

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday February 7, 2012

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

OTHERS: Harold Brown, Joshua Dickey

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Maintenance Superintendent Jim Oakes arrived with information regarding adding an electrical component to the proposed biomass plan for future integration, and what that cost would be, which is \$112K. There was a discussion as to how this might work and whether or not it would be a good idea.

Commissioner Burton asked Supt. Oakes what his recommendation would be and he said that if the County were to ever consider the possibility of creating their own power in the future then it would be advisable to have the biomass plant constructed this way, which would save costs in the future.

Commissioner Ahern said he is in favor of having an electricity component and Commissioner Cryans said that he was comfortable with what he voted on last week which did not include electric.

Commissioner Burton moved to add the electrical components that could be retrofitted onto the biomass project in the future, if desired, which was seconded by Commissioner Ahern. Commissioners Burton and Ahern were in favor and Commissioner Cryans was opposed.

Corrections Superintendent Libby arrived to recommend that the Commissioners accept the bid from last week for Inmate Property Equipment for the new Jail, from HBD Inc., Pacific Concepts in the amount of \$4,850, which was the only bid received.

Commissioner Burton moved to accept the bid from Pacific Concepts in the amount of \$4850 which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if everyone had read the minutes from January 31st and if there were any edits or corrections. Commissioner Ahern had some edits.

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

Nursing Home Administrator Craig Labore arrived. Commissioner Cryans noted that NHA Labore started at Grafton County on the 30th of January, coming from the Clough Center, adding that he interned for the former NH Administrator Eileen Bolander.

NHA Labore presented his report to the Commissioners beginning with a census of 133.

NHA Labore reviewed how the new Quality Indicator Survey will work and how this was a change from the previous way surveys had been done in the Nursing Home. He said this is a completely automatic survey with yes or no answers which will focus more on the responses of residents and family members.

Commissioner Cryans asked if it appears that more fines could come because of this new type of survey and NHA Labore replied that appears to be the national trend but it is hard to say how that will pan out in New Hampshire.

Commissioner Burton asked that in-so-far as possible and allowed, he would request that state surveyors be accompanied by a staff member when they are on the property.

NHA Labore said that one of the things that he is working on is a review of the turnover rate in the Nursing Home, which he feels is high.

A request was presented for the MDS Coordinator to attend an out of state conference in Vermont, which is something that can be used for credit. The cost of the course is \$550 and NHA Labore said that the MDS Coordinator has offered to pay for her own accommodations if necessary. He said this is a very important conference which will have benefits for the Nursing Home in the future.

Commissioner Cryans said he is not comfortable with an employee paying for their own accommodations and Commissioner Burton said that if this is something that is needed for certification then the County should be paying for it. Director Clough agreed that the general rule has been that the County has paid for all accommodations and travel when someone has attended a conference.

Commissioner Cryans moved to approve the out of state travel for the MDS Coordinator with the conference, travel and accommodations being paid for by the County which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Ahern said he doesn't question the need for this request but feels that the credits can probably be gained elsewhere. He questioned whether or not this conference could be accessed online somehow. NHA Labore said this particular conference is not offered on the web.

When the vote was taken, all were in favor.

There will be an outreach meeting for residents at the Nursing Home with members from Senator Shaheen's office on the 23rd

Commissioner Burton discussed E. Bolander's past relationship with legislators and senators and encouraged NHA Labore to touch base with some of them at some point.

There will be a retirement party for an LNA today from 2:00 to 3:30.

Winter Carnival will be held for the residents on the 17th beginning at 7:00 PM.

Commissioner Cryans suggested that as time goes by, NHA Labore should become familiar with the NHACo affiliates. He said he looked forward to the success of both NHA Labore and the Nursing Home in general.

The Commissioners signed the check registers.

Commissioner Cryans noted that Commissioner/Councilor Burton was listed in the Business of New Hampshire Magazine in the influencer index.

Human Resource Director Mike Simpson arrived with his report and reviewed it with the Commissioners. *(see attached) In discussing the Cook positions for the new Jail, Commissioner Burton wanted to make sure that the cooks would be using vegetables from the Farm.

The callout report was reviewed.

HRD Simpson brought new Employee Handbooks for the Commissioners and had them sign for their copies. Commissioner Burton asked if the handbook met all state and federal regulations and took into account recent court cases and HRD Simpson replied in the affirmative.

Director Clough said that this is the time for the Board to review any issues they have with the manual. Commissioner Cryans said he had not had a chance to really go over the manual and asked that it be postponed. Commissioner Ahern didn't think policy discussion should commence today and Commissioners Burton agreed to postpone.

The Commissioners reviewed the DoC Superior Court Report for January.

Director Clough reviewed the appropriation transfer report with the Commissioners.

County Government Month is April, the theme this year is "Healthy Counties, Healthy Families". Director Clough said that with the Jail opening at the beginning of May it would be very difficult to work this into the plans, plus there is no money budgeted. The Governor & Council breakfast that is held in conjunction with the NHAC for County Government month will take place on April 18, 2012.

Commissioner Burton said he would be hosting a Governor & Council breakfast at the Administrative Services Surplus property building on the 22nd of February.

Director Clough reviewed grant information as it pertains to the old Jail saying that the CDBG feasibility study is meant to find out whether or not a property can realistically be used for low to moderate income housing, which she did not think fit the profile of the old Jail. Commissioner Ahern disagreed with that and thought that conversion to housing could be a possibility. Commissioner Cryans said they needed to have a better understanding of the grant. Director Clough said that if the Board was considering this

grant then she would recommend that they hire a grant writer because she would have neither the time nor the expertise to write a grant like this. Commissioner Cryans said that was important to know.

There was continued discussion about preserving the old Jail building and the involvement of the state should that happen.

Mr. Brown was recognized and he said that the building should not be a burden to the taxpayer and should be bulldozed down.

Commissioner Cryans said he hoped that the expense of keeping the building shows the worthlessness of keeping it.

Director Clough will do some further investigation into the CDBG feasibility grant to see if the County qualifies. She also discussed the NH State Preservation Alliance grant and what that entailed, which after reading, seemed rather onerous.

Director Clough presented the synopsis of the County Performance Audit and it was reviewed with the Commissioners. After some discussion, Commissioner Burton requested that Director Clough bring forth a recommendation of a Finance Director under the Commissioners budget. Commissioner Cryans asked Director Clough to find out how many times in the past a Finance Director was presented or discussed.

COMMISSIONER ISSUES:

Commissioner Burton attended the NH Farm & Forest show saying it was a big success and there was a lot of information presented. He said that awards were given to the Walker Farm in Alexandria and the Ritchie Farm in Piermont. Ben Kilam received the Tree Farmer of the Year award.

Commissioner Ahern attended the show as well, manning the Tree Farm System booth.

Commissioner Burton said he would like to see a proclamation from the Board disseminated to the media for County government week.

Commissioner Ahern attended the Ashland Selectboard meeting last night.

Commissioners Cryans and Burton attended the Lisbon Main Street Celebration and there were approximately 60-70 attendees. Commissioner Cryans said there was a small town America feel to the event and there was great public spirit.

Commissioner Cryans said that in an article in the Union Leader, the unemployment rate in Grafton County was shown at 3.7%, which is the lowest in the state.

Commissioner Cryans stated that the NHACo has presented their draft budget which is 10% lower than last year's.

H. Brown was recognized and asked the Commissioners to remove razor wire around the old Jail building when the last inmate leaves.

*11:20 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing matters which, if discussed in public, would likely affect adversely the reputation of any person according to RSA 91-A:3, II (c). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would go into non-public session.

*11:25 AM– Commissioner Cryans declared the meeting back in public session

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

11:26 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 February 7, 2012

1) **HR Activity Report** (1/1/12 to 2/3/12)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	12 (6 FT +6 PT/PD)	LNA, NHA, RN/LPN, Diet Aide
Corrections	1 (1 FT)	CO
County Attorney	1 (1 PT)	File Clerk
Sheriff's Department	1 (1 PT)	Special Deputy

- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	10
Corrections	3

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	10 (5 are intermittent)
Nursing Home – Non-Nursing	5 (3 are intermittent)
Non-Nursing Home	6 (3 is intermittent)

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN	Nursing Home	Open to all
Cook (3 FT openings)	Corrections	Open to all
LNA (3 FT openings)	Nursing Home	1 external/2 internal
Dispatcher	Sheriff's Dept	Open to all
RN/LPN	Corrections	Open to all

Summary – Grafton County has a few more openings than usual. FMLAs for non-nursing home employees has increased.

2) **Call Out report** – See handout

3) **Benefits** – Life insurance rates will remain the same. Dental rates could drop to 3%.

4) **HR Operations**

- **Handbooks printed and starting to distribute to employees**
- **County salary survey completed using September 2011 Data**
- **Completed Manager's HR orientation with Craig Labore, NHA**
- **Stress Management workshops on 1/25/12 (23 attended)**

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

- 1/14, 1/25, 2/1 – HRD chaired Grafton County Comp + Benefits meetings
- 1/17 – HRD chaired Grafton County Wellness meeting
- 1/20 – HR Affiliate meeting
- 2/2 – HRD and HSD met with Primex regarding risk management and WC