

Budget Meeting of the
Hillsborough County Board of Commissioners
April 12, 2012
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. Ziehm, Comm. C. Holden, Comm. Pappas, J. Hardy, M. Castonguay, G. Wenger, and L. Stonner.

1. Call to Order

Comm. Ziehm called the meeting to order at 9:32 a.m. and noted that there was a request to enter Non-Public Session.

Motion: To move into Non-Public Session consistent with RSA 91-A:2 I (b) to discuss negotiations. Motion by Comm. Holden, second by Comm. Pappas. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public Session at 9:35 a.m.

The Board met with Mr. Wenger.

The Board moved out of Non-Public Session.

Motion: To move out of Non-Public Session. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Ziehm conveyed her desire to further cut the Sheriff's Department budget by removing two additional vehicles from the budget. Discussion ensued relative to vehicles. Mr. Wenger added that if the Sheriff's Department does get a vehicle, the Board may wish to consider moving a suitable vehicle from the Sheriff's fleet to the Nursing Home to replace its station wagon and then reduce the Nursing Home line. Discussion ensued relative to the Sheriff's needs.

Motion: To reduce the Nursing Home Administration New Equipment Line 4411-7970 by \$21,000 with the understanding that when the Sheriff's Office purchases its vehicles, it will rotate one of the Department's vehicles that is in appropriate condition to the Nursing Home. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Ziehm added that the motion did not accomplish her intent of cutting additional vehicles. The Board discussed the Sheriff's fleet.

In response to Comm. Ziehm, Mr. Wenger informed the Board that the new Chief Deputy joined the Sheriff's Department in December as a replacement for the former Chief Deputy; his role is administrative. Discussion ensued relative to the administrative staff and their responsibilities.

Comm. Ziehm inquired if some legal notices that the Sheriff's Department delivers could be delivered by mail; the Board agreed to discuss the issue with Sheriff Hardy.

The Board discussed the Bailiffs; Comm. Holden noted that the State gave a raise to the Superior Court Bailiffs. Comm. Holden noted that the County has funded the Superior Court Bailiffs in the past and has not funded the New Equipment line for the District Court Bailiffs in the current budget; it is the Board's opinion that the State should fund those expenses.

Motion: To reduce Sheriff's Department, Superior Court Bailiff's line 4215-7390, Other Supplies by \$1,899, and to fund the line at \$1. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The Board reviewed the County Attorney's budget including his request for the new software and potential areas where cuts could be made. Mr. Wenger noted that the \$100,000 grant funds for software the State has proposed will not be available after this year. He asked if the Board wished to consider funding this in the current budget if the funds can be found; this would give the Board the option of not adding it in the FY13 budget, and then it would be up to the Executive Committee to approve or disapprove the action. Further discussion ensued; the Board agreed to initiate a transfer and bring it forward to an upcoming meeting.

Motion: To reduce County Attorney's New Equipment line by \$299, and to fund the line at \$1. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Holden suggested that two chairs requested in the New Equipment line could be found within the County.

The Board addressed the County building at 19 Temple Street. There was discussion relative to placing the building on the market to see if there is any interest with the understanding that if the building were to be sold, it would be with the understanding that the County would need a long-term lease for its space.

The Board discussed the County Complex budget and addressed the following motions:

Motion: To reduce the County Complex line 4198-7810 by \$1,725, and to fund the line at \$22,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion: To reduce County Complex line 4198-7390 by \$375, and to fund the line at \$6,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The Board reviewed the DOC budget, and will re-visit the budget again.

The Board took a short break.

Mr. Wenger raised the possibility of having a vending machine in the building.

The Board reviewed the Registry of Deeds budget; Register Coughlin will provide more information once the survey is done so that a determination can be made relative to staff or other budget cuts in the Registry budget.

The Board looked at the Special Projects and discussed the importance of the Meals on Wheel service that they provide. Comm. Pappas expressed her support for the program and offered the following motion:

Motion: To level fund Special Projects line 4145-7290 at \$64,350. Motion by Comm. Pappas. Motion failed for lack of a second.

Motion: To reduce County Convention New Equipment line 4110-7970 by \$499 to fund the line at \$1. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The Board addressed the Commissioner's Office of Administration & Finance budget. Comm. Ziehm stepped down for the purpose of making motions. Comm. Ziehm expressed her support for reducing or eliminating positions in the Human Services and/or Human Resources Departments as well as a related motion to reduce hours; she offered the following motions:

Motion: To reduce the position of the Human Services Director to 25 hours. Motion by Comm. Ziehm. Motion failed for lack of a second.

Motion: To eliminate the position of Human Resources Director. Motion by Comm. Ziehm. Comm. Pappas seconded the motion for the purpose of discussion.

Comm. Holden expressed her belief that the recent motion is short-sighted because the County needs a Human Resources Director; she noted that this is a County with 800 employees and the Department of Labor has requirements that Human Resources must meet, and if they are not met, the County could be subject to daily fines. She added that it is critical to have an HR Director to meet many requirements, including open enrollment, training, orientation, securing the records and many other functions.. Comm. Pappas agreed, noting that she cannot imagine any company with 800 employees being without an HR Director.

Comm. Ziehm added that if something has to be eliminated, then it is her belief that it should come from Administration because the main focus of the Board's job is to provide the services. Additionally, it is her belief that the one person remaining in the department could handle the department in a manner that "we could live with."

Following a discussion, the motion to eliminate the position of Human Resources Director failed with one voting for the motion and two against.

Discussion ensued relative to the Human Services Director position and a motion was made.

Motion: To reduce the position of the Human Services Director to 25 hours. Motion by Comm. Ziehm. Comm. Pappas seconded the motion for the purpose of discussion.

Comm. Ziehm noted that it is her belief that the position could be reduced to 25 hours because the responsibilities of the job have decreased, and it is important to send the message that the Board has given the matter serious consideration. She added that she does not favor increasing the responsibilities of the position so that the position can be justified as a full-time position. Comm. Pappas added that Human Services is about half of the County's budget; the Director is losing the remaining assistant so she will have the responsibility of doing the State billing. She noted that the

added responsibilities that are being put on the position will make a difference, finally, in the Commissioner's Office of Administration & Finance; they will finally have enough staff to adequately oversee the operations of the County. Comm. Ziehm added that if this position were eliminated, the County would be losing a wealth of experience; she further added that the institutional knowledge and experience can be passed on to someone else, which will be a great benefit to the County. Comm. Holden added that it is a triangle with people working together, one person with financial, one person with administration who will be taking on the additional responsibilities of negotiation and a third person working together under the new Commissioner's Office of Administration & Finance; the action taken will foster succession planning as a result of the reorganization and it will bring the administrative departments together. She urged caution in saying that safety at the DOC and Nursing Home takes priority over the financial affairs of this County because the Board is responsible to the taxpayers for the operation of the County. Comm. Pappas concurred, noting that the Board has a fiduciary responsibility.

Following discussion, the motion failed to reduce the hours of the Human Services Director with Commissioner Ziehm voting for the motion and Commissioners Pappas and Holden against.

Comm. Ziehm informed the Board that she would like to see the Commissioner's travel lines reduced.

Motion: To reduce the Commissioners Office of Administration & Finance line 4140-7701 Travel, District 1, 4140-7702 Travel, District 2 and 4140-7703 Travel, District 3 and to fund the combined lines at an amount not to exceed \$2,500. Motion by Comm. Ziehm, second by Comm. Pappas for the purpose of discussion.

Discussion ensued relative to the different travel needs for each Commissioner based on the number of Towns and Cities each represents and the appropriate use of the Travel expense line. The Commissioner's agreed that it is used only when they are conducting County business such as Commissioner meetings, Executive Committee meetings, Delegation meetings, Labor negotiations, meetings in Concord when they deal with legislation related to County government, NH Association of Counties meetings, or when Towns or Cities request a Commissioner's attendance at a meeting in their Town or City related to the County.

Motion failed to cut Travel with Commissioner Ziehm voting for the motion and Commissioners Pappas and Holden against.

Comm. Ziehm offered a motion to cut the NACo dues for \$750.

Motion: To eliminate dues membership in NACo and to reduce Dues & Periodicals line 4140-7370 by \$750. Motion by Comm. Ziehm, second by Comm. Pappas for the purpose of discussion.

Comm. Pappas explained that all ten Counties in NH are currently members of NACo, and that makes NH a 100% State; which gives NH the advantage of having two seats on the Board of Directors rather than just one. Comm. Holden added that other benefits include:

- Prescription Drug program, which has saved NH residents over \$3,014,850 for prescriptions in 2011, and is even higher this year;
- Dental Discount Card

- Serving on committees to make sure that NH still has its special status and to address NH issues
- Publications for Healthcare, School Reform
- Lobbying
- Publications such as “*How to Run a Meeting*”
- Webinars
- Development of the Northeastern Caucus that helps identify regional issues
- Many resources related to Grant Writing, Federal programs, health benefits, energy, environmental, and many others

Comm. Ziehm noted that she favors eliminating the cost of this membership at this time. Commissioners Pappas and Holden indicated that they both pay for some of their travel to NACo conferences and offered that the Board could consider cutting Travel-Out of State, instead of cutting NACo membership if the objection is the cost of the travel.

Following discussion, the motion failed to cut the Travel line with Commissioner Ziehm voting for the motion and Commissioners Pappas and Holden against.

Comm. Ziehm returned to the Chair.

Comm. Pappas asked if Comm. Holden would consider reducing her Travel line now that she has one less Town to represent. Comm. Holden responded favorably and offered the following motion:

Motion: To reduce In-State Travel District 3, line 4140-7703 by \$200. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The Board took a lunch break at 12:00 p.m.

Sheriff Hardy joined the meeting and addressed his budget. In response to a question from Comm. Ziehm regarding delivery of writs, Sheriff Hardy explained that the Court rules how writs are delivered. He added that certain writs can be sent by Certified Mail but if it is not signed for, the Sheriff will end up serving the writ. He added that the first step in some processes can be served by any individual; it is the Court that decides how writs are served.

The Sheriff reviewed his budget with the Board. He explained that the previous September when he restructured, he took FY 2013 into account and presented personnel reductions that represented savings of approximately \$80,000; he added that he does not feel that he can make further adjustments to staff when considering the official functions of his department's operations. In response to a question from Comm. Holden regarding vacant position #600513014, the Sheriff responded that the position will be filled and the interview process has already begun. He added that a second vacancy that was a part of the restructuring the previous fall was appealed by the Bargaining Unit and they are awaiting a decision from the PELRB on that manner before filling the position; he added that it is critical position from an operations standpoint. He further added that he does not recommend taking any action relative to that position until a decision is received from PERLB.

The Board held a discussion relative to whether the County will maintain the Cooperative Extension employees as County employees or whether they will become employees of the University of New Hampshire. Mr. Reidy will be asked to provide further information relative to the impact of a change.

Mr. Wenger informed the Board that based on a new calculation by Mr. Moorehead relative to the Bed Tax, the Board may be able to change that line.

Mr. Wenger presented an opportunity to reduce the CIS budget by \$2,400.

The Board discussed requests from the Nursing Home and the County Attorney for additional computer-related requests that are not included in the budget. The Board took no action on their requests.

Motion: To reduce CIS budget line 4151-7970, New Equipment by \$2,400. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The Board discussed the issues that occur when computer-related purchases are made that do not go through the CIS Department, as is common procedure. Mr. Wenger informed the Board that the CIS budget is a bare-bones budget.

The Board discussed the CIS budget and gave consideration to removing and/or adding items to the New Equipment line and agreed to approve the request for iPod Touch for the Rehab department, but not the additional computers.

Motion: To approve adding \$1,600 to the CIS New Equipment line 4151-7970, and to fund the line at \$21,250. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

2. Recess

The Board will meet again on April 19th for its regular meeting and further budget consideration. The Board has also scheduled Budget Meetings for April 24th and April 25th, at which time the budget will need to be finalized to the point where it can be presented at the Public Hearing on May 22nd.

Lacking further business, Comm. Ziehm 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 1:29 p.m.

Approved 6/30/2012

Comm. Carol H. Holden
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date