

GRAFTON COUNTY COMMISSIONERS' MEETING  
Nursing Home Activities Room  
North Haverhill, NH 03774  
November 1, 2022

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore, Maintenance Supt. Oakes

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

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

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

1. Meadow Update – NHA Labore reported that the nursing home has gone three (3) weeks without any positive cases in residents. They would have been out of the outbreak status but they had a nursing staff member test positive on Friday and she worked Wednesday on the Meadow Unit. He stated that they have another two (2) weeks of surveillance testing and noted that yesterday's results were all negative.
2. Television – NHA Labore explained that the nursing home has had a two (2) month stretch of issues with the television service that has resulted in outages as well as equipment breaking resulting in interruptions. He stated that television is very important to the residents and he is looking into what their options are.
3. October CMS Regulatory Updates – NHA Labore reported that on September 23<sup>rd</sup>, CMS released Covid guidance updates. Testing and masking are based on transmission level, if it drops below high, the nursing facilities in that county have the ability to adjust masking. He stated that vaccination status does not determine testing status as well. NHA Labore further discussed the updates and answered questions from the Commissioners.
4. NHA Labore stated that their Trauma Informed Care Planning dates back to 2019. There were regulations that were set to be put in place but were delayed, then Covid hit. CMS is now moving forward with those plans. The nursing home will be working on their Trauma Informed Care Plan for residents. He explained that this involves looking into past traumatic events for residents and creating a care plan to avoid any possible triggers happening.
5. NHA Labore stated that he has received the following two (2) quotes for the purchase of a new washing machine that was approved in the FY23 budget to be spent through ARPA funding. He noted that the quote has increased by \$4,330.25 from the budgeted amount due to inflation. He has spoken with CA Libby and there are enough funds available in the ARPA line to absorb the increase.

Daniels Equipment - \$ 28,124.25  
Yankee Equipment -\$ 31,385.00

NHA Labore stated that he is requesting that the Commissioners accept the quote from Daniel's Equipment due to them not only being the lower price but for uniformity of equipment as well. All of their models are from Daniel's. The staff know how to use them and the maintenance staff knows how to service them.

**MOTION:** Commissioner Lauer moved to accept the bid from Daniel's Equipment based on the lower price and uniformity of equipment. Commissioner Ahern seconded the motion and all were in favor.

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 25<sup>th</sup> meeting. Commissioner Piper and Commissioner Ahern had a few edits.

**MOTION:** Commissioner Ahern moved to approve the minutes from October 25<sup>th</sup> as amended. Commissioner Lauer seconded the motion and all were in favor.

2. The Commissioner signed check registers 1054; 1056-1059; 2022-10.28.2022.

**Supt. Oakes arrived to discuss the test well results.**

Supt. Oakes stated that the target they are looking for in the test wells is 40 gallons/minute and this is based off peak day. The test well that was dug hit 35 gallons/minute. Supt. Oakes stated that this does not mean this project is not viable. He looking at possibly needing three (3) wells to make this a viable project. In order to move forward with this he needs approval to develop the second test well in a different location. The DES Wetlands Permit process will take about 90 days, therefore they are looking at mid-winter at the earliest to dig the second well. CA Libby stated that they could submit the request to the Executive Committee at their November meeting as an exception because this is an ongoing project that has already been approved.

**MOTION:** Commissioner Lauer moved to recommend approval of the additional test well to the Executive Committee. Commissioner Ahern seconded the motion and all were in favor.

CA Libby stated that she and Commissioner Ahern spoke with Rep. Sykes and Rep. Stavis regarding sponsoring an LSR for an amendment to RSA 147-8. She reviewed the additional language that Rep. Stavis developed to be added to the RSA. She explained that they discussed strategy with hearings and testimony. CA Libby explained to Rep. Sykes and Rep. Stavis that the county had begun a feasibility study for this project that has since been put on hold because of this legislation. She stated that it seems to make sense to continue the feasibility study, if it is not feasible this legislation does not need to happen but if they start the feasibility study now and it is deemed feasible, it gives them stronger testimony. Supt. Oakes has spoken with Horizons and

they are able to complete this study by the end of the year, which would be before testimony. She stated that they would like permission to proceed with the feasibility study for the municipal septic.

**MOTION:** Commissioner Ahern moved to continue with the feasibility study for the municipal septic system. Commissioner Lauer seconded the motion and all were in favor.

**Agenda Items:**

1. CA Libby submitted the MS-1 Form for Livermore for the Commissioners to sign.
2. CA Libby explained that when the former Sheriff, Doug Dutile, was in office, they were having issues with trash being deposited at the shooting range and the decision was made to not allow vehicles to drive up there. She stated that an exception has been made for the last number of years for a man to take his elderly father hunting and this person is extremely grateful. She noted that they have come to introduce themselves as well. CA Libby stated that this year someone else has seen that vehicle and asked for the same exception. The Commissioners discussed the request. Commissioner Ahern stated that he does not want to stop people from using the property but he would be in favor of saying no driving up there with the one exception that has been made due to the circumstances of that exception. Commissioner Lauer and Commissioner Piper both agreed to keep the rule as is, with the one exception that has been made.
3. CA Libby stated that tax invoices have gone out and are due December 19<sup>th</sup>.

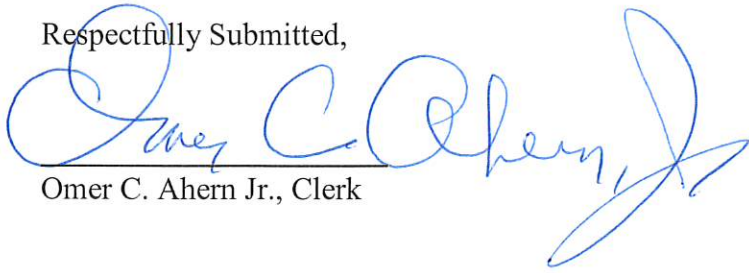
**MOTION:** \*11:04 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right 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 Piper 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.

Commissioner Piper declared the meeting back in public session.

**MOTION:** \*11:30 AM 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.

11:30 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Omer C. Ahern Jr.", written in a cursive style. The signature is positioned above a horizontal line.

Omer C. Ahern Jr., Clerk

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 November 1, 2022

**HR Activity Report (09/05/2022-10/31/2022)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	9 (2 PD, 7 PT)	6 PT Dietary Aides 1 PT Housekeeper, 2 PD LNA's
Sheriff	1 (1 FT)	1 FT Deputy
DOC	6 (3 PT, 3 FT)	3 PT CO's, 3 FT CO's
Farm	2 (1 FT, 1 PT)	1 FT Farm Asst., 1 PT Farm Asst.
Deeds	1 (1 FT)	1 FT Asst. Deputy Register

***Separations***

<u>Departments</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	14 (5 FT, 7 PD, 2 PT)	5 PD LNA, 2 PD RN/LPN, 1 FT LPN 1 FT LNA, 2 FT Restorative Aides, 2 PT Dietary Aide, 1 FT Unit Secretary
DOC	2 (2 FT)	1 FT CO, 1 FT Cook
County Atty's Office	1 (1 FT)	1 FT Asst. CA
Farm	1 (1 FT)	1 FT Farm Asst
Deeds	1 (1 FT)	1 FT Asst. Deputy Register
Maintenance	1 (1 FT)	1 FT Maintenance Asst.

***Reasons:***

- Resigned personal reasons/no reason- 2
- Termination – 1
- Vaccine Mandate -
- New job/career change – 10
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 7

- ***Status Changes/ dept transfers: 1 FT CO to PT, 1 FT Dietary Aide to FT Laundry Aide, 1 FT MNA to PD, 1 FT Asst. Deputy Register of Deeds to FT Social Service Asst., 1 PT CO to FT CO, 1 PD RN to FT MDS Coordinator, 1 PD LNA to FT LNA, 2 PD LNA's to 3/5 LNA***

***Active Leave of Absences between September 6 -October 31, 2022 to present***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	12	(8 are intermittent, 9 for self, 3 for family)
Nursing Home – Non-Nursing	6	(6 are intermittent, 5 for family, 1 self)
DOC	3	(1 intermittent, 2 self, 1 family)
Sheriff's Dept/Dispatch.	2	(2 intermittent, 2 family)
County Atty's Office	3	(2 intermittent, 3 self)
HR Department	1	(1 intermittent, family)
Alternative Sentencing	1	(1 intermittent family)
Maintenance	4	(2 self, 2 family)

**TOTAL:**

**32**

**November 2<sup>nd</sup> scheduled orientation**

1 FT Housekeeper

1 FT Maintenance Asst.

**Current Jobs posted/advertised**

LNA's (30.25 FTE's vacant)

RN/LPN (17.05 FTE's vacant combined)

ADON

Assistant County Attorney

RN Per Diem DOC

CO's (13 FTE's)

Cook DOC

Housekeeper (PT)

Dietary Aide

Dispatcher

Skilled Maintenance Assistant

LADC

Farm Assistant

Other business: Had a successful in house flu shot clinic on 9/19 – approx..32 flu vaccines were given (nursing home will hold flu shot clinics as well), attended Plymouth State Healthcare Career Fair, GMR for Health Insurance 5.5%, WMCC doing site visit 11/10 for purposes of getting LNA class going

# Grafton County Nursing Home Commissioner's Report: November 1, 2022

## Census

Medicare: 4  
Medicaid: 61  
VA: 1  
Hospice: 2  
Private: 16  
Total: 84

## FY '23 Budgeted Census:

Medicare: 2  
Medicaid: 73  
VA: 3  
Hospice: 0  
Private: 22  
Budgeted Census: 100

## Monthly Admissions/Discharges

Admissions: 4  
Deceased Residents: 5  
Discharges: 0

## Other Topics:

- 1) Meadow Update
- 2) October CMS Regulatory Updates
- 3) Washing Machine Purchase Approval