

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
December 1st 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: HR Director Clough, Maintenance Supt. Oakes, Nursing Home Administrator Labore, Alex Nuti-de Biasi – Journal Opinion, Commissioner Elect Ahern

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

Commissioner Lauer read the following statement:

GRAFTON COUNTY
RIGHT-TO-KNOW LAW MEETING CHECKLIST

As Chair of the Grafton County Commissioners, due to COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is a physical location to observe and listen contemporaneously to the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. However, in accordance with the Emergency Order, this is to confirm we are:

- a) Providing public access to the meeting by telephone, with additional possibilities by video or other electronic means;
 - a. We are utilizing the Zoom platform for the electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting through dialing the following phone 1 646 558 8656 and using Meeting ID 849 3770 5955 with password: 177096, or by clicking the following website address: www.co.grafton.nh.us
- b) Providing public notice of the necessary information for accessing this meeting:
 - a. We previously gave notice to the public of how to access the meeting using Zoom and instructions are provided on the Grafton County website at: www.co.grafton.nh.us.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Julie Libby at (603) 496-7731 or email at jlibby@co.grafton.nh.us.
- d) Adjourning the meeting if the public is unable to access the meeting:

- a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Commissioner Lauer called the attendance roll call. Commissioner Piper "here" and there is no one in the room with her during this meeting. Commissioner Morris "here" and there is no one in the room with her during this meeting, Commissioner Lauer "here" and she is at the Grafton County Complex.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
December 1, 2020

HR Activity Report (11/06/2020-12/01/2020)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
DOC	1 (1 FT)	1 FT LPN

- ***Separations***

<u>Departments</u>	<u>#</u>	
DOC	2 (2 FT)	1 FT LPN, 1 FT CO
Maintenance	1 (1 FT)	1 FT Custodian

Reasons:

Resigned relocating - 1
Termination – 1
Retirement – 1

- ***Status Changes/ dept transfers: 1 FT RN to FT Restorative Coord., 2 FT LNA to Per Diem, 1 PT Dietary Aide to FT Unit Aide, 1 PT Dietary Aide to PT Unit Aide***

Active Leave of Absences as of December 1, 2020

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	17	(12 are intermittent, 12 for self, 5 for family)
Nursing Home – Non-Nursing	8	(5 are intermittent, 4 for family, 4 for self)
DOC	4	(2 intermittent, 2 self, 2 family)

Farm	1	(0 intermittent, 1 self)
Maintenance	1	(1 self)
Sheriff's Dept.	1	(1 intermittent family)
TOTAL:	32	

Scheduled to orient 12/02

1 FT RN
1 Per diem LNA
1 PT Dietary Aide

Current Jobs posted/advertised

LNA's (15.55 FTE's vacant)
RN/LPN (10.05 FTEs vacant combined)
CO's
PT/FT Dietary Aide
PT/FT Housekeeper
Assistant DON (offer pending)
Social Service Asst.
Dispatcher
Unit Secretary

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 24th meeting. Commissioner Lauer had one small edit.

MOTION: Commissioner Piper moved to approve the minutes as amended.
Commissioner Morris seconded the motion. Commissioner Lauer called the roll.
Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer "yes".
Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

The Commissioners signed check registers 25-26; 1101-1107.

Supt. Oakes arrived to open bids for the Courthouse A&E Assessment. Five (5) bids were received as follows:

\$20,420 - H.L. Turner Group, Inc.
\$66,443 - EHDanson Associates Architects, PLLC
\$53,355 - Lavallee-Brensinger Architects
\$119,875 - Wiemann-Lamphere Architects
\$65,085 - Oak Point Associates

Supt. Oakes stated that he will need to take the next week to review the bids to ensure that everything is included and return to the Commissioners with a recommendation. He noted that the budget is \$51,500 for this project and only one (1) of these bids came in under that.

Supt. Oakes stated that he also wanted to discuss a request to create a Custodial Supervisor position. He stated that he has four (4) custodians to take care of the Administration Building, the

Courthouse and the Alternative Sentencing building. The biggest issue over the years is these employees have been working independently with no supervisor. He has one (1) employee that is very consistent, and the others have not been as consistent. He stated that having a working supervisor would consistently enforce the standards as well as making them in charge of training so that is consistent as well. They would also be overseeing supply inventory and helping with the hiring process. He stated that his staff is not doing a bad job, but he wants to see things level out and thinks this way will help. He is looking at \$1.38 an hour more for someone in this position. When he set up the current budget in the Administration Building, the employee that was filling this position was making more and when he left a new person was hired at a lower rate and he has left as well. This means there are gaps where they will have the funds to cover the increase of this upgrade. Supt. Oakes stated that he is requesting to create a Custodial Supervisor position, which would be a Grade 7. He has created the job description and gave it to HR. HR Director Clough did an analysis and everything came out fine. He noted that this is taking an existing position and upgrading it, he is not creating a new one. Commissioner Piper asked if there are any steps that Supt. Oakes could take to improve performance of the four (4) people currently employed. Supt. Oakes stated that he recently had to let someone go and what it comes down to is these people are on a shift by themselves with no supervision, which requires someone who is self-motivated and takes pride in their work. It is hard to find people who are consistent in those things. He stated that he ends up inspecting areas every 2-3 months, there are lapses, and he will get complaints every so often. By having a supervisor there, they will be more inclined to do what they are supposed to be doing. To him it becomes a big distraction to have to stop and do these inspections, which takes away from his job of overseeing. He is not trying to get out of doing his job but is trying to streamline the process. The Commissioners discussed the request further and asked questions.

MOTION: Commissioner Morris moved to create a Custodial Supervisory position. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner’s Report:
December 1, 2020

Census:	FY '21 Budgeted Census:
Medicare: 2	Medicare: 4
Medicaid: 78	Medicaid: 94 (Daily rate= \$198.33)
VA: 1	VA: 2
Hospice: 0	Private: 23
<u>Private: 21</u>	
Total: 102	

Year-To-Date Numbers:

2020 YTD Numbers

Admissions: 26

Deceased Residents: 36

Discharges: 8

Other Topics:

- 1) Budget Transfer Request for Nursing Home Contract Provider – NHA Labore explained with Dr. Wilmont’s retirement in June prior to this fiscal year they had a contract line in place for her through which they paid her a set contracted amount. They zeroed that line out when they brought on a new contract nurse practitioner. The plan was to pay this person through the Medicare reimbursements. What they have seen is that with the lower census, the reimbursement for Medicare has not been what this person is looking for to make it worth their while to come to the Nursing Home. He is asking to make a transfer of \$25,000 from their Medicare A line to the Contract Provider line. The Medicare A money was budgeted for the rehab company. NHA Labore explained that they take a percentage of Medicare money they bill for and with the lower census, there is money in that line that can be transferred. There is no direct cost with this request; it is transferring money from line to line within their budget. This will make the Nurse Practitioner whole financially for coming to the Nursing Home. CA Libby stated that it makes sense to do this. She asked if the census were to go back up, they would not be paying the stipend if they were making the appropriate money from the Medicare billing. NHA Labore stated that is correct, the model did not work out as they had anticipated due to the lower census but this was the first time they tried this model. NHA Labore stated that he would request in next year’s budget to have funds in this line item in the event that the census is still low. He does not know what the revenue reimbursement stream will look like. There would not be an impact to the budget; it would be a shifting of costs.

MOTION: Commissioner Piper moved to approve the budget transfer as requested by NHA Labore. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

- 2) 11/20/20 COVID Test Result – NHA Labore stated that he wanted to follow up with the Commissioners in regards to the false positive test with a staff member. He explained that there is an internal ID that is assigned to everyone who has a test result run. The id that was assigned to our staff person mirrored another person and therefore he was contacted. The staff member turned out to be negative and the Nursing Home is Covid free right now.

- New CRSSP Testing Program and Laboratory Provider – NHA Labore stated that tomorrow and Thursday is the next round of 100% staff testing. This will be the last testing round with Dartmouth, due to the state's announcement of 100% testing of Nursing Home staff each week. Dartmouth is unable to process that many tests. He stated that they have signed an agreement with siParadigm Diagnostics Informatics, LLC out of New Jersey. This company is also processing Rockingham and Merrimack Nursing Home's test results and he has heard good things about them. They are charging lower than Dartmouth, \$65 per test, and the Nursing Home is still being reimbursed 100% for each test.
- 3) COVID Vaccine Preparation – NHA Labore stated that they do know they are receiving the Pfizer vaccine and indications show it will be at the end of the month that it arrives in the state. They will then figure out how to allocate it throughout the state. Within the first two (2) weeks of January, they should have a vaccine. He has seen things in the news regarding the vaccine in regards to who will be first in line to receive it. He stated that as of right now New Hampshire is still placing nursing home staff and residents at the top of the list for receiving the vaccine. They are going to be putting out a phone tree to contact resident families to discuss who would like their family member to receive the vaccine and also discussing it with the residents. Once they receive the vaccine, they only have five (5) days to administer it so they need to get a more accurate number of how many people will get it to ensure they are not wasting doses.

Commissioner Lauer asked NHA Labore about their quarantine beds and if he feels, they could get more beds to allow more admissions to come into the Nursing Home. NHA Labore stated that with the rules and regulations they are currently following he does not feel like at this time they are able to put anymore into place but that is something they will continue to monitor as they move forward.

Social Service Applications – CA Libby stated that she emailed out applications to all currently funded agencies, an ad was put in the newspapers and the application was sent out to all towns. CA Libby stated that last year the subject of emailing applications rather than hand delivered was brought up. Commissioner Lauer stated that in today's world it may make sense to allow it if requested. She stated that they could make an exception this year, and if it means they have the extra expenses in terms of printing applications then that is ok as staff here wouldn't be exposed to outside agencies bringing in their proposals as most drop it off. Commissioner Morris stated that she would be in favor of having agencies bringing in their application. There is not much of a Covid risk as they could have a drop box and it eliminates added expense of printing. She stated that they also should not be setting this precedent. Commissioner Piper agreed with Commissioner Morris. The Commissioners further discussed it and agreed no email submissions would be accepted for Social Services applications.

2021 Holiday Schedule – CA Libby submitted the following 2021 Holiday Schedule for the Commissioners to approve.

New Years Day		Friday		January 1, 2021	
Martin Luther King Jr./Civil Right's Day		Monday		January 18, 2021	
President's Day		Monday		February 15, 2021	
Memorial Day		Monday		May 31, 2021	
Independence Day		Sunday		July 4, 2021	
Observed by Administrative Offices		Monday		July 5, 2021	*
Labor Day		Monday		September 6, 2021	
Columbus Day		Monday		October 11, 2021	
Veterans' Day		Thursday		November 11, 2021	
Thanksgiving		Thursday		November 25, 2021	
Day after Thanksgiving		Friday		November 26, 2021	**
Christmas Day		Saturday		December 25, 2021	
Observed by Administrative Offices		Friday		December 24, 2021	***

*Administrative Offices Observation of Independence Day

24/7 Departments will observe actual holiday on 07/04/21

**Day after Thanksgiving is a Floating Holiday for UE Bargaining Unit Members

***Administrative Offices Observation of Christmas

MOTION: Commissioner Morris moved to approve the 2021 Holiday Schedule. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Jail Cruiser Bids – CA Libby stated that the second bidder that was awarded the vehicles from the DoC has removed his bids as well given the condition of the vehicles. She stated that they are down to the third and final bidder. Bob Rowley has bid \$689 for both the 2003 Chevrolet GVan and the 2011 Ford Excursion.

MOTION: Commissioner Piper moved to rescind bid from Walter Radicioni and award the vehicles to Bob Rowley with his bids of \$689 for the 2003 Chevrolet GVan, and \$689 for the 2011 Ford Excursion. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Sheriff Cruiser Bids – CA Libby stated that the Commissioners awarded Asia Motors the bids for both of the Sheriff’s cruisers on November 10th. November 24th was the last day to pick up the cruisers before storage fees started. She stated that they reached out to Asia Motors as they had not heard from them and they are asking to waive the storage fee until December 24th. Due to the Covid-19 situation for the last three weeks in their state, their Bank branch is closed until further notice. The closest branch is 18 miles away and they are by appointment only for essential needs. CA Libby stated that she feels that they should waive the storage fee given the circumstances, as they still want the vehicles but need more time to get them.

MOTION: Commissioner Piper moved to waive the storage fee until December 24th. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Juvenile Letters – CA Libby stated that she has made the revisions to the letters to CADY and Valley Court Diversion as requested by the Commissioners. She will use Commissioner Piper and Commissioner Morris’ signature stamps and send them out in the mail if the Commissioners are in agreement. The Commissioners were all in agreement to sign the letters and send them out.

Peaked Hill Pond Tract – CA Libby stated that she received a call from the Forest Service that the White Mountain National Forest has made an offer on a 205-acre lot in the Town of Thornton, which is surrounded by the national forest. There is a new policy that states when they acquire new land, they will inform the Commissioners in the County that the land is located in of the purchase to make sure there are no concerns. None of the Commissioners had any concerns regarding the purchase.

Longevity and Health Insurance Return of Surplus – CA Libby stated that Longevity checks will be done the end of this week and the health insurance return of surplus will be going out soon as well.

Reminder: Delegation Re-organization Meeting 12/7/20

Commissioner Issues:

Commissioner Piper stated that there is an Executive Committee this Friday and officers will be voted in. She noted that as an officer she is also on the NACO Board of Directors and there is a meeting of that board on Friday afternoon as well.

Commissioner Morris stated that there are now buyers for the Friendship House and noted that there are a number of people interested in it.

Commissioner Lauer stated that next Tuesday they are interviewing the County Administrator candidate. She invited Commissioner Elect Ahern to join in that interview.

10:22 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris
Clerk