

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday June 5, 2012

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

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

Sheriff Dutile and Communications Director Tom Andross arrived to discuss a Dispatch billing issue with the Commissioners. This is the first full fiscal year billing cycle and the town of Piermont has come on as a new client. It was estimated that calls from Piermont would not exceed 600, however in actuality that number ended up at 1900. The cost for this was far more than Piermont had expected. The question was whether or not the Commissioners wanted to make a one time adjustment to the billing and let Piermont get a handle on the calls. Sheriff Dutile said this was done for the town of Wentworth because of the same issue.

The suggestion was to charge Piermont for calls calculated by an average and then charge them next year for exactly what their usage is.

Commissioner Burton said he would be in favor of an adjustment but thought that the Police Chief and the Selectboard should be informed as to this adjustment. The Sheriff and Director Andross said they had intended to speak with them and to let them know the consequences of a high number of calls to Dispatch.

Commissioner Ahern asked if additional staff was needed at Dispatch to handle the calls that came in and Director Andross replied no.

Commissioner Burton moved to agree to a one time adjustment in Dispatch billing for the town of Piermont which was seconded by Commissioner Ahern. All were in favor.

Sheriff Dutile said that Grafton County Sheriff's Dept. would be receiving a lump sum of money from a grant that would be used for alcohol enforcement and would allow them to address some of the issues that the towns have been having with littering and other related issues with alcohol.

Nursing Home Administrator Craig Labore arrived and presented his report to the Commissioners. Census is at 134 with one admission expected. He said there are six people on a wait list.

- The Medicaid Informational meeting will be held tomorrow from 5:30 PM to 6:30 PM in the Activities room in the Nursing Home.
- There will be a volunteer luncheon Friday at 11:00 AM. Commissioner Cryans asked how many people were expected and NHA Labore said approximate 20-30.
- NHA Labore gave a staffing update and said that a new MDS Coordinator had been hired and that he wanted to publically thank Lora Chase for her interim work as MDS Coordinator.

The new managed care for NH Medicaid will begin in nursing homes in January of 2014.

Eileen Bolander had given a presentation at NHACo and NHA Labore gave a brief overview of what she said. He said that from the affiliate's perspective they're still not sure what the system will look like but the hope is that they will have some input in the system. There was some discussion about other issues and Commissioner Burton asked NHA Labore to keep the Board informed as to what was going on. NHA Labore said it would be a help if the other two companies which they had not heard from, could attend an affiliate meeting and Commissioner Burton said he could take care of that.

Commissioner Ahern said that the request to have the new managed care for nursing homes could lead to the need to hire more people to implement the system, which to him sounded like an unfunded mandated and he asked that NHA Labore look into that possibility.

Commissioner Burton complimented NHA Labore on his first presentation to the Executive Committee on the budget yesterday.

Commissioner Ahern asked how the Nursing Home monitors Hepatitis C. Commissioner Cryans asked for a medical explanation of exactly what Hep C is. NHA Labore said he would have to refer to a medical authority for that and bring that information back to the Board. Commissioner Ahern said in light of what is happening in another part of the state, the County should be proactive in checking for Hep C.

Commissioner Ahern asked where the drinking water for residents comes from and Director Clough and NHA Labore said they assumed it is tied to the town water supply. Commissioner Ahern wanted to know if the juices that were served were made from water and where that water came from. NHA Labore said he will check and get back to the Commissioner.

Human Resource Director Mike Simpson arrived and passed out his report for the Commissioners *(see attached).

There was a discussion about the Farm hiring just a part time person as a helper rather than a herdsman. HRD Simpson said that was what the Farm Manager had decided at this point.

HRD Simpson said he was approached by a company who could offer a card for discounts. The information that was given was a little vague and Commissioner Cryans said he would like to have a little more information and added that he didn't want to compete with some of the local booster clubs.

Commissioner Burton said he is concerned about the health and safety of the Farm animals and security of the Farm buildings which he didn't want compromised by hiring only a part time person.

Commissioner Ahern said he has been sitting in on the hiring discussions and that the concerns that Commissioner Burton stated have been addressed at the Farm Advisory meetings. He said the County is very fortunate to have a dairy specialist. He said he believes there is a plan to reduce the size of the herd.

Supt. Libby arrived with the ex-Executive Director Ernie Towne. He and the Commissioners chatted a while and he said Supt. Libby had given him a tour of the new Jail. Mr. Towne was Executive Director from 1994 to 2002 prior to Director Clough. Before that he was the

Corrections Superintendent and he brought Supt. Libby on board. Commissioner Cryans said Mr. Towne was referred to back then as the “fourth commissioner”. Mr. Towne said it was a joy to work for the County.

*10:45 AM Commissioner Ahern moved to enter into non-public session under RSA91-A:3 II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which was seconded by Commissioner Burton. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:47 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Cryans asked if everyone had a chance to read the minutes from May 22, 2012 and if there were any edits. Commissioner Ahern made some edits.

Commissioner Burton moved to approve the minutes from May 22, 2012 as amended which was seconded by Commissioner Ahern. All were in favor.

Commissioner Ahern moved to approve the minutes from the Public Hearing on the budget which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough presented an educational assistance application for a staff member in the Commissioners’ Office and asked for approval.

Commissioner Burton moved to approve the educational assistance contingent upon the approval of funds in the FY13 budget which was seconded by Commissioner Ahern. All were in favor.

Director Clough presented two educational assistance applications for a staff member in the County Attorney’s Office and said that one of the classes had already begun on the 9th of April and the application was just received. The applicant said that they were so busy with work that it just slipped by. The second class the person is requesting assistance for begins in July.

Commissioner Burton moved to approve the educational assistance request for the class which begins in July contingent upon the approval of funds in the FY13 budget which was seconded by Commissioner Ahern. All were in favor.

Commissioner Ahern moved to deny the education assistance request for the class which was already in session because it failed to meet the Employee Manual guidelines. There was no second.

Commissioner Burton moved to approve the educational assistance for the class that began in April which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Burton said he was in favor of this because the Executive Director signed off on it. Commissioner Ahern said this person works in an office where deadlines are critical and should be aware of them. He said that the County is setting a bad example of allowing people to not have to follow the rules.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

The Commissioners reviewed the DoC Superior Court report.

Director Clough said that a letter from Tri County Cap was received which informed the Commissioner about a grant they had applied for for preservation. There was no attachment with the letter so all the specifics were unavailable. Commissioner Ahern said he would contact them to see what information was missing.

COMMISSIONER ISSUES:

All three Commissioners attended a presentation at the Dartmouth College Research Center with Professor Ron Shaiko's class. Reports on the privatization of health care, privatization of state parks and prison and an analysis of rehabilitation program options for the Grafton County Jail were given. Commissioner Burton said a letter of thanks was in order.

Commissioner Ahern asked if there was a plan in place in the event that something should happen to Director Clough. He said he feels like there should be. Director Clough said there is no plan in place and that this discussion has come up a number of times in the past. She suggested that if the Delegation approves the Finance position, that person would be the second in charge. Commissioner Cryans said that was good reason to be even more supportive of that position.

11:22 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 June 5, 2012

1) **HR Activity Report** (5/8/12 to 6/5/2012)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	2 (FT + PT)	LNA
County Attorney	1 (Temp)	File Clerk
Corrections	4 (PT)	Correctional Officers

- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	6
Farm	1
Corrections	1

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	14 (5 are intermittent)
Nursing Home – Non-Nursing	5 (4 are intermittent)
Non-Nursing Home	5 (3 are intermittent)

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (2 FT openings)	Nursing Home	Open to all
Assistant Activities Director	Nursing Home	Internal only
LNA (6 FT Openings)	Nursing Home	4 Open to all/2 Internal only
Correctional Officers	Dept of Corrections	Open to all
RN/LPN	Dept of Corrections	Open to all
Farm Helper	Farm	Internal only

Summary – MDS Coordinator position is expected to be filled June 20th. Grafton County has 9 full-time nursing vacancies with (8 in the Nursing Home and 1 in the Department of Corrections). FMLAs have increased primarily due to the Nursing Home’s Nursing Department.

2) **Call Out report** – See handout

3) **Benefits** – Health Insurance meetings to transition from Primex to LGC went really well - 117 employees and 78 retirees attended the education sessions. Benefits Fair -- June 6th 9:30am to 2pm in Nursing Home’s Activities Room. Special thanks and appreciation goes out to HR Generalist Karen Clough for organizing the educational meetings and the Benefits Fair.

June is our open enrollment period for employees to make changes to their benefits.

Perks Card Network approached me about offering a discount program to our employees. It would be free to Grafton County and our employees.

4) **Union** – Had first meeting on 5/31 to discuss annual reopeners. Next meeting is scheduled for June 13.

5) **Workers comp** – There is an appeal hearing in Concord. The appeal was filed from the employee.

6) **Wellness** – We had approximately 30 employees participate in two different wellness challenges. \$1,600 was randomly raffled off to 12 different employees. The monies came from a Primex wellness grant.

7) **Internal/External Meetings and Conferences** –

- 5/09 – HRD attended Grafton County Department Head meeting
- 5/15 – HRD chaired Grafton County Wellness meeting
- 5/18 – HRD attended NH County Affiliate meeting
- 5/29 – HRD attended NH Department of training in Littleton