increase or non-discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation. In addition, the mileage reimbursement rate continues to mirror the Federal rate for 2019 and 2020.

Rep. Griffin made a motion to approve, seconded by Rep. Chirichiello. The motion was approved by a voice vote.

RESOLUTION 3 – 2020

All of the policies of the County personnel system shall apply to the Rockingham Delegation employee(s) with the understanding that all references for necessary actions, approvals or exceptions in reference to Delegation employee(s) reside with the Officers of the Delegation in lieu of the Commissioners. Authorization requires the majority of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

It is further agreed that all references for any “O/DD” actions, approvals or exceptions resides with the Chairman of the Delegation and Chairman of the Executive Committee in lieu of the “O/DD”. Finally, any policies deemed appropriate and not specified or covered under the personnel system may be adopted by the Officers of the Delegation. An appeal from the decision of the 5 officers may be made to the Executive Committee.

Rep. Griffin made a motion to approve, seconded by Rep. Chirichiello. The motion was approved by a voice vote.

RESOLUTION 4 – 2020

I move that \$51,473 be appropriated for salary payments for the Delegation Coordinator, which includes a 3 percent increase in 2020, with flex hours and benefits based on 35 hours per week.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

RESOLUTION– 4A – 2020

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2020, and will not be required to participate in the County’s Kronos time and attendance system. The schedule for the position is flexible, and the employee will work a schedule to be determined and monitored by the Chairmen of the Convention and the Executive Committee to fulfill the needs of the Officers, Executive Committee, Subcommittees, and legislative delegation. It is understood that not all duties performed for this position are accomplished within the confines of the County complex, and often requires work be completed before and after regular¹³⁸ business hours.

Rep. Griffin made a motion to approve, seconded by Rep. Katsakiores. The motion was approved by a voice vote.

RESOLUTION 5 – 2020

Be it resolved that the Rockingham County Convention approve the following benefits as described below and approval of all benefits as outlined in the Fiscal Year 2020 summary of salary and benefits for those employees listed in the position listing, other than the union eligible. The Delegation Coordinator will receive benefits in accordance with personnel policies adopted for this position. There are three plans proposed in Fiscal Year 2020 including an Open Access Plan (OAP) with 10% Coinsurance, and two High Deductible Health Plans (HDHP's) with different deductibles and out-of-pocket maximums. This will be the fifth year that the County has a High Deductible Health Plan. It provides for a County funded annual Health Savings Account (HSA) contribution of \$1,750 for a single plan and \$3,500 for a 2-Person or Family plan.

COUNTY CONTRIBUTION % (FULL-TIME EMPLOYEES)

Health Benefits (Self Insured)

<u>Membership</u>	<u>County Share of Cost on All Plans</u>
Single	80%
2-Person	80%
Family	80%

Part-time employees contribute on a pro-rated basis.

Dental Benefits

Full-Time - 75% of premium

Part-Time - Pro-rated basis

Workers Compensation and Unemployment

Worker's Compensation is funded at 100% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$62.00 per position in 2020.

Short-Term Disability

Short-Term Disability, a benefit adopted in 2000, is an accident and illness benefit, and is funded for a 26-week duration.

Full-Time – 100%

Part-Time – Pro-rated basis

Longevity

The Longevity benefit is as follows:

<u>Years</u>	<u>Payments</u>
5 – 9	\$150
10 – 14	\$300
15 – 19	\$450
20 – 24	\$750
25 – 29	\$1,000
30 – 39	\$1,250
40 and greater	\$1,500

Resolution 5-2020 (continued)

Dependent Care Flexible Spending Account

The Dependent Care flexible spending account is a benefit adopted in 2000 that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2019 calendar year limit is \$5,000.

Health Care Flexible Spending Account

Health Care Flexible Spending Account is an employee-funded benefit that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2019 calendar year limit is \$2,700.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

RESOLUTION 6 – 2020

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use of the county; and

Whereas: The County Commissioners are responsible for the day to day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore be it Resolved: That pursuant to RSA 24:13-c,VI, the County Convention, hereby authorize a line item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$3,000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the over-expenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall over-spend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line item transfer without the Executive Committee's approval.

Rep. Griffin made a motion to approve, seconded by Rep. Katsakiores. The motion was approved by a voice vote.

RESOLUTION 7 – 2020

The Finance Office has the authority to make periodic transfers from appropriate budget lines to insure that the health, buyout, and compensated absences benefit lines properly reflect the status of the accounts during the year.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

RESOLUTION 8 – 2020

All amounts appropriated for the Non-County Specials and the Rockingham County Conservation District to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners. Such amounts shall be paid as appropriated unless changes are discussed and approved at Executive Committee Meetings.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to County funds distributed. These reports shall be submitted to the Rockingham County Finance Office prior to any distribution of subsequent quarterly payments.

Rep. Griffin made a motion to approve, seconded by Rep. Katsakiores. The motion was approved by a voice vote.

RESOLUTION 9 – 2020

Be it resolved that County audits under RSA 24:13, 28:3-a, 24:14, and 24:26, shall not be conducted nor expenditure for such authorized without the prior approval of the Executive Committee.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

Chairman Weyler recognized Mr. Nickerson who provided the correct figures for Resolution 10-2020 as a result of the changes voted by the Executive Committee and read by Rep. Griffin as follows:

RESOLUTION 10 – 2020

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$85,891,357 in appropriations and \$93,531 in encumbrances for the use of the County during Fiscal Year 2020. That \$50,277,337 be raised in new county taxes; that \$29,917,651 be accepted as an estimate of revenues from other sources, and that \$5,793,900 is accepted as fund balance for a total of \$85,986,888 in resources.

Rep. Griffin made a motion to approve, seconded by Rep. Chirichiello. The motion was approved by a voice vote.

RESOLUTION 11 – 2020

Be it resolved that the departmental budget requests be included with the Commissioners recommended budget proposals.

Rep. Griffin made a motion to approve, seconded by Rep. Chirichiello. The motion was approved by a voice vote.

RESOLUTION 12 - 2020

As the appropriating authority of county government, the Rockingham County Convention must have the tools available to monitor the spending that it has approved. In accordance with RSA 28:3-a, 24:13, 24:14, and 24:26 ALL audits must be approved by the Executive Committee of the County Convention. The Convention must be represented at both the preliminary and final meetings with the auditor, and the Executive Committee must receive a sufficient number of copies of the final report.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

RESOLUTION 13 - 2020

Submission deadline for all requests for approval for the Rockingham County Convention and/or Executive Committee must be submitted to the Delegation Coordinator at least 5 business days before the meeting.

Rep. Griffin made a motion to approve, seconded by Rep. Chirichiello. The motion was approved by a voice vote.

RESOLUTION 14 - 2020

No bill may be paid from the Delegation budget by the Treasurer that is not authorized by the Delegation Chairman or his/her designee.

Rep. Griffin made a motion to approve, seconded by Rep. Chirichiello. The motion was approved by a voice vote.

RESOLUTION 15 - 2020

The Finance Office has the authority to make one fourth quarter transfer between two Categorical Assistance budget lines, Intermediate Nursing Care and Home and Community Based Care, to insure that the lines properly reflect the status of the accounts at the end of the year. If a transfer is needed to both of these Categorical Assistance budget lines, then the process referred to in Resolution 6-2020 and pursuant to RSA 24:13-c, VI, shall be followed.

Rep. Griffin made a motion to approve, seconded by Rep. Wallace. The motion was approved by a voice vote.

RESOLUTION 16 - 2020

If one of the health plans proposed for the 2021 Fiscal Year (ending June 30, 2021) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for Fiscal Year 2020 will be permitted to be made on behalf of HDHP participants in July 2020. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

RESOLUTION 17 - 2020

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the Fiscal Year 2020 budget, which includes a Contingency line in the Delegation budget that will require approval from the Executive Committee prior to any expenditure or transfer made from the Contingency line item.

These resolutions are supporting and backup information to the Fiscal Year 2020 Rockingham County Budget and are an integral part of said budget for the 07/01/19 to 06/30/20 fiscal period.

Rep. Griffin made a motion to approve, seconded by Rep. Milz. The motion was approved by a voice vote.

Chairman Weyler recognized Rep. Griffin who read the following motion:

Excess Funds (RSA 29:3): Whenever the County Treasurer has in his custody an excess of funds which are not immediately needed for the purpose of expenditure he may, with approval of the County Commissioners and the County Executive Committee, invest the same in short-term obligations of the United States, or in units of pooled money market mutual funds which invest solely in obligations of the United States Treasury, upon such terms as shall be approved by the County Commissioners.

Rep. Wallace made a motion to approve the motion, seconded by Rep. Milz. The motion was approved by a voice vote.

Line Item Transfer Requests

Long-Term Care Services – Transfer from line 11706000 53502 Environmental Services Non-Expendable Equipment \$8,500 to line 11706000 55500 Environmental Service Purchased Services \$8,500.

Comments/Explanation: Due to construction and the additional functions of our Dietary Department, there has been a large increase in the trash. Due to the additional trash and the need for trash pick-up, we are finding the need to transfer funds to pay for these additional costs.

Chairman Weyler recognized Rep. DeSimone who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Sheriff's Department – Transfer from line 15101*51002 Dispatch Operator Salaries \$5,000 to line 15101*51402 Dispatch Overtime \$5,000.

Comments/Explanation: A transfer is needed from dispatch salaries to dispatch overtime due to multiple open positions which have recently been filled.

Chairman Weyler recognized Rep. Cali-Pitts who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Sheriff's Department – Transfer from line 151*52103 Sheriff Retirement \$5,800 to line 151*52100 Sheriff Social Security \$5,800.

Page 12

Comments/Explanation: Due to personnel changes, Sheriff's Social Security (FICA) budget line has been utilized more than anticipated or budgeted. A transfer is needed to meet remaining estimated payroll expenses.

Chairman Weyler recognized Rep. Cali-Pitts who made a motion to approve the transfer as presented. Rep. Griffin seconded the motion. The motion was approved by a voice vote.

Other Business:

Chairman Weyler recognized Mr. Nickerson, Finance Director, who reported an overall percentage increase of 2.33 proposed by the Executive Committee.

Chairman Weyler reviewed the Budget Schedule and reminded the Executive Committee Members of the Executive Committee Public Hearing on Monday, June 10, 2019 at 6:00 p.m., and Delegation Meeting on Wednesday, June 26, 2019 at 5:30 p.m. and 6:00 p.m. to vote the Fiscal Year 2020 County Budget.

Addendum: Rep. DeSimone also commented that Family Mediation, a Non-County Specials Agency who has received funding in the past, had also not been contacted by the County. She noted that the agency has been through a reorganization recently and would not be asking for funding in the 2020 Fiscal Year budget but will in the next budget cycle.

There being no further business, the meeting adjourned at 11:33 a.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Executive Committee

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE
Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE

PUBLIC HEARING

Monday, June 10, 2019
6:00 p.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee held a Public Hearing on Monday, June 10, 2019 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the Public Hearing was concerning the Executive Committee's Proposed Fiscal Year 2020 County Budget.

Rep. Kenneth L. Weyler, Chairman, called the Public Hearing to order at 6:02 p.m. Chairman Weyler reviewed the purpose and ground rules for the Public Hearing noting that this is a historic year for the Rockingham County with an 18-month transitional budget from July 1 to June 30 vs. a calendar year budget that presented many difficulties.

Chairman Weyler recognized Rep. Norman L. Major who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. David A. Welch, Clerk, who conducted the roll call. Clerk Welch reported a total of 17 members present. Chairman Weyler declared that a quorum of the Executive Committee was present.

Those present were: Rep. Kenneth L. Weyler, Chairman; Representatives Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Gilman, Griffin, Janvrin, Katsakiores, McConnell, Major, Milz, O'Connor, Pantelakos, Wallace, and Welch. Excused: Reps. Hoelzel, Kolodziej, and Packard.

Also Present: Commissioners Tombarello; Chuck Nickerson, Finance Director; Steve Woods, Director, Long-Term Care; Alison Kivikoski, Human Resources Director; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Director; Stephen Church, Superintendent, Department of Corrections; Katherine Arsenault, Department of Corrections; Charles Massahos, High Sheriff; Chris Bashaw Sheriff's Office; Al Bracket, Sheriff's Office; Cathy Stacey, Register of Deeds; Pat Conway, County Attorney, Scott Priestley, Treasurer; Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler recognized Rep. Norman Major, Chairman of the Delegation, who read the Fiscal Year 2020 Executive Committee's Proposed Budget by Department as follows:

Delegation – \$43,816. Chairman Weyler called for questions. There were none.
Treasurer – \$18,697. Chairman Major called for questions. There were none.
County Attorney – \$3,900,643. Chairman Major called for questions. There were none.
District Court – \$109,978. Chairman Major called for questions. There were none.
Medical Examiner – \$93,004. Chairman Major called for questions. There were none.
Sheriff's Department – \$6,585,445. Chairman Major called for questions. There were none.
Registry of Deeds – \$1,357,269. Chairman Major called for questions. There were none.
Commissioners – \$237,869. Chairman Major called for questions. There were none.
General Government – \$2,685,824. Chairman Major called for questions. There were none.
Projects – \$765,640. Chairman Major called for questions. There were none.
Grants – \$861,896. Chairman Major called for questions. There were none.
Finance – \$11,278,319. Chairman Major called for questions. There were none.
Engineering & Maintenance – \$4,908,124. Chairman Major called for questions. There were none.
IT – \$612,848. Chairman Major called for questions. There were none.
Jail – \$12,218,670. Chairman Major called for questions. There were none.
Human Resources – \$775,581. Chairman Major called for questions. There were none.
Conservation District - \$85,000. Chairman Major called for questions. There were none.
UNH Cooperative Extension - \$402,804. Chairman Major called for questions. There were none.
Non-County Specials – \$192,503. Chairman Weyler called for questions. Chairman Weyler recognized Sarah Shanahan, Program Director, Haven - Sexual Assault Support Services. Ms. Shanahan explained that the organization was not aware that application for funding was due at the County. Chairman Weyler recognized Rep. Welch who explained the process and noted that there is an opportunity here to consider the request. Ms. Shanahan noted that the application for funding has been started and that she brought it to tonight's meeting and that it could be completed in its entirety tomorrow. Chairman Weyler recognized Mr. Nickerson, Finance Director, who explained that some agencies did not know it was time to come in for the 18-month funding.
Long-Term Care Services – \$28,650,575. Chairman Major called for questions. There were none.
Categorical Assistance - \$19,820,139. Chairman Major called for questions. There were none.
Total County Appropriation \$85,891,377. Chairman Major called for questions. There were none.
Grant Total Appropriations - \$122,899,166 at 51.56 percent. Chairman Major called for questions. There were none.
Total Revenues - \$80,192,988. Chairman Major called for questions. There were none.

Chairman Weyler called for further questions. There were none. Rep. Milz made a motion to close the Public Hearing at 6:20 p.m. Rep. Pantelakos seconded the motion. The motion was approved by a voice vote.

Chairman Weyler opened the Executive Committee Meeting at 6:20 p.m.

Chairman Weyler read a letter from Mr. Nickerson, dated May 31, 2019. The letter was informing the Executive Committee of two necessary mathematical adjustments to Resolution 10-2020 as voted on 5/31/19 in order to make the overall total of resources calculate correctly. The amount of fund balance needs to be \$5,789,900 and resources should be \$85,984,888.

Chairman Weyler recognized Rep. Cali-Pitts who made a motion to fund Haven (SASS) at their request of \$199,999. Rep. Pantelakos seconded the motion. The motion as approved by a voice vote.

Chairman Weyler recognized Mr. Nickerson who explained that he will provide the updated appropriations based on the increase in the Non-County Specials budget.

Chairman Weyler recognized Rep. Chirichiello who asked for an explanation on the process for Non-County Special agencies. Mr. Nickerson noted that the information was on the County's website. Commissioner Tombarello commented that agencies requesting funding need to contact the County. Rep. DeSimone commented regarding Family Mediation/Juvenile Services who also did not have a funding request in at the present time and explained the situation.

Chairman Weyler recognized Rep. McConnell, Chair of the Non-County Specials Subcommittee, who also explained the process and the fact that some agencies were not aware of the change in statute and deadlines for funding.

Chairman Weyler recognized Rep. Milz, referring back to Mr. Nickerson's letter, who questioned if a correction is necessary. Mr. Nickerson explained. Chairman Weyler recognized Rep. Milz who made a motion that the Executive Committee address any changes made to the budget at the Executive Committee Meeting on June 26, 2019 at 5:30 p.m. Rep. Cali-Pitts seconded the motion. The motion was approved by a voice vote.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator
Rockingham County Convention

Rep. David A. Welch, Clerk
Rockingham County Convention

DAW:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk

EXECUTIVE COMMITTEE
Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Wednesday, June 26, 2019
5:30 p.m.
Maureen Barrows Conference Room
Rockingham County Nursing Home
Brentwood, NH

The members of the Rockingham County Executive Committee met on Wednesday, June 26, 2019 at 5:30 p.m. in the Maureen Barrows Conference Room at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to finalize any unfinished business prior to the Delegation Meeting scheduled for 6:00 p.m. to vote the 2020 Fiscal Year County Budget.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 5:30 p.m.

Chairman Weyler recognized Rep. David A. Welch, Clerk, to conduct the Roll Call.

Those present were: Rep. Kenneth L. Weyler, Chairman; Reps. Barnes, Cali-Pitts, Chirichiello, DeSimone, Edgar, Gilman, Griffin, Hoelzel, Janvrin, P. Katsakiores, McConnell, Major, Milz, O'Connor, Packard, Pantelakos, Wallace, and Welch; Cheryl A. Hurley, Delegation Coordinator.

The first order of business was to consider two-line item transfer requests.

Line Item Transfer Requests

Engineering & Maintenance – From line 11300023-55700 EPA Grounds & Roads \$5,500 to 11300002-55500 RCNH Purchased Services \$5,500.

Comments/Explanation: Recent unexpected repairs, particularly to the Rehabilitation and Nursing Center's elevators, as well as some door, nurse call, and RO equipment, have resulted in the anticipated over expenditure.

Chairman Weyler recognized Rep. O'Connor who made a motion to approve the line item transfer request as presented. Rep. Milz seconded the motion. The motion was approved by a voice vote.

Engineering & Maintenance – From line 11300023-55700 EPA Grounds & Roads to line 11300002 5520 RCNH Fuel \$5,500.

Comments/Explanation: As noted during the previous transfer request, the nursing home is taking a larger percentage of steam than in previous years. Additionally, the chip deliveries in May 2019 were approximately 125 tons (four deliveries) higher than in May 2018.

Chairman Weyler recognized Rep. O'Connor who made a motion to approve the line item transfer request as presented. Rep. Milz seconded the motion. The motion was approved by a voice vote.

The next order of business was to approve revised Resolution 10-2020 to reflect updated encumbrances. Chairman Weyler recognized Rep. Griffin who read the following for approval:

RESOLUTION 10-2020

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$85,911,356 in appropriations and \$275,020 in encumbrances for the use of the County during Fiscal Year 2020. That \$50,297,336 be raised in new county taxes; that \$29,917,651 be accepted as an estimate of revenues from other sources, and that \$5,971,389 is accepted as fund balance for a total of \$86,186,376 in resources. Rep. Kolodziej seconded the motion. The motion was approved by a voice vote.

Chairman Weyler referred the members to a copy of the New Hampshire Department of Health and Human Services Network Health 1115 Medicaid Demonstration Waiver Delivery System Reform Incentive Payment Program (DSRIP) provided by Peter Janell, from Mental Health Center of Greater Manchester IDN 4, for information and review.

Mr. Nickerson reported the annual increase taxes is 2.38 percent with updated encumbrances.

There being no further business to come before the members, the meeting was adjourned at 5:42 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Norman L. Major, Chairman
Mary E. Griffin, Vice Chair
David A. Welch, Clerk*

EXECUTIVE COMMITTEE
*Kenneth L. Weyler, Chairman
Walter Kolodziej, Vice Chairman
David A. Welch, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY CONVENTION MEETING

Wednesday, June 26, 2019

6:00 PM

Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Convention met on Wednesday, June 26, 2019 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to vote the 2020 Fiscal Year County Budget

Rep. Norman L. Major, Chairman, called the meeting to order at 6:00 p.m.

Chairman Major recognized Rep. Walter Kolodziej who called for a Moment of Silence for the Jarhead Motorcycle Club and delivered the Invocation.

Chairman Major recognized Rep. Phyllis Katsakiores who led the Pledge of Allegiance.

Chairman Major recognized Rep. David A. Welch, Clerk, who conducted the roll call.

Those in attendance were: Rep. Norman L. Major, Chairman; Representatives Abrami, Altschiller, Barnes, Bershtein, Bushway, Cahill, Cali-Pitts, Chirichiello, Coursin, Cushing, Davis, DeSimone, Doucette, Edgar, Edwards, Eisner, Elliott, Fowler, Gilman, Green, Griffin, Grossman, Grote, Harb, Hobson, Hoelzel, Janigian, Janvrin, Katsakiores, Khan, Kolodziej, Lovejoy, McBride, McConnell, McMahon, Melvin, Meuse, Milz, O'Connor, Packard, Pantelakos, Pearson, Piedmonte, Potucek, Roy, Somssich, Sytek, Thomas, True, Wallace, Ward, Warner, Welch, Weyler, and Yokela.

Excused: Reps. Abbas, Abramson, Baldasaro, Berrien, Bunker, Dilorenzo, Gay, Guthrie, Lundgren, Le, Loughman, Murray, Pratt, Prudhomme-O'Brien, and Vallone.

Absent: Reps. Costable, Dolan, Malloy, Osborne, Owens, Read, Torosian, Verville, and Webb.

Rep. Welch reported a total of 56 members present. Chairman Major declared that a quorum was present.

Also Present: Commissioners Tombarello, Coyle, and St. James; Steven Woods, Long-Term Care Services Director; Janet Demers, Long-Term Care Services, Brenda Santos, Commissioners Office; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Superintendent Stephen Department of Corrections; Katherine Arsenault, Department of Corrections; Sheriff Charles Massahos, High Sheriff; Allison Kivikoski, Human Resources Director; Attorney Patricia Conway, County Attorney; Scott G. Priestley, Sr., Treasurer; Cathy Stacey, Register of Deeds; Chuck Nickerson, Finance Director, and Cheryl A. Hurley, Delegation Coordinator.

Rep. Major, Chairman, recognized Rep. Weyler, Chairman of the Executive Committee, who provided a brief overview of the 2020 Fiscal Year County Budget. Rep. Weyler noted a tax increase of 2.38 percent. He referred to this budget as historic, noting that this is the first time the County is approving a Fiscal Year budget as a result of the legislative change primarily for the convenience of the state representatives.

Chairman Major read the instructions and ground rules for the meeting.

Chairman Major recognized Rep. Griffin who read the following Resolutions for approval:

RESOLUTION 1 – 2020

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for Fiscal Year 2020 being 581 and that there will be no new positions created nor will there be any re-grading of positions or increase of number of positions, other than those budgeted, without approval of the Executive Committee.

It is understood that the Executive Committee need not approve any personnel change proposed by the County that results in placing the authorized position in the same or lower grade. Further, that the County must notify the Executive Committee at each quarterly meeting of any changes that may have been processed in order to provide an update to the accepted position listing.

In addition, it is understood that part-time employment pools are approved in the Nursing Home, Jail, Sheriff's Department, Engineering and Maintenance, Human Resources, County Attorney's Office and Finance and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any department from obtaining temporary help from outside vendors to cover employment leave.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 2 – 2020

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$385,767 for a 3 percent gross increase or non-discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation. In addition, the mileage reimbursement rate continues to mirror the Federal rate for 2019 and 2020.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 3 – 2020

All of the policies of the County personnel system shall apply to the Rockingham Delegation employee(s) with the understanding that all references for necessary actions, approvals or exceptions in reference to Delegation employee(s) reside with the Officers of the Delegation in lieu of the Commissioners. Authorization requires the majority of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

It is further agreed that all references for any "O/DD" actions, approvals or exceptions resides with the Chairman of the Delegation and Chairman of the Executive Committee in lieu of the "O/DD". Finally, any policies deemed appropriate and not specified or covered under the personnel system may be adopted by the Officers of the Delegation. An appeal from the decision of the 5 officers may be made to the Executive Committee.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 4 - 2020

I move that \$51,473 be appropriated for salary payments for the Delegation Coordinator, which includes a 3 percent increase in 2020, with flex hours and benefits based on 35 hours per week.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION- 4A - 2020

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2020, and will not be required to participate in the County's Kronos time and attendance system. The schedule for the position is flexible, and the employee will work a schedule to be determined and monitored by the Chairmen of the Convention and the Executive Committee to fulfill the needs of the Officers, Executive Committee, Subcommittees, and legislative delegation. It is understood that not all duties performed for this position are accomplished within the confines of the County complex, and often requires work be completed before and after regular business hours.

Chairman Major called for questions. Rep. Edwards asked if the position is salaried or hourly. Chairman Major responded salary. Chairman Major called for further questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 5 – 2020

Be it resolved that the Rockingham County Convention approve the following benefits as described below and approval of all benefits as outlined in the Fiscal Year 2020 summary of salary and benefits for those employees listed in the position listing, other than the union eligible. The Delegation Coordinator will receive benefits in accordance with personnel policies adopted for this position. There are three plans proposed in Fiscal Year 2020 including an Open Access Plan (OAP) with 10% Coinsurance, and two High Deductible Health Plans (HDHP's) with different deductibles and out-of-pocket maximums. This will be the fifth year that the County has a High Deductible Health Plan. It provides for a County funded annual Health Savings Account (HSA) contribution of \$1,750 for a single plan and \$3,500 for a 2-Person or Family plan.

COUNTY CONTRIBUTION % (FULL-TIME EMPLOYEES)

Health Benefits (Self Insured)

Membership	County Share of Cost on All Plans	
Single		80%
2-Person	152	80%
Family		80%

Dental Benefits

Full-Time - 75% of premium
Part-Time - Pro-rated basis

Workers Compensation and Unemployment

Worker's Compensation is funded at 100% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$62.00 per position in 2020.

Short-Term Disability

Short-Term Disability, a benefit adopted in 2000, is an accident and illness benefit, and is funded for a 26-week duration.

Full-Time – 100%
Part-Time – Pro-rated basis

Longevity

The Longevity benefit is as follows:

<u>Years</u>	<u>Payments</u>
5 – 9	\$150
10 – 14	\$300
15 – 19	\$450
20 – 24	\$750
25 – 29	\$1,000
30 – 39	\$1,250
40 and greater	\$1,500

Dependent Care Flexible Spending Account

The Dependent Care flexible spending account is a benefit adopted in 2000 that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2019 calendar year limit is \$5,000.

Health Care Flexible Spending Account

Health Care Flexible Spending Account is an employee-funded benefit that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2019 calendar year limit is \$2,700.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

Chairman Major recognized Rep. Griffin who read the following departmental budgets for approval:

Delegation – Chairman Major recognized Rep. Griffin who made a motion to approve the Delegation budget \$330,529 at 15.28 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Treasurer – Chairman Major recognized Rep. Griffin who made a motion to approve the Treasurer's budget at \$18,697 at -1.12 percent.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

County Attorney – Chairman Major recognized Rep. Griffin who made a motion to approve the County Attorney's budget at \$3,900,643 at 5.41 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

District Court – Chairman Major recognized Rep. Griffin who made a motion to approve the District Court budget at \$109,978 at -44.47 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Medical Examiner – Chairman Major recognized Rep. Griffin who made a motion to approve the Medical Examiner's budget at \$93,004 at 13.88 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Sheriff's Department – Chairman Major recognized Rep. Griffin who made a motion to approve the Sheriff's Department budget at \$6,585,445 at 5.85 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Registry of Deeds – Chairman Major recognized Rep. Griffin who made a motion to approve the Registry of Deeds budget at \$1,357,269 at 2.72 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Commissioners – Chairman Major recognized Rep. Griffin who made a motion to approve the Commissioner's budget at \$237,869 at 9.90 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

General Government – Chairman Major recognized Rep. Griffin who made a motion to approve the General Government budget at \$2,685,824 at 7.73 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Projects – Chairman Major recognized Rep. Griffin who made a motion to approve the Projects budget at \$765,640 at 14.85 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Projects List - Chairman Major recognized Rep. Griffin who made a motion to approve the Projects List. Chairman Major called for questions. There were none. The projects list was adopted by a voice vote.

Grants – Chairman Major recognized Rep. Griffin who made a motion to approve the Grants budget at \$861,896 at 59.25 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Finance – Chairman Major recognized Rep. Griffin who made a motion to approve the Finance Department budget at \$1,278,319 at 2.10 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Engineering & Maintenance – Chairman Major recognized Rep. Griffin who made a motion to approve the Engineering & Maintenance budget at \$4,908,124 at 9.55 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

IT – Chairman Major recognized Rep. Griffin who made a motion to approve the IT budget at \$612,848 at 9.12 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Jail – Chairman Major recognized Rep. Griffin who made a motion to approve the Jail budget at \$12,218,670 at -1.71 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Human Resources – Chairman Major recognized Rep. Griffin who made a motion to approve the Human Resources budget at \$775,581 at 11.34 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Conservation District – Chairman Major recognized Rep. Griffin who made a motion to approve the Conservation District budget at \$85,000 at 21.43 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

UNH Cooperative Extension – Chairman Major recognized Rep. Griffin who made a motion to approve the UNH Cooperative Extension budget at \$402,804 at -1.37 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Non-County Specials – Chairman Major recognized Rep. Griffin who made a motion to approve the Non-County Specials budget at \$212,502 at -19.91 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Long Term Care Services - Chairman Major recognized Rep. Mary Griffin who made a motion to approve the Long-Term Care budget at \$28,650,575 at 4.43 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Categorical Assistance/Medicaid Liability – Chairman Major recognized Rep. Griffin who made a motion to approve the Categorical Assistance budget at \$19,820,139 at 2.57 percent.

Chairman Major called for questions. There were none. The figure was adopted by a voice vote.

Chairman Major recognized Rep. Griffin who read the following Resolutions for approval:

RESOLUTION 6 – 2020

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use of the county; and

Whereas: The County Commissioners are responsible for the day to day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore be it Resolved: That pursuant to RSA 24:13-c,VI, the County Convention, hereby authorize a line item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$3,000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the over-expenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall over-spend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line item transfer without the Executive Committee's approval.

RESOLUTION 7 – 2020

The Finance Office has the authority to make periodic transfers from appropriate budget lines to insure that the health, buyout, and compensated absences benefit lines properly reflect the status of the accounts during the year.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 8 – 2020

All amounts appropriated for the Non-County Specials and the Rockingham County Conservation District to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners. Such amounts shall be paid as appropriated unless changes are discussed and approved at Executive Committee Meetings.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to County funds distributed. These reports shall be submitted to the Rockingham County Finance Office prior to any distribution of subsequent quarterly payments.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 9 – 2020

Be it resolved that County audits under RSA 24:13, 28:3-a, 24:14, and 24:26, shall not be conducted nor expenditure for such authorized without the prior approval of the Executive Committee.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 10 – 2020

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$85,911,356 in appropriations and \$275,020 in encumbrances for the use of the County during Fiscal Year 2020. That \$50,297,336 be raised in new county taxes; that \$29,917,651 be accepted as an estimate of revenues from other sources, and that \$5,971,389 is accepted as fund balance for a total of \$86,186,376 in resources.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 11 - 2020

Be it resolved that the departmental budget requests be included with the Commissioners recommended budget proposals.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 12 - 2020

As the appropriating authority of county government, the Rockingham County Convention must have the tools available to monitor the spending that it has approved. In accordance with RSA 28:3-a, 24:13, 24:14, and 24:26 ALL audits must be approved by the Executive Committee of the County Convention. The Convention must be represented at both the preliminary and final meetings with the auditor, and the Executive Committee must receive a sufficient number of copies of the final report.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 13 - 2020

Submission deadline for all requests for approval for the Rockingham County Convention and/or Executive Committee must be submitted to the Delegation Coordinator at least 5 business days before the meeting.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 14 - 2020

No bill may be paid from the Delegation budget by the Treasurer that is not authorized by the Delegation Chairman or his/her designee.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 15 - 2020

The Finance Office has the authority to make one fourth quarter transfer between two Categorical Assistance budget lines, Intermediate Nursing Care and Home and Community Based Care, to insure that the lines properly reflect the status of the accounts at the end of the year. If a transfer is needed to both of these Categorical Assistance budget lines, then the process referred to in Resolution 6-2020 and pursuant to RSA 24:13-c, VI, shall be followed.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 16 - 2020

If one of the health plans proposed for the 2021 Fiscal Year (ending June 30, 2021) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for Fiscal Year 2020 will be permitted to be made on behalf of HDHP participants in July 2020. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

RESOLUTION 17 - 2020

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the Fiscal Year 2020 budget, which includes a Contingency line in the Delegation budget that will require approval from the Executive Committee prior to any expenditure or transfer made from the Contingency line item.

These resolutions are supporting and backup information to the Fiscal Year 2020 Rockingham County Budget and are an integral part of said budget for the 07/01/19 to 06/30/20 fiscal period.

Chairman Major called for questions. There were none. The resolution was adopted by a voice vote.

Chairman Major recognized Rep. Griffin who read the following motion for approval:

Excess Funds (RSA 29:3): Whenever the County Treasurer has in his custody an excess of funds which are not immediately needed for the purpose of expenditure he may, with approval of the County Commissioners and the County Executive Committee, invest the same in short-term obligations of the United States, or in units of pooled money market mutual funds which invest solely in obligations of the United States Treasury, upon such terms as shall be approved by the County Commissioners.

Page 10

There being no further business to come before the members, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Delegation

cah



Statement of Appropriations and Revenue as Voted
Rockingham County

For the period beginning January 1, 2018 and ending June 30, 2019
Form Due Date: **September 1 (or 20 Days after a Supplemental Meeting)**

This form is to be used by the county to report the voted appropriations from any annual or special meeting. The Clerk of the County Convention and the Chairperson must sign the form and file, as required under RSA 24:24, with the Secretary of State. The completed form must be submitted to the Department of Revenue Administration by September 1 (per RSA 21-J:34) for the Annual Meeting or within 20 days after the vote taken at any supplemental meeting.

CERTIFICATION OF VOTE

This is to certify that the appropriations entered on this form are those voted by the county convention.

Name	Position	Signature
NORMAN L. MAJOR	Chairperson	<i>Norman L. Major</i>
DAVID A. WELCH	Clerk of County Convention	<i>David A. Welch</i>

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090

<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4110	County Convention Costs	01	\$492,179
4120	Judicial		\$0
4122	Jury Costs		\$0
4123	County Attorney's Office	01	\$5,847,762
4124	Victim Witness Advocacy Program		\$0
4130	Executive	01	\$1,282,120
4150	Financial Administration	01	\$1,842,283
4151	Treasurer	01	\$28,364
4153	Other Legal Costs	01	\$217,501
4155	Personnel Administration	01	\$1,044,895
4191	Planning and Zoning (Unincorporated Places)		\$0
4192	Medical Examiner	01	\$122,504
4193	Register of Deeds	01	\$1,982,030
4194	Maintenance of Government Buildings	01	\$7,408,161
4196	Insurance Not Otherwise Allocated		\$0
4198	Contingency		\$0
4199	Other General Government	01	\$1,314,857
General Government Subtotal			\$21,582,656
Public Safety & Corrections			
4211	Sheriff's Department	01	\$9,328,855
4212	Custody of Prisoners		\$0
4214	Sheriff's Support Services		\$0
4219	Other Public Safety		\$0
4230	Corrections	01	\$18,615,184
4235	Adult Probation and Parole		\$0
Public Safety & Corrections Subtotal			\$27,944,039
County Farm			
4301	Administration		\$0
4302	Operating Expenditures		\$0
4309	Other County Farm		\$0
County Farm Subtotal			\$0
County Nursing Home			
4411	Administration	01	\$36,768,745
4412	Operating Expense		\$0
4439	Other Health	01	\$2,634,059
County Nursing Home Subtotal			\$39,402,804



Appropriations

Human Services

4441	Administration		\$0
4442	Direct Assistance	01	\$28,315,371
4443	Board and Care of Children		\$0
4447	Special Outside Services		\$0
4449	Other Human Services		\$669,235
Human Services Subtotal			\$28,984,606

Cooperative Extension Services

4611	Administration	01	\$612,593
4619	Other Conservation		\$0
Cooperative Extension Services Subtotal			\$612,593

Economic Development

4651	Administration		\$0
4652	Economic Development		\$0
4659	Other Economic Development		\$0
Economic Development Subtotal			\$0

Debt Service

4711	Principal - Long-Term Bonds/Notes	01	\$2,161,300
4721	Interest - Long-Term Bonds/Notes	01	\$331,796
4723	Interest on Revenue Anticipation Notes		\$0
4750	Fiscal Agents' Fees		\$0
4760	Bond Issuance Costs	01	\$70,154
4790	Other Debt Service Charges		\$0
Debt Service Subtotal			\$2,563,250

Intergovernmental Transfers

4800	Intergovernmental Transfers		\$0
Intergovernmental Transfers Subtotal			\$0

Capital Outlay

4901	Land and Improvements		\$0
4902	Machinery, Vehicles, and Equipment	01	\$18,000
4903	Buildings	01	\$982,000
4904	Improvements other than Buildings		\$0
Capital Outlay Subtotal			\$1,000,000

Depreciation Expense

4905	Depreciation		\$0
4906	Amortization		\$0
Depreciation Expense Subtotal			\$0



Appropriations

Interfund Operating Transfers

4911	Transfers to General Fund		\$0
4912	Transfers to Special Revenue Fund		\$0
4913	Transfers to Capital Projects Fund	01	\$1,550,000
4914	Transfers to Proprietary Fund		\$0
4915	Transfers to Capital Reserve Fund		\$0
4916	Transfers to Trust and Fiduciary Funds		\$0
Interfund Operating Transfers Subtotal			\$1,550,000
Total Voted Appropriations			\$123,639,948



Estimated Revenues

Account	Source	Article	Estimated Revenue Ensuing Fiscal Year
Assessments/Taxes			
3110	Property Taxes (Unincorporated Places)		\$0
3111	Municipal Assessment		\$0
3120	Land Use Change Taxes (Unincorporated Places)		\$0
3180	Resident Taxes (Unincorporated Places)		\$0
3185	Yield Taxes (Unincorporated Places)		\$0
3186	Payments in Lieu of Taxes (Unincorporated Places)		\$0
3187	Payments in Lieu of Taxes		\$0
3189	Other Taxes		\$0
3190	Interest and Penalties on Delinquent Taxes (Uninco		\$0
3191	Penalties on Delinquent Municipal Assessments		\$0
3200	Licenses, Permits, and Fees		\$0
Assessments/Taxes Subtotal			\$0
Licenses, Permits, and Fees			
3220	Motor Vehicle Fees (Unincorporated Places)		\$0
3230	Building Permits (Unincorporated Places)		\$0
3290	Other Licenses, Permits, and Fees		\$0
Licenses, Permits, and Fees Subtotal			\$0
From the Federal Government			
3319	Federal Grants and Reimbursements	01	\$865,581
From the Federal Government Subtotal			\$865,581
From the State of New Hampshire			
3351	Shared Revenue - Block Grant (Unincorporated Place		\$0
3352	Incentive Funds		\$0
3354	Water Pollution Grants		\$0
3355	Housing and Community Development		\$0
3356	State/Federal Forest Land Reimbursements (Unincorp		\$0
3359	Other State Grants and Reimbursements	01	\$5,576,000
From the State of New Hampshire Subtotal			\$5,576,000
Revenue from Other Governments			
3379	Intergovernmental Revenues		\$0
Revenue from Other Governments Subtotal			\$0



Estimated Revenues

Charges for Services

3401	Sheriff's Department	01	\$2,033,773
3402	Register of Deeds	01	\$5,220,500
3403	County Corrections	01	\$213,775
3404	County Nursing Homes	01	\$25,180,990
3405	County Farm	01	\$34,801
3406	Cooperative Extension Service		\$0
3407	Maintenance Department		\$0
3409	Other Charges	01	\$297,094
Charges for Services Subtotal			\$32,980,933

Miscellaneous Sources

3501	Sale of County Property		\$0
3502	Interest on Investments	01	\$75,000
3503	Rents of Property		\$0
3504	Fines and Forfeits		\$0
3505	Escheats	01	\$300,000
3506	Insurance Dividends and Reimbursements		\$0
3508	Contributions and Donations		\$0
3509	Other Miscellaneous Sources	01	\$37,503
Miscellaneous Sources Subtotal			\$412,503

Other Financial Sources

3911	Transfers from General Fund		\$0
3912	Transfers from Special Revenue Fund	01	\$5,500
3913	Transfers from Capital Projects Fund		\$0
3914	Transfers from Proprietary Funds		\$0
3915	Transfers from Capital Reserve Fund		\$0
3916	Transfers from Trust and Fiduciary Funds		\$0
3934	Proceeds from Long-Term Bonds/Notes	01	\$6,000,000
Other Financial Sources Subtotal			\$6,005,500

Total Estimated Revenues			\$45,840,517
---------------------------------	--	--	---------------------

Budget Summary

Item	Ensuing Year
Total Voted Appropriations	\$123,639,948
(Less) Total Estimated Revenues	\$45,840,517
(Less) Fund Balance to Reduce Taxes	\$28,669,235
Amount Certified to be Raised by Taxes	\$49,130,196

Rockingham County Finance Office

Charles Nickerson, Finance Director

FYE 06/30/2019 ANNUAL REPORT SUBMISSION

The mission statement of the Rockingham County Finance Office is to ensure the County's financial affairs are conducted effectively in accordance with relevant Government policies and all relevant statutory and legal requirements. This is achieved by developing and maintaining effective systems for financial control and financial reporting, providing sound advice on the financial implications of decisions, establishing effective mechanisms for the preparation of annual budgets and estimates and for the production of reliable financial forecasts, maintaining appropriate financial policies and procedures, and supporting staff training and professional development.

The Finance Office plays an integral role at Rockingham County. Staff perform in-house payroll processing for approximately 550 employees, with assistance from departmental payroll editors. The Office coordinates the accounts payable process for the County, including processing of warrants, checks and electronic payments. General Ledger accounts are reconciled and warrants reviewed prior to posting to ensure accuracy of the accounting system. The Finance Office also prepares the County's budget, quarterly budget reviews and financial reporting, annual financial statements (which are audited), the Medicaid Cost Report and a multitude of ad hoc financial analyses, reports and filings. It also is the administrator over the Kronos time and attendance system and the MUNIS accounting system, and performs the majority of the treasury function for the County. I believe that we have a very talented team in the Finance Office, and I am very proud of the work we do for the County.

The 18-month fiscal period ending June 30, 2019 was a very eventful one for the Finance Office, and for the County as a whole. First and foremost, the County completed its transition to a June 30 fiscal year-end. It was an arduous process, as Rockingham was the first New Hampshire county in about 40 years to change from a calendar year-end to a fiscal year-end. The Rockingham County Delegation had to first proceed with voting to adopt a one-time 18-month fiscal period and then worked to have legislation passed for the County to adopt RSA 24:13-c, which established budgetary and other rules for the County to follow in transitioning to a June 30 year-end. This is the same statute that Hillsborough County follows. Elected Officials and Division Directors had to be very cautious and comprehensive in budgeting for their operating expense lines. The Commissioners had to be mindful of the taxpayers in proposing a fiscally responsible budget, not only with regards to appropriations, but as to how the County was going to fund the transition to a fiscal year without overburdening the taxpayers for this transitional fiscal period and for future years. I feel that the approved FYE 06/30/19 budget struck the right balance of fiscal restraint while still allowing the departments to accomplish stated goals. Rockingham County joins Grafton County, Hillsborough County and Sullivan County as the only New Hampshire counties that operate on a June 30 fiscal year.

There were several reasons for the County to transition to a June 30 fiscal year. Approximately 23% of the County's budgeted appropriations is comprised of Rockingham's Medicaid liability for the elderly and disabled (a/k/a "Categorical Assistance"). This liability is set by the State, with mandated appropriations outside of the control of the County Commissioners and the Finance Office, as State elected officials determine the "County Cap" during the State's budget process. By switching to a June 30 fiscal year, Rockingham County will have the most updated information and be able to budget as accurately as possible for these large expenses. Only Long Term Care Services, at 33%, comprises a larger portion of the County budget.

The County will also have the most updated information with regards to any State grant programs and funding changes within the State budget that may have an impact on County operations. With budgetary meetings being held in May and June, there should not be issues with meeting quorum requirements or establishing "rain dates"

for approval of the County budget. Having a budget passed in June also enables new Delegation members to become familiar with the County budget process, instead of participating in the process just over a month after being sworn into office as a State Representative in December. The change to a fiscal year also means the County should have an approved budget prior to going into a new fiscal year. Previously, the County budget was passed two months into the new fiscal period, requiring continuing appropriations votes to be passed each year prior to January 1st. The County's first 12-month June 30 fiscal year budget was passed on June 26, 2019.

The Finance Office continues to look for ways to more efficiently process financial transactions. Members met with the County's banking partner, TD Bank, and Bottomline Technologies to discuss the possibility of utilizing electronic payments to some of its vendors, which would save internal labor and postage costs, and result in a more secure payment method while providing cash rebates to the County. It is my goal for this procedural change to occur in FY 2020.

Work continues in customizing the setup of the Kronos time and attendance software to automate the timekeeping process (as much as possible), helping to decrease the overall payroll processing time from what it would be otherwise. Efforts in this area have saved the County thousands of dollars in Kronos software programming charges.

The Payroll Office staff (a subset of the Finance Office) continued to ensure that each biweekly payroll was as accurate as it could possibly be.

Many members of the Finance Office will play vital roles in moving the County's payroll processing from MUNIS to Kronos, a project slated for late 2019.

As of the release date of the FYE 06/30/2019 Annual Report, the County's financial statement audit is well underway but not quite complete. I am pleased to announce that the County only needed to utilize just over 53% of the \$28,000,000 in fund balance that was budgeted to help fund the transition to a June 30 fiscal year. This will enable the County to maintain a healthy fund balance reserve and work towards its goal of maintain unassigned fund balance equivalent to three months of budgeted appropriations. The County also only borrowed \$5,000,000 of the \$6,000,000 that was approved as another funding component for the fiscal year transition. Revenues came in approximately 3% over budget, with expenses under budget by about \$8,600,000, resulting in the aforementioned decreases in anticipated borrowing and fund balance usage. Unaudited Governmental Activities (a.k.a. "Government Wide") and Governmental Fund statements for FYE 06/30/2019 are included in the next pages of the Annual Report, with finalized audited financial statements anticipated for release in the fall of 2019.

I look forward to working with the County Commissioners, County Delegation, Elected Officials, Division Directors, and Department Heads in the next year to further efforts in providing efficient processing of accounting information, reporting and analyses while generating savings wherever possible for the County taxpayers. We have accomplished many positive things in recent years at the County, with County management working together towards common goals, and I hope this scenario continues. I am very grateful, as always, for the hard work and dedication by my staff; I am very proud of all of their efforts and achievements. I am also thankful for the support of the Board of Commissioners, who have moved the County forward for the past several years.

Respectfully submitted,



Charles W. Nickerson
Rockingham County Finance Director

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

STATEMENT OF NET POSITION

JUNE 30, 2019

(Unaudited)

	Governmental Activities
	<hr/>
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
Current:	
Cash and short-term investments	\$ 43,148,224
Restricted cash	1,102,654
Investments	78,084
Receivables:	
Accounts, net	528,356
Due from other governments, net	2,486,659
Due from external parties	-
Prepaid expenses	470,869
Inventory	276,371
Total current assets	<hr/> 48,091,217
Noncurrent:	
Capital Assets:	
Land	578,857
Construction in progress	13,144,299
Other assets, net of accumulated depreciation	26,208,382
Total noncurrent assets	<hr/> 39,931,538
Total Assets	88,022,755
Deferred Outflows of Resources - Pension Related	6,438,647
Deferred Outflows of Resources - OPEB Related	484,307
Total Deferred Outflows of Resources	<hr/> 6,922,954
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	94,945,709
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	
Liabilities:	
Current:	
Accounts payable	1,952,645
Accrued payroll and related liabilities	674,163
Due to other governments	8,628,626
Incurred but not reported claims liability	850,060
Accrued interest payable	194,638
Current portion of noncurrent liabilities:	
Bonds payable	1,596,699
Capital leases payable	146,213
Compensated absences	319,210
Total current liabilities	<hr/> 14,362,254
Noncurrent:	
Bonds payable, net of current portion	9,264,444
Capital leases payable, net of current portion	79,846
Compensated absences, net of current portion	2,055,925
Net OPEB obligation	4,670,426
Net pension liability	36,008,138
Total noncurrent liabilities	<hr/> 52,078,779
Total Liabilities	66,441,033
Deferred Inflows of Resources:	
Pension related	5,712,770
OPEB related	9,309
Revenues collected in advance	8,262
Total Deferred Inflows of Resources	<hr/> 5,730,341
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	72,171,374
NET POSITION	
Net investment in capital assets	32,554,341
Restricted for:	
Grants and other statutory restrictions	696,090
Permanent funds	30,849
Unrestricted	(10,506,945)
TOTAL NET POSITION	<hr/> <hr/> \$ 22,774,335

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2019
(Unaudited)

	Program Revenues			Net (Expenses) Revenues and Changes in Net Position	
	Expenses	Charges for services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
Long Term Care Services:					
Nursing Home	\$ 35,883,660	\$ 34,327,794	\$ -	\$ -	\$ (1,555,866)
Assisted Living	2,627,884	2,407,027	-	-	(220,857)
Categorical Assistance	28,794,738	-	-	-	(28,794,738)
Corrections	15,385,861	227,642	-	-	(15,158,219)
Administration and Other:					
Maintenance	6,325,811	84,662	-	-	(6,241,149)
Deeds	1,703,164	5,428,053	-	-	3,724,889
Finance	1,696,580	-	-	-	(1,696,580)
General Government	1,087,054	-	-	-	(1,087,054)
Human Resources	941,659	-	-	-	(941,659)
Information Technology	809,883	27,211	-	-	(782,672)
Statutory Organizations	717,593	-	-	-	(717,593)
Interest on Long Term Debt	467,310	-	-	-	(467,310)
Noncounty Specials	390,500	-	-	-	(390,500)
Commissioners	284,887	-	-	-	(284,887)
Delegation	142,794	-	-	-	(142,794)
Medical Examiner	115,620	-	-	-	(115,620)
Treasurer	19,447	-	-	-	(19,447)
Sheriff's Office	8,849,447	1,961,823	78,196	-	(6,809,428)
County Attorney	4,945,581	277,619	73,354	-	(4,594,608)
Total Governmental Activities	<u>\$ 111,189,473</u>	<u>\$ 44,741,831</u>	<u>\$ 151,550</u>	<u>\$ -</u>	<u>(66,296,092)</u>
General Revenues:					
					49,130,196
					576,653
					1,157,739
					<u>50,864,588</u>
					Change in Net Position (15,431,504)
Net Position:					
					Beginning of Year 38,205,839
					<u>\$ 22,774,335</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2019

(Unaudited)

	<u>General</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and short-term investments	\$ 24,552,018	\$ 3,810,662	\$ 78,392	\$ 28,441,072
Restricted cash and short-term investments	984,487	-	118,168	1,102,655
Investments	-	-	78,084	78,084
Accounts receivable, net	503,826	-	50	503,876
Due from Other Funds	1,271,058	-	284,015	1,555,073
Due from Other Governments, net	2,414,883	-	-	2,414,883
Prepaid Expenses	419,719	-	-	419,719
Inventory	276,371	-	-	276,371
Total Assets	<u>\$ 30,422,362</u>	<u>\$ 3,810,662</u>	<u>\$ 558,709</u>	<u>\$ 34,791,733</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities:				
Accounts Payable	\$ 1,769,199	\$ 100,657	\$ -	\$ 1,869,856
Accrued Liabilities	674,163	-	-	674,163
Due to Other Funds	382,622	-	48,852	431,474
Due to Other Governments	8,628,626	-	-	8,628,626
Total Liabilities	11,454,610	100,657	48,852	11,604,119
Deferred Inflows of Resources:				
Revenues collected in advance	3,640	-	-	3,640
Fund Balances:				
Nonspendable:				
Prepaid expenses	276,371	-	-	276,371
Inventory	419,719	-	-	419,719
Nonexpendable permanent funds	-	-	30,849	30,849
Restricted for:				
Long term care (RSA 24:13)	452,183	-	-	452,183
Capital projects	-	3,496,202	-	3,496,202
LCHIP surcharges (RSA 478:17-g)	532,304	-	-	532,304
Special revenue funds	-	-	479,008	479,008
Assigned for:				
Subsequent year budget	5,696,369	-	-	5,696,369
Encumbrances	275,020	213,803	-	488,823
Unassigned	11,312,146	-	-	11,312,146
Total Fund Balances	<u>18,964,112</u>	<u>3,710,005</u>	<u>509,857</u>	<u>23,183,974</u>
Total LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 30,422,362</u>	<u>\$ 3,810,662</u>	<u>\$ 558,709</u>	<u>\$ 34,791,733</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
IN THE STATEMENT OF NET POSITION

JUNE 30, 2019
(Unaudited)

Total governmental fund balances	\$	23,183,974
<ul style="list-style-type: none"> • Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. 		39,931,538
<ul style="list-style-type: none"> • Deferred inflows and outflows of pension resources are not financial resources nor are they available to pay current-period expenditures. Pension related inflows and outflows consist of: <ul style="list-style-type: none"> Deferred outflows of resources from net pension liability Deferred inflows of resources from net pension liability 		6,438,647 (5,712,770)
<ul style="list-style-type: none"> • Deferred inflows and outflows of OPEB resources are not financial resources nor are they available to pay current-period expenditures. OPEB related inflows and outflows consist of: <ul style="list-style-type: none"> Deferred outflows of resources from OPEB liability Deferred inflows of resources from OPEB liability 		484,307 (9,309)
<ul style="list-style-type: none"> • Internal service funds are used by management to account for certain activities. The assets and liabilities of the internal service funds are included in the governmental activities in the Statement of Net Position. 		11,783,729
<ul style="list-style-type: none"> • In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due. 		(194,638)
<ul style="list-style-type: none"> • Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds. Long-term liabilities at year-end consist of: <ul style="list-style-type: none"> Bonds payable Capital leases payable Compensated absences (unfunded) Net pension liability Net OPEB obligation 		(10,861,143) (226,059) (1,365,377) (36,008,138) (4,670,426)
Net position of governmental activities	\$	22,774,335

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

(Unaudited)

	General	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues				
Taxes	\$ 49,130,196	\$ -	\$ -	\$ 49,130,196
Charges for Services:				
Long Term Care Services:				
Nursing Home	34,315,186	-	12,608	34,327,794
Assisted Living	2,407,027	-	-	2,407,027
Corrections	137,700	-	89,942	227,642
Administration and Other:				
Deeds	5,272,991	-	155,062	5,428,053
Information Technology	27,211	-	-	27,211
Maintenance	84,662	-	-	84,662
Sheriff	1,918,035	-	43,788	1,961,823
County Attorney	277,619	-	-	277,619
Intergovernmental	151,550	-	-	151,550
Investment income	346,805	70,755	8,820	426,380
Miscellaneous	1,044,711	-	-	1,044,711
Total Revenues	<u>95,113,693</u>	<u>70,755</u>	<u>310,220</u>	<u>95,494,668</u>
Expenditures				
Current:				
Long Term Care Services:				
Nursing Home	35,793,919	-	-	35,793,919
Assisted Living	2,386,391	-	-	2,386,391
Categorical assistance	28,794,738	-	-	28,794,738
Corrections	15,532,170	-	-	15,532,170
Administration and Other:				
Maintenance	6,129,774	-	-	6,129,774
Deeds	1,816,493	-	-	1,816,493
Finance	1,733,151	-	-	1,733,151
General government	1,044,273	-	-	1,044,273
Human resources	921,820	-	-	921,820
Information technology	782,692	-	-	782,692
Statutory organizations	717,593	-	-	717,593
Non-county specials	390,500	-	-	390,500
Commissioners	300,170	-	-	300,170
Delegation	144,822	-	-	144,822
Medical Examiner	115,620	-	-	115,620
Treasurer	19,447	-	-	19,447
Grants	16,465	-	-	16,465
Sheriff	9,122,812	-	41,060	9,163,872
County Attorney	5,315,687	-	-	5,315,687
Capital outlay	38,191	3,741,357	-	3,779,548
Debt Service:				
Principal	2,161,300	-	-	2,161,300
Interest	331,796	-	-	331,796
Total Expenditures	<u>113,609,824</u>	<u>3,741,357</u>	<u>41,060</u>	<u>117,392,241</u>
Excess (deficiency) of revenues over expenditures	<u>(18,496,131)</u>	<u>(3,670,602)</u>	<u>269,160</u>	<u>(21,897,573)</u>
Other Financing Sources (Uses):				
Bond issuance proceeds	5,000,000	3,000,000	-	8,000,000
Capital lease proceeds	239,629	-	-	239,629
Transfers:				
Deeds and other	195,483	-	(195,483)	-
Capital projects	(2,011,049)	2,011,049	-	-
Total Other Financing Sources (Uses)	<u>3,424,063</u>	<u>5,011,049</u>	<u>(195,483)</u>	<u>8,239,629</u>
Change in Fund Balance	(15,072,068)	1,340,447	73,677	(13,657,944)
Fund Equity, at Beginning of Year	34,036,180	2,369,558	436,180	36,841,918
Fund Equity, at End of Year	<u>18,964,112</u>	<u>3,710,005</u>	<u>509,857</u>	<u>23,183,974</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

(Unaudited)

Net change in fund balances - Total governmental funds	\$	(13,657,944)																																						
<ul style="list-style-type: none"> • Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: <table border="0" style="margin-left: 40px;"> <tr> <td>Capital asset purchases</td> <td align="right">4,400,582</td> </tr> <tr> <td>Depreciation</td> <td align="right">(4,350,102)</td> </tr> </table> • Governmental funds only report the disposal of assets to the extent proceeds are received from the sale. In the Statement of Activities, a gain or loss is reported for each disposal. This is the amount of the proceeds received from the sale or disposal of capital assets, reduced by the actual net value of the disposed assets. <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td align="right">(30,838)</td> </tr> </table> • The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position: <table border="0" style="margin-left: 40px;"> <tr> <td>Bond proceeds received</td> <td align="right">(8,000,000)</td> </tr> <tr> <td>Bond premiums received</td> <td align="right">(992,950)</td> </tr> <tr> <td>Repayment of debt - bonds</td> <td align="right">2,161,300</td> </tr> <tr> <td>Bond premiums applied against bond principal</td> <td align="right">992,950</td> </tr> <tr> <td>Repayment of debt - capital leases</td> <td align="right">290,589</td> </tr> <tr> <td>Amortization of bond premium</td> <td align="right">113,028</td> </tr> <tr> <td>Capital lease proceeds received</td> <td align="right">(239,629)</td> </tr> </table> • In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due. <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td align="right">(135,514)</td> </tr> </table> • Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds: <table border="0" style="margin-left: 40px;"> <tr> <td>Compensated absences - change in unfunded liability</td> <td align="right">(26,981)</td> </tr> </table> • OPEB liability and related deferred outflows of resources and inflows of resources do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds: <table border="0" style="margin-left: 40px;"> <tr> <td>OPEB obligation</td> <td align="right">(918,703)</td> </tr> <tr> <td>OPEB related deferred outflows of resources</td> <td align="right">340,879</td> </tr> <tr> <td>OPEB related deferred inflows of resources</td> <td align="right">42,503</td> </tr> </table> • Net pension liability and related deferred outflows of resources and inflows of resources do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds: <table border="0" style="margin-left: 40px;"> <tr> <td>Net pension liability</td> <td align="right">4,129,614</td> </tr> <tr> <td>Pension related deferred outflows of resources</td> <td align="right">719,212</td> </tr> <tr> <td>Pension related deferred inflows of resources</td> <td align="right">(1,482,512)</td> </tr> </table> • Internal Services Funds are used by management to account for certain activities. The net activity of internal service funds is reported with governmental activities. <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td align="right">1,213,012</td> </tr> </table> 			Capital asset purchases	4,400,582	Depreciation	(4,350,102)		(30,838)	Bond proceeds received	(8,000,000)	Bond premiums received	(992,950)	Repayment of debt - bonds	2,161,300	Bond premiums applied against bond principal	992,950	Repayment of debt - capital leases	290,589	Amortization of bond premium	113,028	Capital lease proceeds received	(239,629)		(135,514)	Compensated absences - change in unfunded liability	(26,981)	OPEB obligation	(918,703)	OPEB related deferred outflows of resources	340,879	OPEB related deferred inflows of resources	42,503	Net pension liability	4,129,614	Pension related deferred outflows of resources	719,212	Pension related deferred inflows of resources	(1,482,512)		1,213,012
Capital asset purchases	4,400,582																																							
Depreciation	(4,350,102)																																							
	(30,838)																																							
Bond proceeds received	(8,000,000)																																							
Bond premiums received	(992,950)																																							
Repayment of debt - bonds	2,161,300																																							
Bond premiums applied against bond principal	992,950																																							
Repayment of debt - capital leases	290,589																																							
Amortization of bond premium	113,028																																							
Capital lease proceeds received	(239,629)																																							
	(135,514)																																							
Compensated absences - change in unfunded liability	(26,981)																																							
OPEB obligation	(918,703)																																							
OPEB related deferred outflows of resources	340,879																																							
OPEB related deferred inflows of resources	42,503																																							
Net pension liability	4,129,614																																							
Pension related deferred outflows of resources	719,212																																							
Pension related deferred inflows of resources	(1,482,512)																																							
	1,213,012																																							
Change in net position of governmental activities	\$	<u>(15,431,504)</u>																																						

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GENERAL FUND
STATEMENT OF REVENUES AND OTHER SOURCES,
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Unaudited

	Original Budget	From Prior Years' Budget	Supplemental Appropriations	Approved Transfers	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance	\$ 28,000,000	\$ 366,980	\$ 669,235	\$ -	\$ 29,036,215	\$ 15,089,442	\$ (13,946,773)
Resources (Inflows):							
Taxes	49,130,196	-	-	-	49,130,196	49,130,196	-
Charges for Services:							
Long Term Care Services:							
Nursing Home	28,148,795	-	-	-	28,148,795	34,315,186	6,166,391
Assisted Living	2,382,195	-	-	-	2,382,195	2,407,027	24,832
Corrections	129,001	-	-	-	129,001	137,700	8,699
Administration and Other:							
Deeds	5,085,500	-	-	-	5,085,500	5,272,991	187,491
Information Technology	20,250	-	-	-	20,250	27,211	6,961
Maintenance	34,801	-	-	-	34,801	84,662	49,861
Sheriff	2,033,772	-	-	-	2,033,772	1,918,035	(115,737)
County Attorney	297,095	-	-	-	297,095	277,619	(19,476)
Intergovernmental	941,581	-	-	-	941,581	151,550	(790,031)
Investment income	75,000	-	-	-	75,000	346,805	271,805
Miscellaneous	467,253	-	-	-	467,253	1,044,711	577,458
Bond proceeds	6,000,000	-	-	-	6,000,000	5,000,000	(1,000,000)
Transfers from Other Funds	225,274	-	-	-	225,274	195,483	(29,791)
Amounts Available for Appropriation	<u>122,970,713</u>	<u>366,980</u>	<u>669,235</u>	<u>-</u>	<u>124,006,928</u>	<u>115,398,618</u>	<u>(8,608,310)</u>
Charges to Appropriations (Outflows):							
Current:							
Long Term Care Services:							
Nursing Home	37,543,745	201,644	-	-	37,745,389	35,822,972	1,922,417
Assisted Living	2,634,059	-	-	-	2,634,059	2,384,752	249,307
Categorical Assistance	28,315,371	-	669,235	-	28,984,606	28,794,738	189,868
Corrections	18,615,185	32,112	-	-	18,647,297	15,532,170	3,115,127
Administration and Other:							
Maintenance	6,320,567	58,616	-	62,110	6,441,293	6,093,601	347,692
Deeds	1,982,030	-	-	-	1,982,030	1,816,493	165,537
Finance	1,842,283	35,809	-	-	1,878,092	1,733,151	144,941
General Government	1,245,123	1,450	-	-	1,246,573	1,044,273	202,300
Human Resources	1,044,895	-	-	-	1,044,895	921,820	123,075
Information Technology	808,545	33,909	-	-	842,454	782,692	59,762
Statutory organizations	717,593	-	-	-	717,593	717,593	-
Non-County specials	398,002	-	-	-	398,002	390,500	7,502
Commissioners	324,652	-	-	-	324,652	300,170	24,482
Delegation	492,179	-	-	(62,110)	430,069	144,822	285,247
Medical examiner	122,504	-	-	-	122,504	115,620	6,884
Treasurer	28,364	-	-	-	28,364	19,447	8,917
Grants	811,855	-	-	-	811,855	16,465	795,390
Sheriff	9,328,854	3,440	-	-	9,332,294	8,909,316	422,978
County Attorney	5,847,762	-	-	-	5,847,762	5,315,687	532,075
Capital Outlay	43,000	-	-	-	43,000	38,191	4,809
Debt service:							
Principle	2,161,300	-	-	-	2,161,300	2,161,300	-
Interest	331,796	-	-	-	331,796	331,796	-
Transfers to other funds	2,011,049	-	-	-	2,011,049	2,011,049	-
Total Charges to Appropriations	<u>122,970,713</u>	<u>366,980</u>	<u>669,235</u>	<u>-</u>	<u>124,006,928</u>	<u>115,398,618</u>	<u>8,608,310</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>