

**County of Carroll
Carroll County Delegation
February 8, 2021**

Jail/ HOC Subcommittee

Call to Order: 1:00 p.m.

Representatives Present:

Chairman Mark McConkey	Lino Avellani	Tom Buco
Jonathan Smith	Chris McAleer	Glenn Cordelli

Others Present:

CCHOC Supt. Pat Bachelder, Commissioner Terry McCarthy, Commissioner Matthew Plache (remote), CFO Fergus Cullen, Ed Comeau (www.governmentoversite.com)

Introductions.

Review of the proposed 2021 Jail/HOC Budget

Documents referred to during the budget review:

- 2021 Budget Justification
- 2020 Census Details
- Jail Organizational Chart
- Narrative-Jail Salary Lines
- Personnel Schedule
- 6100-Jail-Budget
- Revenue Budget Proposed

6100.005 Overtime	\$34,000	
6100.007 Admin Salaries	\$450,979	Rep. Smith asked if wage study has been conducted. Coord. Seamans forwarded copy of the Jail staff portion of the study to all members, names redacted. The committee reviewed the organizational chart, finding eight positions are non-union. Lieutenant has been moved to captain position. Two sergeants have applied for training and transport lieutenant position. Officers will then be promoted to fill vacancies. All positions in the proposed 2021 budget. CFO Cullen provided salary breakdown and personnel narrative prior to the meeting.
6100.008 Nursing Salaries	\$256,769	Overage in line-item overspent in 2020 due to several factors – change in staffing, used agency to fill an extended absence. New director hired
6100.009 Salaries	\$1,357,645	Rep. Cordelli sent list of positions he received in 2019 and asked for clarification on change in staffing. No new positions are requested this year. Union employees receive 4.8% wage increase per union contract – 2.5% April 1 and 2.3% at employee anniversary day and completion of performance evaluation (pass/fail). Supt Bachelder will provide evaluation policy with committee. Rep. Cordelli asked for 2019-2021 comparison of the total of four salary lines. Coord. Seamans provided answer via email during the meeting: .005 Overtime .007 Administrative Salaries .008 Nursing Salaries .009 Salaries – Union 2019 (Actual Spent) \$1,875,995.46 2020 (Actual Spent) \$2,040,037.13 2021 (Proposed) \$2,099,393.00 Difference 2019 to 2021 = \$223,397.54

6100.010 Social Security	\$26,380.	
6100.013 Retirement	\$576,493	Group II increase effective July 1 to 33.88% employer contribution Rate was 28.43% for July 1, 2019 to June 30, 2021.
6100.017 Educ/Train	\$10,000	Required certification hours of training completed through Relias remote training. No corrections academy held in 2020 due to covid.
6100.018 Medicare	\$30,441	
6100.023 Agency Services	\$15,000	Fills in for nursing vacancies.
6100.024 Legal Fees	\$3,000	
6100.025 Med Service/Supp	\$170,000	Inmate census today is 47 in-house and 4 being held by other counties. Of the 51, 17 are boarders (7 for Belknap County, 5 Strafford, 4 Rockingham, and 1 State of NH). Daily rate set annually by the commissioners and varies for each sending facility. Current rates Strafford County \$30/day; State of NH \$56.15/day; Rockingham County \$57.50; Belknap County \$40.00; \$75.00 Federal. Supt Bachelder said when Strafford County receives federal detainees (\$75/day) and needs room in the jail, they send Strafford inmates Carroll County and pay \$30/day per inmate. When Carroll County sends our inmates to another facility we pay the same rate as they would pay if sending an inmate to us. Rep. McConkey asked for a 2019 census detail. Rep. Avellani asked if sending counties are billed for medical services provided in our facility. Supt Bachelder said they are billed for this; that the administrative assistant pays those bills and Carroll County is reimbursed. Supt Bachelder will find out where those reimbursements are posted in the budget. CFO Cullen will assist with answering this question.
6100.027 Mental Health	\$47,500	Supt Bachelder notes this can be reduced by \$26,500 for amount to be covered by a grant. Duplicate funding in the 200 Fund.
6100.028 Inmate Programs	\$14,000	Line funds materials purchased for Hi-Set, GED, TRUST programs. Supt Bachelder estimates 40% success rate. Chmn. McConkey asked for 2020 transaction detail for this line
6100.029 Fees & Services	\$13,600	
6100.030 Academy	\$3,000	Plan to send 3 officers to the academy for five weeks each to become certified officers.
6100.036 Office Supplies	\$3,000	Supt Bachelder confirmed jail purchases office supplies with credit card CFO Cullen and Chmn. McCarthy noted move towards more centralized purchasing at County is in the works.
6100.037 Dues/Lic/Subscr	\$3,000	
6100.038 Postage	\$700	Jail responsible for legal mailings on behalf of indigent people
6100.039 Supplies	\$48,000	
6100.041 Chaplain	\$4,800	
6100.051 Meals	\$239,805	Budget based on 68 people. Rate increase from MVC Dining is \$3.15 to \$3.65 each. Officers' meals included when on shift.
6100.052 Uniform Expense	\$9,500	Boot allowance no longer in the contract, rather "decent pair of footwear". Uniform expense only for union employees. Duty wear plus Class A uniform.
6100.053 Clothing-Inmates	\$3,000	
6100.054 Inmate Bedding	\$2,000	Laundry in-house and no longer contracted out. Inmates assist with laundry
6100.055 Offender Comp	\$2,000	\$5 per week paid to State of NH boarders;
6100.058 Elec Monitoring	\$3,000	
6100.067 Advertising	\$1,000	Personnel ads paid by HR; this line for advertising RFPs/RFQs

6100.068 Telephone	\$4,500	
6100.069 Laundry Expense	\$2,000	
6100.070 Travel Expense	\$3,500	
6100.072 Veh Lease/Purch	\$1.00	Coord. Seaman's will provide vehicle inventory to the committee
6100.073 Vehicle Expense	\$8,000	
6100.076 Special Inmate Med	\$1.00	
6100.088 Photocopier	\$6,000	Possible consolidation of all photocopier contracts and possible savings planned to look at in 2020 County-wide
6100.095 Firearms Train/Eq	\$2,740	
6100.096 Less Lethal Equip	\$3,345	
6100.097 New Equipment	\$6,568	

Supt. Bachelder agreed to review his budget again and suggest possible reductions.

2021 Anticipated Revenue

	2020 Actuals	2021 Proposed	
6040.031 Boarders	\$285,328.80	\$140,000.00	
6040.033 State Boarders	0	\$10,230.00	
6040.039 Work Release/AHC	0	0	
6040.040 Jail Income	0	0	
6040.041 Telephone Income	\$8,549.64	0	Supt Bachelder: Telephone income is being held in a pool for electronic health records; currently being implemented
TOTAL	\$293,878.64	\$150,230.00	

Other

Comm'r Plache said Carroll County is taking boarders in at a loss. According to his quick math, the cost is \$140 per inmate per night when the proposed budget is divided by the average daily population of 68 inmates.

Chmn. McConkey asked Supt Bachelder if there is a state or federal mandate on inmate to staff ratio. Supt. Bachelder said there is none. Chmn. McConkey asked Supt. Bachelder what the Jail capacity is, several questions about the how the population is divided and layout of the facility. Supt. Bachelder said he was always told the total capacity at the jail is 131 but it would be "packed like sardines". Sentenced and non-sentenced have to be separated as do men and women. Large percentage are not yet sentenced and awaiting trial. Chmn. McConkey what the population was today compared to last year's average population. Today the jail population is 47 and the budget reflects last year's daily population of 68. Supt. Bachelder said there are four cell blocks, size varies, and one contains a more secure unit. The largest percentage of the inmate population at the jail is pre-trial and awaiting sentencing.

Commission Chairman Avellani asked if the Superintendent could offer any additional saving in his budget the Superintendent said he will review and respond later to the subcommittee.

Following up on the Chairman's request McConkey asked looking out, long term if we stop taking in prisoners from outside our county and reconfigure the interior space could we possibly mothball parts of the facility i.e. a cell block creating a savings in staffing and the operational cost. Batchelder said he cannot see that happening.

Meeting recessed subject to the Call of the Chair with affirmative vote of those present at 3:40pm.

Minutes Approved on

Chairman Rep. Mark McConkey