

COÖS COUNTY DELEGATION
2018 4th QUARTER FINANCIAL REVIEW /
2019 ANNUAL BUDGET MEETING
Saturday, March 16, 2019 - 10:00 a.m.
Coös County Nursing Hospital - W. Stewartstown, NH

Present: Representatives Wayne Moynihan, Chair; Edith Tucker, Vice-Chair; Larry Laflamme, Clerk; Kevin Craig, John Fothergill, William Hatch, Troy Merner, Henry Noël and Yvonne Thomas. Also present: County Commissioners Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Sheriff Brian Valerino; Captain Keith Roberge; Administrative Assistant Linda Harris; County Attorney John McCormick, Registrar Leon RIdout; County Treasurer Sue Collins; Brendan Prusik, UNH Cooperative Extension Service; Human Resources Coordinator Julie Brunault; Carolyn McQuiston, Coös County Conservation District; Representatives of outside agencies; and members of the press.

Chairman Moynihan called the meeting to order at 10:24 a.m. and asked Sheriff Valerino to lead the Pledge of Allegiance. The roll was called by the Clerk, Representative Laflamme. There were nine members present. Representative Furbush was excused.

Chairman Moynihan announced that the Unincorporated Places budgets would be reviewed first to accommodate the representatives from the Department of Natural & Cultural Resources who had to leave for a memorial service in the southern part of the state.

Review & Approval of Minutes:

A motion was made by Representative Tucker, seconded by Representative Thomas to approve the minutes of the December 10, 2018 meeting. All approved in the affirmative by voice vote.

A motion was made by Representative Tucker, seconded by Representative Thomas to approve the minutes of the December 15, 2018 meeting. All approved in the affirmative by voice vote.

Review & Approval of the Financial Statements of Coös County and of the Unincorporated Places for the Period Ended December 31, 2018: Chairman Moynihan reviewed the appropriations of the Coös County Financial Statements. There were no questions. A motion was made by Representative Merner, seconded by Representative Hatch to approve the fourth quarter expenditures. The motion was approved by roll call vote 9-0.

Chairman Moynihan reviewed the revenues of the Coös County Financial Statements. There were no questions. A motion was made by Representative Hatch, seconded by Representative Merner to approve the fourth quarter revenues. The motion was approved by roll call vote 9-0.

Chairman Moynihan reviewed the Unincorporated Places Expenditures. There were no questions. A motion was made by Representative Hatch, seconded by Representative Fothergill to approve the Unincorporated Places fourth quarter expenditures. The motion was approved by roll call vote 9-0.

Chairman Moynihan reviewed the Unincorporated Places Revenues. There were no questions. A motion was made by Representative Hatch, seconded by Representative Merner to approve the Unincorporated Places fourth quarter revenues. The motion was approved by roll call vote 9-0.

Subcommittee Reports: There were no subcommittee reports.

Opening Remarks:

County Administrator Jennifer Fish welcomed everyone to the 2019 Annual Budget Meeting and highlighted some of the changes to the budget since the Public Hearing in December.

- The total recommended expenditures and revenues were \$39,192,340 with an increase of \$625,497 from the December hearing.
- The County tax decreased by \$473,908. The recommended 2019 County Tax is \$15,573,805. This was a zero percent increase over the 2018 County Tax.
- The Surplus to reduce taxes was increased by \$452,500.
- The Commissioners recommended adding a "Special" to the Nursing Hospital Budget. The hot water tanks need to be replaced for a total of \$79,500. The Commissioners are recommending that a transfer from the Facilities Reserve fund to revenue be the offset. This recommendation was not included in the budget mailed to the Delegation.
- The Commissioners recommended adding a "Special" to the Nursing Home Budget. A new van is needed for the transportation of residents. The total recommended was \$60,000 and was included in the budget.
- Special Appropriations: The Commissioners recommended reducing some of the Special Appropriations requests.
- The Commissioners recommended adding a "Special" to the County Budget for a Computer Server. The server would replace eight existing servers that are at least five years old. The amount recommended was \$32,000.
- The Commissioners recommended that \$100,000 be added to the Sick\Leave Trust Reserve fund due to an impending employee's retirement.
- The Commissioners recommended that \$50,000 be encumbered for the 53rd Payroll in 2020.
- The Commissioners recommended that \$6,721 be encumbered for the replacement of three fire doors per NH Life safety Survey and that \$3,260 be encumbered for a Bariatric Electric Bed for the Nursing Hospital.

The Unincorporated Places Budget contained a summary for the County's 23 Unincorporated Places. The total Unincorporated Places budget for 2019 was \$1,722,706 compared to the 2018 approved budget of \$1,752,172.

Chairman Moynihan reviewed each Unincorporated Places budgets. A question was raised as to the increase of \$100,000 in the Dixville Legal Services line item. Commissioner Grenier replied it was due to legal services and bond counsel for the Balsams.

Representative Fothergill questioned the breakdown of the salaries in each Unincorporated Place. County Administrator Jennifer Fish explained that the breakdown is based on the equalized valuation of each Unincorporated Place. Her salary is split 30% Unincorporated Places and 70% County.

A motion was made by Representative Hatch, seconded by Representative Noël to approve the appropriations and revenues of the Coös County Unincorporated Places.

The representatives from the Department of Natural & Cultural Resources left the meeting at 11:10 a.m.

Chairman Moynihan began the review of the Nursing Hospital budget by department. He asked if there would be an increase in health insurance. Ms. Fish replied that at the public hearing in December the health insurance was estimated at a 10% increase. After the December public hearing, the County was notified that there was a zero increase in the health insurance premium. Chairman Moynihan asked if the budget as presented included the 10% from December or were the amounts adjusted. Ms. Mills replied that the health insurance amounts were the most current figures.

Representative Craig inquired about line item 01-05100-1600 Additional Health Insurance and Benefits with an appropriation of \$62,000. Commissioner Grenier replied that currently there are a lot of nursing time and other time that are not employees of the county like contract nurses. The facilities have struggled with a lot of different line item transfers. The line item was added to try and cover some of the line item transfers. If a facility was able to hire someone, what line item would they be paid from? Administration is trying to work away from outside of the area contract people and put people on the payroll to work here. It's a placeholder in the budget. Representative Laflamme reiterated to prevent a transfer from another line. Commissioner Grenier replied in the affirmative.

Representative Tucker asked if the Commissioners had considered a policy whereas New Hampshire residents would be accepted over Vermont residents at the facility. Commissioner Grenier replied no.

Chairman Moynihan inquired about the performance incentive that was included in the Nursing Hospital Budget but no other departments. Commissioner Grenier replied the salary of the Berlin Nursing Home Administrator was increased as she was able to reduce the operational deficit of her facility. In fairness, a \$5,000 one-time opportunity has been presented to the West Stewartstown Administrator to also reduce that facility's deficit. The Commissioners will sit with the administrator, analyze expenses and where adjustments can be done. In his opinion it is money well spent and it is also a fairness issue.

A motion was made by Representative Laflamme, seconded by Representative Noël, to increase the nursing hospital specials by \$79,500 for glass-lined hot water tanks and to transfer the funds from the facility fund as an offset nursing hospital revenue. The motion was approved by voice vote.

A motion was made by Representative Merner, seconded by Representative Thomas to approve the amended Nursing Hospital budget in the amount of \$11,608,440. The motion was approved by roll call vote 9-0.

Chairman Moynihan continued with the review of the Berlin Nursing Home budget. There were no questions.

While reviewing the County Administration budget, Representative Fothergill inquired about the increase in the Commissioners' Travel and Expense. Commissioner Grenier replied that the Commissioners' health insurance was included in the line item.

Continuing with the County Attorney's budget, a motion was made by Representative Moynihan, seconded by Representative Hatch to add \$15,000 to the Deputy/Assistant Attorney Salaries line item. County Attorney John McCormick explained that he has opted out of the County's health insurance and his intent was to use the funds from the health insurance line item and transfer to the Deputy/Assistant Attorney Salaries line item to use as merit-based raises for the Assistant County Attorneys. He added that a new assistant attorney in Carroll County with no experience begins at \$7,000 more than Coös County. He also stated that the assistant attorneys are not on a step system for raises, do not accrue

sick or personal time. Commissioner Grenier noted that the Board was not informed of the proposal and once again there was no communication. He added that the County Attorney had plenty of opportunity to speak to the Board. Attorney McCormick replied that he had attended the February 20 meeting to speak to the Board regarding this particular issue; however, while reviewing his budget, he noticed that the health insurance line item was at \$50,000 and decided that he would request a line item transfer. Unbeknownst to him, the Finance Director had submitted an amended budget to the Board. He did not notice the \$32,000 reduction until he received the revised budget. Representative Tucker noted that this is the first time that there has been this type of discrepancy due to miscommunication. She asked that it not happen again. The motion was approved by roll call vote 8-1. *(Representative Craig)*. The total amended County Attorney budget was \$408,960.

Prior to the discussion of the Department of Corrections budget, Commissioner Grenier requested that \$100,000 be added to the Sergeants' Salaries line item. Representative Craig asked if there was a cap on accrued time. Ms. Fish replied that employees hired prior to 2012 may accrue up to 720 hours of sick time; employees hired after may accrue up to 480 hours of sick time. There is no cap on personal time for non-union employees. Union employees hired after 2012 have a cap on personal time accrual.

Representative Tucker inquired about the proposed vehicle listed under the corrections special. Superintendent Champagne replied that the vehicle is a lease to own option. Three yearly payments of \$12,680. The vehicle will be used for departmental travel to meetings and training as well as verifying electronic monitored inmates.

Representative Laflamme asked about the amount of hours for the impending retirement. Representative Fothergill questioned on whether employees may be made to take time off especially for their mental well-being and health.

A motion was made by Representative Hatch, seconded by Representative Merner to add \$100,000 to the Sergeants' Salaries line item. The motion was approved by roll call vote 8-1. *(Representative Craig)*. A motion was made by Representative Hatch, seconded by Representative Thomas to approve the amended Department of Corrections budget of \$2,654,195. The motion was approved by roll call vote 9-0.

A motion was made by Representative Hatch, seconded by Representative Merner to approve the total amended appropriations budget of \$39,386,840. The motion was approved by roll call vote 9-0.

The meeting recessed for lunch at 12:45 and reconvened at 1:40 p.m. Representative Thomas left the meeting during the lunch recess.

Chairman Moynihan began the review of revenues.

A motion was made by Representative Moynihan, seconded by Representative Hatch to add \$60,000 to the Nursing Hospital Medicaid Proportional Payment and \$60,000 to the Nursing Home Medicaid Proportional Payment in order to generate \$120,000 of additional revenue to offset the increase in appropriations. He has been informed that the 2019 proshare payment will be close to the 2018 payment.

Commissioner Grenier stated that the Chair did not take the proposed increase in the County Cap as noted by County Treasurer Sue Collins. The proposal will also affect next year's budget. Laura Mills

noted that a bed tax is paid on the proshare payment. The tax has not been calculated on the proposed increase. Louise Belanger also reminded the Delegation that the State reduced the January 1 room rate and may do so again in July.

Representative Tucker stated that she realized that the purpose of increasing the revenues was for no county tax increase, but she was apprehensive.

Director of Finance Carrie Klebe noted that the increase in appropriations was \$115,000 not \$120,000. Both, Representative Moynihan and Representative Hatch amended their motion as follows: A motion was made by Representative Moynihan, seconded by Representative Hatch to add \$45,000 to the Nursing Hospital Medicaid Proportional Payment and \$70,000 to the Nursing Home Medicaid Proportional Payment in order to generate \$115,000 of additional revenue to offset the increase in appropriations. The motion was approved by roll call vote 7-1. *(Representative Tucker)*

The revised revenues were Nursing Hospital \$7,591,220; and the Nursing Home \$10,287,930.

A motion was made by Representative Fothergill, seconded by Representative Hatch to increase the County Government revenue to include the facility fund transfer of \$79,500 for the hot water tanks. The motion was approved by roll call vote 8-0. The revised County Government revenue total was \$20,351,545.

A motion was made by Representative Hatch, seconded by Representative Merner to approve the revised total revenues of \$39,386,840. The motion was approved by roll call vote 8-0.

The following resolutions were read by Chairman Moynihan:

RESOLUTION #1

Be it resolved by the Coös County Delegation duly convened on this sixteenth day of March, 2019, that the sums hereinafter detailed in this resolution are hereby appropriated and the total amount for the fiscal year ending December 31, 2019, shall be \$39,386,840 for the County budget not including the Unincorporated Places. A motion was made by Representative Hatch, seconded by Representative Tucker to approve Resolution #1. The motion passed by a roll call vote 8-0.

RESOLUTION #2

Be it resolved by the Coös County Delegation that the sum of \$20,860,535 is hereby adopted as the estimated income from sources indicated for the fiscal year ending December 31, 2019. A motion was made by Representative Merner, seconded by Representative Hatch to approve Resolution #2. The motion passed by a roll call vote 8-0.

RESOLUTION #3

Be it further resolved that the total appropriation being in excess of the total estimated income in the amount of \$ 15,573,803 the Treasurer shall issue her warrant to the Towns and City in the County for this amount. A motion was made by Representative Merner, seconded by Representative Hatch to approve Resolution #3. The motion passed by a roll call vote 8-0.

RESOLUTION #4

Be it resolved that \$2,952,500 of the operating surplus for the year 2018 be appropriated in the 2019 Budget for the purpose of reducing taxes for 2019. A motion was made by Representative Hatch, seconded by Representative Noel to approve Resolution #4. The motion passed by a roll call vote 8-0.

RESOLUTION #5

Be it resolved by the Coös County Delegation duly convened on this sixteenth day of March 2019 that in order to comply with Department of Revenue Administration instruction, the Delegation separately approves an appropriation of \$1,722,706 and revenues of \$1,722,706 for Coös County's Unincorporated Places for calendar year 2019. The Unincorporated Places Budget for 2019 is adopted separately from the Coös County Budget. A motion was made by Representative Tucker, seconded by Representative Hatch to approve Resolution #5. The motion passed by a roll call vote 8-0.

RESOLUTION #6

Be it resolved that \$79,500 of the Facility Funds be removed from Committed Funds and moved to the 2019 Budgeted Revenues. A motion was made by Representative Hatch, seconded by Representative Noël to approve Resolution #6. The motion passed by a roll call vote 8-0.

RESOLUTION #7

Be it resolved that \$50,000 of the 2018 Budget Surplus Balance be added to the 53rd Payroll 2020 Fund. A motion was made by Representative Hatch, seconded by Representative Merner to approve Resolution #7. The motion passed by a roll call vote 8-0.

RESOLUTION #8

Be it resolved that \$6,721 of the 2018 Budget Surplus Balance be encumbered to the account WSNH: Renovation & Equipment for the Replacement of 3 fire doors per life safety survey 2018. A motion was made by Representative Merner, seconded by Representative Hatch to approve Resolution #8. The motion passed by a roll call vote 8-0.

RESOLUTION #9

Be it resolved that \$3,260 of the 2018 Budget Surplus Balance be encumbered to the account WSNH: Renovation & Equipment for the Med-Mizer Bariatric Electric Bed. A motion was made by Representative Hatch, seconded by Representative Merner to approve Resolution #9. The motion passed by a roll call vote 8-0.

RESOLUTION #10

Be it resolved that \$6,493.60 of the 2018 Budget Surplus Balance be reserved and added to the following accounts for interest earned in 2018:

Interest on Sick Trusts 2018	\$3,857.57
Interest on Facility Fund 2018	\$1,296.24
Interest on Decommission Fund 2018	\$725.04
Interest on Vehicle Reserve Fund 2018	\$614.75

A motion was made by Representative Hatch, seconded by Representative Merner to approve Resolution #10. The motion passed by a roll call vote 8-0.

RESOLUTION #11

Be it resolved that \$340,927.67 of the 2018 Budget be transferred to a reserve for the Integrated Delivery Network. A motion was made by Representative Laflamme, seconded by Representative Hatch to approve Resolution #11. The motion passed by a roll call vote 7-1. *(Representative Craig)*

A motion was made by Representative Hatch, seconded by Representative Merner to adjourn the meeting at 2:37 p.m. The motion was approved unanimously by voice vote.

Respectfully submitted,

Representative Larry Laflamme, Clerk