

STRAFFORD COUNTY COMMISSIONERS

PROPOSED 2010 BUDGET



SUBMITTED JANUARY 8, 2010

STRAFFORD COUNTY COMMISSIONERS' 2010 PROPOSED BUDGET

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COMMISSIONERS

GEORGE MAGLARAS, *Chairman*
PAUL J. DUMONT, *Vice Chairman*
ROBERT J. WATSON, *Clerk*

TREASURER
PAMELA J. ARNOLD

COUNTY ADMINISTRATOR
RAYMOND F. BOWER

STRAFFORD COUNTY COMMISSIONERS

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STRAFFORD COUNTY COMMISSIONERS 2010 BUDGET MESSAGE

January 8, 2010

To All Delegation Members, Municipal Officials, and Members of the General Public:

We hereby submit our budget for the calendar year 2010 for your consideration. We propose \$52,082,691 in operating expenditures and revenues of \$25,338,130. The proposed amount to be raised by taxes is \$26,744,561, an increase of 1.862% over 2009.

Any tax increase is too much, and most especially during these challenging economic times. However, Strafford County was faced with \$817,575 in additional costs downshifted from the State of New Hampshire (\$114,385 in retirement costs, \$213,561 in Medicaid costs, and \$489,629 in Revenue reductions at Riverside Rest Home). These additional costs all result from the State trying to balance its own budget. Through other revenue sources and budget efficiencies, we were able to offset nearly \$330,000 (or 40%) of these budget pass-downs. If the downshifting was eliminated, Strafford County taxpayers would have enjoyed a 2% *decrease* in County taxes for 2010. We renew our call for the State of New Hampshire to meet its own obligations.

We were able to achieve these efficiencies and a revenue expansion, while fully funding the Resource and Contracted Social Services Agencies that were previously financed with earmarked Stimulus funds at last year's level (or at their 2010 financial request, whichever was less). In addition, we acquired a Federal grant to run a Transitional Housing Program and to fund the pursuit of the Family Justice Center under the auspices of the County Attorney's office.

This budget includes no new staff. Unlike last year, when forty (40) full-time equivalent positions were laid off or otherwise eliminated from the budget, this budget includes the elimination of only one management position at Riverside Rest Home due to retirement.

We remain committed to fund the Resource and Contracted Social Service Agencies through 2010. We have reconsidered our 2009 position, which was to reduce agency funding to eighty percent (80%) of the 2009 level. Instead, because the Stimulus funds for 2010 are greater than the sum of the 2009 agency allotment for funds, we decided to fully fund the agencies at the 2009 level in this budget.

This budget is authored with our best effort to manage County operations during this difficult economy. Unlike most businesses and some other levels of government, the demand for County services rises precipitously during a challenging economy. Higher demands for nursing home admissions; increases in House of Corrections and Community Corrections populations; and greater demands on the Medicaid system, create a disproportionate increase as a result of a continued poor economy.

We are pleased to report that we continue to manage the increase in the Jail population utilizing our Alternative Sentencing programs. The effective use of the Drug Court, Mental Health Court, and Community Corrections programs have diverted accused offenders and certain sentenced inmates from incarceration and have been an effective tool in managing the jail population. These programs ensure the safety of the community, while keeping expensive jail space available for those offenders who cannot be effectively monitored in alternative settings.

Riverside Rest Home (RRH) will continue to operate as a community public assistance safety net for those who have a great medical need and are therefore, unsafe alone in their homes and the community. We have made sure that adequate funding is available to continue this purpose.

STRAFFORD COUNTY COMMISSIONERS 2010 BUDGET MESSAGE

January 8, 2010

We look forward to a thorough review of this document. We wish to thank all department heads and Elected Officials who assisted us in the preparation of this budget. We also thank the County employees and volunteers for their continued dedication to the County and its residents. Together we will continue to work towards attainable goals through the effective system of County government.

Respectfully submitted,
STRAFFORD COUNTY COMMISSIONERS

George Maglaras, Chairman

Paul J. Dumont, Vice Chairman

Robert J. Watson, Clerk

**STRAFFORD COUNTY COMMISSIONERS PROPOSED 2010 BUDGET
JANUARY 8, 2010**

<u>ACCT #</u>	<u>JUSTICE & ADMINISTRATION</u>	2009 APPROVED BUDGET	2009 JAN.1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
4100.000	Administration	361,790.00	254,524.73	107,265.27	365,740.00
4110.000	County Attorney	1,130,539.00	747,094.35	383,444.65	1,187,278.00
4102.000	Domestic Violence Prosecution Unit	473,349.00	324,707.72	148,641.28	569,332.00
4103.000	Child Advocacy Center (CAC)	127,615.00	78,051.02	49,563.98	126,944.00
4117.000	Severance Pay - J&A	69,948.00	82,477.79	(12,529.79)	0.00
4120.000	Register of Deeds	538,357.00	373,932.47	164,424.53	542,383.00
4140.000	Sheriff	1,334,872.00	960,254.70	374,617.30	1,289,293.00
4141.000	Dispatch	600,134.00	434,622.17	165,511.83	591,365.00
4150.000	Medical Examiner	20,000.00	13,619.29	6,380.71	18,000.00
4160.000	J&A Maintenance	420,798.00	294,431.66	126,366.34	402,499.00
4190.000	Human Services	8,046,728.00	7,067,416.99	979,311.01	8,099,406.00
5131.000	Court Jester Café	84,045.00	60,926.92	23,118.08	83,204.00
6100.000	Department of Corrections	8,084,399.00	6,029,856.93	2,054,542.07	8,243,342.00
6102.000	Community Corrections	781,569.00	678,457.10	103,111.90	864,267.00
6103.000	Academy Program	80,130.00	45,096.97	35,033.03	0.00
6104.000	HOC Laundry	57,364.00	43,007.89	14,356.11	30,446.00
6105.000	Drug Court	232,471.00	163,222.42	69,248.58	163,811.00
6106.000	Transitional Housing Program	0.00	0.00	0.00	136,361.00
6130-38	Jail Industry Programs	100,001.00	35,871.14	64,129.86	100,001.00
6140.000	Jail Industries Program	173,322.00	122,043.58	51,278.42	171,975.00
9100.000	Debt Accounts	3,479,104.00	2,778,259.06	700,844.94	3,959,488.00
9200.000	Insurances-J&A	3,306,812.00	2,428,440.17	878,371.83	3,479,865.00
9350.000	Resource & Contracted Social Service Agencic	973,782.00	439,626.60	534,155.40	996,045.00
9370-9900	Other Accounts	29,000.00	14,189.98	14,810.02	29,000.00
9902.000	Capital Expense - J&A, Deeds & CIP	112,100.00	86,752.76	25,347.24	39,690.00
OPERATING EXPENDITURES JUSTICE & ADMIN.		30,618,229.00	23,556,884.41	7,061,344.59	31,489,735.00
<u>ACCT #</u>	<u>RIVERSIDE REST HOME</u>				
5100.000	Administration	1,231,013.00	873,685.49	357,327.51	1,238,949.00
5102.000	MIS Department	618,917.00	496,162.39	122,754.61	706,934.00
5117.000	Severance Pay - RRH	18,901.00	7,069.99	11,831.01	-
5120.000	Purchasing	133,113.00	102,115.05	30,997.95	139,511.00
5130.000	Dietary	1,924,837.00	1,370,094.80	554,742.20	1,918,590.00
5140.000	Nursing	7,412,764.00	5,389,425.59	2,023,338.41	7,196,338.00
5141.000	Socio-Behavioral Unit	1,269,914.00	819,614.49	450,299.51	1,068,513.00
5145.000	Resident Services	92,985.00	66,046.82	26,938.18	92,413.00
5150.000	Maintenance	1,165,942.00	844,222.89	321,719.11	1,095,724.00
5160.000	Laundry & Sewing	392,349.00	294,510.88	97,838.12	386,419.00
5170.000	Housekeeping	798,830.00	591,412.69	207,417.31	808,228.00
5180.000	Physician & Pharmacy	203,433.00	154,100.87	49,332.13	204,569.00
5190.000	Staff Development	150,682.00	89,015.33	61,666.67	142,198.00
5191.000	Physical Therapy	536,083.00	385,687.35	150,395.65	543,381.00
5192.000	Activities	470,778.00	349,686.26	121,091.74	464,829.00
5193.000	Occupational Therapy	25,354.00	14,493.19	10,860.81	25,109.00
5195.000	Social Services	323,479.00	224,580.45	98,898.55	328,231.00
9500.000	Insurances-RRH	3,991,978.00	3,383,679.37	608,298.63	4,215,930.00
9902.000	Capital Expenses - RRH	24,570.00	4,238.26	20,331.74	17,090.00
OPERATING EXPENDITURES RIVERSIDE REST HOME		20,785,922.00	15,459,842.16	5,326,079.84	20,592,956.00
TOTAL EXPENDITURES		51,404,151.00	39,016,726.57	12,387,424.43	52,082,691.00
REVENUES		25,148,361.00	18,081,467.59	7,066,893.41	25,338,130.00
PRIOR YEAR SURPLUS		0.00			0.00
AMOUNT TO BE RAISED BY TAXES		26,255,790.00			26,744,561.00

4100 ADMINISTRATION FUNCTION AND GOALS

The Administration Department's function is to carry out all administrative, legal, and financial obligations of the County Commissioners as required under New Hampshire laws. This includes the supervision of the Strafford county Department of Corrections, Riverside Rest Home, the Human Services Department, and payment of all County obligations. The goal of this Department is to fulfill the above mentioned functions in as timely and cost efficient a manner as possible. This Department is responsible for management of County properties, budgeting County resources, and establishing personnel policies and programs.

ACCT #		2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
4100	<u>ADMINISTRATION</u>				
.001	County Commissioners	30,612.00	23,113.60	7,498.40	32,141.00
.002	County Treasurer	7,148.00	5,360.40	1,787.60	7,507.00
.004	Support Staff	122,960.00	90,885.01	32,074.99	120,640.00
.005	Finance Director	81,705.00	60,122.40	21,582.60	80,163.00
.101	Longevity	2,600.00	0.00	2,600.00	2,700.00
.102	Accrued Benefits Expense	8,200.00	3,797.30	4,402.70	10,900.00
.103	Social Security	19,372.00	13,593.41	5,778.59	19,435.00
.104	Dental Insurance	3,312.00	2,547.45	764.55	3,560.00
.106	Retirement	19,220.00	13,864.72	5,355.28	19,639.00
.107	Workers Compensation	2,162.00	1,697.06	464.94	2,058.00
.108	Unemployment Insurance	131.00	131.20	(0.20)	172.00
.221	Audit	9,800.00	0.00	9,800.00	10,325.00
.229	Fees & Outside Services	1,286.00	349.00	937.00	1,000.00
.234	Printing - County Report	200.00	45.87	154.13	200.00
.235	Photo Copy Expense	2,800.00	938.12	1,861.88	2,800.00
.236	Office Supplies	10,000.00	7,507.04	2,492.96	10,000.00
.237	Dues/Licenses/Subscriptions	15,420.00	14,452.08	967.92	16,000.00
.238	Postage	4,500.00	3,461.47	1,038.53	4,500.00
.267	Advertising	500.00	305.90	194.10	500.00
.268	Telephone	4,400.00	3,992.39	407.61	6,000.00
.270	Travel	14,000.00	7,602.82	6,397.18	14,000.00
.281	Equipment Repair/Maintenance	0.00	0.00	0.00	0.00
.285	Real Estate Taxes	1,462.00	757.49	704.51	1,500.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	361,790.00	254,524.73	107,265.27	365,740.00

ADMINISTRATION EXPLANATIONS

- .001-.002 The Commissioners and Treasurer's salaries determined by the Delegation in 2008 for 2009/2010 term.
- .004-.006 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners.
- .101 Longevity: \$25/year after 3 years x no. of years/employee throughout budget.
- .102 Accrued Benefits Expense: Sick/vacation pay accrued for final benefits and sick buyback for employees.
- .103 Social Security: Salary lines x 7.65%; 1.45% for Group II eligible employees (deputies/correctional staff).
- .104 Dental Insurance: \$445.00 per full time employee equivalent (FTE) throughout budget.
- .106 Retirement: Salary lines x 9.16% for Group I employees and 13.66% for Group II employees (deputies/correctional staff) for 2009. No retirement on Elected Officials or part-time employees.
- .107 Workers Comp: Rate varies throughout budget from .15% to 4.38%, according to position responsibilities.
- .108 Unemployment Insurance: \$43.00 per employee, based on first \$10,000 earned times .43%. No unemployment on Elected Officials, including Commissioners, Treasurer, County Attorney, Sheriff and Register of Deeds.

ADMINISTRATION EXPLANATIONS CONTINUED

- .221 Audit: Cost of Commissioners' portion of outside audit performed by Ron Beaulieu & Co., CPA, 35%; balance paid from Riverside Administration, or 65%.
- .229 Fees & Outside Services: Post office box rental and maintenance for ATM machines.
- .234 Printing - County Report: Costs associated with printing the County report which includes all financial data, reports from department heads and minutes of the Delegation meetings. Printed in-house to reduce costs.
- .235 Photo Copy Expense: Paperwork necessary to perform County functions and preparation of materials for office.
- .236 Office Supplies: Paper, pens, pencils, and associated office products, including payroll envelopes and forms.
- .237 Dues/Licenses/Subscriptions: New Hampshire Association of Counties (\$14,000); National Association of Counties (N.A.C.O.) dues \$750; Finance Officers Assoc. Dues; Notary Public fees; newspapers & periodicals.
- .238 Postage: Postage machine rental and maintenance; postage utilized for office.
- .267 Advertising: For job openings, and meeting notices as required by law.
- .268 Telephone: Phone lines and fax line to carry out County business and receive calls.
- .270 Travel: Costs for NHAC convention and educational seminars for employees; travel and associated costs for Commissioners and Treasurer; trips to Concord for legislative meetings.
- .281 Equipment Repair/Maintenance: Cost of repairs to equipment not covered under service contracts.
- .285 Real Estate Taxes: City of Dover taxes on 3 parcels land located as part of 290 acres of County land.
- .297 New Equipment: No new equipment requested.

4110 COUNTY ATTORNEY'S OFFICE FUNCTIONS AND GOALS

The Office of the Strafford County Attorney performs a dual function. By statute, R.S.A. 7:6, & 34, the County Attorney serves as the Attorney General's representative in Strafford County for the purpose of prosecuting all criminal cases except capital and first and second degree murder. Thus, the Strafford County Attorney's Office represents the State of New Hampshire in all criminal cases in the Strafford County Superior Court and in the District Courts of the County, if circumstances warrant it. This function includes directing and reviewing criminal investigations conducted by the local and State Police; appearing in the District Courts for felony arraignments and probable cause hearings; preparing for and presenting evidence to the Grand Jury for felony indictments; reviewing and prosecuting misdemeanor and violation cases appealed from the District Courts to Superior Court; researching legal issues and responding to motions filed in all criminal cases; attending and taking pre-trial depositions of experts; preparing witnesses for deposition and trial; and participating in all court hearings, including arraignment pre-trial, motion hearings, trial sentencing, sentence review, and miscellaneous post-conviction hearings. The second function of the County Attorney's office is to serve as legal counsel for Strafford County. A variety of duties are performed by the County in fulfilling this function, including: representing the County's interests in civil litigation in State or Federal court when requested; advising County officials on legal matters; and serving as a legal resource for members of the County's Legislative Delegation, advising them of legal implications of proposed legislation.

In addition to these two main functions of the County Attorney, there are other duties prescribed by statute, such as responding to untimely, suspicious, or unattended deaths, and requesting autopsies when appropriate; and initiating extradition proceedings in criminal cases. As a public official, the County Attorney has a duty to the people of Strafford County and to the judicial system to promote justice and assist in expanding public awareness and understanding of our system of justice. The County Attorney meets this responsibility by serving as a public resource and speaking before civic and public agencies concerned with learning and/or improving the quality of justice in Strafford County. The County Attorney is also actively involved in keeping police agencies informed of changes in the law; providing training to police officers and others; and in promoting legislation to improve the criminal justice system.

The County Attorney's office operates a Victim Assistance Program, which, through the efforts of the Victim Assistance Director and Victim Assistance Coordinator, assists victims of serious crimes, such as child abuse, sexual assault, and physical assault, in understanding and dealing with the criminal justice system. The program is designed to reduce the trauma experienced by victims and assist them in every phase of the criminal prosecution.

The Strafford County Attorney's Office has a Chief Investigator whose responsibility is to ensure the quality and thoroughness of felony investigations; to assist local police departments with difficult and complex investigations; to assist attorneys by reviewing investigations submitted for Grand Jury presentment; to assist local police departments with internal investigations; and to investigate and provide reports to County officials on civil litigation or personnel matters. The Chief Investigator also assists the prosecutors with trial preparation and in locating witnesses.

<u>4110</u>	<u>COUNTY ATTORNEY'S OFFICE</u>	2009 <u>APPROVED</u> <u>BUDGET</u>	2009 <u>JAN. 1 TO SEP. 30</u> <u>EXPENDITURES</u>	2009 <u>UNEXPENDED</u> <u>BALANCE</u>	2010 <u>COMMISSIONERS</u> <u>RECOMMENDATION</u>
.001	County Attorney	78,000.00	57,392.40	20,607.60	80,340.00
.002	Assistant Attorneys	379,838.00	226,377.12	153,460.88	374,887.00
.004	Support Staff	267,473.00	195,821.00	71,652.00	283,566.00
.005	Victim Assistance Staff	130,718.00	92,881.63	37,836.37	153,670.00
.007	Overtime	1,000.00	0.00	1,000.00	1,000.00
.101	Longevity	2,350.00	0.00	2,350.00	2,650.00
.102	Accrued Benefits Expense	24,800.00	10,813.06	13,986.94	29,000.00
.103	Social Security	64,062.00	39,937.16	24,124.84	67,261.00
.104	Dental Insurance	7,038.00	3,634.20	3,403.80	8,455.00
.106	Retirement	74,951.00	52,158.33	22,792.67	82,644.00
.107	Workers Compensation	9,192.00	7,405.73	1,786.27	10,915.00
.108	Unemployment Insurance	558.00	534.46	23.54	731.00
.217	Education/Conference/Training	7,000.00	320.25	6,679.75	7,000.00
.222	Prosecution Costs	20,000.00	9,943.49	10,056.51	18,000.00
.228	Computer Expense	0.00	0.00	0.00	0.00
.229	Fees & Outside Services	2159.00	2158.97	0.03	2,159.00
.235	Photo Copy Expense	7,000.00	3,745.67	3,254.33	5,000.00
.236	Office Supplies	9,000.00	5,467.06	3,532.94	8,000.00
.237	Dues/Licenses/Subscriptions	22,000.00	19,226.38	2,773.62	24,000.00
.238	Postage	6,000.00	3,264.59	2,735.41	6,000.00
.268	Telephone	11,000.00	13,587.48	(2,587.48)	15,000.00
.270	Travel	4,400.00	1,575.41	2,824.59	5,000.00
.281	Equipment Repair/Maintenance	1,000.00	699.42	300.58	1,000.00
.288	Vehicle Lease	0.00	150.54	(150.54)	0.00
.297	New Equipment	1,000.00	0.00	1,000.00	1,000.00
	TOTALS	1,130,539.00	747,094.35	383,444.65	1,187,278.00

COUNTY ATTORNEY EXPLANATIONS

- .001 County Attorney's salary was set by Delegation in 2008 for the 2009/2010 term.
- .002-.005 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Education/Conference/Training: Mandatory CLE credit for attorneys required per Bar Association rules; continuing education training for all staff: 2 Statewide Attorney General trainings per year for attorneys; out-of-state conference for victims' assistance staff or attorneys.
- .222 Prosecution Costs: Travel, meal, and lodging expenses for witnesses; payment of expert witness fees, copies of transcripts and stenography as required; and the SPOTS terminal payments.
- .229 Fees & Outside Services: Computer technical support.
- .235 Photo Copy Expense: Paper, toner, computer supplies, copier lease and service contract; repairs not covered by contract.
- .236 Office Supplies: Paper, envelopes, pens, pencils, highlighters, calendars, file folders, binders, video and cassette tapes, pagers and other supplies purchased as required.
- .237 Dues/Licenses/Subscriptions: Bar dues for attorneys, Justice of the Peace/Notary Public applications; professional association memberships and research materials, including the cost of on-line legal research service through Westlaw.
- .238 Postage: Stamps, postage, and other mailing expenses, postage meter rental.
- .268 Telephone: Cost of phone and facsimile machine lines and cellular telephones.
- .270 Travel: Mileage reimbursement for trips to other courts for hearings and trials, to Concord for legislative hearings, or professional meetings, and to off-site locations to interview witnesses.
- .281 Equipment Repair/Maintenance: Repair and upkeep of equipment not covered under service contracts.
- .288 Vehicle Lease: Lease is paid up to date; no payment due this year.
- .297 New Equipment: Contingency fund for unanticipated equipment replacement.

4102 DOMESTIC VIOLENCE UNIT FUNCTION AND GOALS

The Domestic Violence Unit prosecutes misdemeanor domestic violence cases for all fourteen (14) police departments in the County and the State Police. The Domestic Violence Unit consists of three attorneys, two victim/witness coordinators, one support staff person, one investigator, and the Project Coordinator, and is overseen by the County Attorney. The Domestic Violence Unit is part of a larger, multi-disciplinary DV Project, which includes a community-based victim advocate from a Safe Place to provide confidential services to victims. Federal grant funds are being received to fund four Project positions in part or in full, including the A Safe Place victim advocate, the Project Coordinator, a DV Attorney and the Domestic Violence Investigator, who assists in follow-up investigation, community monitoring of protective order compliance, and also assists the attorneys in trial preparation. The Project is guided by an Advisory Board (the Project Advisory Board or PAB), consisting of representatives from law enforcement, the New Hampshire Department of Corrections, the Strafford County Department of Corrections, the County Attorney, A Safe Place, the Victim Assistance Program, Sexual Assault Support Services (SASS), the UNH Sexual Harassment and Rape Prevention Program (SHARPP), the Family Violence Council, and the Therapeutic Treatment Community. It is the goal of the Project and the DV Unit to encourage follow-through on domestic violence cases; to educate the public, victims, perpetrators, and police departments on the effects of domestic violence on the family, the community, and the criminal justice system; and to investigate, prosecute, and seek appropriate sentences in domestic violence cases. The DV project is working to implement a Family Justice Center for Strafford County, which co-locates comprehensive wraparound services for victims and their loved ones, towards the goal of halting the cycle of abuse.

<u>4102</u>	<u>DOMESTIC VIOLENCE UNIT</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Project Coordinator	42,718.00	31,434.01	11,283.99	41,912.00
.002	Domestic Violence Attorneys	86,559.00	72,209.52	14,349.48	126,984.00
.003	Victim/Witness Advocates	82,955.00	57,531.36	25,423.64	70,325.00
.004	Support Staff	49,281.00	22,088.99	27,192.01	32,011.00
.005	Investigator	47,266.00	34,780.20	12,485.80	46,373.00
.101	Longevity	200.00	0.00	200.00	100.00
.102	Accrued Benefits Expense	7,200.00	3,890.43	3,309.57	7,400.00
.103	Social Security	24,188.00	16,742.92	7,445.08	24,871.00
.104	Dental Insurance	3,105.00	2,320.45	784.55	3,560.00
.106	Retirement	24,488.00	16,605.75	7,882.25	25,532.00
.107	Workers Compensation	4,174.00	650.43	3,523.57	1,618.00
.108	Unemployment Insurance	330.00	322.89	7.11	344.00
.217	Education/Conference/Training	5,750.00	4,066.09	1,683.91	27,467.00
.229	Fees & Outside Services	66,650.00	36,238.39	30,411.61	118,795.00
.235	Photo Copy Expense	3,000.00	1,364.50	1,635.50	3,000.00
.236	Office Supplies	3,500.00	1,750.78	1,749.22	7,600.00
.238	Postage	3,000.00	1,585.81	1,414.19	3,000.00
.267	Advertising	0.00	0.00	0.00	0.00
.268	Telephone	2,160.00	1,723.40	436.60	2,160.00
.270	Travel	6,000.00	6,576.88	(576.88)	6,000.00
.281	Equipment Repair/Maintenance	0.00	0.00	0.00	0.00
.293	Fringe Benefits	8,450.00	12,784.93	(4,334.93)	17,830.00
.297	New Equipment	2,375.00	39.99	2335.01	2,450.00
	TOTALS	473,349.00	324,707.72	148,641.28	569,332.00

DOMESTIC VIOLENCE UNIT EXPLANATIONS

- .001-.004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners, or as set by Grants (2).
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Education/Conference/Training: Training or conferences relative to domestic violence education and Family Justice Centers. Grant funded.
- .229 Fees & Outside Services: Services rendered by A Safe Place, SASS, Victim's Jail Group, Criminal Justice Advocate at A Safe Place, funds provided to crisis centers, and for BIPP jail group provider. Includes hiring of national experts to assist in a readiness assessment and strategic planning for a Family Justice Center.
- .235 Photo Copy Expense: Photo copier lease, service contract and other costs associated with copier. Includes grants funds.
- .236 Office Supplies: Paper, envelopes, pens, pencils, calendars, training materials, meeting materials, folders, and other supplies as required. Increase is grant funded and covers additional materials needed for Family Justice Center meetings, focus groups, and reimbursement for A Safe Place victim resource binders.
- .238 Postage: Stamps, postage and meter rental.
- .268 Telephone: Cost of telephone, fax lines, and cellular telephones. Includes grant funds.
- .270 Travel: Mileage reimbursement for trips to District Courts and meetings with DV Project Partners and stakeholders for FJC planning. as required. Includes grant funds.
- .293 Fringe Benefits: Health, life, and disability insurance for Grant employees.
- .297 New Equipment: All equipment for police departments to be purchased with grant funds.

4112 CHILD ADVOCACY CENTER (CAC) FUNCTION AND GOALS

The Child Advocacy Center provides a coordinated, multi-disciplinary response by law enforcement, the Division of Children, Youth and Families (DCYF), prosecution, victim services, medical and mental health providers, and other agencies as needed, to allegations of child abuse. The CAC provides a centrally located, neutral, child-friendly setting in which to conduct interviews of children (ages 5 - 17) and conduct team meetings in order to track the child's case to ensure that the child is protected and that the child and his/her family are referred to any community services necessary to support, nurture, and protect the child. The CAC is entirely funded by grants and donations, except for in-kind services donated by the County. By 2011, the Strafford County Child Advocacy Center will apply for Accreditation with the National Children's Alliance. The goal of the CAC is to attain non-profit status through a "Friends of the CAC" Board in order to sustain its existence as a donation and grant-funded organization.

<u>4112</u>	<u>CHILD ADVOCACY CENTER</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 EXPENDED PERCENTAGE	2010 COMMISSIONERS RECOMMENDATION
.001	CAC Coordinator	45,856.00	33,656.28	12,199.72	44,990.00
.004	Forensic Interviewer	30,570.00	16,035.04	14,534.96	29,994.00
.102	Accrued Benefits Expense	1,000.00	0.00	1,000.00	500.00
.103	Social Security	5,923.00	3,661.45	2,261.55	5,775.00
.104	Dental Insurance	828.00	472.53	355.47	890.00
.106	Retirement	4,180.00	4,421.75	(241.75)	6,914.00
.107	Workers Compensation	4,642.00	2,055.43	2,586.57	3,295.00
.108	Unemployment Insurance	66.00	65.60	0.40	86.00
.217	Education/Conference/Training	0.00	(577.95)	577.95	0.00
.234	Printing	200.00	0.00	200.00	200.00
.236	Office Supplies	2,000.00	710.56	1,289.44	2,000.00
.237	Dues, Licenses & Subscriptions	2,300.00	2,300.00	0.00	2,300.00
.238	Postage	250.00	59.66	190.34	200.00
.268	Telephone	900.00	1,806.69	(906.69)	900.00
.270	Travel	0.00	0.00	0.00	0.00
.293	Fringe Benefits	28,900.00	13,383.98	15,516.02	28,900.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	127,615.00	78,051.02	49,563.98	126,944.00

CHILD ADVOCACY CENTER EXPLANATIONS

- .001-.004 Staff: Salaries are partially grant funded.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Education/Conference/Training: None requested this year.
- .234 Printing: Brochures and other CAC materials.
- .236 Office Supplies: Supplies to stock office with routine items, i.e., pens, paper, ink, etc.
- .237 Dues/Subscriptions/Licenses: NCARak annual subscription fee (a web-based tracking system); annual dues to National Children's Alliance.
- .238 Postage: Routine mailings.
- .268 Telephone: Cost of telephone and fax lines.
- .270 Travel: None requested this year.
- .293 Fringe Benefits: Health, life, and disability insurance for Grant employees.
- .297 New Equipment: No equipment requests.

<u>4117</u>	<u>SEVERANCE PAY - J&A</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 EXPENDED PERCENTAGE	2010 COMMISSIONERS RECOMMENDATION
.001	Salaries	41,300.00	76,734.27	(35,434.27)	0.00
.102	Accrued Benefits Expense	18,202.00	0.00	18,202.00	0.00
.103	Social Security	3,831.00	3,348.66	482.34	0.00
.106	Retirement	5,696.00	1,262.52	4,433.48	0.00
.107	Workers Compensation	919.00	806.10	112.90	0.00
.108	Unemployment Insurance	0.00	326.24	(326.24)	0.00
	TOTALS	69,948.00	82,477.79	(12,529.79)	0.00

4120 REGISTRY OF DEEDS FUNCTIONS AND GOALS

The 2010 Registry of Deeds budget represents a one percent (1%) increase over the 2009 budget. Despite this increase, this budget is less than any other Registry budget since 2004. The efficiency of the Website is the main reason we have been so successful in running the Registry at such low costs. The recording public has grown accustomed to the convenience of researching and copying documents from the comfort of their own home or office. The 2009 Real Estate economy has been in recession for the past year. In the first ten months of 2009, Strafford County has experienced a ten percent (10%) increase in foreclosures over 2008. The number of transfers have also dropped by 11.5% during the same time period. The one bright spot has been re-financing. With the lowest interest rates in years, mortgage recordings are up by 2.1%.

The Registry will continue to follow the law as it applies to recording, indexing, securing, and retrieving the anticipated 22,500 documents recorded yearly.

<u>4120</u>	<u>REGISTRY OF DEEDS</u>	2009 APPROVED <u>BUDGET</u>	2009 JAN. 1 TO SEP. 30 <u>EXPENDITURES</u>	2009 UNEXPENDED <u>BALANCE</u>	2010 COMMISSIONERS <u>RECOMMENDATION</u>
.001	Registrar of Deeds	50,400.00	37,798.80	12,601.20	52,920.00
.002	Deputy Registrar	49,905.00	36,722.40	13,182.60	48,964.00
.004	Clerical Staff	233,729.00	171,444.29	62,284.71	229,320.00
.007	Overtime	500.00	120.98	379.02	500.00
.101	Longevity	4,434.00	0.00	4,434.00	4,667.00
.102	Accrued Benefits Expense	14,000.00	1,893.50	12,106.50	14,000.00
.103	Social Security	27,079.00	17,271.02	9,807.98	26,803.00
.104	Dental Insurance	3,726.00	2,874.17	851.83	4,005.00
.106	Retirement	31,574.00	22,415.93	9,158.07	32,094.00
.107	Workers Compensation	496.00	347.59	148.41	526.00
.108	Unemployment Insurance	295.00	258.28	36.72	344.00
.223	Data Processing	40,200.00	26,889.00	13,311.00	32,640.00
.229	Fees & Outside Services	47,719.00	36,616.79	11,102.21	64,800.00
.235	Photo Copy Expense	3,500.00	333.18	3,166.82	2,500.00
.236	Office Supplies	7,500.00	4,427.35	3,072.65	6,500.00
.237	Dues/Licenses/Subscriptions	300.00	180.95	119.05	300.00
.238	Postage	10,000.00	6,076.32	3,923.68	9,500.00
.268	Telephone	9,000.00	5,911.26	3,088.74	8,500.00
.270	Travel	4,000.00	2,350.66	1,649.34	3,500.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	538,357.00	373,932.47	164,424.53	542,383.00

REGISTRY OF DEEDS EXPLANATIONS

- .001 The Register of Deeds salary was determined by the Delegation in 2008 for 2009/2010 term.
- .002-.004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .223 Data Processing: Based on 22,500 estimated documents.
- .229 Fees & Outside Services: Maintenance contracts on reader/printer, support computers, copiers, fax, auto card, processor, media storage, consolidation, special binders, binders, Internet service development, and film developing. Book repair project is on hold again this year.
- .235 Photo Copy Expense: Developer, toner; copy paper and supplies.
- .236 Office Supplies: Paper, pens, log books, forms, envelopes, ink cartridges, and other supplies.
- .237 Dues/Licenses/Subscriptions: NH Assoc. of Counties Dues, NH Registers, Manley Directories, Justice & Notary fees.
- .238 Postage: Postage and meter rental costs. These costs are offset by income earned.
- .268 Telephone: Cost for phone service; share of lease; and T-1 line.
- .270 Travel: Meetings & banking for County, meetings in Concord, NHAC annual meeting.
- .297 New Equipment: No new equipment requests.

4140 SHERIFF'S OFFICE FUNCTION AND GOALS

The Strafford County Sheriff's Office has serviced 7,770 writs and transported 8,500 inmates in 2009. The Sheriff's office is on track to do approximately 45 County Jail investigations.

The Office of the Strafford County Sheriff serves the County and its residents in many valuable ways. The Sheriff is the crier of the Superior Court. Through his Deputies, Special Deputies, and Bailiffs, the Sheriff oversees the necessary security for the judges, jurors, attorneys, and all people coming into the Court System. Civil process is mandated to the Sheriff and has deep roots dating back to the Anglo-Saxon's time. Today, however, civil process is a service the Sheriff's Office performs for Courts, attorneys, and private citizens wishing to file actions Pro Se. The Sheriff's Office provides security and transportation to different locations throughout New England. These services are provided to our two (2) Strafford County District Courts, to inmates who have entered the Superior Court System, to all committals of Involuntary Emergency Admissions (IEA), with facilities located in Concord and Manchester, and all of which is a mandated service provided day and night, seven days a week and at times under very difficult weather conditions, to Strafford County House of Corrections inmates who require the medical services of a doctor, a dentist, or overnight local hospital stays, and to juveniles. Juvenile security and transportation is an area of concern that mandates special consideration and proper handling pursuant to our juvenile laws. Deputies carry a heavy responsibility in this regard. Deputies are empowered to make arrests in any criminal or civil case and to execute Superior Court orders throughout the State. Arrests are also made on domestic orders from the Division of Human Services. Deputies can take action with arrests on small claim orders from the District Courts. Requests for assistance from law enforcement agencies are also provided to the best of our ability. The primary goal for the Sheriff's Office in 2010 is to provide the residents and all others who need assistance with the best professional, efficient, and courteous service possible. This mandate will be accomplished through funding ratified by the County Delegation and also by utilizing resources effectively. The Strafford County Sheriff's Office also transports Federal inmates for Maine, New Hampshire, and Vermont U.S. Marshals on a daily basis. The Sheriff's Office transports inmates for the Department of Homeland Security Immigration and Customs Enforcement. The Strafford County Sheriff's Office also participates in fugitive apprehension with the U.S. Marshal's Joint Fugitive Task Force.

ACCT #		2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
<u>4140</u>	<u>SHERIFF'S OFFICE</u>				
.001	County Sheriff	55,000.00	40,466.40	14,533.60	60,000.00
.003	Deputies	479,650.00	353,341.52	126,308.48	481,183.00
.004	Secretarial Staff	98,506.00	82,938.84	15,567.16	96,648.00
.006	Training	3,000.00	0.00	3,000.00	3,000.00
.007	Overtime	42,000.00	30,345.00	11,655.00	40,000.00
.101	Longevity	6,033.00	0.00	6,033.00	6,283.00
.102	Accrued Benefits Expense	26,500.00	6,796.91	19,703.09	22,000.00
.103	Social Security	61,540.00	44,328.03	17,211.97	60,092.00
.104	Dental Insurance	7,038.00	3,550.65	3,487.35	8,900.00
.106	Retirement	53,536.00	39,188.66	14,347.34	51,064.00
.107	Workers Compensation	23,612.00	16,964.98	6,647.02	20,210.00
.108	Unemployment Insurance	2,197.00	1,000.42	1,196.58	3,096.00
.217	Education/Conference/Training	4,200.00	2,642.71	1,557.29	4,200.00
.228	Computer Expense	1,350.00	0.00	1,350.00	1,350.00
.229	Fees & Outside Services	2,175.00	3,625.50	(1,450.50)	4,005.00
.235	Photo Copy Expense	650.00	158.04	491.96	650.00
.236	Office Supplies	5,000.00	4,764.79	235.21	5,000.00
.237	Dues/Licenses/Subscriptions	2,000.00	1,299.20	700.80	2,000.00
.238	Postage	5,000.00	4,522.39	477.61	5,000.00
.239	Other Supplies-Photos & Film	700.00	103.78	596.22	700.00
.244	Special Details	65,000.00	23,474.65	41,525.35	45,000.00
.245	Special Deputies	157,000.00	119,616.03	37,383.97	157,000.00
.246	Bailiff Expense	90,000.00	85,674.60	4,325.40	90,000.00
.257	Uniform Expense	5,000.00	4,070.41	929.59	5,000.00
.268	Telephone	8,200.00	9,228.75	(1,028.75)	13,162.00
.270	Travel/In-State	500.00	433.81	66.19	500.00
.271	Travel/Out-of-State	10,000.00	11,194.44	(1,194.44)	10,000.00
.272	Auto Expense (Gasoline)	50,000.00	23,763.65	26,236.35	30,000.00
.273	Vehicle Repairs	20,000.00	11,261.62	8,738.38	18,000.00
.281	Equipment Repair/Maintenance	2,000.00	2,402.99	(402.99)	2,000.00
.288	Vehicle Lease	25,397.00	18,786.38	6,610.62	28,452.00
.297	New Equipment	15078.00	10,654.64	4423.36	7,788.00
.298	Bloodhound Unit	7,010.00	3,654.91	3,355.09	7,010.00
	TOTALS	1,334,872.00	960,254.70	374,617.30	1,289,293.00

SHERIFF DEPARTMENT EXPLANATIONS

- .001 The Sheriff's salary was determined by the Delegation in 2008 for 2009/2010 term.
- .003-.004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget. Increase due to department reorganization.
- .006 Training: Annual staff training as required by New Hampshire law.
- .007 Overtime: Allows for 24 hours overtime per week. The weekly on-call deputy receives 3 hours of compensation. Increase in IEA call-outs; medical for inmates; and inmate hospital security.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Education/Conference/Train.: Mandatory training required by New Hampshire Police Standards & Training Council. Purchase of all training materials, training conference fees, and ammunition.
- .228 Computer Expense: Software, program updates, and other expenses associated with computers.
- .229 Fees & Outside Services: Copy machine lease payments; IMC civil process; fax service contract.
- .235 Photo Copy Expense: Copier paper, toner, supplies.
- .236 Office Supplies: Paper, pens, pencils, envelopes, business cards, letterhead, printer cartridges, and other supplies as required.
- .237 Dues/Licenses/Subscriptions: Updates to New Hampshire Revised Statutes Annotated (R.S.A.'s), purchase of Criminal and Motor Vehicle Codes, annual dues to New Hampshire Police Association, Chiefs of Police Association and New Hampshire Sheriff's Association.
- .238 Postage: Postage for invoices, monthly re-billing of overdue invoices, and normal office correspondence.
- .239 Other Supplies: Film, camera supplies, and Deputy ID badges.
- .244 Special Details: Anticipated cost for requests for special details; reimbursable expense. Fewer outside detail requests.
- .245 Special Deputies: Prisoner transports, coverage for vacation/sick leave for deputies, lengthy trials, hospital security and extradition when needed.
- .246 Bailiff Expense: Salaries and associated costs 100% reimbursed by State.
- .257 Uniform Expense: Deputies Special Deputies and Bailiffs clothing expense.
- .268 Telephone: Allocation for services and lease equipment of phones and cell phones.
- .270 Travel/In-State: To reimburse department members for costs of in-state travel.
- .271 Travel/Out-of-State: Out of state extraditions based on recommendations made by County Attorney.
- .272 Auto Expense (Gasoline): Based on current expenditures for gasoline for vehicles; County has fixed rate for cost of gas.
- .273 Auto Repairs: Repairs on leased vehicles not covered by lease agreement, i.e., wear items. Expense for tire maintenance, car washes, other supplies for maintenance of vehicle on County-owned vehicles not covered by maintenance agreement.
- .281 Equipment Repair/Maintenance: Radio repairs; removal and installation of two way radios and rear seat cages as needed.
- .288 Vehicle Lease: Expense of lease/purchase of vehicles.
- .297 New Equipment: Equipment needed for Court security, investigations and Deputies. Includes surveillance cameras for DVR system; digital cameras, security holsters, global positioning system, gear box and radio console for Blazer, Rosetta Stone license for Spanish language; rain gear. Offset by numerous grants for purchase of new equipment.
- .298 Bloodhound Unit: Dog food, veterinary care, training, seminars, dues, recertification, clothing, cell phones, equipment replacement.

4141 DISPATCH CENTER FUNCTION AND GOALS

The Strafford County Dispatch Center's function is to provide twenty-four (24) hour emergency police, fire, and ambulance dispatch service for the towns of Barrington, Durham, Farmington, Lee, Middleton, Milton, New Durham, Rollinsford, and Strafford, along with dispatch services for the Sheriff's Office. The Dispatch Center is also a central coordination point to State and local agencies during major emergency situations. The Dispatchers are qualified, well-trained, and experienced in the handling of all types of calls, from life-threatening emergencies to requests for information, in a prompt, courteous and professional manner.

<u>4141</u>	<u>DISPATCH CENTER</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.005	Dispatchers	460,647.00	334,193.35	126,453.65	449,896.00
.006	Computer Training	0.00	0.00	0.00	0.00
.007	Overtime	20,000.00	15,248.95	4,751.05	20,000.00
.101	Longevity	2,050.00	0.00	2,050.00	2,275.00
.102	Accrued Benefits Expense	11,000.00	2,954.30	8,045.70	12,000.00
.103	Social Security	37,768.00	27,636.43	10,131.57	37,039.00
.104	Dental Insurance	4,968.00	4,140.16	827.84	5,340.00
.106	Retirement	36,879.00	30,437.00	6,442.00	40,120.00
.107	Workers Compensation	692.00	496.39	195.61	726.00
.108	Unemployment Insurance	459.00	464.03	(5.03)	559.00
.217	Education/Conference/Training	5,000.00	2,564.65	2,435.35	5,000.00
.229	Fees & Outside Services	7,875.00	7,950.57	(75.57)	8,010.00
.236	Office Supplies	1,980.00	907.30	1,072.70	1,700.00
.268	Telephone	4,816.00	925.63	3,890.37	2,700.00
.281	Equipment Repair/Maintenance	6,000.00	6,703.41	(703.41)	6,000.00
.297	New Equipment	0.00	0.00	-	0.00
TOTALS		600,134.00	434,622.17	165,511.83	591,365.00

DISPATCH CENTER EXPLANATIONS

- .005 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .006 Computer Training: No anticipated training for dispatchers for SPOTS terminal & Computer Aided Dispatch (CAD).
- .007 Overtime: Used to cover open shifts due to vacation, sick leave, holidays and training.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Education/Conference/Training: Dispatcher schools, seminars, 8 hours training for dispatchers re-certification as part-time certified deputies; APCO and CALEA conferences.
- .229 Fees & Outside Services: SPOTS terminal users fee and maintenance contract; increase in Tenerife Mountain Lease for tower.
- .236 Office Supplies: Paper for two printers, pens, pencils, computer ink cartridges, notebooks, data binders, other supplies.
- .268 Telephone: Allocation for services and leases for equipment.
- .281 Equipment Repair/Maintenance: Computer upgrades and repair services.
- .297 New Equipment: No new equipment requested.

4150 MEDICAL EXAMINER FUNCTION AND GOALS

The Medical Examiner's function is as prescribed by R.S.A. 6:11: The Medical Examiner must be present to examine the body at any unattended, untimely death which occurs in the County. As per House Bill (HB) 488, the County shall be responsible for the death investigation and travel expenses of the Assistant Deputy Medical Examiner (ADME). The County is no longer responsible for payment of the autopsy in the event of an untimely death.

<u>4150</u>	<u>MEDICAL EXAMINER</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.222	Autopsies & Views	20,000.00	13,619.29	6,380.71	18,000.00
TOTALS		20,000.00	13,619.29	6,380.71	18,000.00

- .222 ADME Expenses: Per State law, the County pays the expenses of ADME investigations of suspicious deaths, including transport of the body for examination.

4160 JUSTICE & ADMINISTRATION MAINTENANCE DEPARTMENT FUNCTION AND GOALS

The Maintenance Department's function is to assure the clean and cost efficient operation of the Justice and Administration Building. This includes overseeing the cleaning of all Courthouse areas on a daily basis by an outside agency, preventative maintenance on the air conditioning, heating, electrical, and plumbing systems, mowing of Courthouse lawns, and the plowing of driveways and parking lots. The Maintenance Department is also responsible for minimizing energy consumption by enforcing heating and cooling temperature controls and enacting efficient procedures. The Department is also responsible for assisting in the maintenance and operations of the security system in the Courthouse.

<u>4160</u>	<u>J&A MAINTENANCE DEPARTMENT</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Maintenance Director	53,975.00	41,754.40	12,220.60	52,957.00
.002	Maintenance Personnel	68,047.00	60,250.98	7,796.02	69,705.00
.007	Overtime	3,000.00	3,215.81	(215.81)	3,000.00
.101	Longevity	1,625.00	0.00	1,625.00	3,000.00
.102	Accrued Benefits Expense	5,300.00	1,365.85	3,934.15	4,200.00
.103	Social Security	10,094.00	6,830.02	3,263.98	10,164.00
.104	Dental Insurance	1,242.00	753.52	488.48	1,335.00
.106	Retirement	11,770.00	6,497.00	5,273.00	11,895.00
.107	Workers Compensation	3,312.00	2,468.41	843.59	3,468.00
.108	Unemployment Insurance	98.00	160.34	(62.34)	129.00
.229	Service Contracts	70,977.00	51,574.43	19,402.57	84,267.00
.239	Other Supplies	10,044.00	6,713.64	3,330.36	10,546.00
.260	Electricity	124,417.00	74,997.53	49,419.47	105,741.00
.261	Propane	34,086.00	22,691.03	11,394.97	19,092.00
.262	Water	2,865.00	2,149.05	715.95	2,951.00
.264	Sewer	3,446.00	2,469.81	976.19	3,549.00
.280	Building & Equipment Repairs	15,000.00	10,023.17	4,976.83	15,000.00
.297	New Equipment	1,500.00	516.67	983.33	1,500.00
	TOTALS	420,798.00	294,431.66	126,366.34	402,499.00

MAINTENANCE EXPLANATIONS

- .001-.002 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .007 Overtime: Used for plowing during winter at Courthouse.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .229 Fees & Outside Services: Life safety services, cell phones, fire hydrants, elevator licenses, kitchen hood cleaning and inspection (café), grounds care and sweeping, and cleaning services; elevator service contract.
- .239 Other Supplies: Includes all supplies for the operation of the Courthouse. 5% increase in costs of paper goods.
- .260-.264 Electricity: Costs based on 2009 usage; decrease due to change in service providers.
- .261 Propane: Costs based on 2009 usage of 14,355 gallons at \$1.33 (est.)
- .262 Water: Costs based on 2009 usage at \$3.86 per cubic foot for 764 c.f. (approximately 3% increase).
- .264 Sewer: Costs based on 2009 usage at \$4.65 per cubic foot for 764 c.f. (approximately 3% increase).
- .280 Building & Equipment Repairs: Maintenance of the Courthouse and repairs to equipment.
- .297 New Equipment: Hand tools; push lawn mowers, weed whackers, shop equipment.

4190 HUMAN SERVICES DEPARTMENT FUNCTION AND GOALS

With the passage of House Bill 2 (HB2), effective July 1, 2008, the County is no longer statutorily required to reimburse the State of New Hampshire for certain programs, as follows:

1. Board and Care of Children: HB 2 eliminated the statutory requirement mandating the County to reimburse the State 25% of any Court-ordered services for children.
2. Old Age Assistance: HB 2 eliminated the statutory requirement mandating the County to reimburse the State 50%, plus a medical surcharge of \$27.00 per month, per case.
3. Aid to Permanently and Totally Disabled: HB 2 eliminates the statutory requirement mandating that the County reimburse the State 50%, plus a medical surcharge of \$52.00 per month, per case.
4. Elder Care: HB 2 mandates the County to pay 100% of the non-Federal share of long term care costs for individuals eligible for nursing care and home and community based care (HCBC) services.

The need for line items 4190.001-.4190.238 and 4190.268-4190.297 was eliminated with the passage of HB 2. Program Enhancement: With the passage of HB 2 eliminating the requirements mandating the County to reimburse the State for any Court-ordered services for children, these grant funds are guaranteed through June 30, 2009 (State Fiscal Year 2009) from the Department of Health and Human Services. At this time, it is uncertain if these funds are intact in the Governor's budget for SFY10.

<u>4190</u>	<u>HUMAN SERVICES DEPART.</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.251	Medicaid Costs	7,885,845.00	6,885,818.73	1,000,026.27	8,099,406.00
.259	Program Enhancement	160,883.00	181,598.26	(20,715.26)	0.00
	TOTALS	8,046,728.00	7,067,416.99	979,311.01	8,099,406.00

HUMAN SERVICE DEPARTMENT EXPLANATIONS

- .251 Medicaid Costs: This line item reflects the estimated amount due by the County for Medicaid costs.
- .259 Program Enhancement: 6% Grant incentive programs; reimbursed through the State of NH grant (revenues)

5131 COURT JESTER CAFÉ FUNCTION AND GOALS

The primary function of the Court Jester Café is to provide employees and clientele of the Courthouse with an easily accessible location on the County Complex to purchase breakfast, lunch, snacks, and beverages during the work day, without having to travel. This service is being provided as a courtesy by the County in order to assist employees and visitors to the building with their busy schedules, provide hot and cold nutritious meals and drinks, in a convenient location at reasonable prices. Profits from sales will be returned to the County's General Fund to reduce taxes. Revenues from the Café appear in the Revenue section of this budget. The primary goal of the Court Jester Café is to accommodate the food service needs of employees and visitors throughout the County Complex in the most cost efficient manner possible. Expenses are offset by revenues.

<u>5131</u>	<u>COURT JESTER CAFÉ</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Cafeteria Director	41,213.00	30,326.40	10,886.60	40,435.00
.004	Cafeteria Staff	5,500.00	3,972.71	1,527.29	5,500.00
.007	Overtime	0.00	422.82	(422.82)	500.00
.101	Longevity	175.00	0.00	175.00	200.00
.102	Accrued Benefits Expense	1,800.00	0.00	1,800.00	1,900.00
.103	Social Security	3,725.00	2,692.55	1,032.45	3,713.00
.104	Dental Insurance	414.00	0.00	414.00	445.00
.106	Retirement	3,852.00	2,868.89	983.11	3,942.00
.107	Workers Compensation	833.00	558.10	274.90	951.00
.108	Unemployment Insurance	33.00	36.92	(3.92)	43.00
.229	Fees & Outside Services	0.00	0.00	0.00	0.00
.237	Dues/Licenses/Subscriptions	0.00	75.00	(75.00)	75.00
.239	Other Supplies	2,500.00	873.83	1,626.17	1,500.00
.250	Food	24,000.00	19,099.70	4,900.30	24,000.00
.268	Telephone	0.00	0.00	0.00	0.00
.270	Travel	0.00	0.00	0.00	0.00
.281	Equipment Repair/Maintenance	0.00	0.00	0.00	0.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	84,045.00	60,926.92	23,118.08	83,204.00

COURT JESTER CAFÉ EXPLANATIONS

- .001-.004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .237 Dues/Licenses/Subscriptions: Reference and reading materials for clientele of cafe.
- .239 Other Supplies: Paper and plastic products for food service; kitchen chemicals; and other supplies as required.
- .250 Food: Foods to prepare breakfast and lunch meals for employees, jurors, and visitors to the Courthouse.
- .270 Travel: Pickup of perishable goods.
- .281 Equipment Repair/Maintenance: No requests.
- .297 New Equipment: No requests.

6100 DEPARTMENT OF CORRECTIONS FUNCTION AND GOALS

The County Commissioners appoint the Superintendent and issue all policies of the Strafford County Department of Corrections. The Superintendent is responsible for the day to day operation of the facility, and the care, custody, and control of the inmates as per State RSA 30-B:4 Superintendent: General Duties and Powers, and Federal Laws. The following RSA's cover the responsibility of the Department of Corrections: RSA 30-B:13, Reporting Requirements; RSA 30-B:15, Place of Commitment; Expense of Protective Custody; and RSA 28:11, Personnel. The objective of the Superintendent is to operate the Jail humanely, without prejudice and efficiently, complying with legal requirements and assuring the safety of employees. The primary goals in attaining this objective are: 1. To promote and enable standardized correctional programs designed to reduce recidivism; and 2. To encourage staff development through on-going training. The DOC's goals for 2010 are: 1. To continue to emphasize programs and treatment which work towards successful reintegration into society of all released, particularly those addicted to drugs/alcohol and the mentally ill. This will be accomplished using the supervision/involvement of the Program Director, Education Director, Industries Director, Unit Case Manager, volunteers, and interns; and 2. To operate the facility in a cost-efficient manner. The Department of Corrections continues to implement effective programs proven to help rehabilitate and thereby reduce the rate of population expansion. The Community Corrections Program, the Drug Court program, and the Mental Health Court, continue to provide sanctions teamed with incarceration of both pre-trial and sentenced inmates. The Department of Corrections will continue to provide crucial services through the incarceration, rehabilitation, and release to alternative sentencing programs of appropriate inmates, while working with the Criminal Justice Council, Courts, law enforcement agencies, mental health providers, addiction treatment service providers and social service agencies. The Department will also continue its successful partnerships with: 1. The Federal Bureau of Prisons, and the U.S. Marshal's Service to house pre-trial Federal inmates; 2. Rockingham County to hold female pre-trial and sentenced inmates; 3. Immigration and Naturalization Services (ICE) to hold illegal aliens; and 4. The New Hampshire State Prison to hold female inmates.

ACCT #		2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
<u>6100</u>	<u>DEPART. OF CORRECTIONS</u>				
.001	Superintendent	86,838.00	61,695.96	25,142.04	85,201.00
.002	Secretary/Assistant	70,028.00	52,533.47	17,494.53	68,707.00
.003	Food Service Staff	160,768.00	108,457.56	52,310.44	141,301.00
.004	Correctional Staff	3,331,782.00	2,437,111.64	894,670.36	3,293,228.00
.005	Programs & Educational Directors	178,610.00	132,921.96	45,688.04	175,240.00
.006	Officer Training	59,427.00	24,956.32	34,470.68	59,427.00
.007	Overtime	35,000.00	97,908.90	(62,908.90)	35,000.00
.101	Longevity	17,418.00	0.00	17,418.00	17,418.00
.102	Accrued Benefits Expense	62,000.00	30,389.66	31,610.34	80,000.00
.103	Social Security	77,477.00	69,988.05	7,488.95	82,671.00
.104	Dental Insurance	36,018.00	23,950.85	12,067.15	38,622.00
.106	Retirement	464,746.00	329,654.90	135,091.10	507,644.00
.107	Workers Compensation	103,771.00	73,807.36	29,963.64	83,301.00
.108	Unemployment Insurance	2,854.00	3,263.88	(409.88)	3,710.00
.217	Training	2,755.00	3,228.68	(473.68)	3,689.00
.218	Education & Rehabilitation of Inmates	188,240.00	118,008.44	70,231.56	189,643.00
.224	Counseling Expense	10,860.00	3,755.00	7,105.00	6,900.00
.225	Medical Expense	1,420,472.00	1,027,868.65	392,603.35	1,538,970.00
.228	Inmate Labor Costs	80,000.00	53,823.45	26,176.55	70,000.00
.229	Fees & Outside Services	217,400.00	182,741.83	34,658.17	246,321.00
.236	Office Supplies	21,806.00	10,616.48	11,189.52	18,852.00
.237	Dues/Licenses/Subscriptions	5,321.00	455.00	4,866.00	4,828.00
.239	Other Supplies	101,571.00	80,579.65	20,991.35	101,000.00
.250	Food	588,240.00	455,967.31	132,272.69	591,300.00
.252	Clothing - Inmates	25,000.00	22,852.09	2,147.91	25,000.00
.257	Clothing - Correctional Officers	20,000.00	14,332.87	5,667.13	19,373.00
.260	Electricity	309,998.00	197,571.41	112,426.59	256,079.00
.262	Water	45,374.00	49,821.65	(4,447.65)	71,947.00
.263	Fuel	183,750.00	152,312.76	31,437.24	150,000.00
.264	Sewer	56,662.00	57,989.06	(1,327.06)	75,432.00
.268	Telephone	43,800.00	30,423.35	13,376.65	43,800.00
.270	Travel	3,000.00	3,111.45	(111.45)	4,000.00
.278	Linen, Bedding	6,000.00	8,569.13	(2,569.13)	8,000.00
.279	Employee Appreciation	2,500.00	302.53	2,197.47	2,500.00
.280	Building Repairs	40,000.00	86,780.29	(46,780.29)	117,140.00
.288	Vehicle Lease	0.00	0.00	0.00	0.00
.297	New Equipment	24,913.00	22,105.34	2,807.66	27,098.00
	TOTALS	8,084,399.00	6,029,856.93	2,054,542.07	8,243,342.00

DEPARTMENT OF CORRECTIONS EXPLANATIONS

- .001-.005 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .003 Food Service Staff: Fully supplied kitchen to provide in-house meals for inmates, staff and emergency preparedness.
- .006 Officer Training: To comply with regulations requiring 40 hours/year of training in order to maintain certifications. On-going professional development for supervisors, directors, and emergency response team.
- .007 Overtime: To cover vacations, sick leave, Officers at the Correctional Academy, and emergencies.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Training: Certified and/or Train the Trainer resources for in-service training needs & classes; administrative supplies; training resources and equipment for physical fitness tests for new hires and certified officers; specialized training.
- .218 Education & Rehabilitation of Inmates: Strafford County Department of Corrections (DOC) provides educational/vocational counseling services, as well as spiritual education. The DOC utilizes the services of a volunteer intern supervisor, per diem instructors, and the PEPP program. Supplies, testing fees, subscriptions and office supplies. Includes the Men's and Women's Recovery Programs, drug and alcohol counseling, batterers' intervention program, victims' group, and vocational services.
- .224 Counseling Expense: The Classification Board identifies any inmates who have drug/alcohol, anger or mental health problems and he/she is assigned to the appropriate programs for assistance. One-on-one, group counseling and education counseling and evaluations are provided by the appropriate agencies, also includes Positive Options Counseling Program, coordination of counseling volunteers, and Anger Management Counseling.
- .225 Medical Expense: For adequate medical treatment of all inmates as mandated by Federal, State, & local government. These services are provided in-house by a medical department providing nursing, medical; counseling; pharmaceutical; psychiatric; dental services; hospitalization; specialists; supplies; and training.
- .229 Fees & Outside Services: Fire and sprinkler testing; direct television; photocopy lease; inmate haircuts; waste management; criminal justice consultant; elevator contract; maintenance services; radio(s); generator inspection contract; security electronics contract; printing; law reference reports; Academy program fees; NHAOC and National AOC dues, postage machine lease, newspaper advertisements; interpretation services for immigration inmates.
- .236 Office Supplies: Inmate folders, logbooks, copier paper, envelopes, admission, classification, disciplinary board forms, computer supplies, stamps (including indigent inmate postage for personal and legal mail), shipping costs and other supplies as required.
- .237 Dues/Licenses/Subscriptions: NHAC dues; Correctional Officers attendance at Correctional Officers Academy as necessary; Corrections case law updates, American Jail Association dues; American Correctional Food Service dues, American Correctional Association dues, and other subscriptions as required.
- .239 Other Supplies: Kitchen, cleaning, recreational, and health supplies for the facility and inmates as needed for the year.
- .250 Food: Based on an average of 360 inmates & 3 meals per day, 365 days a year at approximately \$1.50 per meal.
- .252 Clothing - Inmates: Per law, DOC must provide clothing for inmates. Based on 3 sets of clothing for each HOC inmate, as well as jackets, gloves, and boots for workers in Community Work Program.
- .257 Clothing - Correctional Officers: The DOC provides uniforms for all correctional staff as necessary.
- .260 Electricity: Anticipated cost of electricity, based on 2009 usage. Anticipated decrease due to new supplier.
- .262 Water: Anticipated cost of water for one year, based on 2009 usage.
- .263 Fuel: Fuel oil for the facility's heating, emergency generators and propane for Alms House. Based on bid price and 2009 usage. Reduced due to fixed rate for bid price and lower fuel rates.
- .264 Sewer: Anticipated cost for sewage removal at the rate of \$4.01 per 100 cubic feet of water.
- .268 Telephone: Phones, cell phones, pay phones, equipment lease, video equipment lease and fax lines .
- .270 Travel: Monthly meetings at NHAC, staff training outside of facility, and required appearances in Court.
- .278 Linen, Bedding: Blankets, sheets, mattresses, pillowcases for inmates. Mattresses and pillows are heavy duty & fire retardant. Double mattresses ordered by Medical Department as needed.
- .279 Employee Appreciation: To recognize long-term HOC employees and outstanding contributors to facility.
- .280 Building Repairs: Paint, paint brushes, lighting fixtures, fluorescent light bulbs, electrical fixtures and general repairs; replacement air filters for ventilation system; repairs to radios and intercom system, replace food hatches.
- .288 Vehicle Lease: Vehicle for prisoner transports; no lease this year.
- .297 New Equipment: Radios; batteries, mikes; microwave repair; O/C spray and holsters; recreation equipment; electric pressure washer; digital camera; stackable chairs for visitors; evidence collection bags; suicide prevent blankets; floor fans; DVD players; electric razors; flex cuffs; spit nets; blood spill kits; CPR masks; leg irons; handcuffs; restraint belts; white board; wet-dry vacuums; extraction shields; O/C grenades; distraction devices; extraction equipment; riot control equipment.

6102 COMMUNITY CORRECTIONS PROGRAM & MENTAL HEALTH COURT FUNCTION AND GOALS

The Community Corrections Program is composed of several programs, all united under the same mission. We work with the criminal justice system to create a safe community. We provide the Courts with accurate information and offer viable, cost effective pre-trial and sentencing options through a balance of enforcement and treatment strategies, while holding the offenders accountable and affording them the opportunity to become productive, law-abiding citizens.

Community Corrections monitors pre-trial release and pre-trial diversion cases. We assess, supervise, and provide the necessary services for defendants. We collaborate with the criminal justice community to assist in pre-trial release decisions, promote community safety, and ensure the return to court, while using the least restrictive environment necessary. To complement these programs, Community Corrections also assesses sentenced offenders housed at the Strafford County Department of Corrections and, if possible, diverts them to intensive community-based supervision, while provide individualized treatment plans. This helps transition them into being productive community members, thereby helping to reduce future criminal acts while promoting a safer community. In addition, Community Corrections monitors participants who work as part of a work crew completing community service sentences. These services include doing extra work for Strafford County cities, towns, and non-profit agencies.

Strafford County Community Corrections has condensed mental health services to its own division, thus creating a continuity of care for persons with mental health issues from intake assessments to post conviction, and adding to Strafford County's seamless approach to corrections. Community Corrections is now combining oversight of the Strafford County District Mental Health Court with pre-trial and post-trial programming. The Mental Health Court is a Rochester District Special Court Docket that provides court supervision and treatment services to mentally ill defendants to promote engagement in treatment, improve quality of life, decrease recidivism, and increase community safety and awareness. Mental Health Court is a three-phase intervention program designed for adults who have one or more misdemeanor-level offenses and who are eligible for appropriate services with Community Partners. It is a collaborative effort between Rochester District Court, Strafford County Commissioners, and Community Partners. Mental Health Court involves frequent court appearances, and random drug testing on a case by case basis, as well as group and individual counseling. Mental Health Court awards incentives for healthy, appropriate behavior and impose sanctions for negative behavior.

<u>6102</u>	<u>COMMUNITY CORRECTIONS & MENTAL HEALTH COURT</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.004	Staff	479,290.00	358,933.06	120,356.94	479,794.00
.007	Overtime	17,000.00	22,689.38	(5,689.38)	17,000.00
.101	Longevity	1,350.00	0.00	1,350.00	1,925.00
.102	Accrued Benefits Expense	14,000.00	5,667.54	8,332.46	17,600.00
.103	Social Security	20,606.00	8,589.26	12,016.74	11,807.00
.104	Dental Insurance	4,554.00	3,870.49	683.51	4,895.00
.106	Retirement	55,623.00	47,522.63	8,100.37	67,394.00
.107	Workers Compensation	12,064.00	9,153.62	2,910.38	9,908.00
.108	Unemployment Insurance	361.00	359.79	1.21	473.00
.217	Training	4,000.00	338.00	3,662.00	4,000.00
.229	Fees/Outside Services	135,000.00	184,434.59	(49,434.59)	210,000.00
.236	Office Supplies	3,500.00	2,216.53	1,283.47	3,500.00
.237	Dues/Licenses/Subscriptions	500.00	0.00	0.00	500.00
.238	Postage	750.00	424.54	325.46	750.00
.239	General Supplies & Expenses	1,000.00	2,386.77	(1,386.77)	4,000.00
.240	Reinforcer Fund	2,750.00	931.56	1,818.44	1,500.00
.268	Telephone	9,160.00	6,710.56	2,449.44	9,160.00
.270	Travel	2,000.00	3,102.78	(1,102.78)	2,000.00
.273	Vehicle Repairs	1,000.00	918.45	0.00	1,000.00
.288	Vehicle Lease	14,061.00	12,206.88	1,854.12	14,061.00
.297	New Equipment	3,000.00	8,000.67	(5,000.67)	3,000.00
	TOTALS	781,569.00	678,457.10	103,111.90	864,267.00

EXPLANATIONS

- .004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .007 Overtime: To cover vacations, sick leave, and emergencies.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Training: NAPSA Conference and mental health conferences; on-line training modules, skills classes.
- .229 Fees/Outside Services: Electronic monitoring equipment; additional request due to increase in number of clients supervised. Currently averaging 130 clients daily on equipment.
- .236 Office Supplies: Toner cartridges, paper, file folders, envelopes, pens, etc.
- .237 Dues/Licenses/Subscriptions: NAPSA membership, Pretrial Reporter.
- .238 Postage: Stamps for mailings.
- .239 General Supplies & Expenses: Drug testing supplies for clients.
- .240 Reinforcer Fund: Purchase of equipment for the Community Work Program.
- .268 Telephone: Allocation for services and lease for equipment; cell phones.
- .270 Travel: Mileage for court, trainings, and house checks on clients.
- .273 Vehicle Repairs: Repairs, inspections, and maintenance for Community Work Program vans.
- .288 Vehicle Lease: Two vans used for Community Work Program.
- .297 New Equipment: New tools and equipment for Community Work program.

6103 ACADEMY PROGRAM FUNCTION AND GOALS

The Strafford Academy Program is no longer funded by the State grant.

<u>6103</u>	<u>ACADEMY PROGRAM</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.004	Director	41,510.00	21,929.60	19,580.40	0.00
.101	Longevity	50.00	0.00	50.00	0.00
.102	Accrued Benefits Expense	1,000.00	0.00	1,000.00	0.00
.103	Social Security	3,256.00	1,536.23	1,719.77	0.00
.104	Dental Insurance	414.00	416.39	(2.39)	0.00
.106	Retirement	3,796.00	1,779.76	2,016.24	0.00
.107	Workers Compensation	2,571.00	1,324.68	1,246.32	0.00
.108	Unemployment Insurance	33.00	32.80	0.20	0.00
.229	Fees/Outside Services	3,500.00	2,141.52	1358.48	0.00
.235	Photocopy Expense	300.00	61.63	238.37	0.00
.236	Office Supplies	500.00	1,554.39	(1,054.39)	0.00
.237	Dues/Licenses/Subscriptions	0.00	489.25	(489.25)	0.00
.238	Postage	250.00	20.11	229.89	0.00
.268	Telephone	400.00	770.27	(370.27)	0.00
.270	Travel	4,000.00	3,765.36	234.64	0.00
.288	Fringe Benefits Expense	18,550.00	9,274.98	9,275.02	0.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	80,130.00	45,096.97	35,033.03	0.00

EXPLANATIONS: No longer receiving grant funds from the State to run the Academy program.

6104	<u>HOC LAUNDRY</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.229	Inmate Labor	20,000.00	13,059.00	6,941.00	18,000.00
.239	Supplies and Expense	8,000.00	7,929.40	70.60	10,000.00
.288	Equipment Lease	29,364.00	22,019.49	7,344.51	2,446.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	57,364.00	43,007.89	14,356.11	30,446.00

EXPLANATIONS

- .229 Inmate Labor: Inmate reimbursement for work in laundry and throughout the facility.
- .239 Supplies and Expense: Laundry chemicals, poly liners, gloves, gowns, laundry liners, toiletries, hand cleaners, misc.
- .288 Equipment Lease (including maintenance): Annual cost for lease of washers and dryers; last lease payment.
- .297 New Equipment: No new equipment requested this year.

6105 DRUG COURT FUNCTION AND GOALS

The Strafford County Drug Treatment Court is a post-plea jail-diversionary program subject to an order vacating the conviction upon successful completion of the program. The Drug Court provides early screening, assessment, and court intervention to offenders within the target population. This program also provides effective court supervision, an integrated program of drug treatment, education, monitoring, and rehabilitation services, as well as promoting public safety by reducing recidivism. The Drug Court complements the State-wide drug strategy of early identification, treatment, and rehabilitation of drug-involved, felony and misdemeanor level offenders, in turn diverting them from committing future crimes and reintegrating them back into the community as law-abiding citizens.

6105	<u>DRUG COURT</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Director	45,834.00	33,727.20	12,106.80	44,970.00
.002	Case Managers	73,691.00	54,450.86	19,240.14	74,942.00
.004	Support Staff	0.00	0.00	0.00	0.00
.101	Longevity	125.00	0.00	125.00	125.00
.102	Accrued Benefits Expense	6200.00	0.00	6,200.00	3,800.00
.103	Social Security	9,628.00	6,258.16	3,369.84	6,442.00
.104	Dental Insurance	1,242.00	676.60	565.40	1,335.00
.106	Retirement	11,226.00	7,852.00	3,374.00	13,544.00
.107	Workers Compensation	7,380.00	5,291.80	2,088.20	5,424.00
.108	Unemployment Insurance	98.00	98.40	(0.40)	129.00
.217	Training	3,000.00	70.00	2,930.00	2,000.00
.229	Fee/Outside Services	4,000.00	14,079.00	(10,079.00)	3,000.00
.236	Office Supplies	12,000.00	795.35	11,204.65	1,500.00
.268	Telephone	5,100.00	3,090.77	2,009.23	5,100.00
.270	Travel	5,000.00	712.30	4,287.70	1,500.00
.288	Fringe Benefits Expense	46,947.00	36,119.98	10,827.02	0.00
.297	New Equipment	1,000.00	0.00	1000.00	0.00
	TOTALS	232,471.00	163,222.42	69,248.58	163,811.00

EXPLANATIONS

- .001 Director: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Training: Judicial training; treatment provider training, case manager and coordinator training.
- .229 Fees/Outside Services: Mental health evaluations.
- .236 Office Supplies: Paper, pens, pencils, printer cartridges, copy paper, postage, participant incentives, drug testing supplies.
- .268 Telephone: Allocation for services and lease for equipment; cell phones.
- .270 Travel: Mileage to trainings, courts, meetings, etc.
- .293 Fringe Benefit Expense: Health insurance for Director and case manager per grant.
- .297 New Equipment: To furnish necessary equipment for office space.

6106 TRANSITIONAL HOUSING PROGRAM FUNCTION AND GOALS

Strafford County received a Federal grant from the Department of Justice that will provide funding for the next two years to staff the Transitional Housing Program. The grant provided Strafford County with the ability to hire a Transitional Housing Manager and Re-Entry Case Manager. The focus of the Transitional Housing Program is to reduce the jail recidivism rate by providing for effective re-entry case management and housing, while in turn preventing more County residents from being victims of crimes. Strafford County recognizes the importance of providing a smooth transition from the House of Corrections back into the community. The purpose of the Transitional Housing Program is to provide those individuals with a residence for up to ninety (90) days, which allows them ample time to find employment and a stable living environment. Individuals who will be considered eligible for the program will have completed extensive programming inside the House of Corrections and will complete the screening process for the program. Residents will be considered out-mates of the House of Corrections, as they will have to follow strict rules in order to reside in Transitional Housing. Residents will be subject to curfews, mandated to attend in-house programming, substance abuse and life skills programming, and will be assisted to complete job searches and vocational training on a daily basis.

<u>6106</u>	<u>TRANSITIONAL HOUSING PROGRAM</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Coordinator	0.00	0.00	0.00	40,955.00
.004	Support Staff	0.00	0.00	0.00	25,418.00
.101	Longevity	0.00	0.00	0.00	50.00
.102	Accrued Benefits Expense	0.00	0.00	0.00	800.00
.103	Social Security	0.00	0.00	0.00	5,143.00
.104	Dental Insurance	0.00	0.00	0.00	890.00
.106	Retirement	0.00	0.00	0.00	3,752.00
.107	Workers Compensation	0.00	0.00	0.00	2,907.00
.108	Unemployment Insurance	0.00	0.00	0.00	86.00
.217	Training	0.00	0.00	0.00	5,000.00
.239	General Supplies	0.00	0.00	0.00	11,300.00
.260	Heat/Electricity	0.00	0.00	0.00	6,000.00
.268	Telephone	0.00	0.00	0.00	4,800.00
.279	Rent	0.00	0.00	0.00	16,200.00
.293	Fringe Benefits	0.00	0.00	0.00	10,085.00
.297	New Equipment	0.00	0.00	0.00	2,975.00
	TOTALS	0.00	0.00	0.00	136,361.00

EXPLANATIONS

- .001-.004 Coordinator & Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Training: BJA-grant mandated training.
- .239 General Supplies: Housing related items such as furnishings, drug testing supplies, cleaning items, bedding, educational supplies, and materials.
- .260 Heat/Electricity: One year allocation for utilities at \$500 per month.
- .268 Telephone: Allocation for phone services and lease of equipment, and cell phones.
- .279 Rent: \$18.00 per square foot x 900 square feet for one year
- .280 Building and Equipment Repairs: Modification of existing space and additional of living area necessities.
- .293 Fringe Benefits: Health insurance for Director per grant.
- .297 New Equipment: Appliance and large furnishing items.

6130 JAIL INDUSTRIES PROGRAMS FUNCTION AND GOALS

The Jail Industries Program is a comprehensive training certification and rehabilitative, and paid work program for inmates at the Strafford County House of Correction. Work is acquired from area businesses to be done by inmates for which they receive forty percent (40%) of the gross money earned. The balance goes toward the operation of the program and for room and board of inmates. This program is completely self-sustaining.

ACCT #	JAIL INDUSTRY PROGRAMS I-IX	2009 APPROVED	2009 JAN. 1 TO SEP. 30	2009 UNEXPENDED	2010 COMMISSIONERS
6134-39	*CONTRACTS	BUDGET	EXPENDITURES	BALANCE	RECOMMENDATION
6134.305	Laundry & Distribution Contract	1.00	0.00	1.00	1.00
6138.305	Work Industry Contracts	100,000.00	35,871.14	64,128.86	100,000.00
	Totals	100,001.00	35,871.14	64,129.86	100,001.00
6140	JAIL INDUSTRIES PROGRAM				
.001	Administrator	54,717.00	39,231.20	15,485.80	53,685.00
.002	Supervisors	71,720.00	52,538.33	19,181.67	70,366.00
.007	Overtime	2,000.00	859.79	1,140.21	2,000.00
.101	Longevity	3,007.00	0.00	3,007.00	2,600.00
.102	Accrued Benefits Expense	4,100.00	2,207.36	1,892.64	6,100.00
.103	Social Security	6,977.00	4,518.22	2,458.78	3,860.00
.104	Dental	1,242.00	958.75	283.25	1,335.00
.106	Retirement	13,918.00	9,902.95	4,015.05	17,024.00
.107	Workers Compensation	3,443.00	2,416.60	1,026.40	2,776.00
.108	Unemployment Insurance	98.00	98.01	(0.01)	129.00
.227	Clerical Expense	0.00	0.00	0.00	0.00
.236	Office Supplies	1,900.00	942.05	957.95	1,900.00
.237	Work Supplies	1,500.00	1,178.06	321.94	1,500.00
.238	Postage	300.00	109.95	190.05	300.00
.268	Telephone	1,400.00	986.72	413.28	1,400.00
.293	Medical Insurance Expense	0.00	0.00	0.00	0.00
.297	Program Enhancement/Equip.	7,000.00	6,095.59	904.41	7,000.00
	TOTALS	173,322.00	122,043.58	51,278.42	171,975.00

EXPLANATIONS

- .001-.002 Administrator/Supervisors: Per non-union/union wage schedule, or negotiated agreement with Commissioners.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .236 Office Supplies: Paper, letterhead, pens, pencils and other necessary supplies.
- .237 Work Supplies: Supplies for inmates and job-related materials.
- .238 Postage: Stamps for mailings necessary to run programs.
- .268 Telephone: Allocation for services and lease for equipment.
- .297 Program Enhancement: Purchase of necessary equipment and continued ISO certification to facilitate new business; and travel to workshops and conferences.

9100	<u>DEBT ACCOUNTS</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.401	Interest/Costs for TAN's & RAN's	820,957.00	256,300.54	564,656.46	979,591.00
.402	Interest on Bonded Debt-RRH	29,186.00	25,844.20	3,341.80	86,272.00
.403	Principle on Bonded Debt-RRH	223,100.00	144,800.00	78,300.00	295,841.00
.404	Interest on Bonded Debt-CH	893,961.00	891,114.32	2,846.68	953,762.00
.405	Principal on Bonded Debt-CH	1,511,900.00	1,445,200.00	66,700.00	1,644,022.00
.406	Bond Issue Fees	0.00	15,000.00	(15,000.00)	-
	TOTALS	3,479,104.00	2,778,259.06	700,844.94	3,959,488.00

DEBT ACCOUNTS EXPLANATIONS

- .401 Interest/Costs on TANs & RANs: Estimated interest on Tax Anticipation Notes (TAN). 1st issue: \$20,000,000 @ 3.50% for 330 days; 2nd issue: \$7,000,000 @ 3.50% for 210 days. Interest on Short-Term Note \$9,000,000 @ 3.50% for 36 days. Interest on Revenue Anticipation Notes (RANs) 47,500,000 @ 3.5 % for 135 days and \$3,586,000 @ 3.5% for 41 days. Fees for underwriters \$1.00 per \$1,000 issued, banking fees for financial advisory services, and bond counsel fees.
- .402-.405 Interest & Principal on Bonded Debt: Payments on long-term borrowings for the Rest Home & Courthouse & House of Corrections.

9200	<u>INSURANCES - J&A</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.451	Health Insurance	3,074,754.00	2,256,896.67	817,857.33	3,250,194.00
	General Insurances:				
.452	Property & Mobile Equipment	56,403.00	42,302.25	14,100.75	55,796.00
.453	Auto Policy	14,434.00	10,825.50	3,608.50	14,279.00
.454	Over Limit Umbrella Policy	28,423.00	21,317.25	7,105.75	28,118.00
.455	Law Enforcement Policy	47,965.00	35,973.75	11,991.25	47,449.00
.456	General Liability	74,833.00	56,124.75	18,708.25	74,029.00
.457	Deductible/Legal Fund	10,000.00	5,000.00	5,000.00	10,000.00
	TOTALS	3,306,812.00	2,428,440.17	878,371.83	3,479,865.00

INSURANCES - J&A EXPLANATIONS

- .451 Health Insurance: Employee health, life, and disability insurance benefits. Partially offset by employee contributions to revenue line item 9082.
- .452-.457 General Insurances: Insurances on buildings, equipment, automobiles, public officials, general liability, and any deductibles and legal fees not covered by insurance as per policies.

9350 RESOURCE AND CONTRACTED SOCIAL SERVICE AGENCIES (FORMERLY STIMULUS AGENCIES)

9350.501 STRAFFORD COUNTY COMMUNITY ACTION, INC. FUNCTION AND GOALS

Strafford County contracts with Strafford County Community Action Program, Inc. to provide programs to low-income residents of Strafford County. Any funding shall be used to defray the expenses of operating Strafford County Community Action Program, Inc.'s outreach offices. This Agency receives in-kind rental space from Strafford County.

9350.502 AVIS GOODWIN COMMUNITY HEALTH CENTER FUNCTION AND GOALS

Strafford County contracts with Avis Goodwin Community Health Center to provide pre-natal and family planning services to Strafford County residents for services rendered to expectant mothers who enroll in the Center's pre-natal program according to a subsidy schedule ranging from \$115 to \$175 levels; and for services rendered to clients under the Family Planning Program.

9350.503 SOUTHEASTERN NEW HAMPSHIRE SERVICES CORPORATION (SENHS) FUNCTION AND GOALS

Strafford County contracts with Southeastern New Hampshire Services Corporation to provide drug and alcohol counseling to Strafford County residents.

9350.504 STRAFFORD COUNTY NUTRITION PROGRAM (MEALS ON WHEELS) FUNCTION AND GOALS

Strafford County contracts with Strafford County Nutrition Program (Meals on Wheels) to assist Strafford County residents in maintaining maximum independence and quality of life at home by provide a balanced diet via hot nutritious meals and health check five days a week. Meal site participants receive a nutritious meal and experience the many activities and social events that these locations have to offer.

9350.505 GREAT BAY SERVICES FUNCTION AND GOALS

Strafford County contracts with Great Bay Services to provide services to developmentally disabled Strafford County residents.

9350.506 STRAFFORD COUNTY CHILDCARE ASSOCIATION FUNCTION AND GOALS

Strafford County contracts with Strafford County Childcare Association to provide day care services to Strafford County residents for day care services rendered to Title XX eligible families.

9350.507 SEACOAST TASK FORCE ON FAMILY VIOLENCE (D/B/A A SAFE PLACE) FUNCTION AND GOALS

Strafford County contracts with Seacoast Task Force on Family Violence (d/b/a A Safe Place) to provide overnight shelter and non-shelter advocacy services to Strafford County residents. They also contract to provide professional trainings and educational presentations for the purpose of creating community awareness of the program of domestic violence, thereby preventing some possible incidences.

9350.508 SEACOAST HOSPICE, INC. FUNCTION AND GOALS

Strafford County contracts with Seacoast Hospice, Inc. Strafford County Division, to provide specialized end of life care and support to the terminally ill and bereaved residents of Strafford County. This Agency receives in-kind rental of land from Strafford County to operate a hospice house.

9350.509 COMMUNITY PARTNERS, INC. FUNCTION AND GOALS

Strafford County contracts with Community Partners, Inc. to provide mental health services for Adult Outpatient Program patients who are uninsured.

9350.511 YOUR VNA & HOSPICE FUNCTION AND GOALS

Strafford County contracts with Your VNA and Hospice to provide homemaker services (meaning assistance to the elderly/incapacitated individual with the management of household tasks) to residents in the northern part of the County.

9350.512 DOVER ADULT LEARNING CENTER OF STRAFFORD COUNTY FUNCTION AND GOALS

Strafford County contracts with Dover Adult Learning Center of Strafford County to provide adult basic education/literacy and adult high school/GED preparation services to residents of Strafford County.

9350.513 HOMEMAKERS HEALTH SERVICES FUNCTION AND GOALS

Strafford County contracts with Homemakers Health Services to provide homemaker services (meaning assistance to the elderly/incapacitated individual with the management of household tasks) to residents in the southern part of the County.

9350.514 STRAFFORD COUNTY/UNH COOPERATIVE EXTENSION FUNCTION AND GOALS

The Strafford County/UNH Cooperative Extension's mission is to interpret and distribute University-based research information and knowledge in a practical way. Programs are offered in the subject matter areas of Agriculture, Family, Community, Forest Management, Sea Grant, Nutrition, and Youth Development. It is Extension's intention to meet the needs of the people of Strafford County by teaching them to help themselves. Educational services are available to all County residents. Informational meetings are publicized through radio, television, and newspapers, including our own newspaper, THE EXTENSION, EFNEP, the Expanded Food and Nutritional Education Program, is specifically targeted toward limited income families. All other programs are open to everyone without regard to income, sex, race, color, national origin, religion, or handicap. This Agency receives in-kind rental space from Strafford County.

9350.515 STRAFFORD COUNTY CONSERVATION DISTRICT FUNCTION AND GOALS

The Strafford County Conservation District is organized and operated under RSA 432. The mission of the Conservation District is the conservation and development of soil, water, and related natural resources, the prevention of soil erosion, plus the prevention of floodwater damages. The Conservation District facilitates the joint efforts of landowners, land occupiers, and units of governments in carrying out measures for the conservation and environmentally sound development of lands within Strafford County. The goal of the Conservation District is to ensure the use of every acre of land within Strafford County consistent with its inherent capabilities; and the treatment of every acre in accordance with its need for protection, both present and in the future. This office receives in-kind rental space from Strafford County.

9350.516 COCHECO VALLEY HUMANE SOCIETY (CVHS) FUNCTION AND GOALS

Strafford County contracts with Cochecho Valley Humane Society for the care of stray animals not paid for by Towns. This agency receives in-kind rental space from the County.

9350.517 FAMILY INTERVENTION PROGRAM FUNCTION AND GOALS

Strafford County utilizes the services of the Family Intervention Program to provide supervised visitation for children via court orders to those families in need.

9350.518 COAST TRANSPORTATION FUNCTION AND GOALS

Strafford County contracts with COAST Transportation to make it possible for those individuals without transportation to visit the County Complex via additional routes in order that they may visit relatives, attend court, meet programmatic requirements, or other business that they would otherwise be unable to attend to without this integral mode of transportation.

9350.519 MENTAL HEALTH COURT FUNCTION AND GOALS

Strafford County operates a Mental Health Court to provide a continuity of care for persons with mental health issues from intake assessments to post conviction and adding to Strafford County's seamless approach to corrections. The Mental Health Court is part of the pre-trial and post-trial programming offering at the County. The Mental Health Court is a Rochester District Special Court Docket that provides court supervision and treatment services to mentally ill defendants to promote engagement in treatment, improve quality of life, decrease recidivism, and increase community safety and awareness. Mental Health Court is a three phase intervention program designed for adults who have one or more for appropriate services with Community Partners. It is a collaborative effort between the Rochester District Court, Strafford County Commissioners, and Community partners. Mental Health court involves frequent court appearances, and random drug testing on a case by case basis, as well as group and individual counseling. Mental Health Court awards incentives for healthy, appropriate behavior and imposes sanctions for negative behavior.

ACCT#	<u>RESOURCE AND CONTRACTED</u>	2009	2009	2009	2010
9350.000	<u>SOCIAL SERVICE AGENCIES</u>	APPROVED	JAN. 1 TO SEP. 30	UNEXPENDED	COMMISSIONERS
		BUDGET	EXPENDITURES	BALANCE	RECOMMENDATION
.501	Strafford County Community Action	95,000.00	47,500.00	47,500.00	95,000.00
.502	Avis Goodwin Community Health Ctr.	55,000.00	27,500.00	27,500.00	55,000.00
.503	Southeastern NH Services Corp.	30,000.00	20,000.00	10,000.00	30,000.00
.504	Strafford Nutrition Program (MOW)	74,000.00	30,833.35	43,166.65	55,000.00
.505	Great Bay Services	4,500.00	2,250.00	2,250.00	4,500.00
.506	Strafford County Child Care Association	68,000.00	48,575.70	19,424.30	68,000.00
.507	Seacoast Task Force-Family Violence	1.00	0.00	1.00	1.00
.508	Seacoast Hospice	18,576.00	14,100.00	4,476.00	18,576.00
.509	Community Partners	25,000.00	11,831.31	13,168.69	25,000.00
.511	Your VNA	75,000.00	16,377.48	58,622.52	75,000.00
.512	Dover Adult Learning Center of Strafford Coun	34,000.00	25,250.00	8,750.00	34,000.00
.513	Homemakers Health Services	86,000.00	22,696.00	63,304.00	86,000.00
.514	Cooperative Extension	197,746.00	79,432.82	118,313.18	197,746.00
.515	Conservation District	73,060.00	50,999.94	22,060.06	73,060.00
.516	Cocheco Valley Humane Society	25,000.00	9,280.00	15,720.00	25,000.00
.517	Family Intervention Program	49,899.00	0.00	49,899.00	91,162.00
.518	COAST Transportation	33,000.00	33,000.00	-	33,000.00
.519	Mental Health Court	30,000.00	0.00	30,000.00	30,000.00
	TOTALS	973,782.00	439,626.60	534,155.40	996,045.00

RESOURCE AND CONTRACTED SOCIAL SERVICE AGENCIES ACCOUNT EXPLANATIONS

Total Resource and Contracted Social Service Agencies Requests 2010: \$1,057,010. The Commissioners' recommendation is to level fund at 2009 levels or Agency request, whichever is less. The County is not statutorily obligated to fund these agencies.

.501	Strafford County Community Action Agency Request: \$95,000
.502	Avis Goodwin Community Health Ctr. Agency Request: \$55,000
.503	Southeastern NH Services Corp. Agency Request: \$45,000
.504	Strafford Nutrition Program (MOW) Agency Request: \$55,000
.505	Great Bay Services Agency Request: \$8,000
.506	Strafford County Child Care Association Agency Request: \$68,000
.507	Seacoast Task Force-Family Violence Agency Request: No request received.
.508	Seacoast Hospice Agency Request: \$19,000
.509	Community Partners Agency Request: \$30,000
.511	Your VNA Agency Request: \$75,000
.512	Dover Adult Learning Center Agency Request: \$34,000
.513	Homemakers Health Services Agency Request: \$86,000
.514	Cooperative Extension Agency Request: \$208,788
.515	Conservation District Agency Request: \$73,060
.516	Cocheco Valley Humane Society Agency Request: \$50,000
.517	Family Intervention Program Agency Request: \$91,162
.518	COAST Transportation Agency Request: \$34,000
.519	Mental Health Court Agency Request: \$30,000

<u>ACCT #</u>	<u>OTHER ACCOUNTS</u>	2009 APPROVED <u>BUDGET</u>	2009 JAN. 1 TO SEP. 30 <u>EXPENDITURES</u>	2009 UNEXPENDED <u>BALANCE</u>	2010 COMMISSIONERS <u>RECOMMENDATION</u>
9370.000	County Convention	8,000.00	9,081.48	(1,081.48)	8,000.00
9400.000	Employee Appreciation	6,000.00	208.50	5,791.50	6,000.00
9401.000	Tuition Assistance	10,000.00	4,900.00	5,100.00	10,000.00
9900.000	Contingency	5,000.00	0.00	5,000.00	5,000.00
	TOTALS	29,000.00	14,189.98	14,810.02	29,000.00

OTHER ACCOUNTS EXPLANATIONS

9370.000 County Convention: Delegation meetings, mileage reimbursement, and associated costs.
9400.000 Employee Appreciation: Program to recognize outstanding achievements and long-term County employees.
9401.000 Tuition Assistance: This program assists employees in pursuit of a higher education.
9900.000 Contingency: Funds set aside to cover unanticipated expenditures.

ACCT # CAPITAL EXPENSES-J&A

9902.000	2009 Capital Expenses-J&A	62,000.00	54,477.76	7,522.24	
9902.000	2010 Requests				0.00
	Administration				0.00
	County Attorney				0.00
	Registry of Deeds				0.00
	Sheriff & Dispatch				0.00
	J&A Maintenance				0.00
	Court Jester Café				0.00
	Department of Corrections				0.00
	Community Corrections				0.00
	Drug Court				0.00
	Jail Industries				0.00
	Subtotal:	62,000.00	54,477.76	7,522.24	-
9902.809	2009 Capital Expenses-Registry of Deeds	50,100.00	32,275.00	17,825.00	
	2010 Deeds Equip. Fund Request				39,690.00
	Deeds Subtotal:	50,100.00	32,275.00	17,825.00	39,690.00
	TOTALS	112,100.00	86,752.76	25,347.24	39,690.00
	JUSTICE & ADMINISTRATION	30,618,229.00	23,556,884.41	7,061,344.59	31,489,735.00

5100 ADMINISTRATION FUNCTION AND GOALS

Riverside Rest Home is a licensed, 215 bed nursing home which is certified under the Medicaid program as an Intermediate Care Facility. The Bureau of Health Facilities Administration, a division of the New Hampshire Department of Health and Human Services, is responsible for licensing and certifying health care facilities in the State of New Hampshire.

As a certified Intermediate Care Facility, Riverside Rest home provides room, board, laundry, and health care services to persons whose health care needs cannot be successfully managed at home or in a residential setting with community health and/or support services. Persons admitted require on-going medical monitoring, nursing care, and restorative/rehabilitative care. Some persons may also have psychosocial problems which cannot be properly managed in an alternative setting. The facility has a multidisciplinary staff of health care professionals who are responsible for assessing each resident's health care needs, for developing a plan of care with specific goals and objectives, and for working effectively together to assure that goals and objectives are achieved. The team is responsible for reviewing the plan at regular intervals.

The philosophy of Riverside Rest Home is to provide a high standard of health care at reasonable cost, in a safe, comfortable environment. The staff of Riverside Rest Home is committed to fostering an environment which values the quality of life that its residents experience. Staff strive to help residents maintain their relationships with families and friends and with the Strafford County community as a whole. In that regard, we encourage and promote participation by members of the community in our programs.

The Riverside Rest home staff believes that each person should function at his or her highest possible potential, thereby enjoying independence in all areas of living for as long as possible. Residents who have potential for living in a more independent setting as a result of our rehabilitative care are prepared for discharge to assure a successful transition whenever discharge is a feasible alternative. Residents who are terminally ill are provided with care and support from staff, family, and significant others with the goal of assuring comfort, respecting the resident's wishes and needs during his/her life. Our staff works with families and community services in order to accomplish our mission. We strive to maintain a qualified, competent staff, who are motivated to attain high standards of performance in their work and who enjoy working with persons who require the care and services provided at our facility. We recognize the importance of on-going staff training and education to maintain high standards of performance and a motivated staff.

ACCT #		2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
<u>5100</u>	<u>RRH ADMINISTRATION</u>				
.001	Administrator	138,012.00	101,556.00	36,456.00	141,908.00
.002	Director, Admin. Services	84,964.00	62,662.35	22,301.65	83,361.00
.003	Secretarial/Clerical Staff	494,955.00	355,454.00	139,501.00	489,050.00
.004	Switchboard Staff	39,904.00	32,106.98	7,797.02	39,222.00
.005	Courier	33,072.00	24,336.00	8,736.00	32,448.00
.007	Overtime	5,000.00	4,120.73	879.27	5,000.00
.101	Longevity	14,940.00	3,604.00	11,336.00	16,232.00
.102	Accrued Benefits Expense	27,000.00	12,758.05	14,241.95	32,000.00
.103	Social Security	62,160.00	42,811.35	19,348.65	62,024.00
.104	Dental Insurance	7,038.00	7,634.97	(596.97)	8,010.00
.106	Retirement	61,626.00	42,219.77	19,406.23	59,769.00
.107	Workers Compensation	10,348.00	7,690.29	2,657.71	11,963.00
.108	Unemployment Insurance	591.00	602.02	(11.02)	903.00
.220	Labor Relations/Legal	15,000.00	12,979.26	2,020.74	15,000.00
.221	Audit	18,200.00	0.00	18,200.00	19,175.00
.229	Fees & Outside Services	161,553.00	124,592.45	36,960.55	166,734.00
.236	Office Supplies	7,500.00	3,524.14	3,975.86	7,500.00
.238	Postage	3,500.00	2,212.07	1,287.93	3,500.00
.267	Advertising	5,000.00	200.40	4,799.60	1,000.00
.268	Telephone	30,700.00	24,107.05	6,592.95	34,200.00
.270	Travel	2,200.00	900.16	1,299.84	2,200.00
.271	Administrator's Expense	1,250.00	510.09	739.91	1,250.00
.279	Staff Recognition	6,000.00	7,103.36	(1,103.36)	6,000.00
.281	Equipment Repair/Maintenance	500.00	0.00	500.00	500.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	1,231,013.00	873,685.49	357,327.51	1,238,949.00

RRH ADMINISTRATION EXPLANATIONS

- .001-.006 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .220 Labor Relations: Cost of outside consultants when needed for labor issues such as negotiations.
- .221 Audit: Cost for Riverside portion of County audit and Medicaid cost report, 65% of total audit costs.
- .229 Fees & Outside Services: Service contracts for time clock, copier leases, pagers, RRH portion of Finance Dept. salaries (credited as income in Courthouse line item 4015); NHAC Affiliate Dues Assessment, billing software, cost report (Medicare), and document management
- .236 Office Supplies: Copier and computer supplies/expenses; time cards; employment applications, envelopes, stationary, letterhead, payroll envelopes, stencils, ink, absentee calendars, pens, pencils, misc. supplies.
- .238 Postage: Necessary postage for RRH mailings.
- .267 Advertising: For job openings at RRH.
- .268 Telephone: Allocation for services and lease for equipment.
- .270 Administrator's Expense: Customary expenses for dues, licenses, and seminars for Administrator.
- .271 Travel: Travel to administrative seminars, workers' comp. hearings, and Administrator's meetings in Concord.
- .279 Staff Recognition: Program began in 1988 to recognize outstanding achievements of RRH staff; to recognize days in honor of categories of employees, i.e. National Nurses' Day, long-time employees' retirements, etc.
- .281 Equipment Repair/Maintenance: Repair costs not covered by service contracts.
- .297 New Equipment: No new equipment requested.

5102 MANAGEMENT INFORMATION SYSTEMS FUNCTION AND GOALS

The Management Information Systems (MIS) Department's function is: To provide Management and Information Systems and Technology in a cost-effective way which enables the County to make informed and accurate decisions in support of its overall aims and objectives; to ensure that opportunities for process improvement are identified, including administrative effectiveness from new methods of working; to complete the migration of core administrative systems to an integrated set of management information systems, using the latest technology standards in line with the Information Technology strategy; to provide consultation on the development and acquisition of computer hardware and software; and to oversee finances related to computer hardware and software. The MIS Department aims to provide effective, efficient, and high quality services that meet the management and administrative information needs of Strafford County and its staff, in support of the County's strategic aims and objectives. The MIS Department currently supports all Strafford County department computer systems, including 475 desktop computers, 60 laptops, 16 servers, 35 miles of network cable and switches, 575 telephones, 29 major software applications, the court video arraignment system, all tenant customers, the County's Website, cellular phones, and the storage of electronic documentation for the whole County and 6 tenant organizations. Over the past five years, the MIS Department has lowered operating costs of computer and communication systems and installed technology that helps to pay for itself while providing state of the art technology for all County departments. The MIS Department's burden is 1.4% of the County budget; the national average is 5 to 10 percent.

<u>5102</u>	<u>MANAGEMENT INFORMATION SYSTEMS</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	MIS Director	69,812.00	51,370.80	18,441.20	68,494.00
0.00	Desktop Support Technician	80,899.00	59,529.60	21,369.40	79,372.00
.101	Longevity	450.00	0.00	450.00	425.00
.102	Accrued Benefits Expense	5,600.00	3,172.90	2,427.10	7,700.00
.103	Social Security	11,992.00	8,725.48	3,266.52	11,933.00
.104	Dental Insurance	1,242.00	0.00	1,242.00	1,335.00
.106	Retirement	13,943.00	10,402.32	3,540.68	14,289.00
.107	Workers Compensation	2,681.00	2,004.24	676.76	3,057.00
.108	Unemployment Insurance	98.00	98.40	(0.40)	129.00
.217	Education/Conference/Training	15,000.00	6,369.90	8,630.10	15,000.00
.228	Computer Expense	25,000.00	9,182.45	15,817.55	25,000.00
.229	Fees & Outside Services	267,000.00	291,165.62	(24,165.62)	355,000.00
.236	Office Supplies	1,500.00	0.00	1,500.00	1,500.00
.237	Dues/Licenses/Subscriptions	4,500.00	915.00	3,585.00	4,500.00
.268	Telephone & Equipment Lease	34,200.00	20,228.02	13,971.98	34,200.00
.270	Travel	15,000.00	3,711.55	11,288.45	15,000.00
.281	Equipment Repair/Maintenance	20,000.00	16,711.22	3,288.78	20,000.00
.297	New Equipment	50,000.00	12,574.89	37,425.11	50,000.00
	TOTALS	618,917.00	496,162.39	122,754.61	706,934.00

MANAGEMENT INFORMATION SYSTEMS EXPLANATIONS

- .001-.002 Director & Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .217 Education/Conference/Training: Training and conferences to keep up to date on current MIS technology, network switch training; and phone system software training.
- .228 Computer Expense: Supplies for the server and computer room as required: virus protection; software updates and software service contracts, MS Patch update management software; computer supplies.
- .229 Fees & Outside Services: Phone and video arraignment equipment lease, phone maintenance and support, Internet access fees, software management contracts; video conferencing maintenance and support; network switches maintenance contract; GEMS maintenance and licensing contract (finance software); Microsoft software upgrade to Windows 7 licensing due in 2010; computer equipment and laptop leases; Website software licensing fee; computer virus software licensing fee; outside technical support, as needed; RRH finance software fees.
- .236 Office Supplies: Paper, pens, pencils, staples, paperclips, etc. as required.
- .237 Dues/Licenses/Subscriptions: Subscriptions and periodicals to keep up to date on MIS technology, renewal of certifications; memberships to College of Healthcare Information Management Executives, Health Management Information System Society, National Society of IT Professionals, Avaya certification, Meru certification, Microsoft technical certification.
- .268 Telephone & Equipment Lease: Allocation for phone and video leases (last year for phone lease.)
- .270 Travel: Mileage to attend training seminars, etc.
- .281 Equipment Repair/Maintenance: Repair and maintenance of equipment not covered by service agreements: Printer & copier service contracts; PC and network parts and maintenance.
- .297 New Equipment: Upgrades to existing equipment hardware, office moves, replacements for damaged/old equipment.

<u>5117</u>	<u>SEVERANCE PAY - RRH</u>	2009 APPROVED <u>BUDGET</u>	2009 JAN. 1 TO SEP. 30 <u>EXPENDITURES</u>	2009 UNEXPENDED <u>BALANCE</u>	2010 COMMISSIONERS <u>RECOMMENDATION</u>
.001	Salaries	12,234.00	6,456.69	5,777.31	0.00
.102	Accrued Benefits Expense	3,747.00	0.00	3,747.00	0.00
.103	Social Security	1,222.00	484.39	737.61	0.00
.106	Retirement	1,425.00	0.00	1,425.00	0.00
.107	Workers Compensation	273.00	102.44	170.56	0.00
.108	Unemployment Insurance	0.00	26.47	(26.47)	0.00
	TOTAL	18,901.00	7,069.99	11,831.01	0.00

5120 PURCHASING FUNCTION AND GOALS

The Purchasing Department's main function is to provide the County with the best possible products at the lowest prices without compromising quality. The goals of this department are to implement plans that will be of benefit to the whole County, i.e., food co-op, central inventory management better pricing system through the bidding process and pricing quotes, and central warehousing. The Purchasing Department has consolidated the ordering process for the County to combine all stationary and supply accounts, thereby taking advantage of specials on larger volume products and keeping tighter control on inventory. A requisition program for all items has also been implemented.

<u>5120</u>	<u>PURCHASING</u>	2009 APPROVED <u>BUDGET</u>	2009 JAN. 1 TO SEP. 30 <u>EXPENDITURES</u>	2009 UNEXPENDED <u>BALANCE</u>	2010 COMMISSIONERS <u>RECOMMENDATION</u>
.001	Purchasing Coordinator	54,993.00	45,596.24	9,396.76	59,155.00
.002	Purchasing Clerks	49,844.00	36,799.06	13,044.94	48,903.00
.101	Longevity	2,787.00	0.00	2,787.00	2,813.00
.102	Accrued Benefits Expense	4,200.00	2,261.72	1,938.28	5,300.00
.103	Social Security	8,555.00	7,167.15	1,387.85	8,887.00
.104	Dental Insurance	1,242.00	153.76	1,088.24	1,335.00
.106	Retirement	8,532.00	6,920.52	1,611.48	9,187.00
.107	Workers Compensation	1,912.00	2,288.62	(376.62)	2,277.00
.108	Unemployment Insurance	98.00	122.02	(24.02)	129.00
.229	Fees & Outside Services	0.00	0.00	0.00	0.00
.236	Office Supplies	800.00	784.46	15.54	850.00
.238	Postage	75.00	21.50	53.50	75.00
.271	Travel	75.00	0.00	75.00	75.00
.297	New Equipment	0.00	0.00	0.00	525.00
	TOTALS	133,113.00	102,115.05	30,997.95	139,511.00

PURCHASING EXPLANATIONS

- .001-.002 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .236 Office Supplies: Copy paper, fax cartridges, toner and computer supplies, purchase order books and other supplies.
- .238 Postage: Necessary mailings for bidding process and ordering.
- .271 Travel: Travel to seminars.
- .297 New Equipment: 2 desk chairs.

5130 DIETARY DEPARTMENT FUNCTION AND GOALS

The primary function of the Dietary Department is to accommodate the dietary needs of the residents in the most caring, safe, and cost-efficient manner possible. The Dietary Department provides the residents of Riverside Rest Home with three nutritious meals daily. In an effort to enhance the resident's dietary well-being, the Department provides "between meal" nourishments for the residents as well. Meals are served either in the main dining room, unit dining room, solarium, or the resident's room. Sixty-five percent (65%) of the residents are on therapeutic diets. The Dept. is also responsible for providing meals to Riverside Rest Home staff, Strafford County House of Corrections' inmates and staff; Strafford County Sheriff's Department staff; Southeastern New Hampshire Services (via contract), as well as in-house catering of meetings, functions, and other special events.

<u>5130</u>	<u>DIETARY</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Food Service Director	54,096.00	40,931.25	13,164.75	53,075.00
.002	Assistant Supervisor	41,796.00	30,747.45	11,048.55	41,028.00
.004	Food Service Staff	723,617.00	550,685.77	172,931.23	723,599.00
.005	Dietician	55,290.00	40,684.80	14,605.20	54,246.00
.007	Overtime	5,000.00	4,325.75	674.25	5,000.00
.101	Longevity	7,975.00	0.00	7,975.00	7,250.00
.102	Accrued Benefits Expense	23,000.00	9,642.03	13,357.97	25,500.00
.103	Social Security	69,674.00	47,376.40	22,297.60	69,592.00
.104	Dental Insurance	10,350.00	12,572.84	(2,222.84)	10,680.00
.106	Retirement	64,218.00	44,997.56	19,220.44	66,021.00
.107	Workers Compensation	15,574.00	11,869.63	3,704.37	17,830.00
.108	Unemployment Insurance	1,378.00	1,333.74	44.26	2,107.00
.229	Fees & Outside Services	1,320.00	1,212.00	108.00	1,356.00
.237	Dues & Subscriptions	1,044.00	831.45	212.55	1,104.00
.239	Other Supplies	54,633.00	28,565.55	26,067.45	44,330.00
.250	Food	787,577.00	538,914.39	248,662.61	787,577.00
.270	Travel	495.00	277.29	217.71	495.00
.281	Equipment Repair/Maintenance	0.00	0.00	0.00	0.00
.297	New Equipment	7,800.00	5,126.90	2,673.10	7,800.00
	TOTALS	1,924,837.00	1,370,094.80	554,742.20	1,918,590.00

DIETARY EXPLANATIONS

- .001-.005 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .005 Registered dietician hired full time as RRH employee to meet requirements of Federal Medicaid regulations.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .229 Fees & Outside Services: Knife sharpening contract and computer program user fees.
- .237 Dues & Subscriptions: Reference materials, market trend reports, cookbooks, New England Food Service Expose; Dietary Managers' Association and American Dietetic Association, State of NH Dietician Licensure.
- .239 Other Supplies: Paper products for food service; kitchen chemicals; office supplies; foam trays, diet cards, misc. supplies. Partially reimbursed through contract for meals with Southeastern New Hampshire Services (SENH) through revenue line 5033.02
- .250 Food: Includes RRH residents and staff & SENH meals (reimbursed through revenue line 5033.01 and 5033.02). Increase due in part to increased staff meals, and increases related to food costs. Consumer food prices rose 4% and wholesale food prices rose 6%.
- .270 Travel: NHDMA meetings, Northeast Food Service & Lodging Exposition; educational seminars; pickup of perishable goods.
- .297 New Equipment: Dishware replacements; pots and pans; kitchen equipment; silverware; china, eating aides.

5140 NURSING DEPARTMENT FUNCTION AND GOALS

The Nursing Department is responsible for providing around the clock nursing care to residents. The Department coordinates the services of the multidisciplinary health care team to assure that the services which each resident needs are provided in a timely and effective manner. Preventative and restorative nursing care concepts and interventions are taught and enforced. These concepts are directed toward preserving and/or restoring and optimal level of health, blocking the occurrence of complications from disease processes when possible, and supporting each resident's efforts to be a contributive person.

<u>5140</u>	<u>NURSING</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Director	82,171.00	59,059.60	23,111.40	80,621.00
.002	Assistant Director	77,571.00	46,581.60	30,989.40	60,886.00
.003	Nursing Supervisors	419,435.00	319,763.91	99,671.09	405,626.00
.004	Registered Nurses	1,032,279.00	599,775.01	432,503.99	981,262.00
.005	Licensed Practical Nurses	728,123.00	541,958.59	186,164.41	690,522.00
.006	Certified Nurses' Aides	3,558,254.00	2,609,176.29	949,077.71	3,450,162.00
.007	Overtime	60,000.00	220,713.73	(160,713.73)	60,000.00
.101	Longevity	37,325.00	0.00	37,325.00	37,150.00
.102	Accrued Benefits Expense	68,000.00	23,091.74	44,908.26	74,000.00
.103	Social Security	463,832.00	319,352.15	144,479.85	446,778.00
.104	Dental Insurance	59,616.00	32,324.87	27,291.13	71,645.00
.106	Retirement	329,152.00	253,557.05	75,594.95	351,566.00
.107	Workers Compensation	103,680.00	75,892.27	27,787.73	114,468.00
.108	Unemployment Insurance	5,838.00	6,207.44	(369.44)	7,998.00
.229	Fees & Outside Services	40,000.00	35,307.68	4,692.32	40,000.00
.235	Oxygen	32,689.00	29,996.91	2,692.09	35,785.00
.236	Office Supplies	7,133.00	4,057.58	3,075.42	4,869.00
.237	Dues & Subscriptions	1,000.00	903.00	97.00	1,000.00
.239	Other Supplies	305,666.00	211,430.32	94,235.68	281,000.00
.270	Travel	1,000.00	275.85	724.15	1,000.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	7,412,764.00	5,389,425.59	2,023,338.41	7,196,338.00

NURSING EXPLANATIONS

- .001-.006 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .229 Fees & Outside Services: Nursing pools.
- .235 Oxygen: Increased based on actual usage.
- .236 Office Supplies: For copier and printer paper for Units and Supervisor's office; misc. office supplies.
- .237 Dues & Subscriptions: Certification for NADONA/LTC dues and attendance at gerontology conference.
- .239 Other Supplies: Medical and resident care supplies; adult disposal briefs; and misc. supplies. Based on 2009 usage and over-the-counter medications that Riverside is responsible to pay for residents.
- .270 Travel: Mileage to meetings and workshops, Nursing Assoc. and Geri ontological conferences and resident home visits.
- .297 New Equipment: No new equipment requested this year.

5141 SOCIO-BEHAVIORAL UNIT FUNCTION AND GOALS

The Socio-Behavioral Unit (SBU) is a long-term care unit for residents who exhibit unusually challenging behavior which will compromise their ability to live successfully in a general care unit of a nursing facility. The SBU assures a safe, secure living environment, while providing a combination of specialized rehabilitative services designed to enhance the social, psychological, and behavioral living skills of residents whose physical needs render them appropriate for long-term nursing facility living.

<u>5141</u>	<u>SOCIO-BEHAVIORAL UNIT</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Behavior Specialist Director	62,964.00	46,332.00	16,632.00	61,776.00
.002	Assistant Director	62,158.00	45,739.20	16,418.80	60,986.00
.003	Occupation Therapy/Activity Staff	126,137.00	91,922.21	34,214.79	104,915.00
.004	Registered Nurses	111,255.00	35,595.69	75,659.31	54,166.00
.005	Licensed Practical Nurses	102,002.00	76,000.22	26,001.78	98,219.00
.006	Certified Nurses' Aides	551,928.00	349,031.09	202,896.91	446,066.00
.007	Overtime	12,000.00	24,227.14	(12,227.14)	12,000.00
.101	Longevity	8,025.00	0.00	8,025.00	7,175.00
.102	Accrued Benefits Expense	19,000.00	4845.75	14,154.25	19,000.00
.103	Social Security	80,743.00	49,349.64	31,393.36	67,565.00
.104	Dental Insurance	9,936.00	8,241.56	1,694.44	10,680.00
.106	Retirement	55,017.00	44,840.61	10,176.39	59,033.00
.107	Workers Compensation	18,049.00	11,540.76	6,508.24	17,311.00
.108	Unemployment Insurance	1,082.00	871.74	210.26	1,161.00
.235	Oxygen	3,632.00	1,054.50	2,577.50	3,976.00
.236	Office Supplies	793.00	879.61	(86.61)	541.00
.239	General Other Supplies	31,741.00	22,665.41	9,075.59	28,191.00
.240	Resident Reinforcer Fund	3,000.00	1,942.78	1,057.22	3,000.00
.241	Activities Supplies	7,690.00	4,202.32	3,487.68	7,690.00
.248	Occupational Therapy Supplies	2,432.00	95.44	2,336.56	2,432.00
.270	Travel	330.00	236.82	93.18	330.00
.297	New Equipment	0.00	0.00	0.00	2,300.00
	TOTALS	1,269,914.00	819,614.49	450,299.51	1,068,513.00

SOCIO-BEHAVIORAL UNIT EXPLANATIONS

- .001-.006 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .235 Oxygen: Partially offset by Medicare payment for qualified residents' oxygen.
- .236 Office Supplies: General office supplies--paper, pens, computer and printer supplies.
- .239 Other Supplies: Medical and resident care supplies; adult disposal briefs; misc. supplies.
- .240 Reinforcer Fund: Program for residents to reinforce appropriate behavior; trips, specialty items, etc.
- .241 Activities Supplies: Craft supplies, special events, games, bingo, trips, entertainment, pet therapy, music tapes, DVD rentals, film developing, specialty items, art and woodworking materials.
- .248 Occupational Therapy Supplies: Equipment for kitchen, materials and supplies for therapy.
- .270 Travel: For on-site visits to evaluate new residents to Unit.
- .297 New Equipment: Wii System Unit and games; replacement items, HD-DVD player; TV for quiet room

5145 RESIDENT SERVICES FUNCTION AND GOALS

The Resident Services Director is a professional staff member designated the assigned responsibility for the coordination and monitoring of the residents' overall multidisciplinary assessment and plans of care. The Resident Services Director is suited by training and/or experience to coordinate and monitor resident services and activities directed to promote the achievement of maximum level of mental and physical health, using the restorative concept of care. This position offers to act as the responsible party for coordination and supervision of all consultant services provided to our residents and act as on-going liaison between staff, residents, and responsible persons, family members, or agencies.

Goals: 1. All Riverside Rest Home residents will be given the opportunity to achieve their maximum level of independent activities of daily living; 2. All Riverside Rest home staff and agency consultants will possess the restorative care concept and will work as a team to achieve the above goal; and 3. All Riverside Rest Home residents will have accurate, comprehensive assessments and responding functional Plans of Care.

<u>5145</u>	<u>RESIDENT SERVICES</u>	2009 APPROVED <u>BUDGET</u>	2009 JAN. 1 TO SEP. 30 <u>EXPENDITURES</u>	2009 UNEXPENDED <u>BALANCE</u>	2010 COMMISSIONERS <u>RECOMMENDATION</u>
.001	Director	73,352.00	53,612.53	19,739.47	71,968.00
.101	Longevity	800.00	0.00	800.00	850.00
.102	Accrued Benefits Expense	4,000.00	1,717.50	2,282.50	4,200.00
.103	Social Security	5,979.00	4,129.48	1,849.52	5,892.00
.104	Dental Insurance	414.00	318.84	95.16	445.00
.106	Retirement	6,671.00	4,921.51	1,749.49	7,055.00
.107	Workers Compensation	1,336.00	948.30	387.70	1,510.00
.108	Unemployment Insurance	33.00	32.80	0.20	43.00
.236	Office Supplies	350.00	319.06	30.94	400.00
.237	Dues/Licenses/Subscriptions	0.00	0.00	0.00	0.00
.270	Travel	50.00	46.80	3.20	50.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	92,985.00	66,046.82	26,938.18	92,413.00

RESIDENT SERVICES EXPLANATIONS

- .001-.002 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .236 Office Supplies: Paper, pens, pencils, misc. supplies, postage; and other supplies as required to prepare CARE plans and MDS forms to meet State requirements related to reimbursement system.
- .237 Dues/Licenses/Subscriptions: None requested.
- .270 Travel: Travel to workshops.
- .297 New Equipment: No new equipment requested.

5150 MAINTENANCE DEPARTMENT FUNCTION AND GOALS

The Riverside Rest Home Maintenance Department's main goal is to maintain all equipment in good operating condition at Riverside Rest Home and the Strafford County House of Corrections; and to improve the cosmetic appearance of the Home. We will continue to maintain the preventative maintenance program and strive to improve it. In order to accomplish the above, we try to maintain a well-balanced, trained crew.

<u>5150</u>	<u>MAINTENANCE</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Director	59,381.00	43,695.60	15,685.40	58,261.00
.002	Foreman	52,534.00	38,656.80	13,877.20	51,543.00
.003	Maintenance Crew	315,190.00	226,217.35	88,972.65	296,155.00
.007	Overtime	8,000.00	6,552.27	1,447.73	9,000.00
.101	Longevity	3,775.00	0.00	3,775.00	3,925.00
.102	Accrued Benefits Expense	13,000.00	2,846.24	10,153.76	13,000.00
.103	Social Security	34,569.00	23,361.87	11,207.13	33,039.00
.104	Dental Insurance	4,554.00	4,991.22	(437.22)	4,450.00
.106	Retirement	40,308.00	28,173.75	12,134.25	39,560.00
.107	Workers Compensation	7,727.00	5,458.46	2,268.54	8,465.00
.108	Unemployment Insurance	361.00	340.80	20.20	430.00
.229	Fees & Outside Services	90,517.00	55,857.37	34,659.63	87,817.00
.239	Other Supplies	22,000.00	16,389.99	5,610.01	22,000.00
.260	Electricity	221,000.00	166,053.06	54,946.94	187,629.00
.261	Propane	23,000.00	20,733.38	2,266.62	21,000.00
.262	Water & Sewer	53,000.00	42,194.75	10,805.25	56,500.00
.263	Fuel	113,750.00	83,211.03	30,538.97	80,000.00
.270	Travel	100.00	28.08	71.92	100.00
.272	Gas, Oil, Grease	20,000.00	9,666.03	10,333.97	18,000.00
.273	Vehicle Repairs	15,500.00	18,695.99	(3,195.99)	25,000.00
.276	Seed, Fertilizer, Salt, Sand	2,000.00	2,025.44	(25.44)	2,500.00
.278	Facilities Capital Improvement	8,476.00	3,168.00	5,308.00	15,150.00
.280	Building/Equipment Repair	45,000.00	38,842.11	6,157.89	50,000.00
.282	Boiler Maintenance	2,000.00	849.67	1,150.33	2,000.00
.284	Building Repairs-Dietary	6,000.00	4,276.43	1,723.57	6,000.00
.297	New Equipment	4,200.00	1,937.20	2,262.80	4,200.00
	TOTALS	1,165,942.00	844,222.89	321,719.11	1,095,724.00

MAINTENANCE EXPLANATIONS

- .001-.003 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .229 Fees & Outside Services: Life safety services; elevator contract; medical waste disposal; maintenance contract on energy computer; garbage disposal, permits for boilers, elevators, and backflows; pump grease trap, residents' cable television; calibrate ultra-sound equipment; pest control; HVAC inspection; mobile phone services; dishwasher service contract; 0-2 Sensor; boiler analyzer; NH Air resources; generator maintenance; recycling containers; gas bottle rental.
- .239 Other Supplies: Recurring expenses for upkeep and maintenance of Rest Home.
- .260 Electricity: Based on 2009 average usage. Anticipate decrease due to new provider.
- .261 Propane: Based on 2009 average usage; anticipate decrease due to lower rates. Fixed rate \$1.33/gal. thru April.
- .262 & .264 Water & Sewer: Based on 2009 average usage, plus anticipated 6.6% increase in rates.
- .263 Fuel: Based on 2009 usage, includes off-road fuel.
- .270 Travel: To pick up supplies and equipment based on 2009 usage.
- .272 Gas, Oil, Grease: For maintenance of vehicles and other equipment. Based on 2009 usage.
- .273 Vehicle Repairs: For upkeep and maintenance of County vehicles. Increased based on 2009 usage.
- .276 Seed, Fertilizer, Salt, Sand: For ground maintenance and snow/ice reduction in winter. Increase in costs of supplies.
- .278 Facilities Capital Improvements: Replacement of unit kitchenettes, Year 2 of 5 year plan for replacement of air conditioners.
- .280 Building/Equipment Repair: Recurring building repairs to keep rest home in good condition.
- .282 Boiler Maintenance: Boiler cleaning and repairs to be performed in-house as possible.
- .284 Dietary Repairs: Kitchen equipment repairs as necessary.
- .297 New Equipment: Replacement of hand tools; miscellaneous shop equipment, lawn mowers, weed whackers.

5160 LAUNDRY AND SEWING DEPARTMENT FUNCTION AND GOALS

The Laundry and Sewing Department provides clean, sanitary linen and personal clothes to each unit and resident on a 24-hour basis. The sewing section repairs and maintains the linen and personal clothes to ensure serviceability.

<u>5160</u>	<u>LAUNDRY & SEWING</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.002	Laundry/Sewing Staff	177,373.00	141,383.84	35,989.16	173,751.00
.007	Overtime	1,500.00	289.08	1,210.92	1,500.00
.101	Longevity	4,675.00	0.00	4,675.00	4,850.00
.102	Accrued Benefits Expense	5,500.00	2,019.20	3,480.80	5,800.00
.103	Social Security	14,462.00	10,397.43	4,064.57	14,221.00
.104	Dental Insurance	2,484.00	1,647.56	836.44	3,115.00
.106	Retirement	10,866.00	7,477.89	3,388.11	11,012.00
.107	Workers Compensation	3,233.00	2,467.18	765.82	3,644.00
.108	Unemployment Insurance	262.00	285.68	(23.68)	387.00
.229	Outside Services	140,000.00	105,000.00	35,000.00	140,000.00
.239	Other Supplies	5,233.00	3,758.34	1,474.66	5,233.00
.251	Linen Purchases	22,906.00	18,349.53	4,556.47	22,906.00
.297	New Equipment	3,855.00	1,435.15	2,419.85	0.00
	TOTALS	392,349.00	294,510.88	97,838.12	386,419.00

LAUNDRY & SEWING EXPLANATIONS

- .002 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .229 Outside Services: Service contract with Jail for laundering of linen based on 872 pounds cleaned linen daily at \$.44/pound per day.
- .239 Other Supplies: Based on average monthly expense of \$436.08 for chemicals, clothes hangers, sewing supplies, clothing labels, and general supplies. No increase anticipated.
- .251 Linen Purchases: Based on average annual purchases of face clothes, hand and bath towels, bibs, resident gowns, bed sheets, pillow cases, bags, blankets, pillows, bedspreads, and other related items. No increase anticipated.
- .297 New Equipment: No new equipment requested.

5170 HOUSEKEEPING DEPARTMENT FUNCTION AND GOALS

The Housekeeping Department enhances the living environment of the residents and the working environment of the staff. This ensures that visitors leave the facility with pleasant memories. A clean, well-kept environment prevents the spread of disease and ensures that residents and staff will maintain their optimum levels of health.

<u>5170</u>	<u>HOUSEKEEPING</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Director	55,141.00	40,575.60	14,565.40	54,101.00
.003	Housekeeping Staff	551,150.00	412,673.81	138,476.19	542,489.00
.007	Overtime	3,000.00	1,726.47	1,273.53	3,000.00
.101	Longevity	5,800.00	0.00	5,800.00	6,350.00
.102	Accrued Benefits Expense	13,000.00	4,176.17	8,823.83	16,000.00
.103	Social Security	48,049.00	33,062.74	14,986.26	47,578.00
.104	Dental Insurance	8,694.00	6,357.12	2,336.88	10,235.00
.106	Retirement	50,157.00	39,671.93	10,485.07	53,805.00
.107	Workers Compensation	10,740.00	7,886.18	2,853.82	12,190.00
.108	Unemployment Insurance	754.00	754.40	(0.40)	989.00
.229	Fees/Outside Service Contract	0.00	0.00	0.00	0.00
.239	Supplies & Expenses	52,345.00	44,528.27	7,816.73	61,491.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	798,830.00	591,412.69	207,417.31	808,228.00

HOUSEKEEPING EXPLANATIONS

- .001-.003 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .239 Supplies & Expenses: A 17.47% increase over 2009 budgeted amount due to increase in infection prevention programs implemented in 2009, including an increase in use of hand sanitizer dispensing stations (currently use 3 cases per week). Based on expected average monthly expense of \$5,124.27 for cleaning chemicals, paper supplies, trash bags, trash receptacles, sanitizers, floor care supplies, mops, deodorizers, and miscellaneous housekeeping supplies.
- .297 New Equipment: No equipment requested.

5180 PHYSICIAN AND PHARMACY FUNCTION AND GOALS

Physician and Pharmacy provides on-site medical, dental, psychological, and pharmaceutical services for the facility on a daily, weekly, on-call and emergency basis. These positions and their functions are governed by Medicare and Medicaid rules and regulations and facility policy.

<u>5180</u>	<u>PHYSICIAN & PHARMACY</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.290	Consultant Pharmacist	5,160.00	3,322.00	1,838.00	5,418.00
.291	Mental Health Services	29,273.00	21,846.24	7,426.76	30,151.00
.292	Purchased Services-Physician	120,000.00	100,758.50	19,241.50	120,000.00
.293	Dental Health Services	49,000.00	28,174.13	20,825.87	49,000.00
	TOTALS	203,433.00	154,100.87	49,332.13	204,569.00

PHYSICIAN & PHARMACY EXPLANATIONS

- .290 Consultant Pharmacist: Required under Medicaid rules for all nursing homes with more than 60 beds. 5% increase in rates.
- .291 Mental Health Services: As required by OBRA law, outside contract to perform mental health services to residents as follow-up for preadmission screenings. 3% increase in rates.
- .292 Fees & Outside Services-Physician: Doctors are at RRH every weekday morning and take all emergency calls. No increase.
- .293 Dental Health Services: Required by OBRA, dental care services provided for residents; Medicaid reimbursable. No increase.

5190 STAFF DEVELOPMENT DEPARTMENT FUNCTION AND GOALS

Staff Development Department: The continuing educational development of staff embraces all forms of education that staff may pursue following their basic education. The scope of the development of staff includes all continuing education and staff development activities, record-keeping, planning, and teaching. The Staff Development process includes principles of teaching and learning, principles of adult education and the four inter-related phases of the educational process: Assessment, planning, implementation, and evaluation. The primary mission of the Staff Development Department is to promote quality resident care at all levels. This is accomplished by providing educational programs and services that assist staff in acquiring, maintaining, and improving competence in the delivery of resident services. The three major components of staff development are: Orientation, in-service education programs, and continuing education programs. The goal of the Orientation program is to ensure that staff acquire the competency necessary to fulfill their responsibilities stated in their respective job descriptions; the goal of the In-Service Education program is to ensure that staff maintain and increase competency in their respective positions following completion of their orientation program and throughout their tenure of employment; the goal of the Continuing Education program is to enhance the professional competency and career growth development of staff beyond the expectations required for fulfillment of their current job description. All programs are planned and designed to meet at a minimum Federal and State requirements to ensure staff competency and responsibility. The ultimate value of education is the effective delivery of service in a cost-effective manner.

<u>5190</u>	<u>STAFF DEVELOPMENT</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Coordinator	84,964.00	62,520.90	22,443.10	69,532.00
.101	Longevity	3,703.00	0.00	3,703.00	3,436.00
.102	Accrued Benefits Expense	5,000.00	0.00	5,000.00	5,700.00
.103	Social Security	7,166.00	4,655.46	2,510.54	6,018.00
.104	Dental Insurance	414.00	161.97	252.03	890.00
.106	Retirement	0.00	0.00	0.00	5,194.00
.107	Workers Compensation	1,602.00	1,069.01	532.99	1,542.00
.108	Unemployment Insurance	33.00	32.80	0.20	86.00
.237	Dues & Subscriptions	1,000.00	836.14	163.86	1,000.00
.238	Postage	200.00	43.81	156.19	200.00
.239	Supplies & Expenses	9,800.00	2,413.37	7,386.63	9,800.00
.242	Infection Control	8,875.00	3,344.19	5,530.81	8,875.00
.267	Continuing Education	8,000.00	5,885.90	2,114.10	8,000.00
.269	Tuition Assistance	19,000.00	7,835.33	11,164.67	19,000.00
.270	Travel	925.00	216.45	708.55	925.00
.297	New Equipment	0.00	0.00	0.00	2,000.00
	TOTALS	150,682.00	89,015.33	61,666.67	142,198.00

STAFF DEVELOPMENT EXPLANATIONS

- .001-.002 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget. Decrease due to retirement of current Coordinator in mid-February, who was a 30+ year employee.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .237 Dues & Subscriptions: Current information on treatment modalities relevant to health and long-term care; resource materials for the staff library and to promote continued expansion of reference library for staff. Membership dues to DADONA and healthcare publications. Includes request for subscription to Frontline Leader, a self-study specific to LNA's.
- .238 Postage: Promotion of in-service programs sponsored by RRH; preview/rent tapes, books; correspondence.
- .239 Other Supplies: Record keeping supplies; orientation; audio-visual/teaching aides, teaching tape rental; audio-visual & overhead projector supplies; flip chart pads, markers; training manuals for re-certification classes for all nursing staff in CPR and Certified Nurses Aides and selected ancillary departments; testing fees; administrative and registration costs. Update educational DVD's and programs. Request to purchase on-line in-services for LNA/Nursing staff for a one-year trial.
- .242 Infection Control: Reporting services for infection control; Infection Control Practitioners Dues; Tuberculosis skin tests; vaccines for hepatitis B and influenza, HIV/HBV and laboratory testing. Will require 50 more doses of flu shot.
- .267 Continuing Education: Out-of-facility staff education at workshops and seminars; in-house education workshops to meet Federal and State regulatory requirements and provide quality educational programs and opportunities for staff development and promote professional competency.
- .269 Tuition Assistance: Staff have the opportunity to receive assistance in their pursuits of a higher education. There are currently three (3) staff members enrolled in educational programs using this program.
- .270 Travel: Mileage reimbursement for trips to work related meetings and workshops; anticipate 2 off-site meetings per month.
- .297 New Equipment: Replace copier/printer and several repairs and updates to material.

5191 PHYSICAL THERAPY DEPARTMENT FUNCTION AND GOALS

The Physical Therapy Department's goal is to prevent, identify, correct, and alleviate acute or prolonged movement dysfunction of anatomic or physiologic origin. The primary goal of physical therapy is to promote optimum human health and function. The Physical Therapy Department's goal is to provide services which interact and coordinate with all disciplines and departments within the Rest Home to provide quality care. Goals for 2009 include a chronic pain management program, a resident positioning program to decrease the frequency in skin breakdown, and a resident ADL program to increase residents' safety and independence.

<u>5191</u>	<u>PHYSICAL THERAPY</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Physical Therapist	81,048.00	59,638.80	21,409.20	79,518.00
.002	Assistant Physical Therapists	127,348.00	95,661.22	31,686.78	134,930.00
.003	Physical Therapy Aides	234,202.00	164,072.03	70,129.97	219,409.00
.007	Overtime	200.00	68.60	131.40	200.00
.101	Longevity	6,200.00	0.00	6,200.00	5,600.00
.102	Accrued Benefits Expense	5,000.00	2,190.86	2,809.14	7,000.00
.103	Social Security	34,731.00	22,640.84	12,090.16	34,169.00
.104	Dental Insurance	3,312.00	2,572.61	739.39	4,895.00
.106	Retirement	20,820.00	20,756.82	63.18	31,148.00
.107	Workers Compensation	7,763.00	5,557.37	2,205.63	8,755.00
.108	Unemployment Insurance	459.00	399.91	59.09	516.00
.239	Supplies & Expenses	15,000.00	12,128.29	2,871.71	7,453.00
.297	New Equipment	0.00	0.00	0.00	9,788.00
	TOTALS	536,083.00	385,687.35	150,395.65	543,381.00

PHYSICAL THERAPY EXPLANATIONS

- .001-.003 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .239 Supplies & Expenses: Office supplies; occupational therapy supplies; occupational testing supplies; physical therapy supplies; and physical therapy and occupational therapy education.
- .297 New Equipment: Hoyer lift components and safety equipment (pads, slings, batteries, alarms, mats, straps).

5192 ACTIVITIES DEPARTMENT FUNCTION AND GOALS

The Activities Department provides programming for 215 residents that fulfill their individual wants and needs in the social, psychological, physical, religious, and intellectual areas. Department staff provide services either in the Activities Center, on the Units, or in residents' rooms. Staff also provide trips out into the local community, to restaurants, shopping, holiday events, family weddings, family gatherings, visit to sick relatives, etc. Some work as individuals, others as a group to provide and maintain a quality of life that residents have come to know and expect. The Skilled Care and the SBU (Alzheimer/Dementia units) have been added to the Activities Department's responsibilities at Riverside. Department staff provide daily programs on these units that reflect the special needs of these residents.

<u>5192</u>	<u>ACTIVITIES</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Director	51,346.00	36,865.60	14,480.40	50,378.00
.002	Public Relations/Volunteer Coordinator	19,557.00	13,962.00	5,595.00	19,188.00
.004	Activities Aides	281,245.00	205,858.01	75,386.99	275,991.00
.007	Overtime	15,000.00	25,526.99	(10,526.99)	15,000.00
.101	Longevity	1,900.00	0.00	1,900.00	2,100.00
.102	Accrued Benefits Expense	7,800.00	918.15	6,881.85	9,000.00
.103	Social Security	28,829.00	20,819.69	8,009.31	28,432.00
.104	Dental Insurance	5,382.00	5,537.62	(155.62)	5,785.00
.106	Retirement	33,615.00	22,107.64	11,507.36	31,962.00
.107	Workers Compensation	6,444.00	4,902.13	1,541.87	7,284.00
.108	Unemployment Insurance	410.00	399.81	10.19	559.00
.237	Dues, Licenses, Subscriptions	800.00	262.00	538.00	600.00
.239	Supplies & Expenses	18,000.00	12,156.43	5,843.57	18,000.00
.270	Travel	450.00	370.19	79.81	550.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	470,778.00	349,686.26	121,091.74	464,829.00

ACTIVITIES EXPLANATIONS

- .001-.004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .237 Dues, Licenses, Subscriptions: Dues for National Association of Activities Professionals. Specialized programs for Alzheimer's patients, craft books.
- .239 Supplies & Expenses: Pet and music therapy, entertainment, office, art, and general craft supplies; woodwork and ceramics; photographs, DVD rentals, specialty items, Nursing Home week events, meal reimbursement for trips (staff), special events, specialty items for Alzheimer's and younger residents.
- .270 Travel: Conventions, conferences, and training.
- .297 New Equipment: No new equipment requested.

5193 OCCUPATIONAL THERAPY DEPARTMENT FUNCTION AND GOALS

The Occupational Therapy Department provides occupational therapy for the residents. Programming for 215 residents is mandated to provide services that fulfill their wants and needs in the social, psychological, physical, religious, and intellectual areas. Initial and follow-up interviews to assess and profile a resident's past and present interests and needs provides the basis for individualized programming. Establishing goal-oriented programs through the utilization of department, community, family, and volunteer resources is a coordinated effort to provide a meaningful, satisfying reality oriented world for our resident population. Each individual is stimulated, encouraged, supported, and assisted to participate to their fullest in the programs of their choice. Interest and desire rather than ability to perform, is the criteria of some people's interaction and participation. Individual accomplishment, which encourages and establishes the development of an improved self esteem and the building of self confidence, dictates the necessity of the availability of a wide variety of opportunities for engaging in normal pursuits. Program changes are the result of a resident's change in interest or improved or deteriorated ability in any of the service areas. The Director's responsibilities include: supervision of personnel, budget preparation, policies and procedures, in-service education, resident care conferences and care plans, completion of annual and quarterly admission MDS forms, rap sessions, and Resident Care Plans, home visits and evaluations, and discharge planning. All staff are responsible for quarterly documentation of program participation for all residents. Skilled and SBU care also included in the Occupational Therapy sections of Riverside, involving rehabilitation services along with our restorative care programs.

<u>5193</u>	<u>OCCUPATIONAL THERAPY</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Occupational Therapist	19,264.00	13,024.08	6,239.92	18,901.00
.101	Longevity	2,511.00	0.00	2,511.00	2,562.00
.102	Accrued Benefits Expense	1,000.00	0.00	1,000.00	1,000.00
.103	Social Security	1,742.00	955.63	786.37	1,718.00
.104	Dental Insurance	414.00	220.47	193.53	445.00
.106	Retirement	0.00	0.00	0.00	0.00
.107	Workers Compensation	390.00	222.73	167.27	440.00
.108	Unemployment Insurance	33.00	32.80	0.20	43.00
.237	Dues, Licenses, Subscriptions	0.00	0.00	0.00	0.00
.239	Supplies & Expenses	0.00	37.48	(37.48)	0.00
.270	Travel	0.00	0.00	0.00	0.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	25,354.00	14,493.19	10,860.81	25,109.00

EXPLANATIONS

- .001-.002 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .237 Dues, Licenses, Subscriptions: Included in Physical Therapy Department budget.
- .239 Other Supplies: Included in Physical Therapy Department budget.
- .270 Travel: Included in Physical Therapy budget.
- .297 New Equipment: No new equipment requested.

5195 SOCIAL SERVICES DEPARTMENT FUNCTION AND GOALS

Social Services is responsible for admissions, for supporting residents and families before, during, and after admission, providing understanding for residents' anxieties during this crucial time; for financial considerations related to admission; for promoting the understanding of the Residents' Rights to all residents, families, staff, and volunteers; for maintaining liaisons with outside agencies prior to admission and through to discharge planning; for meeting all State regulations for the Department, and keeping timely documentation. The Social Service staff works in collaboration with all staff and volunteers in recognizing and addressing the psychosocial needs of residents. The Social Service Department's goals for 2009 are:

1. Admissions: To continue to work closely with the Administrator to maintain the current level of bed days by scheduling admissions as soon as possible after a vacancy occurs.
2. Documentation: To continue with timely, concise standardized documentation consistent with State and Federal regulations.
3. Quality Improvement Plan: Advanced care planning form in order to enhance each resident's end of life experience;
4. Volunteer Services Program Goals:
 - a. Increase awareness of Riverside's place in the community through various workshops in local schools and other civic groups;
 - b. Partner with local groups (Dover Association for the Blind and the Ageless Dreamer Foundation) to make interactions between and the greater community more accessible and inclusive;
 - c. Make use of radio and print opportunities to make the case for all of the excellent work that happens at Riverside;
 - d. Continue to reach out to local groups (churches, Rotary, Rochester Veteran's Council; Somersworth Lions Club, and others) to provide opportunities for residents to be part of the greater Seacoast community;
 - e. Continue the sensitivity training in elder issues with the Somersworth Middle School and Dover High School;
 - f. Continue to use the Seacoast United Way Website to advertise for volunteer opportunities, as well as continuing our on-going partnership with UNH, both through individual volunteers and the three day program for incoming freshmen in August;
 - g. Continue with our very successful Teen Force summer volunteer program and encourage the students to come in during school year holidays;
 - h. As part of our efforts to fund "special services" for our residents who are either on Hospice or may not have the funds to pay for a wish, we will continue to sponsor the RRRH golf tournament, and
 - i. Finally, we will continue our community connections through membership in Rotary and the Dover Chamber of Commerce.

<u>5195</u>	<u>SOCIAL SERVICES</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.001	Director	61,797.00	46,347.62	15,449.38	61,797.00
.002	Admission Coordinator	40,394.00	30,295.27	10,098.73	40,394.00
.003	Social Workers	125,320.00	92,359.74	32,960.26	124,800.00
.004	Volunteer Coordinator	19,188.00	13,510.37	5,677.63	19,188.00
.101	Longevity	4,389.00	0.00	4,389.00	3,663.00
.102	Accrued Benefits Expense	9,000.00	3,084.30	5,915.70	9,300.00
.103	Social Security	19,897.00	13,768.70	6,128.30	19,824.00
.104	Dental Insurance	2,070.00	1,686.86	383.14	2,225.00
.106	Retirement	23,200.00	16,730.54	6,469.46	23,737.00
.107	Workers Compensation	4,447.00	3,199.97	1,247.03	5,079.00
.108	Unemployment Insurance	197.00	196.80	0.20	258.00
.229	Purchased Services	0.00	0.00	0.00	6,252.00
.238	Postage	800.00	271.82	528.18	800.00
.239	Supplies & Expenses	1,800.00	427.87	1,372.13	1,000.00
.270	Travel	1,980.00	484.97	1,495.03	1,000.00
.282	Volunteer Program Supplies/Expenses	5,000.00	1,645.23	3,354.77	4,953.00
.283	Volunteer Recognition Program	4,000.00	570.39	3,429.61	3,961.00
.297	New Equipment	0.00	0.00	0.00	0.00
	TOTALS	323,479.00	224,580.45	98,898.55	328,231.00

- .001-.004 Staff: Per non-union/union wage schedule, or negotiated agreement with Commissioners throughout budget.
- .101-.108 See Commissioners' Explanations for detail on these line items.
- .229 Purchased Services: Copier lease and copy charges. Previously in MIS department budget.
- .238 Postage: Volunteer program; preadmission forms & information for admission and/or home care for applicants.
- .239 Supplies & Expenses: Supplies necessary for maintaining the Social Service office. Reduced based on 2009 expenses.
- .270 Travel: Necessary travel to seminars and for preadmission screenings. Reduced based on 2009 expenses.
- .282 Volunteer Program Supplies/Expense: Materials necessary for the operation of the Volunteer and Public Relations Program. Trips for the residents; meals for volunteers; copier supplies, advertising for RRRH.
- .283 Volunteer Recognition Program: Supplies, expenses, and materials; payment for volunteers to attend functions with residents and volunteer meals for facility-sponsored events off-property. Volunteers receive free meals at RRRH in return for their services while at the facility. Reduced based on 2009 expenses.
- .297 New Equipment: No new equipment requested.

<u>9500</u>	<u>INSURANCES - RRH</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 EXPENDITURES	2009 UNEXPENDED BALANCE	2010 COMMISSIONERS RECOMMENDATION
.451	Health Insurance	3,935,419.00	3,341,260.12	594,158.88	4,159,979.00
	General Insurances:				
.452	Package Policy	51,073.00	38,304.75	12,768.25	50,524.00
.453	Business Auto	4,298.00	3,223.50	1,074.50	4,252.00
.459	Patient Trust Bond	1,188.00	891.00	297.00	1,175.00
	TOTALS	3,991,978.00	3,383,679.37	608,298.63	4,215,930.00

INSURANCE EXPLANATIONS

- .451 Health Insurance: Cost of health insurance for employees; partially offset by revenue from employees.
- .452 Package Policy: Comprehensive and liability coverage for the nursing home.
- .453 Business Auto: Insurance for Riverside Rest Home vehicles.
- .459 Patient Trust Bond: Medicaid requires bonding for employees who handle resident accounts.

9902.000 CAPITAL EXPENSE-RRH

	2009 Capital Expense Requests:	24,570.00	4,238.26	20,331.74	
	2010 Capital Expense Requests:				
	Housekeeping: 30 new mattresses @ \$203/mattress (replacement program)				6,090.00
	Physical Therapy: Wheelchairs; Slings for Lifts & Components				11,000.00
	TOTALS	<u>24,570.00</u>	<u>4,238.26</u>	<u>20,331.74</u>	<u>17,090.00</u>
	OPERATING EXPENDITURES - RRH	20,785,922.00	15,459,842.16	5,326,079.84	20,592,956.00
	OPERATING EXPENDITURES - J&A	30,618,229.00	23,556,884.41	7,061,344.59	31,489,735.00
	OPERATING EXPENDITURES	51,404,151.00	39,016,726.57	12,387,424.43	52,082,691.00
	REVENUES	25,148,361.00	18,081,467.59	7,066,893.41	25,338,130.00
	PRIOR YEAR SURPLUS	-	-	-	-
	AMOUNT TO BE RAISED BY TAXES	26,255,790.00			26,744,561.00

<u>ACCT #</u>	<u>ESTIMATE OF REVENUE</u>	2009 APPROVED BUDGET	2009 JAN. 1 TO SEP. 30 RECEIPTS	2009 ANTICIPATED RECEIPTS	2010 COMMISSIONERS RECOMMENDATION
---	RRH (see detail)	15,446,665.00	11,687,684.57	3,758,980.43	15,379,223.00
4000.000	Taxes from Cities & Towns	0.00	0.00	0.00	0.00
4011.000	Register of Deeds	1,025,000.00	626,334.56	398,665.44	950,000.00
4012.000	Sheriff - Deputy Fees	275,000.00	115,000.00	160,000.00	275,000.00
4013.000	Leased Office Space	553,326.00	328,775.84	224,550.16	586,208.00
4014.000	Leased Land	4,892.00	0.00	4,892.00	4,892.00
4015.000	Accounting Service	150,788.00	113,091.00	37,697.00	155,986.00
4016.000	Bailiff Reimbursement	151,780.00	99,288.74	52,491.26	151,780.00
4017.000	Deeds Equipment Fund	50,100.00	28,907.41	21,192.59	39,690.00
4022.000	Sheriff - Special Details	65,000.00	74,987.85	(9,987.85)	45,000.00
4036.202	Work Industry Contracts	100,000.00	36,559.43	63,440.57	100,000.00
	Family Intervention Grant	-	0.00	0.00	35,570.00
4042.000	6% Grant-Human Services	160,883.00	160,883.00	0.00	0.00
4043.000	JIP-Laundry Contract	0.00	0.00	0.00	0.00
4046.000	Bond Proceeds-J&A	0.00	0.00	0.00	207,025.00
4053.000	FMAP Funds	0.00	0.00	0.00	0.00
4054.000	Academy Program	66,872.00	34,948.98	31,923.02	0.00
6040.000	Jail Income	5,166,940.00	3,392,529.20	1,774,410.80	5,208,000.00
6040.001	Room & Board-Jail (HOC)	13,000.00	19,612.79	(6,612.79)	13,000.00
6040.002	Laundry Reimburse from RRH	140,000.00	105,000.00	35,000.00	140,000.00
6041.000	Jail Industries Commissary	85,000.00	53,951.36	31,048.64	80,000.00
6042.000	Community Corrections Fees	135,000.00	139,748.38	(4,748.38)	210,000.00
6043.000	Inmate Phone Commissions	185,000.00	210,870.63	(25,870.63)	235,000.00
6044.000	U.S. Marshals Transports	300,000.00	267,139.90	32,860.10	300,000.00
9061.000	Interest Earned	110,000.00	17,289.54	92,710.46	38,000.00
9070.000	Justice Administration Grant (JAG)	5,500.00	4,068.97	1,431.03	6,816.00
9071.000	Child Advocacy Center (CAC Grant)	30,000.00	15,472.66	14,527.34	20,000.00
9071.001	CAC - National Children's Alliance	28,342.00	24,881.67	3,460.33	0.00
9071.000	CAC - New Hampshire Network	0.00	0.00	0.00	0.00
9071.000	CAC - 6% Incentive Funds	8,500.00	4,250.00	4,250.00	5,407.00
9071.000	CAC-Carol Shea-Porter Office- Equip. Grant	0.00	0.00	0.00	20,000.00
9072.000	Drug Court Grant	0.00	0.00	0.00	0.00
9073.000	Therapeutic Community Grant	25,000.00	7,824.25	17,175.75	25,000.00
9074.000	PEPP Grant	37,394.00	6,106.00	31,288.00	29,589.00
	Transitional Housing Grant	0.00	0.00	0.00	96,400.00
9076.000	Sewer Grant	3,814.00	3,814.00	0.00	3,615.00
9077.000	Domestic Violence Project Arrest Grant	205,000.00	94,905.20	110,094.80	285,971.00
9077.000	Domestic Violence STOP VAW Arrest Grant	0.00	0.00	0.00	14,873.00
9079.002	Victims Assistance-Work Release.	7,000.00	192.05	6,807.95	7,000.00
9080.000	Correctional Industries	30,000.00	0.00	30,000.00	30,000.00
9081.000	J&A Health Ins. Contribution-Employees	415,520.00	278,236.96	137,283.04	473,000.00
9082.000	Insurance Refunds	7,000.00	0.00	7,000.00	7,000.00
9083.000	Miscellaneous Income-CH	60,000.00	72,587.48	(12,587.48)	60,000.00
9085.000	Drug Court Fees	15,000.00	11,348.00	3,652.00	15,000.00
9086.000	Dispatch Fees	1,000.00	240.00	760.00	1,000.00
9087.000	Meal Income - Court Jester Café	84,045.00	44,937.17	39,107.83	83,085.00
	TOTALS	25,148,361.00	18,081,467.59	7,066,893.41	25,338,130.00

<u>ACCT #</u>	<u>RIVERSIDE REST HOME - Detailed Budget</u>	2009 APPROVED <u>BUDGET</u>	2009 JAN. 1 TO SEP. 30 <u>RECEIPTS</u>	2009 ANTICIPATED <u>RECEIPTS</u>	2010 COMMISSIONERS <u>RECOMMENDATION</u>
5020.000	Medicaid Patient Income	8,446,246.00	6,444,498.01	2,001,747.99	8,115,318.00
5021.000	Private Pay Patient Income	1,907,400.00	1,797,826.04	109,573.96	1,664,400.00
5024.000	Maintenance. Services-Corrections	70,000.00	74,357.55	(4,357.55)	99,140.00
5026.000	Miscellaneous Income	12,000.00	5,438.93	6,561.07	12,000.00
5027.000	Medicaid Special Care Unit (SBU)	1,624,673.00	1,018,243.65	606,429.35	1,624,673.00
5030.000	HCBC Patient Income	1,000.00	0.00	1,000.00	1,000.00
5033.202	Meal Income - SENH	40,000.00	9,074.05	30,925.95	40,000.00
5033.203	Electricity Income - SENH, CVHS, Daycare	45,000.00	26,525.49	18,474.51	35,000.00
5036.000	RRH Employee Contribution/Health Ins.	651,080.00	465,966.78	185,113.22	720,000.00
5038.000	Medicare Part A (Skilled Care)	511,000.00	208,478.53	302,521.47	511,000.00
5039.000	Medicare Part B	100,000.00	45,041.46	54,958.54	100,000.00
5082.000	Insurance Refunds	13,000.00	0.00	13,000.00	13,000.00
5083.000	PSP Reimbursement (Medicaid)	825,000.00	896,126.96	(71,126.96)	895,000.00
9076.000	State Sewer Grant-RRH	5,266.00	5,266.00	0.00	4,992.00
5085.000	Provider "Bed " Tax	1,195,000.00	690,841.12	504,158.88	1,543,700.00
	TOTALS	15,446,665.00	11,687,684.57	3,758,980.43	15,379,223.00

TOTAL INDEBTEDNESS
BREAKDOWN OF BONDED DEBT

INTEREST
#9100.02

PRINCIPAL
#9100.03

BALANCE AS
OF 12/31/10

Balance as of 12/31/09 \$19,292,838

1. Sewer Project Bond. Issued in 1992, maturing in 2012. Interest rate of 5.77085% variable rate. Amount of original issue \$1,150,000. Refunded in 2002 at 3.9928%. Payable at Roosevelt & Cross.

a. RRH Portion 58%--\$667,000	4,280.00	34,800.00	69,600.00
b. C/H Portion 42%--\$483,000	<u>3,100.00</u>	<u>25,200.00</u>	<u>50,400.00</u>

Total Due Sewer Bond: **7,380.00** **60,000.00** **120,000.00**

2. Capital Items Bond: Various capital items per CIP. Issued in 2002, maturing in 2010. Interest rate of 4.25%-4.30% variable rate. Amount of original issue: \$1,412,838. Payable at A.G. Edwards & Sons, Inc. issue: \$1,412,838. Payable at A.G. Edwards &

a. RRH Portion 54%-- \$762,933.	3,317.00	77,133.00	0.00
b. C/H Portion 46%--\$649,905.	<u>2,825.00</u>	<u>65,705.00</u>	<u>0.00</u>

Total Due CIP Bond: **6,142.00** **142,838.00** **0.00**

3. Jail Bond: Issued in 2002, maturing in 2023. Interest rate of 4.5315%. Amount of original issue: \$20,000,000. Payable at Smith Barney.

Total Due Jail Bond--\$20,000,000 **632,500.00** **1,000,000.00** **13,000,000.00**

4. Capital Improvement Bond: Issued in 2003, maturing in 2013. Interest rate of 2.9631%. Amount of original issue: \$2,012,387. Payable at Roosevelt & Cross.

a. RRH Portion 55%-- \$1,106,813	13,640.00	110,000.00	330,000.00
b. C/H Portion 45%--\$905,574	<u>11,160.00</u>	<u>90,000.00</u>	<u>270,000.00</u>

Total Due CIP Bond: **24,800.00** **200,000.00** **600,000.00**

5. Criminal Justice Bonds: Issued in 2004, maturing in 2025. Variable interest rate of 4.502%. Amount of original issue \$4,200,000. Payable at USB Financial Services.

Total Due Criminal Justice Bond: **148,890.00** **210,000.00** **3,150,000.00**

6. Criminal Justice Bonds: Issued in 2006, maturing in 2016. Interest rate of 4.25%. Amount of original issue: \$1,200,000. Payable at NH Municipal Bond Bank.

Total Due Criminal Justice Bond: **38,150.00** **120,000.00** **690,000.00**

7. General Obligation Bonds: Issued in 2009, maturing in 2029. Interest rate of 4.25%. Amount of original issue \$4,303,000. Payable at NH Municipal Bond Bank \$4,182,025.

a. RRH Portion 35.7%-- \$1,492,983	65,035.00	73,908.00	1,419,075.00
b. C/H Portion 64.3%--\$2,689,042	<u>117,137.00</u>	<u>133,117.00</u>	<u>2,555,925.00</u>

Total Due General Obligation Bond: **182,172.00** **207,025.00** **3,975,000.00**

Total Due Bonds: 1,040,034.00 1,939,863.00 21,535,000.00

TOTAL P&I PAYMENT FOR 2010: 2,979,897.00