

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 3, 2015

PRESENT: Commissioners Michael Cryans, Martha Richards, Linda Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: NHA Labore, HRD Cramer, FM Kimball

Commissioner Cryans stated that former State Representative Elizabeth Crory passed away Sunday.

Commissioner Martha Richards 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.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
February 3, 2015

Census:

Medicare: 4

Medicaid: 87

Private: 28

Total: 119

Year-To-Date Numbers:

Admissions (YTD) 6

Discharges (YTD) 1

Deaths (YTD) 1

Other Topics:

1) Write-off Request

- NHA Labore stated that he is asking to write off \$2,832.98. He handed out a spreadsheet breaking down the write off and explained it to the Commissioners.

Commissioner Lauer moved to approve the write off of \$2,832.98. Commissioner Richards seconded the motion. Commissioner Richards "yes"; Commissioner Lauer "yes"; and Commissioner Cryans "yes".

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2) A/R Update

- NHA Labore stated that accounts receivable is continuing to do well. They have four (4) residents that are pending Medicaid approval which is throwing things off a bit but once they are approve we can retrofit back.

He stated that they are still gaining on prior year's debt. They have collected \$1,700 from 2012 and \$2,100 from 2013.

3) Medicaid Rate Update

- NHA Labore stated that they received a \$4.17 reduction in their rate but they budgeted for a rate of \$158 for the second half of the year which is .95 above the new rate. Although patient census is running lower than budgeted so that may affect the overall outcome at year end. He stated there was an article in today's Valley News in which he and Ted Purdy from Sullivan County were asked to comment on their views on the proposed \$7M reduction in Nursing Home monies from HHS. He was also asked to participate in the Live and Local on WNTK tomorrow morning. He stated that this subject is getting a lot of airplay right now and hopefully it will create enough pressure from the community and legislators that it make the Governor change her mind.

4) 2015 GCNH Winter Carnival

- NHA Labore stated that the week of February 16th the nursing home will be having a Winter Carnival. He stated that different games will be played and they are having a Luau theme.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
Donna Cramer, Human Resources Director
February 3, 2015

1) **HR Activity Report** (1/1/15 – 1/31/15)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	11 (8 FT, 3 PT/PD)	8 LNAs, 1 LPN, 1 RN, 1 Dietary Aide
Sherriff's Dept	<u>1</u> (1 PT)	1 Special Deputy
	12	

• ***Separations***

<u>Departments'</u>	<u>#</u>	
Nursing Home	<u>1</u> (1 FT)	1 LNA
	1	

Reasons:

Resignations – Termed for performance

• **Leave of Absences**

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	5	(2 are intermittent, 3 for self, 2 for family)
Nursing Home – Non-Nursing	3	(1 is intermittent, 1 for self, 2 for family)
Non-Nursing Home	<u>8</u>	(1 is intermittent, 5 for self, 3 for family)
TOTAL:	16	(previous month’s report = 13)

• **Current Openings (as of 1/31/15)**

<u>Positions</u>	<u>Department</u>
RN (1.15 FTEs Over)	Nursing Home
LPN (3.1 FTEs)	Nursing Home
LNA (7.85)	Nursing Home (down from 13.5 FTEs on 12/2)
Correction Officers (PT)	Corrections
Skilled Maint. Asst. (FT)	Maintenance

2) **Summary:**

- Nursing Home Turnover
 - February 11, 2:00pm, Team Stepps (improve pt safety, communication and teamwork)

3) **HR Internal Operations**

- Goals/Projects:
 - Employee Handbook – Will distribute for 7/1/2015
 - Checklist for ALL HR processes – continues, being worked on by all in HR
 - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
 - HR Survey
 - Department Head Handbook
 - Creation of Individual Policies

Commissioner Cryans asked if everyone had a chance to read the minutes from January 20th. Commissioner Richards had one (1) edit.

Commissioner Lauer moved to approve the minutes as amended. Commissioner Richards seconded the motion. Commissioner Richards “yes”; Commissioner Lauer “yes”; and Commissioner Cryans “yes”.

ED Libby submitted CDBG Paperwork for Gile Hill for Commissioner Cryans to sign.

ED Libby presented an educational assistance application for an employee in the Alternative Sentencing Department.

Commissioner Lauer moved to accept the educational assistance application. Commissioner Richards seconded the motion. Commissioner Richards “yes”; Commissioner Lauer “yes”; and Commissioner Cryans “yes”.

ED Libby presented an overnight training request. She stated that this is for Jen Stone from the Alternative Sentencing Department to become a New Hampshire Recovery Coach and attend the Train the Trainer course. The training is a weeklong training held in Concord from March 23rd to March 28th. The cost is \$400 for the New Hampshire Recovery Coach and the Train the Trainer course is \$125. The total estimated cost of the training will be \$1,095.45. ASD Amero stated in her request that this will be of huge benefit to the department. Once J. Stone is trained they can hold trainings for other people in the area who want to become recovery coaches and this will bring in revenue for the Alternative Sentencing Department.

Commissioner Lauer moved to approve the overnight training request. Commissioner Richards seconded the motion. Commissioner Richards “yes”; Commissioner Lauer “yes”; and Commissioner Cryans “yes”.

ED Libby presented an out of state travel request from the Sheriff’s department to send Sgt. Ryan Kelly on Wednesday February 11th to Burlington, Vermont for the Taser V19 Recertification course. She stated it is a mandatory one (1) day training course held at the Vermont State Police building in Burlington. Any expenses will come out of the Sheriff’s Department education and training line.

Commissioner Lauer moved to accept the out of state travel request. Commissioner Richards seconded the motion. Commissioner Richards “yes”; Commissioner Lauer “yes”; and Commissioner Cryans “yes”.

Commissioner Cryans signed a CDBG drawdown request in the amount of \$72,867.

Commissioner Cryans signed the Professional Service Agreement for the Gile hill project.

FM Kimball arrived to speak to the Commissioners about his earned time. He explained that he is maxed out on earned time. He had the week of Christmas off and is still maxed out. He stated that with one of his farm hands being out on medical leave he is unable to take any time until he comes back and will lose earned time. He stated that he is asking to have his earned time accrual extended until he is able to take some time off and bring it back down to below max. ED Libby explained that they have done it in the past where they extend the accrual time so employees don’t lose time if they are not able to take time off.

Commissioner Lauer moved to extend FM Kimball's accrual time until he is able to take time off and bring it back down to below max. Commissioner Richards seconded the motion. Commissioner Richards "yes"; Commissioner Lauer "yes"; and Commissioner Cryans "yes".

FM Kimball stated that he wanted to inform the Commissioners that Grafton County just went over 1000lbs of fat due to the work of his helpers and himself and they most likely have the number one (1) herd in the State of New Hampshire. They are up to over 27,000lbs per cow and 1020lbs in fat. He stated that the crew they have on board now is doing an awesome job with genetics.

Commissioner Richards stated that they are appreciative to FM Kimball and Ben White for the going above and beyond when their coworker has been out on medical leave.

Commissioner Lauer stated that she judged the 4H speaking contest last weekend. She stated that there were roughly nine (9) participants.

Commissioner Cryans stated that the Burton Legacy Dinner will be tomorrow night. Proceeds will benefit the Burton Museum, and scholarships for Plymouth University and the community college.

ED Libby stated that Deidre DeRoche from Maine Community Health Options is supposed to be coming and speaking with the Commissioners. Grafton County has the lowest percentage of people enrolling in health insurance during the ACA open enrollments periods and she was coming to discuss ideas with the Commissioners on how to bring that percentage up but is running late due to the weather. The Commissioners discussed different options for spreading the word about enrolling but all agreed that with only twelve (12) days left in the enrollment period there isn't much that can be done right now. ED Libby stated that she will meet with Deidre DeRoche when she gets here and discuss various options.

10:21AM with no further business the meeting was adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk