

**Hillsborough County Board of Commissioners
FY2010 Budget Review Meeting**

April 2, 2009

Bouchard Building, Goffstown, NH

Minutes of the Public Session

(Not Official Until Approved by the Board and signed by the Clerk.)

Present: Comm. T. Pappas, Comm. C. Holden, Comm. M. Clemons, P. Coughlin, S. Vaillancourt, L. Adams, C. Beaulac, J. Dimick, A. Durette, M. Lencki, B. Moorehead, E. Robinson, M. Rusch, G. Wenger, and L. Stonner.

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 9:02 a.m., and welcomed Mr. Moorehead and Mr. Lencki from the Hillsborough County Nursing Home. Mr. Moorehead presented an overview of the Nursing Home budget, noting where there is a significant change. There was discussion of Pharmacy drugs and how the vendor makes 3-4 deliveries to the Nursing Home each day; the pharmacy cost is up due to the rising cost of drugs. Mr. Moorehead addressed positions that were added, filled, or changed.

Mr. Moorehead referred the Board to a Nursing Home Revenue Projection that was included in the Revenue section. He asked the Board to make an adjustment to the projected total income, and change it to \$24,511,814; the average Medicare rate was increased to \$420/day, the Medicaid increase will be approximately \$3/day based on a slight rise in the case mix index. Mr. Moorehead is recommending that the private pay rate be increased from \$248/ to \$255/day, which is very competitive for this area. There was discussion about paving the back parking lot and repairing a washout area at the entrance. There is a new Activities Director, and a request for new Activities programs. Maintenance is up due to duct cleaning work that needs to be done. Discussion ensued relative to the appropriate time for replacing older vehicles, and a general agreement that this is not the year to be replacing vehicles. Mr. Moorehead expressed his appreciation that the food vendor continues to provide meals at an average cost of \$1.07/meal; he noted that the food service contract will expire in June, 2010, and will be re-bid at that time.

Mr. Moorehead informed the Board that the wages for Social Services is up due to a request to change a part time Social Worker to full time; Physicians services are up due to an increase in Medicare. Mr. Moorehead addressed a possible cutback later in Speech Therapy, but asked to delay that decision.

Mr. Moorehead and Mr. Lencki excused themselves from the meeting at this time, and thanked the Board for its consideration of the Nursing Home budget.

Comm. Pappas recognized E. Robinson from Human Services.

Comm. Holden explained that this Board has a number of policy decisions it has to make, which were outlined in the letter the Board sent to all Department Heads; she noted that the Board has requested that Departments should not be adding employees without justification that the employees are essential to the Department's operation, and that the County should not be adding new programs in the current economy. She expressed her disappointment that she learned that there is a request from Ms. Robinson of Human Services to add a new program with three additional people for that program, and that she learned about it at the Executive Committee meeting the previous week, while no mention was made of the request when the Human Services preliminary budget discussion was held on March 4th. Comm. Holden noted that the budget presented by Human Services goes from a current budget of 2 people to a budget that adds three additional people, with a potential of going to a staff of 17½ people. Comm. Holden noted that she did

not know of the ADDE program; information relative to that was presented during the discussion process at the Executive Committee meeting.

Comm. Holden noted that this is a new program and that the Commissioners letter to Department Heads stated, *"As a Board, we are committed to developing to budget recommendation that, should it be implemented, supports vital County services at a tax that is fair for our taxpayers. We will work toward a recommendation that does not increase the County tax burden. In addition to justifying all appropriation requests, we will insist that only essential expenditures be included in your budget recommendations. All requests to add new positions must be accompanied by detailed supporting information establishing that the inclusion in this budget is essential to your operation."* Comm. Holden noted that she wanted to reiterate the request of the Board.

Comm. Clemons inquired of Ms. Robinson if her request meets the criteria, as outlined by the Commissioner's letter of instructions, and if she could justify the new program.

Ms. Robinson responded that perhaps she did not quite follow the request from the Board. She noted that she could justify the need for the program, and that she and the County Attorney worked hard on developing this program toward the end of last year.

Comm. Clemons expressed his opinion that perhaps a new program would not necessarily go against the spirit of what the Commissioner's said in this budget process. Ms. Robinson noted that her Department can add the new program without significantly adding to her bottom-line budget from last year because positions were eliminated last year. She explained that she did not bring up the new program on March 4th because it seemed that the focus was more related to challenges in the budget, which she addressed.

Comm. Pappas asked Ms. Robinson if she discussed this program, to which Ms. Robinson responded that she did discuss it at a meeting in the middle of the year; the issue has been raised.

Comm. Holden asked who is making the policy decisions. She noted that in her opinion, this program should have come through the Board of Commissioners; it should have been discussed, and the information should have been made available to the Board prior to a Department Head putting it in the budget. There was discussion about the process, and Comm. Clemons inquired about the process. Comm. Holden noted that this Department is under the direct control of the Board of Commissioners, and the information should have been presented initially to the Board.

Ms. Robinson informed the Board that there are two employees in her office plus 5½ positions in the Family Intervention Program, and she asked for three on top of that, so that adds up to 10½ positions, not 17½.

Mr. Wenger requested that the Board correct the Human Services Administration budget 7010 Salaries & Wages line to accurately reflect the Department's request at \$521,876, and to be consistent with the Salary Sheets.

Motion: To amend the Human Services Administration budget 7010 Salaries & Wages line to accurately reflect the salary sheets to be funded at \$521,876. By Comm. Clemons, second by Comm. Holden. Clemons-yes, Pappas-yes, Holden-no. The motion carried with a 2 to 1 vote.

Mr. Wenger noted that this accurately reflects the request of the Department.

Ms. Robinson provided the Board with different scenarios, including a new LDAC position (Licensed Drug & Alcohol Counselor), which is primarily in the Family Intervention Program. Ms. Robinson informed the Board that as the economy worsens, drug and alcohol abuse has increased, and the need for intervention is greater. She noted that it makes sense to consider an additional position, noting that

her staff is “maxed out” with requests for services, and there is a waiting list. She indicated that the LDAC program can generate some income, and the ADDE program will have a large amount of offsetting income. The LDAC person will work in both programs. Ms. Robinson indicated that she gets referrals from school guidance counselors, DCYS, DJJS, and police departments; she noted that there are few alternatives, and non are similar to the Human Services program because it is free, and it is home-based. She explained that she is proposing adding two new positions for the ADDE program, which is a pre-court program, an alternative to jail for first offenders with drug and alcohol issues; the program will generate income that will offset a substantial amount of the expense. Ms. Robinson noted that the County Attorney supports this program. She informed the Board that there are virtually no alternatives for the Family Intervention Program that are free and are in the home. She further indicated that the ADDE program is a pre-court program for ages 16 and up that is intended for first time offenders, and there is nothing similar to it in the County currently.

Comm. Holden expressed her belief that while it is a nice program, she wonders if the taxpayers would prefer the County having this program or doing what it can to reduce the tax burden so they can stay in their homes.

Ms. Robinson reviewed the remainder of her Department’s budget lines, noting that several lines will increase as a result of adding the new employees/programs, including Printing & Binding, Dues & Periodicals, Travel Instate, Travel Out of State, and Other fees and services. Ms. Robinson pointed that the salary line was incorrect and needed adjusting.

Ms. Robinson proceeded to review the Temple Street budget as previously addressed by the Board; she indicated that she met with Attorney Wageling, A. Durette and P. Coughlin relative to security issues at Temple Street. She recommended adding a Bailiff to address the security and safety concerns at the Registry of Deeds.

Ms. Robinson addressed the issue of replacement of the roofs and interior repair at Temple Street, noting that the expense is included in the buildings line in that budget.

Ms. Robinson reviewed the Human Services-Public Welfare budget, explaining how revenue has decreased in the Incentive Fund line (it has decreased from 6% to 4%), and noted that DHHS reimbursement will now be received as revenue.

Comm. Holden inquired if Ms. Robinson would be reducing the size of the Incentive Fund program, since the revenue has decreased; to which Ms. Robinson responded, that no, she was not recommending that.

E. Robinson thanked the Board for its consideration of the Human Services budget.

Comm. Pappas recognized P. Coughlin, Register of Deeds.

Mr. Wenger informed the Board that the 7010 line currently includes the Registrar’s salary, and as it also shows up on the Elected Official line, there needs to be a motion to reduce line 7010 to \$784,752.

Motion: To reduce Registry of Deeds line 4193-7010, Salary & Wages by \$51,600 to \$784,752 noting that the Register’s salary was carried in this line and in line 7020. By Comm. Holden, second by Comm. Clemons. Motion carried.

Ms Coughlin informed the Board that the Deeds budget is basically flat with the exception of Document fees, which are down, and the Printing & Binding, which is increased due to the document restoration project. She provided a document relative to the project; noting that the older books will be restored first. This will preserve the old documents for individuals such as historians, genealogists,

and others. The documents date back to 1771 and have a historical value for future generations. She proposed doing the restoration in stages; the first project will include books from 1772 through 1840. Comm. Clemons and Ms. Coughlin discussed the merits of preserving the documents. Comm. Clemons questioned whether the books have \$284,000 worth of value, noting that he is open to suggestions. Ms. Coughlin expressed her belief that the history and preservation of these documents is very important. Comm. Holden noted that the restoration project would add \$500,000 to this budget. Comm. Holden agreed that there are compelling arguments for preserving the documents. Mr. Wenger and Ms. Coughlin indicated that the Registrar has a statutory obligation to preserve the documents.

Ms Coughlin addressed the Registry of Deeds projected revenue and noted that it was difficult to project revenue because of the economy. She noted that e-recordings have increased significantly, and that she believes that there will be an increase in filing in the fall, but that there is no way to be certain that filings will increase in the current economy.

Ms. Coughlin thanked the Board for its consideration of the Registry of Deeds' budget.

The Board reviewed the revenue lines and surplus with Mr. Wenger. Comm. Clemons noted that the Delegation has indicated that it would prefer to see the surplus lowered. The Board agreed that there are different approaches as to how you deal with surplus.

Mr. Durette updated the Board about the re-imbusement process, and the funds received from the State. He indicated that the State has discovered that it has been overpaying the County; he will keep the County updated. Mr. Wenger suggested that the State will have to work out the issue; and that there is no reason to budget anything related to overpayment at this time.

Chief Deputy Sheriff Durette reviewed the Sheriff's Department budget and informed the Board that civil process and dispatch revenue is anticipated to increase.

Chief Deputy Sheriff Durette thanked the Board for its consideration of the Sheriff's Department budget.

Mr. Wenger informed the Board that rental income will increase due to an increase in the rent for the Women's prison and from having a full year of rent from Goffstown District Court on the second floor of the Bouchard Building. Mr. Wenger explained that the revenue projections for the last couple of years has been more realistic, and noted that a challenge is the surplus gap. Mr. Wenger suggested that the Commissioners consider approving re-imbusement for County use of their personal cell phones at a rate of \$30 per month versus leaving a phone on each office desk because the Commissioners do their work out in the field. The plan would include leaving one phone in the Commissioner's office for shared use. The Board will give the suggestion its consideration.

The Board of Commissioner's Budget meeting recessed.

Motion: To move into recess. By Comm. Holden, second by Comm. Clemons. Motion carried.

The meeting recessed at 11:50 a.m.

(SIGNED 6/10/2009)