

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Hwy  
 North Haverhill, NH 03774  
 July 7<sup>th</sup> 2015

PRESENT: Commissioners Cryans, and Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: Craig Labore, Donna Cramer

EXCUSED: Commissioner Richards

Commissioner Cryans called the meeting to order at 9:10am and began with the Pledge of Allegiance.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report  
 Donna Cramer, Human Resources Director  
 July 7, 2015

1) **HR Activity Report (6/1/15-6/30/15)**

• **New Hires**

Department	#	Position(s)
Nursing Home	4 (1 FT, 3 PT/PD)	1 LNA, 1 Hskpr, 1 Unit Aide, 1 Dietary
County Attorney Office	1 (1 PT/PD)	1 Clerk
Corrections	<u>1</u> (1 PT/PD)	1 Uncertified Officers
	6	

• **Separations**

Departments	#	
Nursing Home	4 (2 FT, 2 PT/PD)	1 LNA, 1 LPN, 1 Machine Operator, 1 Laundry Aide
Non-Nursing Home	<u>2</u> (2 PT/PD)	1 Drug Court Coord, 1 Uncert Officer
	8	

**Reasons:**

- 1 Termination - Position Elimination (Drug Court Coord)
- 1 Resignations – No reason given (Uncert Corrections Officer)
- 2 Resignation – another job (Machine Operator and Laundry Aide)
- 2 Resignation – Relocating (1 LNA, 1 LPN)

• **Leave of Absences**

Department	#	
Nursing Home – Nursing	9	(5 are intermittent, 7 for self, 2 for family)
Nursing Home – Non-Nursing	5	(4 are intermittent, 1 for self, 4 for family)
Non-Nursing Home	<u>5</u>	(3 are intermittent, 3 for self, 2 for family)
TOTAL:	19	(previous month's report = 26)

• **Current Openings (as of 6/30/15)**

<u>Positions</u>	<u>Department</u>
RN (.5 over)	Nursing Home (same as last month)
LPN (3.2 FTEs)	Nursing Home (same as last month)
LNA (12.85 FTE's)	Nursing Home (compared to 9.85 last month)
Director of Nursing (FT)	Nursing Home
Unit Aide	Nursing Home (PT/PD)
Laundry Aide	Nursing Home (FT)
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers (PT)	Corrections – PT/PD, ongoing posting

2 FT and 1 PD LNA's orienting so far on July 15.

2) **Summary:**

- Nursing Home Turnover
  - Continue recruiting
  - TeamSteps

3) **HR Internal Operations**

- Goals/Projects:
  - Employee Handbook – Distributed
  - Department Head Handbook – for distribution September 1, 2015
  - Performance Evaluation Committee – tool/process
  - HR Survey
  - Checklist for ALL HR processes – continues, being worked on by all in HR

Commissioner Cryans asked if everyone had a chance to read the minutes from June 16<sup>th</sup>. Commissioner Lauer had a couple edits.

Commissioner Lauer moved to approve the minutes from June 16<sup>th</sup> as amended. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers 671-673; 1000-1002; 1004-1005 & 1208.

ED Libby submitted the GCDoc Superior Court report for the month of June for the Commissioners to review.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

July 7, 2015

Census:

Medicare: 4

Medicaid: 87

Private: 25

Total: 116

Year-To-Date Numbers:

Admissions (YTD) 34

Discharges (YTD) 4

Deaths (YTD) 35

Other Topics:

1) Construction Update

- NHA Labore stated that based on last Wednesday's construction meeting the Profile Unit is moving along very well. They ran into a problem in the med room where they pulled out the cabinets and found asbestos tiling. They have reported it and are hoping to get that addressed this week so progress is not held up. He went on to state that everyone is settling in nicely on Maple and residents are enjoying the new sitting area. Staff comments have been very positive but it is an adjustment period for everyone.

2) Furniture Quote Review

NHA Labore stated that he would like to purchase new furniture for sitting area in Maple. Right now it is a mix of old furniture. He stated that he is looking to purchase four (4) arm chairs, six (6) recliners, two (2) coffee tables, one (1) round table and one (1) adjustable tilt table base. He stated that he received the following three (3) quotes.

Geriatric medical - \$17,640.31

McKesson - \$14,304.59

Kwalu - \$12,907.11

NHA Labore stated that he would recommend accepting Kwalu and their bid of \$12,907.11 because they make specialty furniture and it has a ten (10) year warranty. They purchased the dining room chairs from them and are very satisfied.

Commissioner Lauer moved to accept the bid from Kwalu of \$12,907.11. Commissioner Cryans seconded the motion and all were in favor.

ED Libby asked NHA Labore if they have a plan for the purchase of the new activities van.

NHA Labore stated that they will more than likely purchase one this fall. They are going back and forth with a couple vendors and their quotes. They are coming in around the \$60,000 range and NHA Labore stated that he would like to get it under \$60,000. It is about an eight (8) to ten (10) week process to build the van because it is a specialty order. They are purchased through specialty wheelchair mobility transport companies that are out there that specialize in taking a basic vehicle and equipping it with handicap equipment. Commissioner Cryans asked what their plans for the current bus will be once they get the new one. NHA Labore stated that they are looking to trade it in but are being told that because of the condition it is not worth anything. He stated they may send it out to bid.

- 3) A/R Update  
NHA Labore stated that they collected \$712,000 for the month of May and billed out \$753,000. They have collected \$960 from 2012 and \$4,200 from 2014.
- 4) Medicaid Managed Care Commission  
NHA Labore stated that the meeting is going to be held at the Upper Valley Senior Citizen Center in Lebanon on Thursday from 1:30pm – 4:30pm. He encouraged the Commissioners to attend if they were able too. The Association of Counties and Health Care Association are going to finish the presentation that they started in June.
- 5) Upper Respiratory Infection  
NHA Labore stated that they have had an upper respiratory infection the last few weeks. They had closed down their Granite floor for a couple of weeks. Admissions to the resident's side in the administration building are currently closed because of the same infection. Terrie Nelepovitz from their Infection Control Department has been working with the state public health department trying to figure out what this is. They have sent out swabs to determine whether this is the flu or not.
- 6) LNA of the Year  
NHA Labore stated that this year the nursing staff identified the LNA of the Year. In years past it has been based on criteria of seniority, evaluations, how many call outs the person had, etc. It was recommended this year that the staff have a voice in who was chosen. The staff nominated Felicia Fournier for this year's LNA of the Year. Felicia has been with the county since 2007. NHA Labore stated that he and Assistant DON Yvonne Clark both felt it was a great selection. Her picture will be taken on Thursday and her plaque will go up on the wall with the rest of the plaques.
- 7) Administrator-In-Training Program  
NHA Labore stated that he was approached by Melissa Belanger. She is interested in becoming a nursing home administrator. NHA Labore stated that this is a program he went through with Eileen Bolander in order to become the Nursing Home Administrator. He explained that this is a yearlong internship program to teach the ins and outs of being a nursing home administrator. He stated that he has met with her and she is looking to do one (1) day a week. It is not a tremendous impact on his time as she would spend time with various departments to learn different aspects of the nursing home but he would be the one to keep track of her progress. He stated that he has told Melissa that he would speak with the Commissioners and find out if they are ok with him taking on this program. Commissioner Lauer stated that if NHA Labore is comfortable taking it on then she is as well. Commissioner Cryans stated that the timing is better this year than last year but time management is a big part. ED Libby stated that who better to do it than NHA Labore who has been through the program.
- 8) Payroll Stuffer  
NHA Labore gave the Commissioners a copy of a notice that went out to all nursing home staff in regards to spreading rumors at work. He explained that the letter stated that

anyone caught spreading rumors about anyone affiliated with Grafton County will be subject to the Grafton County disciplinary process. He said that spreading rumors can damage the reputation of the person at the center of the rumor and it creates a hostile work environment.

9) Egg Shortage

NHA Labore stated that the avian flu outbreak that happened this spring has killed roughly 48 million chickens. As a result of that it has been difficult to get pasteurized eggs which are needed to serve types of breakfast that the residents like. He stated that in this last food order they were able to get thirty (30) dozen pasteurized eggs which will hopefully last them a few months. NHA Labore stated that he wanted the Commissioners to know in case they were asked why someone's loved one is not getting the breakfast that they normally do, it is because regulations state the eggs have to be pasteurized for direct consumption. They are still able to get eggs from the farm but since they are not pasteurized all they can use them for is baking, not direct consumption.

ED Libby gave the Commissioners the Proclamation to be signed for Bath's 250<sup>th</sup> Anniversary celebration.

Conservation District – ED Libby stated that as the Commissioners requested during last week's meeting she emailed Pam Gilbert to see if they pay rent at their Orford office and they do not pay rent. In the email P. Gilbert stated that Conservation Districts are usually co-located with NRCS offices with agreements that the Conservation Districts did some administrative services in return for their space. The Commissioners discussed the potential office space and stated that right now they can give the Conservation District what they currently have upstairs once everyone is moved back up this fall until they can figure out where there may be extra space. ED Libby will work further on this and update the Board.

Commissioner Lauer stated that she rode in the Woodsville and Franconia 4<sup>th</sup> of July parades. Commissioner Cryans stated that he was in the Hanover parade. He stated that he will be in Bath for the 250<sup>th</sup> Anniversary. Commissioner Lauer will also be in Bath.

The Commissioners went to the Nursing Home to hand out service pins to employees and then went to the Alternative Sentencing Building to meet with Judge MacLeod regarding Drug Court issues.

10:25 with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk