

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
March 5th, 2024

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

OTHERS: see attached list

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

Commissioner Piper asked for a moment of silence for Commissioner McLeod and her family.

Employee Council – Andre Sanders

A. Sanders presented the following request on behalf of the Employee Council (* see attached)

He explained that the COLA was \$2.00 last year, and then there were other targeted increases at the Department of Corrections and the Nursing Home. Those employees who did not receive the targeted increases felt those who did receive the targeted increases received an overall larger COLA. He stated that \$3 is what the Employee Council agreed on for a request for FY 25.

A. Sanders explained that longevity has been discussed for years. It was done away with in 2010, but newer versions of longevity have been discussed. This is a way to help keep staff and reward them for their time here.

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

Benefits Review Committee – HR Director Clough explained that a large focus of discussion has been health insurance and the 25% Guaranteed Max Rate (GMR). The final rate should be set in the next couple of weeks. She noted that they have reached out to several insurance companies to receive quotes, and all of them declined to respond, so the County has no choice but to stay with HealthTrust. HR Director Clough stated that they have looked at different plans, and employees seem receptive to the need to make changes. They have also discussed other benefits to get employees in the door, such as eliminating the waiting period for holiday pay for new hires, noting that they currently wait three (3) months.

HR Director Clough stated that in speaking with A. Sanders, the biggest thing discussed during these meetings was longevity. She stated that she has researched longevity plans and that is currently being discussed. The County will continue to review HealthTrust plans, and HR Director Clough stated that she thinks they will end up in a good place with the employees making some concessions and the County making some changes.

Commissioner Ahern asked if they are still having ongoing discussions with Plymouth State University and their healthcare program. HR Director Clough stated they are in discussions with them and have a meeting planned for March 27th.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the February 27th meeting. Commissioner Piper had a few small clarifications.

MOTION: Commissioner McLeod moved to approve the minutes from the February 27th meeting as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1129-1132; 2024-03.01.2024.

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

4. Amendment/Revision Request CDFA – NHARDC Business TA Grant – CA Libby stated that the public hearing was held last week, and this is the paperwork that Commissioner Piper was authorized to sign.

5. CDBG Grant Agreement Transitional Planning Grant—CA Libby stated that this was already approved. It is a \$100,000 grant, and the agreement needs Commissioner Piper's signature.

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

NHA Labore noted that his goal is to use a census of 108 for the upcoming budget and feels he will be able to get there.

1. CMS State Survey and Plan of Correction and Submission—NHA Labore reported that the Nursing Home received the official report and six (6) deficiencies. He stated that he put together the plan of correction and submitted it, noting that the six (6) deficiencies were very minimal, and they are putting the plan together to address these deficiencies.

2. Congressionally Directed Spending Request: Landscape Project Update – NHA Labore stated that all paperwork has been submitted. If the Federal Delegation can pass a budget, he is confident that the Nursing Home will receive the funding.

Agenda Items:

Public Comment – H. Mrema introduced members from the ACLU who were in attendance.

Maintenance Department - Supt. Oakes

Supt. Oakes stated that he received quotes from two (2) vendors for the roof replacement at the Alternative Sentencing Department and the Gazebo. He noted that Premier Roofing did not provide a quote for the gazebo.

Kendall Standing Seam - \$36,000 for the Alternative Sentencing Building and \$4,800 for Gazebo

Premier Roofing - \$59,000 for the Alternative Sentencing Building

MOTION: Commissioner McLeod moved to accept Kendall Standing Seam's quote for \$40,800. Commissioner Ahern seconded the motion, and all were in favor.

9:51 AM Commissioner Piper recessed the meeting.

10:00 AM Commissioner Piper reconvened the meeting.

Courthouse Discussion – See attached attendance sheet.

CA Libby explained that three (3) years ago, the County had an assessment of the Courthouse completed by EH Danson, Architect, after the Maintenance Superintendent identified areas of the Courthouse that needed to be addressed. She stated that the County then engaged with the court system to let them know their plans and find common ground. She explained that the County always intended to include the state in the new courthouse. The County Complex is built around having the courts here, and it makes the most sense to keep it that way. The County is in the position where they need to move, noting that they would like to use ARPA funds towards architectural and engineering expenses and those funds need to be obligated by the end of the year.

Councilor Kenney stated they had to identify ARPA timelines and the timeline for Administrative Services to understand these needs. The question of the County is what the commitment level of the State is moving forward. He explained that the County wants buy-in and to work together on this project while also knowing that there are constraints on the State's end. Councilor Warmington stated that the problem is that the State cannot commit to this project and the County does not know whether to design a building to include the courts.

Commissioner Arlinghaus stated that the State has a great relationship with the County and hopes to see that continue. He explained that the State has 38 courthouses, and Grafton County is not one of the top five (5) worst in terms of conditions. He explained that every two (2) years, the courts conduct a facilities assessment, and it looks at the top twenty (20) or thirty (30) most pressing needs across the State, and Grafton County has not been on the radar. The State wants to commit to the County but in terms of building and the costs, that is not something they can do. Commissioner Arlinghaus stated that the State has no intention of leaving. They are in the process of going to Governor and Council with a lease extension at Grafton County and he does not see a reason they would want to see that end. They would like to work with the County on options. Commissioner Ahern asked what happens if Grafton County says they are not going to build a courthouse and build for their needs only. Commissioner Arlinghaus said they would try

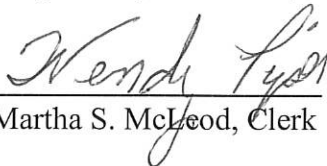
to stay in the existing courthouse as long as possible. When that is no longer feasible, they would have to look at other options and the most cost-effective options.

J. Laffan, Esq. asked where the negotiations stand with a new lease agreement with the state. Commissioner Arlinghaus explained that the existing lease has a one (1) year extension, which would take them through June 30th, 2025, and that has been exercised. The Governor and Council must vote on those leases at a meeting, which will likely happen in April. J. Laffan asked what would happen if the County were to increase the lease agreement at the end of that lease. Commissioner Arlinghaus stated that he believes that a conversation will be had well before that happens, and a new lease will be negotiated. His experience with the County is that they are not overly aggressive. They have a strong partnership and would negotiate under those terms. CA Libby explained that they would start those conversations in the late fall into winter of this next year, and by that time, she suspects that the County will have a much better idea of what they are looking at. The design and construction are realistically 2-3 years out, and the County would be looking to renegotiate a new lease with the State in 2025. She stated there is time, but they need to get to the point where the County knows what they are designing and how the State plays into that. Once that new lease is up for negotiation, the County may have a better idea of the new courthouse square footage and could talk about what 2028-2030 lease agreements may look like. CA Libby added that the ultimate decision will be of the Delegation because a bond vote needs a 2/3 majority. Chief Justice of the NH Supreme Court MacDonald thanked the Commissioners for having them. He stated that their principal input with their partners in the Executive Branch, regarding this new Courthouse, is to tell them what the State's needs are and project that out into the future. That is an exercise they would go through and would be helpful to the County as it makes their decisions.

The group then toured the Courthouse with Supt. Oakes to see and discuss the various issues brought to their attention.

11:30 AM With no further business, the meeting adjourned.

Respectfully Submitted,


Martha S. McLeod, Clerk

Attendance Sheet:

Andre Sanders – Employee Council
HR Director Clough
Helen Mrema – ACLU -NH North Country Regional Campaign Manager
Ed Taylor – ACLU – NH Organizing Director
Gilles Bissonnette – ACLU – NH Legal Director
Register of Deeds Monahan
Nursing Home Administrator Labore
Dianne Martin – NHJB
Charlie Arlinghaus – Administrative Services, State of NH
Gordon MacDonald – Supreme Justice of the NH Supreme Court
Margaret Kettles - NH Public Defender
Sarah Lineberry - DAS Bureau of Courts
Cinde Warmington - Executive Councilor District 2
Jim Laffan – Grafton County Bar Association
Joseph D. Kenney – Executive Councilor District 1
Donnie Spencer – District Director, Executive Councilor Warmington

Grafton County Board of Commissioners,
Martha McLeod
Omer Ahern Jr.
Wendy Piper

Grafton County Employee Council's fiscal year budget of 2024 / 2025 request are as follows.

C.O.L.A. \$3 per hour

Longevity pay out, to the previous vision out there or the new version.

Thank you for taking the time to meet with us

Employee Council
Andre Sanders & Mariah Johnson

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 March 5, 2024

HR Activity Report (02/06/2024-03/04/2024)

• ***New Hires***

Department	#	Position(s)
Nursing Home	5 (4 FT, 1 PT)	1 FT LNA, 1 PT Dietary Aide, 1 FT Housekeeper, 2 FT LNA Program
Maintenance	1 (1 FT)	1 FT Custodian

Separations

Departments	#	Position(s)
Nursing Home	4 (1 FT, 1 PD, 2 PT)	1 FT Housekeeper. 2 PT Dietary Aide 1 PD RN
Sheriff's Dept.	1 (1 FT)	1 FT Dispatcher
DOC	2 (2 PT)	1 PT RN, 1 PT Cook

Reasons:

- Resigned personal reasons/no reason- 6
- Termination –
- Deceased -
- New job/career change – 1
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements -

Status Changes/ dept transfers:

Active Leave of Absences between February 6, 2024 to present

Department	#	Details
Nursing Home – Nursing	12	(10 are intermittent, 7 for self, 5 for family)
Nursing Home – Non-Nursing	9	(6 are intermittent, 6 for family, 3 self)
DOC	2	(1 intermittent, 1 self, 1 family)
Sheriff's Dept/Dispatch.	3	(1 intermittent, 2 self, 1 family)
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: 32

Oriending March 6:
3 FT LNA Program
1 PT Housekeeper
1 PD LNA
1 FT Activity Aide

Current Jobs posted/advertised

LNA's/Unit Aides (23.75 FTE's vacant)

RN/LPN (9.45 FTE's vacant combined)

ADON

CO's (4 FTE's - We have 2 scheduled to start in March)

Housekeepers

Dietary Aide (1 FTE)

Activity Aide (1 FTE)

RN – DOC (2 FTE's)

Asst. Dietary Supervisor (Nursing Home)

Skilled Maintenance Asst. (HVAC technician)

Restorative/Rehab Nurse Manager

Other business: All companies contacted for health insurance – declined to quote. We will stay with HealthTrust and review plan options. Benefit review committee thoughts/ideas, preparing for open enrollment through UKG

Grafton County Nursing Home Commissioner's Report: March 5, 2024

Census

Medicare: 8
Medicaid: 74
VA: 7
Hospice: 1
Private: 13
Total: 103

FY '24 Budgeted Census

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

Monthly Admissions/Discharges

Admissions: 5
Deceased Residents: 1
Discharges: 3

Other Topics:

- 1) CMS State Survey and Plan of Correction Submission
- 2) Congressionally Directed Spending Request: Landscape Project Update