

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
September 6, 2022

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

OTHERS PRESENT: HR Director Clough, Director of Communications Andross, Nursing Home Administrator Labore

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)

HR Director Clough reviewed changes to the Employee Handbook with the Commissioners and answered questions.

MOTION: Commissioner Lauer moved to approve the 2022 Employee Handbook as presented by HR Director Clough. Commissioner Ahern seconded the motion and all were in favor.

Director of Communications Andross arrived and presented the following ARPA Requests:

1. Additional Transmitter Site – Director Andross explained that the radio system used for fire and EMS dispatch has a few areas with inadequate coverage, one of those areas being Woodstock. The newly implemented simulcast system affords the addition of new sites and this will improve coverage as well as provide redundancy in a busy response area that is currently only covered by one transmitter site.

MOTION: Commissioner Lauer moved to recommend approval of an additional transmitter site to the fire simulcast system at Woodstock. Commissioner Ahern seconded the motion and all were in favor.

2. Mobile Communications Trailer –Director Andross explained that the MCU trailer is fifteen (15) years old and needs several technology replacements and upgrades. He stated that they believe upgrading the existing vehicle should give them many more years of service rather than purchasing a new one. He noted that this is about half of the cost purchasing a new one. Director Andross explained that he would have the original manufacture come get the trailer and take it to Montana and do a real upgrade rather than them trying to fly in the parts and pieces. This would take about three (3) weeks. Director Andross answered questions from the Commissioners.

MOTION: Commissioner Lauer moved to recommend approval of the Mobile Communications Trailer upgrades. Commissioner Ahern seconded the motion and all were in favor.

3. Dispatch Console Furniture – Director Andross explained that the furniture in dispatch was replaced in 2006. He stated that it is a matter of wear and tear on the furniture in the 24/7 environment. He spoke with one (1) vendor to get this estimate and he hopes it is high. The 24/7 environment is different when ordering furniture and they cannot use WB Mason. Commissioner Ahern stated that not knowing what the new environment will look like in a new courthouse, this is premature to spend this money. He may purchase something that might not work out in the new environment. Director Andross explained that his thought on that was to make sure when they land on a design for a new courthouse, that the vendor they end up working with is well aware that this furniture would need to move in the future.

MOTION: Commissioner Lauer moved to recommend approval of the Dispatch console furniture. Commissioner Ahern seconded the motion and all were in favor.

4. Existing Alarm Monitoring system – Director Andross explained that the alarm receiver has not turned into what they hoped it would be. They anticipated having many alarm receiver clients that would make this a revenue-producing project and that has never happened. The alarm monitoring business is competitive. Their system today primarily benefits the county campus but they have a number of accounts they monitor for the towns police departments and fire systems. They do not have many commercial accounts. He stated that this proposal upgrades and replaces their existing alarm monitoring system and adds the capability to receive digital alarm signals. The current system has required repairs recently, and has lived beyond a safe lifespan.

MOTION: Commissioner Lauer moved to recommend approval of the Alarm Monitoring System. Commissioner Ahern seconded the motion and all were in favor.

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

1. NHA Labore new physician that has been assigned to them by Blueprint Healthcare. Starting today and will be here on Tuesdays and Thursdays. He will participate in the on call rotation with Lili Cargil as well.

2. Tables and Chairs Bid Waiver – NHA Labore stated this will complete the multi-year resident neighborhood dining room table and chair replacement program. This purchase is needed due to an error in calculating the number of chairs needed in their FY 22 purchase. For uniformity sake, they would request the bid waiver to keep all the chairs and tables uniform throughout the nursing home.

MOTION: Commissioner Lauer moved to waive the bidding process and accept the quote from Direct Supply of \$15,450.00 for the purchase of tables and dining chairs. Commissioner Ahern seconded the motion and all were in favor.

3. NHA Labore reported that the nursing home completed the masking quality improvement project. They started at 88% baseline compliance and increased this to 98% over the 6 weeks. He stated that everyone did a fantastic job.

4. NHA Labore stated that Hillsborough County Nursing Home received a retroactive infection control monetary fine. They were cited for a deficiency and there was no fine mentioned. He explained that Hillsborough County submitted a plan of correction, which was approved. The survey was in May and in the middle of August; they received a note from the Regional CMS Office in Boston that they were receiving a \$5,000 fine based on that survey. NHA Labore stated that he is informing the Commissioners about this because at any point Grafton County could be in this situation as well.

5. ARPA Request –NHA Labore stated that this proposal is for the planning and design of architecture plans that create opportunities to improve utilization of the outdoor spaces surrounding the nursing home to create more outdoor visitation opportunities for residents and their guests. It would also create additional opportunities for activities programming. He stated that they started utilizing the activities courtyard for visitation when Covid hit and the area is in need of renovations.

MOTION: Commissioner Lauer moved to recommend approval of the landscape architecture plans for the nursing home. Commissioner Ahern seconded the motion and all were in favor.

Interim Farm Manager Libby arrived and gave the Commissioners a brief update. He stated that he would be sending 200 tons of haylage out to bid. He reported that the red potatoes crop looks like it will be a total loss. He explained that part of the problem was when the potatoes were at a critical stage in their development there was no rain and then there was too much rain. G. Libby stated that they interviewed a candidate for the Farm Assistant position who interviewed decent but the background check did not pass.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from August 30th. Commissioner Ahern and Commissioner Piper had a couple of edits.

MOTION: Commissioner Lauer moved to approve the minutes from the August 30th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check register 1027.

3. CA Libby submitted a CDBG Drawdown Request for WREN 2022 Micro for \$4,288.65 for Commissioner Piper to sign.

4. Mortgage Discharge paperwork – CA Libby submitted mortgage discharge paperwork from 2017. She explained that the county had a CDBG called Better Homes through AHEAD. This program refurbished or updated mobile homes purchased pre 1975. It was a five (5) year

commitment for those who entered into it. CDFR has stated that this person does not owe any money and the county needs to sign the discharge paperwork because this person is selling the home. Commissioner Piper signed off on the paperwork.

5. Opioid Settlement – CA Libby stated that she has received paperwork from the Attorney General’s Office regarding the settlement with J&J. She read the letter to the Commissioners and stated that as one of the 23 litigating subdivisions that filed an opioid lawsuit prior to September 1st 2019, Grafton County is eligible to receive a portion of \$4,725,000 which represents 15% of the \$31.5 million settlement. CA Libby further discussed the settlement with the Commissioners and answered questions.

HR Director Clough arrived and requested to go into nonpublic session.

MOTION: * 11:06 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) and 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 Piper seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. 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.

* 12:05 PM 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 Piper seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

MOTION: Commissioner Lauer moved to authorize the expenditure of funds for an external investigation into a written complaint against a county official by a member of the public. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Lauer moved to authorize the expenditure of funds for an external investigation into complaints against a county official by county employees. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Issues:

1. Commissioner Lauer stated that several years ago she had selected Isidro Rodriguez for her Annual Report dedication. He recently passed away and it is a great loss to the community. She stated that she wanted to recognize him and all of the good work that he did in his short life.

2. Commissioner Piper attended the Executive Committee meeting. They approved contracts for one (1) vendor and two (2) speakers for the conference. They received a legislative update that bills will start to be filed soon and there are two (2) different deadlines. CA Libby asked if the September 19th Executive Committee meeting would allow them time get file what they were looking to do through Rep. Sykes. Commissioner Piper stated that she received an email back from Rep. Sykes that he would file legislation and he also referred them to it to Rep. Stavis as she is on the municipal county government committee.

12:14 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Omer C. Ahern Jr." with a stylized flourish at the end.

Omer C. Ahern Jr., Clerk

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 September 6, 2022

HR Activity Report (08/01/2022-09/05/2022)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	6 (4 FT, 2 PT)	2 FT Dietary Aide, 2 PT Dietary Aides 1 FT Laundry Aide, 1 FT LPN Clinical Asst.
County Atty's Office	1 (1 FT)	1 FT Asst. County Attorney

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	11 (6 FT 4 PD, 1 pPT)	3 PD LNA, 1 PD RN, 1 FT Laundry Aide 1 FT Housekeeper, 2 FT LNA, 1 FT and 1 PT Dietary Aide, 1 FT Health Info Support Tech 1 FT CO
DOC	1(1 FT)	1 FT Asst. CA
County Atty's Office	1 (1 FT)	1 FT Captain
Sheriff's Dept.	1 (1 FT)	1 FT Farm Manager
Farm	1 (1 FT)	

Reasons:

- Resigned personal reasons/no reason- 2
- Termination – 1
- Vaccine Mandate -
- New job/career change – 4
- Relocated –
- School – 1
- Retirement – 2
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 5

- ***Status Changes/ dept transfers: 1 FT CO to Substance Abuse Counselor, 1 FT RN to per diem,***

Active Leave of Absences as of August 1, 2022 to present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	14	(9 are intermittent, 10 for self, 4 for family)
Nursing Home – Non-Nursing	5	(5 are intermittent, 4 for family, 1 self)
DOC	3	(1 intermittent, 3 self)
Sheriff's Dept/Dispatch.	2	(2 intermittent, 2 family)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, family)
Alternative Sentencing	1	(1 intermittent family)
Maintenance	3	(2 self, 1 family)

TOTAL: 31

September 6th scheduled orientation

3 FT and 1 PT CO's

Current Jobs posted/advertised

LNA's (31.45 FTE's vacant)

RN/LPN (16.05 FTE's vacant combined)

ADON

Assistant County Attorney

Deputy

MDS Coordinator

RN Per Diem DOC

CO's (16 FTE's)

Cook DOC

Housekeeper (PT)

Dietary Aide

Laundry Aide

Dispatcher

Skilled Maintenance Assistant

Maintenance Assistant

LADC

Farm Manager

Other business: Updated Handbook, working with WMCC on getting LNA training program started again, Flu Clinic scheduled 9/19

Grafton County Nursing Home Commissioner's Report: September 6, 2022

Census

Medicare: 0
Medicaid: 65
VA: 2
Hospice: 0
Private: 15
Total: 82

FY '23 Budgeted Census:

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

Monthly Admissions/Discharges

Admissions: 1
Deceased Residents: 3
Discharges: 0

Other Topics:

- 1) Dr. Todd Hope- Blueprint Healthcare
- 2) Dining Room Tables and Chairs Bid Waiver Request
- 3) CMS Quality Improvement Initiative Masking Audit Results
- 4) CMS Imposition of Retroactive Infection Control Monetary Fines
- 5) Nursing Home ARPA Request
- 6) Awards Recognition Banquet