

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
January 4, 2022

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

OTHERS PRESENT: NHA Labore, HR Director Clough, Director Andross

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

NHA Labore arrived and gave the following report: (see attached)

Write Off Request – NHA Labore stated that the Nursing Home would like to request approval to write off the amount of \$1,481.57. He explained that despite his efforts and the finance department's efforts, they were unable to collect the money.

MOTION: Commissioner Ahern moved to approve the Nursing Home's request to write off \$1,481.57. Commissioner Lauer seconded the motion and all were in favor.

Request to Institute a Lien – NHA Labore explained that there has been some concerning action taken by the family of the resident that is residing with them right now and they feel as though this is the best course of action to take to ensure Grafton County does not miss out on potential lost revenue.

MOTION: Commissioner Ahern moved to institute a lien on the property as requested by NHA Labore. Commissioner Lauer seconded the motion and all were in favor.

State of New Hampshire Presumptive Eligibility Agreement – NHA Labore stated that because of the current hospitalizations within the state, the State of New Hampshire is putting together Strike Teams to help staff Nursing Homes and allow them to open up units that have been closed due to staffing shortages. By doing this, they would alleviate the hospitalization rate across the state. He reported that another piece to this proposal is a Presumptive Eligibility Agreement, and this is for anyone who has been in a New Hampshire hospital because they do not currently have a defined payor source, such as Medicaid. Historically Nursing Homes will not admit those patients because they have not been officially approved for Medicaid. There are a number of people in this category currently across the state. Last month, DHHS specifically reached out to the counties to talk about this idea of a Presumptive Eligibility Program, where they would guarantee a daily rate of \$194.43 for folks who fall into the category of not having Medicaid to get them out of a hospital. The Nursing Home would be guaranteed payment until the eligibility status was determined. He stated that some counties have decided to sign the agreement and some have not. NHA Labore stated that he has reviewed the agreement with CA Libby and a concern of his is that it states payment is guaranteed until a decision is made but if a penalty is imposed, the agreement is silent on how that will be taken care of. What he learned last week

was that the Commissioner of Health and Human Services is leery on taking this back to the Executive Council to get clarification language added on how the penalty periods would be addressed. NHA Labore reported that a letter has been offered that states that DHHS will work with the County to identify alternatives to create payment. He stated that he does not feel comfortable with this. If there is not clear language in the agreement that states that the state will cover those penalties, they are exposing the County and the taxpayers to potentially being responsible for those penalties. NHA Labore stated that he and CA Libby feel it is in their best interest not to sign the agreement at this time, but they will do what they can on the admission standpoint to alleviate the hospitalization problem but go about it with the process they have in place. NHA Labore further discussed the topic and answered questions

HR Director Clough arrived and gave the following report: (*see attached)

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the December 21st meeting.

MOTION: Commissioner Lauer moved to approve the minutes from the December 21st meeting. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed Check Registers: 1084, 1090, 1092-1094; 1096-1098, 2021-12/13/21, 2021-12/10/21.

Director of Communications Andross arrived to discuss a couple of requests with the Commissioners.

1. Overnight Travel – Director Andross stated that he learned on Friday that the State Police are going to be holding SPOTS trainings, which is required for Dispatchers to attend for three (3) days. It is supposed to be completed within six (6) months of hire, but they have not held classes for over a year because they lost all of the staff members in the office. He has two (2) Dispatchers that can attend next week. He stated that he has at least one (1) going overnight and the training is held in Concord.

MOTION: Commissioner Lauer moved to approve the overnight travel request as presented by Director Andross. Commissioner Ahern seconded the motion and all were in favor.

2. Dispatch Agreements – Director Andross explained that in August some of the first new Dispatch Services Agreements came over to the Commissioners for signature. The former County Administrator had called him after the Commissioners had questions regarding these contracts stating they wanted it to have a liability review. Director Andross reached out to Primex for a liability review, and they refused to address the issue because most of the municipal customers of Dispatch are also customers of Primex. Director Andross found a neutral party in Sheehan Phinney to perform the review and they developed a preliminary review. He was given suggestions on things they can change in the agreement if they were to create a new one in the future. Director Andross stated that he was told that because they had existing agreements with customers that a wholesale re-write is not practical. The agreement that they used for the newest customers have been in place for years. CA Libby stated that there was not a specific dollar

amount in the agreement because it is a multiyear contract. The County has a process in place that determines Dispatch rates on an annual basis. These are the same agreements they have in place with multiple agencies for years and there have been no issues. The Commissioners further discussed the agreements with Director Andross and asked questions.

MOTION: Commissioner Lauer moved to accept the Dispatch agreements as presented. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

3. 2022 Mileage Rate – CA Libby stated that the federal mileage rate for 2022 is .585. She stated that the County normally adopts the federal mileage rate each year.

MOTION: Commissioner Lauer moved to adopt the federal mileage rate of .585 for 2022. Commissioner Ahern seconded the motion and all were in favor.

4. CA Libby submitted a Representation Letter for the FY 21 Audit for Commissioner Piper to sign.

5. CA Libby submitted a Subrecipient Agreement for the Mid-State Health CDBG for Commissioner Piper to sign.

6. License for Uses of Premises – CA Libby reported that the State of NH Motorcycle Training Course is looking to renew their agreement for the use of the County Alternative Sentencing Building and Courthouse parking lot from 1/1/22 – 12/31/23. The cost has been \$175 a weekend when they use the parking lot. The request is for up to 40 courses in the 2-year period. The Commissioners discussed the request and agreed to request an increase in the fee to \$200 per weekend.

MOTION: Commissioner Lauer moved to renew the license for the Use of Premises with the State of NH Motorcycle Training Course with a fee of \$200 per weekend and allow the County Administrator to execute the contract.

7. Haverhill Parks and Recreation Parking Lot Request – CA Libby reported that Haverhill Parks and Rec has requested the use of the Courthouse parking lot on Saturday May 28th from 10am-2pm for their Memorial Day Car Show. She stated that the Commissioners have approved this request in the past and Haverhill Parks and Rec provides insurance certificates.

MOTION: Commissioner Lauer moved to allow Haverhill Parks and Recreation to use the Courthouse parking lot May 28th for their Memorial Day Car Show. Commissioner Ahern seconded the motion and all were in favor.

8. CA Libby stated that she received an email yesterday from North Country Council, the Grant Administrator for the NHARDC annual grant that the county has sponsored for many years. They are asking if the Commissioners would sponsor the new application for 2022. The Commissioners agreed to sponsor the application. CA Libby stated that they would need to have a public hearing in late January.

MOTION: * 10:34 AM Commissioner Ahern moved to enter into non-public session for the purposes of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not

present. according to RSA 91-A: 3, II (l) Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:40 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

MOTION: Commissioner Lauer moved to enter into Opioid Settlement Agreement and give the County Administrator authority to sign the agreement. Commissioner Ahern seconded the motion and all were in favor.

CA Libby requested to go into nonpublic session.

MOTION: * 10:41 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:47 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

ARPA Requests

Commissioner Piper stated that her belief during yesterday’s meetings to discuss the ARPA requests was that the ARPA funds should benefit the taxpayers as much as possible. The Commissioners discussed each of the requests.

1. County Attorney’s Office – New Attorney

CA Libby noted that many County Attorney’s Offices have used ARPA funds to hire additional Attorneys due to the backlog of cases caused by COVID. She stated that it was made clear that

when these funds run out after the three (3) years, it is not guaranteed that this position will remain in the budget. Commissioner Ahern stated that he does not feel they should be spending this amount of money when they already have seven (7) attorneys in the office.

MOTION: Commissioner Lauer moved to recommend approval of a new Assistant County Attorney for \$310,000. Commissioner Ahern seconded for discussion purposes. The Commissioners voted on the motion. Commissioner Piper “yes”, Commissioner Lauer “yes”, Commissioner Ahern “no”. With the vote being two (2) in favor and one (1) in opposition the motion passes.

2. County Attorney’s Office – New Investigator

CA Libby stated that her recommendation would be if it were a position that would be deemed necessary to the County Attorney’s Office, that they build it into the budget using ARPA funds over the next three (3) years.

MOTION: Commissioner Lauer moved to recommend approval of a new Investigator in the Attorney’s Office for \$300,000. Commissioner Ahern seconded the motion and all were in favor.

3. County Attorney’s Office – New Equipment

CA Libby stated that her understanding was that in the first round of ARPA Requests, SNS went to the Departments to find out what they would need to be able to work remotely so they could include all IT items in their large Cyber Security, Infrastructure project. She stated that she has a meeting with SNS on Thursday and this is one of the items on her agenda to discuss with them. She suggested that the Commissioners table this request until next week until she gets more information to bring to the Commissioners.

MOTION: Commissioner Ahern moved to table the request. Commissioner Lauer seconded the motion and all were in favor.

4. Alternative Sentencing – Security Equipment

MOTION: Commissioner Lauer moved to recommend approval for the purchase of Security Equipment for the Alternative Sentencing Department for \$6,935.00. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Ahern noted concerns regarding security systems outside of the Administration Building and stated that he believes they need to have security cameras outside the administration building as well.

The Commissioners voted on the motion and all were in favor.

5. Human Resources – COVID Relief Pay

MOTION: Commissioner Lauer moved to recommend approval for COVID Relief Pay for up to \$1,002,734.88. Commissioner Ahern seconded the motion and all were in favor.

6. Sheriff’s Department – Stipend Program

Commissioner Piper stated that the HR request for stipends for the Nursing Home and DoC from the first ARPA round were because those were the departments that are bleeding staff. CA Libby

stated that one thing to remember is the stipend for those departments is not due to their direct exposure, it is because of the critical staffing levels. It was not a COVID stipend.

MOTION: Commissioner Lauer moved to not recommend the Sheriff's Department Stipend Program. Commissioner Ahern seconded the motion and all were in favor.

7. Sheriff's Department – Cruiser & Body Cameras

CA Libby stated that she feels the Commissioners should table this request as well and read the Motorola contract they were given yesterday as that could change the amount of this request.

MOTON: Commissioner Lauer moved to table the request. Commissioner Ahern seconded the motion and all were in favor.

8. Dispatch – Mann Hill Generator

MOTION: Commissioner Lauer moved to recommend approval of the Mann Hill Generator for Dispatch for \$ 35,546.00. Commissioner Ahern seconded the motion and all were in favor.

9. Dispatch - Consoles

MOTION: Commissioner Lauer moved to recommend approval of the Dispatch Consoles for \$58,979.42. Commissioner Ahern seconded the motion and all were in favor.

10. County Wide – Phones

CA Libby stated that this is a needed upgrade. The capabilities this gives the County in the event that they need to go remote again is a positive as it would allow employees to work remotely but still be easy to communicate with.

MOTION: Commissioner Ahern moved to recommend approval of the County Wide Phone Replacement for \$76,200.00. Commissioner Lauer seconded the motion and all were in favor.

11. Maintenance – Stipend Program

Commissioner Lauer stated that she would not recommend this request for the same reasons she did not recommend the Sheriff's Department stipend request. She appreciates the hard work that Maintenance staff does and recognizes that some of their jobs are unpleasant. Commissioner Piper stated that the staffing problem in Maintenance is not at the same critical level as the DoC and Nursing Home.

MOTION- Commissioner Lauer moved to not approve the Maintenance Department Stipend program. Commissioner Ahern seconded the motion and all were in favor.

12. Maintenance Sewer Grinder Assembly

MOTION: Commissioner Ahern moved to recommend approval of the Maintenance Sewer Grinder Assembly for \$28,500. Commissioner Lauer seconded the motion and all were in favor.

13. NH/DoC – PPE Supplies

MOTION: Commissioner Lauer moved to recommend approval of the NH/DoC PPE Supplies for \$75,000. Commissioner Ahern seconded the motion and all were in favor.

14. Farm – Tractor

Commissioner Piper and Commissioner Lauer stated that they will support this request. Commissioner Lauer stated that she feels this has gone beyond the point of being a want and is becoming a need based on the repair history and the fact that the tractor is used year-round. CA Libby noted that they have not invested in equipment for the farm in a long time. Commissioner Ahern stated that he would recommend it as well.

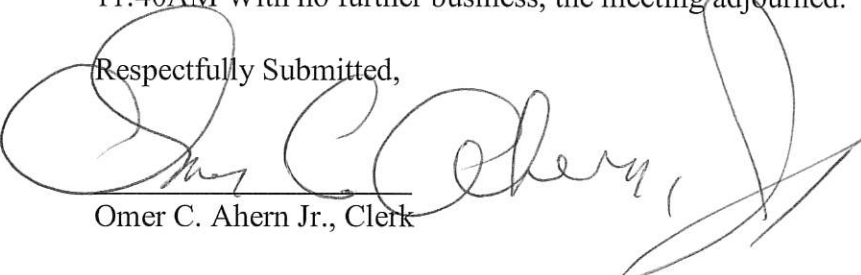
MOTION: Commissioner Lauer moved to recommend approval of a Tractor for the Farm for \$70,162.00. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Issues:

1. Commissioner Ahern stated that one (1) bill that is in consideration this week is HB50. This is from the special committee on redistricting. He explained that Grafton County is going to lose one (1) State Representative. Cheshire County, Coos County and Grafton County will all lose one (1) representative. He noted that he also heard they are moving the border for Senate District 1 south.
2. Commissioner Piper stated that she would be participating on the Legislative Call on Friday. She noted that she received a call from a constituent who lives at a retirement community and they ask public officials to come in and talk about their branch of local government. She was asked to come in and speak and she stated that she would be doing that.

11:40AM With no further business, the meeting adjourned.

Respectfully Submitted,


Omer C. Ahern Jr., Clerk

Grafton County Nursing Home Commissioner's Report: January 4, 2022

Census

Medicare: 4
Medicaid: 76
VA: 1
Hospice: 0
Private: 18
Total: 99

FY '22 Budgeted Census:

Medicare: 3
Medicaid: 89 (Daily rate= \$212.62)
VA: 1
Hospice: 0
Private: 22
Budgeted Census: 114

Monthly Admissions/Discharges

Admissions: 1 (1/04/2022)
Deceased Residents: 1
Discharges: 0

Other Topics:

- 1) Commissioner Memorandum Requests
- 2) State of New Hampshire Presumptive Eligibility Agreement
- 3) CMS Mandatory Vaccination Update
 - January 7, 2022 hearing before United States Supreme Court

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 January 4, 2022

HR Activity Report (12/07/2021-01/04/2022)

- New Hires***

Department	#	Position(s)
Nursing Home	1 (1 FT)	1 FT Asst. Dietary Supervisor
DOC	2 (2 FT)	2 FT CO's
Alternative Sentencing	2 (2 FT)	2 FT Case Managers

Separations

Departments	#	
Nursing Home	5 (1 PD, 4 FT)	1 PD LNA, 1 FT LPN, 1 FT LNA, 1 FT Dietary Aide, 1 FT Housekeeper
Sheriff's Dept.	1 (1 PT)	1 Special Deputy
Commissioners' Office	1 (1 FT)	1 FT County Administrator

Reasons:

- Resigned personal reasons/no reason- 4
- Termination –
- Career change -
- New job – 1
- Relocated – 1
- School –
- Retirement – 1
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements -

- Status Changes/ dept transfers: Asst. Deputy Register to Payroll Coordinator, Records Clerk to Asst. Deputy Register***

Active Leave of Absences as of December 7 - present

Department	#	
Nursing Home – Nursing	13	(9 are intermittent, 12 for self, 1 for family)
Nursing Home – Non-Nursing	2	(2 are intermittent, 2 for family)
DOC	2	(2 intermittent, 2 self)
Maintenance	1	(1 intermittent family)
Sheriff's Dept/Dispatch.	2	(1 intermittent, 1 family, 1 self)
County Atty's Office	2	(1 intermittent, 1self, 1 family)
HR Department	1	(1 intermittent,family)
TOTAL:	23	

Scheduled to orient January 6, 2022

2 Full-time and 1 Part-time Dietary Aide

Current Jobs posted/advertised

LNA's (17.05 FTE's vacant)

RN/LPN (14.95 FTE's vacant combined)

RN Per Diem DOC

CO's (9 FTE's vacant)

PT Housekeeper

Evening Clinical Asst.

Dietary Aide

OTHER BUSINESS –