

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 2, 2016

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

OTHERS PRESENT: Atty. Saffo, NHA Labore, RD Monahan.

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

Atty. Saffo arrived to inform the Commissioners of a grant opportunity. She stated that she applied for a federal grant out of the Office of Violence Against Women. It is the 2016 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Program grant. It is a pass through grant that will pay for three (3) positions for three (3) years for the following organizations: one (1) position for Voices Against Violence, one (1) position for The Birch House and one (1) at WISE. They are all very confident that they would be able to find applicants for these positions if they receive the grant. It is \$500,000 that would be used for Grafton County. She said they did not receive the grant last year but are trying again this year. It is a federal grant so a decision will not be known until September.

Commissioner Cryans asked if everyone had a chance to read the minutes from the January 26th meeting.

Commissioner Lauer moved to accept the minutes from January 26th. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 725; 1123-1129.

CA Libby submitted an Educational Assistance Application for a Dispatch employee going for their criminal justice degree.

Commissioner Richards moved to approve the Educational Assistance Application for a Dispatch employee. Commissioner Lauer seconded the motion and all were in favor.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report

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Census:

Medicare: 14

Medicaid: 78

Private: 30

Total: 122

Year-To-Date Numbers:

Admissions (YTD) 9

Discharges (YTD) 0

Deaths (YTD) 6

Other Topics:

- 1) Nursing Home Electronic Health Record- Bid Waiver Request
- NHA Labore handed out the following information regarding his bid waiver request and answered various questions from the Commissioners

Grafton County Nursing Home
Proposal to Change
Electronic Health Record Vendor

Current vendor is American Health Tech:

- GCNH has used AHT since 2005
- \$733 per month in fees + tech support at \$120 per hour (first hour free)
 - We typically average 1-2 hours per month in tech support calls
- Total annual cost for the system \$9000

Proposed Vendor: PointClickCare:

- First year costs (2 months free) will be \$23,552.10
 - \$2,355.21 per month
- \$28,262.52 subsequent annual cost after the first year
- One-time training investment of \$3,000
- One-time integration fee with pharmacy of \$3,900

Potential Benefits of Changing to PointClickCare:

- Admissions/Discharge process will be more efficient (pre-admission screening)
 - Anticipate cutting approximately 3 hours off total admission time, which translates to a salary savings of roughly \$9200
- MDS process will be more efficient

- Staff feels system could cut one hour out of each assessment for a total of 6-10 hours per week, which translates to a salary savings of \$11,700.
- PointClickCare is a certified EHR Vendor with CMS
 - Will result in GCNH not receiving a 2% payment reduction (\$1700)
- Staffing model changes in our Health Information Department (through attrition), which could lead to a salary savings of \$18,000 per year
- Will allow us to move forward with an Electronic Medication Administration program

Commissioner Lauer moved to waive bid on the proposal to change the Electronic Health Record Vendor and go with PointClickCare and the quote that was provided.

Commissioner Richards seconded the motion and all were in favor.

- 2) Scheduling Software- Bid Waiver Request
 - NHA Labore handed out the following information regarding his second bid waiver request and answered various questions from the Commissioners.

Grafton County Nursing Home
 Proposal to Implement an
 Electronic Scheduling Program

We would like to enter into an agreement with a computer-based staff scheduling program called ShiftHound.

Cost:

- \$7,560 for one year agreement
 - \$2,520 for the remainder of FY '16

Benefits:

- Web-based program which allows staff to sign-up for open shifts through their smartphone or computer
- Our Scheduler will be able to send out open shift announcements through text message or e-mail, which is the preferred method of communication for our staff
- Staff will be able to sign up for vacations and see what time is available, through the online schedule
- Nursing management will be able to track callouts and other reporting measures from their desktop
- It will decrease the amount of time spent by our scheduler spends trying to contact staff to see if they would be interested in picking up a shift
 - Between April 26, 2015 through December 2, 2015- we paid out \$3278 in overtime to our Scheduler
- Will allow our Scheduler to assume the nursing schedule (currently schedules for LNAs only)

- This will free up our Director of Nursing and Assistant Director of Nursing to focus on daily operations of the nursing department
 - We pay a significant amount of money on an hourly basis for these two positions to schedule the nursing staff
- Sullivan County currently uses ShiftHound and has found it to be a valuable tool in staff scheduling

Commissioner Richards moved to waive bid for the implantation of an Electronic Scheduling System and accept Shift Hound's quote of \$7,560 for one (1) year. Commissioner Lauer seconded the motion and all were in favor.

3) Admissions Nurse Job Description

- NHA Labore reviewed the proposed job description with the Commissioners. He explained that this would be a combination of both Admissions Nurse and RN. If there were no admissions going on the position would take over some MDS duties as well as floor nursing duties if there was a call out. CA Libby asked that with the implementation PointClickCare and the new scheduling system if it would be possible to take an existing RN position and make that position the Admissions Nurse instead of creating a new FTE. NHA Labore said he believes they can do that but that they would need to get used to the new software first. He stated that if the new software is going in the right direction they can reassign one of the existing RN positions. He stated he would post the position internally and then if there were no qualified applicants they would post externally. He answered various questions from the Commissioners. He stated that he understands the current constraints with the budget and he would look to reassign a current FTE and they would look to implement this position in the new fiscal year.

4) Update on VA Agreement

- NHA Labore stated that they are in the process of working on the agreement. He stated that he found out Thursday afternoon that he needs to supply some additional information.

5) Accountable Health Communities Grant

- NHA Labore stated they have continued to work with the Senior Citizens Council and DHMC. Roberta Bernier sent him information regarding a grant opportunity called the Accountable Health Communities Grant that was launched by Federal DHHS. It is \$157 million grant over a five (5) year period. Organizations are eligible to receive \$1 million - \$4.5 million a year over that five (5) year period depending on the amount of services they are trying to work on. He explained that it potentially fits

the model of what they are talking about doing. Trying to get community service programs up to keep people in their homes longer. There are three (3) different tracks that you can apply for. NHA Labore stated that he did apply for grant on behalf of Grafton County. He explained that in working in conjunction with SCC and DHMC he was able to apply for two (2) tracks. The first track is the assistance track which means that they as an organization are providing community awareness and services to make sure that people can stay in their homes longer. Alignment track is encouraging the general partnerships with organizations within the county. He stated that it is a nationwide grant but it's worth a shot and he will keep the Commissioners updated.

6) New Hampshire Homeland Security Assessment of GCNH

- NHA Labore stated that Paul Hatch, Field Rep. for Grafton County, from the NH Department of Homeland Security came up in January and did a walk through, with himself and Director of Communications Tom Andross. A gentleman from the Information Analysis Center was there to look at security from an IT perspective and ITM Ruggles joined for that part of the assessment. NHA Labore stated that he received a report the other day from the assessment and it gave them a good baseline as to where they are in comparison to similar nursing homes.

7) A/R Update

- NHA Labore stated that in December they billed out \$745k and collected \$742k. Their accounts receivable days are still around thirty (30) and they continue to collect money from prior years.

CA Libby stated that all department heads will be attending training on Thursday from 9:00-3:00 at the Department of Corrections that is being done by Primex.

Commissioner Richards suggested sending out a letter to towns letting them know in advance that taxes are likely to increase in FY17. Commissioner Cryans stated that he felt that a letter was not necessary. CA Libby stated that she thought it may be a good idea down the road but right now they do not know what will happen with the budget or what departments will be asking for.

Commissioner Cryans has been out to visit a few of his social service agencies.

RD Monahan arrived and stated that she wanted the Commissioners to know she called the Lincoln town clerk to resolve the issue that was brought up at yesterday's Executive Committee Meeting. The town clerk that Rep. Gionet was referring to retired in November. She spoke with the new town clerk and cleared up any misconception.

11:00 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk