



Annual Report

Fiscal Period Ending June 30, 2022

Rockingham County Commissioners:

Thomas Tombarello, Chair
Brian Chirichiello, Vice Chair
Kathryn Coyle, Clerk

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ELECTED OFFICERS

Commissioners

Thomas Tombarello, Chair
Brian Chirichiello, Vice-Chair
Kathryn 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 rockinghamcountynh.org

ROCKINGHAM COUNTY COMMISSIONERS

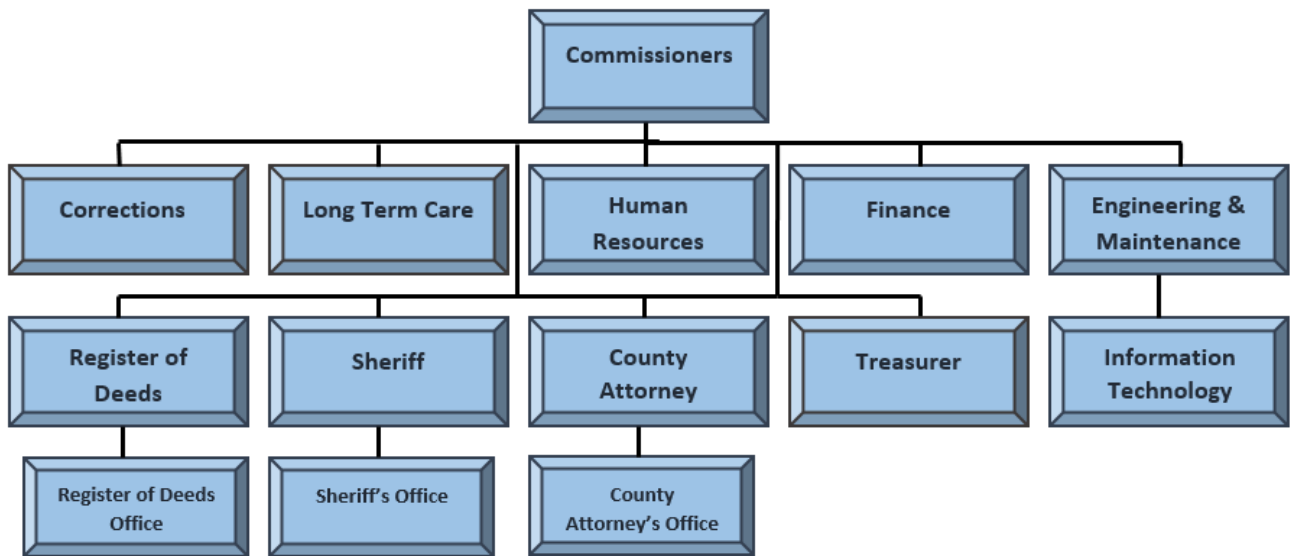


Fiscal Period Ending June 30, 2022

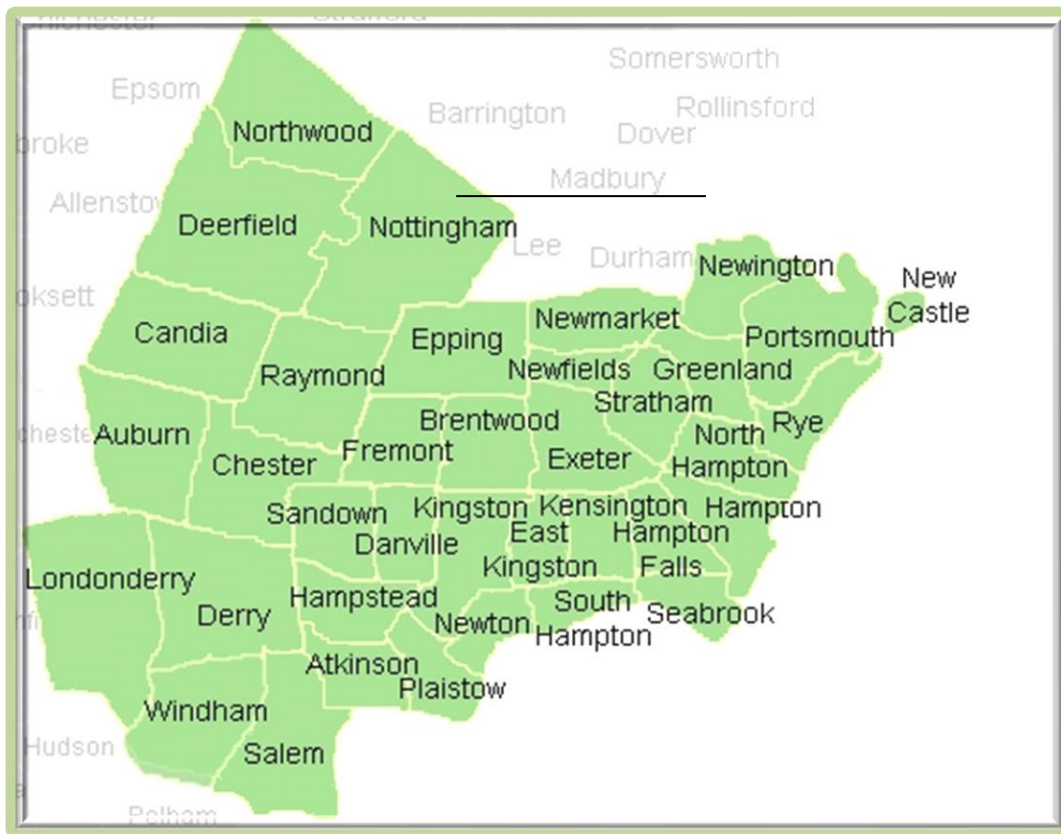
Rockingham County has a three-member board of Commissioners. The Board consists of Chairman Thomas Tombarello from Sandown, Vice Chairman Brian Chirichiello from Derry, and Clerk Kathryn Coyle from Portsmouth. The Board was supported by Senior Executive Assistant Leila Mattila of Danville. Together the Commissioners' Office is responsible for the administration of all county functions, and last year oversaw a budget of \$87,637,104. 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 (500 +/- 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 accomplished significant milestones. Construction plans for a new Municipal building were put in motion to house the Registry of Deeds, the County Attorney's Office, the Sheriff's Department, the Commissioners' Office, and a new drug treatment program, Community Corrections. The project will also feature the largest municipal solar array in the State of New Hampshire. With approximately 13 acres of solar panels, the County expects to offset over \$700,000 in electrical costs annually. The groundbreaking ceremony was held November 17, 2022.

Upcoming goals for the Commissioners' Office are to continue strategizing for the staffing difficulties in almost all the County Departments, especially the Department of Corrections and Nursing Department. 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.



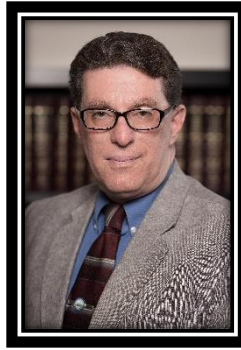
Thomas Tombarello
Chair
District 2

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.



Brian Chirichiello
Vice Chair
District 3

Serving: Auburn, Candia, Chester, Deerfield, Derry, Londonderry, Northwood, Nottingham, Windham

- 37-year resident of Derry
- 6 term Derry Town Councilor
- 5 term Derry State Representative
- 8 years Rockingham County Executive Board
- Derry Planning Board
- Southern NH Planning Board Commissioner (past)



Kathryn Coyle
Clerk
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

Rockingham County Department of Corrections | 2022 Annual Fiscal Report



Rockingham County Department of Corrections | 2022 Annual Fiscal Report

September 21, 2022

To: Honorable Board of Commissioners
From: Superintendent Jason M. Henry

I respectfully submit the following report covering the Department of Corrections for the 2022 fiscal year. We continued a focus on Community Corrections initiatives to reduce the number 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 and we again have seen progress in the number of offenders treated and the success of those in the program.

This past fiscal year has been a good one for the department, while continuing to meet the challenges presented by the COVID-19 pandemic and the increased number of individuals with mental health needs being brought to the jail. We have enjoyed steady progress throughout this period and were able to institute some new inmate programs that will be outlined in the following report.

The following census is a general breakdown of statistics encompassing July 1, 2021 – June 30, 2022:

Average Daily Count: 150

Intakes: 2478 Males: 1887 Females: 591

New Offenders: 1270 Repeat Offenders: 1208 Recidivism Rate: 31.2%

ADULT DIVERSION

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 avoid 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 the past fiscal year, we again worked with the County Attorney on Felony level diversion and it has continued to be very successful.

During this past fiscal year, we averaged approximately 67 inmates weekly in the Adult Diversion Program. There were 56 cases successfully closed and 19 cases that were returned for prosecution. Diversion is an alternative to incarceration and a positive way to reach first time offenders and curb recidivism.

Rockingham County Department of Corrections | 2022 Annual Fiscal Report

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, 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.

During the past fiscal year, we had 42 participants in the Pre-Trial Supervision Program. We are extremely happy with this multi-jurisdictional approach to Positive Community Corrections.

Bed Days Saved: 6410

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 10 inmates weekly 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 in utilizing this sentencing alternative.

Number of Participating inmates: 25

Bed days saved: 4178

Success Rate: 86% and a NEW PARTICIPANT Success Rate of: 77%

INMATE WORK HOURS

Whenever possible we schedule Minimum Security convicted offenders to various work details around the county facilities. These people have worked for several county departments including the Nursing Home and County Maintenance. We have also had several area police agencies that are assigned an inmate worker. The workers 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 to the COVID-19 pandemic, we were again, unable to provide any inmate labor this past fiscal year.

Rockingham County Department of Corrections | 2022 Annual Fiscal 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.

A total of 254 Disciplinary Board hearings were assigned in the 2022 fiscal year, of which a total of 73 scheduled hearings were not completed within the allotted time frame. Of those not completed, 25 were due to the inmate being released by court order or bail. A total of 151 resulted in guilty findings and 30 not guilty.

CLASS A OFFENSES (Most Serious Offenses of Assault, Fights, Drug Use/Possession, etc.): 139

Fighting - 16
Assault on Inmate - 11
Sexual Misconduct between Inmates – 6
Sexual Misconduct toward Staff – 2
Positive Urinalysis – 6
Refusal to Provide a UA – 1
Sprinkler Activation – 0
Assault/Attempted on Staff – 14
Attempted/Escape/Possession of Tools for Escape – 1
Hoarding of Medication -14
Possession of Unauthorized/Illegal Drugs/Delivery of Prohibited Articles – 19
Attempt or Diversion of MAT Medication – 8
Racial Harassment – 5
Possession/Use of Tobacco – 6
Threatening Staff/Officer/Inmate – 12
Violation of Electronic Monitor – 2
Possession of Dangerous Contraband – 9
Attempt or Inciting a Riot – 5
Refusal to Work – 1
Extortion – 1

CLASS B OFFENSES (Violation of Non-Violent acts where no drug involvement and/or no injuries were involved): 115

Possession/Consumption/Preparation of Home Brew - 2
Being Away from Work Detail - 0
Removal of I.D. Bracelet / Tampering with Security Device - 3
Disorderly Conduct including Threats/Intimidation - 51
Stealing - 17 (Inmate PIN#)
Destruction of County Property - 15
Being in Unauthorized Area - 3

Rockingham County Department of Corrections | 2022 Annual Fiscal Report

Refusal to Lock In - 7
Tampering with Plumbing/Electrical/Ventilation Systems - 1
Disobeying Direct Orders - 12
Possession/Use of Tattooing Equipment – 1
Refusing a Roommate – 1
Interference with a Corrections Officer's Duties – 1
Fired From a Work Detail - 1

DISPOSITION OF DISCIPLINARY HEARINGS

Guilty Findings - 151
Not Guilty Findings - 30
Hearings Dismissed for not being held in the allotted time period - 73
Hearings Dismissed due to inmate release / transfer – 25
There were 6 inmate appeals to D-Board findings
There were 2 appeals granted due to a flawed hearing process

VINE = Victim Identification and Notification Everyday

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 offender's 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 the next year we will continue to promote this program to all Law Enforcement and social service/domestic violence protective agencies in the county. In 2019 VINE became available statewide which has brought new reporting functionality, notifications via text message and the ability to make notifications between counties. This service can be accessed at www.vinelink.com.

**TOWN COMMITMENTS REPORT
END OF FISCAL YEAR 2021**

| | |
|-------------------------|------------------------------------|
| Atkinson <u>6</u> | North Hampton <u>33</u> |
| Auburn <u>13</u> | Northwood <u>20</u> |
| Brentwood <u>7</u> | Nottingham <u>17</u> |
| Candia <u>12</u> | Plaistow <u>28</u> |
| Chester <u>12</u> | Portsmouth <u>198</u> |
| Danville <u>15</u> | Raymond <u>50</u> |
| Deerfield <u>27</u> | Rye <u>16</u> |
| Derry <u>129</u> | Salem <u>201</u> |
| East Kingston <u>3</u> | Sandown <u>8</u> |
| Epping <u>53</u> | Seabrook <u>130</u> |
| Exeter <u>41</u> | South Hampton <u>4</u> |
| Fremont <u>10</u> | Stratham <u>10</u> |
| Greenland <u>14</u> | Windham <u>13</u> |
| Hampstead <u>22</u> | |
| Hampton <u>220</u> | Immigration <u>0</u> |
| Hampton Falls <u>16</u> | Federal Marshal <u>0</u> |
| Kensington <u>11</u> | Probation/Parole <u>71</u> |
| Kingston <u>43</u> | Rockingham Sheriff <u>521</u> |
| Londonderry <u>51</u> | N.H. State Police <u>111</u> |
| Newcastle <u>2</u> | Other Counties/Agencies <u>421</u> |
| Newfields <u>0</u> | |
| Newington <u>23</u> | |
| Newmarket <u>41</u> | |
| Newton <u>9</u> | |

Human Services

The Rockingham County Department of Corrections consists of 6 professionals who are committed to providing quality mental health, substance use, case management, educational and religious services to our incarcerated population. We aim to reduce recidivism by offering a wide variety of supportive and evidenced based programming as well as reentry assistance. Several personal changes have transpired during the year including a new Inmate Services and Programming Manager, a new Chaplain, a new Case Manager, and the addition of a new position; Medication Assisted Treatment (MAT) Case Manager. The department is also currently recruiting for the Mental Health Supervisor Position. Amid the ongoing pandemic, we continued to remain flexible in the delivery of our services including offering approximately 30 groups per week.

The following further outlines the roles and services offered during this fiscal year:

Inmate Services and Programming Manager ~ *The Inmate Services and Programming Manager oversees inmate services and programming while adhering to policies and procedures of RCDOC.*

Mental Health Supervisor – *the Mental Health Supervisor provides individual and group mental health counseling, oversees the Case Manager and facilitates referrals for involuntary admissions to the state hospital.*

Individuals served: 240

Contacts made: 898

IEA referrals: 11

Wellness & Recovery Group: 3

Mind over Matter Group: 3

Additional Independent Certificates Awarded: 67

Independent Programs Available: 22

Rockingham County Department of Corrections | 2022 Annual Fiscal Report

Education & Program Facilitator ~ *The Education & Program Facilitator provides educational opportunities in preparation for the HI SET, supports employment preparation and additional growth promoting groups.*

HiSET-11 Subtests Passed and 28 students in past year participated in HI Set preparation during the year

OSHA 10 -17

Responsible Fatherhood Group :26

Automotive 3D laptops: 22

Film and Literature Group: 48

Morality and Ethics Group: 16

Creative Writing Though Music Group :16

NH Works (WIOA grant) Assistance: 3

English as a Second Language: 2

Case Manager ~ *the Case Manager assesses the needs of inmates and assists with linking inmates to services and supports in the community. Case management is offered to all individuals.*

Medication Assisted Treatment (MAT) Case Manager ~ *the MAT Case Manager assesses the follow up needs of inmates currently on or those seeking Medication Assisted Treatment and provides group counseling.*

Number of Inmates requesting Case Management Assistance: 152

Number of Inmates requesting Medication Assisted Recovery Case Management: 172

Insurance: 48

Non-driver's IDs Provided: 22

Shelter Referrals: 21

Housing Referrals: 10

28- day Program Referrals: 10

Primary Care Physician Referrals: 6

Rockingham County Department of Corrections | 2022 Annual Fiscal Report

Employment Assistance :6

Social Security Card Assistance: 6

Veterans Referrals: 5

Social Security Disability Assistance: 3

Licensed Alcohol and Drug Counselor Referrals: 2

Medication Assisted Recovery Group: 29

Healthy Relationships Group: 6

Coping with Anger Group: 15

Licensed Alcohol and Drug Counselor ~ *The Licensed Alcohol and Drug Counselor (LADC) oversees the STAR (Solutions, Transitions and Recovery) Program and additionally provides counseling to any inmate requesting this service. The STAR program is a 28 day in house substance use treatment program looking to expand to a 90-day treatment program.*

2022 Star Participants: 36

Graduates: 29

Bed Days Saved: 4312

Living in Balance Group: 22

Candis Program: 10

Helping Men Recover Group: 12

Chaplain ~ *The Chaplain plans, coordinates and conducts ecumenical services and provides spiritual support to our inmates via groups and individually. The Chaplain also coordinates bible study volunteers.*

Grants

RSAT ~ *The RSAT for State Prisoners Program assists states with developing and implementing residential substance abuse treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which inmates are incarcerated for a period sufficient to permit*

substance abuse treatment. This grant will be used to expand our current 28-day program to the 90-day treatment program.

Video Arraignment

The Video Arraignment Team posted the 2nd highest total number of Video hearings since we started video arraignments. We hosted over 2300 hearings this year, which except for last year, would have beat any previous year by over 300 hearings. The team has placed an emphasis preparing inmates mentally for their hearings. Assisting inmates with knowing what to expect when appearing for a Video hearing has been a piece of the culture, we focused on enhancing. Inmates coming to the video room are offered an explanation as to the legal purpose of their initial arraignment as well as being provided any forms they may be required to complete. The Video team wishes to alleviate the added anxiety inmates may feel related to applying for legal counsel while at the jail.

Despite the health challenges around the COVID virus, Video has become more mobile in being able to host hearings throughout the building. The accessibility of WebEx being able to host hearings from a laptop has been incredible. In addition to all Superior Courts being equipped with WebEx Video over the past year all Rockingham County Circuit courts have also added the system. This has been a great tool in coordinating our hearings and streamlining the process. Where in the past Circuit Courts could only host Video hearings at the stationary system, the transition has been a big step forward.

The complete year together has allowed the Video Team to assist inmates from the minute they enter the building to their exit back into the community. Helping them find the appropriate resources within the building and navigate the processes to access tools and programs to assist has been a focal point. We understand we are an added point of contact and strive to do everything we can to assist inmates in handling the challenges they're facing while at Rockingham County Jail. Assistance with conducting hearings in other states has also risen over the past two years. The Video team has run more efficiently this year than over the past two years and we hope to keep going in the right direction!

Rockingham County Department of Corrections | 2022 Annual Fiscal Report

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. It was in collaboration with our Medical Services department that we were able to become our own Correctional Opioid Treatment Provider.

We continue to be the only corrections agency in the state of NH to be accredited with the National Commission on Correctional Health Care.

We are pleased that we were able to extend our contract with this provider for an additional year.

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.

In the past fiscal year, we welcomed 14 new Officers 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 still struggle hiring and retaining staff. We are averaging 25 members short.

On February 17, 2022, we said good-bye to our Assistant Superintendent, Major David Consentino who retired after 31 years of dedicated service to the Department of Corrections Last September 2021, Cpl. Henry Raymond retired after 27 years of service, and Lt. Michael Marriott retired in April after 20 years. We thank these loyal and dedicated officers for their 79 years of combined service, 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

Matthew Moore

10 Years

15 Years

Michael Evans

20 Years

William Bousley
Thomas Cwynar

25 Years

Rockingham County Department of Corrections | 2022 Annual Fiscal Report

In conclusion I would like to express my appreciation to the Rockingham County Board of Commissioners. This past fiscal year has come with new 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 Scott Wallace, the Chairman of the Jail Sub-Committee. Many thanks also to all 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,

Jason M. Henry
Superintendent



ROCKINGHAM COUNTY ATTORNEY STATE OF NEW HAMPSHIRE

PATRICIA G. CONWAY
COUNTY ATTORNEY

KRISTIN I. VARTANIAN
DEPUTY COUNTY ATTORNEY

Fiscal Year 2022 Annual Report To the County Convention and Citizens of Rockingham County

INTRODUCTION

Rockingham County Attorney Patricia G. Conway is honored to submit the 2021 Annual Report for the Rockingham County Attorney's Office. County Attorney Conway is currently serving her fourth term as County Attorney. 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 4 teams. Each team (with the exception of our ECR/FF team) consists of 1 lead attorney, approximately 3 assistant county attorneys and 3 legal assistants. The 4 teams represent 3 different geographic areas as well as our Early Case Resolution/Felonies First team. Team 4 is supervised by the Deputy County Attorney, Kristin Vartanian. This system allows the RCAO staff to create good, solid working relationships with the police departments in their respective area.

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

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

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

Team 4: This team reviews all the complaints and affidavits that are submitted on a daily basis for both incarcerated and non-incarcerated defendants. Once the complaints and affidavit are sufficient and if there is probable cause, the attorneys will file the documents with the court and handle the initial arraignment of the defendant. This team also handles all our early case resolution files.

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 John Mara (Area 1), Megan Ryan (Area 2) and Ryan Ollis (Area 3). Currently, Attorney Ollis is on military leave. Accordingly, Attorney Rusty Chadwick is standing in as Lead Attorney for Team 3. All the departments are invited to participate in periodic meetings. The departments are not required to do so.
3. Rockingham County Attorney Conway created a Drug Unit composed of Lead Attorney John Mara and one assistant county attorney. These prosecutors work hand and hand with the Rockingham County Drug Task Force and the New Hampshire State Police 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 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.

6. 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), the Attorney General's Office and the CAC (Child Advocacy Center).
7. County Attorney Conway started an Early Case Resolution (ECR) program in 2015. Assistant County Attorneys Jill Cook and Marcia Rosenn prosecute our ECR cases. Deputy County Attorney Kristin Vartanian oversees this program. 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 30-40% 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 few years. The number of hearings we attended in 2019 increased approximately 50% from 2016. 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.

This year, legislation was enacted that reverses the felonies first legislation. With this new legislation, the criminal justice system/process regarding felony arrests will revert to circuit courts and circuit court prosecutors handling the initial filing of complaints, the initial arraignment and probable cause hearings. This process will begin in January of 2023. County Attorney Conway will pay close attention to how this change effects the office and potential caseloads.

PROSECUTORS:

The Rockingham County Attorney's Office employees 20 attorneys, 2 investigators, 5 victim/witness coordinators and 19 support staff. The felony Assistant County Attorneys are divided into teams covering three geographic regions of the county. With a staff of 46 people, we are the largest law firm in Rockingham County.

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

In fiscal year 2022, 1421 criminal cases were reviewed and disposed of in some manner by the Attorneys in the Rockingham County Attorney's Office. 116 criminal charges were filed in the Rockingham County Superior Court. 257 jury trials were scheduled for trial by the Superior Court in 2021. The Court did not schedule or hear any trials for a good portion of 2019 and 2020 due to the COVID-19 Pandemic. Accordingly, many of our cases from 2019 and 2020 remain open. The Good news is that trials are now being held again here in the Superior Court. Jury trials can generally take anywhere from 2 to 14 days to complete. Due to the pandemic the case load for each assistant county attorney has increased dramatically. To make things even more challenging, hiring attorneys and legal assistants has proven to be quite difficult due to the State's decreased job force. For the entire fiscal year of 2022, our office was down at least 2 assistant county attorneys and 2 legal assistants at any given time. This shortage of staff has increased caseloads even more.

In addition, 120 probation violations were prosecuted by this office. The average caseload for each felony prosecutor was 175 cases. This large number is due to the fact that many cases were not resolved in 2019 and 2020 because of the lack of jury trials combined with the shortage of attorneys. This number does not include probation violations and post – conviction matters that are routinely filed and litigated by this Office. To give the caseload number some context, the Attorney General's Office opines that assistant county attorneys should ideally have a caseload of 75 cases.

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 239 Duty calls from police departments in fiscal year 2021.

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. County Attorney Conway continues to serve in this important role today. In fiscal year 2022, Governor Sununu nominated County Attorney Conway to become a Superior Court Judge. Although the nomination was never confirmed, it was an honor to be nominated.

Deputy County Attorney Kristin Vartanian: I appointed Attorney Kristin Vartanian to be my Deputy County Attorney in 2021. Attorney Vartanian is an experienced prosecutor with managerial experience. Attorney Vartanian is a huge asset to our office and serves the citizens of Rockingham County well as the Deputy County Attorney.

Lead Attorney Ryan Ollis: Attorney Ollis is a member of the New Hampshire Army National Guard. He was promoted to the rank of Captain in early 2019. He is currently serving our country overseas.

Lead County Attorney Megan Ryan: Megan, along with co-facilitator, Kate Winter, conducts a training on Strangulation and Domestic Violence for prosecutors and law enforcement officers across Rockingham County at no cost to the towns/police departments. Attorney Ryan also received the Champion for Children award from the Child Advocacy Center in fiscal year 2022 for all her advocacy for child victims of physical and sexual abuse.

VICTIM WITNESS COORDINATORS

The County Attorney's Office has five 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 1322 telephone conferences, 5410 emails and 504 office conferences with victims and witnesses of crime in 2021.
- . The coordinators and interns generated 1863 letters to go out to victims and witnesses in 2021.

Awards and other Special Accomplishments:

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

Victim Witness Coordinator 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. Additionally, Kate, along with co-facilitator, Attorney Megan Ryan, conducts a training on Strangulation and Domestic Violence for prosecutors and law enforcement officers across Rockingham County at no cost to the towns/police departments.

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 assisting law enforcement agencies in follow-up investigations, locating missing witnesses and conducting witness interviews.

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 815 trial subpoenas in fiscal year 2022 and processed approximately 1421 cases involving multiple items of trial evidence.
- . Additionally, our Assistant Office Administrator processed 3 Interstate Agreement on Detainers and 4 Governor's Warrants to prosecute out of state defendants.
- . The reception office received an astonishing 13,378 incoming calls in fiscal year 2022.

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 217 interviews at the Child Advocacy Center in fiscal year 2022. 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 and/or drug profiteers.

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 is one mental health court in Rockingham County located at the Brentwood Circuit Court. The program targets 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 2022. We continue to deal with an ongoing drug epidemic. Heroin and Fentanyl are particularly addictive and dangerous. We are also seeing more and more Methamphetamine. In 2021, 425 people died from drug overdose in the State of New Hampshire. 16 of those deaths involved Methamphetamine and 246 involved Fentanyl.

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.

We are also facing a backlog of jury trials due to the Covid 19 pandemic. For over a year, the Superior Court did not hear any jury trials. The result is a horrific back log of cases which in turn leads to extremely high caseloads for the attorneys and support staff. Adding to this burden, is the lack of qualified candidates applying for the 2 open attorney positions we have here at the County Attorney's Office. Back to back jury trials and high caseloads will lead to burnout if we cannot hire qualified folks to fill the open positions. We continue to work with our partners at human resources as well as the commissioners to come up with innovative solutions to attract qualified people. If we cannot come up with a solution to this problem, staff will leave the office due to qualify of life concerns.

Also, of 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.

County Attorney Conway is also quite concerned with the increase of violent crimes in 2021 and half of 2022 including sexual assaults, domestic violence, physical assaults, robberies, and negligent homicides. It appears that Covid -19 pandemic and the lack of support for our law enforcement partners has created turmoil in our community. Many people are suffering from

mental illness and there are simply not enough resources in our community to offer support, guidance, and treatment. Furthermore, there is a statewide shortage of police officers. Most, if not all, of our departments here in Rockingham County are short staffed. For example, the State Police have 80 open positions for state troopers. Our officers cannot keep our communities safe if they are understaffed and overworked. This office will continue to lend whatever support in can to our law enforcement partners during this difficult time.

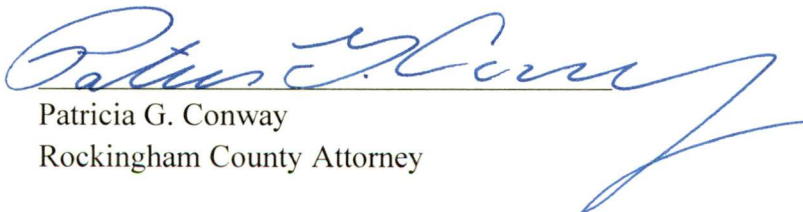
In closing, I want to congratulate the entire staff of the Rockingham County Attorney's Office. They are dedicated and compassionate professionals who are committed to the mission of the office. They have and will continue to do what it takes to get the job done. The citizens of this county can be assured 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 also want to give a special shout out to Commissioner Tom Tombarello. This is Commissioner Tombarello's last term as County Commissioner due to the realignment of voting districts. Tom has dedicated several years of his life to Rockingham County, its residents, and the employees of Rockingham County. We are sad to see him leave as he has accomplished so much for the County. It has been my honor and privilege to work with such a caring and capable Commissioner. Thank you for always supporting the County Attorney's Office and for your tremendous service to the citizens of Rockingham County Tom!

Lastly, 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,



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 06/30/2022

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.

The Engineering & Maintenance Services (E&MS) team daily meets the 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, security, 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: workspaces 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. I am exceedingly proud of each member and feel fortunate to be counted among such fine individuals.

The past year, as for everyone, has been a challenging time for facilities. Settling into an ever changing “new normal” ensuring that the important work is done to maintain building and personnel safety and security has required creative and cohesive teamwork. New challenges regarding costs and availability of materials has required innovation and creative solutions to maintain operations.

In addition to the daily preventive maintenance and repair service, the E&MS team participated in the following projects and upgrades throughout the Complex in FY 2020.

- HVAC system cleaning & disinfection to selected equipment in the Long Term Care and Corrections facilities
- Replacement of storefront doors at the main entrance to the Assisted Living Community
- Upgrade to LED fixtures in multiple interior and exterior sites throughout the Complex
- Continued upgrades to the camera and access control systems in the Rehabilitation and Nursing Center, including new cameras and server upgrades
- Extension of the Secure Care system to other areas and doors, assisting with resident safety
- Upgrade of the nurse call system in the Long Term Care facility, expanding functionality for enhances service to the residents
- Installation of an ozone system in the Long Term Care facility laundry, improving infection control and enabling the use of less hot water and less chemicals.
- Upgrade (2 of 6) of a primary logic controller serving one of the blocks in the Department of Corrections

- Replacement of twenty cell doors in the Department of Corrections
- Phase one of two for a new police radio channel for the Sheriff's Department, to handle volume. Work in this phase includes engineering testing and installation
- Replacement of one of two obsolete automatic transfer switches on the emergency generator at the Department of Corrections
- Redevelopment of Well #3
- IT continues to improve communications and security of all networks and systems, streamlining operations, maximizing group purchasing. Universality of equipment type across departments and networks allows for efficient support and repairs. A new focus on user training for network safety was also undertaken.
- Space Allocation project made tremendous progress during this period. Each of the affected departments has worked to clarify needs, a construction manager has been engaged, Warrenstreet Architects has worked diligently on plans, and met every obstacle with positive solutions. The support and guidance of the Board of Commissioners has been invaluable and much appreciated.

Approximately 68% of the E&MS Operating budget is for utilities expenses. Consequently, a strong emphasis is placed on preventive maintenance for maximum performance, energy efficiency and potential cost savings. We persist in seeking an LED solution when replacing light fixtures, energy efficient mechanical equipment, and 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. We are looking to solar solutions as a potential next area of savings, and sustainability. It is both an increasing challenge and a great source of pride to be ever more effective in this arena.

We see new faces and policies, but our Mission stands. Having resources constrained has highlighted how vital, and powerful, are our most valued resource: the members of our team. We welcome opportunities to collaborate with and support 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.

Respectfully Submitted,

Jude Gates, Director of Facilities, Planning & IT

Human Resources Department

Annual Report

July 1, 2021 – June 30, 2022

The Human Resources Department has been very active this past year. We have welcomed new staff members to our department and assisted them with their acclimation to County government. A newly added position of a Records Management Technician was approved through the budget cycle and will be instrumental in fulfilling our goal of moving to a paperless personnel records management system. Moving to such a system will provide management with electronic access to their employees' personnel records at any time. We anticipate the rollout of this system to be completed by the end of calendar year 2023.

The County's benefit offerings consist of three Health plans, two Dental plans, Short-Term Disability insurance as well as a variety of voluntary benefit products such as vision, life insurance, long-term disability, pet and home/auto to name a few. The County's benefit plan offerings are reviewed on a regular basis to mitigate claim and premium costs while still meeting the needs of our employees.

Our department is facilitating an employee recognition initiative on behalf of the Board of Commissioners. This initiative recognizes employees from each department with different items obtained from various businesses located within Rockingham County. These initiatives are funded utilizing State and Local Fiscal Recovery Funds (SLFRF) under ARPA expenditure category 2.35.

There have been a number of Wellness initiatives that we have hosted throughout the County to foster and promote opportunities for engagement, fitness and overall wellbeing. These activities included a Wellness Walk, Scarecrow Contest, chair massages and a Smoothie Bus.

A major focus has been in our efforts to support all of our departments with their recruitment needs. The job market has been challenging with numerous factors impacting the hiring and retention of individuals. An outline of just some of our Recruiter's efforts are detailed below:

Job Boards/Advertisements: Indeed, GovernmentJobs, Handshake, Zip Recruiter, College Central, LinkedIn, NH Bar Issue, NH Jobs Corps, Massachusetts Municipal Association, NH Municipal Association, Human Resources Facebook Page, Granite State Trade School, LNA Health Careers

Numerous Job Fairs throughout the first half of 2022:

- Pinkerton Academy Job Fair
- LNA Health Careers Job Fair
- Seacoast School of Technology
- Exeter High School Job Fair
- NH Employment Security Virtual Job Fair

Fostered Partnerships with LNA Health Careers and NH Bar Association

Community Outreach:

- Source resumes on Indeed, proactively reach out to active candidates and invite them to apply
- Referral Bonus Program for active employees
- LNA Apprentice Program (In Partnership with LNA Health Careers)

Retention:

- Fantastic benefit package including generous earned time and NH Retirement System participation
- Wellness initiatives (Annual Wellness Walk, MyCigna Rewards + Motivate Me Program, New Directions (EAP, for trainings/seminars/personal wellness growth), Chair Massages, Wellness Seminars, Omada Weight Loss)
- Sign-On Bonus for identified positions throughout the County
- Employee Referral Bonus – Up to \$2,500 for identified positions
- Educational Assistance Program – after 1 year of service
- Years of Service Recognition Events
- On-site Employee Health Services
- On-site Employee Fitness Center and Cafeteria

It is of value to outline in this report statistics to provide some insight into the labor market as it relates to unemployment, wages and talent shortages:

Unemployment: 2.0% in New Hampshire (*Economy at a Glance*, U.S. Bureau of Labor Statistics, June 2022), 3.6% nationally as of June 2022 (*State Employment and Unemployment Summary*, U.S. Bureau of Labor Statistics, June 2022)

Wages: Rockingham County's weekly wages in 2021 were ranked 92nd in comparison to all U.S. Large County Employers (343 in total) in 2021 (*County Employment and Wages in New Hampshire*, U.S. Bureau of Labor Statistics, 17 Dec. 2021). The average mean wage in NH (both public and private, across all careers) as of June 2022 was at \$30.12/hour (*New Hampshire Occupational Employment & Wages*, U.S. Bureau of Labor Statistics, Sept. 2022)

Talent Shortage:

- Nearly 70% of employers have reported talent shortages, up from only 30% in 2010 (*Manpower's Talent Shortage Survey*, March 2022). By 2030, there will be an estimated global human talent shortage of more than 85 million people (*The \$8.5 Trillion Talent Shortage*, Korn Ferry, Sept. 2021).
- By 2025, Millennials will make up 75% of the workforce but are only 22% of the world's population (*Harnessing the Power of a Multigenerational Workforce*, SHRM, 2 Oct. 2017). From now until 2030, ten thousand (10,000) Baby Boomers will hit retirement age each day (*By 2030, All Baby Boomers Will Be Age 65 or Older*, U.S. Census Bureau, 10 Dec. 2019). The oldest of Gen Z is 24 years old, so they are just starting to enter the workforce (U.S. Census Bureau, 2022). With all this in mind, the largest population of working folks (Baby Boomers) are quickly exiting the workforce without skilled replacements due to the lack of population size.
- If every unemployed person in the U.S. got a job, we would still have about 5 million open jobs (*Job Openings and Labor Turnover Survey*, U.S. Bureau of Labor Statistics, March 2022).

Three major areas of talent shortages are in the nursing field, corrections profession and skilled trades:

Nursing

Talent Shortage:

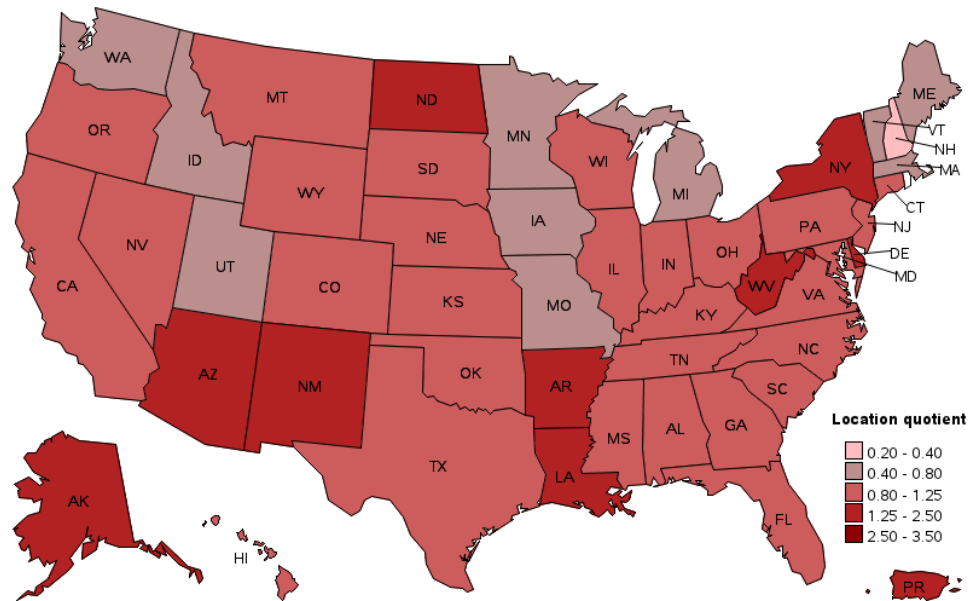
- The projected demand of nursing has increased due to 77 million Americans needing geriatric care by 2034 (*Older People Projected to Outnumber Children for First Time in U.S. History*, United States Census Bureau, 13 March 2018). There is currently a shortage of Nursing School Faculty, restricting nursing program enrollments (*Nursing Faculty Shortage*, American Association of Colleges of Nursing, June 2022). Entry-level Baccalaureate Nursing programs increased only by 3.3% in 2021 (*Nursing Shortage*, American Association of Colleges of Nursing, Oct. 2022).
- 52% of nurses are considering leaving their current position due primarily to insufficient staffing, work negatively affecting health and well-being, and inability to deliver quality care. (*American Nurses Foundation + American Nurses Association COVID-19 Two-Year Impact Assessment Survey*, March 2022)
- Healthcare Staffing Agencies have created a culture of very high pay with no benefits, along with giving nurses the opportunity to travel to different assignments.

Corrections Profession

Talent Shortage:

- Nationally, NH sits as the lowest location quotient for a career in Corrections (*Correctional Officers and Jailers*, Occupational Employment and Wage Statistics, U.S. Bureau of Labor Statistics, May 2021):

Location quotient of correctional officers and jailers, by state, May 2021



- COVID-19 accelerated the labor shortage issue in correctional facilities nationwide. Corrections Officers report burnout and double shifts as their reason for leaving the field. Many jails are reporting up to 70% staffing shortages (*Staff Shortages In Prisons and Jails Highlight Opportunities for Decarceration*, HealthAffairs, 21 Jan. 2022).
- The incarcerated population has increased by 500% over the past 40 years nationwide, increasing the number of Correction Officer jobs needing to be filled. Jails have always struggled with high turnover, but COVID-19 exacerbated this issue (*Staff Shortages In Prisons and Jails Highlight Opportunities for Decarceration*, HealthAffairs, 21 Jan. 2022).
- Safety – Inmates are aware when shifts are short staffed and could take advantage of this issue by acting out. Fewer staff on-duty means fewer officers available for backup.

(*Correctional Officer Safety and Wellness Literature Synthesis*, National Institute of Justice, July 2017).

- There has been an almost 9% decrease in college students studying a degree in Criminal Justice (*Criminal Justice & Corrections*, DataUSA, 2020).

Skilled Trades

Talent Shortage

- The industry is expected to grow 10% by 2028 (U.S. Bureau of Labor Statistics, 2022), but there is a significant shortage of tradespeople.
- Trades workers aged 20-30 years old only account for 4% of the working trades population, trades workers 30-40 years old account for 24%, and trades workers 40+ years old account for 72% (U.S. Bureau of Labor Statistics, 2022). For every 3 trades workers who retire, there is only 1 trained person to fill their shoes (*Preparing Texas' Economy and Workers for the Future*, Associated Industries of Texas, 2012). By 2030, 79 million trades worker will retire, while only 41 million workers will enter the workforce (U.S. Bureau of Labor Statistics, Mar. 2018).
- Skilled Trades have been the hardest positions to fill for the previous 4 years (*Manpower's Talent Shortage Survey*, March 2022).
- High Schools have mostly eliminated shop class and have deemphasized skilled trades in their curriculums.

Based on these statistics the job market is projected to remain competitive in these three areas. We will continue to work closely with our Officials and Divisions Directors to support them and identify other creative recruiting strategies to fill open positions.

A 2021 Annual Employee Years of Service Recognition was conducted in the Hilton Auditorium in three separate events, with COVID-19 protocols in mind. Each employee that had reached a five year milestone was awarded a certificate, pin and special gift. A total of 56 overall employees were recognized – 11 with 25 or more years of service with the County and of those 11 employees, 8 had more than 35 years of service!

The New Hampshire Association of Counties awards were presented to Rockingham County recipients at a special event in November 2021. The awards included Employee of the Year (Assisted Living, County Attorney, Corrections, IT, Nursing Home and County) and 3 Team of the Year Awards.

In closing, I would like to express my appreciation for the dedication and continued support of the Board of Rockingham County Commissioners, and for the many talented County Officials, Division Directors and employees with whom I have the privilege to work with.

Respectfully submitted,



Alison Kivikoski, PHR, SHRM-CP
Senior Director of Human Resources

ANNUAL REPORT
July 1, 2021 - June 30, 2022
LONG-TERM CARE SERVICES DEPARTMENT

It's been another exciting year in the Long-Term Care Services Division. With the support of the Rockingham County Commissioners, we have been able to explore new ways of fulfilling our mission and meeting the continually evolving needs and desires of the older adults we're privileged to serve.

As part of our mission to provide resident-centered care, we invited our long-term care and assisted living residents to provide us feedback through satisfaction surveys. We partnered with a third-party organization, WeCare Connect, to administer the surveys. The survey questions were focused on areas critical to resident wellness. The survey results revealed high levels of satisfaction from families and residents in areas including staff, life enrichment, environmental services, and transportation.

In the Assisted Living Community, we have embraced a more social model where residents have their needs met in a care setting that encourages authentic relationships and eliminates the institutional feel that exists in many traditional communities. This adapted approach is centered around creating opportunities for meaningful purpose. Under this model, we have introduced new wellness initiatives, changed the everyday language we use, and redesigned a resident common area.

The spring saw a spike in the transmission of the COVID-19 virus in Rockingham County and beyond. On May 11 we had a long-term care resident test positive for COVID-19. Over the coming weeks we identified additional resident cases. While this was a challenging time in the community, I truly commend the staff for their hard work and dedication in taking care of the residents. I'm happy to report that there were no resident deaths caused by the outbreak; many residents experienced mild, cold-like symptoms and received personalized attention during their quarantine periods.

In June, we were visited by state surveyors who conducted a specialized focused infection control survey on behalf of the Centers for Medicare and Medicaid (CMS). This survey consisted of a review of our infection control policies and procedures. The surveyors were pleased with the cleanliness of the community and the staff's commitment to infection control measures. I'm proud to say that the surveyors concluded that our community met all infection control regulations set by CMS and we received no citations.

As part of our commitment to infection control, we installed Accushield tablet-based kiosks, which create a streamlined sign-in and health screening process for all visitors, staff, third party caregivers, and residents who enter and exit the community. We also installed UV disinfection devices throughout the community for all to use.

Long-term care and skilled rehabilitation admissions have been limited or not allowed at all times due to staffing and COVID-19 restrictions. Although these challenges have impacted our census, we currently have a robust waitlist of individuals awaiting long-term care placement. We continue to meet all Health and Life Safety regulatory requirements under the Centers for Medicare & Medicaid Services (CMS) Rules of Participation for Skilled Nursing Home and we maintain substantial compliance with the State of New Hampshire's licensed Assisted Living regulations.

We look forward to another great year ahead and continuing to make meaningful advances that promise to enrich the lives of those we serve now and in the future.

Census July 1, 2021 - June 30, 2022

| | |
|--|-------------|
| Census on July 1, 2021 | 132 |
| Total Admissions for FY July 1 2021 - June 30, 2022 | 96 |
| Admitted From: | |
| Home Total | 6 |
| Home Visits (MCD Paid) | 5 |
| MCD Paid LOA/Therapeutic Leave | 1 |
| New From Hospital | 25 |
| Readmits from hospital | 41 |
| Nursing Home Total | 10 |
| Psych Hospital (GPU) | 0 |
| Rehab | 3 |
| Assisted Living | 5 |
| Total Discharges for FY July 1 2021 - June 30, 2022 | 116 |
| Discharged to Hospital | |
| | 47 |
| Home Visit (MCD Paid) | |
| | 5 |
| MCD Paid LOA/Therapeutic Leave | |
| | 1 |
| Hospital - Private Pay Bed Hold (TO) | |
| | 1 |
| Total Permanent Discharges | |
| | 20 |
| Breakdown: | |
| Another Facility | 0 |
| Assisted Living | 7 |
| Home | 13 |
| Deaths | |
| | 42 |
| Census on June 30, 2022 | 111 |
| FY 21-22 Total Resident Days | |
| Lowest Census | 105 |
| Highest Census | 132 |
| Average Daily Census | 107 |
| FY 21-22 Daily Resident Average | |
| Fernald Building | 1 |
| Blaisdell Building | 73 |
| Driscoll Building | 42 |
| FY 21-22 Resident Averages | |
| Average Age of Residents on June 30 | 81.89 |
| Average Age of Death | 88.72071429 |
| Average Age of New Admits | 84 |
| Average Length of Stay | 400.64 |

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**

2022 ANNUAL REPORT ROCKINGHAM COUNTY REGISTER OF DEEDS

TO THE HONORABLE BOARD OF COMMISSIONERS:

The Registry of Deeds experienced a reduction in the activity throughout the County. Although the market has slowed due to the economy, pricing as reflected in the Real Estate Transfer Tax collections has increased by fourteen (14%) percent above last year's record high. The office staff is hopeful that we have seen the last of the high numbers of Covid-19 infections. We remain diligent in our efforts to protect both the public and the staff by instituting cleaning protocols to aid in the prevention of infection. I am pleased to add that our electronic filing system continues to grow which helped significantly during the past several years. Rockingham County Registry of Deeds remains the only Registry in the State to have 100% of its index and images available to the public via our website. My thanks go out to the attorneys, title companies and members of the public who allowed this office to transition from on-site activity to off-site submissions to ensure staff were at minimal risk and this essential office could remain open for real estate activity. The office has experienced minimal foot traffic although we remained open the entire year for public to access this office.

It is with the utmost sincerity that I applaud my staff and their continued dedication to the public we serve. Staff continues to work tirelessly to get the job done although we remain short staffed. It is my hope this office will be fully staffed by January 2023. 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 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.

My efforts in restoration of ancient books and plats continues by the special surcharge fund. This is a monumental task with the cost being offset using non-taxpayer funding. The finished product is exceptional.

Since July 2020, the Registry of Deeds has welcomed hundreds of Attorneys, Banks, and Title Companies into our Electronic Filing Program. We have partnered with Simplifile and CSC to offer platforms to accomplish electronic filing of documents. A total of 43,950 documents were electronically filed for the fiscal year.

The Registry of Deeds recorded a total of 67,478 documents for the 12-month period.

The following chart reflects annual transactions reported to each municipality within Rockingham County. A total of 67,793 town transfer transactions were reported for the twelve (12) month period.

MUNICIPAL TRANSACTIONS

| | | | | | |
|------------|-------|---------------|------|------------|------|
| Atkinson | 1034 | Greenland | 535 | Newington | 144 |
| Auburn | 786 | Hampstead | 1228 | Newton | 590 |
| Brentwood | 687 | Hampton F | 353 | Northwood | 802 |
| Candia | 572 | Hampton | 2626 | Plaistow | 1047 |
| Chester | 693 | Kensington | 278 | Portsmouth | 2644 |
| Danville | 599 | Kingston | 890 | Raymond | 1476 |
| Deerfield | 715 | Londonderry | 3255 | Rye | 789 |
| Derry | 3982 | New Castle | 139 | Salem | 3957 |
| E Kingston | 304 | Newfields | 201 | Sandown | 874 |
| Epping | 992 | Nottingham | 770 | Seabrook | 1092 |
| Exeter | 1809 | N Hampton | 674 | S Hampton | 104 |
| Fremont | 686 | Newmarket | 920 | Stratham | 1132 |
| | | | | Windham | 2139 |
| All towns | 25985 | Out of County | 290 | | |

The foreclosure trend in Rockingham County continues to decline. During fiscal 2022 Rockingham County recorded 44 foreclosures.

Foreclosure Transactions

| | | | | | |
|------------|---|-------------|---|------------|---|
| Atkinson | 1 | Greenland | 0 | Newington | 0 |
| Auburn | 0 | Hampstead | 1 | Newton | 0 |
| Brentwood | 0 | Hampton F | 0 | Northwood | 0 |
| Candia | 0 | Hampton | 1 | Plaistow | 2 |
| Chester | 1 | Kensington | 0 | Portsmouth | 2 |
| Danville | 0 | Kingston | 2 | Raymond | 5 |
| Deerfield | 1 | Londonderry | 2 | Rye | 1 |
| Derry | 6 | New Castle | 0 | Salem | 6 |
| E Kingston | 0 | Newfields | 0 | Seabrook | 3 |
| Epping | 3 | Nottingham | 0 | S Hampton | 0 |
| Exeter | 2 | N Hampton | 3 | Sandown | 1 |
| Fremont | 1 | Newmarket | 0 | Stratham | 0 |
| | | | | Windham | 0 |

This office recorded at total of 19,225 Mortgages; 13,271 Deeds; 70 Attachments; 407 Liens; 351 UCC Financing Statements and 543 Subdivision Plans in addition to 33,607 other various documents.

I am happy to report the total County revenue collected by the Registry of Deeds in fiscal 2022 twelve (12) month budget year was **\$5,280,302.96**.

The total State revenue collected by the Registry of Deeds for the fiscal 2021 term was **\$68,323,999.00** and LCHIP was **\$1,287,350.00**.

2022 Revenue Collected by Register of Deeds

| | |
|---------------------------|------------------------------|
| State Transfer Tax | \$65,591,039.04 |
| 4% RETT commission | \$2,732,959.96 |
| State LCHIP tax | \$1,235,856.00 |
| 4% LCHIP commission | \$ 51,494.00 |
| Copies/Faxes | \$ 480,378.95 |
| Recording Fees | \$2,015,470.05 |
| Document Surcharge offset | \$100,000.00 |
| Total Revenue | <u>\$5,280,302.96</u> |

Total Documents recorded 67,478

Current year documents scanned/filmed **366,719 pages (121 books)**

Current year scanned plans **1,047 sheets**

Historical records rescanned **122 books**

TOTAL PAGES..... 516,602 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**

Rockingham County Sheriff's Office



FY2022 Annual Report
July 1, 2021 – June 30, 2022



Office of the Sheriff

Rockingham County

Charles S. Massahos, High Sheriff

I am honored to continue to serve the citizens of Rockingham County as High Sheriff. I extend my sincere appreciation to the employees of Rockingham County Sheriff's Office for their commitment and dedication to the work we perform.

Our office continues to see the COVID-19 restrictions ease in the courthouses and within the community. Operations have resumed to normal levels, and we anticipate an upward trend to continue.

Sheriff's Office bailiffs and deputies assigned to Rockingham County Superior Courthouse maintained a secure facility for citizens and judicial staff. Over 1,700 individuals were safely transported while in our custody as required by statute. This is an increase of more than 91% over the previous fiscal year.

The Patrol/Civil Division processed an average of 485 court-issued writs per month for the thirty-seven towns within Rockingham County. Throughout the year, all deputies were instrumental in traffic enforcement and stopped 5,656 vehicles. Additionally, deputies rendered assistance to 354 disabled highway users. This enforcement action contributed to making the roadways in Rockingham County safer for the motoring public.

Rockingham County Communications Center saw a 2.82% increase in calls for service. In June, 2022 the division started providing dispatching services for the Town of North Hampton's fire department. The division continued to experience a staffing shortage but managed it well.

The Warrants/Investigations Division was responsible for investigating 113 criminal cases, conducting 107 out of state extraditions, and managing a sizeable number of criminal warrants resulting in almost 600 arrests.

During fiscal year 2022, the Sheriff's Office Drug Task Force conducted many investigations and successful drug-buy operations in Task Force towns, aimed at reducing substance abuse. Funding for these initiatives (Operation Granite Shield) was secured through a grant offered by NH Department of Safety to offset overtime costs. We thank our many community partners for their continued efforts towards reducing the number of illicit drugs coming into Rockingham County.

I am also pleased to report that we have remained within the constraints of our budget for fiscal year 2022. A surplus of just under \$600,000 was returned to the General Fund.

Sincerely,

Charles S. Massahos

Charles S. Massahos
High Sheriff

Rockingham County Sheriff's Office FY2022 Statistics

Arrest Warrant Statistics

July 1, 2021 to June 30, 2022

Active Warrants Overview– Superior Court & Family Division

| | |
|---|--|
| Active Warrants in NCIC at year end FY2021 | 1,092 |
| Warrants Received from Family and Superior Courts – FY 2022 | 795 |
| Total Warrants Executed during FY 2022 | (703) |
| Total Active Warrants as of June 30, 2022 | 1,184 |

Summary – Superior Court & Family Division as of June 30, 2022

| | |
|--|--------------|
| Active Warrants in NCIC | 1,022 |
| Active Superior Court Civil Warrants Non-NCIC (Equity, Family Division, Cost Containment) | 117 |
| Active Warrants – Persons Serving Time in Other States | 45 |
| Total Active Warrants as of June 30, 2022 | 1,184 |

Active Warrants Overview- District Court

| | |
|---|--|
| Active Warrants at year end FY2021 | 29 |
| Warrants Received from District Courts – FY 2022 | 97 |
| Total Warrants Executed during FY 2022 | (105) |
| Total Active District Court Warrants as of June 30, 2022 | 21 |

| | |
|---|--------------|
| Grand Total – Active Warrants All Courts | 1,205 |
|---|--------------|

Arrest & Recall Statistics

As of June 30, 2022

Arrests – Superior Court Warrants

| | |
|---------------------------|------------|
| Criminal Warrant Arrests* | 544 |
| Civil Warrant Arrests | 53 |
| Warrant Recalls | 253 |
| Subtotal | 850 |

Arrests – District Court Warrants

| | |
|-----------------|------------|
| Arrests | 5 |
| Non-Est | 26 |
| Warrant Recalls | 74 |
| Subtotal | 105 |

| | |
|--|--------------|
| Grand Total – All Warrants Cleared | 955 |
| Total Warrants Managed – All Courts | 2,160 |

* = individuals with multiple warrants are processed as one arrest

Court Services Division

The Court Services Division transported 1,717 individuals in fiscal year 2022. The number of transports completed in fiscal year 2021 was 897 representing a 91.42% increase. As the pandemic slowed and the courts opened up to the public, in-person court hearings resumed. Jury trials also resumed in September 2021.

| | |
|----------------------------------|--------------|
| Transports for Other Agencies | 1,562 |
| Involuntary Emergency Admissions | 139 |
| Juvenile Transports | 16 |
| Total FY2022 | 1,717 |
| Total FY2021 | 897 |

Patrol / Civil Division

The Patrol / Civil Division processed an average of 485 documents per month for the thirty-seven towns within Rockingham County. In all, 5,814 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. This represents a 23.70% increase over services completed in the prior fiscal year. This increase can be attributed to the reduction of the Coronavirus pandemic restrictions experienced in the prior fiscal years.

All deputies were instrumental in traffic enforcement. Deputies stopped 5,656 vehicles. Traffic enforcement this fiscal year represents a 2.61% increase in activity. These enforcement actions contributed to making the roadways safer by impacting traffic flow, mitigating potential hazards, and assisting the stranded motorist.

The division is also responsible for managing civil arrest warrants issued by all state courts to residents in Rockingham County. These orders of arrest warrants are for failure to appear in cases related to a civil matter.

The Patrol / Civil division deputies also responded to 259 calls for service. These calls were for criminal or non-criminal calls or to assist local police agencies.

| | |
|--|--------------|
| Civil Process Served | 5,814 |
| Motor Vehicle Enforcement | 5,656 |
| Assistance to Disabled Motor Vehicles | 354 |
| Motor Vehicle Accident Investigations | 11 |

Criminal Investigations / Warrants Division

The Warrants/Investigations Division was responsible for 113 criminal cases that included drug investigations, background investigations, and cases that the Attorney General's Office, the Rockingham County Attorney's Office, and other law enforcement agencies referred to the Sheriff's Office due to conflicts of interest. The division is also responsible for investigating crimes and incidents occurring on Rockingham County grounds and within the population remanded to Rockingham County's Department of Corrections.

Criminal Investigations

| | |
|------------------------------------|------------|
| Backgrounds | 12 |
| Fugitive from Justice | 13 |
| Department of Corrections | 74 |
| Rockingham County Campus and Other | 14 |
| Total | 113 |

The Warrants / Investigations Division arrested 597 people on outstanding warrants during the fiscal year.

FY2022 Out of State Extraditions

| | | | |
|---|------------|----------------------|-----------|
| California | 1 | Massachusetts | 60 |
| Maine | 36 | Rhode Island | 2 |
| Pennsylvania | 2 | Maryland | 1 |
| New Mexico | 1 | New York | 3 |
| Total Out of State Extraditions: | 107 | | |

The Sheriff's Office and the United States Marshal's Service worked cooperatively to arrest New Hampshire's most wanted and violent criminals. This effort resulted in the apprehension of one hundred three (103) felons throughout New Hampshire during the period of July 1, 2021, to November 30, 2021. The Sheriff's Office concluded its participation in the US Marshals Taskforce in December 2021.

Drug Task Force

Rockingham County's Drug Task Force (DTF) is a cooperative effort comprised of nineteen sworn police officers from nine participating agencies. The member agencies are Rockingham County Sheriff's Office, Atkinson Police, Epping Police, Exeter Police, Hampton Police, Kensington Police, Newington Police, Hampstead Police and Windham Police. In June, 2022 the Hampstead Police Department joined the DTF as they recognized the benefits of joint cooperative investigations to impact drug trafficking in Rockingham County and their community.

Under the supervision and direction of Rockingham County Sheriff's Office, the DTF coordinated and assisted in several joint narcotics investigations with multiple agencies that included our local, state, and federal law enforcement partners. Those joint investigations involved the following law enforcement agencies: almost all local law enforcement agencies within Rockingham County, Strafford County Sheriff's Office Problem Oriented Policing Unit (POP), Dover Police Department, Rochester Police, agencies throughout Massachusetts along our southern border including Lawrence, Lowell, Methuen, and Haverhill Police, the United States Drug Enforcement Administration (DEA) in Massachusetts, New Hampshire, and Maine, Homeland Security Investigations (HIS) in New Hampshire and Massachusetts, the United States Postal Inspectors Service Task Force and the Federal Bureau of Investigation Major Offenders Task Force (MOTF).

The Task Force received assistance from patrol officers and deputies throughout Rockingham County. The Sheriff's Office is thankful for the support we receive from the local police agencies within Rockingham County and their commitment to making our county safer for all citizens. Several major cases began with

the initial contact of an alert Deputy/Officer 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 with investigations. The Sheriff’s Office recognizes that these partnerships are essential to make a real impact on drug abuse in Rockingham County.

In June of 2022, the DTF was approached by the Federal Bureau of Investigations Major Offenders Task Force and was asked if we would consider assisting them by placing a Rockingham County Sheriff’s Deputy on their Task Force. Due to the great working relationship between the Sheriff office and the FBI, this request was granted and has allowed for the Sheriff’s Office to have more resources and success with prosecution at the Federal level.

OPERATION GRANITE SHIELD

In November of 2021, the State of New Hampshire provided grant funding to assist State, Local and County Law Enforcement with disrupting the flow of Narcotics entering and being distributed in the State of New Hampshire. This grant is known as the Law Enforcement Substance Abuse Reduction Initiative (Operation Granite Shield). This grant provides overtime funding to allow for Task Force Deputies and Officers the ability to work cases and curtail the drug trade within New Hampshire and surrounding states.

Between July 1, 2021, and June 30, 2022, the DTF conducted numerous successful joint operations in Rockingham County. Several joint operations were conducted with Massachusetts Law Enforcement and the Drug Enforcement Administration (DEA) targeting Drug Trafficking Organizations (DTO) in New Hampshire, Massachusetts and Maine who are involved in the distribution of illegal narcotics and counterfeit Controlled Prescription Drugs (CPD) into Rockingham County. These CPD’s are extremely dangerous as they are trafficked/marketed as legal safe prescription drugs when in fact, they are dangerous illicit drugs such as methamphetamine and fentanyl. The Rockingham County Sheriff’s Office Drug Task Force also continues to work in partnership with the Strafford County Sheriff’s Office and the FBI Major Offenders Task Force to combat large scale cases within Rockingham County and surrounding counties. These partnerships are what allow for these cases to be so successful.

Fiscal year 2022 was extremely busy for the DTF and resulted in the arrest of over 30 individuals on felony drug charges of Sale, Distribution and Possession of Drugs and the following seizure of Narcotic drugs:

Seizures (Approximate amounts)

| Drug Name | Amount |
|---|---------------|
| Marijuana | 5 pounds |
| Cocaine / Crack | 3341 Grams |
| Methamphetamine | 2090 Grams |
| Counterfeit Controlled Prescription Drugs | 15,100 Pills |
| Controlled Prescription Drugs | 200 pills |
| Heroin/Fentanyl | 6416 Grams |
| GHB / Rohypnol | 1347 Grams |
| Other Seizures | |
| Money | \$350,000.00 |
| Firearms | 8 |

Warrant Entry Containment Team (WECT)

The Warrant Entry Containment Team currently operates with one team commander, one team leader, one assistant team leader and currently three operators leaving a shortage. Two deputies resigned from the team due to the increasing demands within their primary division, one is on a medical absence, and one resigned from the department.

The Warrant Entry Team maintained overall proficiency by participating in twenty-four scheduled SWAT related training days, with additional days for some members that attended SWAT related courses during the NYTOA Annual SWAT Conference.

The WECT was activated for two (2) callouts during the previous year. These included one (1) pre-planned high risk warrant service and one (1) emergency response high risk warrant service. Suspects were apprehended during both calls.

Members of the WECT assisted local agencies in four (4) disturbance/fight calls where a firearm was reported to be involved, one (1) assist to the SOU for a suicidal subject, one (1) school shooting threat, three (3) high-risk warrants, one (1) burglary in progress at a firearms distributor, one (1) pursuit where a weapon was involved, and one (1) reported homicide that was determined to be a “SWATTING” incident. The ability to assist local agencies and other divisions within the Sheriff’s Office and provide them with tactically trained operators is an immense benefit to the law enforcement and civilian members of this county.

The WECT did not execute any coordinated “Warrant Sweep” operations. One operation was initially planned to assist the Drug Task Force, but the operation was cancelled.

Training over the previous year focused on all the major building blocks required for successful tactical operations. These included operational planning, surveillance, intelligence assessment, tactical medical care, firearms proficiency, active shooter response, low-light operations, officer rescue, vehicle takedowns, self-defense tactics, less than lethal munitions, barricaded subjects, high-risk warrant service, clearing operations, tactical vehicle operations, wooded search operations, and a host of other skills that an operator needs to be prepared to execute.

The WECT continues to maintain proficiency and actively seeks out further training to increase mission readiness. Team members are frequently recognized for their efforts and actions. They utilize their training and experience every day within the towns of Rockingham County and beyond. The team stands ready to serve the residents of Rockingham County.

Administrative Services Division

Rockingham County Communications Center logged 246,801 calls for service during fiscal year 2022. This is compared to 239,838 calls for service during the previous fiscal year. This equates to a 2.82% increase over the previous fiscal year.

The Communications Center dispatched for twenty-four (24) police departments, seventeen (17) fire/EMS departments, and the Sheriff’s Office. The 2022 authorized strength of the dispatch center was four (4) dispatch supervisors, fourteen (14) full-time dispatchers and seven (7) on-call dispatchers.

Network Administration

Administration of our computer network is authorized at one Network Administrator. Brynda Poggi continues to grow in her roll and brings fresh ideas and progressive thinking to the position. Brynda has been busy this year with projects including changing the network to a remote desktop server cluster.

Radio Shop:

The Radio Shop has an authorized strength of one Chief Engineer. Tobias Dannhausen worked this year on planning for future growth to include a third police channel and a radio site in Candia on Tower Hill.

PROMOTIONS/CHANGES/NEW HIRES/RESIGNATIONS

| | | | |
|------------|--------------------|-------------------|--|
| 07/04/2021 | Kevin Walsh | Lieutenant | Promotion: Captain |
| 07/19/2021 | Alexander Turgeon | Deputy Sheriff | New Hire |
| 08/11/2021 | Loran Sheley | Dispatch Operator | Resigned |
| 09/11/2021 | Shanon Goff | Lieutenant | Resigned |
| 09/12/2021 | Brian Rathman | Sergeant | Promotion: Lieutenant |
| 09/12/2021 | Nicholas McLellan | Deputy | Promotion: Sergeant |
| 09/13/2021 | Gene Johnson | Dispatch Operator | New Hire |
| 09/21/2021 | Gene Johnson | Dispatch Operator | Resigned |
| 09/27/2021 | Matthew Callahan | Deputy Sheriff | New Hire |
| 09/27/2021 | Kayla Reiner | Dispatch Operator | New Hire |
| 10/12/2021 | Matthew Niciu | Deputy Sheriff | New Hire |
| 11/07/2021 | Richard Newman | Dispatch Operator | Position Change: On Call Dispatcher |
| 12/06/2021 | Robert Marzinzik | Bailiff | Rehire |
| 12/18/2021 | Connor Chisholm | Dispatch Operator | Resigned |
| 12/20/2021 | Michael Kilcoyne | Bailiff | New Hire |
| 12/28/2021 | Matthew Caracciolo | Deputy Sheriff | Position Change: Special Deputy |
| 12/28/2021 | David Vachon | Deputy Sheriff | Position Change: Special Deputy |
| 12/28/2021 | Shawn Walmsley | Deputy Sheriff | Retired |
| 01/04/2022 | Heather Dille | Dispatch Operator | Position Change: On Call Dispatcher |
| 01/04/2022 | George Malgeri | Reserve Deputy | Resigned |
| 01/31/2022 | Celeste Consoli | Dispatch Operator | New Hire |
| 02/10/2022 | Jerrald Heywood | Reserve Deputy | Resigned |

| | | | |
|------------|-------------------|-----------------------------|--|
| 02/14/2022 | Raymond Marquis | Bailiff | New Hire |
| 03/25/2022 | Martin Katz | Bailiff | Resigned |
| 03/28/2022 | McKayla Fowler | Deputy Sheriff | New Hire |
| 03/29/2022 | Edward Cash | Dispatch Operator | Resigned |
| 03/30/2022 | Richard Newman | On Call Dispatch Operator | Resigned |
| 04/11/2022 | Erika Kenyon | NCIC Technician – Part Time | New Hire |
| 04/24/2022 | Matthew Zabkar | Deputy | Reassigned: Court Services to Patrol Division |
| 04/25/2022 | Mason Krieger | Deputy Sheriff | New Hire |
| 05/09/2022 | John Stratton III | Dispatch Operator | New Hire |
| 05/22/2022 | Matthew Niciu | Deputy | Reassigned: Court Services to Investigations Division |
| 05/22/2022 | Kayla Reiner | Dispatch Operator | Position Change: Deputy Sheriff |
| 06/01/2022 | John Stratton III | Dispatch Operator | Resigned |
| 06/20/2022 | Connor Chisholm | Dispatch Operator | Rehire |

ROCKINGHAM COUNTY CONVENTION



DELEGATION
Norman L. Major, Chairman

David A. Welch, Clerk

EXECUTIVE COMMITTEE
Kenneth L. Weyler, Chairman
Sherman A. Packard, 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 22, 2022
6:00 p.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH
Remote Option for Non-Members

The Members of the Rockingham County Convention met on Wednesday, June 22, 2022, at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home, Brentwood NH. The meeting was also held remotely for non-members to accommodate social distancing. The purpose of the meeting was to Vote to Adopt the FY-2023 County Budget (RSA 24:13-c) and to vote Union Contract Cost Items (RSA 273-A:3)

Rep. Norman L. Major, Chairman, called the meeting to order at 6:00 p.m.

Chairman Major read the Ground Rules for the meeting, as well as Announcements.

Chairman Major recognized Rep. Weyler who delivered the Invocation.

Chairman Major called for a Moment of Silence in Remembrance of Rep. Mary E. Griffin, Vice-Chair of the County Convention.

Chairman Major recognized Rep. Packard who led the Pledge of Allegiance.

Chairman Major recognized Rep. David A. Welch, Clerk, to conduct the Attendance Roll Call. Clerk Welch conducted the roll call and reported a total of 44 members present at the time the roll was called. Clerk Welch reported that a quorum was not present noting a total of 45 members constitutes a quorum. Calls were made to members to achieve a quorum. In the interim, Chairman Major recognized Rep. Weyler who provided a brief overview of the budget highlights. Rep.

Simpson arrived making a total of 45 members present. Chairman Major declared that a quorum was present.

Present: Norman L. Major, Chairman; Representatives Abbas, Altschiller, Bernardy, Bershstein, Cahill, Cali-Pitts, DeSimone, Cushing, Edgar, Edwards, Ford, Gay, Gilman, Grossman, Grote, Guthrie, Hamblet, Harley, Hobson, Khan, Layon, Litchfield, Love, Lynn, McBride, McMahan, Melvin, Meuse, Milz, Nelson, Osborne, Packard, Pantelakos, Potucek, Pratt, Roy, Simpson, Soti, Sytek, Tripp, True, Tudor, Vose, Wallace, Welch, and Weyler.

Excused: Reps. Abrami, Ayer, Baldasaro, Bunker, DiLorenzo, Dodge, Elliott, Emerick, Green, Grote, Janigian, Loughman, McKinney, Maggiore, Malloy, Murray, M. Pearson, S. Pearson, Piedmonte, Prudhomme-O'Brien, Somssich, Thomas, Ward.

Absent: Reps. Abramson, Baxter, Dolan, Kimball, Lundgren, McBride, MacDonald, Osborne, Paige, Torosian, Vandecasteele, Verville, Yokela.

Also Present: Commissioners Kate Coyle, Chirichiello, and Tombarello; Charles Nickerson, Finance Director; Alison Kivikoski, Human Resources Director; Julie Hoyt, Human Resources; Jude Gates, Engineering & Maintenance; Robert Poggi, IT; Leila Mattila, Commissioner's Office, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Major recognized Rep. Weyler, Chairman of the Executive Committee, who provided a brief overview of the Fiscal Year 2023 County Budget. Rep. Weyler explained the necessary changes to encumbrances, requiring a revision to Resolution 11-2023 and reviewed the letter from Mr. Nickerson dated June 17, 2022, which provided updated figures. There was a discussion as to whether the resolutions should be read aloud. Chairman Major explained that all members of the Delegation were provided with a copy of the resolutions prior to the meeting, as well as the updated figures for Resolution 11-2023. Chairman Major recognized Rep. Packard who made a motion to adopt Resolutions 1-6 as printed. Reps. DeSimone and Potucek seconded the motion. The motion was approved by a voice vote.

RESOLUTION 1 – 2023

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for Fiscal Year 2023 being 577 and that there will be no new positions created nor will there be any re-grading of positions or increase in the 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, Department of Corrections, Sheriff's Office, 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.

RESOLUTION 2 – 2023

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$447,866 for a 5.0 percent cost of living adjustment ("COLA") effective for the pay period starting July 3, 2022, and \$252,595 for a 5.0 percent gross increase or non-

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discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation.

RESOLUTION 3 – 2023

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.

RESOLUTION 4 - 2023

I move that \$62,597 be appropriated for salary payments for the Delegation Coordinator, which includes a 5.0 percent COLA (Cost of Living Adjustment) effective for the July 22, 2022 pay date and a 12.0 percent increase effective July 1, 2022, with flex hours and benefits based on 35 hours per week.

RESOLUTION– 4A - 2023

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2023, 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.

RESOLUTION 5 - 2023

For purposes of transparency, overtime wages incurred by the following departments shall be reported to the Executive Committee on a quarterly basis at their budget review meetings:

1. Sheriff’s Administration
2. Sheriff’s Dispatch
3. Engineering and Maintenance



Resolution 5-2023 (continued)

Most departments did not have separate Overtime expense lines in the budget, but the above departments did through Fiscal Year 2022, as line 51402 (Overtime). For Fiscal Year 2023, the amounts previously budgeted for overtime are included in the relevant departmental staff lines:

1. 15100000-51150 (Deputy Sheriff Salaries)
2. 15101000-51002 (Dispatch Operator Salaries)
3. 11300000-51207 (Technical and Trade Salaries)
4. 11600000-51301 (Correctional Officers Salaries)

RESOLUTION 6 – 2023

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 2023 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 2023 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 seventh year that the County has had 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

Workers' Compensation is funded at 50% of the assigned risk rate per the recommendation of the Executive Committee, as significant reserves exist in the

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Workers' Compensation Fund. Unemployment funding recommended at \$40.00 per position in 2023.

Resolution 6-2023 (continued)

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 (24-week maximum paid benefit).

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 2022 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 2022 calendar year limit is \$2,850.

Delegation – \$338,387, a 3 percent increase.

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

Treasurer – \$19,576, a 3 percent increase.

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

County Attorney – \$541,765, a 13 percent increase.

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

District Court – \$17.00, 0 percent.

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

Medical Examiner – \$80,204 a 10 percent decrease.

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

Sheriff's Department – \$7,275,482 a 4 percent increase.

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

Registry of Deeds – \$1412,001, a 6 percent increase.

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

Commissioners – \$249,437 an 8 percent increase.

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

General Government – \$4,202,940 a 63 percent increase.

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

Projects – \$730,314 a 46 percent increase.

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

Grants – \$25,000, 0 percent.

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

Finance – \$1,482,628, an 11 percent increase.

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

Engineering & Maintenance – \$5,166,331, a 12 percent increase.

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

IT – \$991,089 a 32 percent increase.

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

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Department of Corrections – \$12,637,789, a 2 percent increase.

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

Human Resources – \$1,024,186 a 15 percent increase.

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 – \$100,000, an 11 percent increase.

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

UNH Cooperative Extension – \$414,973, .0 percent.

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

Non-County Specials – \$255,500, a 2 percent increase.

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

Long Term Care Services - \$30,796,873, a 1 percent increase.

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

Categorical Assistance/Medicaid Liability – \$20,110,580, 0 percent.

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

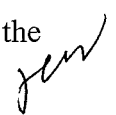
Projects List – Chairman Major recognized Rep. Weyler who made a motion to approve the Projects List as printed and included in the budget packet. Rep. Pantelakos seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Packard who made a motion to approve Resolutions 7-19, except for Resolution 11 which will be read aloud. Rep. DeSimone seconded the motion. The motion was approved by a voice vote.

RESOLUTION 7 – 2023 RESOLUTION 7 – 2023

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

Resolution 7-2023 (continued)

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 \$5,000. 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 8 – 2023

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.

RESOLUTION 9 – 2023

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.

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RESOLUTION 10 – 2023

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.

RESOLUTION 12 - 2023

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

RESOLUTION 13 – 2023

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.

RESOLUTION 14 - 2023

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.

RESOLUTION 15 - 2023

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

RESOLUTION 16 - 2023

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 7-2023 and pursuant to RSA 24:13-c, VI, shall be followed.



RESOLUTION 17 - 2023

If one of the health plans proposed for the 2023 Fiscal Year (ending June 30, 2023) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for Fiscal Year 2023 will be permitted to be made on behalf of HDHP participants in July 2023. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

RESOLUTION 18 - 2023

The County Commissioners may apply for, receive and expend federal and/or state grants that become available during the course of Fiscal Year 2023. Fully contingent grants are to be recorded, in accordance with Governmental Generally Accepted Accounting Principles, in the County's Contingent Grants Special Revenue Fund. A detailed Statement of Revenues, Expenditures and Changes in Fund Balance for the fund shall be provided and reviewed at quarterly Executive Committee meetings. Any County match portion of a grant, for which there is no offsetting revenue, shall be recorded in the General Fund grant expense line (10200000-57201). If the County match portion of a grant would result in over-expenditure of the General Fund grant expense line by \$5,000 or more, a line item transfer must be approved pursuant to RSA 24:13-c, VI, prior to applying for the respective grant.

RESOLUTION 19 - 2023

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the Fiscal Year 2023 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 2023 Rockingham County Budget and are an integral part of said budget for the 07/01/22 to 06/30/23 fiscal period.

Chairman Major recognized Rep. Weyler who read the Executive Committee Proposed Fiscal Year 2023 Budget by department from the appropriations summary page as follows and made a motion to approve the following:

Chairman Major recognized Rep. Weyler who read Resolution 11 – 2023 and made a motion to approve as read and printed as follows. .

RESOLUTION 11 – 2023

That the Rockingham County Convention, in accordance with RSA 24:13, authorize **\$91,908,337** in appropriations and **\$847,366** in encumbrances for the use of the County during Fiscal Year 2023. That **\$49,791,743** be raised in new county taxes; that **\$30,507,216** be accepted as an estimate of revenues from other sources, and that **\$12,456,744** is accepted as fund balance for a total of **\$92,755,703** in resources.

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

Rockingham County Deputy Sheriff's 3-year contract \$6,210,062.28

Rockingham County Dispatchers 3-year contract \$4,371,389.13

Supervisory Employees of the Rockingham County Department of Corrections 3-year contract \$6,462,877.65

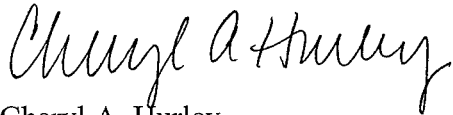
State Employees' Association of NH, Inc., SEIU Local 1984 (Long-Term Care Union) 3-year \$36,930,988.95

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

Chairman Major recognized Rep. Weyler, Chairman of the Executive Committee, who made the following announcements and presented plaques in recognition as follows: Rep. Norman L. Major, Chairman of the County Convention, for his many years of service to the County and State of New Hampshire; Rep. David A. Welch, Clerk of the Executive Committee and County Convention for his many years of service to the County and the State of New Hampshire, and Rep. Laura C. Pantelakos for her many years of service to the County and the State of New Hampshire; and Rep. Mary E. Griffin, Chair of the County Convention. Her plaque will be presented to her family. Rep. Weyler made motions to recognize the outgoing members. Motions were made and seconded to confirm each members' recognition.

There being no further business to come before the members, the meeting adjourned at 7:03 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
Sherman A. Packard, 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

Monday, September 27, 2021
6:00 p.m.

Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The members of the Rockingham County Convention met on Monday, September 27, 2021, 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 to raise and appropriate the sum of up to \$30,000,000 to finance the construction of a new building for the purpose of housing the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office, and Department of Corrections Community Corrections.

Rep. Norman L. Major, Chairman, called the meeting to order at 6:04 p.m.

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

Chairman Major recognized Rep. Patrick Abrami who led the Pledge of Allegiance.

Chairman Major recognized Rep. David A. Welch, Clerk, to conduct the Attendance Roll Call. Those present were: Representatives Abbas, Abrami, Acton, Altschiller, Bernardy, Bershstein, Cahill, Cali-Pitts, DiLorenzo, Edgar, Elliott, Ford, Gay, Griffin, Grossman, Hamblet, Harb, Hobson, Janigian, P. Katsakiores, Khan, Layon, Love, McBeath, McBride, McMahon, Major, Malloy, Melvin, Milz, Packard, Paige, Pantelakos, M. Pearson, Potucek, Pratt, Simpson, Spillane, Sytek, Thomas, Torosian, Tripp, True, Tudor, Vandecasteele, Verville, Wallace, Welch, Weyler, and Yokela.

Excused: Representatives Abramson, Ayer, Baldasaro, Bunker, Cushing, DeSimone, Dodge, Dolan, Doucette, Edwards, Emerick, Gilman, Green, Guthrie, Harley, Litchfield, Loughman, Lundgren, Lynn, McKinney, MacDonald, Meuse, Murray, S. Pearson, Piedmonte, Prudhomme-O'Brien, Read, Roy, Somssich, Ward.

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Page 1 of 1

Absent: Representatives Baxter, Belanger, Grote, Kimball, Maggiore, Osborne, Soti, Sweeney, Vose.

Also Present: Commissioners Chirichiello, Coyle, and Tombarello; Charles Nickerson, Finance Director; Scott Priestley, Treasurer; Alison Kivikoski, Human Resources Director; Jason Smith, Long-Term Care Services, Director; Leila Matila, Commissioner's Office; Jude Gates, Engineering & Maintenance Director; High Sheriff Charles Massahos, Major Chris Bashaw, Sheriff's Office; James Lussier, Sheriff's Office; Kevin Walsh, Sheriff's Office; Becky Burns, Registry of Deeds, Rick Pappalardo, Sheriff's Office; Pat Conway, County Attorney's Office; Robin Bernier, IT; Peter Fowler, Kensington, and Cheryl A. Hurley, Delegation Coordinator.

Clerk Welch reported a total of 49 members present at the time the roll was called. Chairman Major declared that a quorum was present. Rep. Cahill arrived late making the total number of members present at 50.

Chairman Major read the Ground Rules for the meeting.

Chairman Major recognized Commission Tombarello who provided an overview of the request for the Bond Authorization approval. Commissioner Tombarello explained that the requested authorization amount is to borrow up to \$30,000,000 for the construction of a new building on the County Complex to house the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office, and Community Corrections. If it is not necessary to borrow the full amount, less than \$30,000,000 will be sought for a bond amount by the Commissioners.

Chairman Major called for questions or comments. Chairman Major recognized Rep. Weyler, Chairman of the Executive Committee, who explained that it is important to note that since the Courthouse was built in 1995, the population in Rockingham County has increased 35 percent, and the County has outgrown the building. He stated that not only have the problems existed, but the passage of time has also convinced him that the County needs to move forward as the growth is something that cannot be denied. He noted that there is space on the County property for a new building. He stated that he is in favor of voting for the bond authorization. Chairman Major asked Rep. Weyler for the results of the vote taken by the Executive Committee Members recommending the bond authorization to the Delegation. Chairman Weyler confirmed that the vote was unanimous.

Chairman Major recognized Rep. Spillane, from Nottingham, who had a follow-up question for Commissioner Tombarello in reference to the County being tenants at the Courthouse. Commissioner Tombarello explained that conversations have been ongoing with the State for some time so this will not be a surprise that we will be moving out of the Courthouse building. Further, the County pays \$300,000 a year in rent to the State, and \$27,000 a year to clean the Courthouse building. He explained that the County's Maintenance Department will maintain the new building on the complex.

Chairman Major recognized Rep. Khan, District 20, Hampton Falls and Seabrook. Rep. Khan stated that he is delighted to hear that the project is on its way and understands there is money from Washington to pay for it but wanted to know what the County must pay for the project. Chairman

Major recognized Commissioner Tombarello who referred Rep. Khan's question to Mr. Nickerson, Finance Director. Mr. Nickerson referred the members to a handout that he prepared provided that included the Summary Analysis of Annual Debt Service and Projected Bond Schedule Estimates showing varying amounts relative to Borrowing for the New Building. Mr. Nickerson explained that the amount of the bond issuance will drive the cost to the taxpayers. He provided an example of scenarios affecting the tax rate, noting that there will be an impact, but the scenarios do not consider the potential use of the County's Fund Balance.

Chairman Major recognized Rep. Spillane who asked if there will be an overlap and when do we expect to move in and decrease the cost of rent to the taxpayers. Chairman Major recognized Commissioner Tombarello who explained we are on a 3-year contract with the State, but discussions of this project have gone on for six years. He noted that we have a one-year lease so the County can move out when we are ready.

Chairman Major recognized Rep. Gay, from Salem, who requested an explanation on the use of the ARPA funds and the total cost of the building. Chairman Major recognized Commissioner Tombarello who explained that the proposed cost of the building is projected at 55 million dollars, and the County has received 25 million dollars in ARPA funds. The County intends to bond up to 30 million dollars for the building.

Chairman Major recognized Rep. Weyler who commented that we need another 30 million dollars because there are restrictions with the ARPA money. It can only be used for certain aspects of the building and can be used for community corrections as well. That is why the County needs to raise the additional money needed in a bond.

Chairman Major called for further questions or comments. There were none. Chairman Major asked the members if they were ready for the vote. There were no further questions or comments. He explained that there needs to be a two-thirds vote in the affirmative to pass the bond authorization. He asked if there were any further questions. There were none.

Chairman Major recognized Rep. Weyler who made a motion to approve the following resolution for approval:

WHEREAS, Rockingham County, New Hampshire (the "County") plans to construct a new building for the purpose of housing the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office, and Department of Corrections Community Corrections (the "Project") and seeks to issue general obligation bonds in the amount of up to \$30,000,000 (the "Bonds") to finance the Project; and

WHEREAS, after the County Delegation has authorized the issuance of the Bonds, the interest rate, maturity and other terms and conditions of the Bonds will be approved by the County's Board of Commissioners (the "Commissioners") at a publicly noticed meeting in connection with the Commissioners' vote to enter into a Loan Agreement with the New Hampshire Municipal Bond Bank.

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NOW, THEREFORE, in consideration of the foregoing, it is hereby:

RESOLVED: that the Delegation hereby authorizes the issuance of the Bonds in the amount of up to Thirty Million Dollars (\$30,000,000) for the purpose of financing the Project with such interest rates, maturities and other terms and conditions as may be determined by the Commissioners at a duly noticed public meeting, authorizes the Commissioners to apply for, obtain and accept federal, state or other aid, if any, which may be available for the Project and to comply with all laws applicable to the Project; authorizes the Commissioners to issue, negotiate, sell and deliver the Bonds; and authorizes the Commissioners to take any other action or to pass any other vote relative thereto;

RESOLVED: that the County is hereby authorized to execute and deliver such documents and other materials and to take such other actions as may be required for the closing and delivery of the Bonds; and

RESOLVED: that all actions heretofore taken in a manner consistent with the foregoing are hereby ratified and confirmed.

Rep. P. Katsakiores seconded the motion.

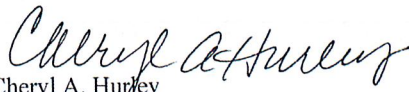
Chairman Major recognized Rep. Welch, Clerk, to conduct a roll call vote on the motion as read by Rep. Weyler. Clerk Welch called the roll and reported the following: 47 yes, 3 no. Chairman Major declared that the motion passes.


Chairman Major thanked the members for attending the meeting and fulfilling their duties.

Chairman Major noted that this concludes the business to come before the members, and recognized Rep. Spillane who made a motion to adjourn. Rep. P. Katsakiores seconded the motion. The motion passes.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator


Rep. David A. Welch, Clerk
Rockingham County Convention
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ROCKINGHAM COUNTY CONVENTION



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

EXECUTIVE COMMITTEE
Kenneth L. Weyler, Chairman
Sherman A. Packard, Vice Chairman
David A. Welch, Clerk

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

I, David A. Welch, Clerk of the Rockingham County Convention, County of Rockingham, New Hampshire, hereby certify that the Members of the Rockingham County Convention met on Monday, September 27, 2021, at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH, and quorum of the Convention was present. The purpose of the meeting was to vote to raise and appropriate the sum of up to \$30,000,000 to finance the construction of a new building for the purpose of housing the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office and Department of Corrections Community Corrections. This is to certify that the County Convention Members, being 50 members present and voting, approved the following resolution:

WHEREAS, Rockingham County, New Hampshire (the "County") plans to construct a new building for the purpose of housing the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office and Department of Corrections Community Corrections (the "Project") and seeks to issue general obligation bonds in the amount of up to \$30,000,000 (the "Bonds") to finance the Project; and

WHEREAS, after the County Delegation has authorized the issuance of the Bonds, the interest rate, maturity and other terms and conditions of the Bonds will be approved by the County's Board of Commissioners (the "Commissioners") at a publicly noticed meeting in connection with the Commissioners' vote to enter into a Loan Agreement with the New Hampshire Municipal Bond Bank.

NOW, THEREFORE, in consideration of the foregoing, it is hereby:

RESOLVED: that the Delegation hereby authorizes the issuance of the Bonds in the amount of up to Thirty Million Dollars (\$30,000,000) for the purpose of financing the Project with such interest rates, maturities and other terms and conditions as may be determined by the Commissioners at a duly noticed public meeting, authorizes the Commissioners to apply for, obtain and accept federal, state or other aid, if any, which may be available for the Project and to comply with all laws applicable to the Project; authorizes the Commissioners to issue, negotiate, sell and deliver the Bonds; and authorizes the Commissioners to take any other action or to pass any other vote relative thereto;

RESOLVED: that the County is hereby authorized to execute and deliver such documents and other materials and to take such other actions as may be required for the closing and delivery of the Bonds; and

RESOLVED: that all actions heretofore taken in a manner consistent with the foregoing are hereby ratified and confirmed.

David A. Welch
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
Sherman A. Packard, 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
PUBLIC HEARING
Wednesday, September 15, 2021
6:00 p.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Convention held a Public Hearing on Wednesday, September 15, 2021, 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 to hear public comment on the construction of a new building with financing pending approval of a borrowing authorization of up to \$30,000,000 from the County Convention done in accordance with RSA's 28:23 and 33:10 (attached) for the purpose of housing the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office, and Department of Corrections Community Corrections.

Those present were: Commissioners Tombarello, Kate Coyle, and Chirichiello; Jude Gates, Engineering & Maintenance Director; Superintendent Jason Henry, DOC; Rep. Richard Tripp, Derry; Robin Bernier, IT; Attorney Patricia Conway, RCO; Cathy Stacey, Register of Deeds; High Sheriff Chuck Massahos, RSCO; Rep. Alexis Simpson, District 36; Jessica Norton, DOC; Marguerite Wageling, Superior Court; Mary Beth Hardy, DOC; Michael Marriott, DOC; Elaine Marriott, DOC; Edna Dizdarevic, NH DOC; Kelly Olsen, DOC; Alyson Mahler, DOC; Anthony Silverman, DOC; Derek Voise, DOC; Dave Consentino, DOC; Jonathan Banville, DOC; Rich Sawyer, RSCO; Deanna Campbell, Public Defender; Elinna Forciniti, Public Defender; Philip M. Dreher, Public Defender; Rep. Michael Vose, District 9; Peter Fowler, Kensington Resident; Chris Bashaw, RSCO; Rep. Joan Hamblet, Rockingham 31; Rep. Oliver Ford, Rockingham 4; Cheryl A. Hurley, Delegation Coordinator.

Rep. Norman L. Major, Chairman, called the Public Hearing to order at 6:00 p.m.

Chairman Major read the Ground Rules and Announcements for the Public Hearing. *LW*

file: H:\My Documents\Delegation FY 2020\Public Hearing 9.15.21.Bond Authorization Bldg on County Complex.docx
date: 9/20/2021 11:53:00 AM
Page 1 of 1

Chairman Major recognized Commissioner Thomas Tombarello, Chairman of the Board of Commissioners, who provided an overview of the construction of a new building on the County Complex.

Chairman Major opened the floor for questions from the Public.

Chairman Major recognized Kevin Coyle, Resident from Portsmouth, and former County Commissioner, who commented that he has some reservations about the project and size of the components of it, but most the most important part is the portion that has to do with the Jail expansion into the Community Corrections portion for a 90-day rehabilitation center.

Chairman Major called for further questions from the Public. Chairman Major recognized a resident from Exeter who stated that she also echoes the same sentiments of Kevin Coyle for a treatment facility for the Department of Corrections Rehabilitation Center. She stated that she hopes that the monies are part of the funding.

Chairman Major called for further questions from the Public. Chairman Major recognized Kelly Olsen, Exeter District Office Probation and Parole, who stated that she also echoes the same sentiments for the project to include the Department of Corrections Community Corrections. Chairman Major recognized Rep. Weyler who thanked Ms. Olsen and asked her to describe how community corrections would work; specifically, are there landmarks for the participant. Ms. Olsen explained the benefits of a 90-day inpatient treatment program and noted that it otherwise would have to be at another location. She noted that the details of the program depend on the level of care and the policy and procedures established at the Jail. Chairman Major recognized Rep. Wallace who suggested that Superintendent Henry, from the Department of Corrections, explain. Chairman Major recognized Superintendent Henry who briefly explained a Community Corrections Program.

Chairman Major recognized Rep. Cali-Pitts who made a point of order commenting on the business before the members was for a bond authorization to the Delegation. She noted that the Community Corrections Program will be designed by the Superintendent of the Department of Corrections. Chairman Major explained that the purpose of the Public Hearing is to hear the public's comment on the new building.

Chairman Major recognized Commissioner Kate Coyle who noted that individuals present are here in support of the building for the bond approval. The bond is in part going to support the Community Corrections Program.

Chairman Major recognized Alexis Simpson, Representative from District 36, Exeter, who stated that her constituents are interested in knowing more about the building and the tax rate. They are excited about it and want to be part of the public comment. They are hoping that Community Corrections will be part of the building.

Chairman Major recognized Commissioner Tombarello who further explained that there has to be a contract in place by the end of 2024 and the building has to be built by the end of 2026. He noted

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that it is time sensitive to receive the American Recovery Protection Act (ARPA) money of \$25,000,000 in addition to the \$30,000,000 bond. He noted that there are two reasons why we need the ARPA money and that includes getting the County Attorney and Registry of Deeds out of the Courthouse.

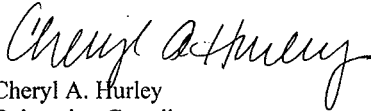
Chairman Major recognized Rep. Patrick Abrami, Executive Committee Member, who noted that there is another \$8,000,000 of ARPA money specifically designated for Community Corrections.

Chairman Major recognized Chuck Nickerson, County Finance Director, who explained that ARPA money also includes the use for mental health and additional counselors to run the Community Corrections facility. He noted that beyond the building, ARPA monies could be used for running the Community Corrections Program.

Chairman Major asked for further comments or questions from the public. He called for further questions again. There were none. Chairman Major noted that there being no further questions from the Public, the Public Hearing would be closed.

The Public Hearing was closed at 6:27 p.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



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 11/11/5/2020 10:50 AM
Fax 679-9370 (24 hours)

MINUTES

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, October 23, 2020
9:30 a.m.
Held Remotely by Audio/Video Conference

The Rockingham County Executive Committee met on Friday, October 23, 2020 at 9:30 a.m. by Audio/Video Conference due to the COVID-19 Pandemic and the Governor's Emergency and Executive Order relative to Emergency Meetings. The purpose of the meeting was to conduct the first quarter budget review.

Kenneth L. Weyler, Chairman, called the meeting to order at 9:40 a.m. Chairman Weyler read the following rules/guidelines: *Because of the COVID-19 State of Emergency, in-person attendance of the Executive Committee Members is not occurring. Members participating remotely must identify if any other persons present at the location from which the member is participating, and members participating remotely are deemed to be present at the meeting for the purposes of voting. All Votes will be taken by roll call.*

Chairman Weyler recognized Rep. David Welch, Clerk, to conduct the Attendance by Roll Call. Clerk Welch conducted the roll call. Clerk Welch reported 13 members present.

Chairman Weyler declared a quorum.

Those present were: Reps. Cali-Pitts, DeSimone, Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Excused: Rep. Barnes, Chirichiello, Griffin, Hoelzel, Pantelakos; Absent: Reps. Gilman, Janvrin.

Chairman Weyler informed the members that he was going to take some subcommittee reports out of order due to requests from members who have to leave early.

Sheriff's Subcommittee - Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who made a motion to approve the Sheriff's budget at \$2,057,960 at 31 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll. Clerk Welch reported the results of the roll call 13 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Cali-Pitts, DeSimone, Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Long-Term Care Services - Chairman Weyler recognized Rep. DeSimone, Chair of Long-Term Care Services Subcommittee, who made a motion to approve \$8,820,667 at 29 percent expended. Rep. Kolodziej seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch conducted the roll call. Clerk Welch reported the results of the roll call 13 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Cali-Pitts, DeSimone, Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Salary Subcommittee Report - Chairman Weyler recognized Rep. Packard, Chairman of the Salary Subcommittee, who made a motion to approve a regrade in the Long-Term Care Department. He referred the members to the regrade in the budget packet for a Registered Nurse to an Infection Preventionist. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler requested that Clerk Welch conduct a roll call vote. Clerk Welch called the roll and reported the results of the roll call 13 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Cali-Pitts, Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Chairman Weyler recognized Rep. Packard, Chairman of the Salary Subcommittee, who presented the Position Listing for Approval, included in the budget packet, noting 568 approved positions, 435 filled positions, and 133 unfilled positions for the first quarter. Rep. Kolodziej seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following results: 12 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Cali-Pitts, Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler. (Rep. DeSimone left the meeting).

Delegation Office - Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Delegation budget at \$36,418 at 11 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk

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Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler. (Rep. Cali-Pitts left the meeting).

Treasurer - Chairman Weyler recognized Rep. Milz who made a motion to approve the Treasurer's budget at \$3,350 at 18 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

County Attorney - Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the County Attorney budget at \$1,192,466 at 32 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

District Court - Chairman Weyler noted that there was zero percent expended in the District Court budget, and that it did not require the vote of the members. Chairman Weyler recognized Rep. Major who questioned Rep. Weyler's decision. Chairman Weyler responded that he did not think it was necessary to vote on a zero expenditure.

Medical Examiner - Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Medical Examiner budget at \$23,402 at 38 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Registry of Deeds - Chairman Weyler recognized Rep. Katsakiores who made a motion to approve the Registry of Deeds budget at \$492,457 at 38 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

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Commissioner's Office – Chairman Weyler recognized Rep. Milz who made a motion to approve the Commissioner's Office budget at \$101,009 at 43 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

General Government – Chairman Weyler recognized Rep. Milz who made a motion to approve the General Government budget at \$407,510 at 15 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Projects/Long-Range Planning – Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Projects budget at \$483,015 at 95 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes – Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Grants – Chairman Weyler noted that there was zero percent expended in the Grants budget, and noted that the members did not need to take a vote. Chairman Weyler recognized Rep. Major who asked Mr. Nickerson, Finance Director, if it was necessary from a finance and budgetary standpoint to vote on a zero expenditure. Mr. Nickerson explained referring to the statute that requires quarterly budget reviews, but noted that it is not specific to the question at hand. He responded that in his opinion he did not believe that it was a requirement from a budgetary standpoint to vote zero expenditures.

Finance Office – Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Finance budget at \$380,048 at 31 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

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Engineering/Maintenance – Chairman Weyler recognized Rep. O'Connor, Chairman of the Engineering & Maintenance Subcommittee, who pointed out a few areas where there may be concerns due to increased costs such as electricity, increased cost of lumber and materials, sanitizers, and the Nursing Home filtration system for HVAC. Rep. O'Connor made a motion to approve the Engineering & Maintenance budget at \$1,357,931 at 28 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

IT – Chairman Weyler recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve the IT budget at \$210,188 at 30 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Department of Corrections – Chairman Weyler recognized Rep. Wallace, Chairman of the Jail Subcommittee, who made a motion to approve the Department of Corrections budget at \$3,677,589 at 31 percent expended. Rep. Kolodziej seconded the motion. Chairman Weyler called for further questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Human Resources – Chairman Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who made a motion to approve the Human Resources budget at \$237,280 at 30 percent expended. Rep. Kolodziej seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Chairman Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Statutory Organizations:

Conservation District – Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Conservation District budget at \$22,500 at 25 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler asked for questions. There were none. Chairman Weyler

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recognized Clerk Welch to conduct a roll call vote. Chairman Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

UNH Cooperative Extension – Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the UNH Cooperative Extension budget at \$102,514 at 25 percent expended. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

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 \$3,750 at 2 percent expended. She explained she spoke to Mr. Nickerson, Finance Director, who explained that agencies have requested their amounts, but it that it is not reflected in the first quarter budget. She explained that it was due to a timing issue. Chairman Weyler called for further questions. There were none. Chairman Weyler recognized Clerk Welch to conduct a roll call vote. Clerk Welch called the roll and reported the following: 11 to 0.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Categorical Assistance – Chairman Weyler referred the members to the Categorical Assistance Report included in the budget packet and read the figures. Rep. Major questioned the difference between the figures provided on the Categorical Assistance Report vs. the figures provided on the summary page and requested an explanation. Chairman Weyler recognized Mr. Nickerson who explained that the Categorical Assistance Report provides more detailed information by Town, but referred the members to the budget summary page, which provides the total figure expended for the first quarter. Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Categorical Assistance budget at 3,964,676 at 20 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler requested the Clerk to call a roll call vote. Chairman Welch called the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Revenues – Chairman Weyler recognized Rep. Kolodziej who made a motion to approve the Revenues budget at \$6,941,551 at 9 percent. Rep. Katsakiores seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler recognized Clerk Welch to

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conduct the roll call. Clerk Welch conducted the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Line Item Transfer Requests:

Long-Term Care - to line item 11700000-59032 Bed Assessment \$56,766 from line 11701000-53600 Dietary Service Contracts \$56,766.

Comments/Explanation: Transfer effective date: 6/30/2020. The Bed Tax payment due July 2020 for the quarter ending 6/30/20 was much higher than anticipated due to the County receiving \$1.1 million dollars more in ProShare compared to June 2019, and DRA mandated that the Counties include CARES Act monies directly received (RC received \$960K) in the 5.5 percent Bed Tax calculation.

Rep. Kolodziej read the transfer as presented. Rep. Katsakiores seconded the motion. Chairman Weyler asked Mr. Nickerson to provide an explanation. Mr. Nickerson explained. Chairman Weyler called for questions. Chairman Weyler recognized Rep. Packard who asked Mr. Nickerson if he anticipates that this will be a problem in the future. Mr. Nickerson responded no. Chairman Weyler asked for further questions. There were none. Chairman Weyler asked Clerk Welch to conduct a roll call vote. Clerk Welch conducted the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Long-Term Care Services - to line 11702000-52103 Medical & Nursing Retirement \$11,400 from line 11702000-52100 Medical & Nursing FICA \$11,400.

Comments/Explanation: Transfer effective date: 6/30/30. Due to the previous \$127K transfer from the Nursing ER Retirement line to the Nursing Staff line combined with an unexpected increase in NHRS earnable compensation for nursing wages for the quarter ending 6/30/20, a transfer is now needed to go to the Nursing ER Retirement line. Payment was processed in July in accordance with State laws and regulations.

Rep. Kolodziej read the transfer as presented. Rep. Katsakiores seconded the motion. Chairman Weyler recognized Mr. Nickerson for a brief explanation. Mr. Nickerson explained. Chairman Weyler called for questions. There were none. Chairman Weyler asked Clerk Welch to conduct a roll call vote. Clerk Welch conducted the roll and reported the following: 11 to 0. The motion carries.

The results of the roll call were as follows: Yes - Reps. Edgar, Katsakiores, Kolodziej, McConnell, Major, Milz, O'Connor, Packard, Wallace, Welch, and Weyler.

Internal Service Funds – Chairman Weyler referred the members to the Internal Service Funds for information and review. Chairman Weyler asked if there were questions. There were none.

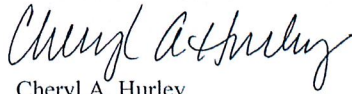
Other Business:

Chairman Weyler took a moment to congratulate Cheryl Hurley, Delegation Coordinator, for her 25 years of service. He presented her with a sterling silver cup in honor of her silver anniversary. He thanked Cheryl for her fine work and for keeping him and the members of the delegation on track over the years.

Chairman Weyler recognized the members of the Executive Committee who will not be coming back next term, which includes Reps. Barnes, Hoelzel, Janvrin, O'Connor, Kolodziej, and Chirichiello. He thanked them for their dedication and expressed his gratitude for their service.

Chairman Weyler recognized Rep. Katsakiores who made a motion to adjourn. Rep. Milz seconded the motion. There being no further business to come before the members, the meeting was adjourned at 10:42 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. David A. Welch, Clerk
Rockingham County Convention

DAW:cah



**Statement of Appropriations and Revenue as Voted
Rockingham County**

For the period beginning July 1, 2021 and ending June 30, 2022

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 |
|----------------------|----------------------------|------------------------|
| Rep. NORMAN L. MAJOR | Chairperson | <i>Norman L. Major</i> |
| Rep. 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 | 1 | \$327,923 |
| 4120 | Judicial | | \$0 |
| 4122 | Jury Costs | | \$0 |
| 4123 | County Attorney's Office | 1 | \$4,053,282 |
| 4124 | Victim Witness Advocacy Program | | \$0 |
| 4130 | Executive | 1 | \$809,080 |
| 4150 | Financial Administration | 1 | \$1,331,473 |
| 4151 | Treasurer | 1 | \$19,037 |
| 4153 | Other Legal Costs | 1 | \$175,001 |
| 4155 | Personnel Administration | 1 | \$891,436 |
| 4191 | Planning and Zoning (Unincorp. Places) | | \$0 |
| 4192 | Medical Examiner | 1 | \$89,004 |
| 4193 | Register of Deeds | 1 | \$1,334,289 |
| 4194 | Maintenance of Government Buildings | 1 | \$5,381,064 |
| 4196 | Insurance Not Otherwise Allocated | | \$0 |
| 4198 | Contingency | | \$0 |
| 4199 | Other General Government | 1 | \$365,500 |
| General Government Subtotal | | | \$14,777,089 |
| Public Safety & Corrections | | | |
| 4211 | Sheriff's Department | 1 | \$6,977,826 |
| 4212 | Custody of Prisoners | | \$0 |
| 4214 | Sheriff's Support Services | | \$0 |
| 4219 | Other Public Safety | | \$0 |
| 4230 | Corrections | 1 | \$12,377,928 |
| 4235 | Adult Probation and Parole | | \$0 |
| Public Safety & Corrections Subtotal | | | \$19,355,754 |
| County Farm | | | |
| 4301 | Administration | | \$0 |
| 4302 | Operating Expenditures | | \$0 |
| 4309 | Other County Farm | | \$0 |
| County Farm Subtotal | | | \$0 |
| County Nursing Home | | | |
| 4411 | Administration | 1 | \$28,676,286 |
| 4412 | Operating Expense | | \$0 |
| 4439 | Other Health | 1 | \$1,940,273 |
| County Nursing Home Subtotal | | | \$30,616,559 |



Appropriations

| Account | Purpose | Article | Appropriations As Voted |
|--|--|---------|-------------------------|
| Human Services | | | |
| 4441 | Administration | | \$0 |
| 4442 | Direct Assistance | 1 | \$20,120,405 |
| 4443 | Board and Care of Children | | \$0 |
| 4447 | Special Outside Services | | \$0 |
| 4449 | Other Human Services | | \$0 |
| Human Services Subtotal | | | \$20,120,405 |
| Cooperative Extension Services | | | |
| 4611 | Administration | 1 | \$414,973 |
| 4619 | Other Conservation | | \$0 |
| Cooperative Extension Services Subtotal | | | \$414,973 |
| 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 | 1 | \$1,500,000 |
| 4721 | Interest - Long-Term Bonds/Notes | 1 | \$316,322 |
| 4723 | Interest on Revenue Anticipation Notes | | \$0 |
| 4750 | Fiscal Agents' Fees | | \$0 |
| 4760 | Bond Issuance Costs | 1 | \$11,001 |
| 4790 | Other Debt Service Charges | | \$0 |
| Debt Service Subtotal | | | \$1,827,323 |
| Intergovernmental Transfers | | | |
| 4800 | Intergovernmental Transfers | | \$0 |
| Intergovernmental Transfers Subtotal | | | \$0 |
| Capital Outlay | | | |
| 4901 | Land and Improvements | 1 | \$15,775 |
| 4902 | Machinery, Vehicles, and Equipment | 1 | \$179,700 |
| 4903 | Buildings | 1 | \$304,526 |
| 4904 | Improvements other than Buildings | | \$0 |
| Capital Outlay Subtotal | | | \$500,001 |
| Depreciation Expense | | | |
| 4905 | Depreciation | | \$0 |
| 4906 | Amortization | | \$0 |
| Depreciation Expense Subtotal | | | \$0 |



Appropriations

| Account | Purpose | Article | Appropriations As Voted |
|--------------------------------------|---|---------|-------------------------|
| Interfund Operating Transfers | | | |
| 4911 | Transfers to General Fund | | \$0 |
| 4912 | Transfers to Special Revenue Fund | | \$0 |
| 4913 | Transfers to Capital Projects Fund | 1 | \$25,000 |
| 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 | | \$25,000 |
| | Total Voted Appropriations | | \$87,637,104 |



Estimated Revenues

| Account | Source | Article | Estimated Revenue Ensuing Fiscal Year |
|---|---|---------|---------------------------------------|
| Assessments/Taxes | | | |
| 3110 | Property Taxes (Unincorp. Places) | | \$0 |
| 3111 | Municipal Assessment | | \$0 |
| 3120 | Land Use Change Taxes (Unincorp. Places) | | \$0 |
| 3180 | Resident Taxes (Unincorp. Places) | | \$0 |
| 3185 | Yield Taxes (Unincorp. Places) | | \$0 |
| 3186 | Payments in Lieu of Taxes (Unincorp. Places) | | \$0 |
| 3187 | Payments in Lieu of Taxes | | \$0 |
| 3189 | Other Taxes | | \$0 |
| 3190 | Interest and Penalties on Delinquent Taxes (Unincorp) | | \$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 (Unincorp. Places) | | \$0 |
| 3230 | Building Permits (Unincorp. Places) | | \$0 |
| 3290 | Other Licenses, Permits, and Fees | | \$0 |
| Licenses, Permits, and Fees Subtotal | | | \$0 |
| From the Federal Government | | | |
| 3319 | Federal Grants and Reimbursements | 1 | \$650,000 |
| From the Federal Government Subtotal | | | \$650,000 |
| From the State of New Hampshire | | | |
| 3351 | Shared Revenue - Block Grant (Unincorp. Places) | | \$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 | 1 | \$6,079,309 |
| From the State of New Hampshire Subtotal | | | \$6,079,309 |
| Revenue from Other Governments | | | |
| 3379 | Intergovernmental Revenues | | \$0 |
| Revenue from Other Governments Subtotal | | | \$0 |



Estimated Revenues

| Account | Source | Article | Estimated Revenue Ensuing Fiscal Year |
|---|--|---------|---------------------------------------|
| Charges for Services | | | |
| 3401 | Sheriff's Department | 1 | \$1,339,120 |
| 3402 | Register of Deeds | 1 | \$4,622,992 |
| 3403 | County Corrections | 1 | \$61,002 |
| 3404 | County Nursing Homes | 1 | \$18,076,423 |
| 3405 | County Farm | 1 | \$63,600 |
| 3406 | Cooperative Extension Service | | \$0 |
| 3407 | Maintenance Department | 1 | \$110,000 |
| 3409 | Other Charges | | \$0 |
| Charges for Services Subtotal | | | \$24,273,137 |
| Miscellaneous Sources | | | |
| 3501 | Sale of County Property | | \$0 |
| 3502 | Interest on Investments | 1 | \$100,000 |
| 3503 | Rents of Property | | \$0 |
| 3504 | Fines and Forfeits | | \$0 |
| 3505 | Escheats | 1 | \$250,000 |
| 3506 | Insurance Dividends and Reimbursements | | \$0 |
| 3508 | Contributions and Donations | | \$0 |
| 3509 | Other Miscellaneous Sources | 1 | \$66,505 |
| Miscellaneous Sources Subtotal | | | \$416,505 |
| Other Financial Sources | | | |
| 3911 | Transfers from General Fund | | \$0 |
| 3912 | Transfers from Special Revenue Fund | 1 | \$7,001 |
| 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 | | \$0 |
| Other Financial Sources Subtotal | | | \$7,001 |
| Total Estimated Revenues | | | \$31,425,952 |

Budget Summary

| Item | Ensuing Year |
|---|---------------------|
| Total Voted Appropriations | \$87,637,104 |
| (Less) Total Estimated Revenues | \$31,425,952 |
| Unassigned Fund Balance (Unreserved) | \$0 |
| (Less) Voted from Fund Balance | \$0 |
| (Less) Fund Balance to Reduce Taxes | \$6,419,409 |
| Amount Certified to be Raised by Taxes | \$49,791,743 |

Rockingham County Finance Office

Charles Nickerson, Senior Director of Finance

FYE 06/30/2022 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 and warrants are 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 & attendance and payroll systems 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.

Fiscal Year 2022 was another eventful one for the Finance Office, as administration of the Rockingham County Emergency Rental Assistance Program (RC ERAP) truly began in July 2022. The amount of rental assistance provided to Rockingham County tenants from this program increased throughout the year, though it indirectly competes with the ERA program run by Southern New Hampshire Services (on behalf of the State). Over \$3,000,000 of rental assistance has been provided by the RC ERAP through June 30, 2022. Many individuals in the Finance Office had to deal with ramifications of a December 2021 cyberattack of the Kronos Private Cloud server, where the County's time and attendance, payroll processing and HRIS data is hosted by Unlimited Kronos Group (UKG). UKG did act quickly in locking down that server with no County data being stolen or compromised, but it meant that many payroll processing functions had to be done in a manual way, such as timesheets. The County acted quickly and rose to the challenge, with all payrolls being processed on time and in an accurate manner. Access to Kronos was restored near the end of January 2022.

The COVID-19 pandemic has been difficult for the Office, as multiple Federal and State COVID-19-related grants have been (and several continue to be) administered by the department. Of particular note are the over \$60,000,000 in State and Local Fiscal Recovery Funds (SLFRF) received by the County as part of the American Rescue Plan Act ("ARPA"). These funds are allocated towards a myriad of projects, which were first proposed by the County's ARPA Committee and then approved by the County Commissioners. Much of the funds are being allocated towards the new County municipal building, which will include a 90-day in-house mental health and substance use treatment center, relocation of the Sheriff's Office, County Attorney's Office and the Registry of Deeds to a safe and uncrowded working environment, and a large public meeting space that is not located in the County nursing home. Other ARPA projects approved by the Commissioners will provide much needed financial support to local nonprofit organizations and County businesses in the hospitality industry. \$2,226,000 is allocated towards providing subawards to nonprofit organizations to enhance services to those communities disproportionately affected by COVID-19. All SLFRF monies must be obligated by December 31, 2024, with a performance date deadline of December 31, 2026. Regular, quarterly reporting is submitted to the U.S. Treasury regarding ARPA projects. The SLFRF Recovery Plan –

Performance Report through the quarter ending June 30, 2022 is enclosed as part of the Annual Report.

The County was authorized by the Delegation to seek \$30,000,000 of bond funding for the new municipal building; ultimately, the Commissioners voted to do \$25,000,000 through 2022 Series A bonds issued by the New Hampshire Municipal Bond Bank, with a true interest cost of approximately 2.36%. The County maintained its Aa1 rating from Moody's Investors Service, which is above the median Aa2 rating for counties nationwide.

I am pleased to announce that the County did not need to utilize any of the \$6,419,409 in fund balance that was budgeted for FY 2022. Total revenues came in slightly more than budget, while expenses were under budget by about \$11,000,000. While nursing home revenues were under budget by over \$3,000,000, Deeds revenues exceeded budget by almost \$760,000 and sources of intergovernmental revenues came in almost \$2,400,000 over budget. The County continues to maintain an excellent level of fund balance, with an ultimate goal to have an unassigned fund balance equivalent to three months of budgeted appropriations. With the positive results from FY 2022, unassigned fund balance now accounts for 21% of budgeted FY 2023 appropriations. Unaudited Governmental Fund statements for FYE 06/30/2022 are included in the next pages of the Annual Report; finalized audited financial statements will be published on the County's website upon completion of the audit.

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. This is important as some revenue sources continue to experience declines and others may be impacted by a possible recession. The County needs to be aware of grant and other funding opportunities that will help to offset the economic costs of the pandemic and any future recession, so that impact to County taxpayers is mitigated. We have accomplished many positive things in recent years at the County, and I hope that trend 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.

Respectfully submitted,



Charles W. Nickerson
Rockingham County Senior Director of Finance

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2022

(Unaudited)

| | General | Capital Projects | Contingent Grants Fund | Nonmajor Governmental Funds | Total Governmental Funds |
|--|-----------------------|----------------------|------------------------------|-----------------------------------|--------------------------------|
| ASSETS | | | | | |
| Cash and short-term investments | \$ 103,188,412 | \$ 29,237,068 | \$ - | \$ 28,578 | \$ 132,454,058 |
| Restricted cash and short-term investments | 1,162,636 | - | - | 227,913 | 1,390,549 |
| Investments | - | - | - | 78,588 | 78,588 |
| Accounts receivable, net | 770,044 | - | 4,500 | 50 | 774,594 |
| Due from Other Funds | 28,701,546 | - | 90,181,403 | 402,395 | 119,285,344 |
| Due from Other Governments, net | 2,909,396 | - | 5,363 | - | 2,914,759 |
| Prepaid Expenses | 494,195 | - | - | 250 | 494,445 |
| Inventory | 720,167 | - | - | - | 720,167 |
| TOTAL ASSETS | \$ 137,946,396 | \$ 29,237,068 | \$ 90,191,266 | \$ 737,774 | \$ 258,112,504 |
| LIABILITIES AND FUND BALANCES | | | | | |
| Liabilities: | | | | | |
| Accounts Payable | \$ 1,031,791 | \$ 10,040 | \$ 183,958 | \$ 2,932 | \$ 1,228,721 |
| Accrued Liabilities | 1,044,305 | - | 3,974 | - | 1,048,279 |
| Due to Other Funds | 90,919,659 | 166,337 | 24,544,920 | 50,963 | 115,681,879 |
| Due to Other Governments | 10,551,116 | - | - | - | 10,551,116 |
| Deferred revenue | 62,213 | - | 65,458,414 | - | 65,520,627 |
| Total Liabilities | 103,609,084 | 176,377 | 90,191,266 | 53,895 | 194,030,622 |
| Fund Balances: | | | | | |
| Nonspendable: | | | | | |
| Prepaid expenses | 720,167 | - | - | - | 720,167 |
| Inventory | 494,195 | - | - | - | 494,195 |
| Nonexpendable permanent funds | - | - | - | 31,191 | 31,191 |
| Restricted for: | | | | | |
| Long term care (RSA 24:13) | 458,376 | - | - | - | 458,376 |
| Capital projects | - | 24,869,460 | - | - | 24,869,460 |
| LCHIP surcharges (RSA 478:17-g) | 704,260 | - | - | - | 704,260 |
| Special revenue funds | - | - | - | 652,688 | 652,688 |
| Assigned for: | | | | | |
| Subsequent year budget | 11,609,378 | - | - | - | 11,609,378 |
| Encumbrances | 847,365 | 4,191,231 | - | - | 5,038,596 |
| Unassigned | 19,503,571 | - | - | - | 19,503,571 |
| Total Fund Balances | 34,337,312 | 29,060,691 | - | 683,879 | 64,081,882 |
| TOTAL LIABILITIES AND FUND BALANCES | \$ 137,946,396 | \$ 29,237,068 | \$ 90,191,266 | \$ 737,774 | \$ 258,112,504 |

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

(Unaudited)

| | General | Capital Projects Fund | Contingent Grants Fund | Nonmajor Governmental Funds | Total Governmental Funds |
|--|--------------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------------|
| Revenues | | | | | |
| Taxes | \$ 49,791,743 | \$ - | \$ - | \$ - | \$ 49,791,743 |
| Charges for Services: | | | | | |
| Long Term Care Services: | | | | | |
| Nursing Home | 19,316,242 | - | | 5,110 | 19,321,352 |
| Assisted Living | 1,368,951 | - | | - | 1,368,951 |
| Corrections | 32,550 | - | | 92,872 | 125,422 |
| Administration and Other: | | | | | |
| Deeds | 5,279,683 | - | | 134,956 | 5,414,639 |
| Information Technology | 10,303 | - | | - | 10,303 |
| Maintenance | 32,731 | - | | - | 32,731 |
| Sheriff | 1,260,943 | - | 12,895 | 10,999 | 1,284,837 |
| County Attorney | - | - | | - | - |
| Intergovernmental | 3,084,557 | - | 6,790,170 | - | 9,874,727 |
| Investment income | 105,156 | 15,371 | | (2,388) | 118,139 |
| Miscellaneous | 895,320 | - | - | - | 895,320 |
| Total Revenues | <u>81,178,179</u> | <u>15,371</u> | <u>6,803,065</u> | <u>241,549</u> | <u>88,238,164</u> |
| Expenditures | | | | | |
| Current: | | | | | |
| Long Term Care Services: | | | | | |
| Nursing Home | 22,480,757 | - | | - | 22,480,757 |
| Assisted Living | 1,834,445 | - | | - | 1,834,445 |
| Categorical assistance | 19,622,534 | - | | - | 19,622,534 |
| Corrections | 10,478,226 | - | | 53,168 | 10,531,394 |
| Administration and Other: | | | | | |
| Maintenance | 4,217,344 | - | | - | 4,217,344 |
| Deeds | 1,189,145 | - | | - | 1,189,145 |
| Finance | 1,255,696 | - | | - | 1,255,696 |
| General government | 602,400 | - | | - | 602,400 |
| Human resources | 761,861 | - | | - | 761,861 |
| Information technology | 680,987 | - | | - | 680,987 |
| Statutory organizations | 504,973 | - | | - | 504,973 |
| Non-county specials | 250,500 | - | | - | 250,500 |
| Commissioners | 210,101 | - | | - | 210,101 |
| Delegation | 107,602 | - | | - | 107,602 |
| Medical Examiner | 74,053 | - | | - | 74,053 |
| Treasurer | 12,353 | - | | - | 12,353 |
| Intergovernmental (Grants) | - | - | 6,790,170 | - | 6,790,170 |
| Sheriff | 6,327,669 | - | 12,895 | 23,307 | 6,363,871 |
| County Attorney | 3,664,980 | - | | - | 3,664,980 |
| Capital outlay | 84,221 | 798,728 | | - | 882,949 |
| Debt Service: | | | | | |
| Principal | 1,500,000 | - | | - | 1,500,000 |
| Interest | 316,322 | - | | - | 316,322 |
| Total Expenditures | <u>76,176,169</u> | <u>798,728</u> | <u>6,803,065</u> | <u>76,475</u> | <u>83,854,437</u> |
| Excess (deficiency) of revenues over expenditures | <u>5,002,010</u> | <u>(783,357)</u> | <u>-</u> | <u>165,074</u> | <u>4,383,727</u> |
| Other Financing Sources (Uses): | | | | | |
| Bond issuance proceeds | - | 25,000,000 | | - | 25,000,000 |
| Transfers: | | | | | |
| Deeds and other | 103,587 | - | - | (103,587) | - |
| Capital projects | (506,825) | 506,825 | - | - | - |
| Total Other Financing Sources (Uses) | <u>(403,238)</u> | <u>25,506,825</u> | <u>-</u> | <u>(103,587)</u> | <u>25,000,000</u> |
| Change in Fund Balance | 4,598,772 | 24,723,468 | - | 61,487 | 29,383,727 |
| Fund Equity, at Beginning of Year | <u>29,738,540</u> | <u>4,337,223</u> | <u>-</u> | <u>622,392</u> | <u>34,698,155</u> |
| Fund Equity, at End of Year | <u><u>34,337,312</u></u> | <u><u>29,060,691</u></u> | <u><u>-</u></u> | <u><u>683,879</u></u> | <u><u>64,081,882</u></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, 2022

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 | \$ 6,419,409 | \$ 290,281 | \$ - | \$ - | \$ 6,709,690 | \$ - | \$ (6,709,690) |
| Resources (Inflows): | | | | | | | |
| Taxes | 49,791,743 | - | - | - | 49,791,743 | 49,791,743 | - |
| Charges for Services: | | | | | | | |
| Long Term Care Services: | | | | | | | |
| Nursing Home | 22,434,532 | - | - | - | 22,434,532 | 19,316,242 | (3,118,290) |
| Assisted Living | 1,570,700 | - | - | - | 1,570,700 | 1,368,951 | (201,749) |
| Corrections | 61,002 | - | - | - | 61,002 | 32,550 | (28,452) |
| Administration and Other: | | | | | | | |
| Deeds | 4,522,992 | - | - | - | 4,522,992 | 5,279,683 | 756,691 |
| Information Technology | 10,000 | - | - | - | 10,000 | 10,303 | 303 |
| Maintenance | 173,600 | - | - | - | 173,600 | 32,731 | (140,869) |
| Sheriff | 1,339,119 | - | - | - | 1,339,119 | 1,260,943 | (78,176) |
| County Attorney | - | - | - | - | - | - | - |
| Intergovernmental | 700,501 | - | - | - | 700,501 | 3,084,557 | 2,384,056 |
| Investment income | 100,000 | - | - | - | 100,000 | 105,156 | 5,156 |
| Miscellaneous | 406,505 | - | - | - | 406,505 | 895,320 | 488,815 |
| Transfers from Other Funds | 107,001 | - | - | - | 107,001 | 103,587 | (3,414) |
| Amounts Available for Appropriation | <u>87,637,104</u> | <u>290,281</u> | <u>-</u> | <u>-</u> | <u>87,927,385</u> | <u>81,281,766</u> | <u>(6,645,619)</u> |
| Charges to Appropriations (Outflows): | | | | | | | |
| Current: | | | | | | | |
| Long Term Care Services: | | | | | | | |
| Nursing Home | 28,676,286 | 48,568 | - | - | 28,724,854 | 22,490,888 | 6,233,966 |
| Assisted Living | 1,940,273 | - | - | - | 1,940,273 | 1,834,445 | 105,828 |
| Categorical Assistance | 20,120,405 | - | - | - | 20,120,405 | 19,622,534 | 497,871 |
| Corrections | 12,377,928 | 25,000 | - | - | 12,402,928 | 10,478,226 | 1,924,702 |
| Administration and Other: | | | | | | | |
| Maintenance | 4,532,404 | 129,648 | - | 33,381 | 4,695,433 | 4,268,359 | 427,074 |
| Deeds | 1,334,289 | - | - | - | 1,334,289 | 1,189,145 | 145,144 |
| Finance | 1,331,473 | 46,052 | - | - | 1,377,525 | 1,255,696 | 121,829 |
| General Government | 763,092 | - | - | 15,000 | 778,092 | 602,400 | 175,692 |
| Human Resources | 891,436 | 13,449 | - | - | 904,885 | 761,861 | 143,024 |
| Information Technology | 748,660 | 3,992 | - | 16,000 | 768,652 | 680,987 | 87,665 |
| Statutory organizations | 504,973 | - | - | - | 504,973 | 504,973 | - |
| Non-County specials | 250,500 | - | - | - | 250,500 | 250,500 | - |
| Commissioners | 231,991 | - | - | - | 231,991 | 210,101 | 21,890 |
| Delegation | 327,923 | - | - | (49,381) | 278,542 | 107,602 | 170,940 |
| Medical examiner | 89,004 | - | - | - | 89,004 | 74,053 | 14,951 |
| Treasurer | 19,037 | - | - | - | 19,037 | 12,353 | 6,684 |
| Grants | 25,000 | - | - | (15,000) | 10,000 | - | 10,000 |
| Sheriff | 6,977,826 | 23,572 | - | - | 7,001,398 | 6,327,669 | 673,729 |
| County Attorney | 4,053,282 | - | - | - | 4,053,282 | 3,664,980 | 388,302 |
| Capital Outlay | 93,175 | - | - | - | 93,175 | 84,221 | 8,954 |
| Debt service: | | | | | | | |
| Principle | 1,500,000 | - | - | - | 1,500,000 | 1,500,000 | - |
| Interest | 316,322 | - | - | - | 316,322 | 316,322 | - |
| Transfers to other funds | 531,825 | - | - | - | 531,825 | 506,825 | 25,000 |
| Total Charges to Appropriations | <u>87,637,104</u> | <u>290,281</u> | <u>-</u> | <u>-</u> | <u>87,927,385</u> | <u>76,744,140</u> | <u>11,183,245</u> |
| Ending Budgetary Fund Balance | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 4,537,626</u> | <u>\$ 4,537,626</u> |

County of Rockingham, New Hampshire
Statement of Revenues, Expenditures and Changes in Fund Balance
Contingent Grants Fund (a Special Revenue Fund)

For the year ending June 30, 2022

(Unaudited)

| | <i>Grant/Project</i> | | | | | | | | | | | Totals | |
|---|----------------------|---------------|---|-----------------------|---|--|--|------------------|---------------------------------------|---------------|------------------------------------|--------------|------------------|
| | COVID-19 | | Emergency Mgt. Perf. Grant (EMPG) | Stanton Foundation | CARES Act PRF Infection Control/Prev. & State Grants for COVID Testing | Emergency Rental Assistance Program | American Rescue Plan Act (ARPA) | COVID-19 | Rock Rimmon & One Sky Comm CDBG | DOC RSAT | NY Tactical Officer Training | | |
| FEMA | JAG | 2021 JAG | | K-9 Grant | | | | CDBG | | | | | |
| Revenues - from pertinent Federal/State agency or a Foundation | 127,418 | 10,030 | 9,780 | 6,327 | 12,895 | 963,647 | 3,566,391 | 1,806,060 | 177,542 | 99,016 | 20,842 | 3,117 | 6,803,065 |
| Total Revenues | <u>127,418</u> | <u>10,030</u> | <u>9,780</u> | <u>6,327</u> | <u>12,895</u> | <u>963,647</u> | <u>3,566,391</u> | <u>1,806,060</u> | <u>177,542</u> | <u>99,016</u> | <u>20,842</u> | <u>3,117</u> | <u>6,803,065</u> |
| Expenditures (by related Department or Category) | | | | | | | | | | | | | |
| Engineering & Maintenance/Capital related | 127,418 | | | | | | | | | | | | 127,418 |
| Sheriff | | 10,030 | 9,780 | 6,327 | 12,895 | | | | | | | 3,117 | 42,149 |
| Department of Corrections | | | | | | | | | | 20,842 | | | 20,842 |
| Staff and Payroll-related | | | | | | 98,929 | 53,120 | | | | | | 152,049 |
| COVID-19 Testing | | | | | | 646,671 | | | | | | | 646,671 |
| Rental Assistance | | | | | | | 3,032,810 | | | | | | 3,032,810 |
| Contracted Services | | | | | | | 479,883 | | | | | | 479,883 |
| Community Development Block Grant - NFP assistance | | | | | | | | | 177,542 | 99,016 | | | 276,558 |
| ARPA projects | | | | | | | | 1,806,060 | | | | | 1,806,060 |
| Other | | | | | | 218,047 | 578 | | | | | | 218,625 |
| Total Expenses | <u>127,418</u> | <u>10,030</u> | <u>9,780</u> | <u>6,327</u> | <u>12,895</u> | <u>963,647</u> | <u>3,566,391</u> | <u>1,806,060</u> | <u>177,542</u> | <u>99,016</u> | <u>20,842</u> | <u>3,117</u> | <u>6,803,065</u> |
| Excess (deficiency) of revenues over expenditures | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Transfers from Other Funds | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Operating Transfers to Other Funds | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Net Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Change in Fund Balance | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance - July 1, 2021 | | | | | | | | | | | | | - |
| Fund Balance - June 30, 2022 | | | | | | | | | | | | | <u>-</u> |

By definition, there will be no ending Fund Balance for the Contingent Grants Fund, as the Revenues will always be equal to the Expenditures

Rockingham County (New Hampshire) **Recovery Plan**

State and Local Fiscal Recovery Funds Report through the Quarter Ending June 30, 2022

Rockingham County (New Hampshire)
Recovery Plan – June 30, 2022

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GENERAL OVERVIEW

Executive Summary

Rockingham County, New Hampshire (“the County”) was awarded approximately \$60.2 million from the State and Local Fiscal Recovery Fund (“SLFRF”) under the American Rescue Plan Act (“ARPA”). In May 2021, the County received \$30.1 million, representing one half of its total allotment of SLFRF monies. On June 13, 2022, the other half of SLFRF monies were received. The funds received are being treated as federal grant funds and therefore recorded as part of the County’s Contingent Grant Special Revenue Fund, outside of the General Fund.

The County set up an “ARPA” committee, comprised of State Representative Patrick Abrami, County Commissioner Brian Chirichiello, Human Resources Director Alison Kivikoski and Finance Director Charles Nickerson. This committee spent two months during the summer of 2021 conducting discussions with Division Directors and Elected Officials regarding potential projects that could be funded by the distributions from the SLFRF.

Based upon these discussions and current Treasury guidelines in place at the time, a framework of eligible projects was composed at the end of August 2021, which included the following items:

- \$25 million for construction of a new building to house the County Attorney’s Office, Registry of Deeds, Sheriff’s Office, and Delegation Office, which will alleviate overcrowded working conditions and poor HVAC systems at the State-owned courthouse building and provide a proper worksite for County public safety operations.
- \$8 million for construction and operation of a Community Corrections facility, which will be run by the Department of Corrections and provide mental health and substance use services with a 90-day in-house program.
- \$8 million for construction of a solar array on County property that will generate enough megawatts to cover 100% of the County complex’s electricity needs. This project would be funded from monies available from the Revenue Replacement expense category established by the U.S. Treasury.
- \$3.9 million for Countywide HVAC infrastructure projects to mitigate the occurrence and spread of COVID-19, notably in Long Term Care Services and the Department of Corrections.
- \$3.2 million for premium pay to essential County employees
- \$2.7 million for Job Training Assistance, including support for LNA, MNA and LPN training programs, employee scholarship programs, Nursing leadership education courses, and new hire/referral incentives for critical County positions (notably Nursing Department vacancies and Correctional Officers).
- \$2.2 million for services to disproportionately impacted communities
- \$2 million for water-related infrastructure projects
- \$1 million to provide assistance to nonprofit organizations and local businesses involved in tourism, travel or hospitality that were negatively impacted by COVID-19.

The Board of County Commissioners ultimately approve proposed ARPA projects and determine the allocated funds that can be spent for each project. Depending on Final Rule guidance from the U.S. Treasury, the listing of projects and allocated amounts may change from the initial 2021 Recovery Plan and Performance Report that was filed with the U.S. Treasury.

Uses of Funds

Rockingham County's initial listing of approved projects covers all of the Expenditure Categories cited by the U.S. Treasury in its Final Rule Compliance and Reporting guidance:

- a. Public Health (EC 1)
- b. Negative Economic Impacts (EC 2)
- c. Public Health – Negative Economic Impact: Public Sector Capacity (EC 3)
- d. Premium Pay (EC 4)
- e. Water, sewer, and broadband infrastructure (EC 5)
- f. Revenue replacement (EC 6)
- g. Administrative (EC 7)

Public Health

The largest project proposed to be partially funded by SLFRF monies is the construction of a new building to house the County Attorney's Office, Registry of Deeds, Sheriff's Office, and Commissioners Office. The first two departments cited are in the State-owned courthouse building, which has a dilapidated HVAC system and extremely poor water/wastewater system which has led to those departments experiencing poor air quality and several septic system backups. The County Attorney's Office and Sheriff's Office Dispatch Center are also very overcrowded worksites, and in need of relocation.

There is not a better alternative to constructing a new building, as the State does not intend to perform needed improvements or expansion to the courthouse building, and the County should not be paying for such modifications that are the responsibility of the State. There is also no room for interior expansion or floorplan redesign at the Sheriff's Office which could alleviate their overcrowding issue with the Dispatch Center. Currently, the Sheriff's Office takes up a confined section of the Corrections building at the County Complex. The Dispatch Center, which is already overcrowded, also needs to expand to be able to take on the anticipated increase in the number of Rockingham County municipalities that are expected to close down their own dispatch services and instead have the County provide these services for their town's fire and police departments.

The County also does not have an adequate public meeting place in this era of COVID-19. The only public meeting place of note at the County that can accommodate more than 15 people is the Hilton Auditorium, which is located within the County nursing home. It is the location where the County Convention holds its public hearings and budget meetings. In addition to being located in the long-term care facility, the auditorium cannot even accommodate three feet of social distancing when a County Convention meeting is being held, which requires 46 members to be in attendance to have a quorum to conduct a meeting. This situation could result in an

outbreak of COVID-19 in the nursing home, and there have been occurrences of Convention members testing positive for COVID-19 after having attended a Convention meeting in the Hilton Auditorium.

There are no current, vacant commercial or office buildings in Brentwood that could serve as the new location of the County departments referred to above. The least expensive alternative that would result in mitigation steps to prevent the occurrence and spread of COVID-19 in the workplace for the above-referenced departments and the long-term care facility is to construct a new municipal building. *(EC 1.4)*

Another major project of the County is to construct a Community Corrections facility, which will provide a 90-day treatment program with mental health and substance use services. The opioid epidemic has been an ongoing issue for Rockingham County, and there has been a sharp increase in inmates needing mental health services. *(EC 1.12 and EC 1.13)*

Rockingham County also plans to upgrade or replace HVAC equipment for several County buildings, including those for its nursing home, assisted living facility and Department of Corrections. This should help to mitigate the occurrence and spread of COVID-19 in the workplace and congregate settings. *(EC 1.4)*

The Sheriff's Office had two communications projects on the ARPA Committee's proposed listing: one is to replace and improve their Dispatch Center communications system, and the other is to install an antenna that will provide adequate signal coverage for the western part of Rockingham County. The funds for the new antenna project were found in the Sheriff's Office FY 2022 budget, leaving the Dispatch Center communications system replacement as their remaining project to be approved by the Commissioners in the Public Health category. *(EC 1.7)*

Rockingham County is also supporting a project to cover COVID-19 testing for Long Term Care staff and residents, as other sources of State and Federal funding are set to expire at the end of the 2021 calendar year. It is also setting aside a small amount of funds for mobile vaccination units, in case Federal passthrough monies to the State assigned for this purpose lapse. *(EC 1.1 and EC 1.2)*

Negative Economic Impacts

Rockingham County is setting aside funds to provide assistance to nonprofit organizations and local businesses involved in tourism, travel or hospitality that were negatively impacted by COVID-19, with a preference/focus on those organizations and businesses that received little or no prior financial assistance from prior COVID-19-related aid programs, such as Paycheck Protection Program (PPP) loans. *(EC 2.34 and EC 2.35, respectively)*

The County intends to provide support for LNA, MNA and LPN training programs, employee scholarship programs, Nursing leadership education courses, and new hire/referral incentives for critical County positions (notably Nursing Department vacancies and Correctional Officers). There is a great shortage of direct care Nursing staff and Correctional Officers being experienced by Rockingham County and counties across the country. Hopefully, some of these programs and incentives will attract and retain employees in these key positions, and also provide jobs to some individuals who are currently unemployed. *(EC 2.10)*

Services to Disproportionately Impacted Communities (f/k/a EC 3; now a variety of Expenditure Categories under the Final Rule)

The County is looking to support services to disproportionately impacted communities by providing subawards to area nonprofit organizations to enhance the services that they are already providing to minority communities and/or lower income households. Depending upon the services being provided, these subawards could cover several subcategories under the Final Rule, though most will likely fall under a subcategory under Expenditure Category grouping 2 (Negative Economic Impacts).

Rockingham County is also providing services to disproportionately impacted communities by running its own Emergency Rental Assistance Program, which is funded from federal recovery funds under the Continuing Appropriations Act of 2021 and the American Rescue Plan Act. This program has assisted many minority groups and lower income households, and the number of requests and program inquires has increased sharply over recent months.

Public Health – Negative Economic Impact: Public Sector Capacity (EC 3)

The County's ARPA project under this expenditure category is for the employer portion of FICA and retirement expenses on employee premium pay incurred under Expenditure Category 4. (EC 3.1)

Premium Pay (EC 4)

Rockingham County is utilizing some of its fiscal recovery funds for various premium pay programs in an effort to attract and retain essential workers, with higher amounts for critical staffing positions such as those in the Nursing Department and Correctional Officers. (EC 4.1)

Water, sewer, and broadband infrastructure (EC 5)

Some of the County's water/wastewater infrastructure is in need of repairs and/or replacements. One project would be to replace water pipes that run under North Road, the major thoroughfare that runs through the County complex. Other funds would be dedicated for individual water-related projects that have not been fully analyzed yet. The County would also like to do a localized complex broadband project, which would result in high-speed internet access for each resident room in the nursing home and assisted living facility.

Revenue replacement (EC 6)

The County is still formulating projects for use of funds under this category, which may change depending upon the yearly lost revenue calculations under SLFRF. One possible major capital project under EC 6 is the installation of a 4.5 megawatt solar array on County property. A solar project of this magnitude would cover all of the complex's electricity needs, generate renewable energy credits, help reduce future budgetary impacts to County taxpayers, and have a positive environmental impact. (EC 6.1)

Administrative (EC 7)

Under the Preliminary Final Rule, amounts were allocated under Evaluation and Data Analysis (EC 7.2); under the Final Rule, the new subcategory is Public Sector Capacity: Effective Service

Delivery (EC 3.4). Some of the administrative expenses incurred to implement the County's ARPA projects may actually fall under Public Sector Capacity: Administrative Needs (EC 3.5).

While there is a preliminary plan on how to allot the \$60.2 million award under the SLFRF amongst the approved Expense Categories, details of several projects are still a work in progress or have not started. Expenditure categories have been updated to reflect the nomenclature designated in the Final Rule issued by Treasury.

Promoting equitable outcomes

Rockingham County is looking to equitably distribute assistance to *local* small nonprofits and businesses negatively impacted by the coronavirus pandemic by placing a focus on distributing funds to those organizations that received little or no assistance from previous COVID-19 aid programs, such as the Payroll Protection Program. Through review of a detailed application process, it will be determined which entities should receive financial assistance.

The County has a detailed application process for area nonprofit organizations to apply for subawards to enhance their efforts in providing services to communities disproportionately affected by the coronavirus pandemic. Preference will be given to those nonprofits that provide vital assistance to the most vulnerable communities in Rockingham County. Through subrecipient monitoring, metrics and various data points will be collected to determine how services are being distributed to minority groups and low income households. As part of individual subrecipient agreements, nonprofit agencies will agree to collect such data and provide it to the County in a timely manner. The County only started issuing a small number of subawards in the middle of June 2022. As a result, the two nonprofits that received such funding have not had time to utilize the funding and, as a result, be able to provide evidence of positive effects that such funds have had on enhancing assistance to those communities disproportionately affected by COVID-19.

To promote awareness of Rockingham County programs and services funded by the SLFRF, the County will take the following steps:

1. Publish details of the SLFRF projects, programs and services on the County website
2. Communicate directly to the 36 towns in the County details of programs and services available to residents and businesses
3. Make posts to the County's Facebook page and Twitter account to inform the general public of SLFRF-funded programs and services
4. Periodically place notices in local newspapers regarding availability of programs and services
5. Reach out directly to area nonprofit organizations to inform them of programs and services funded by the SLFRF
6. Post ARPA application details with the New Hampshire Center for Nonprofits

Community Engagement

The County's ARPA Committee met with and received feedback from Division Directors and Elected Officials for potential projects that could be funded with SLFRF monies. A few nonprofit organizations have also reached out to inquire if Rockingham County would be issuing subawards so that they could enhance/increase services that they were already providing in the community, which would benefit those disproportionately impacted by the coronavirus pandemic. The County also had details of its two nonprofit ARPA project programs furnished to the New Hampshire Center for Nonprofits. As a result, several nonprofit organizations have sent applications to the County in June and July 2022.

Labor Practices

No infrastructure projects under Expenditure Category 5 have been approved yet by the County Commissioners (which involve labor), though some of the funds awarded to the County under the SLFRF have been allocated to water/wastewater capital projects. If infrastructure projects are approved in the future, reporting on workforce practices (as applicable) will be included in future compliance reports to the U.S. Treasury.

Use of Evidence

The listing of Commissioner-approved projects does include some that would include SLFRF funds being used for evidence-based interventions or rigorous program evaluations that are designed to build evidence. However, assistance provided towards such projects did not occur until mid-June 2022, and the two nonprofit organizations receiving subawards did not have time to utilize the funds by 6/30/22 and therefore did not data to provide to the County to show positive effects/use of the funding toward the goals stated in their subaward applications. When these specific (and other applicable project) amounts are utilized, the resulting evidence-based data will be part of future compliance reporting to the U.S. Treasury.

Table of Expenses by Expenditure Category

Note: The Category rows represented below are indicative of the subcategories based upon the ARPA Committee's preliminary projects listing and/or Commissioner-approved projects.

| Category | | Cumulative expenditures to date (\$) | Amount spent since last Recovery Plan |
|----------|---|--------------------------------------|---------------------------------------|
| 1 | Expenditure Category: Public Health | | |
| 1.1 | COVID-19 Vaccination | 1,160.00 | 1,160.00 |
| 1.2 | COVID-19 Testing | | |
| 1.4 | Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.) | 63,691.14 | 63,691.14 |

| Category | | Cumulative expenditures to date (\$) | Amount spent since last Recovery Plan |
|----------|---|--------------------------------------|---------------------------------------|
| 1.7 | Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) | | |
| 1.12 | Mental Health Services | | |
| 1.13 | Substance Use Services | | |
| 2 | Expenditure Category: Negative Economic Impacts | | |
| 2.7 | Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives) | | |
| 2.11 | Healthy Childhood Environments: Child Care | | |
| 2.12 | Healthy Childhood Environments: Home Visiting | | |
| 2.13 | Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System | | |
| 2.14 | Healthy Childhood Environments: Early Learning | | |
| 2.15 | Long-term Housing Security: Affordable Housing | | |
| 2.16 | Long-term Housing Security: Services for Unhoused Persons | 15,000.00 | 15,000.00 |
| 2.18 | Housing Support: Other Housing Assistance | | |
| 2.34 | Assistance to impacted nonprofit organizations | 35,000.00 | 35,000.00 |
| 2.35 | Aid to Tourism, Travel, or Hospitality | 33,364.30 | 33,364.30 |
| 3 | Public Health – Negative Economic Impact: Public Sector Capacity | | |
| 3.1 | Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19 | 294,455.23 | 294,455.23 |
| 3.2 | Rehiring Public Sector Staff | | |
| 3.4 | Public Sector Capacity: Effective service delivery | | |
| 3.5 | Public Sector Capacity: Administrative needs | | |
| 4 | Expenditure Category: Premium Pay | | |
| 4.1 | Public Sector Employees | 1,319,925.00 | 1,319,925.00 |
| 5 | Expenditure Category: Infrastructure | | |
| 5.1 | Clean Water: Centralized wastewater treatment | | |
| 5.2 | Clean Water: Centralized wastewater collection and conveyance | | |
| 5.3 | Clean Water: Decentralized wastewater | | |
| 5.4 | Clean Water: Combined sewer overflows | | |

| Category | | Cumulative expenditures to date (\$) | Amount spent since last Recovery Plan |
|----------|---|--------------------------------------|---------------------------------------|
| 5.5 | Clean Water: Other sewer infrastructure | 23,053.88 | 23,053.88 |
| 5.6 | Clean Water: Stormwater | | |
| 5.7 | Clean Water: Energy conservation | | |
| 5.8 | Clean Water: Water conservation | | |
| 5.9 | Clean Water: Nonpoint source | | |
| 5.10 | Drinking water: Treatment | | |
| 5.11 | Drinking water: Transmission & distribution | | |
| 5.12 | Drinking water: Transmission & distribution: lead remediation | | |
| 5.13 | Drinking water: Source | | |
| 5.14 | Drinking water: Storage | | |
| 5.15 | Drinking water: Other water infrastructure | | |
| 5.17 | Broadband: Other projects | | |
| 6 | Expenditure Category: Revenue Replacement | | |
| 6.1 | Provision of Government Services | 22,729.83 | 22,729.83 |
| 6.2 | Non-Federal Match for Other Federal Programs | | |
| 7 | Administrative and Other | | |
| 7.1 | Administrative Expenses | | |
| | | | |

Project Inventory

While the ARPA committee did compose a preliminary listing of SLFRF eligible projects with allotted amounts (which were in part disclosed under the Executive Summary and Use of Funds sections), the County Commissioners have not yet approved several projects and others have not yet been started though several have been approved since the initial Recovery Plan was filed. Project Numbers and Expenditure Categories have been updated to reflect expenditure categories cited in the United State Treasury’s Final Rule.

Project 1.1.A: COVID-19 Vaccination
Funding amount: \$50,000.00
Amount expensed through 06/30/22: \$1,160.00
Project Expenditure Category: 1.1 Public Health: COVID-19 Vaccination

Project overview

- Amounts allocated to this project are primarily to support onsite mobile vaccination clinics (once they are not funded from another source such as the State) but also include vaccination-related expenses such as legal costs in formulating the healthcare worker vaccination policies that have been implemented by the County.

- Thus far, expenses in this project have been legal in nature. The County is fortunate to not have to fund any portion of the mobile vaccination clinics that have come to the Long Term Care facility. The belief is at some point in time, the County will have to cover the costs of mobile vaccination clinics, and that is the primary reason for this project - to promote COVID-19 vaccinations, which in turn will help to protect our LTC resident populace and the County workforce.

Project 1.4.A: HVAC Improvements

Funding amount: \$3,936,700.00

Amount expensed through 06/30/22: \$0.00

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- Many Rockingham County buildings are in need of HVAC improvements and/or equipment replacements, with much of the current HVAC equipment being antiquated and past the usable life expectancy per ASHRAE and industry standards.
- Improving/replacing existing HVAC equipment will help to mitigate the occurrence and spread of COVID-19 at the County complex. This project will address air handling deficiencies in several Long Term Care buildings, the Carlisle building, and the Department of Corrections/Sheriff's Office building.
- This project is currently in the RFP (Request for Proposal) status.

Project 1.4.B: Remote Work Setups

Funding amount: \$50,561.00

Amount expensed through 06/30/22: \$36,416.21

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- Due to COVID-19, many employees have had to quarantine due to various and ever-changing guidelines in place. Some of these individuals' duties can be performed remotely but there are not enough LogMeIn accounts, laptops, and related equipment to accommodate current and future needs.
- Utilization of County laptops will allow for proper equipment security protocols to be in place (instead of employees potentially using their own equipment) and there will be a decrease in lost worker productivity.
- There are departments across the County where employees cannot properly socially distance to complete tasks, and during a localized outbreak it may be desirable for a portion of the workforce to be remote, if duties allow for it. This project also covers IT/AV upgrades to better allow for remote work possibilities and better enable effective, remote participation in meetings by employees.

Project 1.4.C: LTC Resident Communications

Funding amount: \$34,500.00

Amount expended through 06/30/22: \$27,274.93

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- COVID-19 has presented communication barriers to residents, as visitations have been severely restricted, with negative mental health impacts to our Long-Term Care (LTC) residents. By improving resident communications, there will be positive mental health impacts for the residents while still being able to mitigate the occurrence and spread of COVID in the facilities.
- Improving LTC resident communications is just one way to restrict physical visitations (hence mitigating the occurrence and spread of COVID) while still having a positive impact on the mental health of our residents.

Project 2.16: Services for Unhoused Persons

Funding amount: \$15,000.00

Amount expended through 06/30/22: \$15,000.00

Project Expenditure Category: 2.16 Long-Term Housing Security: Services for Unhoused Persons

Project overview

- The Commissioners approved a NFP subaward program for organizations to enhance current services to those communities disproportionately affected by the COVID-19 pandemic. Under the Preliminary Final Rule, EC subcategories under section 3 covered all of the areas but under the "final version" of the Final Rule, those subcategories are now spread across a variety of Expenditure Category groupings.
- As subawards are granted to various nonprofit organizations, funds currently allocated under Expenditure Category 2.18 (Other Housing Assistance) will be reclassified to the appropriate EC, based upon the nature of the grant request by the NFP applicant. Funds reclassified to Expenditure Category 2.16 are to provide subawards to NFP's that in turn will provide services to individuals in Rockingham County who are unhoused.
- In the middle of June 2022, the Commissioners approved subawards to two NFP's. Due to timing, these organizations have not had the time to utilize the funds and show the impacts of the limited funding provided on evidence-based interventions.

Project 2.18A: Nonprofit Subawards Program

Funding amount: \$2,211,000.00

Amount expended through 06/30/22: \$0.00

Project Expenditure Category: 2.18 Housing Support: Other Housing Assistance

Project overview

- The Commissioners approved a \$2,226,000 NFP subaward program for organizations to enhance current services to those communities disproportionately affected by the

COVID-19 pandemic. Under the Preliminary Final Rule, EC subcategories under section 3 covered all of the areas but under the "final version" of the Final Rule, those subcategories are now spread across a variety of Expenditure Category groupings.

- As subawards are granted to various nonprofit organizations, funds currently allocated under this Expenditure Category 2.18 (Other Housing Assistance) will be reclassified to the appropriate EC, based upon the nature of the grant request by the NFP applicant. Funds reclassified to Expenditure Category 2.16 are to provide subawards to NFP's that in turn will provide services to individuals in Rockingham County who are unhoused.
- In the middle of June 2022, the Commissioners approved subawards to two NFP's totaling \$15,000. Since the nonprofit organizations' use of the funding was to provide housing assistance to the homeless, the \$15,000 was reclassified from EC 2.18 to EC 2.16.

Project 2.34: Nonprofit Assistance Program

Funding amount: \$501,000.00

Amount expensed through 06/30/22: \$35,000.00

Project Expenditure Category: 2.34 Assistance to Impacted Nonprofit Organizations

Project overview

- The purpose of the Rockingham County Nonprofit Assistance Program is to support those Rockingham County nonprofit organizations that have incurred negative financial impacts due to the COVID-19 pandemic. Negative financial impacts include a reduction in revenues/funding, business disruption or closure, event cancellation, increase in operating costs related to implementing COVID-19 prevention and/or mitigation measures or other cost increases related to the pandemic, and/or other similar circumstances during the pandemic that created an economic hardship.
- A preference will be given to providing assistance to Rockingham County nonprofits that received little or no State of New Hampshire "Main Street" or federal Payroll Protection Program funds.
- Individual award amounts range from \$1,000 to \$25,000, with the opportunity for applicants to appeal for a higher amount.
- The initial application period is set to close July 31, 2022. Additional application periods will be provided until all \$501,000 allocated for this project has been disbursed.

Project 2.35: Local Business Gift Card Purchase Program

Funding amount: \$20,000

Amount expensed through 06/30/22: \$13,364.30

Project Expenditure Category: 2.35, Aid to Tourism, Travel, or Hospitality

Project overview

- Gift cards are purchased by the County from local business in the tourism, travel or hospitality industries.

- The gift cards are then distributed to County essential workers that were nominated by their supervisors and have shown exceptional performance during the coronavirus pandemic. Individual employees are only eligible to awarded one gift card.
- Purchase of the gift cards help to support local businesses, with an added goal of increasing employee morale and retention.

Project 2.35A: Business Assistance Program

Funding amount: \$501,000.00

Amount expensed through 06/30/22: \$20,000.00

Project Expenditure Category: 2.35 Aid to Tourism, Travel or Hospitality

Project overview

- The purpose of the Rockingham County Business Assistance Program is to support those Rockingham County local businesses in the tourism, travel or hospitality industries that have incurred negative financial impacts due to the COVID-19 pandemic. Negative financial impacts include a reduction in revenues/funding, business disruption or closure, event cancellation, increase in operating costs related to implementing COVID-19 prevention and/or mitigation measures or other cost increases related to the pandemic, and/or other similar circumstances during the pandemic that created an economic hardship.
- A preference will be given to providing assistance to qualifying Rockingham County local businesses that received little or no State of New Hampshire “Main Street” or federal Payroll Protection Program funds.
- Individual award amounts range from \$1,000 to \$25,000, with the opportunity for applicants to appeal for a higher amount.
- The initial application period is set to close July 31, 2022. Additional application periods will be provided until all \$501,000 allocated for this project has been disbursed.

Project 3.1A: Payroll Expenses on Premium Pay 4.1

Funding amount: \$550,000

Amount expensed through 06/30/22: \$294,455.23

Project Expenditure Category: 3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers

Project overview

- Funds are allocated to this project to cover payroll expenses (NH Retirement and Employer FICA) on Employee Premium Pay from Expenditure Category 4.1 for County employees.
- The last premium pay installments to County employees will be in July 2022, January 2023 and July 2023.

Project 4.1.A: County Employee Premium Pay

Funding amount: \$2,566,400.00

Amount expensed through 06/30/22: \$1,319,925.00

Project Expenditure Category: 4.1 Public Sector Employees

Project overview

- The County Employee Premium Pay is intended to provide financial compensation to County employees that have continued performing essential work in delivering County services during the public health emergency.
- Two classifications of employees were identified - one group would get a "Premium Pay Stipend" which would be weekly at first in September 2021 and then transitioning to a semiannual payment starting January 2022 and ending July 2023. All Long Term Care positions (the County runs a nursing home, rehabilitation center, and an assisted living facility) and Correctional Officers were considered "critical staffing" due to the nature of the work performed and also the unfortunate turnover rate that exists for these positions, and received this first type of premium pay.
- All other County employees are eligible for employee premium pay that is coded as a "Retention Appreciation Stipend", which is semiannual in nature and scheduled to run from October 2021 through July 2023 (six payments in total). Part time and per diem individuals in this second grouping would be eligible for a prorated stipend based upon scheduled hours and hours worked in the previous year, respectively.
- Of the employees that have thus far received Employee Premium Pay as part of this project, only two did not meet the two specific criteria listed by Treasury: they are both salaried individuals and they did earn (for 2021) wages that exceeded 150% of the average annual wage for all occupations for the State of New Hampshire (which is higher than the average for Rockingham County). One individual is the County's Nurse Practitioner, and she has worked continuously during the pandemic, providing direct care to our nursing home and assisted living residents. She has also provided weekend coverage for making determinations on inquiries from staff performing employee screenings. The Nurse Practitioner also served as interim administrator from late August 2020 through most of December 2020, continuing and spearheading PPE practices and other policies that mitigated the spread of COVID at the facilities. The other employee is the Long Term Care Services Director. He has worked countless hours in formulating and implementing protocols that helped keep the facilities as safe as possible for the residents, staff and visitors. He petitioned the Commissioners to approve a vaccine mandate for healthcare workers before the final version came out from CMS. As a result of his leadership, and the efforts of all the employees at the facility, not one nursing home resident was lost to COVID-19. It is sincerely requested of Treasury that they accept this written justification as being sufficient to permit these two key Long Term Care employees to receive Employee Premium Pay.

Project 5.5A: Water/Wastewater Infrastructure Improvements

Funding amount: \$1,425,000.00

Amount expended through 06/30/22: \$23,053.88

Project Expenditure Category: 5.5 Clean Water: Other Sewer Infrastructure

Project overview

- Overall, the Commissioners approved \$2,000,000 for overall water/wastewater improvements. \$575,000 of that has been allocated to 5.11A for specific replacement of water main pipes at the County Complex. The remainder of the balance, \$1,425,000, is going to be utilized for a myriad of water/wastewater improvements.

- Thus far, only the water/wastewater programmable controller has been replaced (\$20,650.00) and an assessment is currently being performed (\$2,403.88 obligated/expensed) to determine other appropriate projects.
- If subsequent items should be given a different EC 5 subcategory, amounts will be reclassified out of EC 5.5 to the appropriate designation.

Project 5.11A: Upgrade North Main Street Water Main Pipes

Funding amount: \$575,000.00

Amount expensed through 06/30/22: \$0.00

Project Expenditure Category: 5.11 Drinking Water: Transmission & Distribution

Project overview

- The water main pipes for the County Complex that run under/near North Road need to be upgraded to 12". The existing pipes are the wrong size and also need to be replaced due to age and wear & tear, in order to ensure reliable delivery of clean drinking water from the County aquifer to the Complex and surrounding households that rely on this aquifer for their water supply.
- This project has been approved by the Commissioners but has not started as of 6/30/22.

Project 6.1A: Solar Array

Funding amount: \$9,950,000.00

Amount expensed through 06/30/22: \$2,130.00

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- The County plans to utilize a significant portion of funds from EC6 (Revenue Replacement) on a 4.5 megawatt solar array. Such a project would be the largest of its kind in New Hampshire, and would promote renewable energy, satisfy 100% of the electricity demand at the County complex, help mitigate future tax increases to County residents, and have a positive effect on the environment.
- If other funding options become available (e.g. Federal infrastructure funding), then the amount of funds dedicated from SLFRF for the solar array project will be decreased in proportion. This project is still in the final design stage and then will be reviewed by Eversource, which could be a four-month process.

Project 6.1B: Employee Retention

Funding amount: \$25,000.00

Amount expensed through 06/30/22: \$20,569.83

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- To assist with creating incentives for employees to remain with the County during the pandemic, funds were authorized by the Commissioners towards various Employee Retention programs and events, such as an Employee Years of Service Awards event, at which many employees were recognized for years of service to the County and provided with \$50 gift cards to local restaurants.

- Further review of the expenses attributed to this project is being conducted, to see if the project qualifies under Expenditure Category 2.7 (which includes employee incentives) or some other expenditure subcategory.

Project 6.2A: FEMA Port Security Grant

Funding amount: \$337,414.00

Amount expended through 06/30/22: \$0.00

Project Expenditure Category: 6.2 Revenue replacement: Non-Federal Match for Other Federal Programs

Project overview

- Funds allocated to this project will cover the non-federal portion of the FEMA Port Security Grant that is being utilized to purchase a mobile incident command center, which can also be an emergency backup Dispatch Center for the Rockingham County Sheriff's Office.

Performance Report

As applicable projects are approved and funds expended, future reports will provide key performance indicators for projects in the Expenditure Categories that include mandatory performance indicators. The two nonprofit organizations that received subawards under EC 2.16 did not receive SLFRF funding from the County until mid-June 2022 and therefore did not have ample time to utilize the moneys and as a result did not have evidence-based metrics to provide to the County to show the positive affects that the amounts had on meeting stated goals and objectives that were included in respective ARPA application submissions to Rockingham County.