

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 4th, 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

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

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to approve the minutes from February 25th. Commissioner Lauer seconded the motion and all were in favor. Commissioner Cryans abstained.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

March 04, 2014

Census:

Medicare: 1

Medicaid: 102

Private: 23

Total: 126

Year To Date Numbers:

Admissions (YTD) 9

Discharges (YTD) 3

Deaths (YTD) 13

Other Topics:

- 1) GCNH Accounts Receivable
- 2) Budget Preparations
- 3) Request For Non Public Session

GCNH Accounts Receivable- NHA Labore stated that they are continuing to work on receivables. As of January 31<sup>st</sup> they have a \$904,000 balance which is not unreasonable for a facility of our size.

Budget Preparations- He also stated that they are continuing to put together they FY15 budget to present to the Commissioners. They are in the finishing stages of putting numbers together for all the departments.

Commissioner Cryans asked if there were any changes in the managed care program. NHA Labore stated that there are none that he can confirm 100% but he has heard that the implementation of phase 2 is going to be delayed till some time in 2015. He stated that it sounds as though the Commissioner from Health and Human Services is focusing all his attention onto the expanded Medicaid program for the state. NHA Labore went on to state that as it stands now we are in a holding pattern but we still want to have the meetings to get different perspectives on the managed care program.

9:14 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. according to RSA 91-A:3, II (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 Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:18 AM– 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 Lauer seconded the motion and all were in favor.

\*9:19 AM - 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 Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:24 AM– 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 Lauer seconded the motion and all were in favor.

### **Employee Council:**

Mark Deem & Anthony Stiles arrived to discuss the Employee Council FY15 Budget requests with the Commissioners.

Anthony Stiles stated that they are asking for two (2) things this year.

- 1) He stated that the Employee Council is proposing a COLA of 3.5% which takes into consideration the 2014 Consumer Price Index and projected insurance premium increase. This would equal to a 1.5% COLA increase plus 2% for the insurance increase.
- 2) The Employee Council Members are requesting a “buy back” option for their Earned Time. He stated this will benefit the County by not paying out overtime rates in 24 hour department operations in order to cover ET. This will also boost employee moral by allowing them input on the best way for them to use their ET and not exceed the 300 hour ceiling.
  - 1) Employee must have a minimum of **100** hours in the ET bank (after the buy back) in order to be eligible
  - 2) Up to 80 hours can be paid out
  - 3) Disbursement to be made once per fiscal year, separate of regular bi-weekly pay.

The Commissioners will take these requests under advisement and will have a response for the Employee Council in a couple of weeks.

FM Donnie Kimball arrived and gave the following report:

- 1) We are currently milking 79 cows. We are shipping 12,000 pounds of milk. This equates out to an average of 76 pounds per cow.
- 2) Price of milk is \$22.62 per hundredweight.
- 3) I am working on my budget for the Farm for the next fiscal year.
- 4) We are repairing and replacing cow stalls in the Barn
- 5) I have met with Sgt. Eck from the Jail and we have set up a schedule for the Farm

- 6) Workers to achieve their required hours of training for the year.
- 7) We are fixing pig stalls in anticipation of litters coming this March and April.

HRD Donna Cramer arrived and gave the following report:

Grafton County Human Resources Report  
 Donna Cramer, Human Resources Director  
 March 4, 2014

1) **HR Activity Report (2/1/14 – 2/28/14)**

- **New Hires**

Department	#	Position(s)
Nursing Home	8 (4 FT, 4 PT/PD)	5 LNA's, 2 Diet Aides, 1 RN
Corrections	2 (2 PT)	1 Cook, 1 Substance Abuse Coord
County Atty Office	1 (1 PT)	1 Clerical

- **Separations**

Departments	#	
Nursing Home	3 (1 FT, 2 PT/PD)	1 RN, 2 LNA's
Corrections	1 (1 FT)	1 Corrections Officer

- **Leave of Absences**

Department	#	
Nursing Home – Nursing	9	(7 are intermittent, 5 for self, 4 for family)
Nursing Home – Non-Nursing	7	(5 are intermittent, 4 for self, 3 for family)
Non-Nursing Home	5	(5 for self)
TOTAL:	21	

- **Current Openings**

Positions	Department	Status
RN/LPN (3 FT openings)	Nursing Home	Open to all
LNA (3 FT Openings)	Nursing Home	Open to all
Correctional Officers (PT)	Corrections	Open to all
Housekeeping Aide	Nursing Home	Internal Only

**Summary:**

- Tobacco Free Campus update: No Tobacco Friday and SATURDAY, effective March 8
- Wellness Committee
  - Onlifehealth – Online health assessments (\$75) for DOC/Nursing Home, promote others
  - Trainings, April is stress awareness month - workshop
  - Biometric Screening (\$50) – February 24, 8am-3pm, nursing home

2) **HR Internal Operations**

- Goals/Projects:
- Budget

- Salary survey/compensation review to market – All-county survey received. Salary reviews of all Grafton County positions in process.
- Wellness Newsletter
- Department Head Handbook
- Nursing Home employee climate survey
- Electronic (and/or paper) distribution of handbooks, etc. with sign-off
- HR Work Flow/Structure
- Survey – HR
- Checklist for ALL HR processes

The Commissioners signed Check registers.

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

ED Clough read a letter from the Town of Bethlehem to the Commissioners regarding their appreciation for the services provided by the Community Work Project crew. They have done additional painting of their Town Hall. They expressed appreciation to Supt. Libby, Sgt. Webster and the Corrections work crew.

ED Clough presented an Environmental Review Certification from NCIC for Commissioner Cryans to sign. They have another loan they are going to be doing which is providing funds to refinance commercial real estate which is an exemption for the environmental review process.

ED Clough presented a CDBG agreement, this one being for the NH Alliance of Regional Development Corporation and Capacity Funding for Commissioner Cryans and Lauer to sign. This is the second year the County has done this grant.

ED Clough read a letter from the NH Division of Historical Resources to the Commissioners stating that the Watch Rock Camp in Holderness was entered in the National Register of Historic Places on December 24<sup>th</sup> 2013.

Commissioner Richards stated she wants to think about developing a 5-10 year plan for the County and start discussing it once the budget season is over.

Commissioner Lauer stated she is attending a meeting in Lincoln tomorrow. She stated that they are changing the attraction signs along the interstate and are having a meeting with several of the businesses in Lincoln to discuss the changes.

Commissioner Cryans stated Commissioner Lauer, ED Clough and himself attended Rick Tyler's retirement party Saturday March 1<sup>st</sup> at the Happy Hour.

RD Kelley Monahan arrived to present her FY15 budget to the Commissioners.

**Expense:**

RD Monahan stated she is going to be requesting to move the historic room downstairs as well as requesting the following motions:

- Assistant Deputy Register to be increased from G4 to G5.
- Computer Clerk/Accounts Payable to be increased from G4 to G5.
- Deputy Register to be increased from G5 to G6.

RD Monahan stated that even with the postage increasing she is keeping her postage line flat because more of our Towns are prepared to accept the monthly transfers via email.

RD Monahan stated that as a precaution in her New Equipment line, should a vital piece of equipment fail during the fiscal year she would like to have a safety net of \$5,000 funded by the surcharge account to prevent any disruption of productivity.

**Revenue:**

RD Monahan stated that Recording Fees are down

She also stated that Transfer Taxes are increasing because they are seeing larger parcels selling.

Copy fees will increase due to the placing of a bold watermark on the online documents, this has closed many methods of avoiding paying for copies.

\*10:56 AM - 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 Lauer "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*11:12 AM– 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 Lauer seconded the motion and all were in favor.

11:13 AM With no further business the meeting adjourned

Respectfully submitted,

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Linda D. Lauer, Clerk