

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
December 5, 2023

PRESENT: Commissioners Piper, Ahern, McLeod, County Administrator (CA) Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross.

OTHERS: HR Director Clough, Register Monahan, Nursing Home Administrator Labore

Commissioner Piper called the meeting to order at 10:00 AM and began with the Pledge of Allegiance led by Commissioner Ahern.

Commissioner McLeod participated electronically, according to RSA 91-A: 2, with the reason being she was unable to attend the meeting in person. Electronic participation was at her request. It was noted that a roll call must take all votes.

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

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

1. Nursing Home COVID Update – NHA Labore reported that over the last month and a half, there have been several staff cases of COVID. There are currently six (6) staff members out with COVID and two (2) residents tested positive. Commissioner McLeod asked about staff protocol. NHA Labore explained that the Nursing Home still follows the CDC guidance from 2022. Staff have five (5) days of isolation and then can conduct an antigen test. If it is negative, they can test again on day seven (7). If negative again, they can return to work on day eight (8)

2. US News and World Report Recognition – NHA Labore reported that the Grafton County Nursing Home was selected as one of the top 19% of all nursing homes in the United States for 2023. He stated that the County will be listed in the Best Nursing Homes in North America and receive a plaque.

3. Request For Nonpublic Session

MOTION: * 10:22 AM Commissioner Ahern moved to enter into a 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 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.

*10:40 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.

4. NHA Labore stated that the Wentworth Historical Society decorated eight (8) trees and delivered them to the Nursing Home to display for the month. He noted that there had been many positive comments and the residents had enjoyed looking at the trees.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the November 14th and November 28th meetings. She stated that the comment in question on the November 14th set has been reviewed with the audio.

MOTION: Commissioner Ahern moved to approve the minutes from the November 14th meeting as amended. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes,” Commissioner McLeod “yes,” Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition to the motion passes.

Commissioner Piper made the following change on page 2, paragraph 2, in the November 28th minutes. The sentence “There has been discussion about the second meeting needing to be virtual.” was changed to “There has been discussion about the second meeting needing to be virtual, and a virtual meeting was not optimal.”

MOTION: Commissioner Ahern moved to approve the minutes from the November 28th meeting as amended. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes,” Commissioner McLeod “yes,” Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition to the motion passes.

2. The Commissioners signed check registers 10-72-1074; 1076-1080; 2023-11.24.2023; 2023-12.01.2023.

3. NHAC Certification Request – The Commissioners signed a letter requesting the NHAC add Supt. Lethbridge to the Certification Board.

4. Annual Report Dedication – CA Libby stated that she has spoken with Kathleen Vasconcelos and has scheduled Commissioners to go to the Horsemeadow Senior Center at 11:00 for the Annual Report Dedication next Tuesday.

5. CDBG Application Paperwork or Signature – Commissioner Piper signed the Transformational Planning Grant Certification and Environmental Review for Exempt Activity forms.
6. CDBG Drawdown Paper – GRDC \$7,497.00 for Commissioner Piper to sign.
7. The Commissioners reviewed the GCDoc Superior Court Report for the month of November.
8. Response to Register Monahan’s Memo – Commissioner Piper stated that the agreement was CA Libby and Supt. Oakes would review the items Register Monahan put forth and provide a response. Commissioner Piper asked if the Commissioners had any questions regarding the responses provided by CA Libby and Supt. Oakes. Commissioner McLeod stated that she feels the tone can be a little different. Commissioner Piper stated that the Commissioners can approve these responses, and they can draft another document to convey their tone and notify Register Monahan in writing.

Register Monahan

Register Monahan reported that three (3) security-related issues arose in the last week that she needed to discuss with the Commissioners. She explained that she has been cleaning offices and sorting through twenty (20) years of paper records to sort out what needs to be retained, uploaded, and preserved. She does not like to tax the shredder that Deputy Register Wyman uses for checks and does not like to put their documents in recycled paper; therefore, she often brings scrap documents home and burns them. Register Monahan explains that she parks her car in front of the building and moves the documents. She explained that what she assumed was an employee and a potential employee walking to the nursing home by her car when a relatively questionable male approached her rapidly, asking how to get to Berlin. The individual then approached her with three more rapid steps and said he was desperate for a cigarette. Register Monahan stated that she told him “no,” then asked him to leave the complex and reported what happened to her deputies. She stated that this is the 3rd time this year she has been approached by what she assumes are released inmates asking for rides. She stated that this is boarding on a reckless endangerment situation. Register Monahan noted that it has always been a policy with her staff that no one is to leave the building alone at the end of the day, especially in the winter. No one is to stay late without an escort. Her staff is experiencing more risky behavior. She stated that she requested to go into nonpublic a year ago to discuss security but was denied, and therefore, she is now discussing security in public session. Register Monahan stated that she wants this security issue taken very seriously before something happens. She added that she is about to attend the security committee meeting at 1 pm and wants that issue in front of the Commissioners before that meeting.

Register Monahan reported that her second issue is regarding UPS and FedEx packages. She stated that her office will no longer accept other incoming or outgoing packages from UPS and FedEx. She stated that the Register of Deeds office is not the reception area. She explained that she appreciated her former employee’s Secret Service training to inspect the random boxes left. The IT Department was relatively aggressive with one of her employees the other day about

whether something had gone out. Register Monahan explained that with all the work she has done getting records up online, her office does not see UPS and FedEx daily like they did in the past. She stated that Register of Deeds office staff would not accept responsibility for others' personal or business-related packages, and she wants that policy to be changed immediately.

Register Monahan discussed her third issue regarding the door situation into the Nursing Home. She stated that she became unpopular years ago when she stopped the Nursing Home from using the Register of Deeds hallway as a back and forth. It was constant traffic interrupting their work and was a risk. She explained that this policy is sliding, and members from the Maintenance Department and the Nursing Home are cutting through again, which is unacceptable, especially during this time of COVID. She explained that previous Boards of Commissioners had backed her, stating that the Register of Deeds office should not be a cut-through. Register Monahan stated that she emailed the Commissioners asking why the deadbolt was removed from that door to the Nursing Home. In the former security policy, which she helped formulate, their team was responsible for locking that deadbolt and the basement in an emergency. Now, without knowledge of this former plan, the Commissioners have authorized the deadbolt to be removed, allowing the nursing home staff, who know the code, to enter their hallway and kitchen after hours for whatever activity they want. She finds that to be a breach of security. She stated that she would like a justification from the Commissioners on why they removed the deadbolt from that door before her security meeting at 1:00. Commissioner Piper responded and explained that the RSA was sent to Register Monahan, that the Commissioners have oversight of land, buildings, and personnel. She explained that only employees walk back and forth, and this board respects the ability and comfort of our Nursing Home employees and their ability to get easy access to this building. The Nursing Home employees can do that by going downstairs, but it seems they used the upstairs for a long time until a different Board of Commissioners agreed it should be stopped. Commissioner Ahern stated that some safety issues are involved, such as what the weather is like outside and why someone would be coming through the building rather than outside. He explained that based on the qualities of the employees, the Commissioners can rely on them. Register Monahan stated that Commissioner Ahern's comment was a very broad one to be made, considering the history of this County and inappropriate behavior conducted during and after hours.

Register Monahan stated that they also just went through a pandemic where the Nursing Home should have been quarantined, and that was their issue with the Maintenance Department walking through unmasked. She explained that the Register of Deeds Office is a very small department, and any health risk to their four (4) staff risks the department closing down. She stated that she would expect some respect for their health that this stream of people constantly exposes them. She noted that she heard from NHA Labore this morning that there are cases of COVID in the Nursing Home, and there is a disregard for their health. Register Monahan noted that they are an office of very quiet inspection work. Their office does quiet work, and when those doors open, they all stop to address who is coming through the door, whether it is a sovereign citizen, an angry citizen, or an unnecessary stop-through by the Maintenance Department or Nursing Home.

CA Libby stated that this is a public building, and they are all subject to interruptions from other departments. It is not something specific to the Register of Deeds. CA Libby added that regarding the pandemic, Register Monahan's employees could catch anything in any public building. The Nursing Home is not the epicenter of COVID. To say Grafton County employees are not allowed in certain parts of the building is inappropriate. Commissioner Ahern stated that he believes the Registry of Deeds needs to be in the Courthouse, which is why he is pushing for a new building. Register Monahan stated that a new courthouse is at least two (2) years out. She noted that years ago, she asked for an unoccupied Sheriff's vehicle to sit out front, which would be a common-sense, low-cost deterrent to threatening behavior. Register Monahan noted that she leaves this building with cash. CA Libby noted that someone in her office also leaves their office during the week with cash. CA Libby stated that she is here most nights after hours, leaves the building alone, and has never been approached. Commissioner McLeod stated that she feels they should be careful in what they discuss in public session. Register Monahan added that the last time she tried to enter into a nonpublic session to discuss the security of the building, Commissioner Lauer was not present. Commissioner Piper would not second the motion. Commissioner McLeod stated that while the Security Committee is being formed, maybe some cameras in the hallways can be placed. However, she noted that she is uncomfortable with the exposure from talking about some of these things. Register Monahan stated that cameras are only good after the fact, not as prevention. Commissioner McLeod stated that cameras can be used as prevention if a sign states cameras are being used.

Register Monahan stated that she is asking that Commissioners address the policy on UPS/FedEx packages and that this becomes the Administrative Assistant's responsibility. CA Libby stated that there is no existing policy. Register Monahan stated that it has become a custom, and she is asking that a policy be created. They no longer accept packages or send out packages for UPS and FedEx. They used to have FedEx and UPS there daily, and now they do not. Commissioner Piper stated that they will send a statement that the Register of Deeds will no longer be a package drop-off location. CA Libby stated that if individuals have packages, they should not bring them to work to be shipped out. If individual departments have packages that need to be sent out, they should be responsible for them.

Register Monahan mentioned that the Registry of Deeds has very valuable artwork on their walls that is now being exposed to whoever enters this building. She stated that just because someone is a Grafton County employee does not make them an upward citizen of their population. CA Libby stated that deadbolting the one door in the Registry of Deeds office does not secure them at night as other people, such as the custodial staff, are in the building. Register Monahan stated that she knows the custodial staff are responsible. She stated that anyone knowing the code can come in and use their kitchen, use illicit drugs, or do whatever they want to do overnight without any cameras or oversight.

Register Monahan stated that there was a policy in place to protect them in the event of an active shooter in the Nursing Home, it was their responsibility to hit the two (2) deadbolts on the doors.

Commissioner McLeod asked if an agenda was sent out for the Security Meeting. She stated that the validity is there for some of these issues, and it seems as though if there is a process to get these items on an agenda, they should do so. CA Libby explained that an agenda was sent out last week, but this is an initial meeting to establish the committee's goals and outcomes. does not know how many specific issues the Committee plans to address at this first meeting.

Commissioner McLeod stated that it seems that would be the process to have these concerns brought forward to that committee rather than the Commissioners trying to come up with their approach, as this was the purpose of this committee being formed.

Register Monahan stated that she has not received justification as to why the deadbolt has been removed other than the Commissioners want it to be removed, which is tyrannical.

Commissioner McLeod stated that CA Libby had informed her that it was to provide access to the employees as this is a public building. Register Monahan stated that this deadbolt has been there for seven (7) years and is now being recognized as a public building. She stated that she previously came to the Commissioners when she had an LNA giving physical therapy to a very large man on a walker, and he bumped into a lawyer. Register Monahan stated that this is where she gets the name of "not a team player." She stated that she was not elected to be a team player; she was elected to look out for the Registry of Deeds by the citizens of this County.

CA Libby asked Register Monahan what the County is supposed to do about people approaching her in the parking lot. She stated that Register Monahan is assuming that these people have been released from the Department of Corrections and, at that point they are free people, and she asked what the County is supposed to do. Register Monahan stated that the County should take responsibility for this parking lot as it is the last one before a long stretch of road. She reported that one Christmas Eve, it was her and one of her staff members here, with very few others, and it was getting dark. She explained that she did not want to get into racial profiling, but it was an unusual situation where a person walked through the door with a backpack late in the day. She asked him if she could help him, and she noted that she was sure he was looking for a warm place to stay for the long weekend. He stated that he understood that this was the new Trailways bus station and would wait. She said that she told this man she would check with the Sheriff's Department on that, and when she entered their office, the man left. Register Monahan stated that she has handled their security issues being dismissed for thirteen (13) years, and those days are over. She noted that when the former County Administrator was here, there was discussion on a revision to the entrance of this building to have a receptionist area, potentially manned by a Deputy or receptionist that would direct people as they come in, and those ideas left with former County Administrator Dorsett's exit. She stated that it had been a somewhat hazardous situation. Register Monahan discussed times she has recalled someone falling down the steps or senior citizens falling in the door, and her office is the first responder. A couple of years ago, she stated that her office would no longer be the first responders to these trips and falls. HR will handle that as it is not in their job description. CA Libby stated that it is unfortunate that we cannot all be team players. She said that with the amount of money the County would have to spend to hire someone to sit at the front door, she is not sure if that makes sense. Register Monahan stated that former Commissioner Cryans said the same thing when she mentioned having a Deputy sitting at

the door to oversee the building as it is an unsecured public building. She stated that the determination here depends on whose life is on the line when the expense comes into play.

Register Monahan left the meeting.

Commissioner McLeod stated that she thinks Register Monahan does have some valid issues that need to be addressed. She feels we need to be concerned about the safety of this building, and she supports Register Monahan in going to the Security Committee to address these concerns. Commissioner McLeod did not feel the Commissioners would deal with those concerns in this setting. Assistant CA Burbank noted that Register Monahan is on the Security Committee.

MOTION: * 11:33 AM Commissioner Ahern moved to enter into a 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 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.

*11:43 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.

Commissioner Piper stated that Register Monahan had commented, during the security discussion, that she removes documents that belong to the Register of Deeds and brings them home, where she burns them rather than using the shredder. Commissioner Piper stated that the issue was Register Monahan did not trust the shredder. Commissioner Piper expressed concerns and stated that it seems problematic that public documents are removed from campus and brought to a private residence. Commissioner Ahern stated that he has a problem with public documents from the Register of Deeds being brought to a private home to be burned. Those are public documents and should be disposed of appropriately. The documents that come into that office are public records and are very important. He is concerned about any documents leaving that office. Commissioner McLeod asked if the CA Libby can let Register Monahan know that it is protocol that the County use an outside company for the shredding and ask that she use that.

Commissioner Issues:

1. Commissioner Piper requested a nonpublic session.

MOTION: * 11:50 AM Commissioner Ahern moved to enter into a 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 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.

*12:02 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 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.

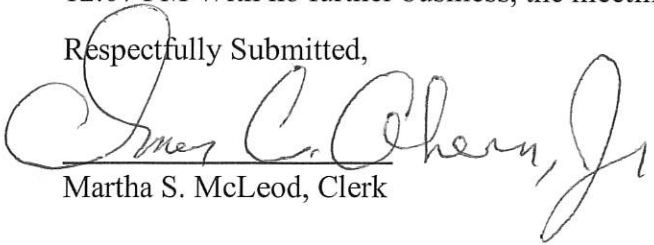
Commissioner Issues

1. Commissioner Ahern stated that he attended a meeting in Manchester on November 28th regarding Direct Primary Care Models for paying physicians for medical care. He stated that he feels this is something Grafton County needs to consider. He gave copies of the presentation to the Commissioner and CA Libby.

2. Commissioner Piper reminded the Commissioners that there is an NHAC Commissioners Council meeting on Friday at 10:00, and they will be discussing the dues for the coming budget and the NHAC budget.

12:07 PM With no further business, the meeting adjourned.

Respectfully Submitted,


James C. Ahern, Jr., Vice Chairperson,
For Comm. McLeod, Clerk

Martha S. McLeod, Clerk

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 December 5, 2023

HR Activity Report (11/07/2023-12/04/2023)

• ***New Hires***

Department	#	Position(s)
Nursing Home	4 (3 FT, 1 PT)	2 FT LNA, 1 FT LPN, 1 PD LNA
DOC	3 (3 FT)	2 FT CO, 1 FT Superintendent
Alt. Sentencing	1 (1 FT)	1 FT Case Manager

Separations

Departments	#	
Nursing Home	4 (4 FT)	1 FT Dietary Aide (LNA Program), 2 FT Dietary Aide, 1 FT LNA
DOC	2 (2 FT)	2 FT CO

Reasons:

- Resigned personal reasons/no reason- 3
- Termination – 1
- Deceased -
- New job/career change – 2
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements -

Status Changes/ dept transfers: 1 FT Communications Supervisor to Deputy Communications Director, 1 FT Dietary Aide to FT Cook

Active Leave of Absences between November 6, 2023 to present

Department	#	
Nursing Home – Nursing	9	(9 are intermittent, 6 for self, 3 for family)
Nursing Home – Non-Nursing	8	(6 are intermittent, 5 for family, 3 self)
DOC	5	(3 intermittent, 3 self, 2 family)
Sheriff’s Dept/Dispatch.	1	(1 intermittent, 1 self)
County Atty’s Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, 1 family)
Alternative Sentencing	2	(2 intermittent, 1 family, 1 self)
Maintenance	1	(1 intermittent family)
TOTAL:	29	

Oriending Dec 6th:

1 FT RN
1 FT Dietary Aide
1 PT (28 hrs) LPN
1 Per Diem LNA

Current Jobs posted/advertised

LNA's/Unit Aides (26.75 FTE's vacant)
RN/LPN (11.75 FTE's vacant combined)
ADON
CO's (7 FTE's)
Housekeepers
Dietary Aides
Deputy Sheriff
Activity Aide

Other business: LNA Class finishing 12/9 and testing 12/15. Currently accepting apps and interviewing for another class to begin in February.

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

Census

Medicare: 4
Medicaid: 68
VA: 5
Hospice: 0
Private: 21
Total: 98

FY '24 Budgeted Census

Medicare: 7
Medicaid: 68
VA: 4
Hospice: 0
Private: 19
Budgeted Census: 98

Monthly Admissions/Discharges

Admissions: 10
Deceased Residents: 5
Discharges: 1

Other Topics:

- 1) Nursing Home COVID Update
- 2) US News and World Report Recognition
- 3) Request For Nonpublic Session