

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
June 5, 2018

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

OTHERS PRESENT: Sheriff Dutile, Director of Communications Andross, HR Director Clough, Nursing Home Administrator Labore. Randy Comstellar, Andrea Comstellar

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

Sheriff Dutile and Director Andross arrived with two (2) requests.

Sheriff Dutile stated that he is requesting overnight travel to send their new Criminal Records Secretary to the four (4) day mandatory training for the State Police Online Telecommunications System (SPOTS). This is held at the State Police Headquarters in Concord, NH. This training is required and must be completed successfully for her to access the SPOTS terminal at her desk. Sheriff Dutile noted that due to the length of the day and travel to and from the training he is requesting that she stay in a hotel. It would save the county \$245.19 by allowing this employee to stay in Concord opposed to paying mileage and overtime each day.

Commissioner Ahern moved to approve the overnight travel request as presented by Sheriff Dutile. Commissioner Piper seconded the motion and all were in favor.

Sheriff Dutile and Director Andross stated that they had emailed the Commissioners the Dispatch Billing for FY19 and asked if they had any questions. Commissioner Ahern asked if they have any new agencies. Director Andross stated they do not, they have one (1) less.

Commissioner Piper moved to approve the FY19 Dispatch Billing as presented by Director Andross and Sheriff Dutile. Commissioner Ahern seconded the motion and all were in favor.

Randy and Andrea Comstellar arrived to discuss an issue that they have with what they read in the Commissioners' minutes. R. Comstellar stated that an issue was pointed out to him by another family member who read about the hairdresser situation at the nursing home in the minutes. He stated that he would have been fine with the situation until he read the comments stating that this was asking Grafton County taxpayers for charity. He stated that paying for his mother's hair care is not the issue; he took the comment about charity as an insult as she has worked very hard for years and earned what she has. Commissioner Piper stated that she would like to speak to the comment she made. She explained that the conversations among the Commissioners can get long and even emotional when the Commissioners try to represent the interest of their constituents as best they can and also work to put their thoughts into words. She stated that the way she sees charity is that something is voluntary, it's not based in taxpayer

funding. It is providing something to someone in need out of your own free will. She stated that taxpayer funding is when someone does not have a choice. Commissioner Piper stated that she cannot personally ask another elder in her district who is on social security on a limited income to pay for the hair styling of another elder. R. Comstellar stated that he is not concerned about the money; it is the use of the word charity that he is upset about. He stated that he is thankful for Grafton County Nursing Home. A. Comstellar stated that she does not understand why haircare is not provided to the residents as it is a hygiene issue. Residents only get a bath once a week so that one (1) time a week in between baths that they go to the hairdresser makes a difference. It also allows the residents to socialize. They also expressed concerns about the cleanliness of the residents stating that their hair needs to be washed more often. Commissioner Ahern gave his phone number and stated that they are more than welcome to call him anytime with any concerns they may have. Commissioner Lauer stated that she will make an unannounced visit to the nursing home and take a look at the residents because she is concerned that they are saying his mother at times looks unkempt. The Commissioners thanked Randy and Andrea for coming in and expressing their concerns.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 June 4, 2018

HR Activity Report (05/01/2018-06/04/2018)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	5 (2 FT 3 PT)	2 LNA's, 3 Dietary Aides
Dispatch	1 (FT)	1 Dispatcher

- ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	4 (2 FT LNA's, 1 PT Dietary Aide & 1 per diem LNA)

Reasons:

Per Diem – had not worked: 1
 Discharged: 1
 No Reason Given: 2

- ***Status Changes/ dept transfers:***

Leave of Absences as of June 4, 2018

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	10 (6 are intermittent, 6 for self, 4 for family)
Nursing Home – Non-Nursing	8 (7 are intermittent, 4 for family, 4 for self)
County Atty.	3 (3 Intermittent, 3 family)

HR	1	(1 self)
TOTAL:	22	

Scheduled to orient

RN Per diem – 1
PT Dietary Aides - 2

Current Jobs posted/advertised

Dietary Aide's
LNA's (8.55 FTE's vacant)
RN/LPN (6.15 FTE's vacant combined)
RN- part time & full time DOC
CO's

Other: Health Insurance education sessions done and enrollments being processed – Successful benefits fair May 31 with approx. 100 employees attending – Red Cross grant for LNA Training – Primex Creating and Maintaining positive work place culture – Grafton accepted to participate and Merry Porter will be representing. Total compensation statements completed and are being delivered to employees. Working on employee portal on our website

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
June 04, 2018

Census:

Medicare: 9
Medicaid: 87
Private: 26
Total: 122

Year-To-Date Numbers:

2018 Totals

Admissions (YTD) 39
Deaths (YTD) 33
Discharges (YTD) 12

Other Topics:

- 1) State Survey Window Open as of June 1st – NHA Labore stated that anytime from now until December 31st they can expect to receive their annual inspection.
- 2) American College of Healthcare Administrators Recognition. Administrator Labore explained to the Commissioners that the Nursing Home had received this award. Only

Grafton County Commissioners' Meeting
June 5, 2018
Page 3 of 6

about 11% of the over 15,000 facilities across the country receive this award. A press release about this will be sent out. See attached letter.

- 3) Grafton County Senior Citizens Council – Administrator Labore announced that the Board of Directors for GSCC has hired a new Executive Director - Kathleen Vasconcelos will begin in August and shadow current Director Bernier for about a month. Commissioner Piper asked NHA Labore if he could tell the Commissioners a little bit about the new Executive Director.
- 4) Choices for Independence Program – Sencio Artificial Intelligence Program
 - 6/8 Commissioner Council Meeting – NHA Labore handed out a PowerPoint that will be presented at the Commissioner Council meeting from Sencio Systems on Artificial Intelligence Based Risk Management Solution for the Complex Health Population. He explained the program to the Commissioners and how it will help the patients that are participating. He answered various questions from the Commissioners as well. Both Commissioner Lauer and Commissioner Piper were on board with the program. Commissioner Piper stated that she had been interested in the services provided to long term care population by Sencio since the organization made a presentation County Officials at the NHAC meeting in September. Commissioner Ahern noted some concerns and would like more information. They further discussed the Commissioners’ Council meeting where this will be discussed, the Commissioners asked Administrator Labore if he could request that the presentation be recorded. He will check with Ron White.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 22nd meeting and the May 23rd Public Hearing.

MOTION: Commissioner Ahern moved to approve the May 22nd minutes. Commissioner Piper seconded the motion and all were favor.

MOTION: Commissioner Ahern moved to approve the May 23rd Public Hearing minutes. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 64-66; 1186-1196

CA Libby stated that they will have their preliminary audit on June 27th and June 28th and the final audit will the week of July 30th.

BDAS Certificate of Vote – CA Libby stated that the DoC and Alternative Sentencing have received a combined \$247,000 in BDAS funding for FY19. She stated that both departments received the full amount that they applied for.

MOTION: Commissioner Piper moved to approve the Certificate of Vote allowing County Administrator Libby to enter into agreement with the State of New Hampshire. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Ahern stated that it is extremely unfair for the State of New

Hampshire to not allow the county even a week to review the agreement. He has not been given proper notice and time to read the document.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner Piper were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

CA Libby submitted the DoC Superior Court Report for the month of May for the Commissioners to review.

CA Libby stated that there will be a Lebanon City Council Public Meeting on June 6th to discuss the fiscal and economic implications of the proposed downtown Lebanon TIF district.

CA Libby submitted a CDBG Drawdown for the Cottage Hospital Feasibility in the amount of \$500 for Commissioner Lauer to sign.

CA Libby submitted a CDBG Drawdown for WREN in the amount of \$27,000 for Commissioner Lauer to sign

CA Libby submitted the Opioid Litigation revised agreements for the Commissioners to sign.

MOTION: Commissioner Ahern moved to approve the Resolution and vote to employ outside counsel to fund and litigate all claims against the manufacturers and distributors of opioids and others responsible. Commissioner Piper seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to approve the Engagement to Represent from Bonsignore Trial Lawyers and Napoli Shkolnik to represent Grafton County in the civil suit against those legally responsible for the wrongful manufacture and/or distribution of prescription opioids and damages caused thereby. Commissioner Piper seconded the motion and all were in favor.

Cooperative Extension MOU Review – CA Libby asked the Commissioners if they have received the document and had any comments and/or changes. Commissioner Ahern asked for more time to review the document

The Commissioners opened bids for the sale of one (1) 2013 Ford Taurus Police Interceptor. Four (4) bids were received and as follows:

Bayridge Motors – \$2,313.00

William Doucette Auto Sales - \$1,718.00

Janet Muir – \$ 1,901.00

R. Breen - \$111.22

MOTION: Commissioner Piper moved to accept Bayridge Motors' high bid of \$2,313.00. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Ahern stated that he discussed the Budget PowerPoint presentation on PBTV. He noted that a constituent was very impressed with the dairy herd awards that the Farm has received.

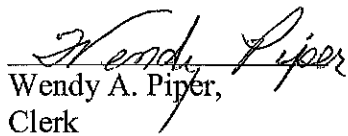
Commissioner Lauer stated that all three (3) Commissioners attended the CADY Prevention Summit.

Commissioner Lauer and Commissioner Ahern attended the Crossroads Graduation.

Commissioner Lauer stated that there is a conflict with the Commissioners Council meeting on Friday as the Executive Committee has their budget meeting that morning as well. The Commissioners all agreed that one (1) of them should be in attendance at the Commissioners' Council meeting. Commissioner Piper will attend the Commissioners' Council Meeting and Commissioners Lauer and Ahern will attend the Executive Committee Budget Meeting.

11:43AM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Clerk

COÖS COUNTY DELEGATION
QUARTERLY MEETING
Friday, May 18, 2018 - 10:00 a.m.
Coös County Nursing Hospital - W. Stewartstown, NH

Present: Representatives Robert Théberge-Chair; Wayne Moynihan-Vice Chair; Larry Laflamme-Clerk; Bing Judd, Troy Merner, Herb Richardson, Yvonne Thomas and Edith Tucker. Also present: County Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Sheriff Brian Valerino; County Attorney John McCormick; Administrative Assistant Linda Harris; and a member of the press.

Chairman Théberge requested all to stand for the Pledge of Allegiance. Chairman Théberge called the meeting to order at 10:08 a.m.

The Clerk, Representative Laflamme, called the roll. There were eight members present. Representative Fothergill was excused and Representative Hatch was absent.

Review & Approval of the Minutes of the March 10, 2018, meeting: A motion was made by Representative Moynihan, seconded by Representative Laflamme to approve the minutes of March 10, 2018, meeting. The minutes were unanimously approved by a voice vote.

Hearing of the Public: There was no public comment.

Review & Approval of the Financial Statements of Coös County and of the Unincorporated Places for the Period Ended March 31, 2018: Chairman Théberge reviewed the appropriations and revenues of the Coös County Financial Statements.

Representative Tucker inquired why the Berlin Nursing Home revenues were three percent higher than the West Stewartstown Nursing Hospital. Director of Finance Carrie Klebe responded that the census, private pay and Medicaid pending residents were all factors that would affect revenue.

Chairman Théberge continued with the Unincorporated Places Financial Statements. There were no questions.

A motion was made by Representative Judd, seconded by Representative Tucker to approve the financial statements of Coös County and of the Unincorporated Places. The motion passed by roll call vote 8-0.

Representative Moynihan asked what the difference was between absent and excused. Chairman Théberge responded that if a Delegation member notifies him (the Chair) that he/she is unable to attend the meeting it would be excused. If a member is not present at a meeting without notification, it is considered absent.

Old Business:

- a. Keno - Unincorporated Places: Chairman Théberge reported that no decision had been made as the bill was being discussed in the Senate. Representative Richardson stated that the bill had been amended to include all of the Unincorporated Places and to include a public hearing.

- b. Update on the Coös County Drug Court: County Attorney John McCormick reported that the program was up and running. There are not as many candidates as he would like but several do not meet the criteria outlined in the policy and procedure booklets. He outlined the procedure to the Delegation members. Representative Moynihan asked for the difference between a high risk and low risk individual as it seemed that high risk individuals were provided all the services. What is provided for low risk individuals? County Attorney McCormick responded that a high risk individual was someone who has been in and out of the system for a long time. A low risk is provided an inpatient program or an intensive outpatient program.
- c. Update on naming the rest area in Colebrook after Fred King: Chairman Théberge reported that the dedication would be held on Friday, June 1, 2018 at 11:00 a.m. A reception will be held afterwards at the Black Bear. Commissioner Grenier noted that a local Colebrook businessman has offered to pay for the reception. The Delegation requested to pay for the sign. A motion was made by Representative Tucker, seconded by Representative Judd to spend up to \$200 on the sign and associated costs from the Delegation contingency line item. The motion passed by roll call vote 8-0.

A motion was made by Representative Moynihan, seconded by Representative Richardson to allow Commissioner Grenier to contact the local Colebrook businessman to prepare the reception at the Black Bear. The motion was approved unanimously by voice vote.

Representative Tucker asked that name tags be available. Sheriff Valerino stated that a deputy would be available and obtain cones from the DOT for parking purposes.

New Business:

- a. Approval of National Forest Reserve Funds per Board of Commissioners' Recommendation: A motion was made by Representative Judd, seconded by Representative Moynihan to approve the Coös County Commissioners' Recommendation for the distribution of the National Forest Reserve Funds. The motion was approved by roll call vote 7-1. *(Representative Richardson)*
- b. Approval of Reappointments of Planning Board Members John Scarinza, Michael Waddell and alternate Thomas McCue. A motion was made by Representative Tucker, seconded by Representative Thomas to approve the reappointments of Planning Board Members John Scarinza, Michael Waddell and alternate Thomas McCue. Representative Moynihan noted that as the Delegation's ex-officio representative, he has observed Mr. Scarinza at planning board meetings. The County is very fortunate to have him as Chairman. The motion was approved unanimously by voice vote.
- c. Salaries of Elected Officials 2018-2020: County Administrator Jennifer Fish distributed copies of the comparison salary schedules by counties as prepared by the NH Association of Counties HR affiliate.

The Register of Deeds salary is currently at \$45,000. There was no recommendation for an increase as the current Register of Deeds will not be running for office in the next election. A motion was made by Representative Tucker, seconded by Representative Judd to leave the salary at \$45,000. The motion was approved by roll call vote 8-0.

The Sheriff's salary is currently at \$56,000. A motion was made by Representative Richardson, seconded by Representative Moynihan to increase the salary to \$59,000. Representative Richardson noted that it was a fair increase. The motion was approved by roll call vote 8-0.

The County Attorney's salary is currently at \$76,000. A motion was made by Representative Moynihan, seconded by Representative Tucker to increase the salary to \$81,000. Representative Moynihan noted that the County Attorney's position has not had an increase in several years. He has expanded his office and is supervising two assistant county attorneys, drug court, the Victim/Witness Coordinator and staff. He is planning on seeking re-election. Representative Tucker spoke in support of the proposed increase. The motion was approved by roll call vote 8-0.

The County Treasurer salary is currently at \$4,000. A motion was made by Representative Judd, seconded by Representative Tucker to leave the salary at \$4,000. The motion was approved by roll call vote 8-0.

The County Commissioners' salaries are currently \$8,500/Chair and \$8,000/others. A motion was made by Representative Théberge, seconded by Representative Judd to increase the Chair's salary to \$11,000 and others to \$10,500. He noted that the Commissioners' duties in the Unincorporated Places has become more demanding and there has been no increases for several years. Representative Tucker suggested that the portion of the Commissioners' salary allocation to the Unincorporated Places increase to possibly 25%. Commissioner Grenier stated that the County Administrator and staff are the ones who perform the work duties of the Unincorporated Places. He suggested \$10,000/Chair and \$9,000/others as contract negotiations will be forthcoming. A motion was made by Representative Tucker, seconded by Representative Moynihan to amend the motion on the floor to \$10,000/Chair and \$9,000/others. Representative Judd disagreed with the proposal. The motion was approved by roll call vote 7-1. *(Representative Judd)* A motion was made by Representative Tucker, seconded by Representative Moynihan to approve the amended motion. The motion was approved by roll call vote 7-1. *(Representative Judd)*

Representative Tucker asked for a follow up in regards to a discussion held at the March meeting as to the best way to follow through with the County Attorney's tuition reimbursement. A request had been placed to obtain the auditor's opinion. The Director of Finance replied that she did not have the information.

- d. UNH Cooperative Extension Memorandum of Understanding (MOU): Chairman Théberge reported that the agreement is up for renewal every six years. A motion was made by Representative Judd, seconded by Representative Richardson to authorize the Chair to sign the MOU on behalf of the Delegation. The motion was approved unanimously by voice vote.

Subcommittee Reports:

Representative Moynihan provided a brief update on CEDC and noted that not enough small businesses in Coös County are using CEDC.

Any Other Business:

Representative Merner expressed concern in regards to the new system that will be put in place at the Registry of Deeds office. No one was notified of the new software. Commissioner Grenier reminded everyone that the Register of Deeds is a constitutional position. Representative Tucker stated that she had read the 2017 County Report and the Register of Deeds had given notice of the AVID program from Fidlar Technologies. The upgrade is being provided at no cost to the County. Representative Merner stated that the program was not user friendly and not used by other counties because the program does not work. Chairman Théberge agreed with Commissioner Grenier, it is a constitutional office and the Delegation cannot tell the Register of Deeds what to do.

Commissioner Samson stated that he understood the constitutional office; however when the proposal first came about he met with the Grafton Register of Deeds and since then has met twice to discuss it further. There were rumors of kickbacks and bribery of this company unethically trying to get their program in the State of New Hampshire. This could be one of the reasons why other counties have refused the system. He believed that as Commissioners, the Board has an obligation to look into the situation. This matter is time sensitive. Representative Tucker asked if Commissioner Samson's comments implied that the Coös Register of Deeds was offered kickbacks. He replied no; however, other counties were offered perks. Representative Tucker reminded him that this was the reputation of an elected official. Commissioner Samson asked if Representative Tucker was at the meeting as a representative or a reporter. Representative Tucker replied as a representative. Commissioner Samson asked that the issue at hand be looked at in a time sensitive manner. Chairman Théberge stated that if there are issues concerning kickbacks he was not sure who would authorize it or who would do it. Commissioner Samson reiterated that this did not involve Coös County. Representative Merner stated that the program does not work. The Registry of Deeds is supposed to serve the people and is not by obtaining this program. Chairman Théberge asked Representative Merner if he had a monetary stake. Representative Merner replied no as they hire an abstractor. Representative Moynihan noted that she provided a six month notice and is out of the Delegation's jurisdiction. If a user has an issue, they will have to approach the Register of Deeds.

County Attorney John McCormick expressed opposition to SB566 which the Senate passed. The Delegation members stated that they would look at it.

Chairman Théberge requested the Delegation's support in submitting a letter to the Governor to support the passage of HB577. Representative Richardson commended Representative Tucker on her work with this issue. A motion was made by Representative Tucker, seconded by Representative Thomas to authorize the Chair of the Delegation to send a letter to the Governor supporting SB577. All approved unanimously by voice vote.

Commissioner Samson reported that the Board had authorized Commissioner Samson to sign the Cell Tower Site Easement document granting Northern New England Telephone Operations LLC d/b/a Consolidated Communications and Public Service of New Hampshire d/b/a Eversource Energy to run and maintain a line for services at the cell tower site on county property. There is an anticipated installation date of June 1 and services by the end of June.

The next quarterly meeting will be held Wednesday, September 5 at 10:00 a.m. at the North Country Resource Center in Lancaster, NH.

A motion was made by Representative Judd, seconded by Representative Moynihan to adjourn the meeting at 12:31 p.m. The motion was approved unanimously by voice vote.

Respectfully submitted,

Representative Larry Laflamme, Clerk



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Grafton County Nursing Home
3855 Dartmouth College Highway
North Haverhill, New Hampshire 03774

Stefan Fromm,
CNHA, FACHCA
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Dalton, GA

Dear Craig J. Labore,

B. Daniel Carr,
CNHA, FACHCA
Secretary and Treasurer
Indianapolis, IN

Congratulations to your team for having met the quality criteria for the 2018 ACHCA Eli Pick Facility Leadership Award. Only about 11% of facilities in the country meet the quality criteria for this award, so this is quite an achievement. ACHCA commends you and your team at Grafton County Nursing Home on being one of the top performing skilled nursing facilities (SNFs) in the nation for 2017.

Bill McGinley,
CNHA, CAS, CALA, HSE, FACHCA
President & CEO
Natick, MA

The Eli Pick Facility Leadership Award was established in 2008 to recognize Skilled Nursing Facilities for achieving excellence well beyond the Five Star rating system. Criteria are carefully reviewed and updated each year, to assure that top-performing facilities are duly recognized and that the award continues to raise the bar for organizational performance.

Michael Barry,
CNHA, FACHCA
Macon, GA

We wish you well in 2018. Keep up the great work!

Sharon K. Colling,
CNHA, CALA, FACHCA
Waverly, NE

Sincerely,

Philip Jean,
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