

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
January 2, 2024

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

OTHERS: Nursing Home Administrator Labore

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

**Commissioner Piper stated that the HR Director could not attend the meeting but
submitted the following report (* see attached).**

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the December
19th meeting.

MOTION: Commissioner Ahern moved to approve the minutes from the December 19th
meeting. Commissioner McLeod seconded the motion, and all were in favor.

NHA Labore arrived and gave the following report:

1) Nursing Home Influenza Update – NHA Labore reported that the Nursing Home has
experienced an outbreak of Influenza, specifically in the Meadow Unit. There was a total of
fifteen (15) cases on that floor, and two (2) residents have passed away. Admissions have been
stopped on that unit for the last week. He noted that there have been (2) additional cases on
Granite. NHA Labore stated that he believes they are on the downslope with the outbreak but
there will be no admissions to that floor this week until it is clear. Maple and Profile are still
clear, and Granite has one (1) active case. There are two (2) admissions planned for this coming
week.

2) CURA Food Service Agreement – NHA Labore explained that the County has had this
agreement with CURA for many years. The Nursing Home has now lost its Food Service
Director, and CURA is in the position of trying to find his replacement. NHA Labore stated that
he thinks this is an opportunity for the Nursing Home to hire its own Food Service Director, and
he feels the County would have a better chance of finding a qualified food director. He stated
that he would like to terminate the contract with CURA. There is a 60-day notice the County
would have to give. The County would create the position and put it on the wage chart. NHA
Labore stated that Merrimack County has their own Food Service Program, and he feels Grafton
County can look at that position and emulate it, noting that the salary would be in the \$62,000-
\$70,000 range. NHA Labore added that he has kept the agreement in place all these years
because he enjoyed working with their Food Services Director, but CURA does not bring much

added value. The Nursing Home staff does all of the work, and the County pays the salary and benefits of the Food Services Director. The Nursing Home is also buying the food, and CURA is processing the invoices. This is an opportunity to try to go out on their own, and if they are not successful, they can look elsewhere. This gives the County the opportunity to try this and possibly bring some creativity to the menu. NHA Labore added that the Nursing Home has a certified dietary manager on staff. There are positives that would come from this. He will discuss oversight of the department in the interim. He requested that the Commissioners approve this request and added that the County would not lose anything by trying this. Grafton County is already covering everything budget-wise; it is already paying for the labor for CURA employees, and he feels it will be a wash. If it weren't a wash, the \$12,000 in savings from the management fees will offset any additional expense.

MOTION: Commissioner Ahern moved to terminate the contract with CURA Food Services and hire their own Food Services Director. Commissioner McLeod seconded the motion, and all were in favor.

3) Request for Nonpublic Session

MOTION: * 9:34 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 according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "yes," and Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*9:44 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 said, "Yes," Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and the motion passes.

MOTION: Commissioner Ahern moved to accept the Nursing Home Administrator's request for a temporary increase in hourly wage for the Grafton County Nursing Home Dietary Supervisor from Grade 9, Step 8 (\$25.17) to Grade 9, Step 10 (\$26.51) during the duration of their assuming additional job responsibilities related to the recruitment of a new Dietary Director, as outlined in the Memo For Requested Action by Commissioners, submitted on December 27, 2023. Commissioner McLeod seconded the motion, and all were in favor.

MOTION: Commissioner McLeod moved to approve the no-trespass letter as requested by NHA Labore. Commissioner Ahern seconded the motion, and all were in favor.

Agenda Items:

1. The Commissioners signed check registers 1089-1093; 202312.22.2023.
2. Legislative Conference – 2/26/24 – CA Libby stated that this is a new conference this year by the NHAC and will be held in Concord. All three (3) Commissioners plan to attend.
3. CA Libby read a letter from the Lions Club Letter thanking the County for donating potatoes.
4. Housing and Community Development Plan – CA Libby explained that this is the standard language required for this document. This plan has to be renewed and approved every three (3) before the County can apply for any more CDBG grants. She stated that two (2) of the three (3) Commissioners approved this document three (3) years ago. The Commissioners reviewed and discussed the document and the changes they felt needed.

MOTION: Commissioner McLeod moved to accept the Housing and Community Development Plan changes. Commissioner Ahern seconded the motion, and all were in favor.

5. Update on 1/4/24 Broadband Event – CA Libby stated that Tom Perez, Senior Advisor to the President & Director of White House Intergovernmental Affairs, will be flying in the morning of the event. She then reviewed the schedule of events and what would take place with the Commissioners.
6. Update on Owner’s Project Manager Proposals – CA Libby stated that the Commissioners opened the proposals at their last meeting. The Broadband Committee has reviewed them, and they have been sent to eX2 as well. The Broadband Committee will be setting up interviews.
7. Cruiser Bids – CA Libby stated that the Commissioners had opened bids for selling a 2019 Ford Escape from the Sheriff’s Department. The high bidder was Robert Rowley, and he decided not to take the vehicle as there was a communication error between him and the Sheriff’s Department regarding an issue with the vehicle. She stated that the next highest bidder was Dante Vigneault with a bid of \$3,500. Commissioner Ahern expressed concerns with the communication error between the bidder and the Sheriff’s Deputy as well as awarding the bid to the next highest bidder and not putting the cruiser back out to bid.


MOTION: Commissioner Ahern moved to rescind the bid from Robert Rowley. Commissioner McLeod seconded the motion, and all were in favor.

MOTION: Commissioner McLeod moved to accept the bid of \$3,500 from Dante Vigneault. Commissioner Piper seconded the motion. Commissioner Piper and

Commissioner Piper were in favor. Commissioner Ahern was opposed. With the vote being two (2) in favor and none in opposition the motion passes.

11:20 AM 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
 January 2, 2024

HR Activity Report (12/04/2023-01/02/2024)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	7 (4 FT, 3 PT)	2 FT LNA, 1 FT RN, 1 PT LPN 2 PT Dietary Aide, 1 FT Dietary Aide
DOC	1 (1 FT)	1 FT CO

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	2 (2 FT)	1 FT LNA, 1 FT Staffing Coordinator
DOC	1 (1 FT)	1 FT Dietary Manager
Sheriff's Dept.	1 (1 PT)	1 PT Deputy

Reasons:

- Resigned personal reasons/no reason- 4
- Termination –
- Deceased -
- New job/career change –
- 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 FT MNA, 4 LNA Program Students to FT LNA

Active Leave of Absences between December 4, 2023 to present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(10 are intermittent, 7 for self, 4 for family)
Nursing Home – Non-Nursing	9	(5 are intermittent, 5 for family, 4 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	2	(2 intermittent family)

TOTAL: 33

Orienting Jan 3rd:
1 PT Housekeeper
1 PT (24 hrs) LPN
1 Per Diem LNA

Current Jobs posted/advertised

LNA's/Unit Aides (23.65 FTE's vacant)
RN/LPN (10.15 FTE's vacant combined)
ADON
CO's (6 FTE's)
Housekeepers
Dietary Aides
Activity Aide
Staffing Coordinator
Dietary Manager (Corrections)
Custodian Supervisor

Other business: Will begin negotiating (2) union contracts, beginning reporting process for ACA

Grafton County Nursing Home Commissioner's Report: January 2, 2024

Census

Medicare: 4
Medicaid: 68
VA: 7
Hospice: 0
Private: 18
Total: 97

FY '24 Budgeted Census

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

Monthly Admissions/Discharges

Admissions: 6
Deceased Residents: 5
Discharges: 2 (1 absent medical advice)

Other Topics:

- 1) Nursing Home Influenza Update
- 2) Cura Food Service Agreement
- 3) Request For Nonpublic Session