

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday 8, 2013

PRESENT: Commissioners Mike Cryans, Martha Richards and Ray Burton, Director Julie Clough and Secretary Martino.

OTHERS: Omer Ahern, Harold Brown, Treasurer Parker

9:06 AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

**Human Services Administrator Nancy Bishop** arrived to go over the list of Social Service agencies that have applied to the County for funding. There were 26 agencies with 4 of them being new applications. Hannah House Residential, Lisbon Children Center and North Country YMCA have all closed their doors. There were other agencies that had applied in the past that did not apply this time.

Commissioner Burton asked how notice was given that the County was accepting applications and HSA Bishop said that advertisements were placed in three Grafton County newspapers, one in each district.

HSA Bishop said that the proposals for these agencies needed to be reviewed and the Delegation had eliminated funding for the consultant who had done the reviews in the past. HSA Bishop said that she was able to find money in her Long Term Care budget line to fund the consultant if the Commissioners would approve that. Commissioner Cryans asked if Cindy Swart was the best person to carry out the review, as she has done so for so many years and HSA Bishop replied yes.

Commissioner Richards said that she campaigned on reaching out to people who need social services and feels strongly that C. Swart should be the one to professionally review the agencies.

Commissioner Richards moved to fund consultant Cindy Swart up to the amount of \$13,000 which is to be paid from the Human Service budget and was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Burton said that there is an RSA which speaks to the fact that the Commissioners can employ officers and agents to do work and that is the RSA that they can hang their hat on should there be any questions.

When the vote was taken all were in favor.

HSA Bishop recommended that Cindy Swart also be made available to speak with the Delegation during budget time to answer all their questions.

Commissioner Richards said that she wanted Cindy Swart to look at the needs of the people who use the services and not just be concerned about the budget part of the equation and making cuts.

Commissioner Richards moved to waive bid and to hire Cindy Swart as consultant to review the Social Service agencies which was seconded by Commissioner Burton. All were in favor.

**Nursing Home Administrator Craig Labore** arrived with his report to the Board. Census is 134 with an admission expected on Thursday. He stated that this is the longest period of time they've gone with a near full census. A yearly report for 2012 showed 51 admissions, 12 discharges and 36 deaths.

NHA Labore stated that on the 28<sup>th</sup> of December there was an incident in the Nursing Home involving a former employee that caused some alarm. Because of this it was decided that there would be some improved security in the Nursing Home. He said he is gathering information right now and will keep the Board informed.

There is no concrete date for the Medicaid Managed Care plan phase I and the Nursing Home affiliates are holding off on signing anything until more information becomes clear.

NHA Labore said that he will be involved with the Union negotiations this year which will include the full contract this year and that there is a new Union Field Organizer.

Commissioner Burton asked about the protocol for calling an ambulance to the Nursing Home and NHA Labore said that a Physician or Nurse Practitioner are the only ones who can authorize a transfer.

Commissioner Burton asked if it was the goal of the Administrator to monitor the back door to the Nursing Home in a more affective way and he replied that there is video capability and the doors are locked from 8PM to 5AM but there are looking at a more secure plan.

Director Clough said that she and NHA Labore have spoken about this and she would like to see the Admin building tied into the security with the Nursing Home.

Commissioner Cryans congratulated NHA Labore for doing such a good job in keeping the Nursing Home at full capacity.

Commissioner Burton asked how many people were on the waiting list and NHA Labore replied about 6.

There was a brief discussion about the upcoming budget and what might be expected of the Nursing Home.

Commissioner Cryans asked if everyone had a chance to read the minutes and had any edits or corrections. Edits were made.

Commissioner Richards moved to approve the minutes of January 2, 2013 as amended which was seconded by Commissioner Burton. All were in favor

Commissioners Burton and Cryans signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

Director Clough handed out a tentative schedule of the upcoming FY14 budget meetings.

Director Clough reviewed revisions to the Human Resource Director's job description with the Commissioners so that it could be approved prior to advertising the position. Some recommendations and changes were made. Director Clough thought they should be able to move forward with an internal posting soon.

Commissioner Burton moved to approve the revised Human Resource Director job description which was seconded by Commissioner Richards. All were in favor.

**Grafton County Economic Development Council Executive Director Mark Scarano** arrived to update the Commissioners on the past year's activities.

- The building at 149 Main Street in Plymouth has been demolished and the new Enterprise Center is ready to be built. Cobb Construction is constructing the building which should be ready in August. PSU has hired Michael Tamnowski to run the program for the incubator. Narrative One will be the first occupants.

Commissioner Burton commended M. Scarano for putting everything together to make the Enterprise Center happen.

- DRTC in Hanover has expanded to 55 thousand square feet of occupant space and some of the companies that are in there and have been in there were discussed.
- The loan program through GCEDC is doing very well. The hiring of Bob Walker was a great move and lending has increased by 1/3. Over \$1M was loaned out to Grafton County businesses last fiscal year which is the most that has ever been lent out. M. Scarano said they are now able to hire another part time loan officer for approximately 16 hours a week and the concentration will be in the western half of Grafton County. The new Loan Officer is Bruce Johnstone.
- North Country Workplace Education program is still thriving and with the state funding through GCEDC, has resulted in over 25 businesses providing over 40 internships this year. The positive affect has more schools supporting the program.

M. Scarano will be meeting with Coos Economic Development to help advise them in their future independence but assured the Commissioners that Grafton County was his priority.

Commissioner Cryans thanked Mark Scarano for inviting Commissioners Burton and Ahern and himself to the ground breaking of the Plymouth project.

M. Scarano was thanked for his dedicated work in the County and for the yearly update.

**County Attorney Lara Saffo and Drug Court Coordinator Bob Gasser** arrived. CA Saffo brought a new intern, Mike Dameo from PSU, to sit in on the meeting while she was there.

Atty. Saffo said that she would like approval to apply for a Drug Court Discretionary grant which will supply money for the Case Manager, Training and possible vocational programs.

B. Gasser informed the Commissioners that the non-profit Friends of Drug Court have hired a professional grant writer to write the grant for this.

Atty. Saffo talked about the importance of the grant and the possible consideration of a DUI court.

There was a discussion as to what will happen with the Case Manager position in the meantime as the grant would not take affect until the first of July and the funding for the current position ceases at the end of June.

The Commissioners approved of the grant application but stated that in order for them to be able to review the grant in the proper amount of time it must be completed by the 11<sup>th</sup> of February.

B. Gasser made a request to the Commissioners for five people to attend the National Drug Court training in Washington DC from July 13-16. Cost per person is \$2000 which will include Judge Vaughan, Jim O'Hearn, Bob Gasser and prosecutor Marcy Hornick.n This will come out of the Drug Court budget. The fifth person, the Drug Court Case Manager, is in question as it is not clear as to whether or not the grant money for her position will cover the trip.

B. Gasser said there is money in the budget for the training for each position and felt it necessary that they all attend.

Commissioner Burton moved to approve up to \$8000 for the four people noted above, to attend the DC training conference in Washington DC which will be paid for out of the Drug Court budget which was seconded by Commissioner Richards. All were in favor.

The Commissioners were asked to approve the appointments of the Assistant County Attorneys and the Deputy County Attorney in the County Attorney's office.

Commissioner Burton moved to approve the requested appointments at the recommendation of the County Attorney which was seconded by Commissioner Richards. All were in favor.

Director Clough informed the Commissioners that the remaining tax payment which was from the town of Landaff, had been paid. A bill was sent to them for the interest owed on the delinquent payment which was a result of their tax bills being sent out late.

Commissioner Cryans signed the drawdown paperwork for the CDBG MicroEnterprise grant.

COMMISSIONER ISSUES:

There was a discussion about the vote to determine what should be done with the old Jail. Commissioner Cryans said he would be willing to put it off until after the meeting on the 25<sup>th</sup> of January if that was more suitable. The Executive Committee had asked for a report after that meeting.

Commissioner Cryans said he was pleased to have attended the swearing in of the new Governor and the five Councilors, of which Ray Burton will be starting in his 18<sup>th</sup> term. He added that Commissioner Burton is a good conduit for the County in helping out with state issues.

Commissioner Cryans will be attending a Drug Court event on Thursday in Concord at the invitation of Chief Justice Nadeau.

\*11:30 AM - Commissioner Richards 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 (a). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “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.

Commissioner Cryans declared the public meeting back in session.

\*11:31 AM – Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Burton seconded the motion. All were in favor.

11:31 AM With no further business the meeting adjourned.

Respectfully,

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Raymond S. Burton, Clerk