

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Hwy  
 North Haverhill, NH 03774  
 May 6<sup>th</sup> 2014

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

EXCUSED: Commissioner Martha Richards

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

Register of Deeds Kelley Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
 Kelley J. Monahan Register  
 Report to Commissioners  
 May 6, 2014**

**April Revenue**

County Revenue 4/2009	\$71,971.93	State Revenue 4/2009	\$327,344.64
County Revenue 4/2010	\$70,431.27	State Revenue 4/2010	\$530,099.52
County Revenue 4/2011	\$58,015.46	State Revenue 4/2011	\$384,722.88
County Revenue 4/2012	\$73,460.07	State Revenue 4/2012	\$385,585.92
County Revenue 4/2013	\$77,814.70	State Revenue 4/2013	\$499,542.72
County Revenue 4/2014	\$57,883.71	State Revenue 4/2014	\$448,059.84

**Foreclosures**

2009 55 year to date  
 2010 80 year to date  
 2011 75 year to date  
 2012 69 year to date  
 2013 61 year to date  
 2014 60 year to date

**Equipment Surcharge Balance \$134,651.47**

CD \$60,835.08  
 Bank of NH \$73,816.39

Revenue goal FYI 2014 \$950,000.00  
 10 month actual \$713,726.19  
 \$236,273.81

1. We have been recording the temperature and humidity in the archival vault using a devise that we purchased that will print findings to a monthly report. We have 3 months of data and feel that the room is exceeding ideal temperature and humidity. There is also a great deal of fluctuation. The day that the drop ceiling was installed the temperature elevated as the ceiling was now acting as insulation. I requested that the temperature setting be dropped 10 degrees and was told that this could not be done.

2. During April, I visited the Orford and Littleton Select boards and gave them updates on this office and answered questions.
3. On Saturday May 3, 2014 I attended the Office of Energy and Planning Annual Conference. There were well over 200 participants. I send a reminded notice of this conference to all the towns of Grafton County. The conference is generally 2 months after town meeting so it provides great training for newly elected members. I have attended four of these and they are always very informative. I have made 3 copies for the Board of Commissioners of the slides from the opening remarks on changing demographics and housing needs.

**Respectfully Submitted,**

**Kelley J. Monahan**  
**May 6, 2014**

RD Monahan briefly discussed an issue involving security with the Commissioners and stated that security is an ongoing issue in their office and they will need to address it at some point.

Director Tom Andross arrived to discuss a modification to a position within Dispatch operations. He stated that they have depended greatly on part-time dispatchers for quite some time to supplement full-time staff and fill gaps in the schedule. He stated this saves money but also creates scheduling conflicts with these employees as they have full-time employment and/or family commitments. This has caused many shifts to go unfilled and others where full-time staff overtime was necessary.

They are proposing to modify one of our authorized “part-time unbenefited Dispatcher” positions to a 4/5 position (32 hours/week). When filled, this position will give them the flexibility of scheduling the necessary coverage every week, while not impacting their health insurance costs. Funding in their current Dispatcher salary line item is sufficient to fund this position while still allowing current part-time employees to work as possible.

This would not affect the budget as it would be part time position therefore not eligible for retirement or health insurance. They would be eligible for holidays and earned time on a prorated scale.

Commissioner Lauer moved to approve the modification to the position within Dispatch. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes of the April 29<sup>th</sup> meeting. Commissioner Lauer moved to approve the minutes from April 29<sup>th</sup>. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers.

ED Clough stated that she should have budget figures next Tuesday.

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

ED Clough presented a Letter of Support for the Town of Littleton to the Commissioners for them to sign.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
May 06, 2014

Census:

Medicare: 6  
Medicaid: 109  
Private: 20  
Total: 135

Year To Date Numbers:

Admissions (YTD) 22  
Discharges (YTD) 5  
Deaths (YTD) 15

Other Topics:

1) Mattress Purchase

- NHA Labore stated that he is requesting a bid waiver for a mattress order. There are several mattresses in the Nursing Home that are worn down severely. The quote is from a company based out of Vermont whom they purchased mattresses from last year. The ones they bought last year have been holding up great. Over the next couple of years plan to replace all mattresses with these. He stated that the quote is for fifteen (15) mattresses for a total of \$8,340.00

Commissioner Lauer moved to accept the bid waiver for the purchase of fifteen (15) mattresses from Natural Form in the amount of \$8,430.00. Commissioner Cryans seconded the motion and all were in favor.

2) Fire/Smoke Protection Project

- NHA Labore stated that after last Tuesday's meeting he went back and talked with the department heads and everything that was discussed regarding the Nursing Home projects. The idea was brought up to reutilize the top floor of the Administration Building. The idea would be to move the Commissioners' office along with Human Services and Information Technology to the basement and this would create space for thirty (30) residents on the top floor. NHA Labore said that he thinks this is the best option at this point without having to decrease the census and lose revenue. He said that upon the Commissioners' approval this would be put on paper and submitted to the State for their approval.
- Commissioner Cryans asked what they would do regarding the restrooms. NHA Labore stated that their plan would be to place residents that need the least amount of assistance in these rooms and they can use the main bathrooms. There are a few rooms with bathrooms already in them for residents who may need more assistance. As far as showers go they will have to transfer residents either downstairs to the newly remodeled bathrooms or over to the 2003 section of the Nursing Home.
- Commissioner Cryans then asked ED Clough what her thoughts were. ED Clough said that we can make due for six (6) months. She stated that they would move out by middle of September to get Nursing Home in before the October 1<sup>st</sup> construction start date. She spoke with ITM Ruggles, HSA Bishop and RD Monahan and said that it is going to take a team effort. She stated that she thinks this is the most feasible way and it is our responsibility to tax payers to make this work and not lose all that revenue. She said that she thinks that once they get the Medicaid proshare money in June they will take a piece of that and put in capital reserve for any issues that may arise.

Commissioner Cryans and Lauer stated they think it is a good plan and they are on board with the idea. NHA Labore stated that he will put it on paper and get it submitted to the State. He explained that he will ask for someone in the construction department to come to the Nursing Home and take a look at the project and codes. He is concerned about the codes and the multiple interpretations that have been made. He stated he wants to make sure they do what the State says needs to be done.

3) Family Day- Saturday, May 10<sup>th</sup> at 2pm

4) CMS Demonstration Project

- NHA Labore stated that when he was in the process of looking for a replacement for Dr. DeFrahn he gave a lot of thought to the CMS regulations and the need for physician oversight of nurse practitioners. He started thinking for Nursing Homes that are located in rural areas there's a lack of providers that want to work in Nursing Homes to begin with and especially with the trend of providers going into specialized fields and hospitals. He stated he reached out to Representative Kuster's office as well as Senator Shaheen's office to see if CMS has ever entertained the idea of giving more freedom to nurse

practitioners for them to be able to do assessments and admissions without physician oversight. He stated he had a conversation with Alison McDonald from Senator Shaheen's office and she was very interested in this subject. If CMS is receptive to it, they would like to do a demonstration so they will have a foresight of where they need to be in a few years. NHA Labore stated that if they do decide to down this road then he will keep the Commissioners posted.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report  
 Donna Cramer, Human Resources Director  
 May 6, 2014

1) **HR Activity Report** (4/1/14 – 4/30/14)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	6 (4 FT, 2 PT/PD)	5 LNA's, 1 Housekeeper
Corrections	3 (3 PT/PD)	2 Uncert. Corrections Officers, 1 Night Watchman

- ***Separations***

<u>Department</u>	<u>#</u>	
Nursing Home	5 (4 FT, 1 PT/PD)	1 LPN, 3 LNA's, Physician

- ***Leave of Absences***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	9	(7 are intermittent, 5 for self, 4 for family)
Nursing Home – Non-Nursing	4	(4 are intermittent, 2 for self, 2 for family)
Non-Nursing Home	<u>9</u>	(7 for self, 2 for family)
TOTAL:	22	

- ***Current Openings***

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (5 FT openings)	Nursing Home	5 Open to all
LNA (5 FT Openings)	Nursing Home	4 Open to all, 1 Internal only
Correctional Officers (PT)	Corrections	Open to all

2) **Summary:**

- Tobacco Free Campus update: No Tobacco Friday, Saturday AND Sunday, effective May 11
- Employee Relations
- Job Fairs/Recruiting Events

- Nursing Home On-site Recruiting Event in May (date TBD)

**3) HR Internal Operations**

- Goals/Projects:
  - 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 Cramer requested to go into nonpublic session.

\*10:11 AM - Commissioner Lauer 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 Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:26 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 and all were in favor.

DCC Bob Gasser arrived.

\*10:26 AM - Commissioner Lauer 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 Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:52 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 and all were in favor.

Commissioner Lauer stated that she and Commissioner Cryans both attended the Conservation District Annual Meeting and the Drug Court Graduation. She said she will also be attending the Cooperative Extension 100th Year Anniversary tomorrow.

10:56 AM With no further business the meeting adjourned.

Respectfully submitted,

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Linda D. Lauer, Clerk