

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
February 1st, 2022

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

OTHERS PRESENT: Kevin Low – SNS, Ed Wargo – SNS, Nursing Home Administrator
Labore, HR Director Clough, Maintenance Supt. Oakes.

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

Kevin Low & Ed Wargo - SNS

K. Low gave the Commissioners an update on the status of the Cyber Security/Infrastructure
project. He stated they are about 80% complete with the project. They will be starting internal
department project meetings every other week for the months of February and March. They will
be making the changes and upgrades after hours and trying to have as little disruption as possible
to the 24/7 departments. He explained that they are using this opportunity to move the county
email over to Office 365 to align the county with the state requirements for domain name.

K. Low noted that Heather Porter no longer works at SNS and therefore he will now be the
primary account manager for Grafton County.

Commissioner Piper stated that there were two (2) amounts of annual figures that the
Commissioners were not aware of totaling roughly \$100,000. She asked for an explanation of
what those expenses are and why they did not know about them. K. Low explained that this is for
the Office 365 and Arctic Wolf cyber security software. He stated that they are finding that more
clients are asking for a contract with one (1) price that includes all services. He explained that the
contract the county has includes all components. It has cyber protection for the next year and
then the Commissioners can decide if they want to keep it and if so, is there is another route they
can go to pay for it. K. Low explained that he could put out an RFP for USAC funding that is
available to rural health care settings for technology services. He explained that this RFP just
opened for a July 1st date. This would give the county a 36-month commitment. He is proposing
to get everything lined up in the next 60 days and SNS would put out an RFP for Grafton County
for the health care settings. This funding reimburses 65% for IT support services, which could be
used to offset the annual cost for the software renewal. He further discussed the USAC grant
opportunity with the Commissioners and answered questions. CA Libby stated that she would be
working with K. Low to put this information together.

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

COVID-19 Update – NHA Labore stated that they continue to see random resident positive
cases. He reported that they have several staff coming back off isolation. He does not feel they

will be out of the designated outbreak cycle for another month or so but he noted that he thinks the resident vaccination rate is important because even though residents are testing positive they are not experiencing severe symptoms. He noted that all staff have been upgraded to KN95 masks.

CMS Mandatory Vaccination Implementation Update – NHA Labore reported that he met with HR Director yesterday and they are expecting a potential of six (6) exemption requests and four (4) staff members to resign. Two (2) of these employees are in dietary and two (2) are in environmental services. He explained that they have been able to work on a timeline for resignations for those staff members. They would submit resignation letters by February 27th and their last day would be March 12th to receive eligible payout.

The Commissioners stated that they appreciate the hard work of the Nursing Home staff. NHA Labore noted that the next thing for them to be thinking about is the booster shot, as he believes it will eventually be mandatory by CMS as well. He stated that a mandatory booster shot will be more of an issue for the Nursing Home as they have staff who have stated they will not receive a 3rd dose.

Agenda Items:

Commissioner Piper asked if everyone had a chance to read the minutes from the January 25th meeting. Commissioner Piper had a couple edits.

MOTION: Commissioner Lauer moved to approve the minutes as amended.
Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check registers 1116-1117 and 2022-01.25.2022.

CA Libby submitted the CDBG Contract for Mid-State Daycare for Commissioner Piper to sign and initial as well as Commissioner Ahern to sign the Certificate.

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

The Commissioners watched the new recruitment videos from the Nursing Home and Department of Corrections that will be linked to their job postings. HR Director Clough stated that they would be posted on the HR Facebook page and YouTube as well. The Commissioners stated that the recruitment videos were excellent and congratulated HR Director Clough on her hard work.

CA Libby noted that the first ARPA expenditure report has been completed.

Supt. Oakes arrived to request a bid waiver.

Supt. Oakes stated that he is looking to purchase the camera monitoring system for the Alternative Sentencing building that was approved in the latest round of ARPA requests. He stated that the panic alarm systems in the Admin Building, Nursing Home and perimeter alarm in

the courthouse are all TASCOS systems. He explained that he wants to maintain uniformity across the campus for ease of maintenance, familiarity and they already have a well-established relationship with TASCOS.

MOTION: Commissioner Lauer moved to sole source the purchase camera monitoring system to TASCOS in the amount of \$6,935.00. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

1. Proposed Budget Schedule – CA Libby stated that given the pending wage study that is in process it does not make sense to have departments start budget prep knowing that the wages will likely change and therefore she is proposing to push the budget schedule back. The Commissioners discussed the schedule and agreed to meet on March 24th, March 29th and March 31st to allow them time to review and discuss the results of the wage study.

2. CA Libby reported that she had broadband meetings last Wednesday, Thursday and Friday. She stated that the Broadband Committee is still waiting to hear from the NTIA grant. They have also decided the USDA Reconnect grant is not one they are in a position to apply for right now. She informed the Commissioners that the committee will be having three (3) public information sessions. They will be as follows:

- February 15th at the Robert E. Clifford Memorial Building in Woodsville from 5:00pm-7:00pm
- February 16th at the Bradford Room at Plymouth State University from 5:00pm-7:00pm
- February 17th will be via Zoom from 2:00pm-4:00pm.

CA Libby stated that if they do not get the NTIA grant, their plan is to request the additional \$350,000 to complete the final design for the middle mile out of ARPA money and make that presentation at the March Executive Committee Meeting.

CA Libby requested to go into nonpublic session.

MOTION: * 11:00 AM Commissioner Ahern moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) 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.

* 11:37 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.

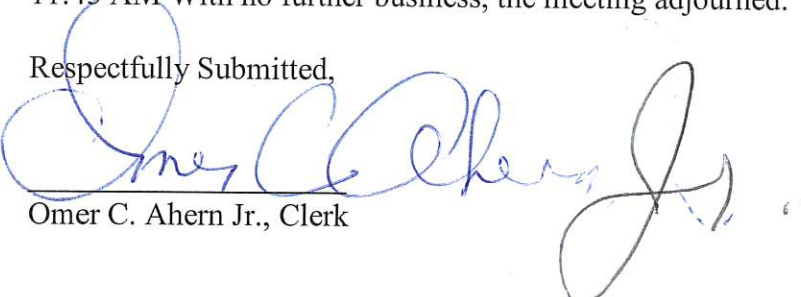
Commissioners Issues:

1. Commissioner Lauer had a conversation with Bernie Marvin. He is going to contact Judith Hull and write an article in the Bridge Weekly to attract Master Gardeners. She noted that she has also talked with Howard Hatch. He was concerned that the community sessions that were planned to discuss the farm were cancelled.

2. Commissioner Piper stated that she and Commissioner Ahern attended the Adult Diversion graduation on Friday. There were four (4) graduates. It was a very good ceremony and they listened to four very strong and inspiring essays by the graduates.

11:45 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern Jr.", written in a cursive style.

Omer C. Ahern Jr., Clerk

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

Census

Medicare: 1
Medicaid: 75
VA: 2
Hospice: 0
Private: 20
Total: 98

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
Deceased Residents: 1
Discharges: 0

Other Topics:

- 1) COVID-19 Update
- 2) CMS Mandatory Vaccination Implementation Update

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

HR Activity Report (01/04/2022-02/02/2022)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 (3 FT, 1 PT)	1 FT Unit Aide, 2 FT Dietary Aides, 1 PT Dietary Aide
DOC	2 (2 FT)	2 FT CO's
Deeds	1 (1 FT)	1 FT Records Clerk
Sheriff's Dept	1 (1 PT)	1 PT Bailiff
Maintenance	1 (1 FT)	1 FT Maintenance Asst.

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	13 (5 PD, 8 PT)	3 PD LNA, 7 PT Dietary Aide, 1 Per Diem RN, 1 Per Diem LPN, 1 PT Housekeeper
DOC	2 (2 FT)	2 FT CO

Reasons:

- Resigned personal reasons/no reason-
- Termination – 2
- Career change -2
- Vaccine Mandate - 1
- New job – 1
- Relocated –
- School – 1
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 8

- ***Status Changes/ dept transfers: 1 Per Diem LPN to FT, 2 FT RN's to per diem, 1 PT Housekeeper to FT Unit Aide, 1 FT Dietary Aide to FT Housekeeper***

Active Leave of Absences as of January 4th - present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	16	(11 are intermittent,13 for self, 3 for family)
Nursing Home – Non-Nursing	3	(3 are intermittent, 3 for family)
DOC	2	(1 intermittent, 1 self, 1 family)
Maintenance	1	(1 intermittent family)
Sheriff's Dept/Dispatch.	1	(1 intermittent, 1 family)
County Atty's Office	2	(1 intermittent, 1self, 1 family)
HR Department	1	(1 intermittent,family)

TOTAL: 26

Scheduled to orient February 2, 2022

1 FT Unit Aide

Current Jobs posted/advertised

LNA's (15.05 FTE's vacant)

RN/LPN (15.85 FTE's vacant combined)

RN Per Diem DOC

CO's (9 FTE's vacant)

Housekeeper (FT and PT)

Evening Clinical Asst.

Dietary Aide (FT and PT)

Night Watchman (Spare)

Activities Aide

OTHER BUSINESS – Wage Audit – looking at end of February for final report, Next LNA class scheduled to begin in March