

COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday June 7, 2011

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

OTHERS: Harold Brown

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

**Nursing Home Administrator Bolander** arrived with her report. Census at the Nursing  
Home is 134.

LNA of the Year from Grafton County is Cathy Sulham who attended the celebratory  
event at the Statehouse on the second of June.

There is a new volunteer ombudsman, Carol Staniger, who has been trained and will be  
working with the residents. Commissioner Cryans asked exactly what an ombudsman  
does and NHA Bolander said they make sure the residents are living properly, they follow  
the residents rights laws and meet with the residents. This person reports to the State's  
long term care ombudsman.

NHA Bolander had noted on her report that they were still involved in the legal issue and  
Commissioner Ahern asked her to refresh his memory on what that was about. She said  
it is an alleged resident offense that occurred in the 1990's.

NHA Bolander was asked about the status of the food service bids and she replied that  
she is still waiting on two bidders but has heard back from Sodexo who said that the  
County is too small for their services and Unidine who feels they would be too expensive  
for the County.

NHA Bolander said it would be too expensive for the County to take this on themselves  
and that is primarily because of the Dietician needed.

Commissioner Ahern noted that Merrimack Nursing Home Administrator Bob  
Hemingway is retiring.

Commissioner Burton asked NHA Bolander if there was anything going on at NHACo  
and NACo and she replied that there is still a lot of focus on inmates losing their  
Medicaid benefits when they go into Jail but before they have been adjudicated. She said  
this is an issue for Counties nationally. She said too that B. Miller is talking with a lot of  
people about cuts to Corrections and Nursing Homes and the downshifting of costs.

NHA Bolander's term as NHACo President ends in October.

Supt. Oakes arrived for the opening of the bids for propane. No bids were received.

The Commissioners signed the check registers.

**Register of Deeds Kelley Monahan** arrived with her report for the Commissioners. She informed the Commissioners that she will be traveling to Washington D.C. on behalf of the League of Women Voters, from the 17<sup>th</sup> through the 20<sup>th</sup> of June.

RD Monahan gave the Commissioners a copy of revenues for the year, along with a foreclosure report. From January through May there have been 93 foreclosures in Grafton County.

Commissioner Ahern said he thinks that foreclosures are down because there is more scrutiny of loans by the banks than there was before. RD Monahan said that some foreclosures that were done in the past were seemingly unlawful.

Commissioner Burton said he had heard from C. Thayer who told him he was impressed with Deeds and the staff and was also very impressed with the way that the County complex grounds were kept up.

**Human Resource Director Mike Simpson** arrived with his report and reviewed the information.\*(see attached).

There was a discussion about the call out report and it was determined that, because of the way the report gathered the information, you couldn't really establish whether there were multiple call outs or the same person on multiple days. HRD Simpson said he will see about restructuring the report.

Commissioner Cryans said there was a huge decrease from last month.

Commissioner Ahern asked HRD Simpson what was discussed at the labor law seminar he attended to which he replied, social media policies, pending legal cases and FMLA.

There was a discussion about unemployment hearings that HRD Simpson has attended and the paying of unemployment benefits and how that works.

HRD Simpson reviewed cost payment health insurance plans for retirees under the age of 65 and whether or not the County should fund a Health Insurance Reimbursement Account for them. Additional money would have to be put into the budget if they should decide to do this. Commissioner Ahern said he felt that those who have retired should be guaranteed that the agreement that was in place at the time of retirement, still be available. Commissioner Burton said he would come down on the side of the employee. Both Director Clough and HRD Simpson recommended that the Commissioners not fund the account.

Commissioner Ahern moved not to fund a health retirement account for retirees under 65. Commissioner Burton seconded the motion.

DISCUSSION:

Commissioner Ahern said that because of the tough times and because the County is not taking anything away from the retirees, he didn't think they should be trying to fund anything new. Director Clough said that retirees get 100% of their premiums paid by the County, which current employees don't

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

HRD Simpson then brought up the subject of cost sharing with regard to retirees and their spouses, which was discussed. Though new choices may be made, Director Clough said that it was her recommendation not to do anything until next year. She said the plan is to have a health insurance study committee which will look at all the various choices for both current employees and retirees.

Commissioner Ahern said he has a problem with asking retirees to pay anything out of pocket if they left the County under a different agreement. Commissioner Cryans said he would tend to agree with Director Clough and to go through the year without making any changes. He said he would like to see the study group look at things and to revisit this issue in the future. Commissioner Burton said if a study group is formed that it be a proper group of people which would also include a Union member.

Commissioner Ahern moved to keep the retirees insurance status quo and that a study committee be implemented, and that all affected be welcome on the committee at an appropriate level, that will make recommendations to the Board of Commissioners in January of 2012 which was seconded by Commissioner Burton. All were in favor.

**Human Services Administrator Nancy Bishop** arrived.

Commissioner Cryans said this is a special day for HSA Bishop and awarded her a pin for 25 years of services with Grafton County. He then presented both Commissioner Burton and Director Clough with their pins for 20 years of service to the County.

HSA Bishop came in to discuss the status of the payment to the State for long term care. She said that she doesn't feel the State can ask for payments if the amount was not noted on the account and carried as an outstanding balance. She questioned whether it was time to get a legal opinion on the matter.

Director Clough said the State has written off a certain amount of debt and is now trying to collect that amount and she thought they need to find out if that can be done legally. Commissioner Burton said he thought this is something that NHAC should be dealing with.

HSA Bishop explained that Grafton County is the only County who has paid their bills and not reached the cap set by the State. She feels that because the State has not realized

the amount of money they were expecting, they're finding a way of getting it. She said that both Rockingham and Hillsborough paid their invoices the same as Grafton County but they reached their cap and are not facing this issue.

Commissioner Ahern said if Grafton County is obligated to pay the services it incurred then he doesn't see any reason to hire an attorney. He said the definition of a write off needs to be determined.

Commissioner Cryans said that banks do write offs all the time but they can still go back and collect that money if there is a chance to do so.

Commissioner Ahern said if there is a legitimate bill for an obligation then the County needs to pay that.

Commissioner Cryans asked if someone is gathering the information on these areas in question so that HSA Bishop can review them for verification and she replied they were. He agreed that if they are legitimate claims they need to be paid.

Director Clough said that she thought that if the State had released the County of its obligation to pay them, then they didn't have a right to bill the County again.

HSA Bishop will review the information when it is received.

Commissioner Cryans asked if everyone had a chance to read the minutes from May 24, 2011 and asked if there were any changes or edits. Commissioner Ahern had a couple of edits.

Commissioner Burton moved to approve the minutes as revised which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from June 1, 2011 and asked if there were any changes or edits. None were noted.

Commissioner Ahern moved to approve the minutes from June 1, 2011, which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans signed an amended copy of the CDBG sub-recipient agreement for the AHEAD II grant.

Director Clough presented a request for out of State travel for UNHCE Educator K. Jablonski to travel to Omaha, Nebraska to a 4-H Leader's conference on October 21-28. K. Jablonski is the President for the 4-H in the State of New Hampshire. She is asking that the registration, air travel and hotel for three days be included and that the money come out of the funds of their FY11 budget. She is looking for grants to reimburse the costs.

Commissioner Burton moved to approve the out of State travel which was seconded by Commissioner Cryans.

DISCUSSION:

Director Clough said that if grants are received for this then they will show as a credit.

She added that this request should come out of the FY12 funds, not FY11.

Commissioner Ahern said that he has made it his policy not to approve any FY11 travel and he too agrees that this should come out of FY12 funds. Commissioner Cryans asked if that meant he would approve it if that were the case and Commissioner Ahern said he would reserve comment.

Commissioner Ahern asked what the total amount was and Director Clough said that there was no total amount on the request. Commissioner Ahern said he would not be ready to vote on this until he knew what the cost would be.

Commissioner Burton suggested that K. Jablonski come and speak with the Board about his and Director Clough said that since the trip is not scheduled until October there would be time.

Commissioner Cryans withdrew his second and Commissioner Burton withdrew his motion to approve.

Director Clough presented the Commissioners with a letter written by Supt. Oakes to the Woodsville Water & Light regarding their neglect in opening the gate valve to the water tank which caused an alarm to go off on May 18<sup>th</sup>. Commissioner Ahern said he felt there should be a stronger statement regarding the care of the lives at the County and thought there should be copies to the local fire departments. Commissioner Cryans said he would like to reserve the option of being forcefully direct until they meet with WW&L.

A letter was received from the Town of Holderness thanking the Commissioners, Supt. Libby and Cpl. Webster for the inmate help in the Trinity Cemetery. They spoke very highly of all involved.

The Commissioners were presented with an educational assistance request from someone at the Nursing Home. Director Clough said that once the course is completed, funds would come out of the FY12 budget.

Commissioner Burton moved to approve the educational assistance with which payment would be contingent upon funds being available in the FY12 budget, which was seconded by Commissioner Ahern. All were in favor.

An email was received from Duane Brown who attended a past Commissioners meeting. He thanked Commissioners Ahern and Burton and said he appreciated the tour of the Jail and lunch.

Director Clough informed the Commissioners that the Drug Court Case Manager two year grant is at its end. There is a third year set aside but applications must be filed with the AG's Office. Commissioner Cryans signed the application. Director Clough said there is money left over from the grant so there should be another two years available. Commissioner Ahern said he has a concern about grants in that they still come from taxpayers and if the County receives a grant for funding and the money goes away, is the

County going to feel obligated to continue to fund the position. He said if he is still here when the grants expire he will be cautious about continuing.  
Commissioner Cryans signed the drawdown request for the Drug Court Case Manager grant.

An audit was received for the Governors Commission grant for FY10 & FY11. There were no findings or recommendations and the monitoring is closed. The letter continued by saying that Director Clough was professional and a pleasure to work with.

The Commissioners reviewed the DoC Superior Court Report.

A bid package for the financial audit of the County was received from Melanson & Heath out of Nashua. The bid for FY11 was not to exceed \$24,500 ~ FY12-\$25,100 ~ FY13-\$25,700. There were other stipulations which Director Clough will have to follow up on before she can make any recommendations.

Vachon & Clukay did not want to offer a bid because of 3<sup>rd</sup> party issues.

There was no response for two other companies that were sent requests for proposals.

#### COMMISSIONER ISSUES:

Commissioner Burton said he drove by the County cemetery was said he was very pleased and it looked immaculate.

There was a discussion about the flags on the County and whether or not they should be at half mast. Director Clough said she would look into it.

Commissioner Ahern asked about the status of the overage cost charged by HP Cummings for work done in the winter. Director Clough said it was in the contract that they could charge additional money for overages. She said the contract was discussed extensively at the last construction meeting.

Commissioner Ahern said he had visited the Holderness and Rumney Selectboards and noted they were very concerned about taxes. Commissioner Ahern said that he told them that the budget is now in the hands of the Executive Committee.

**Supt. Oakes** arrived.

Commissioner Ahern said that he had spoken to H. Hatch who voiced concern about excess water run off going into his field and he said he can't get in there to plant. Supt. Oakes said this year has been unprecedented for flooding and said until things dry out and then there is another rain; they won't be able to see where the water is truly coming from

Director Clough agreed with Supt. Oakes and said that there has been flooding all along the Connecticut river.

Commissioner Ahern said Mr. Hatch seems to think the water is coming from the Jail project. Director Clough said that storm water runoff was thoroughly reviewed in context of the project and she has plenty of documentation to show that. Commissioner Ahern said he would like that explained to Mr. Hatch.  
Supt. Oakes said he would speak with H. Hatch directly.

12:08 AM being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

Grafton County Human Resources Report  
 Mike Simpson, Human Resources Director  
 June 7, 2011

1) **HR Activity Report** (5/17/11 to 6/3/11)

- *New Hires*

| <u>Department</u> | <u>#</u>                | <u>Position(s)</u>        |
|-------------------|-------------------------|---------------------------|
| Nursing Home      | 1 Full-time/2 PD or PT  | 1 RN, 1 Diet Aides, 1LNAs |
| Corrections       | 1 Full-Time/1 Part-time | 2 COs                     |

- *Separations*

| <u>Departments</u> | <u>#</u> |
|--------------------|----------|
| Nursing Home       | 8        |
| 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           | 4                       |

- *Current Openings*

| <u>Positions</u>  | <u>Department</u> | <u>Status</u>            |
|-------------------|-------------------|--------------------------|
| LNA (3 openings)  | Nursing Home      | 2 open to all/1 internal |
| Dietary Aide      | Nursing Home      | Internal applicants only |
| Housekeeping Aide | Nursing Home      | Internal applicants only |

Summary – The increase in separations was mainly due to 3 employees that retired and 3 per diem employees that resigned for not being able to meet our per diem guidelines. Restorative Nurse Manager was filled with an internal candidate.

2) **Retiree health insurance decisions** – See handout

3) **Call outs Report** – See handout

4) **Applicant Tracking System** – After the Commissioner’s meeting from 5/17/11 and the Executive Committee meeting from 5/27/11, I have decided to postpone purchasing an applicant tracking system at least until FY13.

5) **Benefits Fair** -- We had 10 vendors attend our benefits fair on June 2<sup>nd</sup>. Karen did a fabulous job organizing and promoting the entire event. I have received many complimentary comments from employees and vendors. We had approximately 80 employees attend.

6) **Internal HR Operations**

- GASB 45 report is finished
- June is open enrollment for employees to make any changes to their benefits.
- Promoting June 13<sup>th</sup> in-service with Primex/CBI on educating employees on FSA, HRA, and deductibles

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

- May 18<sup>th</sup> Union Meeting with Eileen/Julie
- May 18<sup>th</sup> HRD and HR Generalist attended the Public Hearing



- May 20<sup>th</sup> Tom Mahon spoke at County HR affiliate meeting
- May 23<sup>rd</sup>, May 27<sup>th</sup>, and June 6<sup>th</sup> attended the Executive Committee meetings
- May 25<sup>th</sup> HRD chaired a Wellness Meeting
- May 26<sup>th</sup> HRD attended a labor law seminar conducted by Sheehan, Phiney, Green, and Bass
- June 1<sup>st</sup> HRD represented Grafton County at an unemployment hearing in Littleton.
- June 2<sup>nd</sup> Benefits fair