

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
January 14, 2014

PRESENT: Commissioners Mike Cryans, Martha Richards, Director Clough and Admin Assistant S. Norcross.

Commissioner Cryans called the Meeting to order at 9:00AM and began with the Pledge of Allegiance.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

January 14, 2013

Census:

Medicare: 3  
Medicaid: 108  
Private: 22  
Total: 133

Year To Date Numbers:

2013:

Admissions (YTD) 51  
Discharges (YTD) 14  
Deaths (YTD) 37  
Average Daily Census: 132.5

2014:

Admissions (YTD) 2  
Discharges (YTD) 0  
Deaths (YTD) 1

Other Topics:

1) Realeyes Eye Care

- 2) GCNH Accounts Receivable
- 3 Maple/Profile FY '15 Budget Project
- 4 Request For Non-public Session

1) GCNH Accounts Receivable- NHA Labore discussed a list of accounts receivable payments that the Nursing Home needs to be written off. The majority of these uncollectable accounts are Medicaid and Medicare accounts. NHA Labore explained that these had not been billed out or followed up on appropriately in the past. He stated that the Nursing Home has a new Finance person who is very focused on collections as she comes to the County from a for profit facility. She has been through the Accounts Receivable Report and identified these as completely uncollectible. NHA Labore stated that she is working on a second list that she is attempting to make collections on but explained that Medicare/Medicaid have very specific deadlines and guidelines for billing. NHA Labore and the Commissioners discussed that going forward this will be monitored much more closely and that this should not present itself again to this magnitude once these accounts are cleaned up.

Commissioner Cryans asked NHA Labore to reach out to a collection organization to get their opinion on what to do and possibly collect on some of the outstanding accounts and once he had more information to come back to the Commissioners for action.

Commissioner Richards asked NHA Labore for monthly updates on the receivables and the progress that's being made on them.

2) Maple/Profile FY' 15 Budget Project- NHA Labore briefed the Commissioners on a bathroom project that they may possibly want to do in the FY15 budget. Director of Nursing Renee Shields feels the space can be utilized better and updates can be made.

\*9:38AM - Commissioner Richards moved to enter into 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 (e) Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:45AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion.

\*9:46AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:53AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion. All were in favor.

HRD Donna Cramer arrived and gave the following report:

Grafton County Human Resources Report  
 Donna Cramer, Human Resources Director  
 January 14, 2014

1) **HR Activity Report** (12/1/13 – 12/31/13)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 (1 FT, 3 PT/PD)	1 LNA’s, 2 Diet Aides, 1 Nursing Home Bus. Office Mgr

- *Separations*

<u>Departments</u>	<u>#</u>	
Nursing Home	1 (1 PT/PD)	1 LNA

- *Leave of Absences*

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	12	(7 are intermittent, 8 for self, 4 for family)
Nursing Home – Non-Nursing	6	(4 are intermittent, 2 for self, 4 for family)
Non-Nursing Home	3	(2 for self, 1 for family)
TOTAL:	21	

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
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RN/LPN (3 FT openings)	Nursing Home	Open to all
LNA (2 FT Openings)	Nursing Home	Open to all
Correctional Officers	Corrections	Open to all
RN Team Leader (FT)	Nursing Home	Internal Only
Lieutenant (FT)	Corrections (Comm)	Internal Only
Captain (FT)	Corrections	Internal Only

Summary:

- Tobacco Free Campus update: No Tobacco Friday's, effective 1/10/14
  - Schedule going forward
  - Trendy Times article 1/21/14

**2) HR Internal Operations**

- Goals/Projects:
  - Salary survey/compensation review to market – All-county survey received. I will be working this month on salary reviews of all Grafton County positions.
  - Department Head Handbook
  - Nursing Home employee climate survey
  - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
  - **HR Work Flow/Structure**

County Attorney Lara Saffo arrived and gave the following report:

**Office of the Grafton County Attorney  
Lara Saffo, County Attorney  
January 14, 2014  
Report to the Commissioners**

**The Mission of the Office of the Grafton County Attorney is to pursue justice and promote the safety and security of the County's citizens, thereby enhancing the quality of life in Grafton County. We will seek to achieve these goals by:**

- **Striving for just disposition of criminal cases through timely, efficient and effective prosecution.**
- **Ensuring that victims and witnesses of crimes are treated with respect, courtesy, and sensitivity as they cooperate with criminal prosecutions.**
- **Improving the criminal justice system by identifying areas of need and working collaboratively with other criminal justice agencies and the community to improve the criminal justice system.**

- **Encouraging and promoting crime prevention and early intervention initiatives.**
- **Identifying, promoting and implementing new and innovative approaches to solving crime problems.**

(1) Statistics

I will be able to provide calendar year end statistics shortly. This will include a break down by town of the numbers and the types of crimes. I will have a separate section outlining examples of complicated cases handled by our office. For example, this year we had over 35 aggravated felonious sexual assaults and 10 sexual assaults.

(2) Early Case Resolution

I, along with all the other county attorneys, met with Justice Nadeau to learn more about Early Case Resolution. I am going to start implementing ECR principles right away, and have selected three departments to focus on as a mini pilot project. We will continue our efforts with the other departments to resolve cases earlier in the process. Establishing early case resolution will be more time consuming at first, but long term will save time, and thus money. Thus, it is worth our efforts. Hopefully we receive the grant that we applied for.

(3) Felony Case Flow Management

As noted in the past, I have been very vocal in my concerns about the New Hampshire Superior Court's draft proposed felony caseflow management plan. I along with the other county attorneys met with Chief Justice Nadeau to discuss this proposal (and Early Case Resolution). She recognizes that it will take extra work on the part of the Grafton County Attorney Office, as we will be assuming work previously done by the circuit court prosecutors (the initial arraignment and probable cause hearings). In many counties, it will save the circuit court prosecutors/police departments money as they will no longer have to do these hearings. Grafton is in the minority that this proposal would nonetheless increase police department costs if the police departments have to send officers to the superior court to file complaints and testify at probable cause hearings. Thus, absent significant modifications in the probable cause process, it would save neither police departments, nor my office, money. It would increase costs for both of us. Judge Nadeau has confirmed that police departments would not have to travel to file complaints. She has some innovative ideas regarding probable cause hearings that would result in departments not having to travel. If those ideas proceed, filing felonies in superior court would save money and result in a more efficient system (but still result in more work for my office). I am willing to support the proposal ***if*** and only if police departments do not ***have*** to travel to file complaints and attend probable cause hearings in superior court.

(4) Grant

We still have not heard from our Justice Foundation Grant for \$8,000.00 to cover the seed costs associated with establishing Early Case Resolution in Grafton County.

I remain vigilant for the BJA and SAMSHA grants for collaborative case screening and early case resolution for cases that would apply to our problem solving courts. It is anticipated that qualifying grant announcements for three year grants will occur between mid December 2013 and February of 2014. The turn around time to apply for the grants is anticipated to be 45 – 60 days.

(5) Training

Our victim witness division received a grant to attend an out of state conference, with the idea of bringing new ideas back into the State of New Hampshire. She has selected the conference she wishes to attend.

Our office continues to utilize the webinars available, and have a set time each month to review webinars made available by the National Association of Child Advocacy Centers, the National Association of Drug Court Professionals, and Ending Violence Against Women. We will share the information gleaned from these free opportunities, and greatly appreciate the Sheriff's Department making their conference space available.

(6) Victim Witness Department

As noted earlier, Carin Kniskern, our Victim Witness Coordinator, Alison Farina and myself have been reviewing best practices and standards to determine whether we need an additional victim witness coordinator to serve the citizens of Grafton County. We are finalizing the statistics at this time, but a preliminary review of the data shows that as of November 22, 2013 there were a total of 281 cases with victims in Grafton County. 144 of these cases were carried over from 2012 (so indicted at an earlier date, but still not resolved by January 1, 2013). In 2013 there were 137 new cases with victims. In addition to these cases, the Victim Witness Program assisted in 219 cases without victims. The Victim Witness Department assists in non victim cases that have witnesses in a number of ways, including entering witness identification into the system, forwarding bail orders to police departments, generating witness lists and generating subpoenas when these cases go to trial. We have a detailed case flow document that outlines the many functions of our Victim Witness Program.

It is clear that a second Victim Witness Coordinator is needed in Grafton County to serve victims of crimes in Grafton County. I would propose that Carin Kniskern be the lead Victim Witness Coordinator, supervising the second Victim Witness Coordinator as she already supervises Sabra and the division.

(7) The Child Advocacy Center



In December, the CAC provided 20 Forensic Interviews in Grafton County alone.

The CAC has moved to its new location on Court Street in Lebanon, and open house is anticipated for February. Many thanks went out to many individuals who donated their time and skill in assisting in this process. This included Chief Poitras who donated his time and skill installing soundproof boards in the interview space. The CAC continues to have a space in Littleton. A goal for me for 2014 is to find space in the Plymouth area. The CAC's budget cannot accommodate this commitment.

On April 8, 2014 is the Shield Our Children from Harm Conference. The keynote speaker is David Lisak.

(8) Grafton County Mental Health Court



Halls of Hope  
Second Circuit Court, Lebanon Division



"A.S.S.E.R.T." Alternative Sentencing Solutions for Education, Recovery and Treatment  
Second Circuit Court, Littleton Division

The Plymouth Mental Health Court  
Second Circuit Court, Plymouth Division

Please see the attached separate reports. They outline statistics and the significant training initiatives.

The Lebanon team has continued discussions with the mental health treatment providers in Vermont, so we can include individuals who commit crimes in the Lebanon Circuit Court catchment area, but live in Vermont and receive mental health services in Vermont.

Our program continues to collaborate with the House of Corrections (Angela Jones). The HOC has been supportive and helpful and we greatly appreciate their hard work. Grafton County continues to have a strong working relationship with the White River Junction VA. Mike Owens is the Veterans Justice Outreach Worker.

Members of the Halls of Hope and ASSERT Advisory Councils have successfully created a non – profit agency “Advocates for Grafton County Mental Health Court.” Grafton County has amazing people in our county, who are invested in making a difference for our residents. We are fortunate.

(9) Restorative Justice

All towns in Grafton County are officially covered by Restorative Justice. This is vital. By way of example only, if a juvenile who has committed an offense does not have restorative justice as an option, they may have a juvenile record which has to be disclosed in financial aid applications. This could impact financial aid for future schooling. That is just another reason why we are happy to offer this program to juveniles. I have attached a press release for this Thursday.

We are sad to report that Kathleen Shelton has moved on. We have hired her replacement and are thrilled to report that we have hired Colleen Strout to be the new administrative assistant, tracking the Restorative Justice contracts and assisting with Mental Health Court.

(10) The White Building

We have two interns that are coming to assist our alternative sentencing programs. With the assistance of the Restorative Justice assistant, we are going to focus on organizing the significant material we have on the areas of alternative sentencing. We have received some shelving that was unused by another department, and that will assist in the process. The goal is that commissioners, delegation members, participants and the public can access and use this information – almost a library of resources available in Grafton County.

(11) Justice Involved Veterans

The Justice Involved Veterans Group has developed a “Veterans Behavioral Health Track” for justice involved veterans at the misdemeanor level.

As noted earlier, there is no doubt in my mind that the Criminal Justice System needs to collaborate effectively with the VA. The VHAs offer medical treatment (including counseling), prescriptions, residential treatment for substance abuse, and specialized PTSD treatment, the VBA offers educational assistance, housing, job training and other related programs. They can assign properly trained “peer mentors” to justice involved veterans, as well as a Veterans Justice Outreach Worker. These resources are vital to improve public safety. More importantly, we need to support our soldiers as they transition back into our communities after service to our country. You can learn more about Veterans Courts at <http://www.justiceforvets.org/>.

(12) Circuit Court Prosecution



We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. This is becoming more and more a time consuming part of our services, as current prosecutors seek guidance, or police departments seek assistance due to potential conflicts of interest.

I will forward a contract for your review and consideration with the Town of Woodstock once I confirm it is acceptable to the Town of Woodstock.

(13) Sexual Assault Resource Teams

a. Upper Valley SART and Plymouth Area Sexual Assault Resource Team

The Upper Valley SART continues to meet and is in the process of developing a Memorandum of Understanding for agencies' consideration. Plymouth is working on a public relations campaign, using "Got Consent" coasters. Grafton County is fortunate to have these collaborative efforts! A continued goal is to obtain experts who can educate juries about the dynamics of sexual assaults.

(14) Drop Box / Webpage

An enormous Thank You to Samantha Norcross and the IT Department for their efforts on developing and maintaining the new webpage. It is an excellent resource for the public. At the delegation meeting, it was recommended that I develop a drop box for the information I would like the commissioners and delegation to access. Again thanks to our IT department, I have had drop box installed, and I am working on learning the most effective way to set up folders. It should be done this week.

(15) Non public session

I am recommending a brief non public session to discuss an employee issue.

Atty. Saffo presented an out of state travel request for the Victim Witness Coordinator that is covered by a grant. Commissioner Richards moved to accept the out of state travel request. Commissioner Cryans seconded the motion and all were in favor.

\*10:37 Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:47AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion.

Commissioner Cryans asked if everyone had a chance to read the minutes from January 7<sup>th</sup>. Commissioner Richards moved to approve the minutes. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed the check registers

ED Clough presented the GCDoC Superior Court report for the Commissioners to review.

ED Clough presented a Close out Certification - RDC Capacity Grant for Commissioner Cryans to sign.

ED Clough discussed the budget meeting schedule with the Commissioners.

Commissioner Richards had a discussion regarding Sara Hendrickson, granddaughter of Plymouth resident Arline Bownes, who is the first woman ski jumper accepted 2014 Olympic Team.

11:09AM With no further business the meeting adjourned.

Respectfully Submitted,

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Martha B. Richards, Vice-Chair