

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday April 3, 2012

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

OTHERS: Harold Brown, Rachel Clough

9:10 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Maintenance Superintendent Jim Oakes arrived for the opening of the bids for furniture, fixtures and equipment he will need for the new Jail. He said it will take him time to review the bids after they're opened because there are so many possible variables. Commissioner Cryans began the opening of the bids.

**Bench Storage**

| <u>Company</u> | <u>Amount bid</u>          |
|----------------|----------------------------|
| MSC            | No calculated amount found |
| Grainger       | \$21,229.75                |

**Environmental Safety**

| <u>Company</u> | <u>Amount bid</u> |
|----------------|-------------------|
| Grainger       | \$9,397.87        |

**Power Tools & Specialty Equip**

| <u>Company</u> | <u>Amount bid</u>          |
|----------------|----------------------------|
| MSC            | No calculated amount found |
| Grainger       | \$8,633.71                 |

**Hand Tools**

| <u>Company</u> | <u>Amount bid</u> |
|----------------|-------------------|
| Grainger       | \$5,388.20        |

**Hardware & Misc**

| <u>Company</u> | <u>Amount bid</u> |
|----------------|-------------------|
| Grainger       | \$ 986.22         |

**Vertical Mast Lift**

| <u>Company</u>        | <u>Amount bid</u> |
|-----------------------|-------------------|
| MSC                   | \$22,516.47       |
| MB Tractor & Equip    | \$16,875          |
| WB Matthews Machinery | \$16,536          |
| Grainger              | \$19,943.30       |

## **Grounds Equipment**

| <u>Company</u> | <u>Amount bid</u> |
|----------------|-------------------|
| Blackmount     | \$8,350           |
| RN Johnson     | \$9,485           |

Supt. Oakes took all the bids with him to review.

**Nursing Home Administrator Craig Labore** arrived with his report to the Commissioners. Commissioner Cryans began by thanking him for attending the Grafton County Senior Citizen's Council (GCSCC) annual meeting in Lebanon yesterday, saying it was good that he was getting involved in the community.

Census is 135 (full capacity) and has been for at least two weeks.

NHA Labore said the Nursing Home, in conjunction with Service Line and GCSCC, will be organizing informational meetings on the services of Medicaid. They will include a question and answer time and will run approximately an hour. The first one will be held on June 6<sup>th</sup> at the Grafton County Nursing Home Activity room, beginning at 5:30. People can call the Nursing Home to RSVP. Information will be publically noted.

NHA Labore will be working with Northeast Quality Foundation on how to provide better quality care for residents. The Nursing Home will be focusing on staff stability, resident mobility and decreased resident pain. This will all be at no cost to the County.

The Nursing Home will be participating in the Quality of Life Council Learning Collaborative which is meant to improve the quality of life for residents. This will include webinars and an outside meeting but it will provide CEU's for staff who attend.

Commissioner Ahern expressed concern that this would create more work for staff which may end up leading to the need for more staff. NHA Labore said that the only real commitment was to attend the webinar and meeting but this will help prepare the staff for the new survey system.

NHA Labore said he sits on the board for the Long-term Care Foundation (non-profit) and they are opening up applications for scholarships for Nursing Home staff which he will encourage.

NHA Labore gave an overview of the Patient Protection and Affordable Care Act as it pertains to the Nursing Home per the request of Commissioner Ahern.

Commissioner Burton requested that any Nursing Home employee who participated in any of the aforementioned programs receive a signed letter from NHA Labore documenting their participation, and that a copy of the letter be put into their personnel file.

Commissioner Cryans said he is pleased with all the things that NHA Labore has been involved with since coming on board, both locally and in the community.

Commissioner Burton said that both he and NHA Labore were invited to a breakfast at the

Horseshadow Senior Center on the 17<sup>th</sup> of April.

**Human Resource Director Mike Simpson** arrived with his report \*(see attached) and reviewed it with the Commissioners. HRD Simpson also provided a charted report which showed the areas where employees resided which included NH, VT and other Counties. This report was done at the request of Commissioner Ahern. \*(see attached)

The Wellness Fair that was held last month was very successful with 85 employees attending. Commissioner Ahern said it was a very good event and the other two Commissioners agreed.

The turnover report was reviewed.

HRD Simpson presented recommendations from the Benefits and Compensation Committee, whose main recommendation was to switch from Primex (who will no longer offer health insurance), to Local Government Center as of July 1, 2012. A health insurance comparison was given to the Board which included four choices along with their premiums. Director Clough said that if the County chooses to go with LGC then there will be a reduction of \$350K in the budgets that were already presented but the benefits to the employee will remain close to the same.

Commissioner Cryans commended the committee for all the hard work they've done and Director Clough replied that it really did amount to a lot of work looking at the various plans and comparing everything. She said they spent much time as a group reviewing everything and then deciding.

The committee also recommended that a 12<sup>th</sup> step be added to the technical wage scale which would then make it comparable to all other wage scales. Director Clough said there would be a cost of approximately \$32K to implement this.

Commissioner Cryans said that for full disclosure he served on the board of LGC for about ten years but has not served for almost two years and has no intention of returning.

Commissioner Ahern said he is still uncomfortable with the lawsuit LGC has going and asked if there might be a problem if for some reason LGC had to abandon their ability to offer health insurance mid-stream. Director Clough said she can't imagine the courts ever ordering that, saying that LGC currently covers thousands of people. HRD Simpson said he could ask LGC that question.

Director Clough said she would like to see the Commissioners make a decision as soon as possible so the County could move forward and get everything set up. Commissioner Cryans felt he was ready to decide and said that health insurance has generally been on the rise and what this recommendation is showing is a decline in costs to the County.

Commissioner Burton moved to select LGC as the health insurance carrier for the County which was seconded by Commissioner Cryans.

## DISCUSSION:

Commissioner Ahern said he would like to have his question answered first regarding the LGC lawsuit and County coverage. Commissioner Cryans said he still feels that LGC is a strong company and feels comfortable making the decision today.

There was more discussion. Commissioner Cryans said he would be willing to wait one week but wants to move forward on this by next Tuesday and will make the motion himself if that's what it would take.

Commissioner Cryans withdrew his second and Commissioner Burton withdrew the motion.

Commissioner Ahern requested to go over the Employee Handbook and the Board began with Chapter 5. HRD Simpson said that depending on what was decided for an insurance carrier some things would change anyway.

There was long discussion about plans that are offered by the County which are pre-tax. Commissioner Ahern was concerned that the County could become liable for offering tax advice. Commissioner Cryans didn't agree that that was what the text was suggesting and there was a difference of opinion. Commissioner Burton asked if HRD Simpson had an attorney review the handbook beforehand and he said that he did, however, HRD Simpson said he will seek further advice as to the wording of this particular area.

There was a discussion about double coverage insurance for employee and spouse and whether or not that practice should continue as it poses no benefit at all to the County.

In regard to the community service benefit, Commissioner Ahern said he felt it was an insult to the employees to have paid community service saying it was if the County had to pay people to do community service. He said he feels that benefit should be removed and does not feel the taxpayers should be paying for this.

He also said that he thinks the Election Day should be omitted as a holiday and perfect attendance should go as well. No decisions were made as this was just a discussion for input and change.

Commissioner Cryans asked if everyone had read the minutes from the March 20<sup>th</sup> meeting and if there were any edits. Commissioner Ahern said that he felt the calculated figures of Supt. Oakes regarding the repair of the Admin building should be removed from the minutes. He said that leaving them in would give potential bidders of the project inside information. The cost of the project was discussed openly in a meeting and figures were supplied by Supt. Oakes. Commissioner Cryans said that the information was available on audio as well as on the video and didn't think that information should be removed from the written documentation. Commissioner Ahern disagreed.

Commissioner Burton moved to approve the minutes from March 20, 2012 which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor while Commissioner Ahern was opposed.

Commissioner Cryans asked if everyone had read the minutes from the March 22<sup>nd</sup> budget meeting and if there were any edits.

Commissioner Ahern said that he does not feel the word “agency” should be used to describe the social service organizations and wanted the wording changed. He said that an agency denotes the government while an organization, in this situation, is non-profit. He said he would like to definitely have his words changed from agency to organization when discussing the entity and he would also like to see the titles on the minutes changed as well. Sec. Martino said she had taken that information directly from the report of Cindy Swart, in the order they were reviewed. Commissioner Cryans said he didn’t see how the words that came directly from the report, which have been stated that way for a number of years, be changed from what was written in it. Commissioner Ahern disagreed. There was a long discussion and disagreement of how the minutes should be written and corrected. Commissioner Burton said he feels the words are interchangeable and he wasn’t going to vote to change anything other than the words of Commissioner Ahern if that’s what he requested.

Commissioner Burton moved to approve the minutes with the edits of Commissioner Ahern’s words only which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

The Commissioners signed the check registers.

The annual Grafton County Economic Development Council’s meeting will be held at the Mountain Club at Loon Mountain in Lincoln on the 19<sup>th</sup> of April from 5 – 7 PM. All three Commissioners will be attending.

Director Clough presented an educational assistance request for an employee and said that the class had actually begun in January but the request was just turned in. Director Clough said that the employee had accompanied the request with an explanation as to how this happened. Director Clough also said that right now there is only \$308 left in the educational fund. Commissioner Burton asked if Director Clough if she approved this request and she said she did, however, only for the amount of money that remains.

Commissioner Ahern said this would be the second application that was not in accordance with the policy manual and asked why they even bother having a policy if it’s not followed. Commissioner Burton said it could be changed to allow flexibility. Commissioner Ahern said he has to follow rules in his profession and if he doesn’t then he’s sanctioned. Director Clough said she feels the County is trying to help people with their education and Commissioner Burton said it’s a good program and helps people. Commissioner Ahern agreed that the program was worthy, he just thought that the rules should be followed as per the policy manual. There was further discussion about the request.

Commissioner Ahern said he feels it is unfair to other employees who follow the rules.

Commissioner Burton moved to approve the educational assistance request for the money remaining in the account which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor while Commissioner Ahern was opposed.

Director Clough gave the Commissioners the outstanding debt report.

The Commissioners reviewed the Dept of Corrections Superior Court report.

Director Clough gave the Commissioners copies of the updated budget with all new information so they could review it for next week. The first day of their recommendations will be the 12<sup>th</sup> of April.

Commissioner Cryans asked if the towns in Grafton County would be better or worse with the new cost figures from the new Jail and Director Clough replied that they would be much better off.

Director Clough said that there are no figures in the budget for the biomass but there would be no money needed for FY13 if they decide to fund through the bond bank. She also said that the budget doesn't contain any employee negotiation information.

Commissioner Burton said that there will be informational meetings regarding the managed care at the Plymouth Senior Center on the 16<sup>th</sup> of April from 2 – 4 PM and at the Lancaster Town Hall on the 11<sup>th</sup> of April from 2 – 4 PM.

There will be a NHAC Executive Committee on Friday at Primex.

Commissioner Cryans noted that Commissioner Burton was the guest speaker at the Grafton County Senior Center's annual meeting.

12:45 PM The meeting was adjourned

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Raymond S. Burton, Clerk

Grafton County Human Resources Report  
 Mike Simpson, Human Resources Director  
 April 5, 2011

1) **HR Activity Report** (3/1/11 to 4/1/11)

- *New Hires*

| <u>Department</u>    | <u>#</u>                | <u>Position(s)</u>     |
|----------------------|-------------------------|------------------------|
| Nursing Home         | 2 Full-time/1 Per Diem  | LPN/LNA/RN             |
| Sheriff's Department | 1 Per Diem              | Court Security Officer |
| Corrections          | 2 Full-Time/2 Part-time | 2 RNs + 2 COs          |
- *Separations*

| <u>Departments</u> | <u>#</u> |
|--------------------|----------|
| Nursing Home       | 7        |
| Corrections        | 3        |
- *Leave of Absences*

| <u>Department</u>          | <u>#</u>                |
|----------------------------|-------------------------|
| Nursing Home – Nursing     | 13 (8 are intermittent) |
| Nursing Home – Non-Nursing | 3 (2 are intermittent)  |
| Non-Nursing Home           | 1                       |
- *Current Openings*

| <u>Positions</u>          | <u>Department</u> | <u>Status</u>          |
|---------------------------|-------------------|------------------------|
| Skilled Maintenance Ass't | Maintenance       | Open to all applicants |

Summary – With several pending hires coming on board in April, we will be fully staffed in the Department of Corrections and in the Nursing Home. Only current opening we are recruiting for is a Skilled Maintenance Assistant (new position).

2) **Union** – Had initial meeting with Union on March 30<sup>th</sup>. Next meeting is not scheduled until April 20<sup>th</sup>.

3) **Budget** – See supplement handout regarding budget line item 01.4130.371 (Outside Counsel).

4) **Call outs** – As a follow up from Commissioner's meeting on 3/1/11, a discussion on callouts occurred with Department Heads in March. We enforced some internal processes to be able to create an automated monthly report on the amount of call outs. The monthly report will be listed by department without specific employee information.

5) **Social Security issue with Group II** – There was an issue whether or not rehired part-time Group II rehired annuitants are exempt from Social Security taxes. Initially it appeared we had 17 current/former employees that fit in that criteria. After discussing it with IRS and SSA it was determined that our part-time Group II employees are not exempt from Social Security. We do have 1 full-time employee who is a rehired annuitant and payroll has filed an amended return to get back employer's and employee's share of social security.

5) **Internal HR Operations** –

- Currently working on a comprehensive report necessary for GASB 45.
- Mike represented Grafton County on an unemployment appeal hearing in Lebanon on 3/15/11.
- Completed HR budget.
- Currently analyzing health insurance as it relates to costs and plan design changes.