

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
February 6, 2024

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

OTHERS: HR Director Clough, Executive Councilors Warmington and Kenney, Treasurer Hill, Register Monahan, Supt. Oakes, Nursing Home Administrator Labore, Helen Mrema

Commissioner Piper 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 all votes must be taken by roll call.

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

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

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the January 23rd meeting. Commissioner Piper had one (1) small edit.

MOTION: Commissioner McLeod moved to approve the minutes from the January 23rd meeting as amended. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “Yes.” With the vote being three (3) in favor and none in opposition, the motion passes.

2. The Commissioners signed check registers 1111, 1114-1119.

3. Public Hearing Date – CA Libby explained that Grant Administrator Tracey Secula needs to have a series of grant public hearings and has asked if the Commissioners can have those hearings on February 20th. CA Libby stated this would require moving the Commissioner meeting to the afternoon. The Commissioners agreed to move the meeting.

4. Owner’s Project Manager (OPM) Award Update – CA Libby stated that the Commissioners opened three (3) bids in December. The Broadband Committee then selected ECC Technologies and EN Trust Solutions Group to interview. She explained that EN Trust was the clear choice and was unanimously agreed upon by the committee. She noted that this company is a national company headquartered in Illinois, but they have a local office in Marlborough, MA. EN Trust also has a lot of experience and expertise with NTIA grants. CA Libby stated that the additional services included in their costs are for grant administration. The County has reduced the grant administration portion of the contract with Ex2, and now most of it will be handled through EN

Trust. This company has excellent references. Both she and Asst. CA Burbank feel very comfortable with what this company has to offer. The Broadband Committee recommends the Commissioners select EN Trust for \$599,600.00, which will be paid with grant funding.

CA Libby noted that the County received an additional proposal from Hub66 to be the Owner's Project Manager late last week. The proposal was received well after the deadline and the decision had already been made regarding the recommendation for EN Trust. In addition, she explained the County knows Hub66 is interested in being an ISP provider and she feels that is a conflict of interest.

CA Libby stated that she is hopeful to have a signed agreement and working with EN Trust by the end of February.

MOTION: Commissioner McLeod moved to accept the OPM proposal for the broadband project from EN Trust Solutions Group for \$599,600 and give CA Libby authority to sign the contract. Commissioner Ahern 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, the motion passes.

5. Requested Revision to 10/17/23 minutes – CA Libby stated that the CDFA has asked if the minutes from the October 17th public hearing could be revised to reflect that Jeff Hayes passed out a handout with program information. She noted that the handout was given out, but not noted in the minutes.

MOTION: Commissioner Ahern moved to revise the October 17th, 2023, to reflect that Jeff Hayes passed out a handout with program information. 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, the motion passes.

6. Commissioner Piper stated that she would not be able to attend next week's meeting and asked if the meeting could be moved to Wednesday or Thursday. The Commissioners agreed to move the February 13th meeting to February 14th at 2:00 PM.

7. The Commissioners reviewed the DoC Superior Court Report for the month of January.

8. Social Services Application – FY2025 – CA Libby stated that the County received a total of \$634,185.00 in applications from twenty-five (25) agencies, which is \$125,530 more than last year. She stated that most agencies asked for level funding. The increase is mainly due to two (2) agencies not funded last year and two (2) new agencies. Commissioner Piper and Commissioner McLeod will review the applications.

9. Federal Funding Update – CA Libby reviewed the sources of federal funding available and the balances that are available with the Commissioners.

Proposal from VHV – CA Libby stated that Supt. Oakes has requested Commissioner approval to replace a boiler in the Administration Building for \$82,000. He is requesting that this be purchased through ARPA Interest monies because there is a 3–4-month lead time on the parts and if he were to go through the budget process for this purchase, he would go another heating season with one of the boilers being down. The Commissioners discussed the request. Commissioner Piper and Commissioner McLeod stated that they would like to have further discussion on this. Commissioner Ahern expressed concerns about the type of fuel being used in the future as he is not 100% sure if the County will have fossil fuels available to them. CA Libby stated that she can schedule a follow up conversation that includes Supt. Oakes.

Courthouse Discussion – Councilor Warmington, Councilor Kenney.

Commissioner Piper asked CA Libby to introduce and give a brief background of the Courthouse situation that is going on. CA Libby stated that she has spoken with Councilor Warmington and given Councilor Kenney a brief overview via email. She explained that an assessment was conducted of the current building roughly three (3) years ago and the County received a report that gave the County confirmation of many things that Supt. Oakes has been saying needed repair. The report concluded that building a new courthouse would be less expensive than renovating the existing building. The County then started at that time, including the Court System in these discussions, and their space needs are included in this assessment report. Last year the County engaged with Sarah Lineberry, Superintendent of the Bureau of Court Facilities and works for Commissioner Arlinghaus. The State's issue is not having the funds to commit, and Grafton County is also not on the priority list with the State of New Hampshire as needing attention. They have told the County they would not be able to contribute capital money to this project. CA Libby stated that the County then asked the State if the County were to build a new Courthouse, would the State want to be included, and if so, can they give the County assurance that the State will continue to rent space from the County, so the County is not building a space that is designed as a Courthouse and not have any tenants. CA Libby stated that her understanding is that the State cannot commit to anything over a five (5) year lease without it being a lengthy process for approval. The County needs to move forward, and CA Libby explained that having the Courthouse on campus works, as the campus was built around having the Courts being here. The County would like the Courts to stay on the County campus but need to know that if the County were to invest this money, that the Courts will be leasing for a while.

Councilor Kenney stated that he does not think the state will go anywhere else. The cost of doing business has gone up and he thinks the State will recognize that, but he also recognizes that in financing this project, it would be good to know that the State will be leasing long term. That is negotiable, and it is not etched into law. There are long-term lease agreements in place and both sides would say there is a common interest in making this work.

Councilor Warmington reported that she had a conversation with Commissioner Arlinghaus. She stated that it is fundamentally a timing problem. The State of NH was not ready to take on a new courthouse and would like to stay in their current space for another 2-3 years until the level of importance of Grafton County increases on their end. Councilor Warmington added that the County is being reasonable with their request, as they need to know if the State is going to be in a new building.

Councilor Warmington stated that Commissioner Arlinghaus has said that he would have these conversations with CA Libby. CA Libby noted that she has not heard from him, and Councilor Warmington said she would contact Commissioner Arlinghaus again. CA Libby stated that the County is looking to get ready to be able to issue the RFP, but they do not want to hire an architect and engineer to design a building when they do not know what is needed. She stated that the Courthouse will not be built and ready to be occupied within 2-3 years.

Commissioner Ahern explained that he uses the Courthouse for his other profession, and when he hears reports from Supt. Oakes regarding the condition of the building, he is concerned about the safety of the building and the people in it. The County must do something now, and they cannot wait for the State to make up their mind. Commissioner McLeod feels the County is being stonewalled and it is hard to move forward. She would like the Executive Councilors to use their political pull to help the State get into the same timeframe as the County. Councilor Warmington stated that she is surprised that the conversation between Commissioner Arlinghaus and CA Libby has not happened, and she will follow up. Commissioner McLeod stated that they understand the challenges with the State, but they need to get past that and need the State to know this is more of a priority than what they think it is. CA Libby stated that she believes the State will be able to stay right where it is for the next few years. Councilor Warmington stated that they need Commissioner Arlinghaus at the table. CA Libby also noted that concerning the County timeline, the ARPA funds need to be obligated by the end of the year, and they are looking to use those funds for the architect and engineering design.

Councilor Kenney stated that they could try to schedule a meeting with Commissioner Arlinghaus at the County Complex and have a tour of the Courthouse. He feels Commissioner Arlinghaus will be noncommittal, but it will start the conversation and let him know of the needs of Grafton County and start a timeline. CA Libby stated that they need to get to the point where the State says they will continue to lease from the County and wants to be included in the new Courthouse.

Councilor Kenney stated that he would arrange with Commissioner Arlinghaus and other members from the State for an onsite meeting. Councilor Warmington requested a copy of the EH Danson report to send to Commissioner Arlinghaus. Councilor Kenney stated that they need to get everyone on board and understand that this is necessary. The Commissioners thanked Councilor Kenney and Councilor Warmington for coming in.

Memo for Consideration Discussion - Handicap Parking – Back of Administration Building – HR Director Clough & Supt. Oakes

Commissioner Piper stated that the next item for discussion was a memo regarding handicapped parking with Supt. Oakes, HR Director Clough, and Register Monahan. Register Monahan was present at the meeting and stated that in the memo request, she did not ask to participate in this discussion. She asked for this discussion to happen amongst the stakeholders, noting that she does not have authority over this, and she suggested the safety of the public.

Register Monahan left the meeting.

Supt. Oakes stated that he has no objection to the request to put handicapped parking spaces in the area next to the generator. His only concern is that come wintertime, there is very limited real estate where they can push snow. He thinks they can accommodate that and still make a couple of handicapped parking spots. HR Director Clough asked what the current paved space is used for. Supt. Oakes stated that it is used for delivery vehicles. HR Director Clough expressed concerns with delivery vehicles backing up where handicapped people are backing up. She suggested using the ramp going into the Maple Unit at the Nursing Home for deliveries. Supt. Oakes noted that the ramp was very steep and would cause issues for any large or heavy deliveries. He stated that there are no other spots closer, which is why Register Monahan suggests this location next to the generator. HR Director Clough said she would like to look at the area before they incur an expense to pave it. CA Libby stated that there would be a change for the usage of that area, but it would have to be strictly for deliveries and handicapped parking. Staff members would not be able to park in that area. The group further discussed the request and agreed to move forward with getting a quote.

Agenda Items:

1. ARPA Discussion – CA Libby provided an update on ARPA funds and where the County is at. Commissioner Ahern stated that farms in Grafton County have been hurt with COVID. He thinks some farmers took hard hits these last few years and wonders if some of these farmers could get money to help get them back to where they should be.

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

1. Nursing Home Medical Director Change/Vendor –NHA Labore reported that as of February 20th, the Nursing Home will have a new Medical Director and vendor change. The Nursing Home has notified Blueprint Health to end their contract. Theoria Medical will be the new vendor in the Nursing Home. NHA Labore stated that this company is in thirty-two (32) states and four (4) nursing homes in New Hampshire, one (1) being Belknap County. He stated that the new Medical Director will split his time between Grafton County and Sullivan County.

2. Food Services Transition – NHA Labore stated that Michael Palmer, Dietary Supervisor, has done a nice job updating everything and ensuring the Nursing Home is in compliance with the things needed in the Dietary department. He is working with Finance Manager Jurentkuff on setting up the financial end so the Nursing Home can take over when the contract with CURA expires. NHA Labore added that they hope to have news soon regarding the formal hiring of a new director.

Memos for Consideration

1. Mattress Request – NHA Labore explained that this purchase was approved as part of the Nursing Home's FY25 capital budget. It is the continuation of replacing outdated resident mattresses. He stated that he is looking for a bid waiver to purchase sixteen (16) mattresses, eight (8) traditional and eight (8) with bolstered edges. NHA Labore explained that WCW has

been a great partner with the Nursing Home, and based on the years of service, they offered free shipping and, therefore, were able to get another mattress.

MOTION: Commissioner McLeod moved to accept the Nursing Home Administrator's request to waive the competitive bidding process and accept the quote provided by WCW Inc. for the purchase of eight (8) 35"x 80"x 7" pressure air mattresses with pump and eight (8) 35"x 80"x 7" pressure mattresses with pump and raised bolster for a total purchase price of \$14,160.00. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said "yes," Commissioner McLeod said "yes," and Commissioner Piper said "Yes." With the vote being three (3) in favor and none in opposition, the motion passes.

2. LPN Program – NHA Labore stated that he proposes a new tuition assistance program for Grafton County Nursing Home LNAs to receive their LPN certification. He would like this new program included in the FY25 budget. He reviewed details about the program with the Commissioners and answered questions. Commissioner McLeod stated that she feels this is a great idea. Commissioner Piper stated that this sounds like a very strong idea, noting that historically, it has worked and shows the County values its LNAs and wants to help them grow. NHA Labore stated that he would include this in his FY25 budget proposal.

Agenda Items:

1. Public Comment – H. Mrema asked the status of the statement of inclusion and if any discussion had happened. Commissioner Piper stated that there are no further discussions at this point. Commissioner McLeod stated that she has shared seventeen (17) articles with the Commissioners. H. Mrema asked for the original document that was presented.

H. Mrema stated that the ACLU has been thinking about ways to energize and engage folks at the municipal level. They will facilitate a webinar series about LGBT access and inclusion, harm reduction, and housing. She stated that the ACLU is making sure they are a system of support.

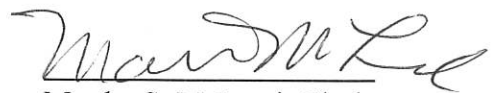
Commissioner Piper noted that Sugar Hill ultimately adopted a statement that was the State of New Hampshire's nondiscrimination law. CA Libby stated that the news article stated that Sugar Hill recanted its statement and adopted the antidiscrimination statement from the State of New Hampshire.

Commissioner Issues:

Commissioner Ahern stated that an item discussed at the Farm Bureau Legislative Meeting was HB 1463, which establishes a committee to study the effects of laws relative to the production of beef, pork, and poultry. He explained that this fits in with the FarmDOC program that he proposed. He had a discussion a few years ago with the NH Dept. of Agriculture, and they ceded all this power and authority to control the production of beef, pork, and poultry. He thinks Grafton County should consider this and get their legislators to support it.

11:57 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Martha S. McLeod". The signature is written in black ink and is positioned above the printed name.

Martha S. McLeod, Clerk

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 February 6, 2024

HR Activity Report (01/02/2024-02/06/2024)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	9 (5 FT, 3 PT, 1 PD)	1 FT LNA, 1 PT LPN, 3 FT Dietary Aide 2 PT Dietary Aide, 1 FT Staffing Coord. 1 Per diem LNA
DOC	2 (1 FT, 1 PD)	1 FT CO, 1 Per diem RN

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	2 (2 FT)	1 FT LNA. 1 FT Driver/LNA
Sheriff's Dept.	1 (1 FT)	1 FT Communications Director
Maintenance	2 (2 FT)	1 FT Custodial Supervisor, 1 Licensed Maintenance Asst.

Reasons:

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

Status Changes/ dept transfers: 1 PT CO to FT CO, 1 FT DOC Asst. Dietary Manager to Dietary Manager, 1 DOC Cook to DOC Asst. Dietary Manager, 1 FT LNA to FT Driver/LNA, 1 PT Dietary Aide to FT, 3/5 RN to 4/5 RN

Active Leave of Absences between January 2, 2024 to present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(10 are intermittent, 7 for self, 4 for family)
Nursing Home – Non-Nursing	8	(6 are intermittent, 6 for family, 2 self)
DOC	3	(2 intermittent, 1 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	(1 intermittent, 1 family)
Maintenance	1	(1 intermittent family)

TOTAL: 29

Oriending Feb 5/7:

2 FT CO

1 FT Housekeeper

1 FT LNA

Current Jobs posted/advertised

LNA's/Unit Aides (24.5 FTE's vacant)

RN/LPN (9.45 FTE's vacant combined)

ADON

CO's (4 FTE's)

Housekeepers

Activity Aide

Custodian Supervisor

Custodian (In lieu of Custodian Supervisor)

DOC Cook

Director of Dietary Services

Skilled Maintenance Asst. (HVAC technician)

Restorative/Rehab Nurse Manager

Other business: Reviewing health insurance options, working on quotes for dental and vision, benefits review committee with Employee Council and department heads, next LNA class scheduled to begin in March

Grafton County Nursing Home Commissioner's Report: February 6, 2024

Census

Medicare: 10
Medicaid: 70
VA: 8
Hospice: 1
Private: 11
Total: 100

FY '24 Budgeted Census

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

Monthly Admissions/Discharges

Admissions: 16
Deceased Residents: 9
Discharges: 2

Other Topics:

- 1) Nursing Home Medical Director Change / Vendor Change
- 2) Food Service Transition Update
- 3) Commissioner Memo Requests