

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
February 5, 2019

PRESENT: Commissioners Lauer, Piper and Morris and Administrative Assistant S. Norcross

OTHERS PRESENT: IT Manager Ruggles, HR Director Clough, Nursing Home Administrator Labore, Finance Manager Jurentkuff

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

ITM Ruggles arrived to review quotes for the purchase of fifty (50) replacement PCs for the Nursing Home. He received three (3) bids and they are as follows:

Zones – \$37,660.00

PCM-G – \$43,419.00

CDW-G – \$42,391.50

ITM Ruggles stated that he needs to call the vendors and confirm the three (3) year coverage that he had requested in the RFP. He requested to review the quotes and return with his recommendation later in the meeting.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 29th meeting. Commissioner Lauer and Commissioner Piper had a few edits.

MOTION: Commissioner Morris moved to approve the minutes as amended.
Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 35, 1115 & 1117.

Administrative Asst. Norcross submitted the Certificate of Authority for the VOCA grant for Commissioner Morris to sign. She stated that it is the same document that the Commissioners approved last week. The process needed to be redone due to a change that needed to be made on the signature page.

Administrative Asst. Norcross submitted the NACO prescription drug report for the month of December. There was a price savings of \$1,432.32 for an average of \$15.74 or 32%. The life savings of the program is \$825,343.22.

HR Director arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
February 5, 2019

HR Activity Report (12/04/2018-02/04/2019)

• **New Hires**

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
DOC	3 (2 FT, 1 PT)	1 Cook, 2 CO (1 FT, 1 PT)

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Nursing Home 7 (2 PT, 1 FT, 4 PD) 4 LNA's, 2 Dietary Aides, 1 FT RN

• ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	11 (1 PD LPN, 2 FT Housekeeper, 3 Per Diem LNA's, 3 FT LNA's, 1 FT RN, 1 Per Diem RN)
DOC	2 (1 FT CO, 1 PT CO)
Sheriff's Dept.	5 (5 Special Deputy)

Reasons:

- Resigned for work elsewhere - 3
- Resigned no reason given - 5
- Per Diems who have not picked up hours – 3
- Personal Reasons – 3
- Resigned no notice – 1
- School – 1
- Retired – 2

• ***Status Changes/ dept transfers: 1 FT Activity Aide to FT LNA***

Leave of Absences as of February 4, 2019

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	17	(13 are intermittent, 10 for self, 7 for family)
Nursing Home – Non-Nursing	8	(8 are intermittent, 4 for family, 4 for self)
County Atty.	1	(1 intermittent family)
HR	1	(1self)
DOC	5	(1 intermittent, 4 Self)
Commissioners Office	1	(1 intermittent family)
TOTAL:	33	

Scheduled to orient 02/06/19

- 1 Part-time Cook
- 1 Part-time Housekeeper
- 1 Full-time Activity Aide

Current Jobs posted/advertised

- LNA's (10.55 FTE's vacant)
- RN/LPN (9 FTE's vacant combined)
- CO's
- Grant Program Coord.
- FT Housekeeper
- Farm Helper
- Victim Witness Assistant

Other: LNA Recruitment Program – HR Director Clough stated that they have filled a class. There are six (6) right now. They have done interviews and will likely be offering positions by the end of the week with the hopes to get them in the February 21st orientation. They will then work for about a month before

the LNA class starts. She noted that there is a one (1) year commitment on the employees end so after this they will have six (6) new full time LNAs. She stated that there has been great response to this recruitment program and it has worked exactly how they wanted it to.

Out of State Travel Request – HR Director Clough stated that she is requesting approval for overnight travel to Nashville, TN for the 2019 SHRM (Society for Human Resources Management) Talent Conference and Exposition. She explained that the original request was for her and one (1) of her staff members to attend this conference but after further discussion they agreed that they did not want to deplete their training line so only she will be attending the conference. She stated that she feels this conference will be very beneficial as there will be discussions on recruitment and retention. She gave the Commissioners the brochure and agenda for the conference. There is an \$1130 conference registration, hotel accommodations are \$956 plus taxes and fees and the airfare is \$300 airfare. Commissioner Piper stated that she appreciates HR Director Clough attending this conference and that she looks forward to hearing what she learned from it.

MOTION: Commissioner Piper moved to approve the out of state travel request for HR Director Clough to attend the SHRM Talent Conference and Exposition in Nashville, TN from April 8-10th. Commissioner Morris seconded the motion and all were in favor.

NHA Labore and Finance Manager Dawn Jurentkuff arrived and gave the following report:

**Grafton County Nursing Home
Commissioner’s Report:
February 5, 2019**

Census:	FY '19 Budgeted Census:
Medicare: 7	Medicare: 4
Medicaid: 84	Medicaid: 98 (Daily rate= \$176.61)
VA: 1	VA: 0
<u>Private: 31</u>	<u>Private: 27</u>
Total: 123	Total: 129

Year-To-Date Numbers:

<u>2019 YTD Totals</u>	<u>2018 Totals</u>	<u>2017 Totals</u>
Admissions: 8	Admissions: 79	Admissions: 69
Deaths: 4	Deaths: 57	Deaths: 53
Discharges: 4	Discharges: 25	Discharges: 18

Other Topics:

Monthly Financial Review – FM Jurentkuff stated that they are \$401,000 above budget for revenue. They are receiving their bed tax payment this month as well. Commissioner Lauer

asked how their Veterans reimbursement compares. FM Jurentkuff stated that it is \$354 per day and that includes their rehab services. It is roughly \$300 a day if rehab services are not needed.

Cost Comparison: Agency vs. GCNH Employed Nurses – NHA Labore handed out the attached spreadsheet outlining the costs. NHA Labore stated that he took an average rate of what they are paying their nurses, including the cost of retirement, social security and a family health insurance plan. This totals \$90,924.70 annually. In the figures for the agency nurses they did not include any overtime. On a straight forty (40) hour week comparison, they are looking at roughly an \$18,276.00 difference per year to have an agency nurse versus a county employee. FM Jurentkuff stated that if there are any workers comp claims with the agency nurses the county does not pay those. NHA Labore stated that they will always be doing better with their own staff versus agencies because they are more invested into the county being here for more than a few months but nurses that they have had through the agencies have enjoyed their time here and they are invested in the nursing home. He noted that consistency is the biggest factor with having your own employees. Commissioner Lauer stated that she is grateful that they now have these figures. They do have an issue with recruiting employees but financially it is not the \$1 million issue that she had thought. NHA Labore stated that the way the salary lines are broken out they are shifting dollars. Where there are savings in the nursing salary line it is getting shifted to the contracted nursing line. The dollar amount they are seeing is not indicative of what they are paying out. They are staffing for vacancies. The Commissioners requested that NHA Labore send this information with a summary of what he just explained to them to the Executive Committee as they have requested this information.

GCNH Participation in an Access to Oral Healthcare Documentary – NHA Labore stated that Ammonoosuc Community Health who provides the Nursing Home's dental care is going to be a part of an Oral Healthcare Documentary. He explained that the goal is to take this film and catch the attention of the national legislators to push for increased coverage of dental care for Medicaid and Medicare recipients. If dollars are spent proactively it will have many benefits. The Commissioners stated that they would like to see the film once it is completed.

February 21st Presentation: Dementia specific Advanced Directive - NHA Labore stated that Dr. Robert Santulli and Megan Bunnell will be presenting to their family support group and staff. This is designed as an advanced directive that will be done before someone is diagnosed or has developed dementia. This tool will be used to help families understand the care their family member wishes to have if they ever develop dementia.

April 15th Disaster Drill with North Country Health Consortium – NHA Labore handed out the attached public announcement letter discussing what will be happening during this drill.

Commissioner Issues:

Commissioner Morris stated that she has been meeting with Department Heads.

Commissioner Lauer stated that she looked at the office rearrangement that the Sheriff had talked about at a prior meeting.

ITM Ruggles returned to the meeting stated that he spoke with the vendors and the low bid from Zones does include the three (3) year warranty that he specified in the RFP and therefore that is who he recommends the Commissioners accept the bid from.

MOTION: Commissioner Morris moved to accept the bid from Zones for \$37,660.00 for the purchase of 50 PCs for the Nursing Home. Commissioner Piper seconded the motion and all were in favor.

10:16 AM With no further business the meeting adjourned.

Respectfully Submitted,

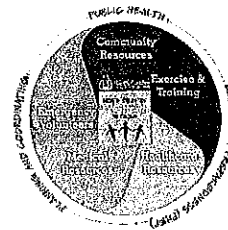
A handwritten signature in black ink, appearing to read 'Marcia Morris', with a long, sweeping flourish extending to the right.

Marcia Morris,
Clerk

	Avg Rate	OT Rate	Hours/Week	OT Hours	0	\$	54,454.40	\$	-	\$	54,454.40	Retirement	SS	Life	F Health	W/C	
Employee	\$ 26.18	\$ 39.27	2080	0	\$	54,454.40	\$	-	\$	54,454.40	\$ 6,196.91	\$ 4,165.76	\$ 15.60	\$ 22,651.01	\$ 3,441.02	\$ 90,924.70	
Contract	\$ 52.50	\$ 60.50	2080	0	\$	109,200.00	\$	-	\$	109,200.00						\$ 109,200.00	
MAS	\$ 49.00	\$ 49.00	2080	0	\$	101,920.00	\$	-	\$	101,920.00						\$ 101,920.00	

0.1138 7.65%

PUBLIC ANNOUNCEMENT LETTER



Dear Area Residents,

Organizations from your community, county, and public health emergency preparedness region will participate in an exercise taking place on April 15, 2019. The exercise is being conducted in order to test and improve your community's overall preparedness for an emergency event. The fictional exercise simulates a public health emergency requiring the use of antibiotics. Exercise participants will simulate the dispensing of medical counter measure to staff and residents of the Grafton County Nursing Home. **The incident is not real**; however, the response activities during the fictional exercise will be practiced in a manner that is as realistic as possible. Participants in this exercise will include the Grafton County Nursing Home, Grafton County Sheriff's Department Dispatch Center, Town of Haverhill Emergency Management, and the North Country Public Health Command and Control group.

The areas where the exercise will take place will be clearly marked. For your safety, and in order to complete the exercise in a realistic environment, the exercise area will not be open to the public. We ask for your patience and support if the exercise disrupts your daily routine.

There are simple steps that Americans can take to prepare themselves and their loved ones for emergencies: be informed, make a plan, build a disaster supply kit, and get involved through opportunities that support community preparedness. By gathering supplies to meet basic needs, discussing what to do during an emergency with your family in advance, and being aware of the risks and appropriate actions, you will be better prepared for the unexpected and can help better prepare your community and the country. To learn more about preparedness activities in the North Country please contact James Richardson at jrichardson@nchcnh.org.

We thank all area residents for their support of this important exercise. If you have any concerns or questions about the exercise, please contact: Steve Robbins, Town of Haverhill Emergency Management at 603-747-3353.

Sincerely,

James Richardson, Public Health Emergency Preparedness Program Manager/Exercise Director
North Country Health Consortium
262 Cottage St. Littleton, NH 03561
603.259.3700 x255