

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 3rd 2014

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

OTHERS PRESENT: NHA Craig Labore, HRD Donna Cramer

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

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
June 03, 2014

Census:

Medicare: 5

Medicaid: 109

Private: 18

Total: 132

Year To Date Numbers:

Admissions (YTD) 23

Discharges (YTD) 6

Deaths (YTD) 18

Other Topics:

- 1) Wendy Smigelski- June 11th Meeting
- NHA Labore stated that he spoke with Wendy Smigelski from the Fire Marshal's Office yesterday and gave her a brief history of how we got to this point with the nursing home life safety project and what our plan was going forward. He stated that she feels its best for her to come on site and see the issues. She will have a walk through the facility and we will tell her our plans, which include our proposal of moving residents over to the Administration building, to get her feelings on the project and what she feels is the best way to go moving forward. They have set up a June 11th meeting. NHA Labore stated he will update the Commissioners with the results of that meeting.

- 2) Accounts Receivable Update
 - NHA Labore stated that they have collected over \$900,000 for room and board Medicare and Medicaid in the month of May. He explained that out of the \$900,000 that was collected they have put about \$75,000 towards aged claims they have on accounts receivable. Finance Manager Dawn Jurentkuff has a list of accounts that probably will not be able to be collected on.

- 3) Finance Department Audit
 - NHA Labore stated that there is an audit taking place today. They have two (2) auditors coming from Feeley and Driscoll out of Boston to look at the overall financial functions of the department from an internal controls standpoint. They will give ED Clough and NHA Labore recommendations on how things are going or how to improve different areas. ED Clough stated that it is more of a risk management audit.

- 4) Volunteer Recognition
 - There will be a celebration this Friday for volunteers at 11:00am in the activities room. The Commissioners stated that they will be in a budget meeting but will take turns going over to visit.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 June 3, 2014

1) **HR Activity Report (5/1/14 – 5/31/14)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	2 (1 FT, 1 PT/PD)	1 LNA, 1 LPN
Corrections	2 (2 PT/PD)	2 Uncert. Corrections Officers,

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	8 (5 FT, 3 PT/PD)	1 LPN, 5 LNA's, 2 RN's

- ***Leave of Absences***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	8	(6 are intermittent, 6 for self, 2 for family)

Nursing Home – Non-Nursing	4	(4 are intermittent, 2 for self, 2 for family)
Non-Nursing Home	7	(5 for self, 2 for family)
TOTAL:	19	(prev 22)

- **Current Openings**

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (2 FT openings)	Nursing Home	1 Open to all
LNA (1 FT, 1 PT/PD)	Nursing Home	1 Open to all, 1 Internal only
RN Team Leader (FT)	Nursing Home	Open to all

2) Summary:

- Wellness Newsletter – June draft complete, waiting on Thursday’s wellness committee meeting to finalize. The goal is for this to be a monthly newsletter.
- Orienteer interviews
- Nursing Home employee climate survey – To be distributed by June 16

3) HR Internal Operations

- Goals/Projects:
 - Salary survey/compensation review to market – in process.
 - 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
 - Department Head Handbook

Commissioner Cryans asked if everyone had a chance to read the minutes the May 27th meeting. Commissioner Richards moved to approve the minutes. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers.

ED Clough stated that the county is in a contract with CGI Communications for promotional videos that are displayed on the county website. It was a three (3) year contract and that contract is up for renewal. ED Clough showed the Commissioners the videos on the county website and explained the various improvements that the company has made.

Commissioner Lauer moved to renew the contract with CGI Communications. Commissioner Richards seconded the motion and all were in favor.

ED Clough read a letter to the Commissioners from Voices Against Violence letter thanking the Commissioners for their Social Service funding.

She then read a letter of support from the town of Hanover for the CDBG grant being requested by Twin Pines Housing Trust to complete site work in support of fifteen (15) new affordable housing units being constructed within the Gile Hill Affordable Housing Development.

The Commissioners discussed their schedules and stated they will not meet on July 1st and July 15th.

ED Clough presented an Educational Assistance application for a Dispatch employee who is working towards a bachelor's degree in Criminal Justice and stated these funds will come out of FY15. Commissioner Lauer moved to approve the educational assistance application. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed a proclamation to be presented at the opening of the Mid-State Health Center in Bristol.

Commissioner Lauer stated that she had a very nice tour at the Enterprise Center in Plymouth.

Commissioner Richards stated that she would like to continue visiting other departments once the summer picks up. They also discussed visiting Twin Pines Housing Trust. Commissioner Cryans stated that he would include Gile Hill in his on-the-road Commissioners meeting in the fall.

Commissioner Richards stated that they had an Open Barn Day meeting last week. There has been marvelous cooperation from the committee and everyone is looking forward to Saturday. She then noted that she was interviewed by Steve Puffer for the radio.

Commissioner Cryans thanked ED Clough and Administrative Assistant Samantha Norcross for their efforts in preparing for the public hearing last night. He noted that June 23rd is the Delegation vote on the FY15 budget.

10:36AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk