

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
May 7<sup>th</sup>, 2024

PRESENT: Commissioners Piper, Ahern, and McLeod. County Administrator (CA) Libby, Assistant County Administrator Burbank, and Administrative Assistant Norcross.

OTHERS: HR Director Clough, Nursing Home Administrator Labore, and Helen Mrema, via Teams.

Commissioner Piper called the meeting to order at 9:00 AM and began with the Pledge of Allegiance led by Commissioner Ahern.

**HR Director Clough arrived and gave the following report (\* see attached)**

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the April 23<sup>rd</sup> and April 25<sup>th</sup> meetings. Commissioner Piper had a few small edits.

**MOTION:** Commissioner McLeod moved to approve the minutes from April 23<sup>rd</sup> and April 25<sup>th</sup> as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1154, 1156-1163, 2024-04.26.2024.

3. Delegation Meeting Rescheduled—CA Libby stated that eight (8) Delegation members were present, and four (4) were on Zoom; therefore, they did not have a quorum. She stated they have rescheduled the meeting for May 20<sup>th</sup> in North Haverhill at 9 AM, with the Executive Committee meeting immediately following.

4. DoC Inspection Letter –Commissioner Piper reviewed the letter and report that outlines their meeting and inspection of the facility. She stated that, having read the letter, it is clear that Supt. Lethbridge enjoys his work. Commissioner Piper signed off on the letter.

5. Mascoma Community Health Center Request – Commissioner Piper stated that the County received a request for funding from Sandra Hayden, Board Chair, Mascoma Community Health. Ms. Hayden explained in her email that they have a retired dentist who is volunteering his time and they have made great strides in the last six (6) months, but the demands outweigh their abilities. They want to add two (2) more dentists, making it a 3-chair practice this summer. The practice would be in the black by October 1<sup>st</sup>, but there is a cash flow problem now. Commissioner Piper stated that the email explains that Medicaid owes Mascoma Community Health \$32,000 in reimbursements and Mascoma Community Health is having difficulty meeting its payroll. They are asking if the County has discretionary funding that they can help with. Commissioner Ahern asked why they are not contacting the various state agencies controlling insurance companies. He wonders how many other thousands of elderly in Grafton County do

not have access to dental or medical assistance. He does not think the County should be involved in this. Commissioner Piper stated that she was disappointed that this organization does not seem financially sustainable, given the county's money already contributed to them.

**Nursing Home Administrator Labore arrived and gave the following report: (\* see attached)**

1. CMS Staffing Rule Finalized – NHA Labore stated that the new CMS Staffing Rule went into effect on April 22<sup>nd</sup>. The initial proposal was 3.0 hours per resident day, and the finalized rule is 3.48 hours per resident day. He noted that 2.45 hours per day for LNAs is required and the Nursing Home is currently meeting that. There are .55 hours per resident day for RNs, which they sometimes meet and sometimes they do not. The remaining .48 hours are left to the discretion of the nursing homes and how they want to meet that. NHA Labore reported that the Nursing Home is at 4.2 hours per resident day due to being heavy on the LPNs. He explained that due to being designated as a rural facility, Grafton County has a 5-year phase in on the 24/7 RN requirement. He added that he is hopeful that the LPN program proposed in the budget would be a good building block and then potentially look into an RN program as well. He stated they are looking at an August 8<sup>th</sup> official start date for these new rules.

2. Congressionally Directed Spending Request: Landscape Project Update – NHA Labore reported that he still has some hurdles that have to be met, that he was not anticipating. He has another application that they have to finalize. He noted that he has been participating in webinars with the Health Resources Service Administration and they have been outlining the application process for this grant. He has until June 12<sup>th</sup> to submit the application, and the Notice of Award will be released Sept. 30<sup>th</sup>. He added that it will likely be next spring when this project is started.

**Agenda Items:**

1. Mascoma Community Health Center Request cont. Commissioner Piper stated that Health First took over on November 1st, and she and Commissioner Ahern were interested in helping as many residents as they could with money available through the County. She added that she does not understand how Mascoma Community Health is waiting for money to come in, yet they are still hiring more staff. The Commissioners need to either recommend or not recommend ARPA funding.

Commissioner McLeod stated that she thinks this opens the County up to other organizations, and they need to discuss whether the County is going to offer more funding to others so they are not favoring this organization. Commissioner Ahern stated that there is money out there, but the County does not have much money. The County may be an easy mark for these folks to come to, and noted that there are other entities that may be willing to donate to the right cause. He does not think this is where to get this kind of money. CA Libby stated that it seems the dental piece is separate and is still being run by Mascoma Community Health Center in partnership with HealthFirst. Commissioner Piper stated that she is outcomes-oriented. The practice will continue to grow, and it does not sound as if it can pay for itself. She stated that the Commissioners felt they were getting them to the HealthFirst merger with the previous donations and this is now a new development, and she worries about the sustainability. She does not favor forwarding an

ARPA request to the Executive Committee. Commissioner McLeod stated that she would support helping with payroll costs for a week or two (2) as a bridge. Commissioner Piper stated that she does not think it is a wise use of money considering the other needs and constituencies. CA Libby noted concerns that if they are this tight on money, why are they making plans for these expansions? Commissioner McLeod stated that she thinks their issues are real and would support funding a payroll while they wait for these reimbursements. She'd encourage them to contact their Executive Councilor and their state Representatives to contact DHHS and get Delta Dental to pay their bills. Commissioner Ahern stated that he understands but knows many others are also struggling. Commissioner Piper stated that with this organization, she does not want to throw good money after bad. She thinks they have been able to help many people, but it doesn't seem to her that with the increase in Medicaid patients and the way insurance companies hold payment, this is a good investment for taxpayer dollars.

**MOTION:** Commissioner McLeod moved to provide bridge funding for Mascoma Community Health Center's payroll for a week or two. There was no second.

CA Libby stated that her thoughts were that the County already gave that organization \$375,000, much more than any other agency has received. In fairness, if they are going to do something across the county, they should set aside an allocation and open it up to everyone under certain criteria.

2. Dartmouth College Incident – Sheriff's Department – CA Libby stated that she and the Commissioners received an email Friday regarding the incident on May 1<sup>st</sup> at Dartmouth College. The Sheriff's Department was asked to respond to the protests. They arrested 23 individuals and brought them into the Department of Corrections facility. Supt. Lethbridge, Captain Kendall, and Lt. Allaire were assisting the staff at the Department of Corrections that night. Those arrested were processed in the outside agency room and bailed before entering the facility. According to the Sheriff's email, he received an email from the Hanover Police Chief asking for assistance. Grafton County was able to provide five (5) deputies of his full-time deputies and three (3) part-time deputies; Belknap County sent two (2) deputies, and Merrimack sent three (3). CA Libby stated that the issue was whether these agencies should be billing for the personnel and resources sent that evening. She explained that the County has a contracted special detail rate, but, in her opinion, this was not a contracted special detail; it was a call for assistance during an event. There is a difference between the Hanover and Lebanon Police Chiefs as to whether this would be considered mutual aid or a detail that should be billed. CA Libby stated that she had calculated all expenses. Sheriff Stiegler had heard from Lebanon, and they only billed Hanover for their overtime. Sheriff Stiegler has also spoken with Merrimack and Belknap Counties, who agreed to follow Grafton County's decision. CA Libby noted that it would cost approximately \$2,100 for the eight (8) people who responded. There is money to cover that cost within the Sheriff's budget.

Commissioner McLeod stated that this seems like mutual aid. CA Libby stated that Sheriff Stiegler has said if the Commissioners decide to bill, he hopes it is at the lowest rate. Commissioner Piper stated that she thinks they should bill for overtime, as a good number of resources were expended, but she can also see where it is mutual aid. CA Libby stated that as a Sheriff's Department, she feels they should provide these services to local police departments

when needed. The County is the regional agency and, if available, can provide assistance, and these agencies all pay taxes to the County. Commissioner Ahern stated that he thought the County Administrator had explained the situation well and appreciated that.

**MOTION:** Commissioner McLeod moved not to bill the Hanover Police Department. Commissioner Ahern seconded the motion, and all were in favor.

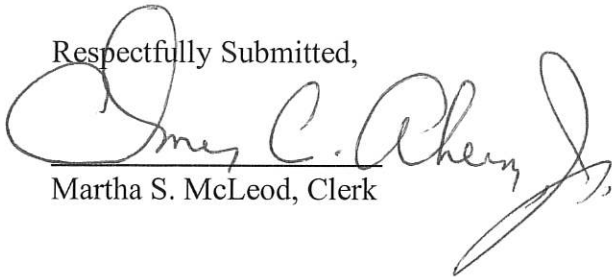
**Commissioner Issues:**

1. Commissioner Ahern stated that he received an invitation in the mail from White Mountain Community College in Berlin, NH, but could not attend. Commissioner McLeod also stated that she could not attend.

2. Commissioner Piper attended the Grafton County Sequential Intercept Model workshop yesterday. She was asked to welcome folks to the workshop, which was held at Dartmouth Hitchcock. She talked about Grafton County and introduced the County's involvement. Roughly 50 people were in attendance. She further discussed the details of the workshop with the Commissioners.

10:53 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

Vice Chair for Comm. Martha S. McLeod, Clerk

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 May 7, 2024

**HR Activity Report (04/01/2024-05/06/2024)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 (2 FT, 1 PT, 1 PD)	1 FT Activity Aide, 1 PT Dietary Aide, 1 FT Dietary Aide, 1 PD LPN
Registry of Deeds	1 (1 FT)	1 FT Records Clerk
Sheriff's Dept	1 (1 PT)	1 PT Deputy

***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	6 (4 FT, 1 PT, 1 PD)	1 FT/1 PT Housekeeper, 2 FT LNA Students 1 PD LNA, 1 FT Dietary Aide
Registry of Deeds	1 (1 FT)	1 FT Executive Asst/Sr. Deputy Register

***Reasons:***

- Resigned personal reasons/no reason-3
- Termination – 2
- Deceased -
- New job/career change –
- Relocated –
- School –
- Retirement – 2
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements -

***Status Changes/ dept transfers: 1 LNA Program to FT Dietary Aide***

***Active Leave of Absences between April 2, 2024 to present***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	12	(10 are intermittent, 8 for self, 4 for family)
Nursing Home – Non-Nursing	8	(7 are intermittent, 6 for family, 2 self)
Sheriff's Dept/Dispatch.	3	(3 intermittent, 3 self)
County Atty's Office	4	(3 intermittent, 4 self)
HR Department	1	(1 intermittent, 1 family)
Alternative Sentencing	1	(1 intermittent, 1 family)
Maintenance	1	(1 intermittent, 1 family)
<b>TOTAL</b>	<b>30</b>	

**Current Jobs posted/advertised**

LNA's/Unit Aides (26.75 FTE's vacant)

RN/LPN (10.95 FTE's vacant combined)

ADON

CO's (5 FTE's)

Housekeepers

Dietary Aide (1 FTE)

RN – DOC (1 FTE's)

Cook – Nursing Home

Skilled Maintenance Asst. (HVAC technician or Licensed Gas fitter)

Restorative/Rehab Nurse Manager

Other business: Open enrollment notices out and Health Insurance education sessions scheduled for 5/7 and virtually 5/9, Attending Community Night at HCMS on 5/9, Working with Carol Kilmister, HR Consultant at Primex to put together performance management training for supervisors on September 12<sup>th</sup>

**Grafton County Nursing Home  
Commissioner's Report:  
May 7, 2024**

Census

Medicare: 4  
Medicaid: 85  
VA: 6  
Hospice: 0  
Private: 15  
Total: 110

FY '24 Budgeted Census

Medicare: 7  
Medicaid: 68  
VA: 4  
Hospice: 0  
Private: 19  
Budgeted Census: 98

Monthly Admissions/Discharges

Admissions: 8  
Deceased Residents: 2  
Discharges: 2

Other Topics:

- 1) CMS Staffing Rule Finalized
- 2) Congressionally Directed Spending Request: Landscape Project Update