

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 5th 2013

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

EXCUSED: Commissioner Ray Burton

Commissioner Cryans called the meeting to order at 9:10 AM and began with the Pledge of Allegiance.

HRD Donna Cramer arrived and gave the following report:

Grafton County Human Resources Report  
Donna Cramer, Human Resources Director  
November 5, 2013

1) **HR Activity Report** (10/1/13 – 10/31/13)

• *New Hires*

Department	#	Position(s)
Nursing Home	4 (2 FT, 2 PT/PD)	1 RN, 2 LNA's, 1 Dietary Aide
Sheriff's Dept	2 (2 PT/PD)	2 Special Deputies

• *Separations*

Departments	#	
Nursing Home	1 (1 FT)	1 Business Office Manager
Corrections	1 (1 FT)	1 Captain

• *Leave of Absences*

Department	#
Nursing Home – Nursing	7 (6 are intermittent, 4 for self, 3 for family)
Nursing Home – Non-Nursing	5 (2 for self, 3 for family)
Non-Nursing Home	1 (1 for self)
TOTAL:	13

• *Current Openings*

Positions	Department	Status
RN/LPN (3 FT openings)	Nursing Home	Open to all
LNA (3 FT Openings)	Nursing Home	Open to all
LNA (2 FT Openings)	Nursing Home	Internal only
Correctional Officers	Corrections	Open to all
Dietary Aid	Nursing Home	Open to all

Corrections Cook	Dept. of Corrections	Open to all
Finance Director/Business Office Manager (FT)	Nursing Home	Open to all
Superintendent-in-Training	Dept. of Corrections	Internal only
Skilled Maint. Asst. (FT)	Maintenance	Open to all

Summary:

- \* Continue working on targeted recruitment for nursing and Corrections Officers:
  - On-site “job fair” at DOC went very well – 20+ people showed. DOC now working on scheduled a fitness test within the next month to bring in applicants from job fairs and the onsite job fair. Will be working with the nursing home to schedule an on-site event after the first of the year.
- \* Moving forward with the Superintendent-in-Training for the DOC.

**2) HR Internal Operations**

- Goals/Projects:
  - Employee Handbook update: Distribution almost complete – will be finishing today.
  - Salary survey/compensation review to market – still waiting for compiled all-county survey to be distributed.
  - Department Head Handbook
  - Nursing Home employee climate survey
  - Electronic (and/or paper) distribution of handbooks, etc. with sign-off

HRD Cramer discussed going forward the idea of delivering copies of paperwork electronically rather than hard copies and having the help of ITM Ruggles to make that possible. She stated that they need to look into software to make sure that everything is still being done legally.

Commissioner Richards asked why there was a position open for a corrections cook. Director Clough stated that the position is a part-time fill in cook that was approved by the Board early this year and has not been filled yet. It will be a position intended as a fill in when other cooks are out.

Commissioner Cryans asked HRD Cramer how her meetings with the affiliate were going. She stated that they were going really well. She has gone to two (2) meetings so far. She stated that they email a lot back and forth and so far she really enjoys the people she has met.

Commissioner Cryans asked how everything was going so far with the job and HRD Cramer stated she really likes it and enjoys everyone and everything about the job.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to approve the minutes from October 22<sup>nd</sup>. Commissioner Cryans seconded the motion and all were in favor

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

November 5, 2013

Census:

Medicare: 8  
Medicaid: 98  
Private: 24  
Total: 130

Year To Date Numbers:

Admissions (YTD) 41  
Discharges (YTD) 14  
Deaths (YTD) 31

Other Topics:

- 1) Temporary Position Request
- 2) US Foods Food Deliveries
- 3) Employee Pins
- 4) Non-public Session Request

NHA Labore stated that he would like to get board's approval to hire a temporary position to work with Darlene Williams the LNA Scheduler over the next two (2) months, as she has given her notice to retire in February. He stated he wants someone in with her to learn her system and to learn the computerized system before she retires. NHA Labore stated that he does not want to interrupt her process by not having someone in the position because it would be detrimental to the Nursing Home. The overall cost will for the Nursing Home will not be greatly impacted.

Commissioner Richards moved to approve the temporary position for LNA Scheduler.  
Commissioner Cryans seconded the motion and all were in favor.

NHA Labore stated they have been in discussion with Fitz-Vogt to allow the Nursing Home to purchase their food through a different vendor than the one Fitz-Vogt currently uses. He stated that they can save \$40,000 a year by switching to US Foods for food purchasing, rather than

going through HPC. Fitz-Vogt has recently agreed to this and beginning in December the Nursing Home's food will come from US Foods.

Commissioner Richards asked if NHA Labore talked with the affiliates at the conference about US Foods. He stated that he talked to Cheshire County and Hillsborough County and that Cheshire County is a part of the same purchasing agency as Grafton County and is looking to switch over to US Foods.

NHA Labore stated that he has had employees inquire about their years of service pins. Commissioner Cryans stated that he will hand out the rest of them after the meeting.

Commissioner Richards asked what the plans were for Thanksgiving Day at the Nursing Home. NHA Labore stated that they will be putting on a meal on Thanksgiving for families to come to have dinner with the residents. Last year they had about 35 participants and are expecting the same amount this year. The cost of the meal will be \$8.00 per person.

Commissioner Cryans asked how NHA Labore has been doing with his affiliate. He stated that working with the affiliate has been great. Where he worked before they didn't really have a chance to get their voices out there. He enjoys meeting once a month and exchanging questions.

\*9:45 AM - 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 according to RSA 91-A:3, II (e).

Commissioner Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:49 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone's reputation (other than a board member). Commissioner Cryans seconded the motion. All were in favor.

Commissioners signed check registers.

Director Clough presented a request for an extension on the evaluations for Livermore from Commerford Nieder & Perkin. She stated that November 15<sup>th</sup> will be the extended due date.

Director Clough presented the GCDoc Superior Court Report to the Commissioners for their review.

Director Clough stated that she wanted to inform the Commissioners that it is time to renew the Unemployment Compensation Program through Primex. She stated that the premium is going up \$4,057 to \$33,031 which is a 14% increase. She also told them that our Loss Ratio is 132%.

The Commissioners and Director Clough discussed have an Employee Christmas reception and decided that it will be December 19<sup>th</sup> from 2-3:30.

Commissioner Richards asked for a Farm update. Director Clough stated that she and FM Kimball decided they don't need to meet weekly. They decided they would meet every other week or as they felt more was needed. She stated that the farm has missed the last three (3) scheduled trainings with the Jail and need 30 hours of training by December 31<sup>st</sup> to enable them to keep inmates working on the farm. Currently she believes that they only have around fifteen (15), this is an issue she will be discussing with FM Kimball.

Commissioner Cryans thanked the staff for their role in making the NHAC Conference a success.

Commissioner Cryans stated that on October 23<sup>rd</sup> he received an award on Ray Burton's behalf, from North Country Council.

He stated that on November 1<sup>st</sup>, at the Mount Washington Hotel, Ray Burton was greeted by a full room of people. The Executive Council held a special meeting to accept Executive Councilor Ray Burton's portrait which will hang in the State House. He stated that they then moved across the street where they named the overlook after him as well.

Commissioner Cryans stated that he was pleased to be asked to come down to WMUR and talk about Commissioner Burton's role as a County Commissioner, and discuss County Government.

\*10:17 AM - 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 according to RSA 91-A: 3, II (e).

Commissioner Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:43 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone’s reputation (other than a board member). Commissioner Cryans seconded the motion. All were in favor.

10:43AM with no further business the meeting adjourned.

Respectfully Submitted,

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Martha B. Richards, Vice-Chairman

