

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

August 4th 2015

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

OTHERS PRESENT: Supt. Elliott, NHA Labore, HRD Cramer

Commissioner Cryans called the meeting to order at 9:10am and began with the Pledge of Allegiance followed by a moment of silence for the father and daughter who passed away in the circus accident in Lancaster.

Supt. Elliott arrived to open bids for the purchase of a new cruiser at the DoC. There were three (3) bids and they were as follows:

Meredith Ford – \$27,120.46 with a \$100 title fee

Flanders & Patch Motor Sales – \$27,724.00

Gateway Motors - \$26,999

Supt. Elliott reviewed the bids and recommended the Commissioners select Gateway Motors and their bid of \$26,999.00.

Commissioner Richards moved to accept Gateway Motors and their low bid of \$26,999.00. Commissioner Lauer seconded the motion and all were in favor.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report

August 4, 2015

Census:

Medicare: 3

Medicaid: 87

Private: 24

Total: 114

Year-To-Date Numbers:

Admissions (YTD) 41

Discharges (YTD) 9

Deaths (YTD) 40

Other Topics:

1) Director of Nursing

- NHA Labore stated that he was excited to announce that they have selected Laura Rahne, RN as the new Grafton County Nursing Home Director of Nursing. He explained that the first round of interviews they had applicants meet with him, then brought them back for a second round to meet with department heads in the nursing home as well as Dr. Wilmont and Lili Cargill as well as the staff for an hour and a half so they were able to get a feel for what the job entails. He stated that she has many years of nursing home experience and the various aspects of long term care. They are hoping for a September 2nd – 16th time frame for a start date.

2) Construction Update

- NHA Labore stated that last Wednesday Estes announced that they are projecting an end of August completion date for Profile. The NH have a projected move date on September 9th for residents to reoccupy Profile. He stated that they have to have the state come back in and recertify the unit before the move can happen and they are looking at the beginning of September for that. He stated that this half of the project has gone very smoothly.

3) A/R Update

- NHA Labore stated that they billed out \$753,000 and collected \$732,000 in the month of June. They have collected \$963 from 2012 and \$6,700 from 2014.

4) Review of Activity Bus Quotes

- NHA Labore gave the Commissioners the following three (3) quotes:

Tesco (Ohio based company)
Model: 2015 Elkhart Coach ECII
Price: \$57,688 (includes a \$4,500 trade-in)

Don Brown Bus Sales (New York based company)
Model: 2016 StarCraft Allstar
Price: \$58,246

Atlantic Turtle Top (Massachusetts based company)
Model: 2016 Diamond Coach
Price: \$61,898 (includes \$1,500 trade in)

NHA Labore stated that he is recommending the Commissioners accept the quote from Atlantic Turtle Top even though it is the highest price. They had budgeted \$68,000 for the purchase of the bus so even though they are selecting the highest bid they are still under budget. He stated that because it is a diamond coach, it is a fiberglass body and they will not have to worry about rust. The undercarriage will have two undercoatings which will preserve it and it also has an upgraded rear suspension that will keep the rides smoother for the residents. He stated that a salesman from this company brought a bus up for the activities department to test and neither of the other two (2) companies offered that. It holds eight (8) passengers plus five (5) wheel chairs.

Commissioner Lauer moved to accept Atlantic Turtle Top and their bid of \$61,898 for a 2016 Diamond Coach. Commissioner Richards seconded the motion and all were in favor.

5) Request For Non-public Session

*9:55 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:20 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 August 4, 2015

1) **HR Activity Report (7/1/15-7/31/15)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	7 (2 FT, 5 PT/PD)	6 LNAs, 1 Dietary Aide
County Attorney Office	1 (1 FT)	1 Legal Assistant
Sherriff's Dept	<u>1</u> (1 PT/PD)	1 Special Deputy
	9	

• ***Separations***

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<u>Departments</u>	<u>#</u>	
Nursing Home	<u>7</u> (3 FT, 4 PT/PD)	1 LNA, 4 Dietary Aides, 2 Unit Aides
	7	

Reasons:

- 1 Termination – Unsatisfactory Work Performance (Dietary Aide)
- 1 Resignations – Retirement (Dietary Aide)
- 2 Resignation – No notice given (1 Dietary Aide after 7 months, 1 Unit Aide after two months)
- 1 Resignation – No reason given (1 Dietary Aide after one week)
- 1 Resignation – Another job (Unit Aide after 1-1/2 months)
- 1 Resignation – Dissatisfied (LNA after 6 months)

• **Leave of Absences**

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	10	(5 are intermittent, 8 for self, 2 for family)
Nursing Home – Non-Nursing	4	(4 are intermittent, 4 for family)
Non-Nursing Home	<u>3</u>	(2 are intermittent, 2 for self, 1 for family)
TOTAL:	17	(previous month’s report = 19)

• **Current Openings (as of 7/31/15)**

<u>Positions</u>	<u>Department</u>
RN (.75 over)	Nursing Home (.5 over last month)
LPN (3.2 FTEs)	Nursing Home (same as last month)
LNA (13.85 FTE’s)	Nursing Home (compared to 12.85 last month)
Housekeeping Aide (3/5 FTE)	Nursing Home (x2)
Dietary Aide (1 FTE)	Nursing Home – FT, PT/PD, ongoing posting
Correction Officers (PT)	Corrections – PT/PD, ongoing posting

2 FT and 1 PD LNA’s orienting so far on August 5.

2) **Summary:**

- Nursing Home Turnover
 - Continue recruiting
 - TeamStepps

3) **HR Internal Operations**

- Goals/Projects:
 - 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 the July 28th meeting.

Commissioner Richards moved to approve the minutes from the July 28th meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 676; 1013-1014; 1018; 1212.

ED Libby submitted a Notice of Intent to Cut Wood or Timber for the timber sale for Commissioner Cryans to sign.

ED Libby submitted a CDFA Drawdown – Plymouth Senior Center in the amount of \$2,370 for Commissioner Cryans to sign.

ED Libby stated that they received a letter from Commissioner Toumpas regarding the continuing resolution and how it impacts the county as far as the \$5 million credit that statutorily they are supposed to receive their share of in July. She explained that because of the continuing resolution that will not happen. The state is going to be giving the counties 6/12 of the \$5 million in the July bill. This means that the county will be paying more out of their cash and will more than likely be borrowing money by the end of the month.

ED Libby stated that they need to discuss the dates for the Employee Holiday party in December because they were informed that the activities room is starting to fill up already around that time. The Commissioners discussed various dates and asked ED Libby to get some more information from the activities staff regarding times of their holiday parties and different dates.

Commissioner Cryans stated that on Sunday he attended the adaptive sports gathering in Bethlehem.

11:00AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk