

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

March 6, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: HR Director Clough, Atty. Saffo, Nursing Home Administrator Labore, Todd Eck.

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

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
March 6, 2018

**HR Activity Report (02/02/2018-03/05/2018)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	7 (1 FT, 6 PT)	4 LNA's, 3 Dietary Aides
DOC	1 (1 FT)	1 CO
Deeds	1 (1 FT)	1 Clerk

• ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	6 (3 Per Diem LNA's, 1 Per Diem RN, 2 PT Dietary Aide)
DOC	3 (3 FT CO)

***Reasons:***

Resignation / another job – 4

Retirement – 1

Per Diem Requirements – 2

Discharge - 1

Resigned no reason given - 1

• ***Status Changes/ dept transfers:***

Department:

***Leave of Absences as of March 5, 2018***

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	9 (6 are intermittent, 6 for self, 3 for family)
Nursing Home – Non-Nursing	7 (7 are intermittent, 4 for family, 3 for self)

County Atty.	3	(2 Intermittent, 2 family, 1 self)
Deeds	1	(Intermittent, family)
DOC	2	(1 family, 1 self)
HR	1	(1 self-intermittent)
TOTAL:	23	

**Scheduled to orient March 7, 2018**

Dietary Aides – 2 Part time  
LNA – 2 Per Diem  
CO – 1 FT

**Current Jobs posted/advertised**

Dietary Aide's  
LNA's (4.7 FTE's vacant)  
RN/LPN (6.05 FTE's vacant combined)  
RN- part time DOC  
CO's

Other: There have been 2 health insurance committee meetings with good feedback from employees. Presented 6 scenarios and will be presenting Commissioners with renewal information and numbers towards end of March after confirmation of rates.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
March 06, 2018

Census:

Medicare: 7  
Medicaid: 94  
Private: 26  
Total: 127

Year-To-Date Numbers:

2018 Totals

Admissions (YTD) 13  
Deaths (YTD) 10  
Discharges (YTD) 4

Other Topics:

House Bill 1816 – NHA Labore stated that he has testified in support of HB1816. This bill repeals step 2 of the managed care program which would implement managed care into nursing

homes. He stated that the legislation passed out of committee and the bill is now moving up to the house for a full vote.

#### NHAC/DHHS Alternative Plan Discussions:

- NHA Labore discussed the NHAC LTSS Assessment and the DHHS Planned Step II Implementation with the Commissioners and answered various questions from them. He stated that he will keep the Commissioners updated as they move forward.

Quality Assurance and Performance Improvement Plan Feedback – NHA Labore stated that last month he gave the Commissioners the hard copy and asked them to review it and give him any feedback before he asks Commissioner Lauer to sign the document. The Commissioners requested more time to review it.

DHHS Medicaid Audit – NHA Labore stated that DHHS comes every few years to perform an audit, they are onsite to conduct the Medicaid audit this week.

Littleton High School Hugh Gallen Career and Technical Center LNA Program – NHA Labore stated that they were approached to serve as a clinical sight for this LNA program. They had a sight evaluation last week and passed with flying colors.

Atty. Saffo arrived to discuss an issue with space for her office staff. She stated that she heard a rumor that the Circuit Court lease contract is coming up for renewal. She stated that the two (2) rooms used by the Circuit Court are viewed by her office as very underutilized and they say that with the understanding that they are not making that statement based on really knowing what the space is used for. She stated that if that space is not being utilized and there is a potential to be available to the county she would be remiss if she didn't bring the need for that space to the Commissioners' attention. Commissioner Piper asked about the lawyer's lounge that isn't being used. Atty. Saffo stated that she is happy to write a letter to the Grafton County Bar Association as well but that is up to the Commissioners. Atty. Saffo discussed the history of the lawyers lounge with the Commissioners and after further discussion the Commissioners agreed that it is time to have a conversation with the Grafton County Bar Association and asked Atty. Saffo to reach out to them. CA Libby noted that the new lease contract for the Circuit Court is in the process of being completed and the Commissioners have already agreed to the new financial terms. The Commissioners were all in agreement to have Atty. Saffo reach out to the Grafton County Bar Association regarding their space and the Circuit Court to discuss their space as they have not signed the new lease contract yet.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 27<sup>th</sup> meeting. Commissioners Ahern and Piper had a few edits.

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

The Commissioners signed check registers 1140-1142

CA Libby submitted the Certificate of Vote – BDAS Funding for Commissioner Lauer to sign.

Commissioner Piper moved the following resolution: **RESOLVED:** That the County Administrator is hereby authorized on behalf of the Grafton County Board of Commissioners to enter into the contract with the State of NH for the Bureau of Drug and Alcohol Services funding for the Department of Corrections and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. Commissioner Ahern seconded the motion and all were in favor.

CA Libby submitted Residential Substance Abuse Treatment Grant Paperwork to be voted on and signed by the Commissioners.

Commissioner Ahern moved to accept the RSAT Grant funds and enter into a grant agreement with the New Hampshire Department of Justice. Commissioner Piper seconded the motion and all were in favor.

Commissioner Piper moved to authorize the Chairman of the Grafton County Board of Commissioners to execute any documents which may be necessary for this contract; Commissioner Ahern seconded. All were in favor.

CA Libby submitted the RSAT Grant Certificate of Authority for Commissioner Piper to sign and the Grant Agreement for Commissioner Lauer to sign.

CA Libby submitted an overnight travel request from Dispatch. She stated that Director of Communications Andross is sending up to six (dependent on final schedule) dispatch staff to the annual NH Emergency Dispatchers Training Conference April 9-11, 2018 at the Red Jacket Mountain View Resort in Conway. This is the only dispatch training conference held in New Hampshire and they have been long-term NHEDA supporters.

Commissioner Ahern stated that there are other ways to obtain this training and they need to look at those when being asked to spend taxpayers' money. He asked if only one (1) can attend and bring back the information to their coworkers. CA Libby stated that she is not sure how this training is set up but many trainings have different classes that you can choose from and that would be hard for one (1) person to be able to do. She noted that this money has been budgeted for and the total cost is approximately \$1,872.00.

Commissioner Piper moved to approve the overnight travel request. Commissioner Ahern seconded the motion.

Commissioner Ahern requested that department heads look at new and different ways of doing these trainings.

The Commissioners voted on the motion and all were in favor.

CA Libby submitted the following MicroEnterprise 2018 Application Documents for

Commissioner Lauer to sign.

- HUD Form 2880
- Municipal Certification
- WREN Application
- NCIC Application
- Environment Exemption
  - GRDC-BEDC
  - NCIC
  - WREN

CA Libby requested to go into nonpublic session to discuss a personnel issue.

\* 11:07 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\* 11:12 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

#### Commissioner Issues:

Commissioner Lauer reminded the Commissioners of their budget meeting at 9am on Thursday.

Commissioner Ahern stated that they need to update the Grafton County Master Plan and what they have for resources. Commissioner Lauer stated that she is currently working with someone in Bath that does master plans and she would get in touch with her to find out what it would involve and how much it would cost.

11:21 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,  
Clerk