

COUNTY COMMISSIONERS' MEETING
Profile High School
Bethlehem, NH
Tuesday October 4, 2011

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton, Executive Director Clough and Secretary Martino.

OTHERS: Communication Director Tom Andross, Maintenance Supt. Jim Oakes, Register of Deeds Kelley Monahan, HR Director Mike Simpson, Nursing Home Administrator Eileen Bolander, IT Manager Brent Ruggles, HS Administrator Nancy Bishop and UNH Educator Deb Maes. Members of the Public: Ron Bolt, Russ Combee, Dave Van Houten, Luke Anneser, (Profile student) and Harold Brown.

Commissioner Cryans opened the meeting with the Pledge of Allegiance and then recognized Principal Mike Kelley who happened to be one of Commissioner Cryans students when he taught in Littleton. Principal Kelley began by thanking Commissioner/Councilor Burton who had helped get some things done when they were rebuilding the school. Mr. Kelley also recognized student Luke Anneser whom he said did an internship with Councilor Burton and has a strong interest in politics. Principal Kelley said that Profile was now considered a high performance school which had to do with the energy efficiency of the building.

Commissioner Cryans presented a book Where the Great River Runs by Rebecca Brown of Sugar Hill, to Librarian Jude Lupine, who video recorded the meeting.

Attendees, Ron Bolt (Littleton Selectboard Chair) Russ Combee, Dave Van Houten and Harold Brown were all introduced. The Commissioners and the Department Heads all introduced themselves.

Maintenance Supt. Jim Oakes began by making a recommendation to the Commissioners as to who the biomass engineering contract should be awarded to. RFP's were received and opened on the 20th of September and Supt. Oakes said that he, the Alternative Energy Committee and the engineers they have been working with have recommended that the bid be awarded to Banwell Architects out of Lebanon, NH as they have the most experience behind them.

Commissioner Burton moved to accept the bid from Banwell Architects which was seconded by Commissioner Ahern.

Commissioner Ahern asked if the amount noted included the permitting and Supt. Oakes said that it did. It was noted that a grant will pay for the design of the biomass project.

When the vote was taken, all were in favor.

Commissioner Burton asked Supt. Oakes to review the process of the water tank as he had

received an email from someone who had a request. Supt. Oakes reviewed the process beginning with the need for water for fire protection. He talked about the problems that have occurred to date and the decisions by the Commissioners to put in a valve to regulate water flow.

Supt. Oakes gave a update of the Jail project which is on schedule and is expected to be complete by June of next year. He said that the building is enclosed, mechanical systems are just about complete and ready to go online and that some landscaping has been done. Paving will take place soon and there is still some interior work that needs to be done.

H. Brown asked some questions about the water tank which Supt. Oakes was able to answer.

Nursing Home Administrator Eileen Bolander presented the Commissioners with her report. There are currently 133 residents which translate to 3 Medicare, 101 Medicaid, 28 private pay and 1 other.

NHA Bolander said that there are quite a number of staff out on FMLA.

Trick or Treat Street will be held on October 26th from 6:30 – 7:30

The New Hampshire Association of Counties Annual Conference will be held in North Conway on the 23rd -25th of October.

Commissioner Cryans asked NHA Bolander to talk a little bit about what various programs and activities mean to the residents. She discussed the therapy pets and various activities that are designed to both occupy and entertain residents while creating a homelike atmosphere.

Commissioner Burton asked what, if anything, would affect the County due to the new Medicaid changes that Commissioner Toumpas discussed. NHA Bolander said that Nursing Homes would be somewhat impacted by reimbursements but not until 2016.

Commissioner Ahern asked about the State Survey in which NHA Bolander said the Nursing Home did very well. She said the survey team was great to work with and the survey itself went great. She said they were deficiency free in Life Safety.

NHA Bolander wanted to forewarn the Commissioners that there will likely be a need for new Dietary equipment in next year's budget as there are certain things that the Maintenance Dept. are just not going to be able to continue to fix.

There has been a security issue recently on the night shift with unauthorized vehicles in the back parking lot and now the Sheriff's Dept. and local PD will be patrolling stated NHA Bolander.

Ron Bolt said that Littleton would be working on their budget soon and was wondering if the County had planned any major projects that will impact the Littleton budget. Commissioner Cryans said that the Jail project will have an impact because it will be fully online by that time, including full staff and operation. Director Clough said the second bond payment for

the Jail will also be in that budget.

Commissioner Ahern commented that the County just had a performance audit done and perhaps they might find some areas that could be addressed. He also talked about the significant savings that would be realized if the County does manage to build a biomass plant. He said this proposed Biomass CHP project is a win, win, win situation for all involved in that it will provide good jobs for local loggers and foresters, provide additional markets for local woodland owners to help them pay their taxes and keep their lands from being developed, decrease the County's dependency on foreign oil, save the County money by using a less expensive fuel (good for the County taxpayers), and keep the money for fuel purchases within the local area.. Commissioner Burton said that Weeks Hospital has reduced their fuel consumption through their biomass plant and he said it was important to be able to get away from the oil in the Middle East.

Commissioner Cryans also noted that though the County was approved by the Delegation for \$38M to build the Jail, circumstances prevailed and the total was reduced to \$33M, a \$5M savings. Also, the interest on the bond was 3.38%, which is very good rate. Commissioner Cryans said the County works hard to keep the spending down but there are some things that are just not possible. He said he has always been mindful of spending but government costs money.

Commissioner Burton wanted to note that deficiency free at the Nursing Home is an incredible feat and should be commended. NHA Bolander said that the deficiency free was in the Life Safety and that the Maintenance Dept is essential to making that happen and thanked the Commissioner for his praise.

Human Resource Director Mike Simpson presented his report to the Commissioners.

*(see attached) He reviewed the activity report which included new hires, separations, leaves of absence and current openings.

Commissioner Cryans asked what percentage of employees use FMLA for themselves and HRD Simpson said that he thought that around 70% are for self and the remaining 30% was spouse or children.

Information Technology Manager Brent Ruggles updated the Commissioners on some of the ongoing projects that he and his staff member were doing at the County.

Communications Director Tom Andross updated the Commissioners on various things that were going on in Dispatch and did a brief overview of the Sheriff's Dept. since Lt. Morris and Sheriff Dutile had prior engagements.

Commissioner Ahern said that the town of Orange plans to stop using the County Dispatch services and Director Andross said that he was aware of this and that their calls will now go directly to the State Police. He said it really shouldn't have a big impact on Dispatch.

Commissioner Cryans asked if Dispatch interacts with other towns and Selectboards and Director Andross said they quite often do and anyone is welcome to tour the Dispatch Center, providing they received some prior notice.

UNH Educator Deb Maes updated the Commissioners on what the latest happenings were in UNHCE. She said that they are putting a lot of effort into interactive media with sources like Facebook and an Electronic Calendar. They also have placed a resource notebook into Libraries in the County and write a weekly column for the newspaper, taking turns between educators.

Agricultural Educator Heather Bryant did a winter squash project this year, Forester Dave Falkenham oversaw the timber cut on the County property, which has been completed and other projects such as the 4-H kid to kid blanket program and food safety programs are generally ongoing.

D. Maes said she is still not sure what UNHCE will look like due to the budget cuts that are being made through the College as they are still under a reorganization plan. There may be a chance that they will lose some educators in the UNHCE system.

Commissioner Cryans asked D. Maes to talk a little about the Master Gardner program. She replied that the participants are trained through an extensive process to understand gardening, forestry and some food safety for preservation. She said that a person needs 40 hours of service to become a Master Gardener and that most all of the landscaping that you see between the Nursing Home and the Courthouse was done through the Master Gardner program. She said they just completed a memory garden in that area.

Register of Deeds Kelley Monahan informed the Commissioners that revenues were down slightly and foreclosures were slightly up. She said that Fidlar, the company that supplies the software in the Deeds Dept., would be at the County Conference and she encouraged the Commissioners to attend their seminar on the "Future of Land Records".

H. Brown stated that County records could not be signed over for proprietary rights, which is a violation of the oath taken by elected officials. He said the solution would be to take the system off line.

Human Services Director Nancy Bishop prepared a report *(see attached), for the Commissioners and began by saying the County should meet the target cap for long term care payments. A chart of payments to towns was presented.

She reviewed the rules of the computer lab that will be stationed in the basement of the Admin building for the Goodwill Industries Workforce program and overseen by HSA Bishop. Workshops will also be given so that participants will be better informed as to how to do certain things when looking for jobs. *(attached)

Commissioner Burton moved to adopt the rules for public computer use which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes and if anyone had any changes or corrections. None were noted.

Commissioner Ahern moved to approve the minutes as presented which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough presented an educational assistance application for an employee who was working towards their business degree.

Commissioner Burton moved to approve the application which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern asked if there was a limit on how much an individual employee can receive in educational assistance and Director Clough said there was and it was per year.

When the vote was taken, all were in favor.

Director Clough informed the Commissioners that North Country Council would be holding its annual meeting on the 27th of October at the Mount Washington Hotel.

The Attorney's Office would like approval to apply for a grant in the amount of \$2,150, which is no match and would be used to purchase a laptop, portable scanner etc., so that all the Attorney's would then have proper access to the Karpel software system that they will now be using.

Commissioner Burton moved to approve the application of the grant which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern asked what would happen when the useful life of the equipment expires, questioning whether or not the County would then have to pay to replace it. Director Clough said it didn't specify in the grant but she would assume so. Director Clough read the statement that was with the grant which specified the need for the equipment, which was so each attorney would have computer access.

When the vote was taken Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

COMMISSIONER ISSUES:

Commissioner Burton voiced his appreciation to Luke Anneser for taking care of the details of the meeting and to Principal Kelley for allowing the meeting to take place at the school and to his staff for all the preparations.

Commissioner Burton stated that there will be a meeting on the 1st of November at 12:00 PM at the Grafton County complex to decide what to do with the old Jail once it is vacated.

Commissioner Ahern said that he met with the Orange Board of Selectmen and they voiced their concern about the increase in County taxes, as did the town of Ashland.

Commissioner Cryans had his chart which showed the taxes of the town of Orange and said that from 2011 to 2012 there was actually a \$124 decrease in the portion of taxes.

Commissioner Cryans attended the fall tour through Grafton County Conservation District and he visited the reservoir in Hanover and the Acorn Farm in Lyme. He said approximately 30 people were in attendance.

Commissioner Cryans attended a Friends of Drug Court picnic on Sunday and there will be a Drug Court graduation on the 24th of October at 1:30 PM.

Harold Brown was recognized and he stated that he has a problem with new media that is now on the website because it has advertising on it. He said that he thinks that if any of these advertised businesses have given money to any of the Commissioners campaigns that it is a conflict. He said he didn't feel the County should be competing with the media and they are expanding into the public market where they don't belong. Commissioner Cryans said he disagreed and this is a way to bring people into the County and to promote it. H. Brown said he has a problem with competition with the private sector.

Katherine Gallagin, Profile Library Aide, asked the Commissioners to do what they could to try to squash the Northern Pass Project. Commissioner Burton said he has publically announced his opposition to the project and the Board of Commissioners voted in opposition as well. He suggested that Ms. Gallagin write directly to Governor Lynch and voice her opinion. Commissioner Ahern stated he too is anti Northern Pass and speaks to clubs and others to do what he can to oppose it. Both Commissioner Burton and Commissioner Ahern have signed a pledge which addresses the rights of property owners.

H. Brown asked Commissioner Burton how he was going to enforce article 12-a of the NH Constitution and he replied that the Chief Law enforcement is the Attorney General regarding violations of the constitution, and then it is the County Attorney's responsibility to uphold the law.

The Commissioners planned to have lunch at the school and then to tour the facility. Commissioner Cryans would not be able to attend.

11:25 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 October 4, 2011

1) **HR Activity Report** (9/2/11 to 9/30/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Corrections	12 (12 PT)	Correctional Officers
Nursing Home	5 (5 FT)	3 LNA, 2 LPN
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	6
Corrections	1
County Attorney	1
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	19 (12 are intermittent)
Nursing Home – Non-Nursing	2 (2 are intermittent)
Non-Nursing Home	3 (1 is intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
COs (several FT + PT)	Corrections	Open to all
Laundry Aide (FT)	Nursing Home	Open to all
RN/LPN (2 FT openings)	Nursing Home	Open to all
LNA (FT)	Nursing Home	Internal applicants only

Summary – FMLAs have increased over the past month. Assistant County Attorney position has been filled, but the applicant is not starting until January 2012. We are still recruiting for more Correctional Officers.

2) **Call Out report** – See handout

3) **3rd quarter Turnover** – See handout

4) **Health Insurance**

- Loss Ratio as of 8/31/2011 – 95.5%
- Melcher and Prescott was selected as our broker
- HRA Utilization – \$3,750 (1.30% of balance)
- Harvard Pilgrim and Albert Jones Employee Benefits created a new trust

5) **Internal HR Operations**

- Plan to finalize Grafton County’s 2011 Employee Handbook on 10/11/11
- Wanda and Mike are working on our applicant tracking system (NeoGov)
- Completed HR’s annual report
- Creating and organizing a Benefit/Compensation Committee

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

- September 13th – HRD participated in a webinar on “Social Networking”
- September 16th – HRD attended and chaired a County HR affiliate meeting
- September 21st – HR Generalist and Capt. Lafond attended a job fair in Littleton
- September 21st – HRD chaired a Grafton County Wellness Committee meeting
- September 28th – HRD attended a Primex Benefits Administrator workshop

October 4, 2011

HUMAN SERCES MONTHLY REPORT

1.) LTC Expenses to date:

- Town Report
- Cap Report

2.) Legislative Update:
No update

3.) Molar Express:

- No Clinics scheduled for October at this time

4.) Goodwill Industries Workforce Program Update

- Approval of Rules for Computer Use document
- Meeting with Drug Court
- Workshop Schedule



Rules for Public Computer Use

Grafton County, in conjunction with Goodwill Industries of Northern New England, is providing public access to computers in order to ensure that all residents have access to government services and other essential resources, to encourage civic participation and to increase technology literacy.

These computers are more than electronic boxes; they provide access to government and open doors to education, jobs and democracy. Help us continue to provide this public benefit by following these rules and encouraging others to do so as well.

1. **UNDERSTAND THE RULES:** If you use the county's public computers, you are responsible for reading and understanding these rules. If you do not understand the rules, staff is available to help you. (If no staff is available at the site, users can call the County Human Services Department at extension 319 or e-mail nbishop@co.grafton.nh.us)
2. **BUILDING RULES APPLY:** The rules of conduct for county buildings also apply to use of the public computers in this facility. County staff reserves the right to decide whether someone is violating these rules. Staff has the right to enforce these and other facility rules, including stopping someone from using the public computers. Staff reserves the right to require anyone violating these rules to leave the facility.
3. **SIGN-IN TO THE COMPUTER:** Users must "log-on" and then "log-off" when done. **This is for your protection.** It will help clear out any personal information that may have been temporarily stored on the computer while you were using e-mail or visiting web sites.
4. **THERE ARE TIME LIMITS:** users may be provided with a specific session length and see a timer on the screen. When your time is up (end of a session), it becomes the turn of the next person waiting to use the computer. The staff has the authority to give priority to people who are using county computers for access to workforce development, government information, social and health services, civic participation and education.

5. **THE COMPUTER IS FILTERED**: This facility is used by a wide variety of people. To help ensure a safe environment, these computers are being filtered. This may limit what content is available.
6. **USE OF PRINTER**: This facility provides access to a printer from the public computer workstations. Please keep in mind that information printed from a public computer workstation is not private and can be viewed by other users and staff. You use this public printer at your own risk.
7. **KEEP THE AREA CLEAN**: Users are not allowed to use the computers and desk area around it in a manner which reduces the cleanliness of the equipment or workspace. Food, drink, or candy which could damage or dirty the equipment are not permitted in the computer lab.
8. **DO NOT TRY TO INSTALL SOFTWARE OR CHANGE THE COMPUTER**: Users are not allowed to alter the computer, the configuration or software. For security, users are not allowed to download and install new software on these computers. If you think a program should be installed or other improvements made, please refer requests to Extension 319 or e-mail nbishop@co.grafton.nh.us.
9. **DO NOT USE THIS COMPUTER TO HARM OTHERS**: These computers and county electronic resources shall not be used to harm or threaten others, send spam, distribute malicious materials, or conduct illegal activity. Violation of this rule will result in appropriate legal action.
10. **GRAFTON COUNTY MAKES NO GUARANTEES**: Use of the public computers and Internet access is at the user's own risk. The equipment and service is provided on an "as is, as available" basis. The county will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service, regardless of the cause.
11. **THE RISK OF THE INTERNET IS YOURS**: These computers provide access to the Internet, leading to a highly diverse array of information content. Grafton County is not responsible for the content of the Internet and you use it at your own risk.
12. **YOU WILL LOSE PRIVILEGES IF YOU VIOLATE THESE RULES**: Any violation of these rules will result in the immediate loss of computer privileges and appropriate legal action.
13. **EMERGENCY EXIT PLAN**: A floor plan is posted on the wall indicating the two closest exits in case of emergency. **If the fire alarm sounds, you will leave the building immediately!**

Workshops List and Descriptions

Job Search Topics:

How Job Searching Has Changed

Job searching has changed drastically in the past 5 years. In this workshop you will learn about current job search resources and create a plan to customize your job search based on your career goals.

Resumes and Cover Letters

Learn how to create a resume and cover letter that will help you stand out among other applicants. This workshop will cover what to put in a resume, making a resume compatible with on-line posting and emailing, and how to best highlight your skills, and what to put in a cover letter.

Interviewing

Learn more about common interview questions and practice your answers for difficult questions. Also covered- how to dress for an interview, what questions should you ask a potential employer, and how to handle being interviewed by a panel.

Networking

Networking is one of the most effective job search tools. Learn more about building a professional network and how to use that network to help you find a job.

Soft Skills Identification and Utilization- Assessments

Using personality assessments and interest assessments participants will be able to explore soft skills and learn how to use their best characteristics to their advantage in their job search.

Etiquette for Job Searching

In this competitive job market small things can make the difference between landing that dream job and being passed over. At this workshop you can learn to put your best foot forward and stand out from other applicants.

Maintaining Job Search Motivation and Coping with Joblessness

Looking for work can be stressful and isolating. At this workshop participants will learn how to better cope with these things and maintain a positive attitude while job searching.

Computer Literacy Topics: (limited to 9 participants)

Computers 101

Learn about basic computer usage, starting from turning it on and navigating through menus. This workshop helps those with very limited computer knowledge to be more comfortable with the technology and learn more about the basics of operating a computer.

Internet and Email

In this workshop we will go over setting up and using an email account, and how to navigate the internet.

Job Searching Online

In this workshop learn more about using the internet to search for jobs. Find out about different job search websites, posting resumes online, and other considerations in using online resources in your job hunt.

Social Networking Use and Google Resources

Learn more about the use of social networking sites like LinkedIn and Facebook, and how these can be used in a job search. We will discuss tips for creating and using these resources, as well as the do's and don'ts of profile content. We will also cover Google, which is more than just an internet search engine! In this workshop, participants will learn about the free online resources offered by Google, and how they can be used by the average person.

Using Common Computer Programs

In this workshop we will go over the basic usage of Microsoft Word and Microsoft Excel, and participants will be provided with resources to learn more about these and other computer programs that many employers require applicants to be familiar with.