

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday March 6, 2012

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

OTHERS: H. Brown

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

Corrections Superintendent Glenn Libby arrived for the opening of some bids for the new Correctional Facility.

The first bid request was for four washers and four dryers. Only one bid was received and that was from Home Depot in the amount of \$2967.88 for the dryers and \$2899.52 for the washers. They totaled the amount as \$5867.20

Supt. Libby recommended the Commissioners accept that bid. Commissioner Ahern asked about other companies who received the bid request and Supt. Libby noted those who had, but had apparently chose not to bid. Commissioner Ahern asked why that was and Supt. Libby said he could not answer that question.

Commissioner Burton moved to accept the bid from Home Depot in the amount of \$5867.20 for four washers and four dryers which was seconded by Commissioner Ahern. All were in favor.

The next bid opened was for Inmate Supplies. Only one bid was received (four different vendors throughout the nation were given this RFP) which was from Robinson Textiles in the amount of \$34,322.50. Supt. Libby said he would like to review this bid first before making a recommendation.

The final bid to be opened was for video arraignment equipment and Supt. Libby said that there were three different companies who received the bids. Only one bid was received which was from George Willey Consulting who also received the bid for the state video arraignment equipment. The bid was in the amount of \$10,126. Supt. Libby said that was the same bid amount as the state received and recommended approval.

Commissioner Ahern moved to approve the bid for video arraignment equipment in the amount of \$10,126 from George Willey Consulting which was seconded by Commissioner Burton. All were in favor.

Communications Director Tom Andross was present for the opening of the Continuity of Operations Plan (COOP) which is an emergency back up plan for the Dispatch Center.

Thirty-three vendors were sent the request for proposal. The funding for the plan will be paid for by a grant from the federal government. Six companies responded.

Elert & Associates	\$24,150
RCC Consultants Inc.	\$80,000
Geo Comm.	\$47,265
Communications Design Consulting Group	\$29,600
Hubbard Consulting	\$10,000
LMK Planning Associates	\$14,500

Director Andross took the bid proposals for review and will bring back a recommendation.

Commissioner Cryans asked if everyone had read the minutes from the 28th of February and were there any edits. No edits were noted.

Commissioner Burton moved to approve the minutes from February 28, 2012 which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the Grafton County DoC Superior Court Report.

Nursing Home Administrator Craig Labore arrived with his report, beginning with a census of 133.

The NH Activity Director is working on a grant with a non-profit agency that donates I-Pods to nursing homes to see how music stimulates memory. The grant is called Players for Health and Director Fisher is looking forward to working with this program.

An investigation survey was done by the state after a resident was given the wrong medication in December. This was reported to the state at the time it happened and has since been investigated. The Nursing Home received a deficiency because of this and a plan of correction was submitted. There was no monetary fine and the RN who erred is no longer employed by Grafton County.

There was a discussion about the administration of medications and how these kinds of errors should not, in Commissioner Ahern's opinion, be tolerated.

NHA Labore presented a request for the Health Information Manager to attend a conference May 6-8 in Connecticut which will allow her to obtain units needed in order to keep her proper credentials. He said that there will be a lot of information that will be presented regarding the new federal laws on medical coding for billing. The conference has been budgeted for.

Commissioner Burton moved to approve the out of state travel which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern asked if the information at the conference could be obtained via Skype or another way online and NHA Labore said that was not being offered. Commissioner Ahern then asked if there was another way that the credits could be had and NHA Labore said that there may be ways to obtain certain credits, but not the ones here that are being offered at the conference. Commissioner Ahern asked that in the future, NHA Labore seek out other ways of accreditation for staff in order to save money. Commissioner Cryans said that he feels that it's a real strength sometimes to be able to get outside the County and see how things are being done and that this is a very important educational benefit.

When the vote was taken, all were in favor.

NHA Labore informed the Commissioners that the Minimum Data Set (MDS) Coordinator has resigned and her last official day will be the 28th of March. He said that he will be hiring another but in the meantime, so that the job can be done, he would like to have an LPN who has a full understanding of the job, take on the responsibilities and to compensate that LPN with an additional \$3 per hour to do so. He said that it would be his choice to hire that person but you must be an RN to qualify for the position. The LPN will do the work and DoN Shields will sign off on it until the position can be properly filled. Once that happens, the LPN will revert back to regular pay. He said that both the Executive Director and the HR Director were in agreement with this arrangement.

There was a discussion as to how this would work

Commissioner Burton moved to increase the pay of the LPN who will be taking on the responsibilities of the MDS Coordinator, \$3 per hour until another Coordinator can be hired, at which time the pay will revert back which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern said he is not convinced that \$3 more an hour is the amount that should be paid. Commissioner Cryans stated that he was glad they had someone to rely on.

When the vote was taken Commissioners Cryans and Burton were in favor and Commissioner Ahern was opposed.

Director Andross returned with a recommendation that the Commissioners award the COOP bid to Hubbard Consulting from New Hampshire. saying that they were the lowest and the only bidder who has done this before.

Commissioner Burton moved to award the COOP bid to Hubbard Consulting which was seconded by Commissioner Ahern. All were in favor.

Human Resource Director Mike Simpson arrived and presented his report to the

Commissioners. *(see attached)

HRD Simpson, who chairs the Benefits and Compensation Committee, said that they had met and discussed an issue which has existed for a number of years. The issue was that there are thirteen Grafton County retirees whose spouses are receiving health insurance benefits paid for by the County. This happened because of the way the Retirement System distributed subsidies at the time these employees retired, but because of the increases in health insurance and the reduction in subsidy, this is no longer financially feasible and is currently costing the County \$40K a year. The recommendation by the Committee is to inform the retiree that their spouses will no longer be covered by the County and their insurance will have to be paid out of pocket.

Director Clough said that the policy since she has been an employee is that only the retiree is eligible for health insurance coverage.

Commissioner Cryans thought that it would be less of a burden on people if the cost were phased in over a two year period.

Commissioner Burton said he is not in any rush to vote these people off insurance at all.

Commissioner Ahern said that technically, spouses are not even entitled to any paid Grafton County benefits, which Director Clough and HRD Simpson agreed with.

Commissioner Ahern moved to accept the recommendation from the Benefits Committee and to discontinue the County paid health insurance benefits to the spouses of the 13 retired Grafton County employees which was seconded by Commissioner Burton.

Commissioner Cryans moved to amend the motion to phase this change in over a two year period. Commissioner Ahern would not accept the amendment.

When the vote was taken Commissioners Ahern was in favor and Commissioners Cryans and Burton were opposed.

Commissioner Burton stated that part of the reason he voted that way was because he felt it was important to have compassion for people in their senior years.

Commissioner Ahern said that in "all due respect", these people are not entitled to receive money from the County. He said in essence what is happening is that you are taking money from the taxpayer and giving it over to people who are not entitled in any way to have that money.

Commissioner Ahern then moved to phase out the health insurance benefit to the 13 retirees spouses by 50% this year, beginning July 1, 2012 and another 50% beginning July 1, 2013, thus ending the spouse of retiree free health insurance by that date, which was seconded by Commissioner Burton.

DISCUSSION:

Director Clough said that the committee felt that the County should follow the policies that are in place for every employee and to make it fair for all retirees. She said that this will give these people time to look around for different coverage if they choose do that.

When the vote was taken, Commissioners Ahern and Cryans were in favor and Commissioner Burton was opposed.

Rich Crocker, Executive Director of Community Support Inc. and representative on the state committee on aging arrived to talk to the Board about the future of health care and the hope of allowing people to remain in their homes longer. After bringing forth a lot of information on the possibilities of what could happen with care facilities, Mr. Crocker said it was incumbent upon the Counties to take control, establish leadership and to find a way to avoid managed care.

Ed Rajstater, from Friends of Grafton County Drug Court arrived on behalf of both B. Gasser and the County Attorney's office to ask that the Commissioners vote to approve a grant submission for a grant that would provide a Case Manager who would work out of the Probation/Parole office in the Courthouse. The grant amount would be \$254,566 over a period of two years and the County share would be \$6418 as well as in kind match funds.

The program is for early release of state prisoners and will be handled through probation/parole.

Commissioner Burton moved to approve the grant application which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Burton thought this would be a good way to keep the people out of the state prison and supply probation/parole with another tool.

Commissioner Ahern said he believes the program is laudable but see's this as being another burden on the County Attorney's office.

Mr. Rajstater said it will be under the control the probation/parole. Commissioner Ahern said it seems like this should be a state issue and that he is concerned that once this is taken on then it will have to be fully funded by the County down the road.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Commissioner Cryans signed the representation letter for the single audit from Melanson & Heath which states the County has complied with the requests by them.

Director Clough presented the Board with a draft of the building plaque for the new Correctional Facility. There was some discussions about the plaque and what was going to take place at the ribbon cutting ceremony on the 6th of May.

COMMISSIONER ISSUES:

Commissioner Ahern said he was reviewing the social service agencies that the County funds and he is seeing duplication of services. He said he thought there needed to be a broader look taken in an attempt to save taxpayer money.

Commissioner Ahern attended the opening ceremonies of the Special Olympics that were held at Waterville Valley and said there were about 350 Olympians and a number of law enforcement and other supporters there. He said it was an impressive ceremony overall and there was a lot of good positive spirit.

Commissioners Cryans and Burton attended a 100th birthday party for a resident at the Nursing Home.

12:30 PM With no further business the meeting was adjourned.

12:31 PM Commissioner Cryans reopened the meeting for one more duty.

Director Clough presented a request from Attorney Saffo that the Commissioners appoint Mark Pierce, a Lebanon prosecutor, special Assistant County Attorney so that he can try a case on behalf of the State.

Commissioner Burton moved to approve appointment of Mark Pierce as special Assistant County Attorney which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the appointment.

12:38 The meeting was adjourned

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 March 6, 2012

1) **HR Activity Report** (2/3/12 to 3/5/12)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	2 (2 FT)	LNA
Corrections	2 (1 FT)	CO
County Attorney	2 (2 Temp)	Asst. County Atty, Receptionist
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	3
UNH-Extension	1
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	8 (4 are intermittent)
Nursing Home – Non-Nursing	7 (3 are intermittent)
Non-Nursing Home	7 (3 is intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
MDS Coordinator	Nursing Home	Open to all
RN Team Leader	Nursing Home	Open to all
LNA (2 FT openings)	Nursing Home	2 internal
Dispatcher	Sheriff's Dept	Open to all

Summary –FMLAs for non-nursing home employees have continued to increase. Recruiting two critical nursing positions for the Nursing Home.

2) **Call Out report** – See handout

3) **Wellness** – Wellness Fair on March 15, 2012 from 1pm to 5pm in the Nursing Home's Activities Room. Two additional wellness programs will also be starting soon.

4) **Benefits --** Share Benefits and Compensation Committee's recommendation for Health Insurance as it relates to certain spouses of retirees.

5) **HR Operations**

- Handbooks being distributed to employees
- HR Budget completed

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

- 2/8, 2/15, 2/29 – HRD chaired Grafton County Comp + Benefits meetings
- 2/14, 2/28 – HRD chaired Grafton County Wellness meeting
- 2/7/12 – HRD attended retirement party for Joan Bruce
- 2/8/12 – HRD participated in Department Head meeting
- 2/9/12 – HR Clerk attended Primex's HR Best Practices workshop
- 2/27/12 – HRD was elected to a 3-year term for Cottage Hospital's Board of Trustees