



ANNUAL REPORT

**For the
Fiscal Period Ending June 30**

2023

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ELECTED OFFICERS

Commissioners

Brian Chirichiello, Chair
Steven Goddu, Vice-Chair
Kathryn Coyle, Clerk
119 North Road

Brentwood, NH 03833

Phone: 603-679-9350 Fax: 603-679-9354
www.rockinghamcountynh.org

County Attorney

Patricia Conway
10 Route 125

Brentwood, NH 03833

Mailing Address:

P.O. Box 1209

Kingston NH 03848

Phone: 603-642-4249 Fax: 603-642-8942

Register of Deeds

Cathy Ann Stacey
10 Route 125

Brentwood, NH 03833

Mailing Address:

P.O. Box 896

Kingston, NH 03848

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

Facilities Operations

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 www.rockinghamcountynh.org

**June 30, 2023 Fiscal Period Ending
ROCKINGHAM COUNTY- REPRESENTATIVES TO THE GENERAL COURT**

District 1: (*Northwood, Nottingham*)

Jacob Brouillard
Hal W. Rafter
Paul D. Tudor

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

Jason M. Osborne
James A. Spillane
Kevin G. Verville

District 3: (*Chester*)
Oliver J. Ford

District 4: (*Raymond*)

Tim P. Cahill
Mike Drago
Kevin M. Pratt

District 5: (*Epping*)

Mark A. Vallone
Michael Vose

District 6: (*Brentwood*)

Eric S. Turer

District 7: (*Fremont*)

Emily Phillips

District 8: (*Danville*)

Scott Wallace

District 9: (*Sandown*)

Tony Piemonte
Chris True

District 10: (*Newfields, Newmarket*)

Michael D. Cahill
Charlotte I. DiLorenzo
Ellen D. Read

District 11: (*Exeter*)

Julie D. Gilman
Gaby M. Grossman
Linda J. Haskins
Mark Paige

District 12: (*Stratham*)

Allison Knab
Zoe R. Manos

District 13: (*Derry*)

Charles H. Foote

Phyllis M. Katsakiores

Erica J. Layon

David C. Love

David E. Milz

Jodi L. Nelson

Stephen C. Pearson

John M. Potucek

Katherine J.

Prudhomme-O'Brien

Richard P. Tripp

District 14: (*E. Kingston, Kingston*)

Deb L. Hobson

Kenneth L. Weyler

District 15: (*Hampstead*)

Joseph A. Guthrie

Lilli M. Walsh

District 16:

(*Londonderry*)

Tom Dolan

Ron Dunn

David C. Lundgren

Wayne D. MacDonald

Sherman A. Packard

Kristine Perez

Douglas W. Thomas

District 17: (*Windham*)

Katelyn Kuttab

Bob J. Lynn

Charles E. McMahon

Daniel Popovici-Muller

District 18: (*Atkinson*)

Debra L. DeSimone

Arlene Quaratiello

District 19: (*Hampton Falls, Kensington*)

Susan M. Porcelli

District 20: (*Newton, Plaistow, S. Hampton*)

Robert D. Harb

Charles R. Melvin

James Summers

District 21: (*Newington, Portsmouth Ward 1*)

Robin Vogt

District 22: (*New Castle, Portsmouth Ward 5*)

Kate R. Murray

District 23: (*N. Hampton*)

Jim V. Maggiore

District 24: (*Greenland, Rye*)

Jaci L. Grote

Dennis J. Malloy

District 25: (*Salem*)

Lorie Ball

Tanya Donnelly

Fred G. Doucette

John C. Janigian

Dennis Mannion

Valerie E. McDonnell

Joe Sweeney

John Sytek

Susan J. Vandecasteele

District 26: (*Portsmouth Ward 3*)

Joan L. Hamblet

District 27: (*Portsmouth Ward 4*)

Gerald W.R. Ward

District 28: (*Portsmouth Ward 2*)

Rebecca Susan

McBeath

District 29: (*Hampton*)

Michael A. Edgar

Tracy Emerick

Chris Muns

Candice M. O'Neil

District 30: (*Seabrook*)

Tina L. Harley

Aboul B. Khan

District 31 FL*:

(*Auburn, Candia, Chester, Deerfield*)

Jess C. Edwards

Terry Roy

District 32 FL*:

(*Brentwood, Danville, Fremont*)

Josh S. Yokela

District 33 FL*: (*Exeter, Newfields, Newmarket, Stratham*)

Alexis H. Simpson

District 34 FL*:

(*E. Kingston, Hampstead, Kingston*)

Mark A. Pearson

District 35 FL*:

(*Londonderry, Windham*)

Julius F. Soti

District 36 FL*:

(*Hampton Falls, Kensington, Newton, Plaistow, S. Hampton*)

JD Bernardy

District 37 FL*: (*New*

Castle, Newington, Portsmouth Ward 1 and Ward 5)

David Meuse

District 38 FL*:

(*Greenland, N. Hampton, Rye*)

Peggy Balboni

District 39 FL*:

(*Portsmouth Ward 2, 3 and 4*)

Ned Raynolds

District 40 FL*:

(*Hampton, Seabrook*)

Jason A. Janvrin

Delegation Officers

Kenneth L. Weyler,
Chair

Sherman Packard,

Vice Chair

John Potucek, *Clerk*

Executive Committee

David Milz, *Chair*

Doug Thomas,

Vice Chair

John Potucek, *Clerk*

ROCKINGHAM COUNTY COMMISSIONERS

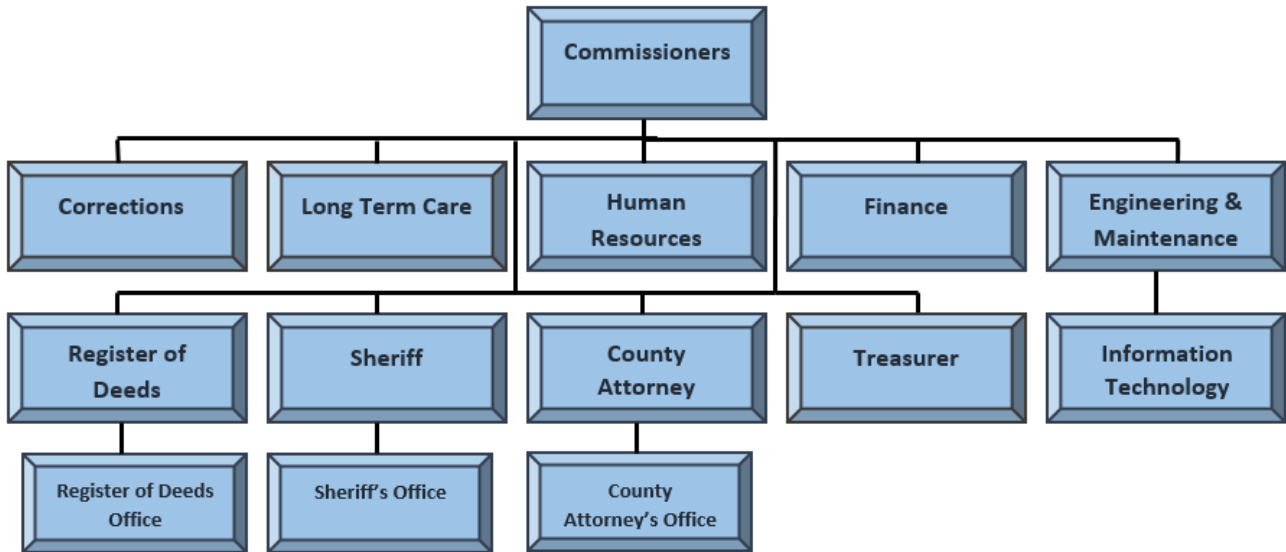


Fiscal Period Ending June 30, 2023

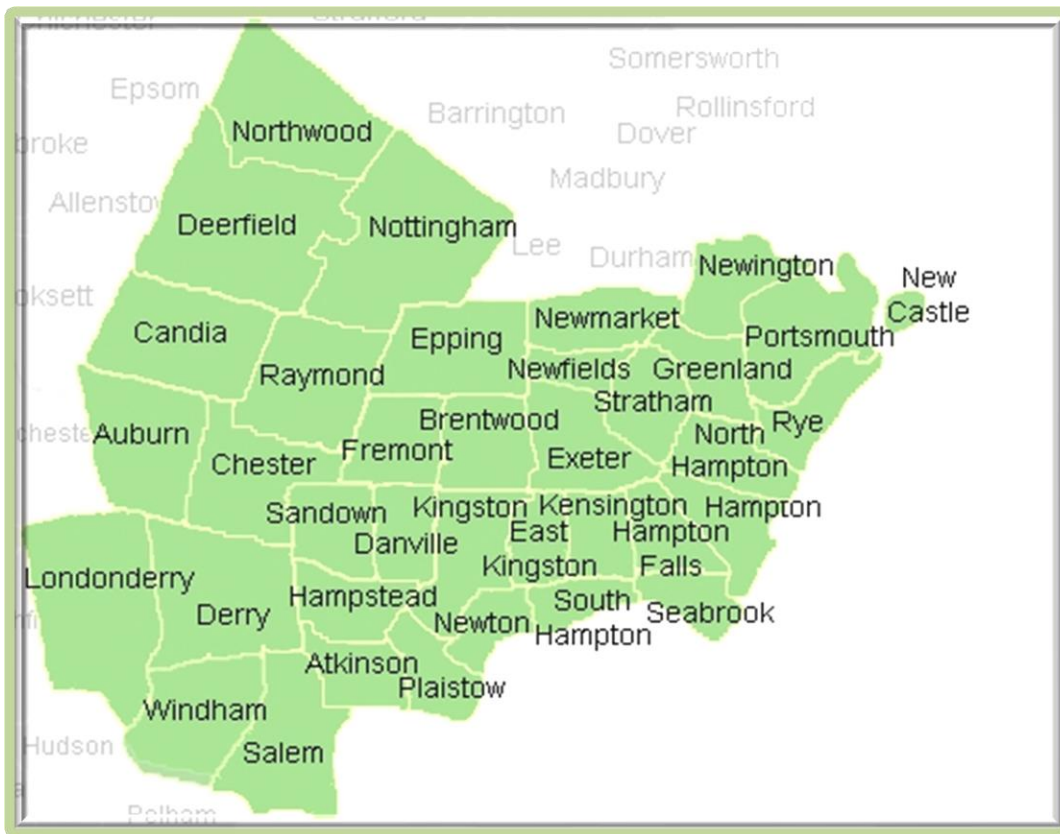
Rockingham County has a three-member board of Commissioners. The Board consists of Chairman Brian Chirichiello of Derry, Vice Chairman Steven Goddu of Salem, and Clerk Kathryn Coyle of Portsmouth. The Board was supported by Senior Executive Assistant Leila Mattila of Danville. Together the Commissioners' Office is responsible for the administration of all county functions, and last year oversaw a budget of \$91,908,337. 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.

As calendar year 2022 came to an end, the Board's Chair, a 10-year Commissioner, Thomas Tombarello lost his seat due to being redistricted out of a re-election opportunity. Steven Goddu was elected and sworn in on January 4, 2023, and Commissioner Chirichiello was appointed Chair of the Board of Commissioners.

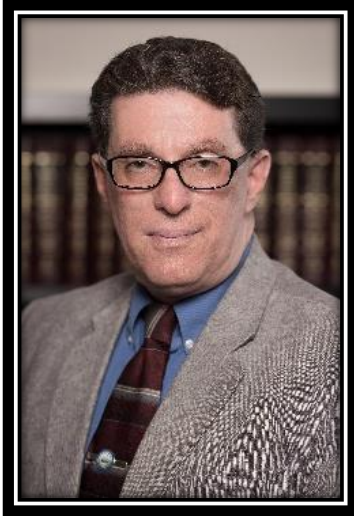
The Commissioners worked with departments heads and staff to develop creative solutions for staffing challenges in almost all the County Departments, while at the same time maintaining fiscal responsibility to the citizens of Rockingham County during a period of great inflation. The Commissioners respect the trust placed upon them to oversee services for the well-being of all the citizens of the County.



Structure of Rockingham County Government.



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



Brian Chirichiello
Chair
District 3

Serving: Auburn, Brentwood, Candia, Chester, Danville, Deerfield, East Kingston, Fremont, Hampstead, Kingston, Londonderry, Northwood, Nottingham, Raymond, Sandown



Steven Goddu
Vice Chair
District 2

Serving: Atkinson, Derry, Newton, Plaistow, Salem, Seabrook, South Hampton, Windham



Kathryn Coyle
Clerk
District 1

Serving: Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Rye, Stratham, Portsmouth

Rockingham County Department of Corrections | 2023
Annual Fiscal Report



Rockingham County Department of Corrections | 2023 Annual Fiscal Report

August 16, 2023

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, 2022 – June 30, 2023:

Average Daily Count: 148

Intakes: 2374 Males: 1782 Females: 592

New Offenders: 1226 Repeat Offenders: 1148 Recidivism Rate: 48.3%

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 51 inmates weekly in the Adult Diversion Program. There were 47 cases successfully closed and 2 cases that were returned for prosecution. Through this program, a total of \$25,722.10 of Restitution was collected and disbursed to victims. Diversion is an alternative to incarceration and a positive way to reach first time offenders and curb recidivism.

PRE-TRIAL SUPERVISION AND ELECTRONIC MONITORING

Pre-Trial Supervision has been a cooperative effort in a task force capacity with the Department of Corrections working with the County Board of Commissioners, 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 35 participants in the Pre-Trial Supervision Program. We are extremely happy with this multi-jurisdictional approach to Positive Community Corrections.

Bed Days Saved: 4948

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: 14

Bed days saved: 1481

Success Rate: 77% and a NEW PARTICIPANT Success Rate of: 100%

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.

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. 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

Rockingham County Department of Corrections | 2023 Annual Fiscal Report

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 staffing levels, and fewer sentenced inmates, we were unable to provide this service.

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 370 Disciplinary Board hearings were assigned in the 2023 fiscal year, some with multiple charges. A total of 276 charges had a guilty finding, 75 were found not guilty, and 14 were dismissed by the Safety and Security Lieutenant.

A total of 121 scheduled hearings were not completed within the allotted time frame. Of those not completed, 48 were due to the inmate either being released by court order or bail.

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

Fighting - 15
Assault by Inmate on Inmate - 13
Sexual Misconduct- 8
Sprinkler Activation - 1
Assault/Attempted on Staff -18
Attempted/Escape/Possession of Tools for Escape -2
Hoarding of Medication -18
Possession of Unauthorized/Illegal Drugs -23
Delivery of Prohibited Article -13
Diversion of MAT Medication or Attempt -20
Threatening Staff/Officer/Inmate -19
Violation of Electronic Monitor -3
Possession of Dangerous Contraband -11
Inciting a Riot or Attempt -11
Refusal to Work -1
Knowingly Violate a Restraining Order -1
Tampering with a Security Device -1
Bribery -1
Failure of a UA or Refusal -2
Racial Harassment -1

182 Total Class A Major Offenses for the FY 2023

Rockingham County Department of Corrections | 2023 Annual Fiscal Report

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

Possession/Consumption/Preparation of Home Brew - 1
Removal of I.D. Bracelet / Tampering with Security Device - 1
Disorderly Conduct including Threats/Intimidation - 107
Stealing - 16 (Inmate PIN#)
Destruction of County Property - 7
Being in Unauthorized Area - 2
Refusal to Lock In - 9
Disobeying Direct Orders - 52
Possession/Use of Tattooing Equipment – 3
Interference with a Corrections Officer’s Duties – 1
Fired From a Work Detail – 1
Telephone Harassment -1
Conveying False Information -5
Gambling -13
Fraudulent Request -1

220 Total Class B Offenses for the FY 2023

CONSECUTIVE CLASS C OFFENSES

Sanitary Violations -3
Failure to Conform to RCDC Rules and Regulations -5

8 Total Class C Offenses for the FY 2023

DISPOSITION OF DISCIPLINARY HEARINGS

Guilty Findings - 276
Not Guilty Findings - 75
Hearings Dismissed for not being held in the allotted time period - 73
Hearings Dismissed due to inmate release / transfer – 48
There were 5 inmate appeals to D-Board findings
There were 2 appeals granted due to a flawed hearing process
There were 51 criminal cases that were sent to the Sheriff’s Office.

Rockingham County Department of Corrections | 2023 Annual Fiscal Report

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 2023**

Atkinson <u>13</u>	North Hampton <u>31</u>
Auburn <u>14</u>	Northwood <u>21</u>
Brentwood <u>25</u>	Nottingham <u>6</u>
Candia <u>4</u>	Plaistow <u>44</u>
Chester <u>13</u>	Portsmouth <u>199</u>
Danville <u>11</u>	Raymond <u>45</u>
Deerfield <u>21</u>	Rye <u>4</u>
Derry <u>134</u>	Salem <u>254</u>
East Kingston <u>3</u>	Sandown <u>14</u>
Epping <u>70</u>	Seabrook <u>125</u>
Exeter <u>66</u>	South Hampton <u>2</u>
Fremont <u>20</u>	Stratham <u>18</u>
Greenland <u>13</u>	Windham <u>26</u>
Hampstead <u>18</u>	
Hampton <u>212</u>	Immigration <u>0</u>
Hampton Falls <u>13</u>	Federal Marshal <u>0</u>
Kensington <u>6</u>	Probation/Parole <u>47</u>
Kingston <u>44</u>	Rockingham Sheriff <u>497</u>
Londonderry <u>96</u>	N.H. State Police <u>103</u>
Newcastle <u>1</u>	Other Counties/Agencies <u>321</u>
Newfields <u>2</u>	
Newington <u>17</u>	
Newmarket <u>47</u>	
Newton <u>13</u>	

Human Services

The Rockingham County Department of Corrections Human Services team consists of a group of dedicated professionals who provide our population with compassionate mental health, substance use, case management, educational and religious services. We consistently strive to expand our service offerings and are currently anticipating expanding our 28-day residential treatment program to a 90-day residential treatment program in the coming months.

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.*

With the Mental Health Crisis in our communities, many individuals struggling with the disease are brought to jails for protective custody in an attempt to keep them safe. The incarceration of a person with mental health challenges is simply “passing the buck”. These persons require professional mental health services not available in an incarceration facility. Our counselor is then tasked with the extremely complex, time sensitive, and time consuming Involuntary Emergency Admission (IEA) process.

Individuals served: 246

Contacts made: 545

Independent Programs Available: 22

Secure Psychiatric Unit referrals: 3

Involuntary Emergency Hospital Admission referrals (IEA's): 60

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-Participants - 11 Subtests Passed and 28 students in past year participated in HI Set preparation during the year. 4 Diplomas Issued

OSHA 10 Participants -22

Responsible Fatherhood Participants :26

Automotive 3D laptops: 22

Film and Literature Participants: 50

Morality and Ethics Participants: 16

Creative Writing Though Music Participants: 16

NH Works (WIOA grant) Assistance: 3

English as a Second Language Participants: 6

Math for Trades Participants: 10

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.*

Number of Inmates requesting Case Management Assistance: 155

Number of Inmates requesting Medication Assisted Recovery Case Management: 100

Insurance: 45

Non-driver's IDs Provided: 3

Shelter Referrals: 25

Housing Referrals: 10

28- day Program Referrals: 23

Primary Care Physician and Behavioral Health Referrals: 27

Employment Assistance: 2

Veterans Referrals: 20

Licensed Alcohol and Drug Counselor Referrals: 2

Medication Assisted Recovery Group: 156

Healthy Relationships Group: 6

Coping with Anger Group: 15

Wellness and Recovery Group:2

Job Readiness Group: 1

Total Individuals Served on MAT: 431

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.*

2023 STAR Participants: 22

Graduates: 14

Bed Days Saved: 2,039

Bed Dollars Saved: \$198,802.50

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.*

Active Volunteers on Religious Services Roster: 35

Contacts Made: 531

Certificates Awarded: 7

Number of Chapel Services Held: 137

Number of English Bible Studies Held: 146

Number of Spanish Bible Studies Held: 74

Number of Certificate Programs Held in English: 25

Number of Certificate Programs Held in Spanish: 14

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 was used to expand our 28-day program to a 90-day treatment program.

Video Arraignment

The Rockingham County Video Arraignment Team consists of the Video Arraignment Coordinator and the Inmate Administrative Liaison. In 2023 the Video Team hosted 2387 hearings for the 2023 Fiscal Year. The team takes pride in helping inmates navigate their entry into the legal system. The focus is on gathering accurate demographic information and matching our records with the court filings. Assisting inmates with applying for a public defender, connecting with their retained counsel and understanding conditions for release set by the court are some of our primary focuses. We attempt to exhibit professionalism and respect in line with the values of the Rockingham County Jail, in addressing any issues inmates may face that are outside of our normal procedures. Over the past year the courts placed emphasis in addressing Mental Health and Substance Use Disorder. This is reflected in the Jail's number of inmates petitioned for Involuntary Emergency Admissions as well as Prayer & Complaint filings. The courts have utilized the Inmate Administrative Liaison to assist in gaining over 85 acceptances into Substance Use Disorder treatment programs throughout New Hampshire, Massachusetts, and Maine.

Fiscal 2022	Total
Video Arr.	2387
Video Arr. PR	618
FF	323
FF PR	53
Out of County FF	28
Services W/O	356
Webex	2262
Other Court Videos	422
Evals/ Forensic Exams	29

Rockingham County Department of Corrections | 2023 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 to continue this relationship 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 20 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 May 25, 2023, we said good-bye to Sergeant William Bousley who retired after 21 years of dedicated service to the Department of Corrections. We thank him for his loyal service and congratulate him on his retirement and wish him 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

Garry Schneider
Raymond Brown
Dermoth Blake
Jeffrey Ciara
Kimberly Pitkin

10 Years

Gregory Buscanera

15 Years

Linda Stilkey

20 Years

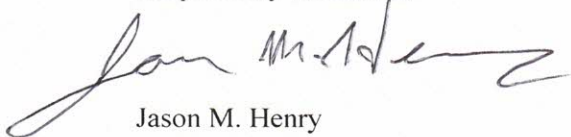
25 Years

Rockingham County Department of Corrections | 2023 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 Bob Lynn, 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 in our struggle to recruit and retain staff with generous bonuses and stipends which increased pay rates and enabled us to compete with our competitors for Corrections Officers.

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'S OFFICE

Fiscal Year 2023 Annual Report

To the County Convention and Citizens of Rockingham County

INTRODUCTION

Rockingham County Attorney Patricia G. Conway is honored to submit the 2023 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 5 teams. Each team (apart from our ECR/FF team) consists of 1 lead attorney, approximately 3 assistant county attorneys and 3 legal assistants. The 5 teams represent 4 different geographic areas as well as our Early Case Resolution/Felonies First team. Team 5 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, Danville, East Kingston, Hampstead, Kingston, Newton, Plaistow, Sandown, Salem, and Windham. Managed by Lead Attorney John Mara.

Team 2: Auburn, Candia, Chester, Derry, Deerfield, Londonderry, Northwood, and Nottingham. Managed by Lead Attorney Megan Ryan.

Team 3: Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newington, North Hampton, Portsmouth, Rye, Seabrook, South Hampton, and Stratham. Managed by Lead Attorney Rusty Chadwick.

Team 4: Brentwood, Exeter, Epping, Fremont, New Market, Newfields, and Raymond. Managed by Lead Attorney Katelyn Brown.

Team 5: For now, this team reviews all the complaints and affidavits that are submitted daily 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 practice will change on January 1, 2024, as the law was changed to require that felony charges be filed first in circuit court. This team will acquire different responsibilities as of January 1, 2024, including, but not limited to, handling probable cause hearings in circuit courts, managing grand jury proceedings, as well as handling any post-conviction issues and/or pleadings. This team also handles our early case resolution files. Our ECR program will be maintained despite the law change. Managed by Deputy County Attorney Kristin Vartanian.

2. County Attorney Conway instituted a policy whereby the 4 Lead Attorneys in the Office are expected to meet periodically with the police departments within their respective area. 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.

This year, legislation was enacted that reverses 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 in certain instances, probable cause hearings. This process will begin in January of 2024. County Attorney Conway will pay close attention to how this change affects 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. 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 2023, 1516 criminal cases were reviewed and disposed of in some manner by the Attorneys in the Rockingham County Attorney's Office. 3621 criminal charges were filed in the Rockingham County Superior Court by our prosecutors (1234 cases and 1084 defendants). 486 jury trials were scheduled for trial by the Superior Court in fiscal year 2023.

In addition, 134 probation violations were prosecuted by this office. The average caseload for each felony prosecutor was at least 175 cases. 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 281 Duty calls from police departments in fiscal year 2023.

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. In 2023, Governor Sununu appointed County Attorney Conway to serve on the Opioid Abatement Commission.

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.

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 1544 telephone conferences, 1099 emails and 521 office conferences with victims and witnesses of crime in 2023.
- . The coordinators and interns generated 790 letters to go out to victims and witnesses in 2023.

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 1875 trial subpoenas in fiscal year 2023 and processed approximately 1516 cases involving multiple items of trial evidence.
- . Additionally, our Assistant Office Administrator processed 15 Interstate Agreement on Detainers and 9 Governor's Warrants to prosecute out of state defendants.
- . The reception office received an astonishing 27,838 incoming calls in the fiscal year 2023.

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 204 interviews at the Child Advocacy Center in the fiscal year 2023. 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.

RECOVERY COURT (formerly known as 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 2023. 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 the calendar year of 2021, 436 people died from drug overdose in the State of New Hampshire. In the calendar year of 2022, 487 people died from drug overdose in our state. The number of deaths has not been this high since 2017, when 490 people in our state died from drug overdose.

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.

Also, of concern to the County Attorney's Office are negligent homicide cases, sexual assault offenses, child sexual abuse image cases, 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 fiscal year 2021 and 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. 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!

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,

A handwritten signature in blue ink, appearing to read 'Patricia G. Conway', written over a horizontal line.

Patricia G. Conway
Rockingham County Attorney

FACILITIES OPERATIONS

Jude Gates, Senior Director of Facilities, Planning and Information Technology
Annual Report for the Fiscal Period Ending 06/30/2023

The mission of the Facilities Operations department is to safely and efficiently provide 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 natural resources.

The Facilities Operations department is responsible for maintenance and repairs to the County Complex buildings, grounds, and vehicles, including approximately 30 buildings of about 400,000 square feet on approximately 400 acres of land. We are responsible for management of the utilities, electricity, and fuel, and for providing our own Water and Wastewater Treatment services, and maintain an inventory of upwards of 10,000 items. Also, the Water Treatment Plant serves approximately 100 water connections for the Villages at Three Ponds generating revenue for connections and for water usage. IT Services include maintenance of the County's local and wide area networks, and telephone services. Capital Projects are frequently coordinated by our department, and our technicians provide comprehensive support, executing many.

Buildings served:

- Rockingham County Rehabilitation and Nursing Center
- Department of Corrections / Sheriff's Department
- 8 Elevators
- Human Resources Building
- Buildings with office space for Nutrition, Conservation & the Rockingham County Delegation
- Facilities Operations office & Warehouse
- Motor Services garage, serving a fleet of 92 vehicles
- Water Treatment Plant: 5+ miles of water line; average 60,000+ gallons per/day
- Wastewater Treatment Plant: 4.5 miles of sewer line; average 60,000+ gallons per/day
- Boiler Plant & Biomass (2) 500hp Cleaver Brooks boilers burning Ultra Low Sulfur Diesel & (2) Biomass Wood Chip Boilers.
- 7 Emergency Generators: (2) jail, (1) Boiler Plant, (1) Blaisdell, (1) WTF, (1) WWTP & (1) Water tower
- FY2022 budget: Fuel; \$635,000; Electricity \$1,030,000; Gasoline \$166,000.00
- IT: The Information Technologies division is responsible for telecom services, including 754 connections, and oversight of the four county networks, and support of its 355 users, with a budget of 980,000.

A great deal of emphasis is placed on energy consumption and resource management. Every purchase is made with an eye to energy efficiency and longevity of the equipment. The Complex burns wood chips as its primary fuel at great savings. Efforts are ongoing to phase in lighting upgrades converting to LED

technology. Water conservation measures are ongoing. In addition to reducing costs, efforts are ongoing to generate revenue and to obtain grant funding wherever possible. In FY2023, Thermal Renewable Energy Credits generated at the Biomass Plant earned about \$106,000, sales of water including hookups generated about \$79,000, grant money was obtained to restore historical records from the nursing home and department of corrections as well as to enact improvements to some HVAC systems and the Water Treatment Facility.

During this fiscal year we have been focused on beginning construction of our new Municipal Building, under review and design since 2017. The building will house the County Registry of Deeds, the County Attorney's Office, the Rockingham County Sheriff's Office, the Department of Corrections Community Corrections program, and the County Commissioners' Office. Under the guidance of the Board of Commissioners, all affected departments have been actively engaged in the design of the building to ensure the most effective building for many years to come. Part of the project also includes a solar array which is projected to completely offset the electricity usage at the Complex, at a savings of approximately \$600,000 in the first year. This project has been undertaken with the highly talented and dedicated teams at Warren Street Architects and Harvey Construction Corporation, whose teamwork has been much appreciated.

In addition to the daily preventive maintenance and repair service, the Facilities Operations team participated in the following projects and upgrades throughout the Complex in FY 2023.

- Renovations to the Assisted Living Community Solarium
- Renovations to office space in the Carlisle Building for the use of the Commissioners and their staff as well as office space for a mental health clinician.
- In 2023, IT continued its ongoing consolidation and consistency of programs and devices Countywide, this year involved upgrades of some network hardware for all divisions and rewiring of a main server room.
- IT continues transitioning to a virtual environment as systems and programs allow.
- A major IT Focus in FY2023 was on Cyber Security and implementation of training for all employees.
- Epoxy floor repair in the Long Term Care Kitchen
- Replacement of selected fire doors in the Long Term Care Facility
- Replacement of the Underhill Building Automatic Door
- Replacement of the day tank serving the Boiler Plant Emergency Generator
- Department of Corrections (DOC) shower replacement A/B Block
- DOC E-Block Tier Door Replacements
- DOC Mixing Valve Replacements
- Installation of nine new cameras in DOC
- Upgrades of four cells in DOC for suicide prevention

It is worth noting that all of the exemplary work performed by the Facilities Operations department in FY2023 was conducted while the department has been very shorthanded. It is only through the hard work, dedication and team play of the skilled tradespeople that the buildings and grounds are in such

enviable condition and the budget is as conservative as it has remained. I am very proud and humbled to be associated with such a remarkable group.

I appreciate the support and comradeship of the Officials and Division Directors, working together for the best long-and short-term interest of the County. I am especially grateful for the support and guidance shown by the Board of Commissioners to the entire Facilities Operations team.

Human Resources Department

Annual Report

July 1, 2022 – June 30, 2023

A major undertaking for the Human Resources Department was the revision and update to the County's Personnel Policies and Procedures manual. Focus groups were held over the last year or so; one with managerial representatives and the other made up of employees from each department. These group meetings provided the opportunity for suggestions and input to obtain a better understanding of our current policies, those that may have needed updating, and newly added policies due to changes in laws or regulations.

We review the County's benefit offerings annually to remain competitive and attractive to prospective employees. Our offerings consist of three Health plans, two of which are high-deductible 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, and accident insurance.

Our department continues to facilitate an employee recognition initiative on behalf of the Board of Commissioners. Employees from each department are recognized 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. The employees have appreciated the recognition and items from the various selected businesses.

Employee wellness remains a focus. One area of wellness that we have focused on is the MotivateMe incentive program that provides employees and their covered spouses on the County's Cigna health insurance a monetary reward for participating in targeted health and wellness activities throughout the year. Additionally, 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. Employee favorites include the Wellness Walk, Scarecrow Contest, chair massages and a visit from the Smoothie Bus.

Continued recruitment efforts have expanded as the unemployment rate remains low in New Hampshire. We have instituted a biweekly and quarterly recruitment report to provide information to the Board of Commissioners, Elected Officials, and Division Directors. 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, Government Jobs, Glassdoor, Handshake/College Central (College Job Boards), LinkedIn/Facebook/Instagram, NH Bar Monthly Issue, LNA Health Careers, and Granite State Trade School/NH School of Mechanical Trades.

Advertisements based on need/type of positions: Massachusetts Municipal Association, NH Mental Health Counselors Association, and NH Alcohol & Drug Abuse Counselors Association.

Job Fairs Throughout 2022 – 2023:

LNA Health Careers Job Fairs (Monthly), Pinkerton Academy Job Fairs (Multiple Throughout End of School Year), UNH Career Fairs (Each Semester), Seacoast School of Technology Job Fair (End of School Year), Exeter High School Job Fair (End of School Year), and Portsmouth High School Job Fair (End of School Year).

New Initiatives/Community Outreach:

Source resumes on Indeed, proactively outreach to candidates and invite them to apply with Rockingham County, Referral Bonus Program for active employees (mailed postcards to all current employees as a reminder), and outreach to recently graduated LNA's and LPN's by phone and email (list provided monthly by LNA Health Careers).

Retention:

- Fantastic benefit package including generous earned time, low-cost health insurance options, and NH Retirement System
- Wellness Initiatives (Annual Wellness Walk, MyCigna Rewards + MotivateMe Program, New Directions (EAP, Trainings/Seminars/Personal Wellness + Growth), Monthly Wellness email blast, Health Watch EAP (On-Site Mental Health Clinicians), Chair Massages, Wellness Seminars, Omada Weight Loss
- Employee Appreciation Initiatives (Monthly ARPA-Funded Gift Cards, Holiday Pies, Raffle Drawings, etc.)
- Sign-On Bonus for identified positions throughout the County
- Employee Referral Bonus – Up to \$2,500 for identified positions
- Educational Assistance Reimbursement Program – Employees are eligible after 1 year of service
- Years of Service Recognition Events
- On-Site Employee Health Services
- On-Site Employee Fitness Center & Cafeteria

Newly Implemented Recruitment Efforts:

Overall Rockingham County Facebook and Instagram pages as well as “Stay Interviews” with current employees; check-ins within their first 30, 60, and 90 days of employment.

Recruitment Statistics:

Unemployment: 1.8% in New Hampshire, in comparison to 3.6% nationwide as of June 2023 (Bureau of Labor Statistics, June 2023).

Talent Shortage (Where Did All The Workers Go?):

- **Baby Bust:** The U.S. Population only grew by 0.1% in 2021, the lowest since 1937. This is due to decreasing fertility, environmental changes, and an overall aging population (*census.gov, Dec. 2021*).
 - The median age in NH is 43.1 as of 2020, making it the second-oldest state in the nation. Specifically, Rockingham County has a median age of 44.5. A total of 18.7% of residents are aged 65 and older, in comparison to 16.5% nationwide (*University of New Hampshire, Carsey School of Public Policy, 2020*).
- **Retirement:** In 2021 alone, there was an additional 3 million extra unexpected early retirements (*Bloomberg, Reported by Federal Reserve, Oct. 2021*).
- **Childcare Issues:** 50% of U.S. Families reported difficulty finding or affording childcare (*The Child Care Crisis Is Keeping Women Out of the Workforce, Centers for American Progress, Mar. 2019*). This issue has only been exacerbated by COVID-19.
- **Immigration:** Immigration peaked in 2016 at 1.2 million and declined every year until 2022, with the largest drop being between 2020-2021. The U.S. is on the slow incline of immigration as of 2022 due to travel restrictions becoming more relaxed towards the end of 2021 (*census.gov, Dec. 2022*).
- **“Gig” Workers:** Currently, 36% of all workers are considered “gig” workers (Uber, Grubhub, Doordash, Freelance Writing/Photography, Social Media Influencers, Video

Game Streamers, Short-Term Temporary Jobs, Tutoring, Real Estate/Airbnb, Substitute Teaching, etc.) (*Freelance, Side Hustles, and Gigs: Many More Americans Have Become Independent Workers, McKinsey & Company, Aug. 2022*).

- **The Great Resignation:** As of June 2023, there is an average of 3.8 million quits per month nationwide. This is due to both job hopping, and people leaving the workforce (*Job Openings and Labor Turnover Report, Bureau of Labor Statistics, June 2023*).

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

Nursing Talent Shortage:

- Women continue to account for a large majority of nurses; however, the proportion of men licensed as RN's or LPN's has increased 8% since 2015, a total of 11% (*2022 National Nursing Workforce Survey, Journal of Nursing Regulation, April 2023*).
- Survey data indicates that 28% of all nurse respondents plan to retire in the next 5 years, an increase from 21% from 2020 (*2022 National Nursing Workforce Survey, Journal of Nursing Regulation, April 2023*).
- Hospitals continue to be the primary practice for RN's, following by ambulatory care settings, home health, and finally, nursing homes (*2022 National Nursing Workforce Survey, Journal of Nursing Regulation, April 2023*).
- The average salary for an RN or LPN has increased by \$10,000 from 2020 to 2022 (*2022 National Nursing Workforce Survey, Journal of Nursing Regulation, April 2023*).
- Due to COVID-19, more than 60% of all nurses reported an increase in their workload. More than half of all nurses reported feeling "emotionally drained from work" at least a few times each week, while more than a quarter of all nurses reported feeling "like they were at the end of their rope" at least a few times each week (*2022 National Nursing Workforce Survey, Journal of Nursing Regulation, April 2023*).

Corrections Talent Shortage:

- The overall employment of correctional and bailiff staff is projected to decline by 7% from 2020 – 2030. On average, an estimated 35,700 openings for correctional officers and bailiffs are expected each year because of high staff turnover, shifting to other industries, and retirement. (*Occupational Outlook Handbook, Correctional Officers and Bailiffs, U.S. Department of Labor, May 2022*).
- Even prior to the COVID-19 Pandemic in 2020, Corrections has historically remained a difficult career to recruit and retain staff. In 2018, The CNA Center for Justice Research and Innovation published a paper addressing the problem of recruitment and retention of correctional officers in the U.S., with statistics ranging from 1985 – 2017. The themes stayed common throughout the years, including stress, high turnover, low morale, high injury rates, and psychological duress (*Staff Recruitment and Retention in Corrections, American Correctional Association, Feb. 2023*).
- In 2020 and 2021, the Correctional Leaders Association (CLA) surveyed its members, representing correctional administrators of all 50 states, four U.S. territories, four large jail systems, and military corrective systems. Recruitment and retention consistently topped the list as a priority for corrections leaders (*Staff Recruitment and Retention in Corrections, American Correctional Association, Feb. 2023*).
- For almost 50% of corrections agencies, officer turnover rates range from 20% - 30% annually. 38% of staff leave within one year and 48% of staff leave within one to five years. Correctional employees cite jail/prison overcrowding, staffing shortages, burnout, low regard for the profession, low job satisfaction, low pay, occupational danger, and job difficulty as their reasons for departure from service (*Staff Recruitment and Retention in Corrections, American Correctional Association, Feb. 2023*).

Skilled Trades Talent Shortage:

- The construction industry will need to attract an estimated 546,000 additional workers on top of the normal pace of hiring in 2023 to meet the demand for labor (*Construction Spending and Employment Forecast, Associated Builders and Contractors, Feb. 2023*)
- Nearly one in four construction workers are older than 55, so retirements will continue to whittle away at the workforce (*Construction Workforce Shortage Tops Half a Million in 2023, Associated Builders and Contractors, Feb. 2023*).
- The Skilled Trades industry has often been stigmatized and labeled as a last resort for those that are not academically inclined, with high schools even eliminating shop class. This is far from the truth, as the industry requires a high level of skill and knowledge. However, 87% of the National Association of Home Builders members found themselves with a shortage of workers, with the most severe being in carpentry, framing, and masonry (*Construction Workforce Shortage Tops Half a Million in 2023, Associated Builders and Contractors, Feb. 2023*).
- According to the Bureau of Labor Statistics, we will need to have 1.5 million new tradespeople by 2029 due to retirements and new construction projects (*Addressing the Looming Skilled Trades Crisis in America, LinkedIn, April 2023*).

Skilled trades positions have been the hardest to fill for the previous 4 years (*Manpower's Talent Shortage Survey, March 2022*).

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.

In the fall of 2022, two combined celebrations for Annual Employee Years of Service Recognition and New Hampshire Association of Counties awards presentations were held. This being a special occasion, it was hosted at the Exeter Inn. Each employee that had reached a five-year milestone was awarded a certificate, pin and special gift. A total of 65 overall employees were recognized for their years of service – 15 with 20 or more years of service with the County, and of those 15 employees, 6 had 35 years of service or more!

Special recognition from the New Hampshire Association of Counties included awards for Employee of the Year (Assisted Living, County Attorney, Corrections, IT, Nursing Home and County) and Team of the Year Awards.

It is a privilege to work with the many dedicated County Officials, Division Directors, and employees here at the County. I appreciate the Rockingham County Board of Commissioners for their continued support. My deepest gratitude to the Human Resources team for all their hard work and commitment each and every day.

Respectfully submitted,



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

Long-Term Care Services Director Fiscal Year 2022-23 Report

This past year, Rockingham County Rehabilitation and Nursing Center and the Ernest P. Barka Assisted Living Community have continued to provide high-quality care to our residents while also maintaining fiscal stability. Our mission is to provide resident-centered care in a welcoming and supportive environment, and I am proud to report that we have achieved this goal.

Over the past year, we have continued to focus on enhancing the quality of care that we provide to our residents. These efforts were reflected by the deficiency-free health inspection survey we earned from the NH Department of Health and Human Services for the second year in a row. Receiving a deficiency-free survey for two consecutive years is a tremendous feat which few nursing homes achieve. Additionally, we continue to maintain a 5-star overall rating from the Centers for Medicare and Medicaid Services.

We have also implemented new life enrichment services to support our residents' mental and emotional well-being including installing the Tovertafel “Magic Table” and the in2L system, which are both designed to increase resident engagement and support residents living with dementia. We have added dance and music therapy. Furthermore, we have partnered with other organizations to provide educational sessions to residents and families on topics such as dementia, hospice, and applying for Medicaid.

We continued to strengthen our brand and reputation through positive media attention and digital marketing efforts. In May, Director of Nursing, Michele Melanson Schmitt, MSN, RN and Nurse Practitioner, Donna Roe, DNP, APRN-BC, were selected to receive Excellence in Nursing Awards from *New Hampshire Magazine*. Seacoast Online ran a story on the Ernest P. Barka’s 20th anniversary. We also created new marketing brochures and launched 3D virtual tours of the Skilled Rehab unit and Assisted Living on our website, which allow visitors to explore the spaces without having to leave their home.

We reached a significant milestone when masks became optional in the community. The new policy has been well-received by residents, families, staff, and vendors. Based on guidance from CDC, we may require masks to be worn if we are in COVID-19 outbreak status.

Another landmark was reached in January when we opened the skilled rehabilitation unit, Fernald 2, which had been closed since 2021. Since opening this unit we have been able to increase our admissions and provide a much-needed service to seniors in the community.

In conclusion, we are proud of the accomplishments that we have achieved over the past year. Our focus on enhancing the quality of care that we provide to our residents has resulted in improved outcomes and increased resident satisfaction. Our upcoming goals include continuing to enhance our services, stay up-to-date with industry best practices to include an innovative technological model, and make updates to resident common spaces in order to provide a more welcoming environment. We look forward to continuing to serve our community in the years to come.

Census July 1, 2022 - June 30, 2023

Census on July 1, 2022	112	
Total Admissions for FY July 1 2022 - June 30, 2023		206
Admitted From:		
Home Total		9
Home Visits (MCD Paid)		5
MCD Paid LOA/Therapeutic Leave		7
New From Hospital		94
Readmits from hospital		50
Nursing Home Total		3
Psych Hospital (GPU)		0
Rehab		5
Acute Rehab		13
Assisted Living		20
Total Discharges for FY July 1 2022 - June 30, 2023		193
Discharged to Hospital		58
Home Visit (Private Pay)		2
MCD Paid LOA/Therapeutic Leave		9
Hospital - Private Pay Bed Hold (TO)		3
Total Permanent Discharges		55
Breakdown:		
Another Facility		3
Assisted Living		11
Home		41
Deaths		65
Census on June 30, 2022	126	
FY 22-23 Total Resident Days		
Lowest Census		107
Highest Census		137
Average Daily Census		112
FY 22-23 Daily Resident Average		
Fernald Building		3
Blaisdell Building		26
Driscoll Building		93
FY 21-22 Resident Averages		
Average Age of Residents on June 30		81.85
Average Age of Death		85.35
Average Age of New Admits		83
Average Length of Stay		49.67

OFFICE OF REGISTER OF DEEDS

**CATHY ANN STACEY
REGISTER OF DEEDS
ROCKINGHAM COUNTY
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BRENTWOOD NH 03833**

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2023 ANNUAL REPORT ROCKINGHAM COUNTY REGISTER OF DEEDS

TO THE HONORABLE BOARD OF COMMISSIONERS:

The Registry of Deeds experienced a reduction in activity throughout the County. Real estate activity continues to decrease. This year the department experienced a reduction of 34% in the number of transactions; a 28% reduction in receipts, an 18% reduction in the Transfer Tax and a 41% reduction of funds to LCHIP. These reductions are in comparison to 2022 numbers. Low inventory and high interest rates have slowed the real estate market considerably.

I am pleased to add that our electronic filing system continues to grow, which has 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 marginal foot traffic although we remained open the entire year for the 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 continue to work tirelessly to get the job done and provide exceptional service to the public. 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.

I wish to extend a special thanks to the Board of Commissioners and all other County Departments who help support the county mission. We have a great team in Rockingham County!

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.

The electronic filing platforms offered by this office continue to attract new Law firms, 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 24,475 documents were electronically filed for the fiscal year.

The Registry of Deeds recorded a total of 44,248 documents for the 12-month period.

The following chart reflects annual transactions reported to each municipality within Rockingham County. A total of 29,127 town transfer transactions were reported for the twelve (12) month period.

MUNICIPAL TRANSACTIONS

Atkinson	611	Greenland	351	Newington	155
Auburn 479		Hampstead	852	Newton	395
Brentwood	490	Hampton F	229	Northwood	548
Candia	346	Hampton	1906	Plaistow	750
Chester 471		Kensington	137	Portsmouth	2019
Danville	417	Kingston	684	Raymond	927
Deerfield	478	Londonderry	2382	Rye	572
Derry	2743	New Castle	121	Salem	2531
E Kingston	196	Newfields	136	Sandown	640
Epping	983	Nottingham	505	Seabrook	814
Exeter	1500	N Hampton	445	S Hampton	64
Fremont	445	Newmarket	693	Stratham	681
				Windham	1431
All towns	15,243	Out of County	198		

The foreclosure trend in Rockingham County continues to decline. During fiscal 2023 Rockingham County recorded 58 foreclosures.

Foreclosure Transactions

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

This office recorded a total of 10,356 Mortgages; 11,001 Deeds; 59 Attachments; 419 Liens; 652 UCC Financing Statements and 572 Subdivision Plans in addition to 21,189 other various documents.

I am happy to report the total County revenue collected by the Registry of Deeds in fiscal 2023 twelve (12) month budget year was \$3,801,381.47.

The total State revenue collected by the Registry of Deeds for the fiscal 2023 term was \$55,934,416.00 and LCHIP was \$760,150.00.

2023 Revenue Collected by Register of Deeds

State Transfer Tax	\$53,697,039.36
4% RETT commission	\$2,237,376.64
State LCHIP tax	\$729,744.00
4% LCHIP commission	\$ 30,406.00
Copies/Faxes	\$ 304,473.07
Recording Fees	\$1,229,125.76
Document Surcharge offset	\$100,000.00
Total Revenue	<u>\$3,801,381.47</u>

Total Documents recorded 44,248

Current year documents scanned/filmed **215,139 pages (84 books)**

Current year scanned plans **1,173 sheets**

Historical records rescanned **70 books**

TOTAL PAGES..... 242,812 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



FY2023 Annual Report
July 1, 2022 – June 30, 2023



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.

Operations across all Sheriff's Office divisions have been on an upward trend, and we foresee this continuing into the next fiscal year.

Sheriff's Office bailiffs and deputies assigned to Rockingham County Superior Courthouse maintained a secure facility for citizens and judicial staff. There was an increase in transports of more than 57% over the previous fiscal year. Part of this is attributable to the cancellation of WebEx hearings and the return to in person hearings.

The Patrol/Civil Division processed an average of 546 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 4,153 vehicles. Additionally, deputies rendered assistance to 184 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 3.52% increase in calls for service. In the latter half of the fiscal year, the division assisted with overnight dispatching services for two communities who are experiencing staffing shortages. These shortages are being felt statewide among public safety dispatch centers and law enforcement. When possible, we are happy to help our local partners to keep operations running smoothly.

The Warrants and Investigations Divisions were responsible for investigating 119 criminal cases, conducting out of state extraditions, and managing a sizeable number of criminal warrants resulting in almost 500 arrests. The Drug Task Force continued to utilize grant funding offered by the State of NH to help support efforts to keep dangerous drugs off our streets.

During fiscal year 2023, the Sheriff's Office added a second dual purpose K9 team. Deputy Callahan and K9 Dundee completed the first phase of their training that focused on patrol skills. This fall, they will attend narcotics training to learn how to identify and locate drugs. Our two teams are a tremendous asset to the communities within Rockingham County.

I am also pleased to report that we have remained within the constraints of our budget for fiscal year 2023 with a surplus being returned to the General Fund.

Sincerely,

Charles S. Massahos

Charles S. Massahos
High Sheriff

Court Services Division

The Court Services Division transported 2,706 individuals in fiscal year 2023. The number of transports completed in fiscal year 2022 was 1,717 representing a 57.60% increase in the current fiscal year. Courts have been steadily chipping away at the backlog of cases created during the pandemic. This increase can also be attributed the Rockingham Superior Court's change in policy in January 2023 that ended WebEx hearings in favor of in-person hearings.

Transports for Other Agencies	2,489
Involuntary Emergency Admissions	145
Juvenile Transports	72
Total FY2023	2,706
Total FY2022	1,717

Patrol / Civil Division

The Patrol / Civil Division processed an average of 546 documents per month for the thirty-seven towns within Rockingham County. In all, 6,550 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 12.66% increase over services completed in the prior fiscal year.

All deputies were instrumental in traffic enforcement. Deputies stopped 4,153 vehicles. 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. We received 120 arrest warrants and cleared 84% with the remaining balance of 19 as a work in progress.

Civil Process Served	6,550
Motor Vehicle Enforcement	4,153
Assistance to Disabled Motor Vehicles	184
Motor Vehicle Accident Investigations	8

Warrants Division

FY2023 Statistics

Arrest Totals **491**

** Individuals with multiple warrants are processed as one arrest**

Warrants Executed	
Rockingham Superior & Family	367
Other agency warrants	63
Electronic Bench warrants	72
Total Warrants Executed	502

Active Warrant Breakdown	
Criminal Offenses	1087 (to include 16 Felony active first warrants)
Civil Offenses	39
In Custody	50
Total Active warrants	1176

Total Validations	1087
Total Warrants received:	793 (to include 62 Felony first warrants)
Total Warrants recalled	143 (includes 41 deceased defendants)

Defendants filed under Interstate Agreement on Detainers	5
Defendants who need to return under the IAD	0
Defendants paroled under the IAD	0
Defendants sent to other agencies under IAD-Form VIII	1
Defendants returned while filed under IAD statute	4
Defendants transported by outside private contractor	3

FY2023 Out of State Extraditions

Florida	1	Vermont	2
Maine	28	Massachusetts	74
New York	3	Maryland	1
Rhode Island	3	Pennsylvania	2
Utah	1		
Total Out of State Extraditions:	115		

Investigations Division & Drug Task Force

Investigations

The Investigations Division & Drug Task Force were responsible for 119 criminal cases that included drug investigations, background investigations, and cases that the Attorney General’s Office, the Rockingham County Attorney’s Office, or other law enforcement agencies referred 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.

Investigations	
Backgrounds	9
Department of Corrections	90
Rockingham County Campus and Other	20
Total	119

Rockingham County Drug Task Force

Rockingham County's Drug Task Force (DTF) is a cooperative effort comprised of five full time Sheriff Deputies, two Sheriff K9's, and ten sworn police officers from six participating agencies. The member agencies are Rockingham County Sheriff's Office, Epping Police, Exeter Police, Hampton Police, Newington Police, Hampstead Police and Windham Police.

Under the supervision and direction of Rockingham County Sheriff's Office, the DTF coordinated and assisted in many 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 (HSI) 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 DTF received assistance from patrol officers and deputies throughout Rockingham County. The Sheriff's Office is thankful for the support received 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 provided information 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 requested consideration in assisting them by placing a Rockingham County Sheriff's Deputy on their Task Force. Due to the great working relationship between the Sheriff's 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

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, 2022, and June 30, 2023, 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 CPDs 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 2023 was extremely busy for the DTF and resulted in the arrests 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	2,296 Grams
Methamphetamine	9,546 Grams
Counterfeit Controlled Prescription Drugs	10,000 Pills
Controlled Prescription Drugs	200 pills
Heroin/Fentanyl	23,623 Grams
GHB / Rohypnol	1347 Grams
Other Seizures	
Money	\$450,000.00
Firearms	25

K9 Teams

The Rockingham County K9 Teams have been very busy this year assisting our county, local, state, and federal partners. In 2021 the Rockingham County Sheriff’s Office was awarded a \$27,000.00 grant from the Stanton Foundation to start a K9 Team at the Sheriff’s Office. Between 2021 and early 2023 the K9 Saber and Deputy Abele who are assigned to the Rockingham County Drug Task Force were utilized over 200 times. These calls for service resulted in significant drug seizures, locating lost or missing children and elderly persons, locating evidence of crimes and apprehending suspects involved in criminal behavior. Due to the increased requests for K9 assistance, the Sheriff’s Office applied for a second grant through the Stanton Foundation. This \$32,000 grant was awarded to the Sheriff’s Office in January of 2023. K9 Dundee and Deputy Callahan, who are assigned to the Patrol Division, attended, and graduated the Boston Police K9 Academy in June of 2023 and will begin patrolling Rockingham County in July. The Sheriff’s Office is pleased to have two K9 Teams available to assist any agency when called upon.

Warrant Entry Containment Team (WECT)

The Warrant Entry and Containment Team currently operates with one team commander, one team leader, one assistant team leader, and six operators/members. Due to uncontrolled circumstances, at the end of the fiscal year the team only had four total members. Several new members were approved to join the team and will be focused on training during the next fiscal year.

The team maintained overall proficiency by participating in eighteen (18) scheduled SWAT related training days, with additional days for some members that attended additional SWAT related courses.

Members of the WECT assisted local agencies with multiple calls during the fiscal year. The team conducted mission planning and reconnaissance of multiple operations that were eventually deemed inappropriate for team activation, or had subjects taken into custody by other means prior to the team being employed. The team assisted the Town of Brentwood and the US Marshals with a subject wanted on kidnapping charges. They assisted the NH State Police SWAT team in the arrest of a wanted subject, and assisted Sheriff’s Office

divisions in executing search & arrest warrants. Members of the WECT also utilized their training and experience to assist with numerous calls that did not rise to the level of team involvement. The ability to assist local agencies and other divisions within the Sheriff's Office with tactically trained operators is an immense benefit to the law enforcement and civilian members of the county.

The WECT received new night vision and search equipment through state grants during the fiscal year. In addition, the Sheriff's Office received the full outfitted M-ATV. The team looks forward to utilizing these new pieces of equipment as an aid during future training and operations.

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 255,497 calls for service during fiscal year 2023. This is compared to 246,801 calls for service during the previous fiscal year. This equates to a 3.52% increase over the previous fiscal year.

The Communications Center dispatched for twenty-four (24) police departments, is now up to nineteen (19) fire/EMS departments with the addition of the Town of Fremont, and the Sheriff's Office. The communications center also assisted with dispatching services for the City of Portsmouth covering their overnight shifts starting in mid-December while they experienced staffing shortages. Also, as of June 1st the Town of Raymond has requested overnight coverage while they too are experiencing staffing shortages. To date, this has added the following increase in calls for service to the total mentioned above:

Portsmouth – 1,891

Raymond – 94

The 2023 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. This year Brynda Poggi assisted in one of the biggest projects we have undertaken as an agency. A request for proposals (RFP) was issued for a new CAD/RMS vendor to replace the current software platform that has been in service since 1999. A vendor has been chosen and this project will take the better part of a year to a year and a half to complete.

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. With global supply chain issues these projects have continued from previous years, but Tobias keeps a close eye on them.

PROMOTIONS/CHANGES/NEW HIRES/RESIGNATIONS

7/3/2022	Craig Charest	Deputy	Promotion: Administrative Sergeant
7/3/2022	Lindsey Cunningham	Sergeant	Promotion: Lieutenant of Investigations
7/3/2022	Matthew Callahan	Deputy - Court Services	Reassigned: Patrol
7/3/2022	Nicholas McLellan	Sergeant	Reassigned: Investigations
7/5/2022	Shannon Duffy	Deputy	New Hire
7/5/2022	Matthew Zabkar	Deputy	Resigned
7/18/2022	Aren Levesque	Dispatcher	New Hire
8/1/2022	Warren Yacubacci	Bailiff	New Hire
8/13/2022	Geoffrey Moore	Deputy	Resigned
9/12/2022	Kyle Russell	Bailiff	New Hire
9/19/2022	Matthew Callahan	Deputy - Patrol	Reassigned: Warrants
9/22/2022	Aren Levesque	Dispatcher	Resigned
9/26/2022	Stephen Soares	Special Deputy	New Hire
10/11/2022	Loran Sheley	Dispatcher	Rehire
10/14/2022	Robert Acres	FT Deputy	Position Change: Special Deputy
10/18/2022	Alexander Turgeon	Deputy	Resigned
11/7/2022	Paul Bean	Bailiff	New Hire
11/20/2022	McKayla Fowler	Deputy - Court Services	Reassigned: Patrol
11/21/2022	Michael Bevere	Deputy	New Hire
12/5/2022	Richard Pilz	Bailiff	New Hire
12/6/2022	Christopher Rice	Dispatcher	Resigned
12/18/2022	Mason Krieger	Deputy - Court Services	Reassigned: Warrants
12/19/2022	Daniel Gilon	Deputy	New Hire
12/19/2022	Alexis Moody	Dispatcher	New Hire
1/3/2023	Daniel Parrott	Deputy	New Hire
1/3/2023	Taylor Balletto	Dispatcher	New Hire
1/16/2023	Taylor Balletto	Dispatcher	Resigned
1/29/2023	David Nash	Deputy - Patrol Division	Reassigned: Investigations

1/29/2023	Michael Bevere	Deputy - Court Services	Reassigned: Patrol
1/29/2023	Matthew Callahan	Deputy - Warrants	Reassigned: Patrol / K9
1/29/2023	Daniel Gilon	Deputy - Court Services	Reassigned: Warrants
2/3/2023	Darin Melanson	Deputy	Resigned
2/12/2023	Melanie Rivard	Per Diem Dispatch	Position Change: Full Time Dispatcher
2/16/2023	Kaila Nicholson	Dispatcher	Resigned
2/27/2023	Asa Johnson	Deputy	New Hire
2/27/2023	Daniel Parrott	Deputy - Court Services	Reassigned: Investigations
2/27/2023	George Malgeri	Special Deputy	Rehire
2/27/2023	Andrew Christie	Bailiff	Resigned
2/28/2023	Peter Buono	Dispatcher	Retired
3/6/2023	David Devenish	Bailiff	Resigned
3/7/2023	Kyle Russell	Bailiff	Resigned
3/12/2023	Mathew Steer	Per Diem Dispatch	Position Change: Full Time Dispatcher
3/13/2023	Gayle Panorelli	Dispatcher	New Hire
3/15/2023	Kevin Swift	Special Deputy	Resigned
4/13/2023	Connor Chisholm	FT Dispatch	Position Change: On Call Dispatcher
4/21/2023	Celeste Consoli	FT Dispatch	Position Change: On Call Dispatcher
4/21/2023	Robert Acres	Special Deputy	Resigned
4/24/2023	Kara Sullivan	Dispatcher	New Hire
4/25/2023	Julie Cashman	Bailiff	Resigned
5/19/2023	Erika Kenyon	NCIC Tech 32 hour	Position Change: Per Diem NCIC Tech
5/29/2023	Shannon Duffy	Deputy - Court Services	Reassignment: Patrol
6/19/2023	LeTravius Brown	Dispatcher	New Hire
6/30/2023	Joseph Costa	Deputy - Investigations	Position Change: Special Deputy

Rockingham County Finance Office

Charles Nickerson, Senior Director of Finance

FYE 06/30/2023 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 460 employees (excluding elected officials), 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. The Finance Office is the primary administrator for Federal grant programs at 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 2023 was another eventful year for the Finance Office. The Rockingham County Emergency Rental Assistance Program (RC ERAP) ramped up its operations, providing over \$5,900,000 in much needed rental assistance to hundreds of Rockingham County tenant households. Unfortunately, due to reductions in Federal funding, the Program came to an end in the last quarter of the fiscal year. A big "thank you" to the RC ERAP team – the work you did had a direct positive impact on many County residents.

The Finance Office was also very busy with applications and administration for several grant programs, the largest being the continued use and coordination of approximately \$60,000,000 of 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 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, 2023 is enclosed as part of the Annual Report.

The County's new Grant Writer has been very proactive in seeking out grant opportunities for County departments and has already become a grant resource to some Rockingham County municipalities. The new

Assistant Director of Finance was the individual primarily responsible for securing \$1,615,000 in FEMA grants on behalf of the County. These funds will help offset some of the negative economic impacts that COVID-19 had on County operations.

I am pleased to announce that the County did not need to utilize any of the \$11,893,782 in fund balance that was budgeted for FY 2023. Total revenues came in almost \$7,000,000 more than budget, while expenses were under budget by about \$6,000,000. Sources of intergovernmental revenues came in more than \$3,70,000 over budget and investment income was, due to interest rate increases, \$2,000,000 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 2023, unassigned fund balance accounts for 20% of budgeted FY 2024 appropriations. Unaudited Governmental Fund statements for FYE 06/30/2023 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 continuing to work 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 one-time revenue sources from Fiscal Year 2023 will not occur in 2024, and other funding sources may be decreasing in 2024 due to a variety of economic factors. The County needs to be aware of grant and other funding opportunities that will help to offset the economic costs of 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, 2023

(Unaudited)

	General	Capital Projects Fund	Contingent Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets					
Cash and short-term investments	\$ 93,940,437	\$ 27,595,606	\$ -	\$ 26,319	\$ 121,562,362
Restricted cash and short-term investments	1,182,102	-	-	218,117	1,400,219
Investments	-	-	-	77,719	77,719
Accounts receivable, net	1,416,507	-	4,500	50	1,421,057
Due from Other Funds	27,040,637	-	79,461,357	1,668,475	108,170,469
Due from Other Governments, net	2,573,986	-	486,834	-	3,060,820
Prepaid Expenses	709,040	-	5,000	14,215	728,255
Inventory	751,084	-	-	-	751,084
Total Assets	\$ 127,613,793	\$ 27,595,606	\$ 79,957,691	\$ 2,004,896	\$ 237,171,986
Liabilities					
Accounts Payable	\$ 1,860,583	\$ 639,458	\$ 16,288	\$ -	\$ 2,516,329
Accrued Liabilities	1,145,485	-	5,466	-	1,150,951
Due to Other Funds	86,683,384	65,925	24,141,303	248,086	111,138,698
Due to Other Governments	2,935,624	-	-	-	2,935,624
Total Liabilities	92,625,076	705,383	24,163,057	248,086	117,741,603
Deferred Inflows of Resources					
Revenues collected in advance	-	-	55,794,634	1,111,722	56,906,356
Fund Balances					
Nonspendable:					
Prepaid expenses	709,040	-	-	-	709,040
Inventory	751,084	-	-	-	751,084
Nonexpendable permanent funds	-	-	-	30,651	30,651
Restricted for:					
Long term care (RSA 24:13)	468,580	-	-	-	468,580
Capital projects	-	26,890,223	-	-	26,890,223
LCHIP surcharges (RSA 478:17-g)	713,522	-	-	-	713,522
Special revenue funds	-	-	-	614,436	614,436
Assigned for:					
Subsequent year budget	12,467,818	-	-	-	12,467,818
Encumbrances	706,342	-	-	-	706,342
Unassigned	19,172,331	-	-	-	19,172,331
Total Fund Balances	34,988,717	26,890,223	-	645,087	62,524,027
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 127,613,793	\$ 27,595,606	\$ 79,957,691	\$ 2,004,896	\$ 237,171,986

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

(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	22,770,041	-	-	1,217	22,771,258
Assisted Living	1,632,407	-	-	-	1,632,407
Corrections	26,250	-	-	77,900	104,150
Administration and Other:					
Deeds	3,787,219	-	-	88,496	3,875,715
Maintenance	201,071	-	-	-	201,071
Sheriff	1,199,191	-	13,283	2,085	1,214,559
County Attorney	-	-	-	-	-
Intergovernmental	4,504,611	-	10,585,749	-	15,090,360
Investment income	2,140,808	563,487	-	12,044	2,716,339
Miscellaneous	915,924	-	-	-	915,924
Total Revenues	<u>86,969,265</u>	<u>563,487</u>	<u>10,599,032</u>	<u>181,742</u>	<u>98,313,527</u>
Expenditures					
Current:					
Long Term Care Services:					
Nursing Home	27,934,380	-	5,821	32,031	27,972,232
Assisted Living	2,309,029	-	-	-	2,309,029
Categorical assistance	17,883,817	-	-	-	17,883,817
Corrections	11,723,703	-	9,321	82,882	11,815,906
Administration and Other:					
Maintenance	4,915,929	-	-	-	4,915,929
Deeds	1,229,279	-	-	-	1,229,279
Finance	1,385,274	-	-	-	1,385,274
General government	622,307	-	-	-	622,307
Human resources	944,141	-	-	-	944,141
Information technology	1,058,202	-	-	-	1,058,202
Statutory organizations	514,973	-	-	-	514,973
Non-county specials	255,500	-	-	-	255,500
Commissioners	237,926	-	-	-	237,926
Delegation	113,408	-	-	-	113,408
Medical Examiner	79,722	-	-	-	79,722
Treasurer	16,280	-	-	-	16,280
Grants	202	-	10,257,173	-	10,257,376
Sheriff	7,359,907	-	326,716	4,615	7,691,238
County Attorney	4,042,343	-	-	-	4,042,343
Capital outlay	43,934	3,424,169	-	-	3,468,102
Debt Service:					
Principal	2,316,700	-	-	-	2,316,700
Interest	1,089,250	-	-	-	1,089,250
Total Expenditures	<u>86,076,208</u>	<u>3,424,169</u>	<u>10,599,032</u>	<u>119,527</u>	<u>100,218,936</u>
Excess (deficiency) of revenues over expenditures	<u>893,058</u>	<u>(2,860,682)</u>	<u>-</u>	<u>62,215</u>	<u>(1,905,409)</u>
Other Financing Sources (Uses):					
Capital lease proceeds	651,287	-	-	-	651,287
Transfers:					
Deeds and other	101,006	-	-	(101,006)	-
Capital projects	(690,214)	690,214	-	-	-
Total Other Financing Sources (Uses)	<u>62,079</u>	<u>690,214</u>	<u>-</u>	<u>(101,006)</u>	<u>651,287</u>
Change in Fund Balance	955,137	(2,170,468)	-	(38,791)	(1,254,122)
Fund Balances, at Beginning of Year	<u>34,033,580</u>	<u>29,060,690</u>	<u>-</u>	<u>683,879</u>	<u>63,778,149</u>
Fund Balances, at End of Year	<u><u>34,988,717</u></u>	<u><u>26,890,223</u></u>	<u><u>-</u></u>	<u><u>645,087</u></u>	<u><u>62,524,027</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, 2023

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	\$ 11,893,782	\$ 847,366	\$ -	\$ -	\$ 12,741,148	\$ -	\$ (12,741,148)
Resources (Inflows):							
Taxes	49,791,743	-	-	-	49,791,743	49,791,743	-
Charges for Services:							
Long Term Care Services:							
Nursing Home	21,755,851	-	-	-	21,755,851	22,770,041	1,014,190
Assisted Living	1,375,550	-	-	-	1,375,550	1,632,407	256,857
Corrections	61,002	-	-	-	61,002	26,250	(34,752)
Administration and Other:							
Deeds	4,244,000	-	-	-	4,244,000	3,787,219	(456,781)
Information Technology	10,000	-	-	-	10,000	-	(10,000)
Maintenance	173,600	-	-	-	173,600	201,071	27,471
Sheriff	1,294,502	-	-	-	1,294,502	1,148,191	(146,311)
County Attorney	-	-	-	-	-	-	-
Intergovernmental	827,000	-	-	-	827,000	4,555,611	3,728,611
Investment income	125,000	-	-	-	125,000	2,140,808	2,015,808
Miscellaneous	533,710	-	-	-	533,710	915,924	382,214
Transfers from Other Funds	107,001	-	-	-	107,001	101,006	(5,995)
Amounts Available for Appropriation	<u>92,192,741</u>	<u>847,366</u>	<u>-</u>	<u>-</u>	<u>93,040,107</u>	<u>87,070,272</u>	<u>(5,969,835)</u>
Charges to Appropriations (Outflows):							
Current:							
Long Term Care Services:							
Nursing Home	28,682,418	179,594	-	372,000	29,234,012	27,821,547	1,412,465
Assisted Living	2,064,455	70,000	-	-	2,134,455	2,309,029	(174,574)
Categorical Assistance	20,110,580	-	-	(372,000)	19,738,580	17,883,817	1,854,763
Corrections	12,922,193	-	-	-	12,922,193	11,723,703	1,198,490
Administration and Other:							
Maintenance	5,166,331	105,955	-	-	5,272,286	4,829,972	442,314
Deeds	1,412,001	12,720	-	-	1,424,721	1,229,279	195,442
Finance	1,482,628	55,170	-	-	1,537,798	1,385,274	152,524
General Government	796,989	18,684	-	-	815,673	622,307	193,366
Human Resources	1,024,186	38,376	-	-	1,062,562	944,141	118,421
Information Technology	991,089	60,479	-	-	1,051,568	936,555	115,013
Statutory organizations	514,973	-	-	-	514,973	514,973	-
Non-County specials	255,500	-	-	-	255,500	255,500	-
Commissioners	249,437	1,000	-	-	250,437	237,926	12,511
Delegation	338,387	-	-	-	338,387	113,408	224,979
Medical examiner	80,204	-	-	-	80,204	79,722	482
Treasurer	19,576	-	-	-	19,576	16,280	3,296
Grants	25,000	-	-	-	25,000	202	24,798
Sheriff	7,275,482	305,388	-	-	7,580,870	7,029,057	551,813
County Attorney	4,595,047	-	-	-	4,595,047	4,042,343	552,704
Capital Outlay	40,100	-	-	-	40,100	43,934	(3,834)
Debt service:							
Principle	2,316,700	-	-	-	2,316,700	2,316,700	-
Interest	1,089,251	-	-	-	1,089,251	1,089,250	-
Transfers to other funds	740,214	-	-	-	740,214	690,214	50,000
Total Charges to Appropriations	<u>92,192,741</u>	<u>847,366</u>	<u>-</u>	<u>-</u>	<u>93,040,107</u>	<u>86,115,135</u>	<u>6,924,972</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 955,137</u>	<u>\$ 955,137</u>

FY 2023 ROCKINGHAM COUNTY TAX APPORTIONMENT

Municipality	Total Equalized Valuation**	% Proportion to County Tax	Apportionment of County Taxes
Atkinson	1,557,517,007	2.1248%	\$ 1,057,973
Auburn	1,193,449,445	1.6281%	\$ 810,673
Brentwood	921,291,902	1.2568%	\$ 625,805
Candia	675,473,167	0.9215%	\$ 458,828
Chester	946,014,946	1.2906%	\$ 642,598
Danville	625,170,933	0.8529%	\$ 424,659
Deerfield	919,510,827	1.2544%	\$ 624,595
Derry	4,723,465,741	6.4438%	\$ 3,208,503
East Kingston	488,798,971	0.6668%	\$ 332,026
Epping	1,218,722,145	1.6626%	\$ 827,840
Exeter	2,908,870,262	3.9683%	\$ 1,975,905
Fremont	709,145,741	0.9674%	\$ 481,701
Greenland	1,200,327,257	1.6375%	\$ 815,345
Hampstead	1,728,882,958	2.3586%	\$ 1,174,376
Hampton	5,147,321,858	7.0221%	\$ 3,496,415
Hampton Falls	662,884,049	0.9043%	\$ 450,276
Kensington	519,527,957	0.7088%	\$ 352,899
Kingston	1,151,688,253	1.57%	\$ 782,306
Londonderry	5,591,606,381	7.6282%	\$ 3,798,204
New Castle	1,116,015,968	1.5225%	\$ 758,075
Newfields	389,746,149	0.5317%	\$ 264,742
Newington	1,204,627,731	1.6434%	\$ 818,266
Newmarket	1,380,155,586	1.88%	\$ 937,497
Newton	866,938,288	1.1827%	\$ 588,884
North Hampton	1,659,818,330	2.2644%	\$ 1,127,463
Northwood	899,373,418	1.2269%	\$ 610,916
Nottingham	1,003,121,708	1.3685%	\$ 681,389
Plaistow	1,433,023,181	1.95%	\$ 973,408
Portsmouth	8,166,077,195	11.1403%	\$ 5,546,962
Raymond	1,432,571,817	1.9543%	\$ 973,101
Rye	3,199,642,143	4.3650%	\$ 2,173,417
Salem	6,871,735,418	9.3746%	\$ 4,667,756
Sandown	1,000,671,084	1.37%	\$ 679,725
Seabrook	3,575,513,660	4.8778%	\$ 2,428,735
South Hampton	205,143,414	0.2799%	\$ 139,348
Stratham	1,981,353,871	2.7030%	\$ 1,345,872
Windham	4,026,771,141	5.4934%	\$ 2,735,260
County Totals	73,301,969,899	100.00%	\$ 49,791,743

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

State and Local Fiscal Recovery Funds Report through the Quarter Ending June 30, 2023

Rockingham County (New Hampshire)
Recovery Plan – June 30, 2023

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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 in mid-2021, 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. The listing of projects and allocated amounts has changed and will continue to change from the prior 2021 and 2022 Recovery Plan and Performance Reports that were 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 6.1, and to a lesser degree 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). Over two million dollars has been set aside for this nonprofit subaward program.

Rockingham County also provided 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 assisted many minority groups and lower income households, and the number of requests and program inquires has increased sharply over the program's last twelve months. Unfortunately, due to expiration of available funding, the program has effectively ended.

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 utilized 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. This project is fully completed as of June 30, 2023. (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 will 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. Another major use of funds under this category shall be towards the aforementioned new municipal building. (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 the \$60.2 million award under the SLFRF has been allocated amongst the approved Expense Categories, details of several projects are still a work in progress, and some have not started. The ultimate breakdown of projects shall also be affected by the final (2023) lost revenue calculation, which will be presented in the SLFRF compliance report for the quarter ending December 31, 2023. 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 and most of the awards were below the funding requested. As a result, most of the nonprofits that received funds under the subaward program have not been able to provide evidence of positive effects that such funds have had on enhancing assistance to those communities disproportionately affected by COVID-19, as they are trying to decide how funds should best be utilized.

To promote awareness of Rockingham County programs and services funded by the SLFRF, the County has done or will do 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 sent applications to the County in June and July 2022, and recently the number of applications has increased substantially, so another round of grants should be awarded soon.

Labor Practices

A couple of infrastructure projects under Expenditure Category 5 have been approved yet by the County Commissioners (which involve labor), and other 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 most of the awards were below the funding requested. As a result, most of the nonprofits that received funds under the subaward program have not been able to provide evidence of positive effects that such funds have had on enhancing assistance to those communities disproportionately affected by COVID-19, as they are trying to decide how funds should now best be utilized. 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	0.00
1.2	COVID-19 Testing	19,946.00	19,946.00
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)	36,950.00	0.00
1.7	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	271,255.87	271,255.87
1.12	Mental Health Services	70,015.85	70,015.85
1.13	Substance Use Services		
1.14	Other Public Health Services	10,000.00	10,000.00
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance Food Programs	5,000.00	5,000.00
2.10	Assistance to Unemployed or Underemployed Workers (e.g., job training subsidies)	7,400.00	7,400.00
2.15	Long-term Housing Security: Affordable Housing		
2.16	Long-term Housing Security: Services for Unhoused Persons	59,375.00	44,375.00
2.18	Housing Support: Other Housing Assistance		
2.25	Addressing Educational Disparities, Academic, Social and Emotional Services	5,000.00	5,000.00
2.27	Addressing Impacts of Lost Instructional Time	5,000.00	5,000.00
2.31	Rehabilitation of Commercial Properties or Other Improvements	10,000.00	10,000.00
2.34	Assistance to impacted nonprofit organizations	189,000.00	154,000.00
2.35	Aid to Tourism, Travel, or Hospitality	120,283.63	86,919.33
2.37	Economic Impact Assistance – Other	10,000.00	10,000.00
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	513,582.55	219,127.32
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	2,292,425.00	972,500.00

Category		Cumulative expenditures to date (\$)	Amount spent since last Recovery Plan
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		
5.5	Clean Water: Other sewer infrastructure	73,829.71	50,775.83
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	1,630,143.36	1,607,413.53
6.2	Non-Federal Match for Other Federal Programs	7,815.09	7,815.09
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 some projects while others have not yet been started though several have been approved since the initial 2021 and subsequent Recovery Plans were 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 06/30/23: \$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 1.2: COVID-19 Testing

Funding amount: \$500,000.00

Amount expensed through 06/30/23: \$19,946.00

Project Expenditure Category: 1.2 Public Health: COVID-19 Testing)

Project overview

- Separate Federal (e.g., CARES Act) and State COVID-19 testing grants/awards have come to an end but needed COVID-19 testing continues especially among the Long Term Care facilities and the Department of Corrections.
- This project will cover the expenses of performing COVID-19 testing outside lab charges and other testing-related expenses.

Project 1.4.A: HVAC Improvements

Funding amount: \$3,936,700.00

Amount expensed through 06/30/23: \$25,395.00

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.
- Minor improvements have been performed but it has been difficult to get vendors to bid on the larger rooftop unit replacements that are needed. This portion of the project has gone out to bid a second time. Hopefully as supply chain issues and inflationary pressures ease, greater progress can be made with this SLFRF project.

Project 1.4.B: Remote Work Setups

Funding amount: \$7,324.00

Amount expensed through 06/30/23: \$1,260.00

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

- 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.
- QE 06/30/23 update: Most of the expenses covered in the original project detail above have now been supported instead by a grant through the State of New Hampshire. Therefore, the project scope and expenses have been reduced.

Project 1.4.C: LTC Resident Communications

Funding amount: \$11,410.00

Amount expensed through 06/30/23: \$4,185.00

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

- 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.
- QE 06/30/23 update: Most of the expenses covered in the original project detail above have now been supported instead by a grant through the State of New Hampshire. Therefore, the project scope and expenses have been reduced.

Project 1.4.D: COVID-19 Screening

Funding amount: \$10,740.00

Amount expensed through 06/30/23: \$6,110.00

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

- COVID-19 sign-in and health screening kiosks, including software app support charges.

Project 1.7: Sheriff's Office Communications Project

Funding amount: \$820,000.00

Amount expensed through 06/30/23: \$271,255.87

Project Expenditure Category: 1.7 Public Health: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation and Quarantine)

Project overview

- The current Sheriff's Office communication system, IMC, that is utilized by many law enforcement first responder functions including dispatch services is being sunset and a new system is needed to replace it.
- This project will replace that system which also provides ancillary services to the approximately 25 communities that the Sheriffs Office provides dispatch services for.
- Central Square is the contracted firm supplying the new system.
- A majority of the County's residents will be impacted by this project whether directly or indirectly.
- The project is in the beginning stages.

Project 1.12.A: Suicide Prevention Cells

Funding amount: \$72,912.00

Amount expensed through 06/30/23: \$56,645.00

Project Expenditure Category: 1.12 Public Health: Mental Health Services

Project overview

- There is an increasing mental health crisis occurring in New Hampshire's county jails and the Rockingham County facility needs to retrofit certain holding cells to help mitigate the chance that an inmate may harm themselves or commit suicide.
- Included in the cell renovations will be padding replacement doors and suicide prevention cameras from Honeywell which will work seamlessly with the current monitoring system.
- This project is well underway and should be completed soon.

Project 1.12.B: Employee Mental Health Services

Funding amount: \$13,370.85

Amount expended through 06/30/23: \$13,370.85

Project Expenditure Category: 1.12 Public Health: Mental Health Services

Project overview

- COVID-19 has not only resulted in an increase in mental health issues for inmates and long-term care residents but also for the County's employees.
- This project is to provide mental health services to employees.
- Part of the project includes retrofitting rooms in one of the County buildings so that it is an appropriate space for delivery of mental health services to employees and the majority of project expenses will be for the cost of contracted professional mental health services.
- Retrofitting of the rooms has been completed and now mental health services are being provided onsite to County employees in need of assistance.

Project 1.14.A: Subcontracted Prosecution Services

Funding amount: \$10,000.00

Amount expended through 06/30/23: \$10,000.00

Project Expenditure Category: 1.14 Public Health: Other Public Health Services

Project overview

- To fund subcontracted prosecution services for May and June 2023 which help to reduce the time spent by pre-trial inmates at the Department of Corrections facility, thereby helping to mitigate the occurrence and spread of COVID-19 and reducing mental impact that the court case backlog is having on the inmates, and also on the employees at the County Attorney's Office and the Sheriff's Office.

Project 2.1: Gather NH

Funding amount: \$5,000.00

Amount expended through 06/30/23: \$5,000.00

Project Expenditure Category: 2.1 Negative Economic Impacts: Household Assistance Food Programs

Project overview

- ARPA grant subaward to Gather NH, a Portsmouth NH 501(c)(3) organization, which provides a variety of food assistance services those who are low-income and/or homeless across the NH Seacoast.
- The payment/award was much less than the \$50,000 they had requested so the organization is currently trying to determine how to best utilize the funds received.
- No evidence-based metrics are available for reporting at 06/30/23.

Project 2.10.A: MNA Training Program

Funding amount: \$29,600.00

Amount expensed through 06/30/23: \$7,400.00

Project Expenditure Category: 2.10 Negative Economic Impacts: Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives))

Project overview

- Provide job training assistance to current and prospective LNAs Licensed Nursing Assistants to become Medication Nursing Assistants.
- This acts to recruit new LNAs who may be currently unemployed/underemployed individuals and retain current LNAs who want to further their career and skills in the Nursing industry.

Project 2.16: Services for Unhoused Persons

Funding amount: \$42,000.00

Amount expensed through 06/30/23: \$42,000.00

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.
- The NFPs have not had the time to evaluate and implement the funds provided given the timing and that funding was far short of the requested amount. As a result, these organizations have not had the time to utilize the funds and show the impacts of the limited funding provided on evidence-based interventions. Follow-up shall be performed with the two nonprofit organizations in the next quarter for an update on the utilization of funds and evidence of positive effects of its use.

Project 2.16.A.: Portsmouth Women's Club

Funding amount: \$17,375.00

Amount expensed through 06/30/23: \$17,375.00

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

Project overview

- Portsmouth Women's Club provides housing at below-market rates for nine single women who otherwise would potentially be in danger of becoming unhoused.
- The building that is utilized has a roof that has fallen into disrepair and is need of replacement or else these individuals could become displaced.
- The roof for the building has been replaced and nine single women of very low income are able to retain their secure, safe housing.

Project 2.18A: Nonprofit Subawards Program

Funding amount: \$2,131,625.00

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.
- The Commissioners did approve a round of awards, leaving \$2,131,625 of the original allocation remaining for future subawards.

Project 2.25: Arts In Reach

Funding amount: \$5,000.00

Amount expended through 06/30/22: \$5,000.00

Project Expenditure Category: 2.25 Addressing Educational Disparities, Academic, Social and Emotional Services

Project overview

- Arts in Reach("AIR"), a 501(c)(3) organization, provides free programming outside of school to teenage girls and gender expansive youth ages 11-18 who encounter adverse childhood experiences and who are also from lower income families.
- AIR engages vulnerable youth in innovative community arts programs and mentoring focused on creative social and emotional development and positive mental health support in a safe non-judgmental setting.
- At AIR youth explore and express themselves as they build protective factors coping strategies and skills for fulfilling and productive lives.

- The award to the organization was far less than the \$50,000 requested and as a result the nonprofit was taking some time to determine how to best utilize the funds received. Follow-up shall be performed with the two nonprofit organizations in the next quarter for an update and evidence of positive effects of the funding provided.

Project 2.27: Friends of Seabrook Community

Funding amount: \$5,000.00

Amount expensed through 06/30/22: \$5,000.00

Project Expenditure Category: 2.27 Addressing Impacts of Lost Instructional Time

Project overview

- ARPA grant/subaward to the Friends of Seabrook Community who had requested \$50,000 towards having two afterschool student assistance counselors at the SAZ Middle and Elementary schools in Seabrook to help students make up for falling behind during COVID-19.
- At-risk students would be provided with support guidance and resources to navigate the elevated need for SEL and mental health student supports.
- The award to the organization was far less than the \$50,000 requested and as a result the nonprofit was taking some time to determine how to best utilize the funds received. Follow-up shall be performed with the two nonprofit organizations in the next quarter for an update and evidence of positive effects of the funding provided.

Project 2.31.A: Portsmouth NH 400 Legacy Task Force

Funding amount: \$10,000.00

Amount expensed through 06/30/22: \$10,000.00

Project Expenditure Category: 2.31 Rehabilitation of Commercial Properties or Other Improvements

Project overview

- Portsmouth NH 400 Legacy Task Force requested \$50,000 towards renovating outdoor spaces just outside of the downtown for a rock and sculpture garden.
- This would be a beautification project that would provide a place of relaxation and contemplation for visitors while providing employment to local artists that have been negatively impacted by the COVID-19 pandemic.
- The award to the organization was far less than the \$50,000 requested and as a result the nonprofit was taking some time to determine how to best utilize the funds received. Follow-up shall be performed with the two nonprofit organizations in the next quarter for an update and evidence of positive effects of the funding provided.

Project 2.34: Nonprofit Assistance Program

Funding amount: \$501,000.00

Amount expensed through 06/30/23: \$189,000.00

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 closed July 31, 2022. Additional application periods have been and 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: \$27,747.08

Amount expensed through 06/30/23: \$25,283.63

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 06/30/23: \$95,000.00

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 closed July 31, 2022. Additional application periods have been and will be provided until all \$501,000 allocated for this project has been disbursed.

Project 2.37: NH Legal Assistance Fund

Funding amount: \$10,000.00

Amount expended through 06/30/23: \$10,000.00

Project Expenditure Category: 2.37 Economic Impact Assistance - Other

Project overview

- ARPA grant/subaward to the New Hampshire Legal Assistance Fund which provides a variety of legal services and advice to generally those who are low-income and/or elderly 60 years old with a focus on civil legal issues that impact basic needs such as housing safety from domestic violence and access to public benefits.
- All funds have been utilized to fund casework for 19 low-income clients.

Project 3.1A: Payroll Expenses on Premium Pay 4.1

Funding amount: \$550,000

Amount expended through 06/30/23: \$513,582.55

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 installment to employees occurred April 2023.

Project 4.1.A: County Employee Premium Pay

Funding amount: \$2,566,400.00

Amount expended through 06/30/23: \$2,292,425.00

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.
- With the ending of the public health emergency, the last Employee Premium Pay was issued in April 2023 for services performed up through 04/08/23. This project is 100% complete.

Project 5.5A: Water/Wastewater Infrastructure Improvements

Funding amount: \$1,425,000.00

Amount expended through 06/30/23: \$73,829.71

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 has been completed, 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 expended through 06/30/23: \$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 6/30/23.

Project 6.1A: Solar Array

Funding amount: \$10,058,130.00

Amount expended through 06/30/23: \$1,020,348.79

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), than the amount of funds dedicated from SLFRF for the solar array project will be decreased in proportion. The final design is completed, and contract awarded by the GC to Revision Energy. Eversource has not yet initiated its review (the project was submit to them last September), which could be a four-month process.

Project 6.1B: Employee Retention

Funding amount: \$29,707.02

Amount expended through 06/30/23: \$26,487.73

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 6.1C: EV Charging Stations

Funding amount: \$50,000.00

Amount expended through 06/30/23: \$41,972.32

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

Project overview

- Installation of medium-speed electric vehicle charging stations at the County complex on North Road. The project is nearly 100% completed.

Project 6.1D: TruNas Device Upgrade

Funding amount: \$190,600.00

Amount expended through 06/30/23: \$184,650.24

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

Project overview

- TruNas device upgrade and replacement of four units for County network security and redundancy. The project is nearly 100% completed.

Project 6.1E: Rockingham County Dairy Farm Assistance

Funding amount: \$300,000.00

Amount expended through 06/30/23: \$225,000.00

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

Project overview

- To provide financial assistance to the handful of Rockingham County dairy farms who have experienced severe negative financial impacts from COVID-19 and received little or no Federal PPP or State Main Street loan funding to assist them through the pandemic. The project is mostly completed.

Project 6.1F: Employee Training

Funding amount: \$3,188.86

Amount expended through 06/30/23: \$3,188.86

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

Project overview

- To provide funding for attendance by one employee at the Society for Human Resource Management (“SHRM”) Talent Conference. The project is 100% completed.

Project 6.1G: Hobart Dishwasher for LTC

Funding amount: \$124,787.72

Amount expended through 06/30/23: \$124,787.72

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

Project overview

- Funding towards a new commercial dishwasher needed for Long Term Care Services operations. The project is 100% completed.

Project 6.1H: Rock Talk Podcast

Funding amount: \$1,757.70

Amount expended through 06/30/23: \$1,757.70

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

Project overview

- The HR Department shall host a Rock Talk podcast with the goal of promoting Rockingham County informing the public of County operations and hopefully aiding in attracting potential candidates for position openings.

Project 6.1I: Recruitment Marketing

Funding amount: \$1,950.00

Amount expended through 06/30/23: \$1,950.00

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

Project overview

- The County DOC is short-staffed by about 20 Correctional Officer positions. These funds will go towards enhanced recruitment/marketing efforts to assist with attracting new employees.

Project 6.1J: New Municipal Building

Funding amount: \$14,727,000.00

Amount expended through 06/30/23: \$0.00

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

Project overview

- Part of Revenue Replacement funds dedicated towards the construction of a new municipal building which will include the following:
 - Relocation of the overcrowded especially the Dispatch Center Sheriffs Office to a proper location
 - Relocation of the County Attorney's Office where there is severe overcrowding notably with the County Attorneys offices with 2-3 employees per each small office.
 - Relocation of the Registry of Deeds - there have been severe mold, septic and other water and HVAC issues at the State-owned courthouse where this department and County Attorney's Office is located.

- A new Community Corrections facility that will provide 90-day inhouse treatment for Mental Health and Substance Abuse services.
- Costs incurred to this project shall be for labor and some of the materials associated with the project. The adopted budget and other figures shall increase after the last year's 2023 lost revenue calculation is completed (which will be presented in the compliance report for the quarter ending 12/31/2023).

Project 6.2: FEMA Port Security Grant

Funding amount: \$37,414.00

Amount expensed through 06/30/23: \$0.00

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

Project overview

- Funds allocated to this project will go towards covering the non-federal portion of a 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. The application window has closed for this competitive grant.

Project 6.2B: State of Nh County Emergency Equipment Grant

Funding amount: \$7,815.09

Amount expensed through 06/30/23: \$7,815.09

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

Project overview

- Funds allocated to this project will go towards covering the 10% non-federal portion of a State of NH County Emergency Equipment Grant. This project is 100% completed.

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. Follow-up shall be performed in the next quarter with those nonprofit organizations that received funds but did not provide 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. The evidence-based metrics/results for Projects 2.16A and 2.27 are listed in the section above.

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 EXECUTIVE COMMITTEE MEETING

Friday, October 21, 2022

9:30 a.m.

Hilton Auditorium

(Remote access for Non-Executive Committee Members)

Rockingham County Nursing Home
Brentwood NH

The members of the Rockingham County Executive Committee met on Friday, October 21, 2022, at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the first quarter budget review.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 9:32 a.m.

Chairman Weyler announced that masks are required to be worn while in the Nursing Home. Also, there is limited in-person attendance for non-members and the public but remote access is available by Zoom.

Chairman Weyler delivered the Invocation.

Chairman Weyler recognized Rep. Abrami who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. David Welch, Clerk, to conduct the attendance roll call.

Clerk Welch conducted the roll call and reported a total of 13 members present. Chairman Weyler declared that a quorum was present.

Those present were Rep. Kenneth L. Weyler, Chairman; Reps. Abrami, Cali-Pitts, DeSimone, DiLorenzo, Janigian, Major, Milz, Packard, Potucek, Sytek, Wallace, and Welch.

Excused: Reps. Edgar, Gilman, Katsakiores, Pantelakos, S. Pearson, Thomas.

DW

Also present: Commissioners Coyle, Tombarello, Chirichiello; Alison Kivikoski, Human Resources Director; Kendra Mayall, Assisted Living and Ms. Schmitt, LTC Nursing; Katherine Arsenault, Department of Corrections; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Manager; Niki Strachan, Prime Care Medical/RCDOC; High Sheriff Charles Massahos, Sheriff's Department; Cathy Stacey, Register of Deeds; Attorney Patricia Conway, County Attorney's Office; Charles Nickerson, Finance Director; Tim Diaz, Meals on Wheels; Deb Perou, Meals on Wheels; Superintendent Jason Henry, DOC, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler opened the meeting noting the purpose was to conduct the first quarter budget review. He provided a brief overview of the budget noting that salary and benefits are front loaded at the beginning of the budget's fiscal year which explains the percentages of expenditures relative to the payroll portion of the budget. Chairman Weyler continued with the budget review.

Salary Subcommittee: Chairman Weyler recognized Rep. Potucek, Chairman of the Salary Subcommittee, to present the Salary Subcommittee Report. Rep. Potucek asked Ms. Kivikoski, Human Resources Director, to explain the requests before the members for approval. Ms. Kivikoski explained. Chairman Weyler informed the members that there is an additional request that has been distributed that was not included in the budget packet. Chairman Potucek made a motion to approve the position request from the County Attorney's Office from Assistant County Attorney to Lead County Attorney, and Long-Term Care Department-Assisted Living for a Repurpose Position request of a Personal Care Partner to Wellness. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Chairman Weyler recognized Ms. Kivikoski who provided a brief overview of the Quarterly Recruiter Report included in the budget packet.

Chairman Weyler recognized Rep. Potucek who made a motion to approve the Position Listing at 577 approved positions, 379 filled positions, and 198 unfilled positions for the first quarter. Rep. Cali-Pitts seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Delegation - Chairman Weyler recognized Rep. Packard, in Rep. Pantelakos' absence, who made a motion to approve the Delegation Office budget at \$41,939 at 12 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Treasurer – Chairman Weyler recognized Rep. Milz, Chairman of the Treasurer Subcommittee, who made a motion to approve the Treasurer's budget at \$11,155 at 57 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.



County Attorney - Chairman Weyler recognized Rep. Packard, in Rep. Thomas' absence, who made a motion to approve the County Attorney budget at \$1,480,301 at 32 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

District Court – Chairman Weyler noted that the District Court budget is zero percent.

Medical Examiner – Chairman Weyler recognized Rep. Packard, in Rep. Thomas' absence, who made a motion to approve the Medical Examiner's budget at \$19,050 at 24 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Sheriff – Chairman Weyler recognized Rep. Cali-Pitts, Chair of the Sheriff's Subcommittee, who noted that she did call a subcommittee meeting and the budget is on track for the first quarter. She noted a concern in the increase of drugs coming into the County which could be a big problem in the future. She noted the department is short on employees, and the Candia Tower will be up and running within 12 months. She thanked the Sheriff and all of his deputies for their work, noting that they are a dedicated group. She stated that it has been an honor and a pleasure to have worked alongside these individuals for all these years. Rep. Cali-Pitts made a motion to approve the Sheriff's budget at \$2,385,099 at 31 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Register of Deeds – Chairman Weyler recognized Rep. Abrami, in Rep. Katsakiores' absence, who made a motion to approve the Deeds budget at \$496,053 at 35 percent expended. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Weyler recognized Rep. Milz, Chairman of the Commissioner's Subcommittee, who made a motion to approve \$96,956 at 39 percent expended. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Weyler recognized Rep. Milz, Chairman of the General Government Subcommittee, who made a motion to approve the General Government budget at \$792,545 at 19 percent expended. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Weyler recognized Rep. Janigian, Chairman of the Long-Range Planning Subcommittee, who made a motion to approve the Projects budget \$690,214 at 95 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

JW

Grants – Chairman Weyler recognized Rep. Milz, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at \$202, at 1 percent expended. Rep. Wallace seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Weyler recognized Rep. Abrami, Chairman of the Finance Subcommittee, who made a motion to approve the Finance Office budget at \$536,965 at 35 percent expended. Rep. Milz seconded the motion. Rep. Abrami spoke to his motion noting that the expenses are in line for the first quarter, explaining that benefits are front-loaded. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Chairman Weyler recognized Rep. Sytek, Chairman of the Engineering & Maintenance Subcommittee, who made a motion to approve the Maintenance budget at \$1,467,480 at 28 percent expended. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Weyler recognized Rep. Packard, in Rep. Edgar’s absence, who made a motion to approve the IT budget at \$300,516 at 29 percent expended. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Weyler recognized Rep. Wallace, Chairman of the Department of Corrections Subcommittee, who made a motion to approve the Department of Corrections budget at \$3,776,389 at 30 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Weyler recognized Rep. Milz, Chairman of the Human Resources Subcommittee, who made a motion to approve \$320,952 at 30 percent expended. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Weyler recognized Rep. Packard, in Rep. Gilman’s absence, who made a motion to approve the Conservation District budget at \$25,000 at 25 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Weyler recognized Rep. Packard, in Rep. Gilman’s absence, who made a motion to approve the UNH Cooperative Extension budget at \$103,743 at 25 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Weyler recognized Rep. DiLorenzo, Chair of the Non-County Specials Subcommittee, who made a motion to approve the Non-County Specials budget at

Long-Term Care Services – Chairman Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve the Long-Term Care budget at \$9,646,675 at 31 percent expended. Rep. Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Weyler recognized Rep. Packard, in Rep. Pearson’s absence, who made a motion to approve the Categorical Assistance budget at \$4,599,086 at 23 percent expended. Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Weyler recognized Rep. Abrami, Chairman of the Revenues Subcommittee, who made a motion to approve the Revenues budget at \$6,475,652, at 8 percent expended. Rep. Abrami spoke to his motion and provided an explanation on revenues to date. Mr. Nickerson also explained. Chairman Weyler referred to the patient population noting a total number of 82 empty beds and requested an explanation. Rep. DeSimone, Chair of the LTC Subcommittee, explained referring to the ongoing the nursing shortage. Mr. Nickerson also explained the Long-Term Care salary lines. Rep. DeSimone noted that there is a separate unit dedicated to patients who contract the COVID virus and noted that this makes good sense. She noted that the Nursing Home just finished a recent inspection with zero infractions. She applauded all involved to bring the Nursing Home into compliance. Chairman Weyler recognized Commissioner Tombarello who explained the nursing shortage and the need to utilize outside agencies. Rep. Abrami questioned the difference in salaries and benefits between agency staff vs. hired staff. It was noted that it is more cost effective to hire employees vs. using agency help. Mr. Nickerson noted that it depends on the rates we obtain, the salaries and benefits offered, etc. These items are all factored into the rate that is being charged. Chairman Weyler recognized Commissioner Chirichiello who noted that the Commissioners are looking into getting more data on comparisons. Rep. Wallace seconded the motion. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

Line Item Transfer Request:

Chairman Weyler recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, who made the following motion:

Long-Term Care Services – Transfer from line 11702000-53502 Non-Expendable Equipment \$23,620 to line 11702000-53501 Expendable Equipment \$23,620.

Comments/Explanation: Budgeted conservatively believing resident lifts would be over \$5,000 each due to supply chain constraints. Fortunately, the quote for each lift came in under \$5,000 each.

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

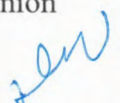
Chairman Weyler recognized Rep. Cali-Pitts who asked Mr. Nickerson about the fund balance for ARPA money. Mr. Nickerson explained that most of the monies received are in the ARPA account. Rep. Cali-Pitts questioned if ARPA money could be used for payroll. Mr. Nickerson

stipend to employees and temporary County Attorney staff. He noted that other projects can be created. He noted that we try to utilize the monies within specific departmental budgets which are considered to be used first.

Other Business:

Chairman Weyler recognized Rep. Major who had a question on the Categorical Assistance by Town breakdown on the back page of the budget. Rep. Major pointed out the total number on individuals in Plaistow does not seem to be correct. Mr. Nickerson reviewed and agreed. Mr. Nickerson noted that the figure will be corrected.

Chairman Weyler recognized Superintendent Henry from the Department of Corrections who made a presentation to the members about some critical issues at the Jail. Superintendent Henry distributed to the members a document entitled; Medical, Mental Health Staffing and More. He provided a lengthy explanation about the current mental health issues and lack of staffing at the Jail. A medical representative from Prime Care Medical also provided an explanation. Superintendent Henry spoke about the severe staffing issues. He noted that officer retention efforts are being used to keep and retain staff, but staff wages remain low. Chairman Weyler asked Superintendent Henry if he has any suggestions where the representatives could help legislatively. Superintendent Henry referred to high cost of housing, efforts on how to retain staff, and workforce in general. Chairman Weyler noted that many of these issues are outside of their legislative control, but if something can be done specific to the needs the deadline at the legislature is November 22. Rep. Major asked how many cell blocks are currently being used. Superintendent Henry noted two cell blocks are closed out of six total cell blocks. Rep. Major asked if the other four cell blocks were full. Superintendent Henry responded that there are full, due to the fact that there are a lot of inmates with a lot of issues that require them to be spread out. Rep. Major noted that it was not long ago that legislators were approached about the need to increase the size of the Jail due to inmates being double bunked in cells. Superintendent Henry noted that the number of inmates is increasing. Rep. Major noted that at that time there was ample staff to man the cell blocks, and questioned if staff was let go or did they retire and were not replaced. Superintendent Henry explained that there has been a lot of turn-over, and we now have the inability to replace staff. Rep. Major asked if a cell block could be repurposed to provide accommodations for those inmates who have mental health issues instead of moving them out of the Jail. Superintendent Henry explained that there would not be enough employees to staff the cell block, noting that they currently have approximately seven staff members to approximately 170 inmates. Rep. Cali-Pitts commented that physical care for individuals in the Jail is what she would suggest at the legislative level. Rep. Abrami referred to most inmates being pre-trial and asked if the County is still dealing with the courts being backed up. Attorney Conway responded yes, explaining that it will be another 9 months to a year before the courts will be caught up. She explained that another judge had been sent to do more jury trials. She also spoke about the increasing number of dangerous people with mental illness. Rep. DeSimone asked about staff training. Superintendent Henry noted that his department provides a lot of staff training. Commissioner Coyle commented that we need to be aware of the legislative changes of felonies first going away and the changes to bail reform. She commented that as a result we will see a major population increase. Discussion was held about increasing the pay of staff. It was noted that the correctional officers are under a union



contract who sets the pay scale. Commissioner Chirichiello agreed that this issue requires careful consideration in the future.

Chairman Weyler pointed to the last order of business. He presented Rep. Cali-Pitts with a plaque recognizing her 13 terms in office and member of the Executive Committee and Chair of the Sheriff's Subcommittee. Chairman Weyler made a motion to declare recognition of Rep. Cali-Pitts. The motion was seconded and approved by a voice vote.

Chairman Weyler presented Commissioner Tombarello with a plaque recognizing him for his efforts in bringing the county building to its groundbreaking moment. Chairman Weyler made a motion to declare recognition of Commissioner Tombarello. The motion was seconded and approved by a voice vote.

Chairman Weyler also presented Rep. Cali-Pitts, Rep. Major, Rep. Pantelakos, and Rep. Welch with County Years of Service Pins.

A reception was held for Rep. Major, long-serving member and Chairman of the County Rockingham County Convention.

There being no further business, the meeting adjourned at 11:20 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. David A. Welch, Clerk
Rockingham County Convention

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
Sherman A. Packard, Vice Chairman
John Potucek, Clerk

EXECUTIVE COMMITTEE

David A. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
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MINUTES

ROCKINGHAM COUNTY CONVENTION

ORGANIZATION MEETING

Wednesday, December 14, 2022
10:00 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The members of the Rockingham County Convention held an Organization Meeting on Wednesday, December 14, 2022, at 10:00 a.m., in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to elect Officers and an Executive Committee and adopt Resolutions.

Rep. Sherman A. Packard made an announcement informing the members of the regulations in place requiring the members to wear mask and social distance while in the Nursing Home.

Rep. Sherman A. Packard, Speaker of the House, also serving as Acting Chairman, called the meeting to order at 10:00 a.m.

Rep. Packard recognized Rep. Kenneth L. Weyler who delivered the Invocation.

Rep. Packard recognized Rep. Scott Wallace who led the Pledge of Allegiance.

Rep. Packard recognized Cheryl Hurley, Delegation Coordinator and Acting Clerk, who conducted the Attendance Roll Call.

Present were Rep. Sherman A. Packard, Acting Chairman; Representatives Balboni, Ball, Bernardy, Brouillard, M. Cahill, T. Cahill, Desimone, DiLorenzo, Dolan, Donnelly, Doucette, Dunn, Edwards, Emerick, Foote, Ford, Gilman, Guthrie, Hamblet, Harley, Haskins, Hobson, Janigian, Janvrin, P. Katsakiores, Kutab, Layon, Love, Lynn, McMahon, MacDonald, Maggiore, Malloy, Manos, Melvin, Meuse, Milz, Muns, Nelson, M. Pearson, S. Pearson, Perez, Phillips, Piemonte, Popovici-Muller, Porcelli, Potucek, Pratt, Prudhomme-O'Brien, Quaratiello, Reynolds,

Soti, Summers, Sweeney, Sytek, Thomas, Tripp, True, Turer, Vallone, Vogt, Vose, Wallace, Walsh, Ward, Weyler, and Yokela.

Excused: Representatives Edgar, Grote, Harb, Khan, Murray, Read.

Absent: Representatives Bartlett, Drago, Grossman, Kutab, Lundgren, McBeath, McDonnell, Mannion, O'Neil, Osborne, Paige, Roy, Simpson, Spillane, Tudor, Vandecasteele, Verville.

Also Present: Commissioners Chirichiello, Coyle, Thombarello; Robin Bernier, IT; Jude Gates, Maintenance; Jason Henry, Corrections; Charles Nickerson, Finance; Charles Massahos, Sheriff; Julie Hoyt, HR; Leila Mattila, Commissioners; Jason Smith, Long-Term Care; David Welch, and Cheryl A. Hurley, Delegation Coordinator.

Cheryl Hurley, Acting Clerk, reported a total of 64 members present at the time the roll was called. Four additional members arrived late making a total of 68 members present.

Rep. Packard, Acting Chairman, declared that a quorum was present.

Rep. Packard recognized Rep. David Milz, Chair of the Nominating Committee, who nominated Rep. Kenneth L. Weyler for the position of Convention Chairman. Rep. Thomas seconded the nomination. Rep. Packard called for further nominations. There were none. The motion was approved by a voice vote. Rep. Packard instructed Cheryl Hurley, Acting Clerk, to cast one ballot for Rep. Weyler for Convention Chairman. The Acting Clerk stated that she casts one ballot for Rep. Weyler for Convention Chairman.

Rep. Weyler, newly elected Chairman, accepted the vote and ran the meeting from this point forward. Chairman Weyler recognized Rep. Milz, Chairman of the Nominating Committee, who nominated Rep. Sherman A. Packard for the position of Convention Vice-Chairman. Rep. Thomas seconded the nomination. Chairman Weyler called for further nominations. There were none. The motion was approved by a voice vote. Rep. Packard instructed Cheryl Hurley, Acting Clerk, to cast one ballot for Rep. Sherman A. Packard for Convention Vice-Chairman. The Acting Clerk stated that she casts one ballot for Rep. Packard for Convention Vice Chairman.

Chairman Weyler recognized Rep. Milz, Chairman of the Nominating Committee, nominated Rep. John Potucek for the position of Convention Clerk. Rep. Thomas seconded the nomination. Chairman Weyler called for further nominations. There were none. The motion was approved by a voice vote. Chairman Weyler instructed Cheryl Hurley, Acting Clerk, to cast one ballot for Rep. John Potucek for Convention Clerk. The Acting Clerk stated that she casts one ballot for Rep. Potucek for Convention Clerk. Rep. Potucek, newly elected Clerk, accepted the role as Clerk of the County Convention.

Chairman Weyler recognized Rep. Thomas, Member of the Nominating Committee, who nominated Rep. David A. Milz for the position of Executive Committee Chairman. Rep. Packard seconded the nomination. Chairman Weyler called for further nominations. There were none. The motion was approved by a voice vote. Chairman Weyler instructed the Clerk to cast one ballot

for Rep. Milz for Executive Committee Chairman. The Clerk stated that he casts one ballot for Rep. Milz for Executive Committee Chairman.

Chairman Weyler recognized Rep. Milz, Chairman of the Nominating Committee, who nominated Rep. Doug Thomas for the position of Executive Committee Vice-Chairman. Rep. Packard seconded the nomination. Chairman Weyler called for further nominations. There were none. The motion was approved by a voice vote. Chairman Weyler instructed the Clerk to cast one ballot for Rep. Thomas for Executive Committee Vice-Chairman. The Clerk stated that he casts one ballot for Rep. Thomas for Executive Committee Vice-Chairman.

Chairman Weyler recognized Rep. Milz, Chairman of the Nominating Committee, who nominated Rep. Potucek for the position of Executive Committee Clerk. Rep. Thomas seconded the nomination. Chairman Weyler called for further nominations. There were none. The motion was approved by a voice vote. Chairman Weyler instructed the Clerk to cast one ballot for Rep. Potucek for Executive Committee Clerk. The Clerk stated that he casts one ballot for Rep. Potucek for Executive Committee Clerk.

Chairman Weyler recognized Rep. Milz, Chairman of the Nominating Committee, for the slate for nomination for the Executive Committee, District 1. Rep. Milz nominated the following slate for District 1:

District 1

Rep. Charlotte DiLorenzo
Rep. Michael Edgar
Rep. Julie Gilman
Rep. Dennis Malloy
Rep. Michael Vose

Rep. Thomas seconded the nomination. Chairman Weyler called for further nominations. There were none. The motion was approved by a voice vote. Chairman Weyler instructed the Clerk to cast five ballots for the slate for Executive Committee, District 1, as read.

Rep. Weyler recognized Rep. Milz, Chairman of the Nominating Committee, who read the slate for nomination for Executive Committee, District 2. Rep. Milz nominated the following slate for District 2:

District 2

Rep. Debra DeSimone
Rep. John Janigian
Rep. Bob Lynn
Rep. Stephen Pearson
Rep. John Sytek

Rep. Thomas seconded the nomination. Chairman Weyler called for further nominations. There were none. Chairman Weyler instructed the Clerk to cast five ballots for the slate for Executive Committee, District 2, as read.

Chairman Weyler recognized Rep. Milz, Chairman of the Nominating Committee, for the nomination for the slate for Executive Committee, District 3. Rep. Milz presented the following slate for Executive Committee District 3:

District 3

Rep. Jess Edwards
Rep. Deborah Hobson
Rep. Wayne MacDonald
Rep. Kevin Pratt
Rep. Scott Wallace

Rep. Thomas seconded the motion. Chairman Milz instructed the Clerk to cast five ballots for the slate for Executive Committee, District 3, as read.

Chairman Weyler read the following motions for approval:

Resolution 2022-1 – Adoption of Procedures for Filling Rockingham County Executive Committee Vacancies (RSA 24:2-b):

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

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

Resolution 2022-2 – Executive Committee to act as a Subcommittee (RSA 24:2)

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

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

Resolution 2022-3 - Motion to Designate Delegation Officers/Executive Committee Officers Members of County Convention Audit Committee

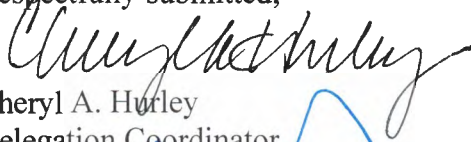
I move that we, the Rockingham County Convention, designate the Rockingham County Delegation Officers and Executive Committee Officers members of the County Convention Audit Committee. (RSA 28:3-a County Audits).

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

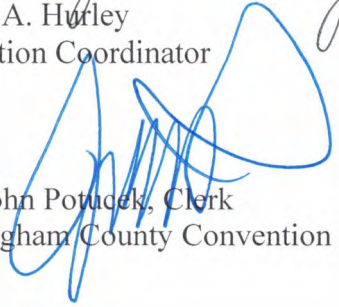
Chairman Weyler made the announcement that the Executive Committee will meet immediately following the Convention Meeting to confirm its officers and members.

Chairman Weyler recognized Rep. Milz who made a motion to adjourn. Rep. Thomas seconded the motion. There being no further business, the meeting adjourned at 11:02 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. John Potuck, Clerk
Rockingham County Convention

JP:cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
Sherman A. Packard, Vice Chairman
John Potucek, Clerk

EXECUTIVE COMMITTEE

David A. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk

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

MINUTES

ROCKINGHAM COUNTY

EXECUTIVE COMMITTEE MEETING

Wednesday, December 14, 2022
Following the Convention Organization Meeting
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Executive Committee met on Wednesday, December 14, 2022, following the County Convention Organization Meeting. The purpose of the meeting was to confirm Officers and Executive Committee Members.

Rep. David Milz, Chairman, called the meeting to order at 11:15 a.m.

Chairman Milz recognized Rep. Potucek, Clerk, to conduct the Attendance Roll Call.

Clerk Potucek conducted the roll call and reported a total of 19 members present. Chairman Milz declared that a quorum was present.

Present were Rep. David Milz, Chairman; Reps. Hobson, Malloy, DeSimone, DiLorenzo, Gilman, Edwards, Janigian, Lynn, MacDonald, Packard, Pratt, S. Pearson, Potucek, Sytek, Thomas, Wallace, Weyler, and Vose. Excused: Rep. Edgar

Chairman Milz recognized Rep. Weyler who read the following names to confirm the Officers and Executive Committee Members elected by the Members of the County Convention at the Organization Meeting:

Delegation Chairman: Rep. Kenneth L. Weyler
Delegation Vice-Chairman: Rep. Sherman A. Packard
Delegation Clerk: Rep. John Potucek
Executive Committee Chairman: Rep. David A. Milz
Executive Committee Vice Chairman: Rep. Doug Thomas

Executive Committee Clerk: Rep. John Potucek

Commissioner District 1:

Rep. Charlotte DiLorenzo

Rep. Michael Edgar

Rep. Julie Gilman

Rep. Dennis Malloy

Rep. Michael Vose

Commissioner District 2:

Rep. Debra DeSimone

Rep. John Janigian

Rep. Bob Lynn

Rep. Stephen Pearson

Rep. John Sytek

Commissioner District 3:

Rep. Jess Edwards

Rep. Deborah Hobson

Rep. Wayne MacDonald

Rep. Kevin Pratt

Rep. Scott Wallace


Chairman Milz recognized Rep. Weyler who made a motion to approve the names as read. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Weyler who announced the process for appointing subcommittee chairs and subcommittee members.

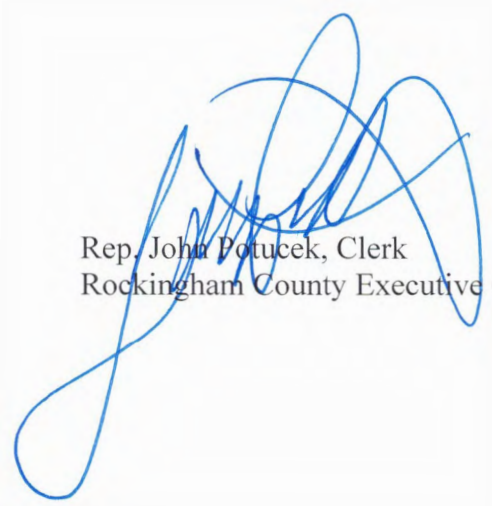
There being no further business, Chairman Milz recognized Rep. Potucek who made a motion to adjourn. Rep. Thomas seconded the motion. The motion was approved by a voice vote.

The meeting was adjourned at 11:24 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. John Potucek, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

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

David E. Milz, Chairman
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MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, January 27, 2023

9:30 a.m.

Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, January 27, 2023, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to conduct the second quarter budget review.

Rep. David E. Milz, Chairman, called the meeting to order at 9:35 a.m.

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

Chairman Milz led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, who conducted the attendance roll call.

Present were: Rep. David E. Milz, Reps. DeSimone, Edgar, Edwards, Gilman, Janigian, Lynn, MacDonald, Malloy, Packard, S. Pearson, Potucek, Sytek, Thomas, Vose, Wallace, Weyler. The Clerk reported a total of 17 members present. A quorum was declared.

Excused: Reps. DiLorenzo and Hobson; Absent: Rep. Pratt.

Also Present: Commissioners Chirichiello, Coyle, Goddu; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds; Pat Conway, County Attorney; High Sheriff Chuck Massahos; Superintendent Jason Henry, Corrections; Jason Smith, Long-Term Care Director; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Manager; Robby Poggi, IT; Alison Kivikoski, HR Director; and Cheryl A. Hurley, Delegation Coordinator; David A. Welch.

Chairman Milz made an announcement and gave a brief overview with instructions to the new subcommittee chairs explaining the budget review process. He noted the first order of business was to conduct the second quarter budget review.

Categorical Assistance - Chairman Milz recognized Rep. Pearson, Chairman of the Categorical Assistance Subcommittee, who asked to be taken first as he had to leave early. Rep. Pearson made a motion to approve the Categorical Assistance budget at \$9,602,812 at 48 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Salary - Chairman Milz recognized Rep. Edwards, Chairman of the Salary Subcommittee, who provided a brief overview of the FY 2023 Position List. Rep. Edwards reported 577 approved positions, 377 filled positions at 65 percent, and 200 unfilled positions at 35 percent. Rep. Edwards made a motion to approve the Position List as presented for the second quarter. Rep. Thomas seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Delegation - Chairman Milz recognized Rep. Thomas, in Rep. Pratt's absence, who made a motion to approve the Delegation budget at \$66,679 at 20 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. MacDonald, Chairman of the Treasurer Subcommittee, who made a motion to approve the Treasurer budget at \$6,153 at 31 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve \$2,246,393 at 49 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

District Court - Chairman Milz recognized Rep. Vose Chairman of the County Attorney Subcommittee, who made a motion to approve 0 percent for the District Court budget. Rep. Wallace seconded the motion. Chairman Milz asked for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at \$39,612 at 49 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff – Chairman Milz recognized Rep. Wallace, Chairman of the Sheriff Subcommittee, who made a motion to approve the Sheriff budget at \$3,891,986 at 51 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Thomas, in Rep. Hobson’s absence, who made a motion to approve the Registry of Deeds budget at \$712,607 at 50 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Milz recognized Rep. MacDonald, Chairman of the Commissioner Subcommittee, who made a motion to approve \$141,120 at 56 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Milz recognized Rep. MacDonald, Chairman of the General Government Subcommittee, who made a motion to approve \$861,539 at 20 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Milz recognized Rep. Janigian, Chairman of the Long-Range Planning Subcommittee, who made a motion to approve \$690,214 at 95 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Milz recognized Rep. MacDonald, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at \$202 at 1 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Malloy, Chairman of the Finance Subcommittee, who made a motion to approve \$780,417 at 51 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Engineering and Maintenance – Chairman Milz recognized Rep. Sytek, Chairman of the Maintenance Subcommittee, who made a motion to approve \$2,562,589 at 49 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve \$518,837 at 49 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who made a motion to approve \$6,276,805 at 50 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. MacDonald, Chairman of the Human Resources Subcommittee, who made a motion to approve \$515,521 at 49 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations: Conservation District – Chairman Milz recognized Rep. Gilman, Chair of the Conservation District Subcommittee, who made a motion to approve the Conservation District budget at \$50,000 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Gilman, Chair of the UNH Cooperative Extension Subcommittee, who made a motion to approve the UNH Cooperative Extension budget at \$207,487 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. Thomas, in Rep. DiLorenzo's absence, who made a motion to approve \$127,750 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve the LTCS budget at \$15,746,042 at 51 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Malloy, Chairman of the Revenues Subcommittee, who made a motion to approve \$63,310,185 at 79 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was a line-item transfer request for approval. Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve the following transfer request:

Long-Term Care Services – Transfer from line 11701000-53502 Dietary Non-Expendable Equipment \$11,394.00 to line 11701000-53501 Dietary Expendable Equipment \$11,394.00.
Comments: During budget time the purchase of certain dietary equipment was quoted to be above \$5,000 per item. Actual bids and awards came in below \$5,000 per item, reducing the overall total equipment cost and qualifying for coding to expendable (vs. non-expendable) equipment.

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

The next order of business was a request from the Board of Commissioners for a supplemental appropriation for the Department of Corrections Stipends. Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who informed the members that he met with Superintendent Henry to discuss the staffing shortages. He noted there has been great difficulty attracting and retaining correctional officers, noting that they are currently 34 correctional officers down, resulting in a lot of staff overtime. He explained that Rockingham County is not the only County experiencing this problem. He explained that without taking action this is not a sustainable situation over the long term. He commented that Superintendent Henry believes the stipends will help and noted that he agrees as well. He spoke to the question of higher officers receiving increased stipends. He noted there has been some difficulty in staff morale, and compressing the staff may not be the right thing to do.

Chairman Milz recognized Superintendent Henry who provided an update on staffing. He explained the County has lost employees and is not attracting people to fill the positions. He explained the use of ARPA monies to attract and retain employees, but that is not working. He noted that the amount of the supplemental appropriation, if approved, will get the department through to the end of the fiscal year budget.

Chairman Milz recognized Rep. Weyler who explained that there is a surplus within the budget with a healthy fund balance. He commented that he recommends the use of the money while it is available.

Discussion ensued with the Board of Commissioners and the Finance Officer who provided their support.

Chairman Milz called for further questions. There were none. Chairman Milz recognized Rep. Lynn who read the following motion:

Be it resolved: That the Rockingham County Executive Committee recommends that the Rockingham County Convention approve a Supplemental Appropriation (RSA 2:13-c, VIII) in the amount of \$284,404 for the purpose of funding Department of Corrections Stipends to attract and retain Correctional Officers.

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

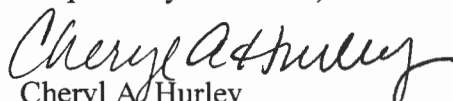
Chairman Milz referred the members to the to the Categorical Assistance Total by Town, the statement of Revenues, Expenditures and Changes in Fund Balance, Contingent Grants Fund, Overtime Report and Internal Service Funds, for information and review. Chairman Milz called for questions. There were none.

Other Business: Chairman Milz announced that the Executive Committee will conduct a Public Hearing and Convention Meeting on Wednesday, February 15, 2023, at 6:00 p.m. and 6:30 for the purpose of the supplemental appropriation. Chairman Milz recognized Rep. Edwards who provided a brief update on HB148 to increase the bidding at the County level.

There being no further business to come before the members, Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Wallace seconded the motion. The motion was approved by a voice vote.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator

JP:cah


Rep. John Rotucek, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
Sherman A. Packard, Vice Chairman
John Potucek, Clerk

EXECUTIVE COMMITTEE

David E. Milz, Chairman
Doug Thomas, Vice Chairman
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MINUTES ROCKINGHAM COUNTY CONVENTION

Wednesday, February 15, 2023

6:30 p.m.

Hilton Auditorium

Rockingham County Rehabilitation & Nursing Center

Brentwood, NH

(Remote option was available for non-members)

The members of the Rockingham County Convention held a meeting on Wednesday, February 15, 2023 at 6:30 p.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to vote a Supplemental Appropriation Request in the amount of \$284,404, for the Department of Corrections Security Staff Stipends through the end of Fiscal Years 2023.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 6:45 p.m.

Chairman Weyler made announcements and reviewed the ground rules for the meeting.

Chairman Weyler delivered the Invocation.

Chairman Weyler recognized Rep. Edwards who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. Potucek, Clerk, to conduct the Attendance Roll Call. Clerk Potucek conducted the attendance roll call and reported a total of 54 members present. Chairman Weyler declared that a quorum was present.

Those present were Rep. Kenneth L. Weyler, Chairman; Representatives Bernardy, Brouillard, M. Cahill, DeSimone, DiLorenzo, Donnelly, Doucette, Edgar, Edwards, Grossman, Grote, Hamblet, Harley, Haskins, Hobson, Janigian, Katsakiores, Khan, Love, Lynn, McDonnell, McMahan, MacDonald, Malloy, Manos, Mannion, Melvin, Milz, Muns, Murray, Nelson, Packard, M. Pearson, S. Pearson, Potucek, Pratt, Prudhomme-O'Brien, Simpson, Soti, Summers, Sweeney, Sytek, Thomas, Tripp, True, Tudor, Turer, Vallone, Vandecastelle, Vose, Wallace, Ward, and

Yokela. Excused: Reps. Dolan, Drago, Emerick, Foote, Ford, Harb, Knab, Layon, Maggiore, Meuse, Perez, Phillips, Quaratiello, Roy, Vogt. Also Present: Commissioners Chirichiello, K. Coyle, Goddu; Charles Nickerson, Finance Director; Alison Kivikoski, Human Resources Director; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Manager; Robert Poggi, IT Department; Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler recognized Rep. Milz, Chairman of the Executive Committee, who gave a brief overview of the Supplemental Appropriation Request in the amount of \$284,404 for the Department of Corrections Security Staff Stipends through the end of Fiscal Year 2023, requested by the Board of Commissioners and proposed by the Executive Committee, for approval.

Chairman Weyler recognized Speaker Packard who read the following motion for approval:

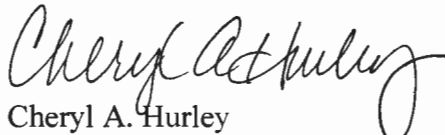
SUPPLEMENTAL APPROPRIATION FOR \$284,404

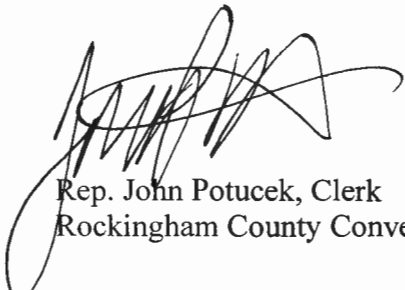
BE IT RESOLVED: That the Rockingham County Convention approve a fiscal year 2023 supplemental appropriation for \$284,404 for the Department of Corrections, of which \$224,331 will be allocated to line 51301, Correctional Officer Salaries, \$4,222 allocated to line 52100, Social Security Taxes, and \$55,851 allocated to line 52103, Retirement. Total budgeted appropriations for the Department of Corrections would increase from \$12,637,789 to \$12,922,193, and total County appropriations would increase from \$91,908,337 to \$92,192,741, with budgetary surplus being the funding source for the supplemental appropriation. The purpose of the supplemental appropriation is to fund weekly stipends for Correctional Officers and related command staff through the end of the fiscal year, to address severe employee turnover and staffing shortages in the Department of Corrections.

Rep. Milz seconded the motion. Chairman Weyler called for questions. Chairman Weyler recognized Rep. True who asked about staffing levels, goals, and results of the number of employees hired at year-end. Chairman Weyler recognized Superintendent Henry who explained that the Department was down 36 employees and within the last 30 days hired 10 new employees. The goal is to fill the rest of the positions by the end of June 2023. He noted that the Department currently has 69 funded and approved positions. He explained that the Department is keeping statistics and providing them to HR and would be willing to report those statistics to the Executive Committee and Delegation members. Chairman Weyler called for further questions. There were none. The motion was approved by a voice vote.

There being no further business to come before the members, Chairman Weyler recognized Rep. Milz who made a motion to adjourn. Rep. Hobson seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator


Rep. John Potucek, Clerk
Rockingham County Convention

ROCKINGHAM COUNTY CONVENTION



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Sherman A. Packard, Vice Chairman
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EXECUTIVE COMMITTEE

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MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE PUBLIC HEARING

Wednesday, February 15, 2023

6:00 p.m.

Hilton Auditorium

Rockingham County Nursing Home
Brentwood, NH

(Remote option was available for Non-Members)

The Rockingham County Executive Committee held a Public Hearing on Wednesday, February 15, 2023, at 6:00 p.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. A remote option was also available for the public. The purpose of the Public Hearing was a request from the Board of Commissioners for a Supplemental Appropriation in the amount of \$284,404 to fund the Department of Corrections Security Staff Stipends through the end of Fiscal Year 2023.

Rep. David E. Milz, Chairman, called the Public Hearing to order at 6:05 p.m. Chairman Milz made announcements and read the ground rules for the Public Hearing.

Chairman Milz recognized Rep. John Potucek, Clerk, who conducted the roll call. Clerk Potucek called the attendance roll call and reported a total of 19 members present. Chairman Milz declared that a quorum of the Executive Committee was present.

Those present were Rep. David E. Milz, Chairman; Representatives DeSimone, DiLorenzo, Edgar, Edwards, Hobson, Janigian, Lynn, MacDonald, Malloy, Packard, S. Pearson, Potucek, Pratt, Sytek, Thomas, Vose, Wallace, and Weyler. Excused: Rep. Gilman. Also Present: Commissioners Chirichiello, K. Coyle, and Goddu; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Manager; Superintendent Jason Henry, Charles Nickerson, Finance Director; Alison Kivikoski, HR Director, Robert Poggi, IT; Cheryl A. Hurley, Delegation Coordinator.

Chairman Milz led the Pledge of Allegiance.

Chairman Milz recognized Rep. Thomas who made a motion to open the Public Hearing. Rep. Wallace seconded the motion. The motion was approved by a voice vote.

Chairman Milz opened the Public Hearing by providing a brief overview of the Board of Commissioner's request, dated January 26, 2023, for a Supplemental Appropriation by the County Convention in the amount of \$284,404 to fund the Department of Corrections Security Staff Stipends through the end of Fiscal Year 2023, and the Rockingham County Executive Committee's Proposed FY 2023 Supplemental Appropriation Request Analysis, created by Mr. Nickerson, Finance Director. Chairman Milz recognized Mr. Nickerson who provided an overview of the narrative to the analysis which had been previously mailed to the Executive Committee members and members of the County Convention for review.

Chairman Milz recognized Superintendent Henry who explained the need for the supplemental appropriation request due to the continued decreasing staffing issues at the Department of Corrections. He explained that there have been as many as 36 opened positions at the facility, despite several efforts to hire and retain staff. He explained that last week the department was able to hire 10 new employees which leaves a total of 26 open positions. Chairman Milz recognized Rep. Edwards who had a question regarding the source of funding. Mr. Nickerson explained that the funds are coming out of the unassigned fund balance, and other sources of revenue coming in under budget with stimulus monies. Chairman Milz recognized Aboul Khan, State Representative from Seabrook, who asked if the monies requested would be enough to solve the problem. Superintendent Henry explained that the effective increases should be adequate through the end of the FY 2023 budget. He mentioned that monies for increases will be addressed in the next budget process. Chairman Milz recognized Rep. Vallone who asked if there is a certain number of employees for a benchmark for success. Superintendent Henry explained that the Department needs to continue to fill the 26 open positions to be fully staffed. Chairman Milz recognized Commissioner Coyle who commented that data is showing that if we continue our efforts it will help in the hiring situation. Chairman Milz recognized Commissioner Chirichiello who also commented. Chairman Milz recognized Chris Muns, Representative from Hampton, who spoke in favor of the stipend, and questioned if there is an independent assessment as to why people are leaving. Chairman Milz recognized Superintendent Henry who explained that employees are leaving to work at local police departments and elsewhere for more money. Chairman Milz recognized Ms. Kivikoski, HR Director, who explained that the County is amongst the lowest in the nation in salaries for a career in corrections and covid 19 accelerated the problem. Chairman Milz recognized Reps, Pearson, Sytek, and DeSimone, members of the Executive Committee who commented. Chairman Milz called for further questions and comments. There were none.

Chairman Milz recognized Rep. Thomas who made a motion to close the public hearing. Rep. Wallace seconded the motion. The motion was approved by a voice vote.

Chairman Milz read the proposed motion for approval:

PROPOSED MOTION for SUPPLEMENTAL APPROPRIATION FOR \$284,404

BE IT RESOLVED: That the Rockingham County Executive Committee recommends that the Rockingham County Convention approve a fiscal year 2023 supplemental appropriation for \$284,404 for the Department of Corrections, of which \$224,331 will be allocated to line 51301, Correctional Officer Salaries, \$4,222 allocated to line 52100, Social Security Taxes, and \$55,851 allocated to line 52103, Retirement. Total budgeted appropriations for the Department of Corrections would increase from \$12,637,789 to \$12,922,193, and total County appropriations would increase from \$91,908,337 to \$92,192,741, with budgetary surplus being the funding source for the supplemental appropriation. The purpose of the supplemental appropriation is to fund weekly stipends for Correctional Officers and related command staff through the end of the fiscal year, to address severe employee turnover and staffing shortages in the Department of Corrections.”

Chairman Milz recognized Rep. S. Pearson who made a motion to approve the proposed motion as read. Rep. Lynn seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Sytek, Chairman of the Engineering & Maintenance Subcommittee who made a motion to approve the following line item transfer request:

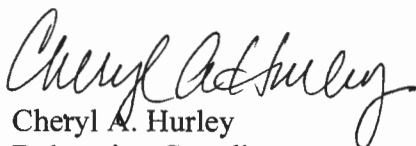
Engineering & Maintenance Services - Transfer from line 1130002-55200 RCNH Fuel \$12,700 to line 11300002-55500 RCNH Purchased Services \$12,700.

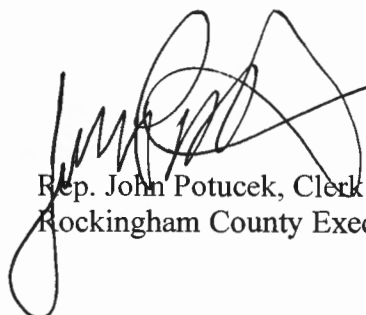
Comments: Increased costs and unanticipated services to fire sprinkler systems, doors, resident counter tops, HVAC systems, and roof repairs all contribute to anticipated over expenditure by year-end.

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

There being no further business to come before the Executive Committee, Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Wallace seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 6:45 p.m. The County Convention Meeting immediately followed.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator


Rep. John Potucek, Clerk
Rockingham County Executive Committee

JP:cah

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John Potucek, Clerk

118 North Road, Brentwood, New Hampshire 03833
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MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, May 5, 2023

9:30 a.m.

Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, May 5, 2023, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to conduct the third quarter budget review.

Rep. David E. Milz, Chairman, called the meeting to order at 9:30 a.m.

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

Chairman Milz recognized Rep. Jess Edwards who led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, who conducted the attendance roll call. Clerk Potucek called the roll and reported a total of 15 members present. Chairman Milz declared that a quorum was present.

Present were: Rep. David E. Milz, Reps. DeSimone, Edgar, Edwards, Janigian, Lynn, Packard, Potucek, Sytek, Thomas, Vose, Wallace, Weyler; Excused: Reps DiLorenzo, Gilman, MacDonald, Malloy, and S. Pearson,

Also Present: Commissioners Chirichiello, Coyle, Goddu; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds; Pat Conway, County Attorney; High Sheriff Chuck Massahos; Superintendent Jason Henry, Corrections; Jason Smith, Long-Term Care Director; Jude Gates, Engineering & Maintenance Director; Robin Bernier, IT Manager; Brian IT; Julie Hoyt, HR D; and Cheryl A. Hurley, Delegation Coordinator; David A. Welch.

Salary - Chairman Milz recognized Rep. Edwards, Chairman of the Salary Subcommittee, who explained a regrade request distributed to the members. He noted that it was not included in the budget packet. He noted that it has been signed off by all parties although he did not have a comparison to do a thorough review he is confident that it is ready for Executive Committee approval. Rep. Edwards made a motion to approve the regrade for Long-Term Care Services from Personal Care Partner Grade R05 to R06. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Rep. Edwards made a motion to approve the FY 2023 Position List for the third quarter, noting no changes with 577 approved positions, 377 filled positions at 65 percent, and 200 unfilled positions at 35 percent. Rep. Edwards made a motion to approve the Position List as presented. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Delegation - Chairman Milz recognized Rep. Pratt, Chairman of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$91,671 at 27 percent expended. Rep. Hobson seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. Thomas in Rep. MacDonald's absence, who made a motion to approve the Treasurer budget at \$12,010 at 61 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve \$3,154,585 at 69 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

District Court - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve 0 percent for the District Court budget. Rep. Wallace seconded the motion. Chairman Milz asked for questions. There were none. The motion was approved by a voice vote.

Medical Examiner - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at \$51,411 at 64 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff - Chairman Milz recognized Rep. Wallace, Chairman of the Sheriff Subcommittee, who made a motion to approve the Sheriff budget at \$5,525,797 at 73 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Hobson, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$973,709 at 68 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Milz recognized Rep. Thomas in Rep. MacDonald's absence, who made a motion to approve \$192,361 at 77 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Milz recognized Rep. Thomas in Rep. MacDonald's absence, who made a motion to approve \$3,078,859 at 73 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Milz recognized Rep. Janigian, Chairman of the Long-Range Planning Subcommittee, who made a motion to approve \$690,214 at 95 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Milz recognized Rep. Thomas, in Rep. MacDonald's absence, who made a motion to approve the Grants budget at \$202 at 1 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Thomas, in Rep. Malloy's absence, who made a motion to approve \$3,722,18 at 71 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Engineering and Maintenance – Chairman Milz recognized Rep. Sytek, Chairman of the Maintenance Subcommittee, who made a motion to approve \$3,722,148 at 71 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve \$659,020 at 63 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who made a motion to approve \$9,018,806 at 70 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. Thomas, in Rep. MacDonald's absence, who made a motion to approve \$751,448 71percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Milz recognized Rep. Thomas, in Rep. Gilman’s absence, who made a motion to approve \$75,000 at 75 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Thomas, in Rep. Gilman’s absence, who made a motion to approve \$311,230 at 75 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. Thomas, in Rep. DiLorenzo’s absence, who made a motion to approve \$191,625 at 75 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve \$22,951,050 at 74 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Thomas, in Rep. Malloy’s absence, who made a motion to approve \$71,113,424 at 89 percent. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was the approval of the following line-item transfer requests:

Sheriff’s Office – Transfer from line 1510000-57163, 2022 Vehicle Lease, to line 1510000-57131 2023 Vehicle Lease \$15,500.

Comments: Amount is to pay the first-year lease payment on a replacement police cruiser for one that was totaled in an accident. This vehicle was a late addition to the lease package and requires a transfer to cover the payment to TD Equipment Finance.

Discussion ensued. Rep. Wallace made a motion to approve the transfer request. Rep. Vose seconded the motion. The motion was approved by a voice vote.

Sheriff’s Office - Transfer from line 15100000-51150 Sheriff’s Deputies Salary Expense \$18,500 to line 15100000-51159 Special Deputy Salary Expense \$18,500.

Comments: Amount is to cover payroll expenses for per-diem Deputies for the remaining 7 pay periods of FY 23. RCSO has utilized per diem employees to help cover open shifts due to full-time unemployment vacancies during the fiscal year. This was higher than anticipated.

Discussion ensued. Rep. Wallace made a motion to approve the transfer request. Rep. Vose seconded the motion. The motion was approved by a voice vote.

Department of Corrections – Transfer from line 11600000-54816 Cost of Inmates at Other Facilities \$15,015 to line 11600000-54847 Jail Health and Safety Supply \$15,015.

Comments: Request to transfer funds for the purchase of (12) bullet-proof vests. New vests will replace current vests that are outdated and expired. During the transport of inmates, as well as during house checks, these vests are vital to the safety of officers. Quote attached from the RFP awarded Atlantic Tactical.

Discussion ensued. Rep. Lynn made a motion to approve the line-item transfer request. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Transfer from line 11600000-54816 \$43,266 to line 11600000-53502 Equipment Non-Expendable \$43,266.

Comments: Request to transfer funds to pay in full for the 2023 Ford Interceptor, in lieu of monthly lease payments.

Discussion ensued. Rep. Lynn made a motion to approve the line-item transfer request. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Transfer from line 11600000-54816 Inmates at Other Facilities \$20,000 to line 11600000-53903 Travel (Inmate) \$20,000.

Comments: Request to cover the cost of inmate travel (released persons via taxi/train, etc.). Charges for transportation are not Contracted and continue to increase at an alarming rate. Estimated budgeted amounts have been exceeded. Estimated projections to FYE will require additional funds.

Discussion ensued. Rep. Lynn made a motion to approve the transfer request. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Engineering & Maintenance – Transfer from line 11300003-Corrections Electricity \$15,000 to line 11300003-55200 Corrections Fuel \$15,000.

Comments: Comments: Fluctuating populations and steam meter calibration reveal anticipated over expenditure in Corrections Fuel.

Rep. Sytek made a motion to approve the transfer. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Transfer from line 11702000-52100 Nursing FICA \$274,064, from 11702000-52103 Nursing Retirement \$343,809 to line 11702000-51002 Nursing Staff \$403,809 to line 11718000-51002 Assisted Living Staff \$214,064.

Comments: Greater reliance on contracted Nursing Staff in comparison to what was anticipated during the 2023 budget season.

Discussion ensued. Rep. DeSimone made a motion to approve the transfer as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

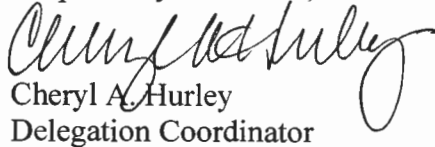
Chairman Milz referred the members to the to the Categorical Assistance Total by Town, for information and review; the Department Over-time Report for information and review; Fund Statements – Capital Projects, Internal Service Funds, Drug Forfeiture Fund, Inmate Commissary Fund, Deeds Equipment Fund, and Contingent Grant Fund for information and review. Chairman Milz called for questions. Rep. Weyler asked about the unassigned fund balance and whether some of those monies would be used to level fund the FY 2024 budget. Chairman Milz recognized Commissioner Chirichiello who explained that it is up to the Delegation.

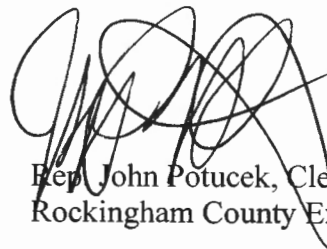
Other Business: Chairman Milz announced that he will be stepping down as Chairman of the Space Allocation Subcommittee and noted that new members, along with existing members, would be appointed to serve. He noted the members will be notified in writing by the Delegation Office.

There being no further business to come before the members, Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Wallace seconded the motion. The motion was approved by a voice vote.

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator



Rep. John Potucek, Clerk
Rockingham County Executive Committee

/cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Kenneth L. Weyler, Chairman
Sherman Packard, Vice Chairman
John Potucek, Clerk*

EXECUTIVE COMMITTEE

*David E. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk*

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MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, May 26, 2023, at 9:30 a.m.

Hilton Auditorium

Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, May 26, 2023, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was for subcommittee chairs to report their subcommittee's budget recommendations and vote on the budget to be submitted to the Rockingham County Convention (RSA 24:13-c.).

Rep. David E. Milz, Chairman, called the meeting to order at 9:33 a.m.

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

Chairman Milz recognized Rep. Michael Edgar who led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, who conducted the attendance roll call. Clerk Potucek called the roll and reported a total of 17 members present, and a quorum was declared.

Present were: Rep. David E. Milz, Chairman; Reps. DiLorenzo, Edgar, Edwards, Gilman, Lynn, MacDonald, Malloy, Packard, S. Pearson, Potucek, Pratt, Sytek, Thomas, Vose, Wallace, Weyler; Excused: Reps. DeSimone, Hobson, and Janigian. Also Present: Rep. Harb.

Also Present: Commissioners Chirichiello, Coyle, Goddu; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds; Jason Smith, Long-Term Care Director, Kathy Masso, Long-Term Care; Jude Gates, Facilities Operations Director; Robin Bernier, IT Manager; Brian C., IT; Alison Kivikoski, HR Director, Julie Hoyt, HR Department; and Cheryl A. Hurley, Delegation Coordinator.

Salary - Chairman Milz recognized Rep. Edwards, Chairman of the Salary Subcommittee, who noted that the Salary Subcommittee met and thoroughly reviewed the Commissioner's Proposed Fiscal Year 2024 Summary of Pay and Benefits. Rep. Edwards made a motion to approve the Salary Subcommittee Proposed Fiscal Year 2024 Summary Proposal of Pay and Benefits, including the FY-2024 Position List. Rep. Lynn seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Edwards who presented the following proposed position regrades for approval: Assistant Wellness Manager, from part-time to full time, and Activities Coordinator to Life Enrichment Supervisor, Long-Term Care; four regrades for Lieutenant positions in the Department of Corrections, and an Accounting Analyst in the Finance Office. He noted that the Salary Subcommittee reviewed the regrades and were in favor of the Commissioners' recommendations. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Edwards who made a motion to approve the Rockingham County Salary Subcommittee Proposed Fiscal Year 2024 Pay Plan. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was for subcommittee chairs to present their subcommittee meeting reports and consider approval of the FY-2024 Subcommittee Proposed Budget Recommendations as follows:

Delegation - Chairman Milz recognized Rep. Pratt, Chairman of the Delegation Subcommittee, who noted that the Delegation Subcommittee met and did not recommend any changes to the proposed budget. Rep. Pratt made a motion to approve the Delegation budget at \$346,632, noting a 2 percent increase. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. MacDonald, Chairman of the Treasurer Subcommittee, who noted that the Treasurer Subcommittee met and did not recommend any changes to the proposed budget. Rep. MacDonald made a motion to approve the Treasurer's budget at \$20,176, noting a 3 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who noted the County Attorney Subcommittee met and did not recommend any changes to the proposed budget. Rep. Vose made a motion to approve \$4,791,943, noting a 4 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

District Court - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who noted the subcommittee did not recommend any changes to the proposed budget. Rep. Vose made a motion to approve \$17.00, noting 0 percent for the District Court budget. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at \$80,204, at 0 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Office – Chairman Milz recognized Rep. Wallace, Chairman of the Sheriff's Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Wallace made a motion to approve the Sheriff's budget at \$7,826,372, noting an 8 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Thomas in Rep. Hobson's absence, who made a motion to approve \$1,387,520 noting a 2 percent decrease. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Milz recognized Rep. MacDonald, Chairman of the Commissioners Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. MacDonald made a motion to approve \$262,701, noting a 5 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Milz recognized Rep. MacDonald, Chairman of the General Government Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. MacDonald made a motion to approve \$3,309,755, noting a 21 percent decrease. Rep. Potucek seconded the motion. Chairman Milz called for questions. Chairman Milz recognized Rep. S. Pearson who questioned the significant decrease. Chairman Milz recognized Mr. Nickerson, Finance Director, who explained referring to a decrease in principal interest in the bond debt service. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Milz recognized Rep. Thomas, in Rep. Janigian's absence, who made a motion to approve \$741,550 a 2 percent increase. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Milz Rep. MacDonald, Chairman of the Grants Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. MacDonald made a motion to approve \$25,000, at 0 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Malloy, Chairman of the Finance Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Malloy made a motion to approve \$1,613,613, noting a 9 percent increase. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Chairman Milz recognized Rep. Sytek, Chairman of the Facilities Operations Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Sytek made a motion to approve \$5,410,571, noting a 5 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Edgar made a motion to approve \$1,113,919, noting a 12 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. Chairman Milz recognized Rep. Vose who questioned the line item for consulting services. Chairman Milz recognized Rep. Edgar who explained the line item is for the HIPPA Audit. Chairman Milz recognized Robin Bernier, IT Manager, who explained the HIPPA Audit. There was also a question regarding the 100 percent increase in the health insurance line. It was explained that there are two employees in the department taking the health insurance benefit. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Lynn made a motion to approve \$14,118,236, noting a 9 percent increase. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. MacDonald, Chairman of the Human Resources Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Milz made a motion to approve \$1,106,296, noting an 8 percent increase. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Milz recognized Rep. Gilman, Chair of the Conservation District Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Gilman made a motion to approve \$115,000, noting a 15 percent increase. Rep. MacDonald seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Gilman, Chair of the UNH Cooperative Extension Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Gilman made a motion to approve \$425,347, noting a 2 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. DiLorenzo, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$285,000, noting a 12 percent increase. Rep. Potucek seconded the motion. Rep. DiLorenzo explained that the subcommittee met and recommended an increase of \$2,500 for Isaiah58. She explained the reason for the increase was to help with the agency's expansion of services in Rockingham County. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. Thomas in Rep. DeSimone’s absence, who made a motion to approve \$33,086,157, noting a 7 percent increase. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Milz recognized Rep. S. Pearson, Chairman of the Categorical Assistance Subcommittee, who noted the subcommittee did not meet due to unforeseen circumstances. He explained that the amount budgeted in the Categorical Assistance budget is out of the subcommittee’s control. Rep. Pearson made a motion to approve the \$19,821,341, noting a 1 percent decrease. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Malloy, Chairman of the Revenues Subcommittee, who noted the subcommittee met and did not recommend any changes to the proposed budget. Rep. Malloy made a motion to approve \$83,419,532, noting 100 percent decrease. Rep. Potucek seconded the motion. Chairman Milz called for questions. Rep. Thomas questioned the percentage amount. Chairman Milz recognized Mr. Nickerson, Finance Director, who explained that the figure is an error and will be corrected in the budget going forward. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Thomas who made a motion to approve the FY 2024 Projects List. Rep. Potucek seconded the motion. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

The next order of business was to review and recommend approval of the Rockingham County Delegation Resolutions, Fiscal Year 2024 (07/01/23-06/30/24) June 7, 2023. Proposed Resolutions for Fiscal Year 2024. Chairman Milz noted that the resolutions will be presented to the County Convention for approval.

RESOLUTION 1 – 2024

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for Fiscal Year 2024 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, 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 – 2024

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$356,469 for a 2.66 percent cost of living adjustment (“COLA”) effective July 1, 2023, and \$265,390 for a 4.0 percent gross increase or non-discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation.

In order for the County to remain competitive with its non-union pay plan, the maximum rates of pay for each pay grade shall be adjusted every July, based upon, at a minimum, the average of the last ten years’ CPI-U (Consumer Price Index for All Urban Consumers) for the Northeast (Boston) region, as published by the Bureau of Labor Statistics (BLS) for January of the calendar year. Due to several factors including continued wage inflation, the maximum rates of pay for Fiscal Year 2024 non-union pay plan are to increase by approximately 6.75% percent effective July 1, 2023. There will be very slight variances from this percentage due to rounding for certain pay plan grades.

Furthermore, the mileage reimbursement rate continues to mirror the Federal rates for 2023 and 2024. The current mileage reimbursement rate through December 31, 2023, is \$0.655 per mile.

RESOLUTION 3 – 2024

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 - 2024

I move that \$68,372 be appropriated for salary payments for the Delegation Coordinator, which includes a 2.66 percent COLA (Cost of Living Adjustment) effective July 1, 2023, and an additional 4.0 percent increase also effective July 1, 2023, with flex hours and benefits based on 35 hours per week.

RESOLUTION– 4A - 2024

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2024, 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 to be completed before and after regular business hours.

RESOLUTION 5 - 2024

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
4. Department of Corrections
5. Nursing Department

RESOLUTION 6 – 2024

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 2024 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 the personnel policies adopted for this position. There are three plans proposed in Fiscal Year 2024 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 eighth 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 Workers' Compensation Fund. Unemployment funding recommended at \$40.00 per position in 2024.

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 (25-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 2023 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 2023 calendar year limit is \$3,050.

RESOLUTION 7 – 2024

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

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

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

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

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

Therefore, be it Resolved: That pursuant to RSA 24:13-c, VI, the County Convention, hereby authorize a line-item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$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 – 2024

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

RESOLUTION 9 – 2024

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.

RESOLUTION 10 – 2024

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 11 – 2024

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$95,887,350 _____ in appropriations and \$0 (to be determined) in encumbrances for the use of the County during Fiscal Year 2024. That \$51,370,288 _____ be raised in new county taxes; that \$32,049,244 _____ be accepted as an estimate of revenues from other sources, and that \$12,467,818 (to be updated) _____ is accepted as fund balance for a total of \$95,887,350 (to be updated) in resources.

RESOLUTION 12 - 2024

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

RESOLUTION 13 – 2024

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 – 2024

The 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 - 2024

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 - 2024

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 7-2024 and pursuant to RSA 24:13-c, VI, shall be followed.

RESOLUTION 17 - 2024

If one of the health plans proposed for the 2025 Fiscal Year (ending June 30, 2025) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for Fiscal Year 2024 will be permitted to be made on behalf of HDHP participants in July 2024. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

RESOLUTION 18 - 2024

The County Commissioners may apply for, receive and expend federal and/or state grants that become available during the course of Fiscal Year 2024. 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 - 2024

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the Fiscal Year 2024 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 2024 Rockingham County Budget and are an integral part of said budget for the 07/01/23 to 06/30/24 fiscal period.

Chairman Milz recognized Mr. Nickerson, Finance Director, who referred the members to Resolution 11-2024 and explained that the figure for encumbrances has been left blank due to the fact that encumbrances are not known at this time but will be available at the Executive Committee Public Hearing on June 7. He noted that this is the result of moving from a calendar year to a fiscal year budget. Reps. Edwards and Sytek had questions relative to encumbrances. Mr. Nickerson provided an explanation. It was noted that the title of the resolutions on page one should read Executive Committee Proposed as opposed to County Convention Proposed. Chairman Milz recognized Rep. Sytek who noted that Resolutions 1 and 5 should be corrected to read Facilities Operations, not Engineering & Maintenance. Chairman Milz made a motion to amend the title of the Resolutions on page one to read Executive Committee Proposed and to make corrections in Resolutions 1 and 5 to read Facilities Operations. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion, as amended, was approved by a voice. Chairman Milz recognized Rep. Wallace who made a motion to approve the Resolutions to be presented to the County Convention for approval. Rep. Lynn seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was the approval of the following line-item transfer requests:

Sheriff's Office – Transfer from line 1510000-51002 Staff Salaries \$6,700 to line 15100000-51150 Sheriff's Deputies \$6,700.

Comments: This amount is to cover the remaining 5 payrolls of FY 2023 in the staff salary line that includes the Office Administrators (2) and Civil Admin Assistants (2).

Rep. Wallace made a motion to approve the transfer request as presented. Rep. Lynn seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Other Business:

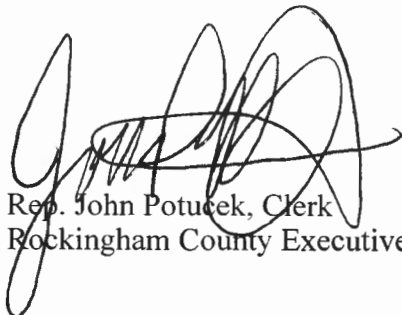
Chairman Milz explained to the members that there is a last-minute request from the Board of Commissioners for the County Convention to approve Union Contract Cost Items for the Facilities Operations and Sheriff's Supervisors. Chairman Milz recognized Rep. Thomas who read a letter from the Board of Commissioners dated May 25, 2023, addressed to Rep. Weyler, Chairman of the County Convention, for a request for approval of Cost Items for Union Contract. Chairman Milz also referred the members to the spreadsheets for the contract cost items for both union contracts. Chairman Milz recognized Mr. Nickerson, Finance Director, who explained the cost items in more detail. Chairman Milz made a motion to approve the cost items for the Sheriff's Supervisors Union. Rep. Wallace seconded the motion. Chairman Milz called for questions. Rep. Vose asked for an explanation on the 17 percent rate increase. Chairman Milz recognized Major Bashaw from the Sheriff's Office who explained that it is to bring the salaries in line for the dispatch supervisors that are currently less than the dispatch operators. Chairman Milz recognized Rep. Lynn who had a question for Mr. Nickerson. Rep. Lynn asked if the amount of the cost items is the total amount for all three years. Mr. Nickerson confirmed yes and explained. A lengthy discussion ensued. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

There being no further business, Chairman Milz recognized Rep. Sytek who made a motion to adjourn the meeting. Rep. Wallace seconded the motion. The motion was approved by a voice vote.

The meeting was adjourned at 10:47 a.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator


Rep. John Potucek, Clerk
Rockingham County Executive Committee

/cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
Sherman Packard, Vice Chairman
John Potucek, Clerk

EXECUTIVE COMMITTEE

David E. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk

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

MINUTES
ROCKINGHAM COUNTY EXECUTIVE COMMITTEE
PUBLIC HEARING
Monday, June 7, 2023
6:00 p.m.
Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood, NH
(Zoom was available for Non-Members)

The Rockingham County Executive Committee held a Public Hearing on Monday, June 7, 2023, at 6:00 p.m., in the Hilton Auditorium at the Rockingham County Rehabilitation & Nursing Center in Brentwood, NH. The purpose of the Public Hearing was to present the Executive Committee's Proposed Fiscal Year 2024 County Budget and Union Contract Cost Items as requested by the Board of Commissioners.

Rep. David E. Milz, Chairman, called the Public Hearing to order at 6:00 p.m. Chairman Milz read the Public Hearing's Ground Rules.

Chairman Milz recognized Rep. John Potucek, Clerk, to conduct the roll call. Clerk Potucek called the roll and reported a total of 15 members present. Chairman Milz declared a quorum was present.

Those present were: Rep. David E. Milz, Chairman; Representatives DiLorenzo, DeSimone, Edgar, Edwards, Lynn, Malloy, S. Pearson, Potucek, Pratt, Sytek, Wallace, and Weyler; Excused: Gilman, Janigian, MacDonald, and Vose.

Also Present: Commissioners Chirichiello, Kate Coyle, Goddu; Jude Gates, Facilities Operations Director; Robin Bernier, IT Manager; Superintendent Jason Henry, Department of Corrections; High Sheriff Charles Massahos and Major Chris Bashaw, Sheriff's Office; Alison Kivikoski, Human Resources Director; Charles Nickerson, Finance Director, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Milz recognized Rep. Weyler who made a motion to open the Public Hearing. Rep. Wallace seconded the motion. The motion was approved by a voice vote. Chairman Milz opened the Public Hearing. Chairman Milz recognized Rep. Weyler who provided a brief overview of the Executive Committee's Proposed FY 2024 County Budget.

Chairman Milz recognized Rep. Weyler who provided a brief overview of the Executive Committee's Proposed Fiscal Year 2024 County Budget.

Chairman Milz recognized Rep. Weyler who read the proposed departmental budgets as follows:

Delegation – \$346,632 a 2 percent increase. Chairman Milz called for questions. There were none.

Treasurer – \$20,176 a 3 percent increase. Chairman Milz called for questions. There were none.

County Attorney – \$4,791,943 a 4 percent increase. Chairman Weyler called for questions. There were none.

District Court – \$17.00, 0 percent. Chairman Milz called for questions. There were none.

Medical Examiner – \$80,204, 0 percent. Chairman Milz called for questions. There were none.

Sheriff's Department – \$7,826,372 an 8 percent increase. Chairman Milz called for questions. There were none.

Registry of Deeds – \$1,387,520 a 2 percent decrease. Chairman Milz called for questions. There were none.

Commissioners – \$262,701 a 5 percent increase. Chairman Milz called for questions. There were none.

General Government – \$3,309,755 a 21 percent decrease. Chairman Weyler called for questions. There were none.

Projects – \$741,550 a 2 percent increase. Chairman Milz called for questions. There were none.

Grants – \$25,000, 0 percent. Chairman Milz called for questions. Chairman Weyler called for questions. There were none.

Finance – \$1,613,613 a 9 percent increase. Chairman Milz called for questions. There were none.

Facilities Operations – \$5,410,571 a 5 percent increase. Chairman Milz called for questions. There were none.

IT – \$1,113,919 a 12 percent increase. Chairman Milz called for questions. There were none.

Department of Corrections – \$14,118,236 a 9 percent increase. Chairman Milz called for questions. There were none.

Human Resources – \$1,106,296 an 8 percent increase. Chairman Milz called for questions. There were none.

STATUTORY ORGANIZATIONS:

Conservation District - \$115,000 a 15 percent increase. Chairman Milz called for questions. There were none.

UNH Cooperative Extension - \$425,347 a 2 percent increase. Chairman Milz called for questions. There were none.

Non-County Specials – \$285,000 a 12 percent increase. Chairman Milz called for questions. There were none.

Long-Term Care Services – \$33,086,157 a 7 percent increase. Chairman Milz called for questions. There were none.

Categorical Assistance - \$19,821,341 a 1 percent decrease. Chairman Milz called for questions. There were none.

Total County Appropriation \$76,066,009 a 6 percent increase. Chairman Milz called for questions. There were none.

Grand Total Appropriations – \$95,887,350 a 4 percent increase. Chairman Milz called for questions. There were none.

Chairman Milz called for any questions from the public. There were none.

Chairman Milz recognized Rep. Weyler who read a letter from the Board of Commissioners, dated May 5, 2023, requesting approval of Cost Items for two Union Contracts. Chairman Weyler read the following letter aloud:

Chairman Milz called for questions. There were none. Chairman Milz called for any further questions before closing the Public Hearing. There were none.

Chairman Milz recognized Rep. Lynn who made a motion to close the Public Hearing. Rep. Wallace seconded the motion. The motion was approved by a voice vote. Chairman Milz announced that the Public Hearing was closed.

Chairman Milz called for a motion to open the Executive Committee Meeting. Chairman Milz recognized Rep. Lynn who made a motion to open the Executive Committee Meeting. Rep. Wallace seconded the motion. The motion was approved by a voice vote. Chairman Milz announced that the Executive Committee Meeting was open.

Chairman Milz recognized Rep. Weyler for a motion to consider any changes to the Executive Committee's Proposed FY-2024 Budget. Rep. Weyler made a motion to recommend the budget as presented to the Rockingham County Convention without any changes. Rep. Lynn seconded the motion. The motion was approved by a voice vote.

Chairman Milz noted the next order of business was to vote Resolution 11-2024, which includes encumbrances. Chairman Milz recognized Rep. Weyler who made the following motion:

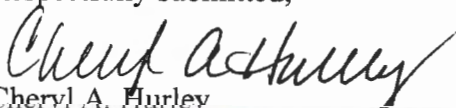
RESOLUTION 11 – 2024

That the Rockingham County Convention, in accordance with RSA 24:13, authorize **\$95,887,350** in appropriations and **\$706,342** in encumbrances for the use of the County during Fiscal Year 2024. That **\$51,370,288** be raised in new county taxes; that **\$32,049,244** be accepted as an estimate of revenues from other sources, and that **\$13,174,160** is accepted as fund balance for a total of **\$96,593,692** in resources.

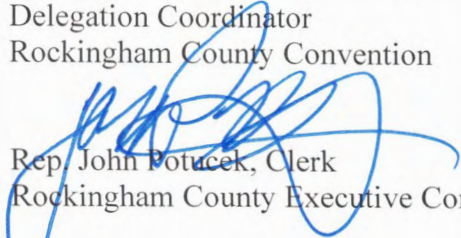
Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

There being no further business to come before the members, Chairman Milz recognized Rep. Sytek who made a motion to adjourn the meeting. Rep. Potucek seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 6:24 p.m.

Respectfully submitted,


Cheryl A. Hurley

Delegation Coordinator
Rockingham County Convention


Rep. John Potucek, Clerk
Rockingham County Executive Committee

/cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
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EXECUTIVE COMMITTEE

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MINUTES

ROCKINGHAM COUNTY CONVENTION MEETING

Wednesday, June 21, 2023
6:00 p.m.
Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood NH
Zoom Option for Non-Members

The Members of the Rockingham County Convention met on Wednesday, June 21, 2023, at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Rehabilitation & Nursing Center in Brentwood, NH. The meeting was also held via zoom for non-members. The purpose of the meeting was to Vote to Adopt the FY-2024 County Budget (RSA 24:13-c) and to vote Union Contract Cost Items (RSA 273-A:3)

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 6:03 p.m.

Chairman Weyler read the Ground Rules and Announcements.

Chairman Weyler delivered the Invocation.

Chairman Weyler recognized Rep. Milz who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. John Potucek, Clerk, to conduct the Attendance Roll Call. Rep. Potucek conducted the roll call and reported a total of 59 members present. Chairman Weyler declared that a quorum was present.

Those present were: Kenneth L. Weyler, Chairman; Representatives Balboni, Bernardy, Brouillard, M. Cahill, T. Cahill, DeSimone, DiLorenzo, Donnelly, Edgar, Edwards, Foote, Gilman, Grossman, Grote, Guthrie, Hamblet, Harley, Haskins, Hobson, Janigian, P. Katsakiores. Khan, Knab, Kuttab, Love, Lynn, McMahan, MacDonald, Malloy, Manos, Mannion, Melvin,

Meuse, Milz, Muns, Packard, M. Pearson, S. Pearson, Perez, Phillips, Porceli, Potucek, Pratt, Simpson, Summers, Sweeney, Sytek, Thomas, Tripp, Tudor, Turer, Vallone, Vogt, Vose, Wallace, Walsh, Ward, and Yokela.

Excused: Reps. Ball, Emerick, Harb, Janvrin, Layon, Lundgren, McDonnell, Maggiore, Murray, Nelson, Prudhomme-O'Brien, Quaratiello, Roy, Spillane.

Absent: Reps. Dolan, Doucette, Drago, Dunn, Ford, McBeath, O'Neil, Osborne, Paige, Piemonte, Popovici-Muller, Raynolds, Read, Soti, True, Vandecasteele, Verville.

Also Present: Commissioners Chirichiello, Goddu; Cathy Stacey, Register of Deeds; High Sheriff Chuck Massahos and Chris Bashaw, Sheriff's Office; Charles Nickerson, Finance Director; Alison Kivikoski, Human Resources Director; Jude Gates, Facilities Operations, Supt. Jason Henry and Katherine Arsenault, DOC; Cathy Masso, LTC; Robin Bernier, IT; Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler provided a brief overview of Resolutions. Chairman Weyler recognized Rep. Packard who read Resolutions 1-5 and made motions to approve the following:

RESOLUTION 1 – 2024

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for Fiscal Year 2024 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, 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, Facilities Operations, Human Resources, County Attorney's Office and Finance and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any department from obtaining temporary help from outside vendors to cover employment leave.

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

RESOLUTION 2 – 2024

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend \$356,469 for a 2.66 percent cost of living adjustment ("COLA") effective July 1, 2023, and \$265,390 for a 4.0 percent gross increase or non-discretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation.

In order for the County to remain competitive with its non-union pay plan, the maximum rates of pay for each pay grade shall be adjusted every July, based upon, at a minimum, the average of the last ten years' CPI-U (Consumer Price Index for All Urban Consumers) for the Northeast (Boston) region, as published by the Bureau of Labor Statistics (BLS) for January of the calendar year. Due to several factors including continued wage inflation, the maximum rates of pay for Fiscal Year 2024 non-union pay plan are to increase by approximately 6.75% percent effective July 1, 2023. There will be very slight variances from this percentage due to rounding for certain pay plan grades.

Furthermore, the mileage reimbursement rate continues to mirror the Federal rates for 2023 and 2024. The current mileage reimbursement rate through December 31, 2023, is \$0.655 per mile.

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

RESOLUTION 3 – 2024

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 approval of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

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

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

RESOLUTION 4 - 2024

I move that \$68,372 be appropriated for salary payments for the Delegation Coordinator, which includes a 2.66 percent COLA (Cost of Living Adjustment) effective July 1, 2023, and an additional 4.0 percent increase also effective July 1, 2023, with flex hours and benefits based on 35 hours per week.

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

RESOLUTION– 4A - 2024

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2024, and will not be required to participate in the County's Kronos time and attendance system. The schedule for the position is flexible, and the employee will work a schedule to be determined and monitored by the Chairmen of the Convention and the Executive

Committee to fulfill the needs of the Officers, Executive Committee, Subcommittees, and legislative delegation. It is understood that not all duties performed for this position are accomplished within the confines of the County complex, and often requires work be completed before and after regular business hours.

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

RESOLUTION 5 - 2024

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. Facilities Operations
4. Department of Corrections
5. Nursing Department

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

RESOLUTION 6 – 2024

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 2024 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 2024 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 eighth 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

Resolution 6 (continued)

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 Workers' Compensation Fund. Unemployment funding recommended at \$40.00 per position in 2024.

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 (25-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 2023 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 2023 calendar year limit is \$3,050.

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

Chairman Weyler recognized Rep. Packard who read the Executive Committee Proposed FY 2024 Budget by Department and made a motion to approve as follows:

Delegation –\$ 346,632

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

Treasurer – \$20,176

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

County Attorney – \$4,791,943

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

District Court – \$17.00

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

Medical Examiner – \$80,204

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

Sheriff's Department – \$7,826,372

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

Registry of Deeds – \$1,387,520

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

Commissioners – \$262,701

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

General Government – \$3,309,755

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

Projects – \$741,550

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

Grants – \$25,000

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

Finance – \$1,613,613

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

Engineering & Maintenance – \$5,410,571

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

IT – \$1,113,919

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

Department of Corrections – \$14,118,236

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

Human Resources – \$1,106,296

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

Statutory Organizations:

Conservation District – \$115,000

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

UNH Cooperative Extension – \$425,347

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

Non-County Specials – \$285,000

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

Long Term Care Services - \$33,086,157

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

Categorical Assistance/Medicaid Liability – \$19,821,341

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

Projects List – Chairman Weyler recognized Rep. Packard who made a motion to approve the FY 2024 Projects List, Capital Improvements and Non-Routine Maintenance List dated March 31, 2023, prepared by Jude Gates, Senior Director of Facilities, Planning & IT.

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

Chairman Weyler recognized Rep. Packard who read Resolutions 7-19 and made motions to approve the following:

RESOLUTION 7 – 2024

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

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

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

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

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

Therefore, be it Resolved: That pursuant to RSA 24:13-c, VI, the County Convention, hereby authorize a line-item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$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.

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

RESOLUTION 8 – 2024

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

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

RESOLUTION 9 – 2024

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

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

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

RESOLUTION 10 – 2024

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

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

RESOLUTION 11 – 2024

That the Rockingham County Convention, in accordance with RSA 24:13, authorize **\$95,887,350** in appropriations and **\$706,342** in encumbrances for the use of the County during Fiscal Year 2024. That **\$51,370,288** be raised in new county taxes; that **\$32,049,244** be accepted as an estimate of revenues from other sources, and that **\$13,174,160** is accepted as fund balance for a total of **\$96,593,692** in resources.

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

RESOLUTION 12 - 2024

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

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

RESOLUTION 13 – 2024

As the appropriating authority of county government, the Rockingham County Convention must have the tools available to monitor the spending that it has approved. In accordance with RSA 28:3-a, 24:13, 24:14, and 24:26 ALL audits must be approved by the Executive Committee of the County Convention. The Convention must be represented at both the preliminary and final meetings with the auditor, and the Executive Committee must receive a sufficient number of copies of the final report.

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

RESOLUTION 14 - 2024

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

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

RESOLUTION 15 – 2024

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

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

RESOLUTION 16 - 2024

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 7-2024 and pursuant to RSA 24:13-c, VI, shall be followed.

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

RESOLUTION 17 - 2024

If one of the health plans proposed for the 2025 Fiscal Year (ending June 30, 2025) includes a High Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for Fiscal Year 2024 will be permitted to be made on behalf of HDHP participants in July 2024. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

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

RESOLUTION 18 - 2024

The County Commissioners may apply for, receive, and expend federal and/or state grants that become available during the course of Fiscal Year 2024. 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.

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

RESOLUTION 19 - 2024

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the Fiscal Year 2024 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 2024 Rockingham County Budget and are an integral part of said budget for the 07/01/23 to 06/30/24 fiscal period.

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

Chairman Weyler recognized Rep. Packard who read the following motions for Union Contract Cost Items and made motions to approve the following:

Rockingham County Sheriff's Supervisors Cost Items for Union Contract 7/1/2023-6/30/2026

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled "Rockingham County Sheriff's Supervisors – Cost Items for Union Contract 07-01-23 to 06-30-26" created by Finance. Cost items for the three-year contract ending 6/30/2026, gross dollar figure \$2,828,632.76.

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

Rockingham County Facilities Operations (formerly Engineering & Maintenance Services) Cost Items for Union Contract 7/1/2023-6/30/2026

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled "Rockingham County Engineering & Maintenance - Cost Items for Union Contract 07-01-23 to 06-30-26" prepared by Finance. Cost items for the three-year contract ending 6/30/2024, gross dollar figure \$5,985,369.17.

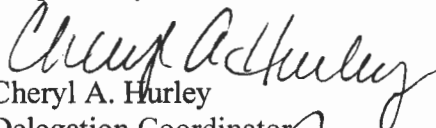
Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a voice vote.

Chairman Weyler announced that this concludes the business to come before the members. He asked if any members had any questions or comments. There were none.

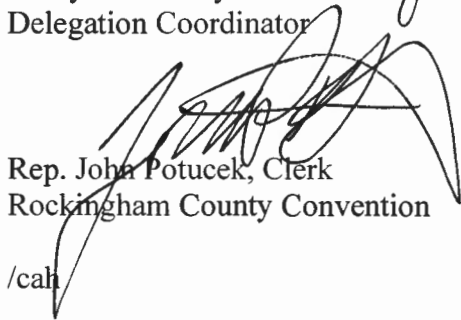
Chairman Weyler thanked the County Convention Members who were present, the Board of Commissioners, Elected Officials, and Department Heads for their good work and dedication for a well-run County.

There being no further business to come before the members, Chairman Weyler recognized Rep. Sytek who made a motion to adjourn. Rep. Potucek seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. John Potucek, Clerk
Rockingham County Convention

/cah