

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
February 8, 2023

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

OTHERS: HR Director Clough, Tracey Secula, Anne Duncan Cooley, Jack Terrill, Pamela Sullivan, Scarlett Moberly

Commissioner Piper called the meeting to order at 1:38 PM.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the January 31st meeting and the February 7th meeting. Commissioner Piper had a few grammatical edits on the January 31st minutes.

MOTION: Commissioner Ahern moved to approve the minutes from the January 31st meeting as amended. Commissioner McLeod seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to approve the February 7th minutes. Commissioner McLeod seconded the motion and all were in favor.

2. The Commissioners signed check registers 1103 - 1107.

3. CA Libby submitted a CDBG Drawdown from GRDC Micro for \$2,500 for Commissioner Piper to sign.

4. CDBG – Amendment to Grafton Regional Development Corporation Agreement – CA Libby reported that GRCD will continue to serve 27 clients but would to realign all 27 to technical assistance as they have more demand for those grants and there are resources that will enable GRCD to serve those who need the loans. CA Libby explained that the GRDC is proposing to decrease the Loan Assistant budget from \$5,000 to \$0 and reallocate the technical assistance budget as well as decrease the Down Payment Assistance grant budget from \$20,000 to \$10,000 and reallocate \$2,500 to TA and \$7,500 to direct grants. Commissioner Piper signed the amendment.

5. CDBG – Amendment to Belknap Economic Development Council Agreement – CA Libby reported that BEDC/WEDCO is on track to serve the budgeted low and moderate income persons this year and they are requesting shifting the lending capital portion of their award to Technical Assistance/Training due to not being able to access the CDBG Lending Capital. The transfer request is \$25,000 and BEDC stated that they are confident that they can service ten (10) extra LMIs before June 30th. Commissioner Piper signed the amendment.

6. CA Libby submitted the GCDoc Superior Court Report for the Commissioners to review.

7. Sign on Bonus – Maintenance – CA Libby reported that the one of the Maintenance Assistant positions has resigned. The Commissioners previously approved a sign on bonus for both the Skilled Maintenance Position and Master Electrician positions. Supt. Oakes is requesting the sign on bonus for the Maintenance Assistant position as well. CA Libby stated that she is requesting that the Commissioners make the sign on bonus applicable for all maintenance positions that become available.

MOTION: Commissioner McLeod moved to approve the sign on bonus for all applicable positions within the Maintenance Dept. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern asked if this was a permanent bonus. CA Libby stated that the Commissioners have the authority to remove the sign on bonus at any point.

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

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

HR Staff Schedule – HR Director Clough explained that she is looking at how her staff could work four (4) days and offer her employees flexible schedules. She noted that her department has not been understaffed but is looking to give back to them in ways other than a bonus because the money is not in her budget. She stated that the HR Department would still be open five (5) days a week and would possibly be open more because they would be here earlier or later each day. HR Director Clough stated that they are still discussing the idea and have not made any set plans as of yet.

Agenda Items:

1. Memo for Consideration – ET Buyback – CA Libby stated that she is requesting that the Commissioners approve Interim Farm Manager White to buyback two (2) weeks (96 hours) of earned time. He is at the maximum accrued time and due to the staffing issues at the farm, he has not been able to take any substantial amount of time off. Given the length of time he has been employed he accrues time quickly, so without taking a block of time off it is difficult to reduce his balance.

MOTION: Commissioner Ahern moved to approve the ET Buyback for the Interim Farm Manager due to significant staffing issues on the farm preventing him from utilizing his earned time. Commissioner McLeod seconded the motion and all were in favor.

2. Probation & Parole Lease Agreement – CA Libby presented the Commissioners with a lease agreement that is the renewal is for two (2) years, through June 30th 2025 and includes a 5% increase in both years.

RESOLVED: Commissioner McLeod moved that Grafton County shall enter into a contract with the State of NH through the Grafton County Commissioners providing for the performance by Grafton County of certain services as documented within the foregoing lease, and the official listed, Wendy Piper, Chairman of the Grafton County Commissioners, on behalf of Grafton County, is authorized and directed to enter into the said lease contract with the State of NH, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of Grafton County in order to accomplish the same. Commissioner Ahern seconded the motion. All were in favor.

RESOLVED: Commissioner McLeod moved that the signature of the above authorized party or parties of Grafton County, when affixed to any instrument of documents described in, or contemplated by, these resolutions, shall be conclusive evidence of the authority of said parties to bind Grafton County. Commissioner Ahern seconded the motion. All were in favor.

Commissioner Piper signed and initialed the agreement. Commissioner McLeod signed the Certification for Municipalities.

3. Update on HB 186 – CA Libby updated the Commissioners and stated that HB 186 was voted to be retained last week. Commissioner Piper stated that they were very happy to get that done at the last minute. She thanked Commissioner McLeod for that very good idea of asking for that bill to be retained. CA Libby reported that Kevin Shelton from WW&L met with the WW&L Commissioners and gave them the Horizons report from the County. WW&L would like to meet with the County to discuss the water and sewer goals of the County. CA Libby stated that she would reach out to WW&L and discuss possible dates to meet.

4. Open Audit Bids – The Commissioners opened bids for audit services for 2023-2025. Two (2) bids were received as follows:

Vachon ChuKay & Company

- FY2023-FY2025 Audits - \$35,000 per year (\$37,500 per year with a \$2,500 discount)

Marcum Accountants & Advisors

- FY 2023- \$45,000
- FY 2024 - \$47,000
- FY 2025 - \$49,000

CA Libby stated that she would review the bids and present her recommendations next week.

5. Proposed Job Description – Assistant County Administrator – CA Libby explained that the County had just the County Administrator position up until 2021 and the Delegation created a separate Finance Director position that she had stepped down to fill. She has since come back on as County Administrator and in the current budget, the Delegation voted not to fund a Finance Director for a full year but rather have herself and the Commissioners think about what the County really needs. CA Libby stated that she has put together what she feels is the best-suited position for this county and that is an Assistant County Administrator. The Commissioners reviewed the job description.

Kaela Tavares arrived for the FY 23 Business TA CDBG Grant Hearing

3:02 PM Commissioner Piper opened the 1st Public Hearing: the CDBG Project:

Commissioner Piper noted that there were handouts about public hearings available to the public, including a document that was posted on the website prior to the public hearings.

Commissioner Piper asked Kaela Tavares to introduce the project.

K. Tavares stated that Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Annually, up to \$500,000 is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$100,000 is available for planning activities per planning study. All projects must directly benefit low and moderate income persons. The public hearings will hear public comment on the following:

This proposed Economic Development for Regional Development Corporation Business Technical Assistance (TA) application to the Community Development Finance Authority (CDFA) is for up to \$500,000 in Community Development Block Grant (CDBG) funds. The Business TA funds will be provided to the NH Alliance of Regional Development Corporations (NHARDC) on behalf of its nine member entities, and to the NH Small Business Development Center.

There will be two parts to the funds available to the regional development corporations (RDCs). Each of the 9 RDCs can request up to \$19,000 in reimbursement for staff time spent providing technical assistance (TA) to businesses in their region (\$190,000 in the aggregate).

The second part of the funding will consist of a "pool" of funds for consultant services in the amount up to \$140,000. This pool is available to both the RDCs and SBDC. As an RDC or SBDC identifies a business TA need that they cannot provide within their own staff they may acquire the services of a consultant to provide the TA. Consultant proposals will be approved by NHCDFFA on a case-by-case basis.

Providing these TA services expands the activity level of the RDCs beyond just their lending activities and increases the resources available to support small business growth. While the

specific businesses and their needs can't be identified at this time (the activity won't begin until July 1, 2023) past experience has shown that most of the businesses served are small, frequently located on "Main St" and can include start-ups that form the back-bone of their local economy, especially in the more rural communities served by the RDCs and SBDC. The additional funds available to the RDCs and SBDC to pay for consultants on behalf of individual businesses will allow them to offer more services, with expertise that is not available within their own staff, with the goal of moving businesses "up a notch" in their ability to expand their business and become more profitable. As businesses become more successful and profitable, they expand and hire more employees---and this is the ultimate goal of this CDBG project.

In exchange for funds to reimburse for staff-provided TA each RDC is committed to working with businesses to document the creation of at least one job, filled by a low and moderate income (LMI) person, plus additional job creation for any TA funds requested above \$19,000. Any consultant funds utilized by the RDCs or SBDC will also create at least one LMI job per \$20,000 utilized.

North Country Council is seeking to write and administer this grant for the total combined fees of up to \$16,000 including grant writing of \$4,000 and \$12,000 for administration.

This project conforms with Grafton County's 2021 Housing and Community Development Plan's Goal #5: Seek to strengthen employment opportunities for all residents by supporting job retention and creation effort.

Commissioner Piper asked if there were any questions or comments from the Commissioners or public. There were none.

3:09 PM Commissioner Piper closed the public hearing

3:09 PM Commissioner Piper opened the 2nd public hearing

Commissioner Piper asked K. Tavares to introduce the Residential Relocation and Assistance Plan for this project.

K. Tavares stated that this Residential Antidisplacement and Relocation Assistance Plan is standard language, which provides a procedure in cases where there is residential or business displacement due to a project using CDBG funds. It must be adopted for each CDBG project. For this project, no displacement or relocation is anticipated but the plan must be adopted in the unlikely chance that displacement takes place.

Commissioner Piper asked if there are any questions or comments from the Commissioners or public. Commissioner Piper asked about the minimum wage of the thirteen (13) jobs created. K. Tavares stated that eight (8) jobs provided wage data, the wages ranged from \$15/hour to \$25/hour.

Commissioner Piper asked if there were any questions or comments from the Commissioners or public. There were none.

3:15PM Commissioner Piper closed the 2nd public hearing

MOTION: Commissioner Ahern moved to approve submittal of a CDBG application on behalf of the Alliance of Regional Development Corporations and Small Business Development Center. Commissioner McLeod seconded the motion and all were in favor.

MOTION: Commissioner McLeod moved to adopt the Residential Anti-displacement and Relocation Assistance Plan for the project. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to authorize the Chair of the County Commissioners to submit the application and execute any and all documents necessary to effectuate the potential CDBG contract and any amendments thereto. Commissioner McLeod seconded the motion and all were in favor.

MOTION: Commissioner McLeod moved to have the North Country Council write and administer the grant on behalf of Grafton County. Commissioner Ahern seconded the motion and all were in favor.

Tracey Secula arrived for the 2022-2023 CDBG Microenterprise Technical Assistant Mid - Grant Public Hearing and the Microenterprise Technical Assistance 2023-2024 Grant Application for Grant Submission and the Residential Anti-Displacement and Relocation Plan

3:30PM Commissioner Piper stated that they would now hold the Mid-Grant public hearing on the 2022-2023 CDBG Microenterprise Technical Assistant Grant. This meeting is available both in person and by virtual link as stated on the Grafton County website and in the published notice. She turned it over to Grant Administrator Tracey Secula.

Tracey Secula of Lakes Region Planning Commission introduced herself as the Grant Administrator for the 2022-23 CDBG Microenterprise Technical Assistant Grant.

The purpose of this hearing is for Grafton County to review the results of the 2022-23 Community Development Block Grant Microenterprise Technical Assistance Program with the public and to take comment on the project's performance. The following information will be reviewed: 1. The scope of the project 2. The project's progress and status of completion and expected timeframe to completion. 3. The program results to date with project totals of the number of lmi beneficiaries served 4. The funds expended so far, the funds available and budget expectations to completion. There is a handout of the summary data for this project available to everyone. 5) After all this data is presented; I would like to introduce you to our subrecipients

who are in the field meeting and assisting NH's microenterprise individuals and businesses.

1) Project Scope: Grafton County was awarded \$500,000 for the purpose of assisting four subrecipient agencies to provide microenterprise training and technical assistance activities, direct grants, down payment assistance and loans to eligible applicants. An eligible applicant must own or be actively developing a microenterprise and be a low- to moderate-income individual/business owner with 5 or fewer full-time employees. The four agencies assisting the County include:

Belknap Economic Development Council with a program award amount of \$199,500 includes a partnership with Wentworth Economic Development Corporation (WEDCO);

Grafton Regional Development Corporation with a program award amount of \$132,000 includes a partnership with Coos Economic Development Corporation (CEDC)

Northern Community Investment Corporation (NCIC) with a program award of \$81,500; and

Women's Rural Entrepreneurial Network (WREN) with a program award of \$87,000,

2) Project progress and status of completion and expected timeframe to completion - This project is a one-year award encompassing the timeframe of July 1, 2022, through June 30, 2023. The data I will be providing encompasses the 1st six months of this project, thus we are ½ way through this project. All eligible program activities will be conducted on or before June 30, 2023.

3) Program results to date and projected totals – The data I am reporting on covers the first six months of this program, or July 2022 through December 2022. There have been 54 low- and moderate-income recipients that have received technical assistance/training benefits. The project calls for up to 108 recipients to be served for these services. This means exactly 50% of the LMI have been served and the expectation is that an additional 54 lmi beneficiaries will be assisted through this award by June 30, 2023.

In addition to this, there have been 5 direct grant awards given out with a total of \$11,435 in equipment related assistance. While there were no identified targeted number of direct grants by lmi beneficiary, the subrecipients targeted \$55,000 toward direct grants. An individual lmi beneficiary can receive up to \$5,000. The five receiving the awards ranged from \$355-\$4,288 per client.

4) Funds expended, balance of funds available, and budget expectations to completion - The project has accrued almost \$197,114 in claims through 12/31/2022 or approximately 39% of the award. There is a balance of \$302,886 or 61% available. There are quarterly claims submitted for the Technical Assistance and Training beneficiaries, which means two additional claims will be submitted for these services. Any direct, down payment or loan claims can be submitted as the subrecipient works with a client. All claims will be submitted no later than mid-July 2023 with final report documents due then as well. It is expected that the four organizations will utilize all the training and technical assistance funds and provide up to an additional 54 lmi

clients with benefits by the program end date of June 30, 2023. It is unclear however if all the direct grant, down payment and loan program opportunities will be fully utilized at this time. The direct grants targeted \$55,000 towards equipment grants, however the amount spent through 12/31/22 represents a 26% utilization thus far with a balance of 74% or \$43,565. Currently, several subrecipients are working with clients on direct grant awards.

It is the first year that this program expanded into down payment and loan assistance. There are more lengthy environmental review and document compliance requirements than the TA and direct grants. There were no down payments or loans submitted during the first half of this program. However, there is one subrecipient that has just provided a \$10,000 down payment award in late January.

The subrecipients are being asked to re-evaluate their program offerings and review their budgets to maximize what the lmi beneficiaries' needs are which could mean some adjustments to their budgets with CDFA and Grantee approval.

5) Agency Introductions/Stories – I would now like to turn it over to our subrecipients (virtual or in person attendance) to introduce themselves and have them talk about their agency, services, or a special story. The agencies and representatives are as follows:

Tracey Secula introduced each agency in order listed below for those who are in attendance:

- 1) **BEDC – Partnership with WEDCO:** Justin Slattery with Belknap Economic Development Council and Jack Terrill with Wentworth Economic Development Corporation
- 2) **GRDC – Partnership with CEDC:** Anne Duncan Cooley with Grafton Regional Development Corporation and Ericka Canales with Coos Economic Development Corporation
- 2) **Northern Community Investment Corporation (NCIC)** with Aimee Quimby
- 3) **Women's Rural Entrepreneurial Network (WREN)** with Pam Sullivan and/or Scarlett Moberly

Members from each of the agencies that were present took time to discuss success stories from their agencies.

5. Questions/Comments -Tracey Secula asked the Commissioners if they had any questions or comments. There were none.

T. Secula stated that seeing there are no more questions, she would turn it over to the Chair to open the public hearing.

3:51 PM: Commissioner Piper stated that this closes the presentation portion of the 2022-2023 Mid-Grant Microenterprise Technical Assistant Public Hearing. I would like to open it to the public to seek any comments or questions. There were none.

3:52 PM: Commissioner Piper stated that if there were no further comments/questions from the public,

she would close the Mid-Grant Public Hearing on the 2022-2023 CDBG Microenterprise Technical Assistant Grant.

Microenterprise Technical Assistance 2023-2024 Grant Application

4:00 PM Commissioner Piper stated that today they are were there for two public hearings that were advertised in the Union Leader on 1/27/2023 and on the County's website and is available via virtual attendance as well as in person. The first Public Hearing is for the 2023-24 CDBG Microenterprise Technical Assistance and Training Grant Submission. I will turn this over to the Grant Administrator now.

Virtual attendance:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 234 369 477 988

Passcode: KtRe2C

Tracey Secula of Lakes Region Planning Commission, Grant Administrator, explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects as well as feasibility studies that primarily benefit low- and moderate-income persons. The purpose of this public hearing is to solicit the views of citizens on this CDBG funding opportunity; furnish the citizens with information concerning the amount of funds available and to indicate the range of community development activities, which may be undertaken under the Community Development Act.

There are several Handouts available to everyone here: The first handout is a summary of the CDBG Project Funding Categories.

Up to \$500,000 of CDBG, funds are available annually to eligible Municipalities/Counties on a competitive basis for housing/public facilities, economic development, and emergency activities that directly benefit low- and moderate-income persons. Up to \$750,000 annual is available for Microenterprise grants. Up to \$100,000 is available for planning and feasibility-study grants.

The proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of several potential multiple organizations statewide including but not necessarily limited to BEDC (Belknap Economic Development Council), WEDCO (Wentworth Economic Development Corporation), GRDC (Grafton Regional Development Corporation), Coos Economic Development Council (CEDC), WREN (Women's Rural Entrepreneurial Network) and NCIC (Northern Community Investment Corporation). The grant, for up to \$750,000, would be used to provide training and technical assistance, direct grants, down payment assistance and loan servicing to qualifying micro enterprises. The second handout is the Project Summary for this Current Funding Opportunity, which includes a breakdown of the specific beneficiary services possible.

*Technical Assistance, Business Skills and Training (TAT): Based on \$2,500 of services per beneficiary per year. Can receive assistance for up to 3 program years and up to \$5,000 from 2 different providers for different services. Total up to \$15,000 (2.5/yr.*3yrs*2providers)

* Technical Assistance, Business Skills and Training for Businesses in a Community Center Area (formerly Economic Revitalization Zone (ERZ)): Based on up to \$3,500 of services per beneficiary per year. Max TAT per beneficiary is: \$7,000 from 2 different providers for different services = total is \$21,000 (3.5/yr.*3yrs*2providers)

*Capital Improvements/Machinery/Equipment: Up to \$5,000 in direct-grant assistance for business capital improvements and/or machinery/equipment purchases;

*Down-Payment Assistance: Up to \$10,000 in direct-grant assistance for a down payment for commercial property/real estate that is directly related to the business;

*Loan Support: \$2,500 in loan support within one program year (provider helps a client prepare/apply for a loan from the service provider/partner micro-program lender or other lender.

Appx average \$32,500 (reg ta)- \$40,000(erz) overall support for each lmi beneficiary is possible

“Economic Revitalization Zones” are replaced with “Community Center Area” -- places where Subrecipients may request \$3,500 for a client whose business is located within a CCA, instead of the ‘regular’ \$2,500 per client for TA/training. Subrecipients may request \$3,500 per client for qualifying beneficiaries/clients from target populations of historically vulnerable community members, including Black, Indigenous, and People of Color (BIPOC); immigrants; LGBTQ; disabled; and gender non-conforming individuals.

To qualify, a business must be in NH and have 5 or less employees and be low-to moderate-income (LMI). The third handout is an example of the Family Income Verification Form that is required to be completed by the business owner as a first step to qualification. This is the one for Grafton County. A beneficiary completes one based on where they live by County FIVE.

Potential Applicants Statewide: It is anticipated that up to 10 separate entities will apply for funding under three counties: Grafton, Cheshire and Sullivan. A county can apply for up to \$750,000 a year. Grafton County will request funds for entities in the northern half of the state. It is expected that Cheshire and Sullivan Counties will apply to provide funds to entities in the mid to southern parts of the state.

Grafton County Applications: The current Grafton County subrecipients are still assessing the new opportunities to determine what they would be able to apply for and how this would correlate to their financial application request.

Timeframe: The anticipated timeframe for funding opportunity is as follows:

*Funding Opportunity Grant Application Deadline: 3/17/2023 at 4pm

*Review of Applications/Virtual Site Visits: March 2023

*Community Development Advisory Council (CDAC) Decision: April 2023

*Contracts/CDFFA Board/G&C Process: May-June 2023

*New Program Year Begins: July 1, 2023 and ends June 30, 2024

Commissioner Piper stated that she would like to open this first public hearing for any comments or questions regarding this Microenterprise Technical Assistance funding opportunity. There were no comments.

4:08PM Commissioner Piper stated that since there were no further discussion or questions, they will move to the next public hearing topic

4:08PM: Commissioner Piper stated that the next topic is the Public Hearing to review and adopt the Grafton County's Residential Anti-Displacement and Relocation Plan (RARA). I will turn this over to the Grant Administrator

Tracey Secula explained that if any displacement takes place because of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement because of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and if it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFFA prior to obligating or expending funds.

Commissioner Piper asked if there was any further discussion or Questions on Public Hearing #2. There were none.

4:10PM Commissioner Piper stated that since there were no further discussion or questions, they would close this second public hearing.

MOTION: Commissioner Ahern moved to support submission of a 2023 CDBG Micro Enterprise grant to provide funds to multiple entities throughout the state for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner McLeod seconded the motion and all

were in favor.

MOTION: Commissioner McLeod moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

Job Description – Commissioner Piper stated that CA Libby is asking if the Commissioners are comfortable with this direction. Commissioner Ahern stated that he is concerned about creating the idea in someone’s mind, a perception that this is going to be an easy road for them to become the new County Administrator and if that does not happen it could lead to litigation. Commissioner McLeod stated that her understanding was that the purpose of this was for succession planning. CA Libby explained that her thought process was it would be an opportunity for grooming for a succession plan but her plan would not be to hire this person with the expectation that they would in fact become the next County Administrator. Commissioner Piper requested to go into nonpublic session.

MOTION: *4:18 PM 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 McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “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: *4:38 PM Commissioner Ahern 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

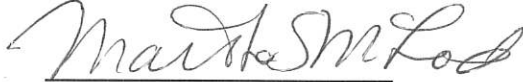
Commissioner Issues

1. Commissioner McLeod stated that she would not be available for their last budget meeting the week of April 23rd. CA Libby stated that they might be able push that meeting back a week and she would look into it.

2. Commissioner Ahern reported that he met with the Warren/Wentworth Ambulance Service last night and they are having financial troubles that they are trying to work through.

4:47 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Martha S. McLeod".

Martha S. McLeod, Clerk

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 February 8, 2023

HR Activity Report (01/04/2023-02/08/2023)

- ***New Hires***

Department	#	Position(s)
Nursing Home	2 (2 FT)	1 FT Dietary Aide, 1 FT Housekeeper
DOC	3 (3 FT)	3 FT CO

Separations

Departments	#	
DOC	3 (3 FT)	3 FT CO's
Maintenance	1 (1 FT)	1 FT Maintenance Asst.

Reasons:

- Resigned personal reasons/no reason- 3
- Termination –
- Vaccine Mandate -
- New job/career change – 1 (Belknap County DOC)
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements -

- ***Status Changes/ dept transfers: 1 FT LNA to per diem, 1 PT Asst County Attorney to FT***

Active Leave of Absences between January 4, 2023 to present

Department	#	
Nursing Home – Nursing	14	(9 are intermittent, 9 for self, 5 for family)
Nursing Home – Non-Nursing	6	(5 are intermittent, 5 for family, 1 self)
DOC	2	(1 intermittent, 1 self, 1 family)
Sheriff's Dept/Dispatch.	3	(3 intermittent, 2 family, 1 self)
County Atty's Office	4	(2 intermittent, 4 self)
HR Department	1	(1 intermittent, family)
Alternative Sentencing	1	(1 intermittent family)
Maintenance	2	(2 intermittent 1 self, 1 family)

TOTAL: 33

Current Jobs posted/advertised

- LNA's (35.95 FTE's vacant)
- RN/LPN (17.05 FTE's vacant combined)
- ADON
- RN Per Diem DOC
- CO's (14 FTE's)
- Cook DOC (2)
- Housekeepers (PT)
- Dietary Aides (1 FT and PT)
- Dispatcher
- Skilled Maintenance Assistant
- Maintenance Asst.
- Farm Assistant

Two upcoming Job fairs – WHS and Norwich University, HR staff schedules, Mandatory Harassment training scheduled for 4/19