

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
April 5, 2022

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

OTHERS PRESENT: Sheriff Stiegler, HR Director Clough, Nursing Home Administrator
Labore

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

Sheriff Stiegler arrived and gave the following report (* see attached)

Sheriff Stiegler stated that they received the gas bill for February and reported that the state did
not increase the rate. He stated that they should see a bill at the end of April that will give them a
better idea of what the state is doing with the gas prices.

Sheriff Stiegler reported that Barry Wingate passed away over the weekend. He stated that he has
been a part time deputy for Grafton County since 1991. His calling hours will be held next
Tuesday, April 12th, from 3:00pm-6:00pm. He stated that he is requesting to close the Sheriff's
Office at 3pm to allow everyone to attend.

MOTION: Commissioner Lauer moved to approve the request to close the Sheriff's
Office at 3:00pm on April 12th. Commissioner Ahern seconded the motion and all were
in favor.

Bid Waiver – Sheriff Stiegler stated that he is requesting to waive the bidding process for the
purchase of their photocopier machine, shredder and office furniture. He explained that WB
Mason is the primary point of contact for office equipment and office supplies at the county. He
has looked at pricing from catalogs on this office furniture and WB Mason is less expensive. He
stated that they would be doing a disservice to county operations by not going forward with the
WB Mason quote. The quote from WB Mason is for \$18,337.66 and this is a project that was
approved with ARPA Funding.

MOTION: Commissioner Lauer moved to waive the bidding process and purchase the
office upgrades through WB Mason for \$18,337.66, based on past performance with the
vendor. Commissioner Ahern seconded the motion and all were in favor.

Sheriff Stiegler requested to go into nonpublic session.

MOTION: * 9:15 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,

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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.

* 9:29 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.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the March 29th meeting.

MOTION: Commissioner Lauer moved to approve the minutes from the March 29th. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1146-1148; 2022-04.01.2022.

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

She reported that her department is currently working on open enrollment items with insurances. She is also working with PayPoint HR to have a report to present. She stated that she and D. Fuller met with the Employee council officers and it was a very good meeting. They discussed the wage study and the employee Council officers stated that they agreed they could not implement a report with inaccurate information.

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

1) Recommendation for second COVID-19 Booster – NHA Labore stated that the FDA and CDC have both endorsed the second booster dose, but it is not a requirement at this point. This is specifically for individuals over 50 years old who are immunocompromised. Nursing staff will administer the booster dose for any residents who would like to receive one.

2) Non Public Session

MOTION: * 9:59 AM Commissioner Ahern moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this

subparagraph according to RSA 91-A: 3, II (e). 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.

* 10:39 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.

Agenda Items:

1. Education Assistance Application – Sr. HR Generalist to take a SHRM Certification Prep course through SHNU from April 27th – June 29th. The cost is \$1,200 and it is to prepare for the SHRM CP exam.

MOTION: Commissioner Lauer moved to approve the Education Assistance Application. Commissioner Ahern seconded the motion and all were in favor.

2. Appointment to NHAC Strategic Committee – CA Libby stated that she had referenced last week that the former County Administrator was a member of the Strategic Committee and after his resignation, she was not officially reappointed to this committee.

MOTION: Commissioner Lauer moved to appoint Julie Libby as the Grafton County representative to the NHAC Strategic Committee. Commissioner Ahern seconded the motion and all were in favor.

3. Display of Foreign Flags on County Property - Commissioner Piper stated that the Commissioners received an email from Supt. Oakes regarding flags of foreign nations being displayed on county property. There is a flag displayed in the window of the Courthouse. She stated that the question was brought to Supt. Oakes about flags of other foreign nations and the need to discuss how the Board of Commissioners feel about displaying any flags of foreign nations on publicly owned property. Commissioner Lauer stated that she agrees with the sentiment of whoever put the flag up, but it does not have a place on public property. Commissioner Ahern stated that under the federal law, the US flag has to be showing and foreign flag has to be below it, but it did not discuss foreign flags on government owned property. He stated that he understands the sentiment as well. He explained his thoughts, if the employee who put the flag up wants to do some type of recognition of the Ukrainian people, he might suggest he or she contact an employee for a similar type government in Ukraine and establish a relationship. He stated that this is an emotional issue. Commissioner Lauer stated that the employee handbook states no political postings or advertising on county property. Commissioner Piper stated that as much as she appreciates the sentiment, the taxpayers own the property and it is in the line of a political symbol. CA Libby stated that the employee handbook states general

solicitation is prohibited and employees are not to distribute materials including religious or political pamphlets on county property.

MOTION: Commissioner Lauer moved that, in keeping with the current employee handbook, employees not be permitted to display foreign flags or other political material on county property. Commissioner Ahern seconded the motion and all were in favor.

4. Appropriation Transfers – CA Libby submitted a list of appropriating transfers totaling \$135,679.00. She reviewed the list with the Commissioners and noted that these are normal transfers and nothing of concern.

MOTION: Commissioner Lauer moved to approve the appropriation transfers totaling \$135,679.00. Commissioner Ahern seconded the motion and all were in favor.

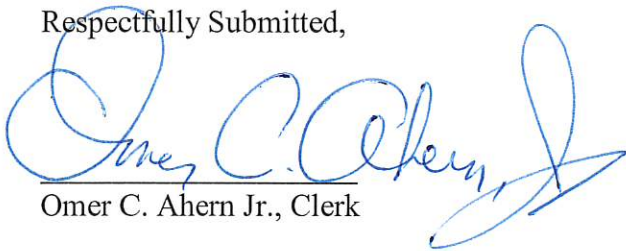
5. CA Libby stated that she thought it would make sense to have the Commissioners meet with the Broadband Committee prior to the May 2nd meeting with the Executive Committee. This meeting will likely be on April 26th. She spoke briefly with N. Coates and he asked if there were key questions that the Commissioners have. The Broadband Committee can then be prepared to answer them at their meeting.

Commissioner Issues:

1. Commissioner Lauer stated that she spoke with Rep. Egan Sunday about the Broadband info meeting on Monday. She expressed the Commissioners’ concerns that this meeting should be informational. She stated that she felt part of it was and part of it was not. She stated that she was appreciative of NHEC sharing the information with them.

11:09 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern Jr.", is written over a horizontal line. The signature is fluid and cursive.

Omer C. Ahern Jr., Clerk



Grafton County Sheriff's Department

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Jeffrey F. Stiegler
Sheriff

"In Service to Our County and State"

DISPATCH EMERGENCIES
603-787-6911
ADMINISTRATIVE AND CIVIL
TEL 603-787-2111
FAX 603-787-2005

March 2022

- Prisoner Transports: **29**
- CSO movements from the jail to Court: **23**
- Involuntary Emergency Admissions (IEA) **9**
- Arrests **31**
 - Arrest on a warrant, superior or civil, instate wanted, and on sight arrest (people who we send to court)
- Civil: **Total**
 - 64 Abode
 - 60 In Hand
 - 17 Non est
 - 1 Auction
 - 1 Cancelled
- total: **143**
- Motor Vehicle Stops..... **8**
- Total # of Active Warrants.....

Criminal =	379
Civil =	24
Total =	403
- Total Miles Driven: **21,202**

**Grafton County Sheriff's Department
Investigative Services Division Activity**



March 2022

In addition to pre-existing cases and investigations the Grafton County Investigative and Computer Forensic Units had the following activity for the month of March 2022.

1 Bail Jumping HOC

1 Conflict Theft Investigation

1 Conflict Case Investigation Impersonating a Police officer

1 Subject Indicted for Sexual Assault

1 Subject Indicted for Possession of CSAI (x30) – Subsequent Offense

5 Grand Jury Investigative Subpoenas

2 ICAC Cyber Tips Received

2 Child Exploitation Investigations Received

2 CAC Interviews Attended

9 Child Exploitation Investigative Search Warrants

1 Arrest for Possession of CSAI

1 Assist in ICAC Arrest Attempted Aggravated Sexual Assault

1 Subject Plea / Sentence for Possession of CSAI

13 Technical Assists

Refer 2 Child Exploitation Investigations Out of State

Defense Expert 2 days at GSO reviewing case files in CSAI case

7 Investigations or Assists with electronics or storage medium reviewed, examined, delivered or taken into the Computer Forensic Unit (CFU).

Cell Phones: 6

Tablet: 1

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

HR Activity Report (03/01/22 – 04/04/22)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 (3PT)	2 PT Dietary Aide, 1 PT Unit Aide
DOC	4 (4 FT)	4 FT CO's
Sheriff	1 (1 PT)	1 Bailiff

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	14 (5 FT, 8 PD, 1 PT)	2 FT Dietary Aide, 2 FT Laundry Aide 6 PD LNA, 1 FT LNA, 1 PD RN, 1 PD LPN, 1 PT Dietary Aide
County Attorney	1 (1 FT)	Assistant County Atty.
DOC	2 (2 FT)	2 FT CO's
Sheriff/Dispatch	2 (1 FT, 1 PT)	2 Dispatchers
Maintenance	1 (1 FT)	1 Electrician

Reasons:

- Resigned personal reasons/no reason- 3
- Termination – 2
- Career change -
- Vaccine Mandate - 6
- New job – 2
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 7

- ***Status Changes/ dept transfers: 1 PT CO to FT CO, 1 PT Unit Aide to PT Dietary Aide and 1 FT LNA to FT Dietary Aide, 1 FT CO to PT***

-

Active Leave of Absences as of March 1 - present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	15	(12 are intermittent, 10 for self, 5 for family)
Nursing Home – Non-Nursing	2	(2 are intermittent, 2 for family)
DOC	3	(2 intermittent, 3 self)
Maintenance	1	(1 intermittent family)
Sheriff's Dept/Dispatch.	1	(1 intermittent, 1 family)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, family)
Alternative Sentencing	1	(1 intermittent family)

TOTAL: 26

April 6th scheduled orientations

- 2 FT Unit Aides
- 1 FT Housekeeper

Current Jobs posted/advertised

LNA's (17.15 FTE's vacant)

RN/LPN (15.85 FTE's vacant combined)

RN Per Diem DOC

CO's (11 FTE's vacant)

Housekeeper (4 PT)

Evening Clinical Asst.

Dietary Aide (4 FT and PT)

Activities Aide

Licensed Maintenance Asst. (Electrician)

Assistant County Attorney

County Attorney's Office Investigator

Grafton County Nursing Home Commissioner's Report: April 5, 2022

Census

Medicare: 0
Medicaid: 74
VA: 2
Hospice: 0
Private: 20
Total: 96

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: 2
Deceased Residents: 2
Discharges: 0

Other Topics:

- 1) Recommendation for Second COVID-19 Booster
- 2) Request For Non-public Session under RSA 91-A:3 II(e)