

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday September 04, 2012

PRESENT: Commissioners Cryans, and Ray Burton, Director Clough and Secretary Martino.

Commissioner Cryans called the meeting to order and the Pledge of Allegiance was recited.

Commissioner Omer C. Ahern Jr., participated by phone according to RSA 91-A:2 with the reason being that he had business to attend to in Plymouth at 11:00 AM. Telephone participation was at his request. It was noted that all votes must be taken by a roll call.

Farm Manager Kimball arrived to give his report to the Commissioners. The Farm is milking 72 cows; shipping 8,800#'s of milk for an average of 62#'s. Price of milk is \$17.04 per hundred weight.

Farm has baled 2,500 bales of hay in the last two (2) weeks.

FM Kimball reported that they will be cutting cow corn in the next two (2) weeks and continue to work on getting the potatoes out of the ground.

FM Kimball told the Commissioners he would be on vacation from September 17th – September 30th.

He stated that the farm stand was slowing down; they have stopped picking corn due to a grub. It was not a good corn year.

Commissioner Burton asked FM Kimball why he wanted to purchase the 2000 Chevrolet pickup from Westmoreland Auto that he had presented the Commissioners an invoice for last week. FM Kimball explained that although the truck is a 2000 it has only had one (1) owner and it appears to fit all the needs he has and it is only \$4,000. It is a cab and a half which is what he is looking for.

Commissioner Burton asked what would happen with the truck that is being replaced. FM Kimball stated that the County would sell it as is. The truck does have a plow with it.

Commissioner Ahern asked for clarification on which truck was being replaced and FM Kimball explained it was the 2003 Chevy 4X4 pick up. Commissioner Ahern said that he doesn't understand the need to replace the truck. It is a 2003 and only has 55,000 miles on it. He stated that FM Kimball told them during the fiscal year 2012 budget process the truck only needed tires. FM Kimball explained that the truck has been abused and had a lot of wear and tear on it. When it was first purchased it was used for several years to

plow the parking lots. The vehicle is rusting and costing money to get it inspected each year.

Commissioner Ahern said he was having a very difficult time with the fact that people are abusing county property. He said that he would like to look at the current vehicle before making any decisions. Commissioner Ahern stated that he would be at the County on Monday, Sept. 10th to view the truck.

Commissioner Cryans feels that FM Kimball has found a truck that will meet his needs and is in what the FM feels is relatively good condition for only \$4K than the County should take advantage of the opportunity and move forward with the purchase. There was further discussion.

Commissioner Cryans moved to allow FM Kimball to purchase the vehicle for \$4K and to put the truck that is being replaced out to bid. Commissioner Burton seconded.

Discussion:

Commissioner Ahern said that he is shocked that the county vehicles are abused and that this is a serious problem. He stated that he will be up on Monday to look at the 2003 truck with 55K miles on it. Commissioner Cryans stated that perhaps the FM chose the wrong words in describing the issue.

Commissioner Burton voted yes; Commissioner Cryans voted yes and Commissioner Ahern voted no. Motion passes 2 – 1.

Commissioner Burton asked the Executive Director to check on any other vehicles that the County might have that are not being used and to sell those also if possible.

Commissioner Cryans asked FM Kimball if his two (2) new employees were going to be able to handle the farm while FM Kimball is on vacation. He stated they would, they are both good employees.

Maintenance Superintendent Jim Oakes arrived to review the bid that was received last week for the Special Inspections and Testing for the Biomass project. The only bid that was received was from the John Turner Group. Supt Oakes compared that bid to the prices from another company that was used for the jail project and the Turner Group's numbers were well below. He has checked all their references and has received good reports. He would recommend accepting their bid in the lump sum amount of \$8,500. This means if they exceed the number of trips estimated it would all be included in the above stated price.

Commissioner Burton asked if Woodsville Water & Light plays a role in this type of inspection. Supt Oakes stated not in this, however, they would be involved when we make connections to their system, but that is separate from this. Commissioner Burton asked if at the end of the project there would be a record of these inspections and

certification that everything meets code. Supt. Oakes explained that this is the role of this firm and that each time they are onsite a report will be issued.

Commissioner Ahern questioned why the County was only receiving one (1) bid on items. Supt Oakes stated he could not answer that question. The work was properly advertised. Commissioner Ahern questioned the need for this type of work and suggested that it would appear that there was a lack of trust in MacMillin. Supt. Oakes stated that was not the case, this is insurance that the job is done properly and that the best interests of the owner are looked out for. He stated that the County would have hired someone to do this work no matter which general contractor had been chosen to do the work. Supt. Oakes feels there is great value in having someone do this work.

Commissioner Burton moved to accept the lump sum bid of \$8,500 from the John Turner Consulting Group. Commissioner Ahern seconded the motion.

Commissioner Burton voted yes; Commissioner Ahern voted yes and Commissioner Cryans voted yes. Motion passes.

Nursing Home Administrator Craig Labore arrived with his report (see attached) The census at the Nursing is 133 with another admission scheduled for today. NHA Labore shared with the Commissioners that on August 22 – 24 the Nursing Home had the annual Health inspection by the NH Department of Health and Human Services and they were found to have zero deficiencies. The annual life safety inspection took place the following week on August 28th and was also found deficiency free. He stated that this is a huge accomplishment on the part of the staff at the Nursing Home. The Nursing Home will be holding a luncheon in recognition of the staff and he would like the Commissioners to attend. It was decided that would be held on Friday, Sept 14th and Commissioners Cryans and Ahern would be there and Commissioner Burton would attend if possible.

NHA Labore reviewed a list of “doubtful accounts” with the Commissioners. Most of them are quite old and many of them are from deceased residents. Some go as far back as 2004. The total of the list is \$117,255, which is very small in comparison to the amount of revenue collected since 2004. The Finance Manager has determined that these are uncollectable and has recommended they be written-off.

There was a discussion about the possibility of recouping some of this and NHA Labore said it is unlikely that any would be collected.

Commissioner Burton stated he would agree with writing these off and would hope we had better luck collecting in the future. Commissioner Ahern stated that he was reluctant to write off anything less than three (3) years, feeling it could still be collected. Commissioner Cryans thought that perhaps they could revise the list and write everything off that was prior to 2009. And then look at it again annually to write off debts older than three (3) years.

Commissioner Ahern moved to write of the allowance for doubtful accounts on the list presented for the years of 2004 – 2008 (not to include 2009, 2010 and 2011.) Commissioner Burton seconded the motion.

Discussion:

Commissioner Burton credited the finance staff for keeping such good records of this information.

Commissioner Burton voted yes; Commissioner Ahern voted yes; Commissioner Cryans voted yes. Motion passes.

NHA Labore told the Commissioners that the Nursing Home has a new Chaplin. Pastor George Hemway will replace Jewell Brown, who has decided to step down after many years of service.

He also informed the Commissioners that they have hired a new Medical Director for the facility as Dr. Kelsey has stepped down. Dr. Sandeep Sobti took over that position on September 1st. NHA Labore said that Dr. Sobti is highly respected in the medical community and the County is lucky to have him. There was a discussion regarding the Medical Director responsibilities and that we would continue to pay the \$1K per month that is currently paid.

*10:15 AM - Commissioner Ahern then moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (b). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10: 36AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. Commissioner Burton voted yes; Commissioner Ahern voted yes and Commissioner Cryans voted yes.

Commissioner Burton asked what the County would receive from the State with the survey results. NHA Labore stated there would be a letter with the results and most likely commendations to the staff.

Commissioner Burton asked what would happen if a resident needed dialysis. NHA Labore stated the Nursing Home would coordinate that with a facility in Lebanon.

Human Resource Director Mike Simpson arrived with his report (see attached.)

HRD Simpson discussed the PERKS card concept again with the Commissioners, he had brought this up awhile ago and no decision had been made. He stated that he could go either way on this. During the discussion it was decided not to pursue it at this time.

10:50 AM – Commissioner Ahern stated that he needed to attend the function he was in Plymouth for and was no longer on the line for the rest of the meeting.

Commissioner Burton stated that he believes that it improves the image of the County when our staff is involved in outside agencies as Board members. HRD Simpson was just appointed to the Haverhill Planning Board and serves on the Cottage Hospital Board.

Commissioner Cryans asked if everyone had read the minutes from August 28th and had any edits or corrections.

Commissioner Burton moved to approve the minutes from August 28, 2012, which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the check registers.

Deb Meas from UNH Cooperative Extension arrived. As the Office Administrator for Grafton County Cooperative Extension she explained that part of the UNH Reorganization Plan, UNH wants to be able to stabilize the finances and would like to take over managing all of the finances for the Cooperative Extension offices throughout the State. They would also like all employees including support staff which are currently County employees to become UNH employees.

Commissioner Burton asked Ms. Maes if that is a decision for each County Board of Commissioners to make. She stated that she believes it is.

One of Commissioner Burton's concerns would be whether or not if these people were to become UNH employees if they would be paid on-time and reimbursed for expenses in a timely manner. Ms. Maes stated that she is a long time UNH employee and that has never been an issue.

Ms. Maes stated that she has concerns about changing these two (2) Grafton County employees over to UNH employees. She stated her concerns: they would have to work five (5) more hours per week because UNH does not pay for lunches or breaks, which the County does; they would not receive longevity; the expense for their health insurance coverage would increase; they would be new employees and lose any tenure they have; they would no longer be members of the NH Retirement System and one (1) of the employees has seven (7) years of service so is not vested in the Retirement System and they would lose vacation days. The positives are that that they would be eligible immediately for health insurance and the County would no longer be responsible for these two (2) employees.

Commissioner Cryans asked if they employees have given any input. Ms. Maes stated that they are not interested in becoming UNH employees. Commissioner Cryans also asked if these employees could be in jeopardy if they become UNH employees. Ms. Maes said as new employees that could be possible.

Executive Director Clough stated that she had met with Ms. Maes about this and they had discussed it in depth. She thought that a good solution and compromise would be to let UNH take over all the office finances but retain the two (2) employees as County employees. This fits within the budget that has been established by UNH. She said that you have to consider the human factor in this.

Commissioner Burton moved to retain the two support staff employees that work in the Grafton County Cooperative Extension office as County employees and to allow UNH to take over all other finances associated with the fiscal year 2013 budget as passed by the County Delegation to be effective October 1, 2012. Commissioner Cryans seconded the motion. All in favor.

Discussion:

There was some discussion about whether UNH would object to this but it was decided that if changes needed to be made it should be done through the fiscal year 2014 budget process and that the Commissioners would be glad to meet with officials from UNH to discuss further.

All voted in favor. Motion passes.

Drug Court Coordinator Bob Gasser arrived to seek approval for out-of-state travel. It would be for three (3) people to attend the NE Association of Drug Court Professionals conference on September 27 & 28 in Boston, MA. The costs will be approximately \$800 per person for a total expense of approximately \$2,400. He explained the importance and who some of the keynote speakers would be. People attending would be the Case Manager, someone from Supervision and Coordinator Gasser.

Commissioner Burton moved to approve the out-of-state travel request from Coordinator Gasser, which Commissioner Cryans seconded. All were in favor.

Commissioner Cryans asked Coordinator Gasser about his cell phone, fax machine and internet charges that the County reimburses him for. Coordinator Gasser stated that he uses all three (3) to conduct Drug Court business from his home and elsewhere. He also stated that it was agreed to when he was hired.

Commissioner Burton commended the program and Coordinator Gasser saying that he thought eventually that should be a full-time position and would like to see the program continue to grow.

Director Clough pointed out to the Board that this issue that was raised was that although the County pays for cell phones for some employees there are no other employees who

are reimbursed for their home fax machines and internet charges, which may be an issue of fairness.

Commissioner Cryans asked if Coordinator Gasser would be willing to give up the fax machine and he stated if that would make everyone happy, he would.

The Commissioners reviewed and signed a request for drawdown from the Microenterprise Community Development Block Grant. The drawdown is for grant writing fees and to reimburse the County for advertising costs associated with the grant. The request is for \$4,290.

Executive Director Clough presented the Commissioners a letter to release a lien that the County had obtained on a previous employee's property due to the employee owing the County money. The previous employee has fulfilled their financial obligations and the lien needs to be released. Commissioner Cryans signed the letter.

The Commissioners will table the discussion on Department Head evaluations until all three (3) Commissioners are together on September 18th.

11:48 AM With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 September 4, 2012

1) **HR Activity Report** (8/6/2012 to 8/31/12)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	6 (4 FT + 2 PT/PD)	4-LNAs, 2- RN/LPNs
Corrections	4 (4 PT)	Correctional Officers
Dispatch	1 (1 PT)	Dispatcher

- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	5
Corrections	2

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	7 (3 are intermittent)
Nursing Home – Non-Nursing	3 (2 are intermittent)
Non-Nursing Home	4 (2 are intermittent)

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (3 FT openings)	Nursing Home	2- Open to all/ 1 to be posted
LNA (2 FT Openings)	Nursing Home	1- open to all/ 1- internal
Correctional Officers	Corrections	Open to all

Summary – Over the past month we have made some progress in filling our Full-time RN/LPN openings for the Nursing Home. Pending hires include: 2 County Attorney employees, 4 nursing home employees, and DOC’s Substance Abuse Counselor. Overall FMLAs remain to be at a good level.

2) **Call Out report** –June thru August call out reports. See handout.

3) **Health Reimbursement Account** – As of 8/31, 3 non-nursing home employees received a grant total of \$1,375.00. Zero claims for the nursing home.

4) **HR Internal Operations**

- NHRS issue still unresolved. Waiting to get determination from NHRS.
- Effective 9/5/12, HR will receive copies of TB results and physicals for all new hires hired at the Nursing Home. They will be stored in employee’s confidential medical file.
- Payroll/HR staff established a more efficient way of distributing paperwork between each department.
- HRD clarified certain components of RSA 28:10a with legal counsel.
- **Updated Loss Ratio: 69.4% for the past 12 months.**
- Signed up for LGC’s flu shot reimbursement program.
- HRD Applied for LGC’s Health and Safety Coordinator Academy. If accepted, I would need to meet certain requirement and Grafton County would receive \$500 for future wellness incentives.

5) **Perkscard** – follow up discussion.

6) **Internal/External Meetings and Conferences** –

- 8/21 – Town of Haverhill’s Selectboard appointed myself to a 3 year term to Town of Haverhill’s Planning Board.
- 8/29 – HRD chaired Benefits and Compensation meeting.