

GRAFTON COUNTY COMMISSIONERS' MEETING
Department of Corrections
North Haverhill, NH 03774
May 4, 2023

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

OTHERS: Nursing Home Administrator Labore, HR Director Clough, Supt. Elliott, Administrative Asst. Sutherland

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

Nursing Home Administrator Labore arrived and gave the following report (* see attached report)

1) Grafton County Home Association Fundraising Request - Terry Martin, President of the Home Association, was present for the meeting and stated that the Home Association would like to request permission to hold a Carnival Day in September to raise funds for the Home Association. He stated that they would be looking to have a carnival that would include face painting, games, food, dunk booth and other activities. NHA Labore stated that he feels this is a neat idea and similar to something they did years ago with the family day. The Commissioners discussed it and felt it sounded like a wonderful opportunity and support it.

2) Masking Change for Nursing Home Staff – NHA Labore explained that there have been certain allowances in place for healthcare masking requirements. When there is two (2) weeks straight of below high level transmission, the CDC allows for masking to be optional in certain areas and more freedom when it drops to moderate transmission levels. There has been healthcare facilities and nursing homes that have removed masking all together. NHA Labore explained that at Grafton County Nursing Home has been wearing the KN95 masks since March, 2022 and rather than removing masks all together they have dropped down to surgical masks. They feel this is a safe first step. He is concerned about staff not wearing masks around the residents. NHA Labore stated that Grafton County is not consistent with other facilities but feels comfortable doing this. Staff members have been very receptive to the idea and why they are taking the slow approach to it. He stated that he would continue to monitor CDC data as it comes out and play it by ear. Commissioner Piper stated that she feels NHA Labore is making a responsible decision because they have a vulnerable population and she appreciates that.

2) Update on Public Health Emergency End Date – May 11th 2023 – NHA Labore stated that there have been several educational webinars by CMS and the CDC with what to expect when the Public Health Emergency ends. The head of the Survey and Certification Division within CMS had stated that the expectation was going to be that the vaccine mandate was going to stay in place. Federal Health and Human Services have since released a statement that vaccines would no longer be mandated in healthcare facilities as of the end of the Public Health Emergency. Commissioner Ahern asked about if the vaccine mandate were to end, if this would

allow them to get more employees. NHA Labore stated that he feels that will allow the door to open to get more employees but is nervous to open that door just yet because five (5) days ago CMS stated that it was still going to be required. He stated that he would keep the Commissioners informed.

Commissioner Ahern requested to go into nonpublic session.

MOTION: * 9:16 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 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.

*9:23 AM Commissioner Piper declared the meeting back in public session.

MOTION: 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.

3) Landscape Congressionally Directed Spending Application Update – NHA Labore stated that he received an email on Monday from Senator Shaheen’s office. The office has completed the review of all requests as well as the committee. There was a link to the requests that would be considered to the full committee and the County’s landscaping project was on that list. He stated that it would still be a while before they know whether the County will receive funding but they have crossed the first hurdle.

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

Supt. Elliott arrived and gave the following report (* see attached)

General:

1. Administrative Assistant J. Sutherland gave an overview of her job to the Commissioners. She discussed the various responsibilities she has and answered questions from the Commissioners.
2. Chef Stipend – Supt. Elliott stated that the two (2) remaining DOC kitchen staff have been working 50% short staffed since October of 2022. He explained that they have overhauled the

internal jail schedule for meals and their own personal lives to accommodate for the preparation and distribution of three (3) meals a day-every day for the facility. Supt. Elliott stated that he would like to request approval for \$1,500 stipends for both of his chefs totaling \$3,000. He noted that the chef's line in the budget could absorb that cost due to being down two (2) full time staff members for most of FY23.

MOTION: Commissioner Ahern moved to approve the \$1,500 stipend for the two chefs in the Department of Corrections. Commissioner McLeod 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 April 27th meeting. Commissioner Piper had an edit.

MOTION: Commissioner Ahern moved to approve the minutes from the April 27th meeting as amended. Commissioner

2. The Commissioners signed check registers 1145-1148; 2023-04.28.23.

3. CA Libby submitted the following drawdown requests for Commissioner Piper to sign:

- NCIC 2022 Micro - \$5,000
- NCIC 2022 Micro - \$10,000

4. CA Libby submitted the DoC Superior Court Report for the month of April for the Commissioners review.

Commissioner Issues:

1. Commissioner Ahern requested to go into nonpublic session.

MOTION: * 10:04 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 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.

*10:21 AM Commissioner Piper declared the meeting back in public session.

MOTION: 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.

2. Commissioner Piper stated that she received an email from Sandra Hayden from Mascoma Community Health and explained that the Executive Council granted approval to the HealthFirst family center proposal with their affiliation with Mascoma Community Health.

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B:12.

11:30 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Martha S. McLeod', written in black ink.

Martha S. McLeod, Clerk

Grafton County Nursing Home Commissioner's Report: May 4, 2023

Census

Medicare: 3
Medicaid: 63
VA: 3
Hospice: 4
Private: 18
Total: 91

FY '23 Budgeted Census:

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

Monthly Admissions/Discharges

Admissions: 2
Deceased Residents: 1
Discharges: 0

Other Topics:

- 1) Grafton County Home Association Fundraising Request
- 2) Masking Change for Nursing Home Staff
- 3) Update on Public Health Emergency End Date- May 11, 2023
- 4) Landscape Congressionally Directed Spending Application Update

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 May 4, 2023

HR Activity Report (04/04/2023-05/04/2023)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	1 (1 PT)	1 PT Dietary Aide
DOC	2 (2 FT)	2 FT CO
Farm	1 (1 FT)	1 FT Farm Asst.
Maintenance	1 (1 FT)	1 FT Electrician/ Skilled Maintenance Asst.

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	1 (1 FT)	1 FT Activity Aide
Sheriff's Dept.	1 (1 FT)	1 FT Admin. Asst.

Reasons:

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

• ***Status Changes/ dept transfers: 1 FT LNA to per diem, 1 FT LNA to Activity Aide***

Active Leave of Absences between April 4, 2023 to present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(10 are intermittent, 8 for self, 3 for family)
Nursing Home – Non-Nursing	5	(4 are intermittent, 4 for family, 1 self)
DOC	3	(2 intermittent, 1 self, 2 family)
Sheriff's Dept/Dispatch.	4	(3 intermittent, 1 family, 3 self)
County Atty's Office	3	(3 intermittent, 3 self)
HR Department	1	(1 intermittent, 1 family)
Alternative Sentencing	1	(1 intermittent family)
Maintenance	2	(1 intermittent, 1 family, 1 self)

TOTAL: 30

Current Jobs posted/advertised

- LNA's (38.85 FTE's vacant)
- RN/LPN (17.05 FTE's vacant combined)
- ADON
- RN Per Diem DOC
- CO's (11 FTE's)
- Cook DOC (2)
- Housekeepers (PT)
- Dietary Aides (1 FT and PT)
- Nursing Home Cook (1 FT)
- Assistant County Attorney
- Nightwatchman PT
- Deputy Sheriff

Administrative Asst. Sheriff's Dept.
Corrections Supt.
Assistant County Admin
Activities Aide
Alternative Sentencing Case Manager

Other: Benefits Fair and Employee Appreciation May 25th, Open enrollment period has begun



May 4, 2023

Commissioners Report

Population: In House: 56 F Unit: 20
 E Unit: 10
 D Unit: 12
 C Unit: 10
 Intake: 4

Out of Facility: 20

Total population: 76

Intakes since 7/1/22: 891 Male: 567 Female: 324

Community Corrections Report:

- a) Electronic Monitoring: 1
- b) Daily Work Release: 0
- c) Pre-Trial Services: 18 – 3 on GPS monitoring

Operation Impact: For the months of March and April Corporal Balch has done the following presentations:

Presented a DUI Class to about 360 students at Woodsville save a life tour
An Inmate went with me to Haverhill Middle School to talk about the dangers of Opioids
Attended the Riverbend Career Fair
Wilder School- Taught acts of kindness
Wilder School- Taught Lets learn about Character
Littleton High School with an inmate talk about the dangers of Opioids
Lisbon Middle School -Taught a class on Bullying

King Street School- Vape class
Taught Fire Safety to farm staff
Plymouth State Job Fair
Lisbon Middle School- acts of Kindness
Wilder School -Tucker town
Wilder School -Acts of Kindness
Wilder School-Learn about Character
Littleton High School – Heroin
Lisbon middle School Self esteem
King Street- Vaping
Lisbon Elementary- Acts of Kindness
Wilder School- Tucker Town
Wilder School- Tucker Town
River Bend-Opioids/Vaping

Cpl. Balch has also been working in the Jail periodically.

Community Work Detail:

Sergeant Griffin has been assisting the farm, covering jail shifts and just started road side clean up.

Transports: For the months of March and April staff conducted 10 transports.

- 0 transport to a treatment facility.
- 4 medical transports for inmate medical needs/doctor's appointments.
- 6 courtesy rides home for inmates being released that could not find a ride for themselves.

FIRRM Program

2 current participants

Level 1 –1

Level 2 –1

Level 3 - 0

Programs Department Report:

For the months of March and April, the Programs Department provided various services to 35 different inmates for approximately 688 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 5 total hours

Female – 2 hours

Male – 3 hours

SUD Treatment Groups: 674 total hours

Female – 166 hours

Male – 508 hours

Mental Health Report: For the months of March and April there were eight psychiatric clinic days with a total of 91 patient encounters.

General:

Jean Sutherland- Corrections Finance Admin. Assistant report for Commissioners
Chef stipend

Jail tour/lunch

Are there any Commissioner concerns?