

MINUTES
ROCKINGHAM COUNTY
DELEGATION ANNUAL MEETING
Tuesday, February 20, 2007 - 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 20, 2007 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 2007 County budget.

Rep. Norman L. Major, Chairman, called the meeting to order at 6:00 p.m.

Rep. Ron Nowe 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 48 members present at the time the roll was called.

Chairman Major declared that a quorum was present.

Members in attendance were: Rep. Norman L. Major, Chairman; Representatives Abbott, Allen, Bishop, Brown, Cali-Pitts, Camm, Carson, Case, Charron, Dalrymple, Devine, Elliott, Emiro, Fesh, Flanders, Flockhart, Garcia, Garrity, Gleason, Gould, Griffin, Guthrie, Headd, Howard, Hutchinson, Itse, Kappler, G. Katsakiores, Kelley, Lister, Marsh, McKenna McMahon, Moody, Bennett Moore, Nord, Nowe, Pantelakos, Pearson, Priestley, Matt Quandt, Rausch, Reagan, Robertson, Sanders, Serlin, Snow, Waterhouse, Weare, Welch, Weyler, Wickson, and Winchell.

Excused: Representatives Casey, Forsing, and Stiles.

Also Present: Commissioners Pratt, and Stritch; Theresa Young, Finance Officer; Kathy Nikitas, Finance; Susan Denopoulos, Long Term Care; Mary Jane Toth, Long Term Care; Jude Gates, Engineering & Maintenance; Frank Stoughton, IT/Telecommunications; Superintendent Albert Wright, Department of Corrections; Louise Turner and Anne Marie Nelson, Department of Corrections; Attorney James Reams, County Attorney's Office; Captain Joe Akerley, Sheriff's Office; Sheriff Daniel Linehan, High Sheriff; Martha Roy, Human Resources Director; Lynn Garland, UNH Cooperative Extension; Cathy Stacey, Register of Deeds; Diane Gill, Human Services Director; Cheryl A. Hurley, Delegation Coordinator.

Chairman Major reviewed the ground rules for the meeting.

The first order of business was the review and approval of cost items relative to the Sheriff's Deputy 2007 Union Contract Cost Items. Chairman Major called upon High Sheriff Daniel Linehan who provided an overview. Chairman Major called for questions. There were none.

Chairman Major recognized Rep. Rausch, Chairman of the Executive Committee, who read the following motion:

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items as recommended by the Executive Committee and reflected in the document titled 7shcomunion.xls.

Cost Items for the fiscal year (at approximately 14 and ½ months) total approximately \$1,444,521. Cost items for fiscal years 2008/2009 and 2009/2010 total approximately \$1,251,420 and \$1,286,816 respectively.

Rep. Dalrymple seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 1-2007 presented as follows:

RESOLUTION 1 - 2007

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 2007 being 692 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. Flanders seconded the motion.

Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 2-2007 presented as follows:

RESOLUTION 2 – 2007

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend approximately \$515,000 for increases related to the new pay plan incorporated into the 2007 budget. In addition, the mileage reimbursement rate continues to mirror the Federal rate for 2007.

Rep. Flanders seconded the motion. Chairman Major called for questions. Rep. Camm, Rockingham 8, questioned the reason for adding more steps to the pay plan. Rep. Charron explained the new pay plan. Commissioner Pratt further explained. Rep. Camm further questions the cost to the taxpayers. Ms. Young explained that the plan will not cost more than the plan currently in place. Rep. Charron further explained noting that the new plan is a result of a study conducted by an outside consultant which was approved by the delegation last year.

Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 3-2007 presented as follows:

RESOLUTION 3 – 2007

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. Waterhouse seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 4-2007 presented as follows:

RESOLUTION 4 - 2006

I move that \$32,358 be appropriated for salary payments for the Delegation Coordinator.

Rep. Flanders seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Charron, Chairman of the Salary Subcommittee, who made the following motion:

I move that the Delegation recommend an attendance bonus benefit be provided for in 2007 with the understanding that no additional funds need to be added to the bottom line.

Rep. Flanders seconded the motion. Rep. Charron requested that the Chairman recognize Commissioner Stritch for an explanation. Commissioner Stritch explained. Rep. Weyler questioned costs. Rep. Its provided clarification. Rep. Snow questioned if the Executive Committee recommended approval. Chairman Major responded yes and called for further questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Gene Charron, Chairman of the Salary Subcommittee, who made a motion to approve Resolution 5-2007 presented as follows:

RESOLUTION 5 - 2007

Be it resolved that the Rockingham County Convention approve the following benefits as described below and approval of all benefits as outlined in the 2007 summary of salary and benefits 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 28.5% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$5.00 per position in 2007.

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. Waterhouse seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Hutchinson who questioned the process of voting resolutions. Rep. Welch, Parliamentarian, explained.

Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

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

Delegation: Rep. Rausch made a motion to approve \$75,924 for the Delegation Office budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Treasurer: Rep. Rausch made a motion to approve \$33,954 for the Treasurer's Office budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

County Attorney: Rep. Rausch made a motion to approve \$2,554,395 for the County Attorney's Office budget. Rep. Flanders seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

District Court: Rep. Rausch made a motion to approve \$119,535 for the District Court budget. Rep. Flanders seconded the motion. Chairman Major 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 Major called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department: Rep. Rausch made a motion to approve \$4,640,996 for the Sheriff's Office budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds: Rep. Rausch made a motion to approve \$1,414,997 for the Deeds Office budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Commissioners: Rep. Rausch made a motion to approve \$170,149 for the Commissioners Office budget. Rep. Waterhouse seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

General Government: Rep. Rausch made a motion to approve \$2,765,082 for the General Government budget. Rep. Flanders seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Projects: Rep. Rausch made a motion to approve \$575,000 for the Projects budget. Rep. Griffin seconded the motion. Chairman Major called for questions. Rep. Cali-Pitts questioned. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Grants: Rep. Rausch made a motion to approve \$1,500,000 for the Grants budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Finance: Rep. Rausch made a motion to approve \$717,477 for the Finance Office budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Engineering/Maintenance: Rep. Rausch made a motion to approve \$3,798,497 for the Engineering/Maintenance budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

IT: Rep. Rausch made a motion to approve \$325,151 IT budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Human Services: Rep. Rausch made a motion to approve \$16,440,914 for the Human Services budget. Rep. Griffin seconded the motion. Chairman Major called for questions. Rep. Cali-Pitts questioned if the amount budgeted was an accurate figure. Commissioner Pratt explained that the numbers are believed to be adequate. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Jail: Rep. Rausch made a motion to approve \$9,224,785 for the Jail budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension: Rep. Rausch made a motion to approve \$538,391 for the UNH Cooperative Extension budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Human Resources: Rep. Rausch made a motion to approve \$377,552 for the Human Resources budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials: Rep. Rausch made a motion to approve \$272,501 for the Non-County Specials budget. Rep. Nowe seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Long Term Care Services: Rep. Rausch made a motion to approve \$23,407,193 for the Long Term Care Services budget. Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Rausch who made a motion to approve Resolution 6-2007 presented as follows:

RESOLUTION 6 – 2007

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 authorize 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. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Rausch who made a motion to approve Resolution 7-2007 presented as follows:

RESOLUTION 7 – 2007

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. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Rausch who made a motion to approve Resolution 8-2007 presented as follows:

RESOLUTION 8 – 2007

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. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Rausch who made a motion to approve Resolution 9-2007 presented as follows:

RESOLUTION 9 - 2007

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

Rep. Griffin seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Rausch who made a motion to approve Resolution 10-2007 presented as follows:

RESOLUTION 10 - 2007

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$69,008,591 in appropriations and \$787,514 in reserves and encumbrances for the use of the County during 2007. That \$38,778,613 be raised in new county taxes, that \$26,127,758 is accepted as an estimate of revenues from other sources, and that \$4,889,734 is accepted as fund balance for a total of \$69,796,105 in resources.

Rep. Pantelakos seconded the motion. Chairman Major called for questions.

Rep. Cali-Pitts questioned. Ms. Young explained. Rep. Katsakiores asked for the percentage for tax increase. Commissioner Pratt noted a 2.9 percent increase. Rep. Nowe questioned further. Ms. Young explained town evaluations that make up the difference in the tax increase, which is usually not obtained until September. Rep. Flockhart, questioned increases at the county level that are brought forth from the state. Commissioner Pratt referred to various instances and noted that it is mostly due to the Medicaid tax. Rep. Weyler noted that we are a donor county. Rep. Pantelakos questioned. Rep. Guthrie commented noting House Bill 851 which is in working process. Rep. Serlin commented. Rep. Snow questioned unreserved fund balance. Ms. Young explained. Chairman Major called for further questions. There were none. The motion was approved by a voice vote.

Chairman Major recognized Rep. Rausch who made a motion to approve Resolution 11-2007 presented as follows:

RESOLUTION 11 -2007

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

Rep. Waterhouse seconded the motion. Chairman Major called for questions. There were none. The motion was approved by a voice vote.

Other Business

Chairman Major made an announcement urging all delegation members to file a mileage and per-diem form for the term 2007-2008.

Rep. MacMahon questioned how to be informed of the bills that will affect the county. Chairman Major referred him to the House Calendar. Commissioner Pratt noted upcoming meetings.

Rep. Rausch, in light of Commissioner Pratt's explanation, made a motion that the Delegation Members oppose House Bill 851. Rep. Itse seconded the motion. Discussion ensued. Rep. Elliott commented. Rep. Guthrie questioned. Rep. Rausch withdrew his motion.

Rep. Winchell noted that UNH Cooperative Extension has booklets to distribute to members.

Adjournment

Chairman Major recognized Rep. Flanders who made a motion to adjourn the meeting. Rep. Griffin seconded the motion. There being no further business, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Cheryl A. Hurley

Delegation Coordinator

Rep. David A Welch, Clerk

Rockingham County Convention