

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

April 1<sup>st</sup>, 2025

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

OTHERS: Supt. Lethbridge, Maintenance Supt. Oakes, HR Director Clough, Sheriff Myers – Via Teams, Register Monahan – via Teams, Nick De Mayo – via Teams

Commissioner McLeod called the meeting to order at 9:00 AM

**DoC Superintendent Lethbridge arrived and gave the following report (\* see attached)**

Memos for Consideration:

1. Inmate Administrative Transfer – Supt. Lethbridge stated that this transfer has already happened due to conflicts in the DoC. The inmate was transferred to Sullivan County and has since been released, and he needs Commissioner approval.

**MOTION:** Commissioner Hedberg moved to approve the inmate administrative transfer to Sullivan County due to a conflict of interest. Commissioner Piper seconded the motion, and all were in favor.

2. Mission & Values Statement SOP – Sgt. Deem works on the policy review team and suggested that they review this statement.

**MOTION:** Commissioner Piper moved to support the new DoC Mission and Values Statement. Commissioner Hedberg seconded the motion, and all were in favor.

3. Request for New radios with ARPA Interest Monies – Supt. Lethbridge stated that he has considered including these in the budget, and they have also explored grants. He is requesting to use ARPA interest monies to upgrade the radios in the DoC. The quality of radio transmissions within the facility is often poor. It is often hard to understand what is being said, and sometimes transmissions are not received by everyone working. He stated that they were given several radios to test, and after ruling out other causes, the portable radios themselves appear to be the source of the problem. Supt. Lethbridge stated that the current radios were purchased from an internet vendor for \$319 apiece and are not suitable for this role. He noted that the Motorola APX line is the choice for most public safety agencies, and Viking, a subsidiary of Kenwood, is aimed at the same market but is considerably less expensive. He would like to replace the officers' radios with Viking radios and the non-safety staff with Motorola R5 radios. Supt. Lethbridge stated that he feels the Viking radio will be a good solution for them at a lesser cost to the County than Motorola. He received a quote of \$118,664 from Ossipee Mountain Equipment

but noted that if this request were approved, he would solicit bids from other companies as well, who are close enough to Grafton County to provide after-sales support and service.

**MOTION:** Commissioner Hedberg moved to approve the purchase of replacement Viking VP50000 and Motorola R5 radios from ARPA, including accrued interest and pricing based on the bidding process. Commissioner Piper seconded the motion, and all were in favor.

### **Maintenance Supt. Oakes – Courthouse Tunnel Discussion**

Supt. Oakes stated that the question they have been discussing is whether to build a tunnel connecting the DoC to the new Courthouse. Supt. Oakes noted that CA Libby spoke with Sheriff Myers about the impact of not having that tunnel on her operations. CA Libby, Sheriff Myers did not feel the need to invest the money in a tunnel. They met with her and the architect, and they would recommend moving forward without the tunnel.

Sheriff Myers was in attendance via Teams and stated that she does not think it's necessary to build a tunnel. The courts are planning to have holding cells, which will help her department in terms of bringing in transports. She stated that in the future, they would need to look at staffing, as they require a Deputy to perform the transports from the jail to the courthouse. Commissioner Piper noted that not needing a tunnel will offset some of the costs associated with incorporating the Register of Deeds into the courthouse. The Commissioners agreed to proceed without the tunnel. Commissioner Hedberg noted that the architect had stated that the tunnel would accrue ongoing maintenance costs as well.

### **Agenda Items:**

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the March 20<sup>th</sup> budget meeting and the March 25<sup>th</sup> meeting. Commissioner Hedberg had a clarification edit in the March 20<sup>th</sup> budget meeting minutes.

**MOTION:** Commissioner Piper moved to approve the minutes from the March 20<sup>th</sup> meeting as amended. Commissioner Hedberg seconded the motion, and all were in favor.

Commissioner Piper stated that she had requested revisions to the first draft of the March 25<sup>th</sup> minutes. She asked for additional content to provide clarity for the public, which was sent to the Commissioners for their review.

Commissioner Hedberg stated that she wanted to recognize Administrative Asst. Norcross for her hard work on the minutes. She stated that it was a tough day, but she felt she had done an excellent job. Commissioner Hedberg stated that she appreciates the additions for clarification by Commissioner Piper but stated that Administrative Assistant Norcross did a great job.

Commissioner McLeod had the following edit:

Page 4, Paragraph 4 – She changed the sentence “ Notably, the government will cover the training costs but not the salaries of the employees” to read “ Notably, the government will provide the training but not the salaries of the employees.”

**MOTION:** Commissioner Piper moved to approve the minutes from March 25<sup>th</sup> as amended. Commissioner Hedberg seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1132-1134.

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

Open Enrollment – HR Director Clough reported that this will be the first year employees will need to complete their enrollments through the employee portal. She stated that her department has been working to set up that process.

SB 297 Update on Public Risk Pools - HR Director Clough stated that she wanted to touch base with the Commissioners and get their feedback on this legislation. She is prepared to recommend that the County stay with HealthTrust through this fiscal year but noted that she is concerned about the back-and-forth between HealthTrust and the Secretary of State. If the bill passes, HealthTrust has stated that they will honor the contracts through the fiscal year and will then dissolve. The Secretary of State has stated that the Board of Directors cannot be dissolved in that manner. HR Director Clough asked if the Commissioners had any more information on the timeline for this bill. CA Libby stated that it has passed the Senate and will now move on to the House. Commissioner McLeod stated that a hearing would be held soon. CA Libby stated that HealthTrust is holding an informational session regarding this on Thursday. CA Libby stated that both agencies are conflicting with each other, making it difficult to determine the truth. HR Director Clough expressed concerns that if the Secretary of State's Office is correct in stating that HealthTrust is not on stable ground, what would happen if HealthTrust is unable to honor the contracts throughout the fiscal year? CA Libby noted that this bill requires the County to set up capital reserve accounts to cover the contingency levels for the risk pools, which could be a significant expense. Commissioner McLeod stated that they are essentially asking the County to self-insure. HR Director Clough stated that it would be a huge loss to the State of New Hampshire to lose HealthTrust.

The Commissioners further discussed the bill with HR Director Clough and CA Libby. Commissioner McLeod encouraged HR Director Clough to listen to the legislative hearing on this. HR Director Clough stated that if this bill were to pass, they would need to explore many options.

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

1. State Budget Discussion – NHA Labore stated that as it stands, Division III is going to implement a 3% rate reduction on Medicaid rates for all Medicaid providers. He stated that they are also examining HB 547 credits and what this potentially does to the County cap going

forward. He stated that there is a view that suggests moving away from the push to secure the FMAP credit and instead exploring whether they can level fund the cap again for this biennium, as this approach is more beneficial to the association in the long run. CA Libby noted concerns that they will drop HB 547 and still receive at least a 2% increase in the cap. NHA Labore stated that if they were to level fund at 2%, it is a 5% rate reduction as a provider, which is a \$325,000 potential loss in revenue based on the current Medicaid rate. He added that he was reminded that, regardless of rate reductions or increases, they were affected when they were supposed to receive a 3% rate increase and instead lost \$14.70 in their Medicaid rate. The potential is dramatic for a fiscal impact. He stated that when he presents the budget on Thursday, it will be predicated on their Medicaid rate staying the same. He noted that he does not know if there is a palatable solution to any of this. Regardless of what they pursue through legislation, he stated that it does not mean they won't take a hit from a provider standpoint with their Medicaid rate reduction. NHA Labore stated that it could change again, and not for the good.

CA Libby added that the proposed 3% increase in the cap has a dramatic impact on the budget. The County may lose Medicaid money coming in and pay more going out. Commissioner McLeod noted that there was another discussion on Medicaid Managed Care. NHA Labore stated that at the moment, it appears that it is on the back burner for a potential study. The County-State Finance Commission is considering a possible study, but there is concern that it could still be added to HB 2 in the Senate. CA Libby stated that the scariest part for her is that the County is also involved in budget developments and does not know how to fund their programs appropriately because they are unsure how these changes will impact them. NHA Labore further discussed the state budget with the Commissioners and answered questions.

2. State Survey Plan of Correction Update – NHA Labore reported that this was approved at the beginning of February and they have just finished implementing that plan of correction. The Nursing Home is back in substantial compliance with CMS and are waiting on the official letter.

**County Attorney's Office Budget – County Attorney Hornick, Office Administrator Evans.**

*A. Revenue*

1. VAWA Grant & VOCA Grant – Atty. Hornick explained that these two grants are offset by expenses.

3. Circuit Court Prosecution – Atty. Hornick stated that they provide circuit court prosecution for Hanover/Enfield/Canaan as well as Plymouth and Haverhill. This revenue is also a wash.

*B. Expense*

**County Attorneys Office**

1. CA Libby explained that when the County obligated the rest of the ARPA funding, they obligated 50% of the investigator's salary through June 30<sup>th</sup>, 2026.



2. Assistant County Attorney – Atty. Hornick explained that the large increase in this line is due to no longer having ARPA funds to pay for one (1) of the attorneys. The need for this additional attorney remains, and therefore, she has included the cost for that position.
3. SVP – Atty. Hornick explained that this came into law in 2010 and is a costly process if they had to use it. She stated that they keep \$7,500 in the budget in the event one of these cases arises.
4. Books & Subscriptions – There is a \$200 increase.
5. Office Supplies/Postage – Atty. Hornick explained that these are two areas where they are trying hard to reduce costs by doing as much as possible online, but noted that the online costs have also been increasing. Their Dues and Licenses line has increased by \$3,600 due to those rising costs.

#### Victim Witness – Non-Grant Funded

Atty. Hornick noted that most of the increases in this line are due to personnel costs.

#### Victim Witness – Grant Funded

CA Libby stated that this is the portion of the Victim Witness budget that is completely offset by the grant.

#### Medical Referee

Atty. Hornick stated that she has reduced this line by \$5,600.

#### Agenda Items

NACO Annual Conference – Early Bird Registration – CA Libby stated that she would like to get Commissioner Piper and Commissioner Hedberg registered as there is a savings for registering early. Commissioner Hedberg stated that she will confirm by Friday.

Supreme Court Decision – CA Libby stated that on March 28<sup>th</sup>, they received an order from the NH Supreme Court in the Stiegler v. Grafton County Commissioners case. She stated that the Supreme Court has ruled in the County's favor, and their Attorney has said that this case should be concluded.

Certificate of Authority – VOCA Grant – CA Libby explained that the VOCA grant is being divided into 6-month funding periods due to issues with the federal government. The County has been awarded the first half of their funding, which is \$79,563.00.

**MOTION:** Commissioner Piper moved to accept the funds and enter into a grant agreement with the New Hampshire Department of Justice and authorized County Attorney Hornick to execute any documents necessary to effectuate the contract. Commissioner Hedberg seconded the motion, and all were in favor.

Commissioner Hedberg signed the Certificate of Authority.

CA Libby stated that she would like to discuss Employee Council requests during Thursday's budget meeting and schedule a follow-up meeting with them. She explained that she does not have total budget impacts but thinks they can have a conversation about what the Employee Council has requested. CA Libby noted that Thursday is the last day to hear budget presentations, and then the Commissioners will meet on the 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup> (if needed) to develop their proposed budget.

#### **Commissioner's Issues:**

1. Commissioner Piper stated that Register Monahan had made a comment regarding the issue of sound during online meetings. Members of the public and those attending online have discussed the issue of hearing. Register Monahan suggested a simple fix of microphones, and she wonders about looking into that. Commissioner Piper also noted that they had experienced the same issue at the NHAC Executive Committee meeting, where online participants could not hear, and that is unacceptable. Enfield has a mobile device that sits on the table so those online can listen better. CA Libby stated that she would like to get the IT Director on board, and they can address that issue.

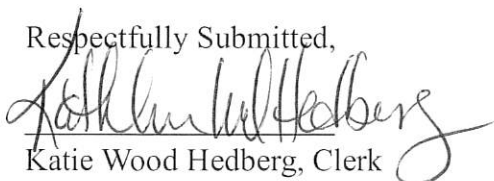
2. Commissioner Hedberg stated that she received a thank-you letter from Ken Chapman from the Town of Woodstock and left it for the Commissioners to read.

#### **Public Comment**

There were no comments from the public.

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

Respectfully Submitted,

  
Katie Wood Hedberg, Clerk

# Monthly Department of Corrections Activity Report

## February 2025



### Major Incidents:

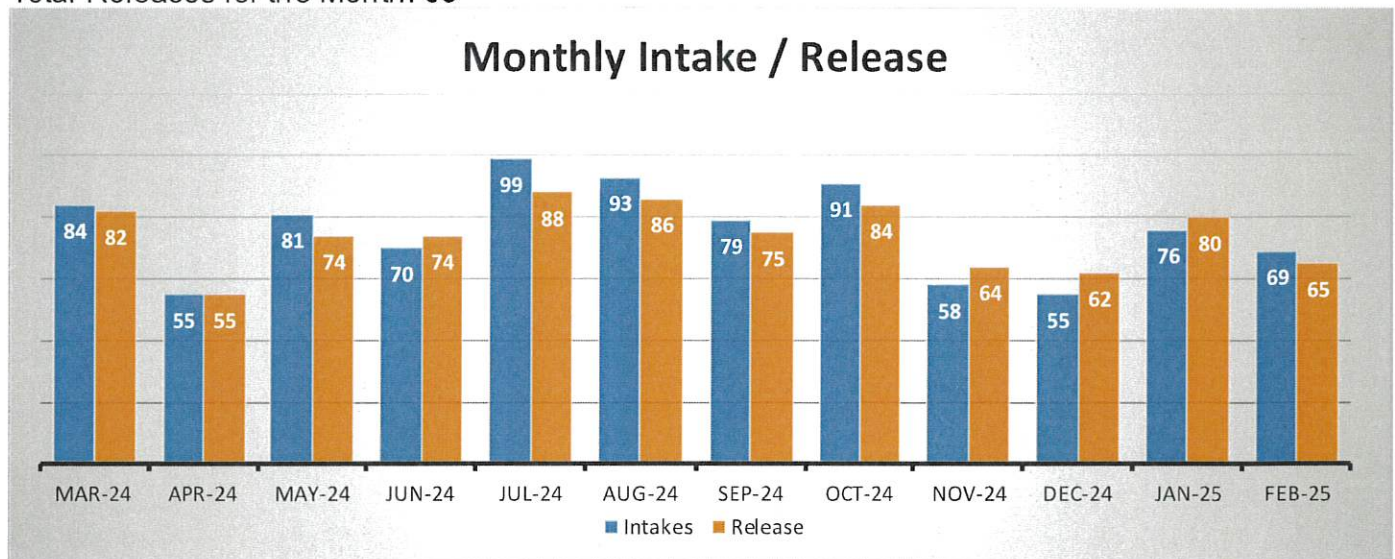
There were no major incidents in the Grafton County Dept of Corrections in February.

### Population Data:

Total Intakes for the Month: **69** (Coos County Females:4)

Total Releases for the Month: **65**

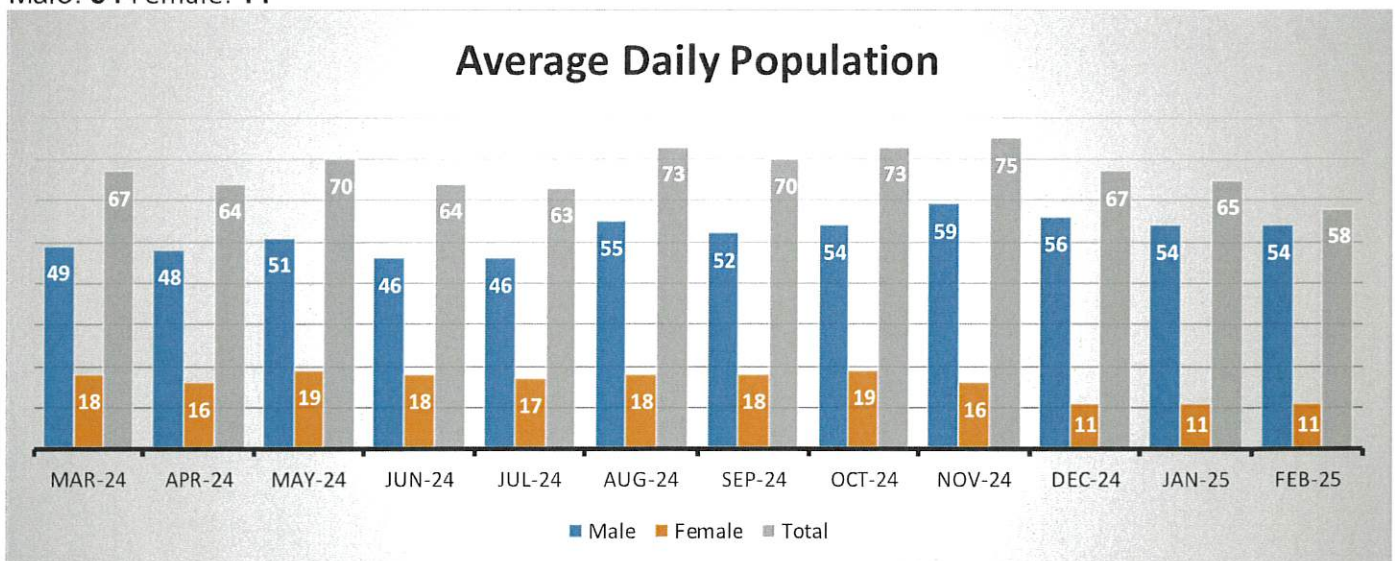
### Monthly Intake / Release



In House Average Daily Population for the Month: **58**

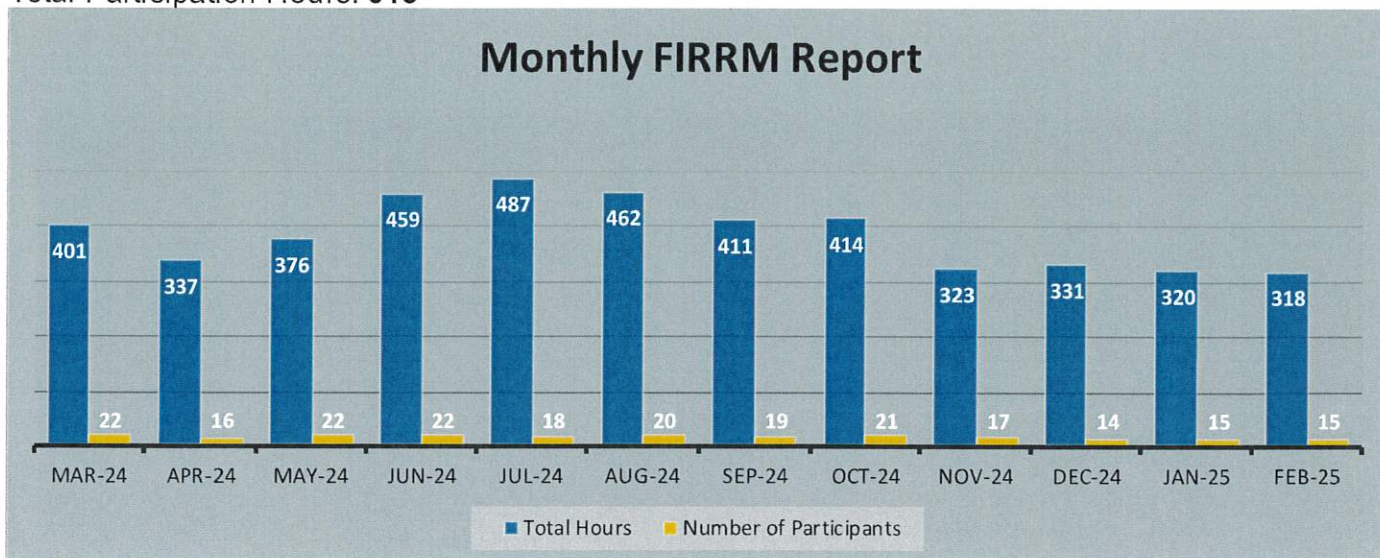
Male: **54** Female: **11**

### Average Daily Population



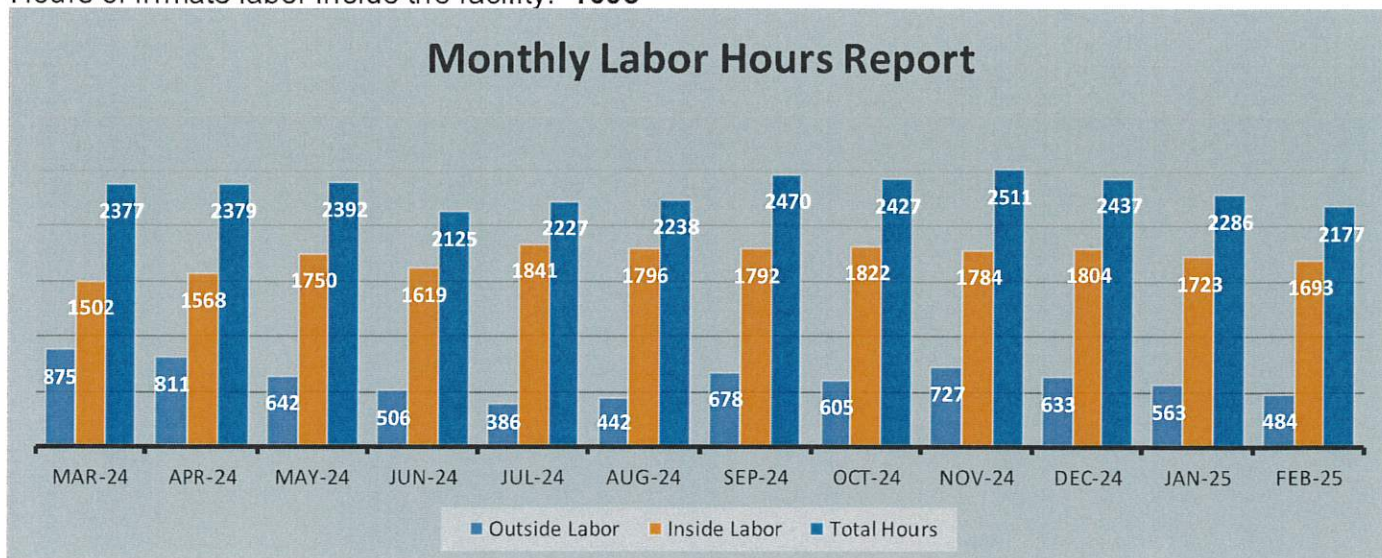


Inmates participating in FIRRM program during the month: **15**  
 Total Participation Hours: **318**



The reporting requirements for the BDAS grant funding the FIRRM program have grown, and staff assigned to that program are spending more of their work day on grant reporting, which is cutting into time teaching the inmates.

Hours of inmate labor outside the facility: **484**  
 Hours of inmate labor inside the facility: **1693**



### Food Service:

Average per meal cost to feed each inmate: \$1.77

The cost per meal was up \$.05 from February. 5,494 inmate meals were served during the month of December, for a total food expenditure of \$9703. The DOC used 30 dozen eggs from the County Farm during January, which helped reduce food expenditures at the DOC. The kitchen is continuing



to serve squash harvested by the farm and processed in the DOC kitchen for 50% of the supper menus and estimates approximately one more month of squash remains from last year's harvest.

### Medical:

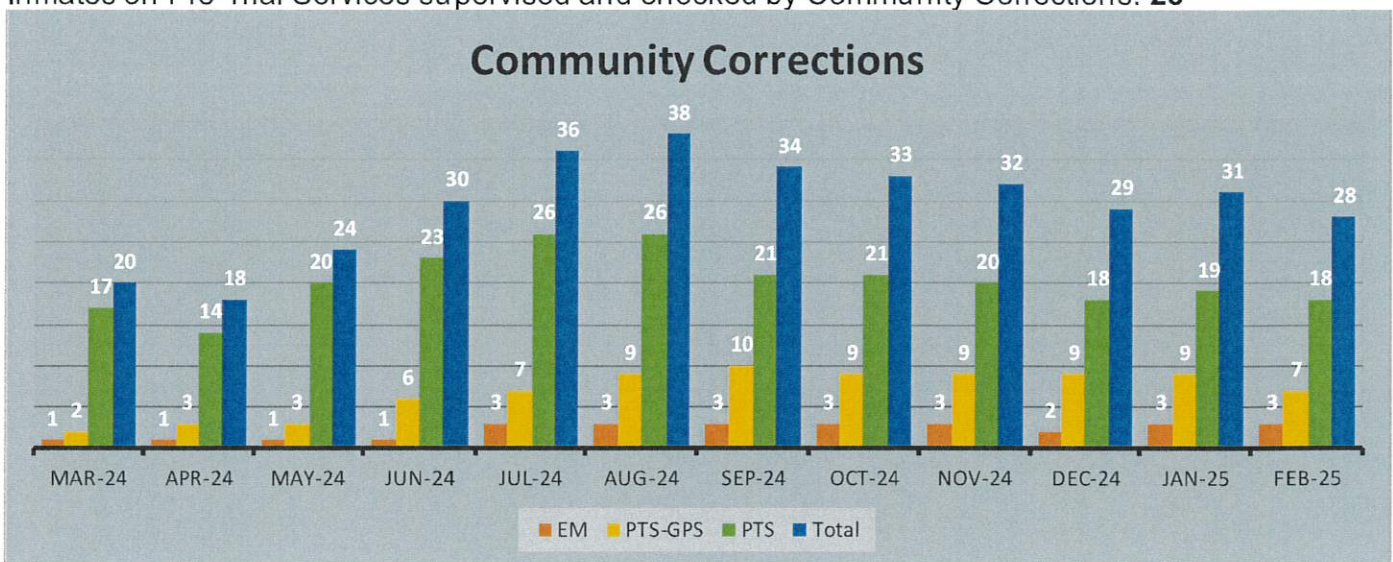
One inmate was transported to Dartmouth Hitchcock Medical Center in February and admitted. With the cooperation of the County Attorney, the inmate was transferred to the Electronic Monitoring program under community corrections and has remained on that program since being released from the hospital.

### Community Corrections:

Inmates supervised on Electronic Monitoring: **3**

Inmates on Pre-Trial Services with GPS: **7**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **28**



### Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 0

Total vacant officer positions at the end of the month (including supervisory rank): 4

Promotions during the month: Brandi Knapp was promoted from Corporal to Sergeant.

### Significant Developments and Achievements:

The promotional process used for the Sergeant vacancy selection required each candidate to identify a challenge, problem, or improvement for the Department of Corrections, devise a solution to address this issue, and present this solution to the selection board. The four corporals who submitted letters and interviewed for the Sergeant vacancy did an amazing job with this assignment. In addition to selecting a sergeant, the DOC identified three other projects to improve the DOC and the right people

to take lead on executing them. I was very proud of these corporals, and I am looking forward to reporting on the progress of their initiatives in future reports.

**Significant Problems:**

There were no significant problems in the Dept of Corrections during February.

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
April 1, 2025

**HR Activity Report (03/04/2025-04/01/2025)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 (1 PT, 2 Per Diem)	1 Per Diem LNA, 1 PT Dietary Aide, 1 Per Diem LPN
Corrections	1 (1 PT)	1 PT CO
Sheriff's Office	2 (2 FT)	1 Criminal Admin Asst., 1 Civil Admin Asst.

***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	3 (2 PT, 1 FT)	1 PT Dietary Aide, 1 PT Unit Aide, 1 FT Activity Aide
County Atty. Office	2 (2 FT)	2 FT Asst. County Attorney
Corrections	2 (2 FT)	1 FT Sergeant, 1 FT Corporal

***Reasons:***

Resigned personal reasons/no reason- 2  
Termination – 3  
Deceased -  
New job/career change – 1  
Relocated –  
School – 1  
Retirement –  
Not Reappointed -  
Not meeting Per Diem / Part Time Requirements -

***Status Changes/ dept transfers: 2 3/5 – 24 hour/week LNA's to PD, 1 FT Dietary Aide to FT Custodian, 1 FT LNA to 3/5 – 24 hours per week, 1 FT Dispatcher to PT***

***Active Leave of Absences March 4th to present***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	10	(10 are intermittent, 7 for self, 3 for family)
Nursing Home – Non-Nursing	7	(7 are intermittent, 6 for family, 1 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, 1 family)
Alternative Sentencing	1	(1 intermittent, 1 family)
Department of Corrections	1	(1 intermittent, 1 self)
<b>TOTAL</b>	<b>22</b>	

**Scheduled to orient 04/02**

1 Per Diem LPN  
1 FT RN



**Current Jobs posted/advertised**

LNA's/Unit Aides (16.35 FTE's vacant)

RN/LPN (7.2 FTE's vacant combined)

CO's (6 FTE's – 3 scheduled to start 4/7 and 1 to start 4/21)

Cook – Nursing Home

Dietary Aide

Deputy

Assistant County Attorney

Activity Aide

Dispatcher

Other Business: Open Enrollment, Annual Benefits Fair and Employee Appreciation May 22<sup>nd</sup>, SB 297 update

# **Grafton County Nursing Home Commissioner's Report: April 1, 2025**

## **Census**

Medicare: 7  
NH Medicaid: 70 (10 Pending)  
VT. Medicaid: 20 (4 Pending)  
VA: 8  
Hospice: 1  
Private: 15  
Total Census: 121

## **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: 8  
Deceased Residents: 4  
Discharges: 2

## **Other Topics:**

- 1) State Budget Discussion
- 2) State Survey Plan of Correction Update