

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 6th 2015

PRESENT: Commissioners Cryans, Lauer, Richards, ED Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: NHA Labore, FM Kimball, Paul Cardin, RD Monahan.

Commissioner Cryans called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Bid Waiver – FM Kimball arrived to request a bid waiver on the purchase of Promat Pasture Mattresses. He stated that Black River Equipment is the only company that deals with this product. He stated that he needs eighty six (86) mats at a cost of \$195 per mat for a total of \$16,770 and he has budgeted for this in his capital budget.

Commissioner Lauer moved to waive the bid and select Black River Equipment and their quote of \$16,770. Commissioner Richards seconded the motion and all were in favor.

NHA Labore arrived and stated that Paul Cardin who is housekeeper in the nursing home has asked to come speak to the Commissioners regarding the smoking petition that was signed by numerous employees. P. Cardin discussed his position in regards to the nonsmoking policy and stated that he hopes they can come to a compromise that would allow employees to smoke in their vehicles as long as it is not outside on the grounds. The Commissioners then stated their positions as to why they feel the smoking policy needs to stay as is. Commissioner Cryans stated that this issue will not be resolved today but thanked P. Cardin for coming in and expressing his concerns.

NHA Labore then gave the following report:

Grafton County Nursing Home

Commissioner's Report

October 06, 2015

Census:

Medicare: 3

Medicaid: 81

Private: 33

Total: 117

Year To Date Numbers:

Admissions (YTD) 50

Discharges (YTD) 10

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Deaths (YTD) 45

Other Topics:

1) County/State Finance Discussions

- NHA Labore stated that he has not been able to participate the last few months due to everything that has been going on at the nursing home. He stated that he spoke to Dartmouth yesterday with ED Libby about possibly partnering with them and discussed those details with the Commissioners

2) Construction Update

- NHA Labore stated that last Wednesday all residents from the administration building were moved back to the nursing home and the move went very smoothly. He stated that there are still some things that need to be finished by the contractors but they are all things that can be done with the units being occupied.

3) Nursing Home Bed Purchase

- NHA Labore stated that he is requesting a bid waiver for the purchase of thirty (30) new beds for the nursing home. This is the second phase of the bed replacement plan that was started last year. In addition to the beds he has also purchased soft side rails. The beds that they have purchased have a stationary rail which makes moving residents difficult. They will be replacing all rails so they have these new soft side rails. He stated that the total comes to \$41,645.00 and he has budgeted \$42,000.

Commissioner Lauer moved to waive bid on the purchase of thirty (30) beds for the nursing home and accept the quote from NOA Medical Industries in the amount of \$41,645.00. Commissioner Richards seconded the motion and all were in favor.

4) Nursing Home Purchases

- NHA Labore stated that they are doing an analysis in the nursing home, specifically the nursing department, on where they are purchasing products from. There are more efficiencies and cost savings in the long run by consolidating purchasing with one (1) vendor versus multiple vendors. They have been doing a pricing analysis and right now they are looking at roughly a \$10,000 savings. He stated that he will keep the Commissioners updated as the move on.

5) Accounts Receivable Update

- NHA Labore stated that they collected \$725,000 last month collected and are still getting payments from 2012. Their account receivables days are at 29.

6) Valley News Interview

- NHA Labore stated that he will be doing an interview on Friday on nursing home care at Grafton County and get the word out that the nursing home is back up and running with everyone under one (1) roof.

7) AIT- Melissa Belanger

- NHA Labore stated that he had approached the Commissioners a couple of months ago about having an administrator in training program similar to the one he went through. He stated that he waited till things settled down as the Commissioners requested. NHA Labore said he would like to start next Tuesday; she will be doing four (4) hours a day on Tuesdays and Thursdays.

8) New Bus Delivery

- NHA Labore stated that the new bus will be delivered tomorrow.

Supt. Elliott arrived and requested to go into nonpublic session.

*10:10 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:18 AM Commissioner Cryans declared the meeting back in public session.

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 Lauer seconded the motion and all were in favor.

Commissioner Lauer moved to approve the one (1) day suspension as recommended by Supt. Elliott. Commissioner Richards seconded the motion and all were in favor.

*10:20 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:42 AM Commissioner Cryans declared the meeting back in public session.

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 Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from September 22nd.

Commissioner Lauer moved to approve the minutes from September 22nd. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 692-694; 696-697; 1044; 1048-1056.

ED Libby submitted the GCDoc Superior Court Report for the month of September for the Commissioners to review.

ED Libby submitted the following CDBG Paperwork to be signed by Commissioner Cryans:

- Subrecipient Agreements: GCEDC/Micro 2015; NCIC/Micro 2015; MVVEC/Micro 2015.
- Determination of Environmental Exemption and Request for Release of Exempt Activities Funds: GCEDC/Micro 2015; NCIC/Micro 2015; MVVEC/Micro 2015.
- Professional Services Agreement.

ED Libby stated that she received a letter regarding the NCC Transportation in the North Country series of meetings beginning October 19th.

ED Libby submitted a representation letter that will be sent to Melanson and Heath for Commissioner Cryans to sign.

ED Libby stated that she received an update from Jon Martin on the logging operation. He had stated that 10-15% of harvesting work is completed and Heath Bunnell will be back in December to continue.

ED Libby stated that she received the agreement for the use of county facilities for the motorcycle rider training class and stated that she needs the Commissioners authorization for her to enter into the agreement.

Commissioner Lauer moved to authorize ED Libby to enter into the agreement with the motorcycle rider training class. Commissioner Richards seconded the motion and all were in favor.

ED Libby presented a request for a policy clarification from HRD Cramer who was unable to attend today's meeting. The Earned Time/Extended Sick Leave policy 5:14 in the handbook currently states: if an employee is on pre-scheduled paid time off using earned time, whether a single day or vacation, and becomes disabled and qualifies for Family and Medical Leave of absence, the employee is required to use earned time until the pre-scheduled paid time off is up

and then they may use their sick leave. HRD Cramer believes that if an employee qualifies for FMLA while they are on pre-scheduled earned time, they should be allowed to start using their sick leave the day they qualify for FMLA (as they would if they were not out on pre-scheduled earned time and became FMLA eligible). HRD Cramer would like approval to revise the wording in the handbook so it is clear that if an employee is on pre-scheduled paid time off, whether a single day or vacation, and becomes eligible for FMLA, they can immediately use their sick leave rather than having to use their earned time.

Commissioner Lauer moved to approve the policy clarification requested by HRD Cramer. Commissioner Richards seconded the motion and all were in favor.

ED Libby stated that the GC Conservation District Fall Tour is on October 16th and the Commissioners are all invited to attend.

ED Libby reminded the Commissioners of the Employee Recognition Luncheon on October 7th beginning at 10:30.

ED Libby handed out FY2016 Tax Information to the Commissioners for their review.

ED Libby stated that they have borrowed \$2,250,000 this far through September. She stated that they will be sending out tax bills at the end of the month.

ED Libby stated that next Tuesday is Pumpkin Day for Woodsville Elementary School.

ED Libby stated that Russ Thibeault who is an economist from Laconia, met with her and FM Kimball yesterday. She stated that he has been contracted by Sullivan County, they have a USDA Grant on how to better utilize farmland. FM Kimball gave him a tour of the farm and property and she discussed the farm's finances with him

RD Monahan arrived and gave the Commissioners copies of a letter from Silas Little who works for Fernald, Taft, Falby & Little, Professional Association, Attorneys at Law . She stated that the letter was supposed to go to the Commissioners but was delivered to her office by mistake. She stated that the letter is in regards to his concern about the fees for documents. RD Monahan stated that she will be responding back to him.

Commissioner Lauer stated that she attended the Drug Court graduation last week.

Commissioner Richards stated that she is in favor of sending the judges at the Courthouse a letter reminding them of nonsmoking policy on county property. Commissioners Cryans was going to go and speak with Clerk of Court Carlson before a letter is drafted.

Commissioner Cryans attended the Lebanon Chambers Annual Governors Presentation and the ground breaking for River Park in West Lebanon. He stated that he also did his first visit with one of the nonprofits organizations and visited with Common Ground. He stated that he would

like the Commissioners at some point discuss the questions that they will be asking their various agencies that they visit so everyone gets the same information.

Commissioner Lauer stated that she sat with the search committee for the new county forester. She stated that there were many promising applicants.

*11:46 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*12:40 AM Commissioner Cryans declared the meeting back in public session.

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 Lauer seconded the motion and all were in favor.

12:40 PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk