

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

December 3rd 2013

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

Commissioner Cryans called the meeting to order at 9:14 AM and began with the Pledge of Allegiance.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
December 3, 2013

Census:

Medicare: 6

Medicaid: 102

Private: 24

Total: 132

Year To Date Numbers:

Admissions (YTD) 46

Discharges (YTD) 14

Deaths (YTD) 34

Other Topics:

- 1) Hiring Of New Finance Director- Dawn Jurentkoff
- 2) Medicaid Managed Care Update
- 3) Alarm Reduction Program
- 4) Nursing Home Holiday Decorating Contest

NHA Labore stated that he is very pleased to announce that the New Finance Director Dawn Jurentkoff will be starting tomorrow December 4th.

NHA Labore discussed the Medicaid Managed Care update and stated that phase one (1) started Sunday.

NHA Labore stated that he had a meeting with Senator Forrester. She came to the Nursing Home for a visit and he stated his concern with Medicaid Managed Care from the long term care side, especially with what the County Nursing Homes have been seeing in dealing with managed care organizations.

NHA Labore stated that Senator Forrester is setting up a meeting with himself, Betsy Miller, the President of the New Hampshire Health Care Association, the Administrator from Belknap County, a couple of other Nursing Homes in Senator Forrester's district, as well as representatives from the three (3) managed care organizations and representatives from the Department of Health and Human Services. He stated they will be able to sit down and talk about what the goal is of having Nursing Homes included in the Managed Care process.

NHA Labore discussed their Alarm Reduction Program with the Commissioners. He said they are working towards removing chair and bed alarms in residents' rooms and going alarm free. He stated that they have done this in their Meadow neighborhood and it has been working well so far. He said that one of the things that the Director of Nursing has noticed is that with all the alarms going off it adds to a lot of chaos and gets the residents agitated. All alarms on Meadow have been removed and the staff has been educated to talk quieter to create a more relaxed environment. The nurses and LNA's are still walking and doing rounds checking on residents, housekeeping and laundry are also playing a role as well. They are still doing their 30 minute safety checks and 15 minutes for those who have a higher safety concern.

Commissioner Richards asked if NHA Labore cleared this with anyone from a legal standpoint if a resident was found on the floor after the fact what the implications would be because there was no alarm.

NHA Labore stated from a legal stand point there is no evidence that shows that alarms prevent falls. The alarms alert you to the fact that the resident has already fallen. From a legal stand point he said that he does not think by them removing alarms it is going to increase any liability on our end. He stated that they did not clear it by Primex but the state is very well aware of what is going on with the goal of removing alarms and he does not feel that it is going to increase the liability on our end.

Commissioner Cryans stated that he would like to tour the Nursing Home to see the Holiday decorating contest.

NHA Labore stated that they had 70 family members come on Thanksgiving to have dinner with their loved ones.

Commissioner Richards asked what is planned for Christmas. NHA Labore stated that they are doing a meal on Christmas for family members as well. They will be having ham and prime rib. The meal will cost \$8.00 a person and the cost for this meal is covered in the budget.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to accept the minutes for November 26th. Commissioner Cryans seconded the motion and all were in favor.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 December 3, 2013

1) **HR Activity Report** (11/1/13 – 11/31/13)

- *New Hires*

Department	#	Position(s)
Nursing Home	12 (8 FT, 4 PT/PD)	3 RN's, 1 LPN, 6 LNA's, 1 Diet Aide, 1 Housekeeper
Corrections	4 (1 FT, 3 PT/PD)	1 Certified Officer (Rehire), 3 Uncert
Maintenance	1 (FT)	Skilled Assistant

- *Separations*

Departments	#	
Nursing Home	1 (1 FT)	1 LNA
Corrections	1 (1 FT)	1 Corrections Officer

- *Leave of Absences*

Department	#	
Nursing Home – Nursing	10	(7 are intermittent, 6 for self, 4 for family)
Nursing Home – Non-Nursing	7	(4 are intermittent, 4 for self, 3 for family)
Non-Nursing Home	1	(1 for self)
TOTAL:	18	

- *Current Openings*

Positions	Department	Status
RN/LPN (3 FT openings)	Nursing Home	1 Internal only, 2 open to all
LNA (3 FT Openings)	Nursing Home	1 Internal only, 2 open to all
Correctional Officers	Corrections	Open to all
Dietary Aid (PT)	Nursing Home	Open to all
Corrections Cook	Dept. of Corrections	Open to all
Unit Secretary (PT)	Nursing Home	Internal Only

Summary:

* Continue working on targeted recruitment for nursing and Corrections Officers:

- Job fair in Lebanon at the Fire Department Training room – targeting Corrections Officers.
- * Moving forward with the Superintendent-in-Training for the DOC
 - Interviews conducted
- * Tobacco Free Campus update: Kick-off occurred on November 21 - positive

2) HR Internal Operations

- Goals/Projects:
 - Employee Handbook update: Complete
 - 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

*9:45 AM - Commissioner Richards moved to enter into non-public session for the purposes of hiring of any person as a public employee according to RSA 91-A:3, II (b).

Commissioner Cryans 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.

*10:29 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.

Commissioner Richards moved per RSA 30-B: 3 to appoint Tom Elliott to be the Superintendent-in-training effective January 6, 2014. Commissioner Cryans seconded the motion. All were in favor.

Acting Captain Tom Elliot asked Commissioner Richards what her expectations of him would be as of January 1st 2015 when he becomes the new DoC Superintendent. Commissioner Richards stated to be your own person and use your extensive background to run the DoC.

The Commissioners sign check registers

ED Clough presented an overnight travel request for a dispatcher. Commissioner Richards moved to approve the overnight travel request. Commissioner Cryans seconded the motion and all were in favor.

ED Clough read a letter from Trinity Church Yard Cemetery Association expressing their condolences for the loss of Commissioner Burton and thanking the Corrections staff for continuing to keep up their cemetery.

ED Clough stated that to date we have borrowed \$4 million from our line of credit. She stated that she suspects at this point that will be what we borrow. There is about \$1 million in the checkbook which will cover all of this week's expenses. She said that they have collected taxes from seven (7) of their towns for a total of \$1.2 million and still have \$19.9 million to collect in the next two (2) weeks.

Commissioner Richards stated that she continuing to visit her towns. She visited Ashland and Rumney last night.

Jennifer Tuthill, Laurie Lerner, Nancy Watson from NH Wind Watch arrived and gave the following presentation. (*See attached)

11:50 With no further business the meeting adjourned.

Respectfully Submitted,

Martha B. Richards, Vice Chair