

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 4, 2019

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore, Finance Manager Jurentkuff, Director of Communications Andross – via phone

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

Director Andross called into the meeting to discuss the FY20 Dispatch billing. He stated that it is straight forward and there are not many changes. Commissioner Lauer asked for Director Andross to explain to Commissioner Morris how they bill for dispatch services as this is her first time seeing it. He explained to Commissioner Morris that they take their calls for service, which are tracked by their IMC Software, and take a twelve (12) month period of those calls. They then total up the activity associated with each town/agency and they are assessed based on their percentage of the dispatch activity. He noted that they have been using this method for billing for roughly ten (10) years and it seems to work best for everyone. Director Andross noted that they charge everyone a minimum of \$1,500.

MOTION: Commissioner Morris moved to approve the FY20 Dispatch Billing as presented. Commissioner Piper seconded the motion and all were in favor.

CA Libby noted that they have hired a new Herdsman on the Farm and he starts today. He will start his DoC training to work with inmates next week.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
June 4, 2019

HR Activity Report (05/07/2019-06/04/2019)

• ***New Hires***

Department	#	Position(s)
DOC	1 (1 PT)	1 CO
Nursing Home	3 (3 PD)	3 LNA's
HR/Cmsrs	1 (1 FT)	1 Payroll/HR Generalist
Farm	1 (1 FT)	1 Asst. Herdsman

• ***Separations***

Departments	#	
Nursing Home	7 (2 FT, 3 PT, 2 PD)	3 LNA's, 3 Dietary Aides, 1 Housekeeper
DOC	1 (1 FT)	Support Service Asst.

Farm

1 (1 FT)

Asst. Herdsman

Reasons:

Resigned for work elsewhere - 3

Resignation no reason given - 1

Relocating - 1

Retirement - 1

Personal - 3

- **Status Changes/ dept transfers: 1 Per Diem LNA to FT LPN, 1 FT RN to Per Diem**

Leave of Absences as of June 4, 2019

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	16	(13 are intermittent, 11 for self, 5 for family)
Nursing Home – Non-Nursing	11	(9 are intermittent, 6 for family, 5 for self)
County Atty.	2	(2 intermittent family)
HR	1	(1 intermittent self)
DOC	3	(1 intermittent, 2 self, 1 family)
TOTAL:	33	

Scheduled to orient 06/19/19

2 Per Diem LNA's

1 PT Dietary Aide

Current Jobs posted/advertised

LNA's (7.1 FTE's vacant)

RN/LPN (8 FTE's vacant combined)

CO's

PT Dietary Aide

Dispatcher

LADC (Master Level)

Other: LNA class has ended and we have 6 employees who passed. 3 will work on 3-11 shift and 3 on the 11-7 shift, Very successful Employee Benefits Fair with approximately 100 employees coming through. Samantha did an excellent job organizing and the employees enjoyed it.

HR Director Clough requested to close the Human Resources Office on Friday July 5th and her staff will use earned time for that day.

MOTION: Commissioner Morris moved to close the HR Office on July 5th.

Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 28th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the May 28th meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 51; 1175-1178; 1180.

Nursing Home Administrator Labore and Finance Manager Jurentkuff arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report:
June 4, 2019

Census:	FY '19 Budgeted Census:
Medicare: 3	Medicare: 4
Medicaid: 81	Medicaid: 98 (Daily rate= \$176.61)
VA: 2	VA: 0
Hospice: 4	<u>Private: 27</u>
<u>Private: 27</u>	Total: 129
Total: 117	

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 24
Deceased Residents: 15
Discharges: 11

Other Topics:

Monthly Financial Review – FM Jurentkuff stated that they are still at a positive variance in revenue and are still doing great with the Medicare and VA revenue. They are working on collections to finish out year end. They are still having the same challenges on the expense side as they have had all year with the contract nursing line, Med A Therapy & Rehab and the Pharmacy line.

Director of Social Services and Admissions Nurse Coordinator Job Postings – NHA Labore stated that they will be posting these positions in the near future. He stated that the Director of Social Services will be retiring and they will be posting this job. The Admissions Nurse Coordinator position is currently in the budget but has not been filled. Since the Director of Social Services has been out on leave, the admissions process hasn't been as efficient as it should be. The Director of Social Services has been filling this role as admissions coordinator. He stated that with upcoming regulations, he will be looking to take the Social Services Department out of the admissions process and have them be the support services for the residents and their families. He stated that he will keep the Commissioners informed as he finds out more.

Plymouth State University Dept. of Nursing May 16th Meeting Recap – He stated that they had a great discussion and will be starting the process to becoming an accredited clinical site for PSU nursing students. He stated that they have missed the deadline to be a clinical site for the spring

of 2020 but they are looking to potentially be a site for senior capstone projects. NHA Labore stated that PSU was very impressed with the Nursing Home and feels they are a good site for their students. He stated that he will keep the commissioners updated.

NHA Labore stated that Steve Meisel and Jim Cormiea were awarded the Illuminating Excellence Award for their work in managing the food program at the Nursing Home. He stated that this is a National Award and Grafton County Nursing Home was one (1) of ten (10) organizations in the country to receive this recognition. Steve is receiving an all-expenses paid trip to attend the National Award Ceremony in Nashville, TN and receive the award. He stated that this award is well deserved.

CA Libby submitted the CDFA Contract for the 2019 MicroCredit Grant in the amount of \$405,000 for Commissioner Lauer and Commissioner Morris to sign. It will be sub granted to Belknap Economic Development Council, WREN and Northern Community Investment Corporation.

CA Libby requested that the Commissioners approved a Certificate of Authority for Department of Safety for DMV Licensing lease.

MOTION: Commissioner Morris moved to authorize the County Administrator to enter into agreement with the Department of Safety for the use of the premises for DMV Licensing at the Grafton County Courthouse. Commissioner Piper seconded the motion and all were in favor.

ProShare – CA Libby stated that they will be receiving almost \$3.5 million, an increase of \$1.4 over last year, and they have budgeted \$1.4 million in FY19. CA Libby noted that a portion of this extra money will be requested by the State of New Hampshire to give back to help fund the IDNs. She stated that she does not know what that request will be or when it will be made but that the transaction for the proshare payment is set to happen on June 20th.

Union Contract – CA Libby stated that they finished negotiating with the Union on May 1st. They are in a three (3) year contract and have an annual re-opener to negotiate wages, attendance guidelines and health insurance. The Union agreed to the 2.5% COLA and the 8.3% increase in health insurance. They made one small change to the earned time article which stated that employees must use three (3) days of earned time and present a doctor's note before utilizing the extended sick leave. Because of the implementation of the twelve (12) hour shifts they have converted that to twenty - four (24) hours so it is equivalent for both twelve (12) and eight (8) hour shifts. Under the Duration Article they added that there will be a re-opener every year for the purpose of negotiating Article 21 Attendance Guidelines, Article 25 Wages and Article 28 Health Insurance. All these changes were tentatively agreed on by everyone in the negotiations and she has received notification that the Union has ratified the contract and now the Board of Commissioners needs to ratify the contract as well.

MOTION: Commissioner Piper moved to ratify the Union Contract. Commissioner Morris seconded the motion and all were in favor.

Courthouse Space Discussion – The Commissioners reviewed the letter they will be sending to the New Hampshire Bar Association regarding the county no longer being able providing them the space known as the “Lawyers Lounge” and discussed a date that they would like to make it effective. Commissioner Lauer stated that Supt. Oakes had stated the modifications to the space would not be able to be done until October/November. CA Libby stated that they should give the Bar Association at least a thirty (30) day notice to be able to get their belongings out. The Commissioners discussed the date and agreed on July 31st. Commissioner Lauer stated that the history of the Lawyer’s Lounge is important. Fifty (50) years ago the Bar Association was providing free legal advice for Grafton County residents and from that perspective, it made sense to support them but now there is the Public Defender’s Office who provides those services. She stated that the County Attorney’s Office needs this space now and they have no choice.

CA Libby requested to go into nonpublic session.

MOTION: * 10:22 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.

* 10:54 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Morris 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 Piper seconded the motion. 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 the motion passes

Commissioner Issues:

Commissioner Piper will be attending the NHAC meeting Friday and Commissioner Lauer and Commissioner Morris will be attending the Executive Committee Budget meeting.

Commissioner Piper attended the Enfield Select board meeting and addressed the questions they had on the health insurance rates. She stated that she reviewed with them what the primary drivers of the budget increases were and stated that there were no questions. She also attended the IDN Strategic Planning Session and discussed the details of that meeting with the Commissioners.

Commissioner Lauer stated that at the Executive Committee meeting yesterday Rep. Sykes had mentioned bringing Elaine Guenet to their Social Services subcommittee meetings.

Commissioner Lauer noted that E. Guenet's contract is over and she has been paid. If they bring her into the subcommittee meetings, she will need to be paid more. Commissioner Lauer stated that she doesn't feel that E. Guenet needs to be a part of those conversations. CA Libby stated that if the Commissioners decide to use E. Guenet in the future that it will be the Commissioners' job to communicate to her what their expectations are. Commissioner Lauer stated that she thinks it is a good idea to get together with the representatives in the subcommittee to discuss the social services funding and is looking forward to the process. CA Libby noted that statutorily it is the Commissioners' responsibility to set the funding policy and how applications go out. The Executive Committee's responsibility is the funding aspect of it. The Commissioners further discussed their thoughts on Social Service funding and what they feel they need to do moving forward.

11:19 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marcia Morris', written over a horizontal line.

Marcia Morris,
Clerk