

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy
 North Haverhill, NH 03774
 April 1st, 2014

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

OTHERS PRESENT: Supt. Oakes, Asst. Supt. Richard Thompson, Tom Wilson, Charlie Niebling, Gil Richardson, David Van Houten

HRD Donna Cramer arrived and gave the following report:

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

1) **HR Activity Report** (3/1/14 – 3/31/14)

• ***New Hires***

Department	#	Position(s)
Nursing Home	3 (3 FT)	3 LNA's

• ***Separations***

Departments	#	
Nursing Home	6 (2 FT, 4 PT/PD)	1 LPN, 2 LNA's, 1 Housekeeper, 2 Diet Aides
Corrections	1 (1 PT/PD)	1 Uncertified Corrections Officer

• ***Leave of Absences***

Department	#	
Nursing Home – Nursing	8	(6 are intermittent, 5 for self, 3 for family)
Nursing Home – Non-Nursing	7	(3 are intermittent, 4 for self, 3 for family)
Non-Nursing Home	6	(5 for self, 1 for family)
TOTAL:	21	

• ***Current Openings***

Positions	Department	Status
RN/LPN (4 FT openings)	Nursing Home	3 Open to all, 1 Internal only
LNA (4 FT Openings)	Nursing Home	3 Open to all, 1 Internal only
Correctional Officers (PT)	Corrections	Open to all

Deputy County Attorney Cty Attorney Office Internal Only
Asst. County Attorney Cty Attorney Office Internal Only

2) Summary:

- Tobacco Free Campus update: No Tobacco Friday and SATURDAY, effective March 8
- Employee Relations
- Job Fairs/Recruiting Events
 - Littleton High School Career Day (March 26)
 - Nursing Home On-site Recruiting Event in April (date TBD)
 - Plymouth State Criminal Justice Career Day (April 23)
 - Littleton DOL (April 23)

3) HR Internal Operations

- Goals/Projects:
 - Benefit Renewals – in process
 - Salary survey/compensation review to market – in process.
 - Nursing Home employee climate survey – in process, questions being compiled
 - Checklist for ALL HR processes – in process, being worked on by all in HR
 - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
 - HR Work Flow/Structure – Planning complete, dependent upon FY15 budget
 - HR Survey
 - Wellness Newsletter
 - Department Head Handbook

HRD Donna Cramer discussed a Salary Review project that she has been working on and brought an example of one she has completed to share with the Commissioners. She stated that she had done a salary review of the Administrative Assistant position at the Department of Corrections in comparison to the northern counties of Belknap, Carroll, Coos and Sullivan. She stated that the southern counties of Rockingham, Cheshire, Hillsborough, Merrimack and Strafford don't compare as to pay, cost of living, etc. She stated that after the research she concluded that the wages set forth for the Administrative positions in Corrections are appropriately set. She went on to state that this is a valuable tool to have because it explains to employees as to why they may or may not be eligible for an increase in pay above their normal grades.

Commissioner Cryans asked if everyone had a chance to read the minutes of the March 25th Commissioners' meeting and the March 27th budget meeting. Commissioner Richards had a few edits.

Commissioner Lauer moved to approve the March 25th minutes as amended. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards moved to approve the March 27th budget minutes as amended. Commissioner Lauer seconded the motion and all were in favor.

ED Clough stated that the Public Hearing minutes from February 4th needed to be amended in order for the grant to be processed. Commissioner Lauer moved to approve the amended minutes of February 4th. Commissioner Richards seconded the motion and all were in favor.

The Commissioners stated they will all be attending the 2014 Conservation Annual Meeting.

Commissioner Cryans stated that on April 10th he will be receiving an advocate award for Ray Burton from Granite United Way.

ED Clough presented the current FY14-FY15 preliminary budget comparisons to the Commissioners and stated that she would not be at the budget meeting Thursday April 3rd. She also gave the Commissioners the Maintenance Capital Outlay and discussed that briefly with them.

Tom Wilson from Wilson Engineering and Charlie Niebling arrived to give a presentation on Thermal Renewable Energy Credits. (*see attached) The County's new constructed Biomass Plant may qualify for TREC's. Mr. Wilson and Niebling reviewed the qualifications that the County would need to meet in order to qualify for the program. They also went over what would need to be done if the County didn't already meet those qualifications and what some of the estimated expense would be to make modifications to the plant. It was recommended that the County conduct a Stack Test to see where things are at and then can make decisions on how to proceed with the TREC program.

T. Wilson and C. Niebling answered various questions from the public throughout the presentation.

Commissioner Richards stated that she held a Barn Day meeting last Tuesday and it had great turnout. She stated that having Heather Bryant as her co-chair has been wonderful.

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

Respectfully submitted,

Linda D. Lauer, Clerk