

GRAFTON COUNTY COMMISSIONERS' MEETING

Nursing Home Country Café

North Haverhill, NH 03774

August 6, 2024

PRESENT: Commissioners Piper, Ahern, and McLeod, Assistant County Administrator Burbank, Administrative Assistant Norcross

OTHERS: Maintenance Supt. Oakes, Nursing Home Administrator Labore, Nick DeMayo via Teams.

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

Maintenance Supt. Oakes

1. The Commissioners opened bids for the sale of an Onan 6.5NH generator. One (1) bid was received as follows:

- Charles Elms - \$225.00

MOTION: Commissioner McLeod moved to accept Charles Elms' bid of \$225 for the Onan 6.5NH generator. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners opened bids for the sale of an Onan 140DFD Generator. Three (3) bids were received as follows:

- Charles Elms - \$1,025.00
- Dennis McLam - \$50.00
- Charles Smith - \$1,035.00

MOTION: Commissioner McLeod moved to accept Charles Smith's high bid of \$1,035 for the Onan 140DFD generator. Commissioner Ahern seconded the motion and all were in favor.

3. Supt. Oakes stated that he solicited three (3) vendors for their yearly air filter order and one (1) vendor did not respond. He receive the following quotes for their standard and nonstandard air filters:

Vendor	Standard	Nonstandard
Grainger	\$9,418.38	\$7,456.72
Air Filter Sales	\$7,167.70	\$6,010.38

Commissioner Ahern asked about the process of determining what is needed for each year. Supt. Oakes explained that his department does yearend inventory in June and that will determine what

they have remaining that will fit the various equipment. He stated that he usually orders a 12-month supply but explained that if he places an order today, it will be six (6) weeks before he sees them and the filters that are left over, he will use until he gets the new shipment in. He stated that they do not order in excess of what they need.

MOTION: Commissioner McLeod moved to accept Air Filter Sales bids of \$7,167.70 for the standard filters and \$6,010.38 for the nonstandard filters. Commissioner Ahern seconded the motion and all were in favor.

4. DoC Shower Repairs– Supt. Oakes stated that there are twenty-one (21) showers in the DoC that need repair. He has reached out to two (2) vendors and received the following quotes:

Copia Special Contractor’s Inc. – \$48,000.00
Epoxy Floor New England - \$93,293.65

Supt. Oakes stated that both vendors were given the same specifications for the bids and they are providing the same service. He does not know what would cause the large difference in pricing. He noted that sometimes if vendors are very busy, they will increase the price of their work.

Commissioner Ahern asked if these showers have been in place since the facility was built and if the inmates shower every day. Supt. Oakes stated that these are the original showers that were installed when the facility was built. He is unsure of the rules at the Department of Corrections but he believes that inmates are able to shower daily. Supt. Oakes stated that his suspicion is that when the DoC was built, the concrete was not cured enough before these applications were installed and that may have led to the current issues with the showers. He stated that is his speculation as to what happen. Supt. Oakes discussed the construction of the DoC with the Commissioners and answered questions as to how the project was overseen and what will be done differently with the construction of a new courthouse to ensure some of these issues will not happen again. Supt. Oakes noted that one thing he did not have during the construction of the DoC, was licensed staff members in his department and they will bring a lot to the construction of the Courthouse as they have a vested interest in making sure things are handled properly because they will be the licensed staff members working on the building. He foresees them much more involved with the process and will bring a lot to Grafton County in house, by having them in addition to the contractors and a clerk of the works.

MOTION: Commissioner McLeod moved to accept the bid from Copia Special Contractor’s Inc for \$48,000. Commissioner Ahern seconded the motion and all were in favor.

5. Lightning Event – Supt. Oakes stated that on Sunday night around 7:00pm, there was a storm and lightning damaged equipment in the Dairy Barn and Administration Building. SNS lost two (2) out of three (3) network switches in the Administration Building but SNS was able to salvage a switch from the Alternative Sentencing Building to replace one (1) of the switches. The Dairy Barn lost both fire panels. Alarmco was able to replace one (1) yesterday and they are in contact with the company who installed the panels to get parts for the second fire panel. He is waiting for the total cost to submit for insurance. The circuit boards were fried on the vacuum pump system

to milk the cows as well. Lyons Dairy came, fixed one (1) and will be back to fix the other. Supt. Oakes stated that he has asked his staff to look through the buildings to possibly find other items that may have been affected by the storm. It will take a few days to go through everything but Primex has been notified of the claim.

Agenda Items:

1. Commissioner Piper asked everyone if they had a chance to read the minutes from the July 30th meeting. Commissioner Piper and Commissioner McLeod had a couple of small corrections.

MOTION: Commissioner McLeod moved to approve the minutes from the July 30th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1015; 2024-08.02.2024.

3. Asst. CA Burbank submitted a MS-46 form for all 3 Commissioners to sign.

4. Commissioner Piper read a thank you card from the Valley Court Diversion Program, thanking the County for their continued support and funding.

Nursing Home Administrator Labore arrived and gave the following report:

1. Commissioner Memo – NHA Labore stated that the Nursing Home would like to request approval to write-off the amount of \$1,267.76. The balance is the result of the admission of a Vermont resident in 2019. He stated that they believed the resident could apply for New Hampshire Medicaid, but upon investigating their finances, they learned of a piece of property located in Vermont was transferred to her as a gift. New Hampshire would have considered this a countable asset and would have required her to sell it. Vermont did not, and therefore the resident applied for Vermont Medicaid, and was accepted. The balance accrued was due to the resident spending her remaining money and did not have funds to pay back the nursing home for their share of the resident liability.

MOTION: Commissioner McLeod moved to accept the Nursing Home Administrator's request to write off an uncollectable balance of \$1,267.76 from the Nursing Home's account receivable aging. Commissioner Ahern seconded the motion and all were in favor.

2. Innovation Award Recommendation – NHA Labore explained that the Centers For Medicare and Medicaid Services (CMS) requires all nursing homes to have a corporate compliance program in place. Within this program, CMS expects nursing homes to have a method for staff members to communicate compliance concerns in an anonymous manner. He explained that their Administrative Assistant, Laurie Rock, after doing research, has devised a method for staff to communicate concerns to the Nursing Home Administrator, via the creation of a QR code, activated from the staff person's cell phone. NHA Labore stated that L. Rock put a considerable amount of time in researching the creation and functionality of QR codes. Because of her efforts and knowledge gained during her research, she can assist other Departments within Grafton

County, on soliciting feedback from personnel or looking for ways to take polls on new programs/initiatives.

MOTION: Commissioner Ahern motion to accept the Nursing Home Administrator's request to present an Innovation Award in the amount of \$200.00 to Laurie Rock, as recognition of her efforts at creating a method for nursing home personnel to communicate compliance concerns in an anonymous manner, thereby allowing the nursing home to be in compliance with the CMS corporate compliance regulation. Commissioner McLeod seconded the motion and all were in favor.

3. GCNH Facility Assessment of Staffing Needs – NHA Labore stated that this is tied into the CMS mandatory staffing requirements. Most of the regulation is phased in over the next few years but there is an active requirement that nursing homes conduct a more thorough analysis of their staffing needs, not just from the nursing side but dietary, activities and volunteer services as well. The idea is through this analysis, it is a backdoor way of trying to enforce staffing levels. This will require more discussion with staff and NHA Labore noted that he has to have feedback from families, more discussion with residents and he needs a representative from the governing body to participate in these discussions as well. He asked if someone from the Board of Commissioners would volunteer to meet with nursing home staff to discuss their needs. Commissioner McLeod volunteered.

4. LNA Class Update – NHA Labore reported that the Nursing Home has a group of eight (8) students starting the next LNA class on August 15th and their last class will be November 5th. He noted that they have hired a Restorative Nursing Coordinator who is also an LNA instructor and he is hoping to have another class started up in October. NHA Labore noted that there is one (1) LNA will be taking the LPN class being sponsored by Grafton County.

Commissioners Issues:

1. Commissioner Ahern attended the official opening of the new Town of Bristol Public Safety building. He noted that he was also asked to speak at the Bristol Board of Selectmen meeting.

2. Commissioner McLeod stated that she wanted to correct an error that was made in a recent article in the Union Leader. This article stated that a comment was made by the Board of Commissioners and it was not the Commissioners who made the comment. She stated they have been told that it is sometimes hard to hear the meeting if someone is participating online and she felt it would be helpful that if the public, rather than printing incorrect information in the newspaper, would call the County Administrator to get the correct information. She wanted to note this information for any members of the public who may join their meetings.

3. Commissioner McLeod discussed the severe flash flooding in Monroe. She stated that it was not only roads that were destroyed, but constituents' septic systems, leach fields and wells. This constituent she spoke with had a landslide at her home, that was made worse with the following storm and she lost her well and drinking water. Commissioner McLeod stated that the State of New Hampshire has a month to file an application to get a designation from the President and then it takes a month to get this approval back. Some people cannot get help for months and the

issue of not having water is a problem. It does not seem as though there is as much assistance for individuals as there is governmental entities. Commissioner McLeod recommended for the public to call 211 if they need help and that information can be added to the application to FEMA. There may also be some low interest loans available for those who need it. She stated that she is not sure what the County's role is during these storms but noted that it would be helpful to get information up on the website for the public during these events.

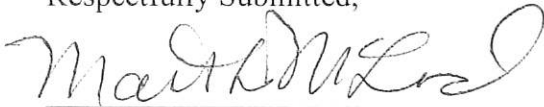
4. Commissioner McLeod noted that her last item was regarding an incident in Sugar Hill where a resident had relatives visit their home with three (3) teens who were of a different ethnic background and a neighbor called them in for human trafficking. She stated that these individuals were relatives that were revisiting. The Selectboard issued an apology to the family. She stated that this is reminder of the fact that they all need to be welcoming to people in their communities.

Public Comment – Nick DeMayo commented on Commissioner McLeod's recent statement and stated that she is referring to his letter to the editor. It seemed to be a consensus that the comment was accurate and that is why he wrote it as he did. He stated that there is a consensus in the County that the new Courthouse is not needed. N. DeMayo then noted that he missed part of the meeting this morning while he was trying to get connected remotely and asked for an update on Supt. Oakes' report. Commissioner Piper asked that he refer to the minutes as that discussion will be noted.

The Commissioners then toured the Nursing Home with Nursing Home Administrator Labore.

11:15 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Martha S. McLeod', written in dark ink.

Martha S. McLeod, Clerk

Grafton County Nursing Home Commissioner's Report: August 6, 2024

Census

Medicare: 2
NH Medicaid: 58 (8 Pending)
VT. Medicaid: 15 (3 Pending)
VA: 8
Hospice: 1
Private: 15
Total: 110

FY '25 Budgeted Census

Medicare: 3
NH Medicaid: 69
VT. Medicaid: 20
VA: 7
Hospice: 0
Private: 17
Budgeted Census: 116

Monthly Admissions/Discharges

Admissions: 6
Deceased Residents: 4
Discharges: 2

Other Topics:

- 1) Commissioner Memo
- 2) Innovation Award Recommendation
- 3) GCNH Facility Assessment of Staffing Needs
- 4) LNA Class Update