

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Hwy  
 North Haverhill, NH 03774  
 May 7, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: HR Director Clough, Sheriff Stiegler, Captain Kelly, Office Assistant/Dispatcher Thayer Paronto, Nursing Home Administrator Labore, Finance Manager Jurentkuff.

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  
 May 7, 2019

**HR Activity Report (04/02/2019-05/07/2019)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
DOC	3 (3 FT)	3 CO's
Nursing Home	3 (1 FT, 1 PT, 1 PD)	1 LNA's, 1 Dietary Aide, 1 Laundry Aide,
County Atty's	2 (1 FT, 1 PT)	1 Asst. County Atty, 1 Grant Program Coord.
Farm	1 (1 PT)	1 Asst. to Farm Manager
Sheriff	1 (1 PT)	1 Special Deputy

• ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	8 (3 PD LNA, 2 FT LNA, 1 PT Dietary Aide, 1 PT Unit Aide, 1 FT Laundry Aide)

***Reasons:***

- Resigned for work elsewhere - 2
- Probationary Termination -2
- Resignation no reason given – 2
- Relocating – 1
- Retirement - 1

• ***Status Changes/ dept transfers: 1 PT Dietary Aide to FT Laundry Aide***

***Leave of Absences as of May 6, 2019***

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	18 (16 are intermittent, 1 for self, 7 for family)

Nursing Home – Non-Nursing	10	(8 are intermittent, 5 for family, 5 for self)
County Atty.	2	(2 intermittent family)
HR	1	(1 intermittent self )
DOC	1	(1 intermittent self)
<b>TOTAL:</b>	<b>32</b>	

**Scheduled to orient 05/15/19**

2 Per Diem LNA's

**Current Jobs posted/advertised**

LNA's (5.5 FTE's vacant)  
 RN/LPN (8 FTE's vacant combined)  
 CO's  
 PT Dietary Aide  
 Dispatcher  
 Assistant Herdsman

Other: Attended Career Fair at Bretton Woods, April 30<sup>th</sup> hosted by Littleton High School Extended Learning and open to the public, Benefits Fair scheduled for May 30<sup>th</sup>, Open Enrollment has begun. Able to renew Dental and Vision insurance with no rate increase.

Report on Talent Acquisition Conference – HR Director Clough stated that she attended the conference in Nashville, TN and came back with many great ideas. They have hired someone for the new HR/Payroll position and recruitment is going to be one of the focuses of this position.

HR Director Clough stated that she is requesting approval to update the employee handbook to state that the DOC Personnel files will be located in Human Resources. She stated that right now the files are located in the DoC and all other department's personnel files are located in HR. She stated that she has spoken to Supt. Elliott about this and he has no objections to relocating these files. The Commissioners agreed to allow the change.

HR Director Clough stated that they have a new process with evaluations. Payroll used to do some departments and HR has always done the Nursing Home. She stated that last July that process was changed and now HR handles all evaluations. Since they have taken on all evaluations, each month HR audits the master evaluation spreadsheet for employees who are due that month. During the audit for May they found that there is a Deputy Sheriff who was a part time special deputy that became full time in 2014 at a step 10. At that time, he should have been put on the master evaluation spreadsheet and been due merit increases and he never was. He was eligible to receive a merit increase based on his evaluation that next May in 2015 and did not receive it. He has never received his final step or evaluations for the last five (5) years. This employee is eligible for a retro step increase which amounts to roughly \$7,000. She stated that Sheriff Stiegler had requested that she inform the Commissioners about what had happened.

Sheriff Stiegler arrived to discuss a few requests with the Commissioners.

He stated that Director of Communications had sent the Commissioners a letter stating that one of his dispatchers won a scholarship to attend the National Emergency Number Association's

annual training conference in Orlando, Florida from June 14<sup>th</sup> – 19<sup>th</sup>. The scholarship covers the registration to the conference, registration for a pre-conference course and a \$1,000 travel stipend. There is a total cost of roughly \$750 in un-reimbursed expenses which they have available in the Dispatch travel line.

**MOTION:** Commissioner Piper moved to approve the out of state travel request as presented by Director Andross. Commissioner Morris seconded the motion and all were in favor.

Sheriff Stiegler stated that Deputy MacKay has been accepted into the DEA Basic Narcotics School at the Connecticut State Police Academy. He stated that the training is June 3<sup>rd</sup> – 14<sup>th</sup> and is covered in full except for lodging. He stated that the funds are in his budget to cover those costs and he is requesting approval for out of state travel.

**MOTION:** Commissioner Morris moved to approve the out of state travel request. Commissioner Piper seconded the motion and all were in favor.

Sheriff Stiegler stated that New Hampshire Attorney General's Drug Task Force reached out to them and asked if they could use an additional \$20,000 in Drug Task Force funding for the months of May and June. There are additional responsibilities associated with this additional funding in regards to how the billing is handled. These additional responsibilities were discussed with the Commissioners and Sheriff Stiegler stated that they are capable of handling the responsibilities.

**MOTION:** Commissioner Piper moved to accept the additional \$20,000 in Drug Task Force grant funding. Commissioner Morris seconded the motion and all were in favor.

**MOTION:** Commissioner Piper moved to authorize the Sheriff to execute the documents necessary for the grant. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 30<sup>th</sup> meeting. Commissioner Lauer and Commissioner Piper had a few edits.

**MOTION:** Commissioner Piper moved to approve the minutes from the April 30<sup>th</sup> meeting as amended. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that Sue Ellen Griffin from West Central Behavioral Health will be retiring at the end of September. They are hoping to have someone hired by July.

CA Libby stated that one (1) of the farm tractor needs an engine rebuilt which will cost roughly \$7,000. She stated that it is a tractor the farm needs for the upcoming season. She stated that they will need to start thinking about replacing that tractor in the future as it is an old tractor and they need to think about how much money they want to put into repairs.

CA Libby stated that last week Supt. Oakes had asked if the Commissioners would consider implementing a policy so the property would be a pet free property except for service dogs. His

concern is with dogs in employee's offices. The Commissioners discussed the request and stated that it is not an easy decision to make as the Nursing Home has therapy dogs for the residents that are not service dogs. They all agreed that this is something they need to think about further before making a decision.

CA Libby requested to go into nonpublic session.

**MOTION:** \* 9:47 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 10:15 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper 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 Morris seconded the motion and all were in favor.

Commissioner Lauer attended the Twin State Fire School and gave the welcoming speech.

All three (3) Commissioners attended the FIRRM Graduation last week at the DoC.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report:  
May 7, 2019

Census:	FY '19 Budgeted Census:
Medicare: 6	Medicare: 4
Medicaid: 78	Medicaid: 98 (Daily rate= \$176.61)
VA: 1	VA: 0
Hospice: 4	<u>Private: 27</u>
<u>Private: 29</u>	Total: 129
Total: 118	

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 17

Deceased Residents: 12

Discharges: 8

NHA Labore noted that last month when he presented his report they had just had four (4) residents transfer onto the Medicare hospice program which changes their payer designation which he did not catch when he pulled the numbers for his report. He had quoted 116 residents in last month's report and the actual census was 120.

Monthly Financial Review – Finance Manager Jurentkuff stated that on May 14<sup>th</sup> they will have their second Veteran contract. They are still above budget with revenue despite their low census due to the increased Med A census, private pay census and the VA contract. She stated that on the expense budget they continue to see the increase in the Medicare budget with the labs and pharmacy due to the increased census but the increased revenue is offsetting those expenses.

April 15<sup>th</sup> Closed POD (Point of Dispensing) Drill Recap – NHA Labore stated that the drill was from 9am – 12pm. It went really well and a lot of people were involved. They will be meeting again next week to do an after- reaction discussion and finalize their plan.

May 8<sup>th</sup> Generator Project – NHA Labore stated that the Maintenance Department will be adding a couple of pieces of equipment to the generator to make the entire nursing home covered by the generator.

May 16<sup>th</sup> Meeting w/ Dr. Jean Coffey – Plymouth State University – NHA Labore stated that he will be having a meeting to discuss the clinical site at the nursing home that will begin next January.

Dietary Department Recognition – NHA Labore stated that their food service company CURA has recognized the Dietary Department on their deficiency free state survey.

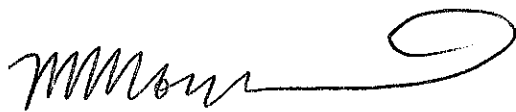
Commissioner Piper asked where the increased Medicaid rate money is coming from. NHA Labore stated that the intent of SB308 is to use the State's General Fund.

CA Libby stated that there will be an NHAC Executive Committee meeting on Friday. She stated that she spoke with HR Director Clough and she has agreed to be on the NHAC Executive Committee

**MOTION:** Commissioner Morris moved to appoint Human Resources Director Karen Clough to the New Hampshire Association of Counties Executive Committee. Commissioner Piper seconded the motion and all were in favor.

10:55 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MMorris', with a large, decorative flourish at the end that loops back to the right.

Marcia Morris,  
Clerk