

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday November 17, 2009

PRESENT: Commissioners Michael Cryans, Ray Burton and Martha Richards, Executive Director Clough and Secretary Martino

OTHERS: H. Brown

Commissioner Cryans opened the meeting at 9:05 AM

Nursing Home Administrator Bolander arrived with her report. Current census is 131 with an expected admission today.

NHA Bolander said they are still experiencing issues with people out on FMLA and they are using some traveling nurses and a per diem agency.

NHA Bolander attended a meeting put on by the North Country Health Consortium at the Mount Washington and said it was well attended. She said that there were discussions lead by Commissioner Toumpas about reorganizing the health organizations and reducing providers. She said that it would be narrowed down to 10 regions, who would work together.

Commissioner Richards asked how the scanning of records was coming along and NHA Bolander said that it was still being worked on and added that they will need to be fully electronic within the next two years.

Commissioner Cryans said that he had gone to the ServiceLink kickoff and picked up some information for NHA Bolander.

NHA Bolander said that Rep. Harding is sponsoring a bill that will help Nursing Homes with reimbursements.

Commissioner Burton said that praise is due B. Miller for seeing that a County representative has a seat representing Corrections at the Leadership Recidivism Group.

The Commissioners signed the check registers.

Commissioner Burton moved to approve the minutes from November 10, 2009 which was seconded by Commissioner Richards. All were in favor.

HR Director Mike Simpson arrived. He began by informing the Commissioners that a new Assistant County Attorney has been hired.

- There are still openings for LPN's and RN's
- The County will begin to post jobs on JobsinNH.com
- HRD Simpson will be meeting with NH Employment Securities tomorrow
- HRD Simpson is still meeting with managers
- HR met with Primex last week to take a look at some of the services and HRD Simpson is looking to meet with other vendors as well.

HRD Simpson said that he has reviewed the job description of the current HR Assistant and feels that a different job title should be given. After discussing how the various HR titles are used, he recommended changing “Assistant” to “Generalist”, which is more of a mid-level position according to the assigned duties. Changing the title does not affect the pay structure. HRD Simpson said that he had discussed this change with the current employee. Director Clough said that as long as it has been discussed with the employee and she is okay with it then she supports the recommendation of the HR Director.

Commissioner Richards moved to accept the recommendation of the HR Director and to change the title of HR Assistant to HR Generalist, which was seconded by Commissioner Burton. All were in favor.

- HRD Simpson continued on with information to the Commissioners saying that HR, Admin and the Nursing Home are reviewing the contract for the Collective Bargaining Unit.
- HR plans to update the Employee Manual which hasn't been done since 2007, and it should be ready to approval by the first of the year. In-services and education will be a big part of its distribution to employees.

Commissioner Burton asked how the process works when someone comes into the County to apply for a job. HRD Simpson explained the process and said that he is reviewing how the actual hiring process is handled and that he may consider doing it a little differently to make it more efficient.

There was a discussion about probationary periods.

Commissioner Burton asked if HRD Simpson had any current speaking engagements or fairs coming up and he said that he is still working on things internally right now but will be looking at reaching out in the future.

Commissioner Cryans suggested the HRD Simpson also familiarize himself with LGC and Commissioner Richards suggested capitalizing on the services of the Dept. of Employment Services

The Commissioners reviewed the DoC Superior Court Report.

HSA Bishop arrived. She began by saying that DCYF has filed an extension regarding the rules of the incentive funds.

- The State Finance Committee will be meeting on Thursday at 10:30
- Fiscal year 2010's incentive payments were approved by Governor and Council.
- HSA Bishop also attended the meeting at the Mount Washington.

The Commissioners signed a revision/amendment request for AHEAD CDBG grant.

The Commissioners signed a professional services agreement between the County and grant administrator D. Lane regarding for the MicroCredit CDBG grant.

County Attorney Office Administrator Alison Farina arrived in Attorney Saffo's stead.

*10:30 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”, Commissioner Burton “yes”, Commissioner Cryans “yes”, Commissioner Cryans stated that a majority of the board voted yes and that they would now go into non-public session.

*10:32 AM– Commissioner Cryans declared the meeting back in public session and would seal the minutes of that session. The Commissioners then moved on to the next order of business.

A. Farina informed the Commissioners that the new Assistant Attorney is Mary Blyer and that Atty. Fitzgerald will slide into Atty. Vara’s position when he leaves in December. Atty. Melissa Pierce will be coming back to the County as well, as the Deputy Attorney.

The Commissioners signed the appointment of the new Asst. Atty. who was sworn in by CA Saffo.

A. Farina relayed the information that CA Saffo would like to move Atty. Fitzgerald up one step as he is slated to move up to Atty. Vara’s spot and said there was money in the budget to do so. There was a discussion as to the lack of available time off in the Atty’s office which is due to the high amount of court cases. She alluded to the fact that it was one of the contributing reasons that Atty. Vara was leaving. A. Farina said that the Atty’s just can’t seem to get a break as the court schedules are so tight.

Director Clough asked for clarification from A. Farina as to what kind of increase she was requesting, as Atty. Fitzgerald has not been here a year, he is not due for a step increase. She asked then if this were to be considered a double step increase. A. Farina said that it was understood that Atty. Fitzgerald would receive an increase after six months and then another when he took the position of Atty. Vara. Director Clough said that typically there is no increase until a person is here one year however there have been exceptions made in the past.

The Commissioners were not ready to make this increase decision at this point and asked to have CA Saffo make the requests separately when Atty. Vara leaves.

Superintendent Libby arrived. He discussed the new meal plan that is in its trial at the Jail. He and the Commissioners discussed the Thresholds Program and how well it is going, giving credit to the volunteers.

*10:55 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”, Commissioner Burton “yes”, Commissioner Cryans “yes”, Commissioner Cryans stated that a majority of the board voted yes and that they would now go into non-public session.

*11:41 AM– Commissioner Cryans declared the meeting back in public session and would seal the minutes of that session. The Commissioners then moved on to the next order of business.

The Commissioners signed the paperwork for the TANs from Mascoma Bank.

Commissioner Burton asked that ITM Ruggles put out an email to people on the Commissioner's list to come and view the webinar on the Broad Band/ARRA information put on by NACo, which is scheduled for Thursday.

A request via email to Commissioner Burton from Burch House was discussed. They are planning to sell candles to raise money and asked that they be allowed to sell them at the County. Director Clough said there is a no solicitation policy and voiced concern about opening the door to this type of thing. Commissioner Richards suggested that it could be posted and then people could purchase and donate as they chose and Commissioner Cryans said that he didn't want to start something like that which would rely on County employees to have to handle with posting nor to rely on them for donations all the time. It was decided that this is something that could not be complied with and Director Clough will send a reply to Burch House letting them know.

The Commissioners initialed information for a grant for the Sheriff's Dept.

Director Clough will be presenting a full report on longevity to both the Commissioners and the Executive Committee as the County payout will be done soon.

Names for the Executive Committee nominations need to go to NHAC and will remain the same except that Michael Simpson will replace Joanne Mann.

Director Clough updated the Commissioners on the status of the Jail project saying that the County is almost out of money and that SMRT is ramping down on the work. She implied that the work on the project would probably not begin until a decision has been received from the Supreme Court.

COMMISSIONER ISSUES:

Commissioner Cryans said that Threshold Graduation was so far the best he has seen, with standing room only. He credited Supt. Libby, the staff, volunteers and of course the inmates. He said the volunteers are to be highly commended for their dedicated participation in the program.

Commissioner Cryans attended a tremendous Veterans Ceremony in Lebanon on the 11th of November that was organized by American Legion Post 22 and Steve Schlosser, was the guest speaker.

Commissioners Richards and Burton attended the dedication of a granite war memorial in Holderness which covered the periods since the Revolutionary War to the present war(s). Senator Reynolds spoke and they had a reenactment as well.

Commissioner Burton said that President Obama appointed Sandy Blitz of Hudson Maine to be co-chair of the Northern Borders Commission of which Congressman Hodes was instrumental in starting.

12:10 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk