

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Highway  
 North Haverhill, NH 03774  
 May 2<sup>nd</sup>, 2017

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore, DoC Supt. Elliott.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 May 2, 2017

**HR Activity Report (04/05/2017-05/02/2017)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	5(3 FT, 2 PT)	3 LNA, 1 Housekeeper, 1 LPN

- ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	2 (PT)
DOC	1 (FT)
Sheriff's Dept.	1 (FT)
County Atty's Office	1 (FT)

***Reasons:***

- 2 Retirement
- 1 Probationary termination
- 1 Resigned – Unhappy with position
- 1 Resigned no reason given

- ***Status Changes:***

Department:  
 Nursing Home: 1 FT LNA to per diem  
                   1 FT RN to per diem  
                   1 PT CO to FT  
                   1 Special Deputy to FT Deputy

- ***Leave of Absences as of May 2, 2017***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	9	(8 are intermittent, 6 for self, 2 for family)
Nursing Home – Non-Nursing	5	(5 are intermittent, 4 for family, 1 for self)

Corrections	1	(1 intermittent, 1 for family)
Farm	1	
TOTAL:	16	

**Scheduled to orient May 3<sup>rd</sup>**

2 Per Diem LNA's  
1 PT Dietary Aide

**Current Jobs posted/advertised**

Dietary Aide's  
LNA's (9.15 FTE's vacant)  
RN/LPN (5.9 FTE's vacant for LPN's and 1 vacancy for RN's  
Case Manager  
Deputy Sheriff  
Legal Asst.

HR Director Clough stated that they started their first internship program with Woodsville High School. There is student is coming every afternoon and working in the Purchasing Department and Dietary as well. She stated that they are looking forward to getting this program started.

DoC Supt. Elliott arrived and requested to go into nonpublic session.

\* 9:09 AM - Commissioner Piper 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 Ahern 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.

\* 9:13 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 that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 26<sup>th</sup> meeting and the April 27<sup>th</sup> budget meeting. Commissioner Ahern had an edit to the April 27<sup>th</sup> budget meeting.

Commissioner Ahern moved to approve the April 26<sup>th</sup> minutes. Commissioner Piper seconded the motion and all were in favor.

Commissioner Ahern moved to approve the April 27<sup>th</sup> Budget minutes as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 64; 1173-1178.

Union Negotiations with NCEU – County Administrator Libby stated that they have started negotiations with the NCEU last week. They have three (3) more meetings scheduled in May where they plan to mainly focus on the financial sections of the contract to have them finalized by July 1<sup>st</sup>. They have still not heard from the UE for the Nursing Home Union Negotiations.

CA Libby stated that Alternative Sentencing Director had requested to upgrade his Administrative Assistant position to the Case Manager position and make it effective immediately. He had asked CA Libby to follow up with the Commissioners if they have made a decision to allow him to upgrade that position effective immediately. The Commissioners discussed the issue. Commissioner Ahern asked if the work load is there to warrant this upgrade. CA Libby stated that she cannot answer that question herself but she was told that the cases are there. Commissioner Ahern stated that he had a chance to read the Alternative Sentencing Director's last performance evaluation and stated that he will be voting against this request. This request was supposed to be effective July 1<sup>st</sup> not immediately. Commissioner Lauer stated that she will be voting yes as there are only two (2) months left in the fiscal year and the financial impact of upgrading that position now is low.

Commissioner Piper moved to upgrade the Administrative Assistant position to a Case Manger position effective immediately. Commissioner Ahern seconded the motion for discussion purposes. The Commissioners voted on the motion. Two (2) Commissioners, Piper and Lauer were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Budget Update – CA Libby stated that she is currently working on the budget notes. She stated that they hope to have budgets ready to print by tomorrow and have them out in the mail by the end of this week or beginning of next week.

#### Commissioner Issues:

Commissioner Piper stated that on the weekly phone call for the NHAC Legislative Committee they learned that SB 155 had an amendment by Commissioner Maglaris to have Medicaid Managed Care start date moved back to July 2019 instead of January 2019. It came out of the Committee and is scheduled to go onto the consent calendar when it goes to the floor of the house which means it will not need a vote. They are expecting that one (1) representative may pull it off of the consent calendar and want to discuss it. Commissioner Piper stated that she will contact that representative.

Commissioner Ahern attended the Stress 101 workshop on Friday at the Nursing Home. He stated that there were six (6) in attendance at the session he attended. The representative from Interlocal Trust was very nice and informative.

Commissioner Lauer noted that the Conservation District Annual Meeting is Thursday night.

Nursing Home Administrator Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioners' Report  
May 02, 2017

**Census:**

Medicare: 5  
Medicaid: 100  
Private: 25  
Total: 130

**Year-to-Date Numbers:**

2017 Totals

Admissions (YTD) 22  
Deaths (YTD) 15  
Discharges (YTD) 5

**Other Topics:**

Impacts on GCNH

- 1) Medicaid Managed Care
  - a. SB 155 – NHA Labore stated that they are looking at least a two (2) year delay as of right now.
  - b. Cheshire County Presentation – NHA Labore stated that this was a very well attended event. The Commissioners were all in attendance.
- 2) State Survey Window – NHA Labore stated that this window officially opened yesterday. Anytime from now until December they can expect the State Survey to come through the nursing home.
- 3) CMS Regulatory Update
  - a. Emergency Preparedness Rule – NHA Labore stated this takes effect November 15<sup>th</sup> of this year. It is a requirement of all health care providers. There are different expectations at different levels. He explained that for the Nursing Homes it is about developing very formalized emergency preparedness policies. There are four (4) main components to it and they are as follows:
    1. Developing a Risk Assessment
    2. Develop a plan for the Risk Assessment
    3. Put Policies and Procedures in place for the Risk Assessment
    4. Training Staff
  - b. Quality Assurance and Process Improvement Program – NHA Labore stated that he will be reviewing this plan with the Commissioners as it is the new requirement from CMS that will put quality in the hands of the front line staff. He

stated that he will keep the Commissioners up to date as this process moves forward.

CA Libby handed out a rough draft of the budget notes to be included in the Commissioners Proposed FY18 Budget. The Commissioners reviewed the letter and discussed various changes and edits they would like to have made.

11:05 AM With no further business the meeting adjourned

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Wendy A. Piper, Clerk