

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
December 3, 2024

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

OTHERS: Director of Communications Paronto, Nursing Home Administrator Labore, HR Director Clough, Commissioner-Elect Katie Hedberg, 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.

Director of Communications Paronto – Memo for Consideration

Director of Communications Paronto explained that he wants to access unbudgeted Dispatch capital reserve funds for a software upgrade in the radio system to stay in line with the New Hampshire Department of Safety's upgrade. He stated that this upgrade was supposed to wait until October 2025, which would have been in the next fiscal year's budget. He explained that he received notification that the Department of Safety is now looking to do this upgrade in March/April 2025, which is in the current budget, which he did not plan for. Director of Communications Paronto added that there is roughly \$84,000 of unspent funds in his capital reserve account, and he has requested access of up to \$48,000 to pay Motorola to keep Dispatch in line with the Department of Safety core. He noted that doing this upgrade to stay in line is necessary, or the County will lose its functionality to be in a relationship with the NH Department of Safety. He answered questions from the Commissioners regarding his request.

MOTION: Commissioner McLeod moved to approve spending up to \$48,000 on the Motorola radio system upgrade to stay aligned with the State. Commissioner Ahern seconded the motion, and all were in favor.

Agenda Items:

1. Approve Minutes Commissioner Piper asked if everyone had a chance to read the minutes from November 26th. Commissioner Piper had a couple of small edits.

MOTION: Commissioner Ahern moved to approve the minutes from the November 26th meeting as amended. Commissioner Piper seconded the motion. Commissioner Piper said "yes," Commissioner Ahern said "yes," and Commissioner McLeod said "abstained." With the vote being two (2) in favor and one (1) abstention the motion passes.

Commissioner Piper stated that the Commissioners had a request from Sheriff Stiegler and Lt. James at their prior meeting and referenced the letter from the minutes from last week. Commissioner Piper stated that the Forensics Lab would be closing due to the resignations of Lt. Charette-Combs and Lt. James. In the letter, Sheriff Stiegler stated that the Sheriff's Office has licensing that has been paid for through the Sheriff's Office 2025 budget, and he requested that the Commissioners donate the tools of the Forensics Lab to the New Hampshire Internet Crimes

Against Children (ICAC). The Commissioners discussed this request and agreed that they felt this decision should be left to the new Sheriff.

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

NHA Labore reported that eight (8) students in the LNA class have all graduated and are waiting for their licenses.

1. Repurposing of Assistant Director of Nursing FTE

Coordinator of Quality Improvement—NHA Labore stated that the Assistant DON position has been vacant for 2.5 years. The Nursing Home has created this Coordinator of Quality Improvement and hired someone for that position. NHA Labore stated that the vacant Assistant DON position is not doing the Nursing Department any good sitting there. Redesigning this position would provide benefits and assistance to the Director of Nursing and quality checks on activities within the nursing department.

2. Memo for Consideration – NHA Labore presented a bid waiver request to purchase twelve (12) bedside cabinets and thirty (30) overbed tables from Direct Supply. He explained that this is a continued replacement of products. He added that they have had a good working relationship with Direct Supply and in order to ensure uniformity of the products in the resident rooms, he is requesting a bid waiver to continue the replacement of these products with Direct Supply.

MOTION: Commissioner Ahern moved to accept the Nursing Home Administrator's request to waive the competitive bidding process for the purchase of twelve (12) Maxwell Thomas Plymouth Collection 1 Door, 1 Drawer Bedside Cabinets with a purchase price of \$2,400 and thirty (30) Panacea Overbed Tables with a purchase price of \$2,249.70 for a total purchase price of \$5,757.50 from Direct Supply. Commissioner McLeod seconded the motion, and all were in favor.

Agenda Items:

1. The Commissioners signed check registers 1074-1075.

2. Court System Lease Renewal—CA Libby stated that she received a response from the State on the Commissioners' 2% increase. They said that due to budget constraints, they would need to hold the increase to 1%. Commissioner Piper stated that the County's 2% increase seems very reasonable to her, and she is sorry that there are budget constraints within the state budget. The Commissioners discussed the state's proposal and agreed to counter at 2%.

3. NHAC Executive Committee Appointments – CA Libby stated that the NHAC Executive Committee appointments expire at the end of this calendar year, and the NHAC is requesting letters from all Boards of Commissioners appointing new members for 2025-2026. Commissioner Piper explained what the NHAC Executive Committee entails with Commissioner Elect Hedberg. Register Monahan was present for the meeting and stated that she would like to be considered to be on the Executive Committee for the NHAC. The Commissioners further discussed the Executive Committee appointments and agreed to look further into it as they have a couple of weeks to finalize their list.

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

HR Director Clough noted that one (1) of the eight (8) recent LNA students has already received their license, and once the seven (7) remaining LNA students receive their licenses, the 20.25 FTEs vacant will decrease to 13.

Agenda Items:

CA Libby noted that the Memorandum of Understanding with AHEAD has been completed, and the ARPA money was transferred to AHEAD for their Pathways to Home Ownership program. She stated that AHEAD will provide quarterly reports on how the money is utilized. Register Monahan asked how the municipalities were notified of the available ARPA funds. CA Libby told her that all municipalities were emailed. Register Monahan stated that she knows of a few towns that were unaware of the available funds and that she thinks a press release would be beneficial.

CA Libby reported that investment letters will go out to banks this week and are due on the 12th. Treasurer Hill and Treasurer-Elect Cryans will meet with herself and Assistant CA Elsholz to come up with an investment plan to present to the Commissioners on the 17th. She noted that the County has had to borrow \$4 million of the Tax Anticipation Note, and they will not need to borrow anymore.

CA Libby stated that Robert Guida is on the agenda to speak to the Commissioners about the ambulance service. Register Monahan stated that there is a huge need for these small towns to have assistance with their ambulance services. The Commissioners and Register Monahan further discussed the issues of ambulance services in Grafton County and the need for funding assistance.

Commissioner Piper noted that Robert Guida has not shown up yet, so they will proceed with the rest of their meeting.

Public Comment

1. Commissioner-Elect Hedberg stated that regarding the Commissioners' discussion about the lease with the Courthouse, she was forwarded an outstanding letter from Cheshire County Commissioners regarding the issues with the state. She stated that she thinks Grafton County should also get this out to the taxpayers. She noted that one of the first things that was said to her after the vote recount was someone telling her not to raise their taxes and she said that a lot depends on what the state does, as it all runs down to County and local governments. She stated that the letter from Cheshire County was excellent and in depth. Commissioner Piper noted that this letter was written a few years ago and agreed that it was an excellent document and she asked if Commissioner-Elect Hedberg could forward that letter to her.

Agenda Items:

1. Non-Public Session per RSA 91-A:3, II (a)

MOTION: * 10:09 AM Commissioner McLeod moved to enter into a non-public session for the purpose of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a).

Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said, "Yes, Commissioner McLeod said, "Yes," and Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:35 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner McLeod moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "Yes," Commissioner McLeod "yes," Commissioner Piper "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passed.

Supt. Oakes arrived to discuss an issue he had encountered while polishing the DoC fuel tank. He explained that the tank is rotting from the inside out. Cummings Northeast installed the tank, which is integral to the generator. Supt. Oakes noted that the hypothesis on their part is that the above-ground storage tank design is the cause of these issues. He stated that there is no option to do nothing as the generator is supporting one of the most important buildings on the complex and it needs this 3,600-gallon tank. He said he would email Cummings Northeast and have them come to assess the situation. In his mind, he sees that tank having to be replaced. If the design is the problem, he does not want to replace it with the same thing. He stated that he will reach out to Cummings Northeast and keep the Commissioners informed as they move forward.

10:45 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

**Grafton County Nursing Home
Commissioner's Report:
December 3, 2024**

Census

**Medicare: 10
NH Medicaid: 61 (5 Pending)
VT. Medicaid: 17 (1 Pending)
VA: 7
Hospice: 2
Private: 19**
Total Census: 116

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: 9
Deceased Residents: 1
Discharges: 7**

Other Topics:

- 1) Repurposing of Assistant Director of Nursing FTE
 - Coordinator of Quality Improvement
- 2) 11/25/2024 Commissioner Memo

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 December 3, 2024

HR Activity Report (11/06/2024-12/03/2024)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	5 (2 FT, 1 Per Diem, 2 PT)	2 PT Dietary Aide, 1 FT RN, 1 PD LNA, 1 FT Staffing Coordinator
DOC	1 (1 Per Diem)	1 Per Diem RN
Maintenance	1 (1 FT)	1 FT Skilled Mntce Asst.

Separations

<u>Departments</u>	<u>#</u>	
Nursing Home	1 (1 PT)	1 PT Dietary Aide
Maintenance	1 (1 FT)	1 FT Custodian

Reasons:

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

Status Changes/ dept transfers: 1 FT CO to PT CO, 1 FT CID Lieutenant to PT Deputy, 1 LNA Student to LNA

Active Leave of Absences between November 6th to present

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	15	(12 are intermittent, 11 for self, 4 for family)
Nursing Home – Non-Nursing	11	(7 are intermittent, 7 for family, 4 self)
Sheriff’s Dept/Dispatch.	2	(2 intermittent, 2 self)
County Atty’s Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, 1 family)
Maintenance	1	(1 self)
Alternative Sentencing	1	(1 intermittent, 1 family)
Department of Corrections	3	(1 intermittent, 2 self)
TOTAL	36	

Scheduled to orient 12/04

1 FT Laundry Aide

Current Jobs posted/advertised

LNA's/Unit Aides (20.25 FTE's vacant)

RN/LPN (10 FTE's vacant combined)

CO's (5 FTE's)

RN – DOC (1 FTE's)

Cook - DOC

Deputy

Dispatcher

County Attorney's Office Legal Assistant

IT Director

Housekeeper

Maintenance Assistant

Other business: