

Budget Meeting of the
Hillsborough County Board of Commissioners
April 9, 2013
Bouchard Building, Goffstown, NH
Minutes of the Public and Non-Public Session
(Not Official Until Approved by the Board and signed by the Clerk.)

Present: Comm. T. Pappas, Comm C. Holden, Comm. S. Ziehm, P. Coughlin, J. Hardy, C. Beaulac, C. Connelly, D. Dionne, C. French, M. Montminy, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner.

Call to Order

Comm. Pappas called the meeting to order at 9:09 a.m.

Mr. Wenger explained the challenges that the County faces in developing its FY 2014 budget.

He presented the specific items in the proposed FY 2014 budget based primarily on recommendations from the Department Heads and Elected Officials:

- An amount to be raised by taxes of \$52,000,000
- 3.5 million dollars in Surplus
- A total budget of 86.8 million dollars, which is a 4.2% increase
- There is not a lot to cut without there being an effect on employees, taxes or Surplus

He noted that the undesignated fund balance was \$12,000,000 at the end of FY12; it is expected to be approximately \$8,500,000 for FY13; he noted that the budgeting process for the past several years has effectively wiped out any Surplus that the County has as well as the flexibility that has allowed the County to control taxes. He added that the Revenue side of the budget is going to create a real challenge for the County. He added that there will likely be discussion relative to delivering services and the quality of those services; he noted that the ability of the Department of Corrections and the Nursing Home to deliver services is going to significantly decrease as well and the liabilities will increase if staff is cut further resulting in a loss of income. He offered that the Board is facing difficult decisions philosophically, process-wise, and policy-wise and added that it may be something that the Board wishes to focus on at the beginning so that as it meets with the Departments, there will be some idea of the Board's goals.

Mr. Wenger informed that Board that a Grievance has been scheduled to take place at the beginning of the Board's budget meeting scheduled for the coming Thursday at 9:00. Discussion ensued relative to the Board's schedule.

Mr. Wenger informed the Board that there is much unknown with respect to this budget, particularly regarding the Human Services budget; at this point and added that this time, it is up 1.4 million dollars based on current law.

Mr. Wenger added that the proposed budget does not include anything for employees and noted that there are tentative agreements for four of the unions and two that are pending. He noted that the proposed budget would leave the non-affiliated employees without any adjustment since FY11. Mr. Wenger explained that he met with Rick Jones from the Interlocal Trust and a number of Department Heads about the implication of the Affordable Care Act, particularly on those employees who average 30 or more hours because the County would be required to provide Health Insurance for those employees; it is not set to go into effect until January, 2014; however, because the County has a mid-year plan, it will not go into effect until July 1, 2014. He explained that there will be requests to fund positions at \$1 to give the larger Departments the flexibility it will need; he offered that the Board would be advised to have a discussion regarding its

philosophy relative to the Affordable Care Act and its implications.

Department of Corrections

Supt. Dionne presented the Department of Corrections budget; he explained that last year his budget was reduced \$846,566; he noted that his budget request is up this year \$922,174 and added that \$800,698 of that is benefit-related that he has no control over; there is an overall decrease in his budget request of \$5,874 if benefit-related expenses are deducted. He noted that there are Expenses of \$127,350 that will be offset by Revenues, which is grant funds. He added that the budgeted average daily population is 530; the average currently is 555 and explained that adjustments in purchasing and distribution of food and clothing help to absorb the portion of costs associated with increased population. He added that transfers may need to meet the needs of the increased population and to insure that the facility is meeting its obligations to provide care, custody, and control in a safe environment at the jail.

Supt. Dionne explained that 2 positions in the budget are fully funded by a grant until September 30, 2013 when the grant expires, adding that the DOC is working to extend that program. He added that they are also working toward securing a \$250,000 grant relative to the Mental Health program; this will help 35 to 50 staff identify mental health issues when a person enters the jail. He added that the training will help officers meet training requirements without the expense having to be in his budget.

The Board addressed budget lines within the DOC budget. Supt. Dionne explained the reasons for any increases major including:

- Line 7290 for the Community Service Program, contingent upon communities offsetting the expense
- Line 7350, Printing & Binding is down \$1,000
- Line 7361, Law Library is up \$156 due to a contract increase by Lexis Nexis
- Line 7380, Postage is down by \$1,650 by cutting the inmate-provided stamps from 3 stamps/week to 2/stamps/week
- Line 7390, Other Supplies is down by \$1,630 due to a consolidation of records; it can be further reduced by \$1,300 for the cost of radio batteries if new radios are approved during the budget process
- Line 7500, Food will be up by \$17,411 due to an increased cost per meal from \$1.03 to \$1.06. Government surplus food is no longer available as it was in the past.
- Line 7588, Medical Dental-Females is up \$38,476, primarily due to increased ambulance fees
- Line 7590, Medical Dental-Males is up \$15,635 primarily due to increased ambulance fees
- Line 7620, Gas Heating & Cooking is down by \$45,000 related to savings from the new heating system and experiencing a mild winter
- Line 7650, Fuel Oil is down by \$2,500 related to the temporary closure of the fuel tank
- Line 7690, Laundry is down by \$900 related to a change in chemicals and a decrease in supplies
- Line 7720, Gas, Oil, etc. is down by \$4,800 due to the Community Service van not being utilized as well as moderate fuel prices
- Line 7820, Equipment Repairs is down by \$590 due to a service contract price; he added that this line could further be reduced by \$6,200 for the radio service contract if the new radios in line 7970 are approved
- Line 7970, New Equipment is up by \$52,500; which is related to adding 2-way radios at a cost of \$50,000

Supt. Dionne explained that the radios are needed for the security and safety of the Corrections Officers and the inmates. He explained that the radios are approximately 9 years old and noted that \$7,500 can be taken out of the budget if the new radios are approved. He noted that parts are difficult to get and they are

having problems with dead spots within the facility; these radios are the lifeline for the staff on the units; the only way they can communicate with anybody is through their radio. He recommended purchasing Motorola radios for the facility.

Supt. Dionne summarized that the request for radios is a priority. Discussion ensued relative to spreading the radio expense over 2 years by bidding it at the end of the Fiscal Year and spending half one year and half the next. Supt. Dionne explained that spreading it over 2 years is possible, but that means paying \$7,500 for the contract and battery purchases for two years, which is \$15,000. Following discussion, Supt. Dionne was asked to go out to bid for the radios so the Board will have a fixed price prior to the end of the budget process. The Superintendent added that he will likely be able to have 3 bids by the end of the following week.

Supt. Dionne explained that he is requesting the addition of a transport vehicle under a State bid in the amount of \$21,000, noting that the Community Transport van could be traded in for approximately \$10,000. He added that his department has never had a new transport vehicle; they have always had hand-me-downs from the Sheriff's Office; however, with the Sheriff now purchasing his vehicles with Drug Asset Forfeiture funds, those vehicles cannot be passed down to other departments. Supt. Dionne added that he is concerned relative to the security and safety of the officers and the public while inmates are transported in the DOC's high mileage vehicles and noted that there is a greater chance of a breakdown with these vehicles, adding that if a breakdown occurs while transporting a murderer, rapist or other felon, that is an issue of extreme concern.

He communicated that his request for a vehicle is so that staff, inmates and the public are safe and secure.

Comm. Holden suggested that a letter be sent to the communities to gauge their interest in the Community Service Program and get a commitment from the community, if they are interested in the service.

The Board reviewed the DOC Revenue; Supt. Dionne noted that he increased the line for Rockingham County Leased Beds; he explained that it has been based on a bid of 20 beds, but the actual number has been approximately 30, so he increased the line to reflect 30 beds. He further explained that expenses for the Rockingham County inmates are offset by Revenue from Rockingham County. He added that the Inmate Telephone line can be increased by \$25,000 to fund that line at \$200,000, noting that he received the number only the previous day.

Supt. Dionne informed the Board that the DOC's Jamis System has been in use at the DOC since approximately 1997; there is only one individual that maintains that system out of his home, so that has become a real concern in the event that the individual became incapacitated and unable to continue providing the service for the system. If the individual were not available, information from the last 20 years could be lost and that is a real concern of Mr. Roach in CIS as well as the Superintendent. Supt. Dionne noted that the State of NH has been moving toward a system through Arconix that will allow all Counties to share information relative to an inmate. He added that every housing unit would have a computer with a bar scanner that will provide a history of each individual's movement throughout the facility. He added that the new system would provide an accurate head count at all times; if a person has not gone to where he/she should be an alarm would sound. Additionally, a tremendous benefit would be that a record of the inmate's movement could be substantiated, and that is particularly important when a lawsuit was involved. It would be a paperless project, saving a great deal in paper expense. He added that he is hoping this will be approved because the County is behind and because this will allow the DOC to share information with the other NH Counties, seven of which have adopted the system for their facility. In response to a question from Comm. Holden, Supt. Dionne explained that the Arconix system with all the hardware and software is \$420,000 with a license and support agreement of \$60,130 each year. The total cost is \$721,110 for the complete package, license and support for 5 years.

Mr. Wenger further explained the impacts of purchasing the Arconix system. He informed the Board that it is his understanding that Supt. Dionne is saying that the Commissioners could increase Revenue line 3403 by \$25,000; in doing so, he is asking the Board to approve a paperless project at the Department of Corrections; the paperless project will be paid through the fees that are received for the telephone system.

Supt. Dionne explained that the paperless project is a 5-year contract for \$721,110; the County will increase its revenue by \$25,000 each year, but there will be approximately \$70,000 less revenue for the next 5 years; thus the County will be paying approximately \$350,000 for a \$700,000 program. Mr. Wenger added that the Board could raise the Revenue by \$25,000 if it approves the paperless project; if the Board does not approve it, the Board can raise the line by \$95,000. Supt. Dionne noted that they use boxes of paper for every trial, but with the paperless project, he would only have to print documents for the trial.

The Board agreed to consider the Superintendent's request. Mr. Wenger added that it is his opinion that the County is going to have to address the issue of the Jamis system at some point; the technology is approximately 15 years old and dependent on one individual in his home as well as being ancient in terms of technology.

Motion: To increase the Department of Corrections Revenue line 3403 by \$25,000 and to fund the line at \$1,141,600. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board took a brief break at 10:30 a.m.

The meeting resumed at 10:42 a.m.

The Board met with Sheriff Hardy and his staff.

Sheriff Hardy informed the Board that that his budget was a level budget based on the needs of the department's operation. He explained several lines and explained the changes. They include:

- that the slight increase of \$33,755 in the line 7010-Salaries & Wages, reflects restoring the cut that was made last year; all requests for additional personnel have been level funded
- line 7011-Overtime reflects an increase over the 2013 budget, it is limited as much as possible and is based on the needs for FY2014
- increases in the employee rollups cannot be controlled

Sheriff Hardy reviewed several other lines. At Comm. Ziehm's request, the Sheriff will check several lines to see if they can be reduced. He answered the Board's questions relative to any unused funds to date and explained in those cases the expenses often come in toward the end of the fiscal year. Sheriff Hardy explained that many vehicle purchases have been put off for the last few years and noted that his department is now operating with several vehicles that have high mileage; he noted that one of the vans broke down with a prisoner inside. He stressed the higher repair costs, obligations of his department, ability to respond to emergencies and explained that the number of vehicles needed is based on the needs of the operation. He addressed the Board's issue with vehicles being taken home at night and stressed that these officers are considered to be in service from the time they leave until they return and ready to respond to any emergency throughout the County, as needed. Chief Deputy Connelly reported that the Sheriff's Department Auto Expense line has been significant due to higher mileage vehicles; there are 5 vehicles in particular that have had expensive repairs, they are:

- 2003 Impala \$ 5,000
- 2006 Impala \$ 6,000
- 2006 Crown Victoria \$ 9,500
- Van \$17,000

The Sheriff requested replacement of 5 vehicles that had high mileage or a large amount of repairs. The vehicles recommended for replacement include:

- a Chevy Impala cruiser with 123,595 miles
- 3 Sedans
- Ford police package sedan
- 2 replacement vans

Sheriff Hardy noted that one of the vehicles has mileage of 198,742 and illustrated several other vehicles that have mileage well over 100,000. He added that he has to have confidence that the vehicles are able to respond to the operations of the department and he is only asking for what he needs.

Mr. Wenger addressed the Drug Asset Forfeiture line, noting that those funds are separate from the Sheriff's Budget, as requested by the Executive Committee the previous year. C. Beaulac explained that it is difficult to estimate what will be brought in for this line. Mr. Wenger explained that the Sheriff's Office cannot spend more than it receives and the expense should be offset by revenue.

Sheriff Hardy addressed other lines; he noted that the Superior Court Bailiff's wages is paid in full by the State; however; Comm. Holden noted that the Other Supplies line for the Superior Court Bailiffs is a County expenses that is not reimbursed by the State and noted that it is her belief that the State should pay the full expense. The District Court Bailiff's are paid \$65/day that is reimbursed by the State and the County funds the remaining \$15/day.

Sheriff Hardy explained it has been a number of years since the Part-time staff has received an increase; he requested an adjustment to the part-time line, noting that the budget is based on operational needs.

There was discussion relative to the needs for the Board to set its goals and objectives. Mr. Wenger noted that the Executive Committee changed the way it approached its budget 2 years ago half way through the budget process, and the departments were basically asked to justify unspent funds; he noted that this approach puts the departments in a position where they will spend the remaining funds to prevent a budget cut the following year. He added that in past years, they departments budgeted what they estimated they would need and spent only what they needed; the change 2 years ago put the departments in a position of spending the money so they won't lose funding in the following year's budget. The Board was in agreement that it would like each Department Head and Elected Official to identify their department's priorities and any changes in their budgets over the last year.

The Board discussed the Sheriff's vehicles at length to gain understanding of the priorities. Mr. Wenger noted that when the vehicles purchased with Drug Asset Forfeiture funds need replacing, it will likely be a County expense.

Motion: To move into Recess. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The Board moved into Recess at 12:12 p.m.

The reconvened at 1:00 p.m.

Motion: To reconvene the meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Comm. Pappas recognized Register Coughlin, L. Gero, and L. Adams.

Comm. Holden noted that the Board is asking the departments to identify what they really need as well as identifying priorities; she inquired about information relative to the Fidlar contract.

Register Coughlin presented the Board with a letter from Fidlar relative to the contract; it was noted that the \$30,000 offer to lower the price was based on continuing the contract for four years. Comm. Holden noted that her concern relates to having the Register follow the bidding process for this service and to secure information from other vendors within one year, and then go out to bid the following year. The Board indicated that they want the Register to look at costs for the same services that Fidlar provides.

The Board addressed the Register's request to organize her department. Following discussion the Board addressed the reorganization plan as proposed by the Register; which includes:

- Request to eliminate 5 full-time positions and 1 part time position budgeted @ \$1
 - 2 full-time Copy Room clerks
 - 1 full-time Plan Room Clerk
 - 1 full-time Department Head, Computers
 - 1 part-time Proofreader (budgeted @ \$1,00)

- Request to create 5 new full-time Records Retention clerk positions

- Request Position Title change to the following position:
 - Controller/Assistant
 - Index/Data Entry Clerk to Indexer

- Request Job Description Changes to the following positions:
 - Office Manager
 - Records Retention Director
 - Indexer
 - Assistant Department Head/Proofreader
 - Proofreader

Motion: To approve the Registry of Deeds Re-organization as presented. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Discussion ensued and it was noted that Job Descriptions should not be changed without prior approval of the Board.

Following discussion, the Board offered the following motion:

Motion: To reduce the Registry of Deeds line 4193-7293, Index by \$12,000, and to fund the line at \$28,000. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To reduce Registry of Deeds line 4193-7294, Optical Disk by \$18,000, and to fund the line at \$9,500. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To reduce Registry of Deeds line 4193-7350, Printing & Binding by \$3,000 and to fund the line at \$32,000. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To reduce line Registry of Deeds line 4193-7390, Other Supplies by \$300, and to fund the line at \$9,200.

Motion: To increase the Registry of Deeds line Revenue line 3402 by \$400,000, and to fund the line at \$3,400,000. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Comm. Holden observed the importance of the looking at the best use of County funds while giving priority to the Commissioner's mandated obligation.

Motion: To move into Recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board moved into Recess at 2:05 p.m.

The meeting reconvened at 2:09 p.m.

Motion: To reconvene the meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Commissioner Pappas noted that it would be appropriate at this time for the Board to discuss how it wished to proceed regarding Administrator's reviews.

Motion: To move into Non-Public session consistent with RSA 91-A:3, II (a) relative to a personnel issue. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board entered Non-Public Session at 2:10 p.m.

The Board met relative to a personnel issue.

The meeting reconvened at 2:43 p.m.

Motion: To return to the regular meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Lacking further business, Comm. Pappas entertained a motion to recess.

Motion: To move into recess until the next budget meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The meeting recessed at 2:44 p.m.

The Board will meet again on April 10th for further budget consideration.

Approved on May 29, 2013

Comm. Sandra Ziehm
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date