

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

April 5<sup>th</sup>, 2016

PRESENT: Commissioners Cryans, Lauer and Richards. CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Forester Jim Frohn, HRD Cramer, NHA Labore, Melissa Belanger.

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

Commissioner Cryans asked for a moment of silence for Hillsborough County Commissioner Carol Holden who passed away.

Forester Frohn arrived and stated that he had the report of the wood that was cut from the timber sale. He stated that he needs Commissioner Cryans to sign off on the paperwork.

Forester Frohn stated that he is thinking about putting together a workshop on identifying floodplain forest and fiddleheads. He stated that he is also thinking about cooking up some of the fiddleheads and allowing people to sample them but wanted to check with the Commissioners to make sure that it was ok. The Commissioners were in agreement that he can put together a workshop.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 29<sup>th</sup>.

Commissioner Lauer moved to approve the minutes from March 29<sup>th</sup>. Commissioner Richards seconded the motion and all were in favor.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report  
Donna Cramer, Human Resources Director  
April 5, 2016

1) **HR Activity Report** (3/1/16 – 3/31/16)

• ***New Hires***

Department	#	Position(s)
Nursing Home	9 (4 FT, 1-3/5, 4 PT/PTD)	6 LNAs, 1Seamstressr, 1 cook, 1 Diet Aide
	9	

• ***Separations***

Departments	#

Nursing Home                     $\frac{8}{8}$  (1 FT, 3-3/5, 4 PD)                    5 LNAs, 2 Seamstresses, 1 Housekeeper

**Reasons:**

- 1 Termination – Attendance
- 2 Resignation – No reason given
- 1 Resignation – No notice
- 3 Termination – Inactivate Per Diem- couldn't meet shift requirements
- 1 Termination – During probationary period

- **Leave of Absences as of March 31, 2016**

Department	#	
Nursing Home – Nursing	14	(6 are intermittent, 10 for self, 4 for family)
Nursing Home – Non-Nursing	6	(5 are intermittent, 1 for self, 5 for family)
Non-Nursing Home	<u>5</u>	(3 are intermittent, 2 for self, 3 for family)
TOTAL:	25	(February report = 22)

(8 LNAs, 4 LPNs, 2 RNs)

- **Current Openings (as of April 5, 2016)**

Positions	Department
RN (0 FTE)	Nursing Home (.75 over last month)
LPN (6.2 FTEs)	Nursing Home (6.2 last month)
LNA/MNA (4.0 FTE's)	Nursing Home (compared to 10.05 in February)
Civil Secretary FT	Sherriff's Department
Housekeeping Aide–3/5 Status	Nursing Home
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers	Corrections – PT/PD, ongoing posting

Three LNAs (1 FT, 2 PT/PD) scheduled to date for April 6 orientation

Three LNAs (3 FT) scheduled to date for April 20 orientation

Commissioner Richards asked when the Loan Forgiveness program would take place. HRD Cramer stated that the group they are targeting is this May's graduates. They are currently sending out notices to the schools. They would hire the nurses before the start of FY17 but their first reimbursement out of the loan forgiveness program wouldn't be until fiscal year 2017, and then would be dispersed quarterly.

\*9:27 AM - Commissioner Richards 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:46 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor. NHA Labore arrived and gave the following report

NHA Labore arrived with Melissa Belanger and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
April 5, 2016

Census:

Medicare: 6  
Medicaid: 84  
Private: 31  
Total: 121

Year-To-Date Numbers:

Admissions (YTD) 25  
Discharges (YTD) 4  
Deaths (YTD) 20

- 1) Nursing Home Electronic Health Record Implementation NHA Labore stated that the clinical portion has a go live date of September 1<sup>st</sup> and his staff is excited about the change.
- 2) CARE Training Update – NHA Labore stated that they were scheduled to have these training sessions throughout the next few months and with HRD Cramer leaving next month NHA Labore stated that he is going to try and take on the challenge.
- 3) Peer Mentor Training Update – NHA Labore stated that he had budgeted for this program in this year's budget but with the end of the construction getting pushed back the program never made it off the ground. He stated that they have finally selected the peer mentors for the program. He stated that they have selected four (4) LNAs for training to be peer mentors. They will do all the training for new LNA's in the Nursing Home. Newly hired LNA's will be in the program for about six (6) weeks depending on the new LNA and prior experience.
- 4) Cottage Hospital Geriatric Psychiatry Unit – NHA Labore stated that Cottage Hospital is planning to construct this unit. When they opened the new Rowe Health Clinic across the street they moved the rehabilitation unit to that building. They are refurbishing the old rehabilitation unit into a ten (10) bed unit for people 65 years and older. NHA Labore stated that there is a real need for this unit in the area and across the state. This unit is designed for a short term stay to stabilize the patient and get them back into their setting they were previously at with support. The plan is to have this up and running mid-September.

NHA Labore requested to go into nonpublic session.

\* 10:09 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:16 AM Commissioner Cryans declared the meeting back in public session.

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

Commissioner Cryans stated that he along with Commissioner Lauer and Commissioner Richards attended the GCSCC Annual Meeting and it was very well attended.

\* 10:18 AM - Commissioner Richards moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*11:09 AM Commissioner Cryans declared the meeting back in public session.

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

Commissioner Lauer moved to appoint Karen Clough to the position of Human Resources Director. Commissioner Richards seconded the motion and all were in favor.

The Commissioners invited K. Clough into the meeting to let her know they had appointed her as the new Human Resources Director effective May 15, 2016. She thanked the board for the opportunity and stated that she will work very hard.

The Commissioners signed check registers 736-737; 1159-60; 1162; 1164.

CA Libby submitted a CDFA Drawdown – NCIC 2015, Micro - \$8,500 – for Commissioner Cryans to sign.

CA Libby submitted a Certification of Yield Taxes Assessed form for all three (3) Commissioners sign.

CA Libby submitted a Plymouth Senior Center Environmental form for Commissioner Cryans to sign.

CA Libby read a letter from the Community Health Services Network-1115 Region 5 to the Commissioners in regards to the County participation in Region 5 building capacity for transformation for the 1115 Medicaid Waiver Program.

CA Libby stated that she is working on a response to the letter from Chief Smith.

CA Libby stated that the Alternative Sentencing Director interviews are being held on Friday and they have three (3) candidates that they will be interviewing.

CA Libby asked the Commissioners if they had some idea target wise where they would like to be with the budget. She stated that as of right now they are around 10% increase in the amount to be raised by taxes and the expense budget is only up 1.7%. CA Libby stated that she will have a preliminary budget put together this Thursday for the Commissioners to have to review for the week until their next meeting.

Commissioner Lauer stated that she attended a North Country Council meeting last week; they have developed a planning board tool to evaluate businesses sustainability in terms of community, economic and environmental impact and they are going to send it out to many town planning boards to look at and the only town in Grafton County that is involved right now is Woodstock. She also stated that she is a member of the byways committee which has been granted intervenor status.

CA Libby submitted the following Stepping Up Initiative Resolution for the Commissioners approval. **“Stepping Up to Reduce the Number of People with Mental Illnesses in Jails”**

**WHEREAS**, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year;

**WHEREAS**, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general public;

**WHEREAS**, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders;

**WHEREAS**, adults with mental illnesses tend to stay longer in jail and, upon release, are at a higher risk of recidivism than people without these disorders;

**WHEREAS**, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs;

**WHEREAS**, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

**WHEREAS, GRAFTON COUNTY, NH** and all counties take pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

**WHEREAS, GRAFTON COUNTY, NH** has developed a Mental Health Court in our County to give the mentally ill an alternative to traditional incarceration; and

**WHEREAS**, through Stepping Up, the National Association of Counties, The Council of State Governments Justice Center, and the American Psychiatric Association Foundation are encouraging public, private, and nonprofit partners to reduce the number of people with mental illnesses in jails.

**NOW, THEREFORE, LET IT BE RESOLVED, THAT WE, The Grafton County Commissioners**, Michael J. Cryans, Chairman; Martha B. Richards, Vice-Chairman and Linda D Lauer, Clerk, do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees, and residents to participate in Stepping Up. We resolve to utilize the comprehensive resources available through Stepping Up to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails;
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels;
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community;
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers;
- Implement research-based approaches that advance the plan; and
- Create a process to track progress using data and information systems, and to report on successes.

Commissioner Lauer moved to adopt the Stepping Up Initiative resolution.

Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans stated at the NHAC Executive Committee meeting he reached out to the other counties to have a Commissioners' Council on the road meeting. Strafford County has volunteered to be the host. They have a tentative date of June 16<sup>th</sup>.

11:49 AM With no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk