

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

December 1st 2015

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

OTHERS PRESENT: CA Saffo, HRD Cramer, NHA Labore

Commissioner Lauer participated by phone according to RSA 91-A:2 with the reason being that she was unable to attend due to medical reasons. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

Atty. Saffo arrived for an out of state travel request for her and Office Administrator Alison Farina. She explained that this is fully paid for by a grant that the Child Advocacy Center applied for and received on Commercial Sexual Exploitation of Children. This is a team grant and the Lebanon Police Department will be sending an officer as well. It is located in Newport, RI next week, the 8th and 9th of December. Atty. Saffo stated that A. Farina will be representing the Victim Witness Department because C. Kniskern is on leave and S. Stephens will be attending a different training that day. The Commissioners asked if A. Farina had the qualifications to attend on behalf of Victim Witness department. Atty. Saffo explained that A. Farina has been doing this for fifteen (15) years and has done Victim Witness work on numerous occasions.

Commissioner Richards moved to approve the out of state travel request. 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 the motion is passed.

Commissioner Cryans stated that it is an opportunity to get together with people and network. Atty. Saffo said that there are four (4) teams from New Hampshire going so it will be great networking.

New Assistant County Attorney Viktoriya Kovalenko arrived to the meeting to be sworn in by Atty. Saffo. Atty. Saffo stated that Asst. County Attorney Kovalenko will be handling the Littleton area, State Police and some cases from the Lebanon area as well.

Atty. Saffo swore in Assistant County Attorney Viktoriya Kovalenko and filled out the necessary paperwork with the Commissioners.

*9:26 - Commissioner Lauer 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 Cryans 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.

*9:38 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Cryans 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 the motion is passed.

Commissioner Richards moved to give an out of cycle step increase as requested by County Attorney Saffo. 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 the motion is passed.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 December 1, 2015

1) **HR Activity Report (11/1/15 – 11/30/15)**

- ***New Hires***

| <u>Department</u> | <u>#</u> | <u>Position(s)</u> |
|-------------------|--------------------|----------------------------|
| Nursing Home | 1 (1 FT) | 1 LNA, |
| Corrections | <u>2</u> (2 PT/PD) | 2 Unc Corrections Officers |
| | 3 | |

- ***Separations***

| <u>Departments</u> | <u>#</u> | |
|---------------------|-----------------|-----------------------------|
| Nursing Home | 3 (3 FT) | 1 RN, 1 MNA, 1 LNA |
| Cty Attorney Office | <u>1</u> (1 FT) | 1 Assistant County Attorney |
| | 4 | |

Reasons:

- 1 Termination – Unsatisfactory Work Performance during probationary period (1 LNA)
- 2 Resignation – Moved away
- 1 Resignation – No reason given (1 Asst. County Attorney)

- **Leave of Absences as of November 30, 2015**

| Department | # | |
|----------------------------|----------|--|
| Nursing Home – Nursing | 8 | (5 are intermittent, 7 for self, 1 for family) |
| Nursing Home – Non-Nursing | 6 | (4 are intermittent, 2 for self, 4 for family) |
| Non-Nursing Home | <u>7</u> | (2 are intermittent, 4 for self, 3 for family) |
| TOTAL: | 21 | (previous month's report = 17) |

- **Current Openings (as of November 30, 2015)**

| Positions | Department |
|-----------------------|---|
| LPN (6.2 FTEs) | Nursing Home (6.2 last month) |
| LNA/MNA (14.75 FTE's) | Nursing Home (compared to 15.75 last month) |
| Dietary Aide | Nursing Home – PT/PD, ongoing posting |
| Correction Officers | Corrections – PT/PD, ongoing posting |
| Cook – PT | Corrections |

One LNA scheduled to date for December 16 orientation.

HRD Cramer discussed turnover rates and years of service with the Commissioners and answered various questions.

NHA Labore arrived and requested to go into nonpublic session.

*10:06 - Commissioner Lauer 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 Cryans 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.

*10:21 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Cryans 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 the motion is passed.

Commissioner Richards moved to create a new position: the Assistant Environmental Services Director and then eliminate Senior Housekeeper position at the conclusion of the hiring process. 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 the motion is passed.

NHA Labore then gave the following report:

Grafton County Nursing Home
Commissioner's Report
December 01, 2015

Census:

Medicare: 5
Medicaid: 82
Private: 32
Total: 119

Year To Date Numbers:

Admissions (YTD) 61
Discharges (YTD) 13
Deaths (YTD) 53

Commissioner Richards asked about promoting the nursing home to get more residents. NHA Labore stated he does not feel they have to. They have the people that want to come in the nursing home but the lengths of stay are not as long because they are coming in sicker and they do not always have the appropriate room available for incoming residents. He stated that the new DON is looking at ways to speed up the admissions process so they can take more than two (2) residents a week. They are looking for ways to cut back on all the paperwork.

NHA Labore stated that he spoke with VA in White River Junction about having a contract with them for Veterans which could result in some referrals.

- 2) Construction Update – NHA Labore stated that they are continuing to put the final touches on things. The biggest thing right now is painting touchups. Estes and Gallop is going to have their guys come in and to the various touch ups that need to be done. The 2003 building is getting wrapped up.
- 3) DH/GCSCC/County Discussions – There is a meeting scheduled this Friday to continue the discussions that were started in the summer/early fall about partnering for services provided for Grafton County.
- 4) Accounts Receivable Update – Accounts receivable days were twenty – eight (28) for October. NHA Labore stated that they collected \$766,000 in October, \$1,000 from 2013 and \$21,400 from private care money in 2014.
- 5) January 1, 2016 Projected Medicaid Rate – NHA Labore stated that as of right now there is a projected increase of \$3.19 to \$160.74
- 6) 5 Year Budget Plan – NHA Labore stated that all the department heads were asked to think of a five (5) year budget plan and any capital projects they would like to do. He

stated that he talked about this with ED Libby last month. They discussed the possibility of exploring an assisted living facility at the county. He said that he sees it as a good thing for Grafton County. He went on to explain that they could look at the 2003 building and changing that to the assisted living and looking to build a new nursing home across the street. The 1969 building is not going to be the place people want to go as we move forward. The 1969 building could potentially be an independent living space and make it the transition to the assisted living. NHA Labore stated that he would want to have a feasibility study done. The Commissioners stated that it is something to look into and do the studies to see what it would take to accomplish something of that size.

Commissioner Cryans asked if everyone had a chance to read the minutes from November 24th.

Commissioner Richards moved to approve the minutes from November 24th. Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Cryans stated that a majority of the board voted yes and the motion is passed.

The Commissioners signed check registers 1087-1088.

ED Libby submitted a CDBG Drawdown from GCEDC for \$25,000 for Commissioner Cryans to sign.

Tax & Tan Update – ED Libby stated that as of yesterday they have collected \$1.8 million in taxes from nine (9) towns. The bond payment that was due yesterday has been paid. She stated that they have borrowed an additional \$1 million and have borrowed a total of \$5,050,000 for the year and that should be it.

Commissioner Richards stated that she going to the Grafton Select board meeting tonight.

Commissioner Cryans stated that he attended Geoff Sewake’s, Community & Economic Development Field Specialist, presentation last night from UNH Extension and brought back informational packets from the presentation for Commissioner Richards and Commissioner Lauer.

11:24 PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk