

MINUTES
ROCKINGHAM COUNTY DELEGATION ANNUAL MEETING
Tuesday, February 22, 2005 - 6:00 p.m.
Hilton Auditorium, Rockingham County Nursing Home, Brentwood NH

The members of the Rockingham County Delegation held a meeting on Tuesday, February 22, 2005 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to approve the 2005 County budget.

Rep. Sheila T. Francoeur, Chairman, called the meeting to order at 6:05 p.m.

Rep. Gene Charron delivered the Invocation.

Rep. John Flanders led the Pledge of Allegiance.

Rep. David A. Welch, Clerk, conducted the roll call. Clerk Welch reported a total of 61 members present at the time the roll was called.

Members in attendance were: Rep. Sheila T. Francoeur, Chairman; Representatives Abbott, Allen, Belanger, Bicknell, Blanchard, Buxton, Cady, Camm, Carson, Casey, Charron, Coburn, Donahue, Dowd, Dowling, Fesh, Flanders, Flockhart, Garrity, Gilbert, Gillick, Gould, Griffin, Headd, Hughes, Ingram, Itse, Rogers Johnson, G. Katsakiores, P. Katsakiores, Kobel, Langley, Major, Moody, Moore, Morris, Norelli, Nowe, O'Neil, Pantelakos, Pitts, Powers, Putnam, Marshall Quandt, Matthew Quandt, Rausch, Robertson, Rolston, Sanders, D. Scamman, S. Scamman, Serlin, Splaine, Smith, Stiles, Stone, Waterhouse, Weare, Welch, Weldy, Weyler, Winchell, and Zolla.

Excused: Representatives Dalrymple, Doyle, Introne, and Packard.

Also Present: Commissioners Barrows, Pratt, and Stritch; Theresa Young, Finance Officer; Kathy Nikitas, Finance; Bill Sturtevant, Long Term Care Administrator; Jude Gates, Engineering & Maintenance; Frank Stoughton, IT/Telecommunications; Superintendent Albert Wright, Department of

Corrections; Louise Turner, Department of Corrections; Attorney James Reams, County Attorney's

Office; Sandy Buck, Treasurer; Christine Croto, Sheriff's Office; Sheriff Daniel Linehan, High Sheriff; Martha Roy, Human Resources Director; Rollie Barnaby, UNH Cooperative Extension; Cathy Stacey, Register of Deeds; Becky Burns, Deeds, Mary Currier, Conservation District; Cheryl A. Hurley, Delegation Coordinator.

Chairman Francoeur declared that a quorum was present.

Chairman Francoeur reviewed the instructions/ground rules for the meeting.

Chairman Francoeur recognized Commissioner Pratt who gave an overview of the budget highlights.

Clerk Welch reported a total of 64 members present at 6:35 p.m.

Rep. Francoeur thanked all subcommittee chairmen for their efforts in getting their information in prior to the subcommittee report deadline, and all members who attended their subcommittee meetings.

Chairman Francoeur recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 1-2005 presented as follows:

RESOLUTION 1 - 2005

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 2005 being 690 and that there will be no new positions created nor will there be any re-grading of positions or increase of 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, that 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 Human Resources Department, Nursing Home, Finance Office, County Attorney's Office, Jail, and Sheriff's Department 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. Belanger seconded the motion. The motion was approved by a voice vote.

Chairman Francoeur recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 2-2005 as presented as follows:

RESOLUTION 2 – 2005

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend no more than \$750,000 for increases related to the 10-step salary plan, which is incorporated into the 2005 budget. In addition, that the mileage reimbursement rate continue to mirror the Federal rate for 2005.

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

Chairman Francoeur recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 3-2005 as presented as follows:

RESOLUTION 3 – 2005

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 Chairmen of the Delegation and 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.

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

Chairman Francoeur recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 4-2005 as presented as follows:

RESOLUTION 4 - 2005

I move that \$29,006 be appropriated for salary payments for the Delegation Coordinator.

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

Chairman Francoeur recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 5-2005 as presented as follows:

RESOLUTION 5 - 2005

Be it resolved that the Rockingham County Convention approve the following benefits as described below *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.*

COUNTY CONTRIBUTION % Full-Time Employees

HEALTH BENEFITS: (Self-Insured)

<u>Membership</u>	<u>PPO</u>
Single	80%
2 Person	80%
Family	80%

Part-time employees contribute on a pro-rated basis.

DENTAL BENEFITS:

Full-Time - 100% of all memberships

Part-Time - Pro-rated basis

WORKER'S COMP and UNEMPLOYMENT:

Worker's Compensation is funded at 38% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$10.00 per position in 2005.

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. Part-time employees contribute on a pro-rated basis.

LONGEVITY

The Longevity benefit is as follows:

<u>Years</u>	<u>Payments</u>
5	\$150
10	\$300
15	\$450
20	\$750
25	\$1,000

DEPENDENT CARE

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.

MEDICAL SPENDING ACCOUNT

The Medical Spending Account is a \$4,000 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.

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

BUDGET APPROVAL BY DEPARTMENT

Chairman Francoeur recognized Rep. James B. Rausch, Executive Committee Chairman, who moved the following budget lines per department for approval:

Delegation

Rep. Rausch made a motion to approve \$86,322 for the Delegation Office budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Treasurer

Rep. Rausch made a motion to approve \$42,956 for the Treasurer's Office budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

County Attorney

Rep. Rausch made a motion to approve \$2,268,460 for the County Attorney's Office budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. Rep. Cady questioned if the state matched retirement costs. Ms. Young, Finance Officer, explained that reimbursement is for county costs. The county does not collect reimbursement from the state relative to retirement. She noted that the state does contribute to retirement in some instances. Chairman Francoeur called for further questions. There were none. The motion was approved by a voice vote.

District Court

Rep. Rausch made a motion to approve \$263,409 for the District Court budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner

Rep. Rausch made a motion to approve \$56,100 for the Medical Examiner's budget. Rep. Flanders seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department

Rep. Rausch made a motion to approve \$4,183,243 for the Sheriff's Office budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. Rep. Cady questioned where the revenues from the airport would be found. Ms. Young explained and deferred to Sheriff Linehan for further explanation. Sheriff Linehan explained that the Sheriff's revenues are split out by line in the Sheriff's revenue section of the budget, Revenue pages 1 and 2. Rep. Cady questioned where civil could be found. Sheriff Linehan responded on the civil line. Chairman Francoeur called for further questions. There were none. The motion was approved by a voice vote.

Manchester Airport

Rep. Rausch made a motion to approve \$1,780,064 for the Manchester Airport budget. Rep. Belanger seconded the motion. Rep. Cali-Pitts questioned if the airport contract had been signed. Commissioner Pratt responded noting that the contract has been signed and is valid through 2006.

Registry of Deeds

Rep. Rausch made a motion to approve \$1,428,594 for the Deeds Office budget. Rep. Flanders seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Commissioners

Rep. Rausch made a motion to approve \$170,420 for the Commissioners Office budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

General Government

Rep. Rausch made a motion to approve \$2,942,501 for the General Government budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Projects

Rep. Rausch made a motion to approve \$823,500 for the Projects budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Grants

Rep. Rausch made a motion to approve \$1,850,000 for the Grants budget. Rep. Flanders seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Finance

Rep. Rausch made a motion to approve \$690,559 for the Finance Office budget. Rep. Nowe seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Engineering/Maintenance/IT

Rep. Rausch made a motion to approve \$3,456,618 for the Engineering/Maintenance/IT budget. Rep. Itse seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Human Services

Rep. Rausch made a motion to approve \$14,287,371 for the Human Services budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Jail

Rep. Rausch made a motion to approve \$8,358,341 for the Jail budget. Rep. Flanders seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension

Rep. Rausch made a motion to approve \$537,495 for the UNH Cooperative Extension budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Human Resources

Rep. Rausch made a motion to approve \$337,369 for the Human Resources budget. Rep. Flanders seconded the motion. Chairman Francoeur called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials

Rep. Rausch made a motion to approve \$230,000 for the Non-County Specials budget. Rep. Itse seconded the motion. Chairman Francoeur called for questions. Rep. Gould made a motion to amend the Non-County Specials budget to \$260,000. Rep. Stella Scamman seconded the motion. Rep. Gould then spoke to his motion noting that he was on the subcommittee that reviewed the Conservation District budget, referring to page 27 of the Non-County Specials budget. He explained that the subcommittee had increased the budget by \$10,000 for a total of \$100,000. He asked the members to consider restoring the budget back to \$90,000, as proposed by the Commissioners. Rep. Rolston commented in favor of Rep. Gould's motion. Rep. Weyler also commented in favor of restoring the funds, commenting that the Conservation District is a statutory entity. Rep. Quandt also spoke in favor of restoring the funds, noting that he had received several calls from his constituents requesting same.

Rep. Bicknell explained that he was in support of the cut that was voted by the Executive Committee. He referred to a copy of letter he received, and also referred to the decrease. Rep. Abbott questioned. Rep. Winchell, Subcommittee Chairman, asked that the members vote in favor of restoring the funds, which would bring the amount back to level funding. He referred to the fact that there was obvious confusion, and now those issues have clarified. He commented that he feels the decrease was too much. Rep. Flanders made a motion to move the question. Rep. Belanger seconded the motion. Rep. Rausch then withdrew his motion to approve the Non-County Specials budget. Rep. Gould made a motion to appropriate \$90,000 to line 56400. Rep. Cady commented referring to earlier comments made by members. Rep. Flanders seconded the motion. The motion was approved by a voice vote. Rep. Rausch made a motion to approve \$260,000 for the Non-County Specials budget. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

Long Term Care Services

Rep. Rausch made a motion to approve \$22,388,349 for the Long Term Care Services budget. Rep. Belanger seconded the motion. Chairman Francoeur called for questions. Rep. Weyler referred to page 39, Appropriations. He questioned the Assisted Living costs vs. revenues and total salaries being high. Mr. Sturtevant reviewed the staffing requirements that substantiate the salaries. Rep. Weyler had a follow-up question relative to total population. Mr. Sturtevant responded that the total population in the Assisted Living facility is currently 24, with a total of 53 applicants on the waiting list. Chairman Francoeur called for further questions. There were none. The motion was approved by a voice vote.

Total Appropriations/Expenditures

Chairman Rausch read the total budget expenditures at \$66,211,670. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

RESOLUTIONS (continued)

Chairman Francoeur recognized Rep. Rausch who made a motion to approve Resolution 6-2005 as presented as follows:

RESOLUTION 6 – 2005

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 24:14, I, the County Convention hereby authorizes 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 \$1,000. 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. Nowe seconded the motion. The motion was approved by a voice vote.

Chairman Francoeur recognized Rep. Rausch who made a motion to approve Resolution 7-2005 as presented as follows:

RESOLUTION 7 – 2005

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

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

Chairman Francoeur recognized Rep. Rausch who made a motion to approve Resolution 8-2005 as presented as follows:

RESOLUTION 8 – 2005

All amounts appropriated for the Non-County Specials to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners.

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. Flanders seconded the motion. The motion was approved by a voice vote.

Chairman Francoeur recognized Rep. Rausch who made a motion to approve Resolution 9-2005 as presented as follows:

RESOLUTION 9 - 2005

Be it resolved that no performance audit shall be conducted nor expenditure of such authorized without the prior approval of the Executive Committee.

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

Chairman Francoeur recognized Theresa Young, Finance Officer, who read Resolution 10-2005 as follows:

RESOLUTION 10 - 2005

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$66,211,670 in appropriations and \$640,956 in reserves and encumbrances for the use of the County during 2005. That \$36,505,736 be raised in new county taxes, that \$25,297,934 is accepted as an estimate of revenues from other sources, and that \$5,048,956 is accepted as fund balance for a total of \$66,852,626 in resources.

Chairman Francoeur recognized Rep. Rausch who made a motion to approve Resolution 10-2005 as read. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

Chairman Francoeur recognized Rep. Rausch who made a motion to approve Resolution 11-2005 as presented as follows:

RESOLUTION 11 -2005

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

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

Other Business

Chairman Francoeur called for other business. There was none.

Adjournment

Rep. Flanders made a motion to adjourn. Rep. Belanger seconded the motion. There being no further business, the meeting was adjourned at 7:16 p.m.

After the adjournment of the meeting, Rep. Cady requested that it be documented in the record that she did not vote in favor of passing the 2005 county budget.

Respectfully submitted,

Cheryl A. Hurley, Delegation Coordinator

Rep. David A. Welch, Clerk, Rockingham County Convention