

COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday, May 17, 2011

PRESENT: Commissioners Michael Cryans, Omer C. Ahern Jr. and Raymond Burton,  
and Executive Director Clough and Secretary Martino.

OTHERS: Harold Brown (intermittently) and Duane Brown

9:00 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Visitor Duane Brown from Wentworth was recognized and he said that he wouldn't be able to attend the public hearing and just wanted to sit in on this meeting as an observer. Commissioner Ahern was familiar with D. Brown and said that his daughter Molly has a beautiful voice and has sung in front of the General Court. He made the comment that D. Brown and his family are well admired in the town.

**Nursing Home Administrator Eileen Bolander** arrived with her report \*(see attached). Census at the Nursing Home is 134 with another arrival expected tomorrow which would bring the home to full occupancy.

Family Day was a success with over 200 people.

The Informal Dispute has been resolved and NHA Bolander needs to take a moment to do a comparison between the original and the resolved.

HRD Simpson arrived.

NHA Bolander requested that the Commissioners enter into non-public session to discuss a personnel matter.

\*9:10 AM - Commissioner Burton moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Ahern seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

\*9:27 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes of that session which was seconded by Commissioner Burton. All were in favor.

The Commissioners then moved on to the next item of business

Commissioner Burton informed D. Brown that as Clerk he was responsible for approving all the bills that come through the County and that he was welcome to look at them if he wished.

**Human Resource Director Mike Simpson** presented his report to the Commissioners \*(see attached). He also gave the Commissioners a graph of the turnover rate for three months.

Commissioner Burton asked if there was any discussion between sister counties regarding employees moving to DHMC or other hospital facilities and HRD Simpson said no.

A list of call outs per department was given to the Commissioners which showed how many people on average per department called out during a month. HRD Simpson said he feels the numbers are very high and that there doesn't seem to be enough planned time off as opposed to calling in before a shift which leaves the Dept. short staffed.

Commissioner Cryans asked if he knew how many call outs were due to sick children and HRD Simpson said he didn't have the reasons for any of them.

HRD Simpson said he wasn't sure of the benefit of this list but thought perhaps a better gauge would be a list of overtime to see what kinds of hours are being used and why.

Commissioner Burton asked if the policy manual speaks to the issue of calling out and Director Clough said that it did and that an employee could be terminated if it became frequent.

Commissioner Burton said the rule in the policy manual ought to be brought to the attention of the employees along with the consequences. Director Clough said this is not a new issue and they deal with this all the time. She said it is the leading reason for termination in the Nursing Home. Director Clough added that having figures for one month doesn't mean it's an average.

Commissioner Burton said he'd like to see this monitored and if there needs to be further disciplinary rules then it should be addressed.

Commissioner Ahern said he would be interested to see which shifts this happens on the most. He said he has a concern about the morale of the other employees who see this happening and may have to cover shifts because of it.

It was noted that there were no callouts in the Dept. of Corrections, who have a large number of employees like the Nursing Home.

HRD Simpson talked about purchasing an applicant tracking system and the potential for saving money by allowing applicants to apply online. He said that he believes he can purchase the system for around \$2000, which is the amount that was approved in last year's budget which has not been spent yet.

Commissioner Cryans asked why it hadn't been purchased in FY11 and HRD Simpson said that he didn't see it as a priority since there was such a small need for employees.

Commissioner Ahern asked if any other vendors were looked at and HRD Simpson

replied yes.

Commissioner Ahern said that he thinks the County should be very careful about sending email notices back to people about their not getting hired. He added that he would not be interested in pursuing this.

Commissioner Cryans said it was best if HRD Simpson got together with Director Clough to see if this was something that they might want to do.

HRD Simpson said that the HR affiliates are working on a health insurance/dental survey reflecting what counties are paying in annual premiums.

**County Attorney Lara Saffo** stopped in to introduce the Commissioners to the Mental Health Coordinator Shelly Golden. Shelly will be working in Littleton, Lebanon and eventually Plymouth and comes with a wealth of experience.

The Commissioners welcomed Ms. Golden and Commissioner Cryans asked her to tell them a little bit about herself. She said that she lives in Thornton, graduated from PSU and has her Master's Degree in Social Work. She said she is very pleased to be here and feels that this job is a perfect fit for what she was looking for.

The Commissioners said to call on them if they can be of any assistance to her.

**Information Technology Manager Brent Ruggles** arrived with his report \*(see attached) and reviewed all the items with the Commissioners.

Commissioner Cryans asked if there was recycling available for the computers and ITM Ruggles said the Maintenance Dept. has set something up and that when computers are taken out of service, the mother boards are removed and they're broken down.

Commissioner Burton asked what kind of work that the IT Dept. is doing with the Littleton Police Dept. and why. ITM Ruggles said they're (Littleton) tied into the Sheriff's Dept. for transference of informational data, so they receive some support.

**Lisa Ford, UNHCE Nutrition Connection Educator** from Whole Village in Plymouth came in to give the Commissioners a brief overview of her position with UNH. She said that she works with residents to offer "food stability". Funding for this program comes from USDA and no money is received from either the State or the County.

Commissioner Burton asked if she visits Hanna House in Lebanon and she said she had not been there. He asked about Pemi-Baker and Ms. Ford said she does work with them in a teaching garden.

Commissioner Ahern asked if there could be an outreach program to work with the new Jail teaching inmates to use local foods and to cook, providing this was agreed to by Supt. Libby. Ms. Ford said that the grant she receives is geared toward families but she would follow up on that.

There was a discussion about gathering outdated food from stores to distribute to

agencies and Ms. Ford said there are groups and individuals who do that. Commissioner Cryans recommended that Ms. Ford touch base with Greg Norman from DHMC as he has a healthy eating program.

The Commissioners said that Ms. Ford should keep up the good work and thanked her for coming.

Commissioner Cryans asked if everyone had a chance to read the minutes and asked if there were any changes. Commissioner Ahern had a couple of edits.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

**Register of Deeds Kelley Monahan** arrived and said she wanted to update the Commissioners regarding the Northern Pass. She said that she feels that a determining factor regarding the Northern Pass is that there is a power station in Plymouth, MA., that is going off line and they want to be able to purchase electricity from Hydro Quebec.

RD Monahan requested to speak to the Commissioners in non-public session to discuss a personnel matter.

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\*11:12 AM– Commissioner Cryans declared the meeting back in public session

Director Clough gave the Commissioners an engagement letter from Auditors Mason & Rich and informed the Commissioners that the people who prepare the financial statements can no longer give a review on the financial statement so another firm must be used. She said that she sent out RFP's to four independent audit firms which are due back on June 3<sup>rd</sup> to be opened on the 7<sup>th</sup>. She said she has no idea what this may end up costing, but last year it cost \$34K to do both by the same firm. This year Mason & Rich will be charging \$13,807 for the portion they're doing.

Director Clough suggested that the Commissioners should give consideration to hiring a Finance Director to be able to handle this reporting. She said this is the reason the County has to hire an additional firm and why in the past it has received deficiencies on the audit report. Director Clough said that Coos County recently had to do their audit this way and she will contact the administrator there to see what it cost them.

Commissioner Burton said he didn't see why the information couldn't just be extracted

from the computers if it was already there and Director Clough said that you need more knowledge of accounting to be able to put together the correct reports.

Commissioner Cryans asked about the timing of the audit as it has been brought to the attention of the County that the audit has not been coming in on time. Director Clough said that her RFP states the audit must be completed by September 30<sup>th</sup> with final reports delivered to the County by the 31<sup>st</sup> of October.

Director Clough gave the Commissioners the April information regarding the Grafton County Prescription Drug program. There were 220 users with a savings of \$6,308 or an average of 30%. She said the numbers are down a little.

CGI, the Company who is working on a no cost video for a County promotion, was here last week and spent three days in various areas of the County. They should have the proof for the website in about 6-8 weeks.

Director Clough informed the Commissioners that last Thursday one of the Farm trucks that was down in the lower field and was driven by a night watchman, caught fire and had to be put out with liquid manure. The truck is totally destroyed.

Director Clough reviewed the budget presentation that she put together for the public hearing tomorrow night and discussed the slides that will be presented.

H. Brown asked what the Watchman was doing driving the truck and Director Clough said that he was driving the vehicle to get some fertilizer for the potatoes. Mr. Brown said this was another case of a person being assigned to one Department but being used on the Farm.

D. Brown was asked if he had any questions and he stated that New Hampshire is a great place to live and raise a family, but he has concerns that it is time to hold the line on the budget or to try to reduce it.

H. Brown said that he thought it was ludicrous to have three full time Maintenance men in the Jail. Director Clough said that it will be staffed from 8 AM to 12 PM and it is necessary for proper preventive maintenance.

Commissioner Cryans referred back to D. Brown's thoughts and said that the County was approved by the Delegation for \$38M for a new Jail. Due to circumstances such as lower construction costs and lower bond rates they were able to build it for \$33M, thus saving \$5M. He said they felt that they have been able to keep costs down but there are a lot of things that are out of the control of the County. He said that he feels that what they're managed to come up with in a budget for the Jail was appropriate, with programs meant to keep people from coming back.

Commissioner Burton suggested D. Brown take a tour of both Jails and get an idea of what they're dealing with.

Commissioner Ahern said that he has echoed a lot of the sentiments as D. Brown over the last few months and if the minutes were checked, many of the votes were 2 to 1.

H. Brown asked if there was a cost figure per inmate per year which included all the new expenses of the Jail and Commissioner Cryans said they didn't have anything but it would be figured out and they would get it to him. H. Brown suggested that it might cost as much as \$90K per inmate with all the expenses. He added that in his opinion more educational programs should be offered as opposed to labor.

### COMMISSIONER ISSUES

Commissioner Burton attended a reception Honoring Terri Dudley in Lebanon, NH and a Tri County Community Action Retirement Dinner for Executive Director Larry Kelly at the Mount Washington Hotel.

Commissioner Burton continues to visit the Selectboard meetings in his towns and just recently finished with Warren & Orford, where he said the RX program is still popular.

Both Commissioner Burton and Ahern attended the groundbreaking for a new Biomass Energy Plant at the Glencliff Home and said they expect to save \$250K a year in fuel costs.

Commissioner Burton took the road tour with GCEDC's Mark Scarano from Bristol and noted that at the Packard Mill on Squam River the owners encouraged buildings with water power wheels to get back into operation.

Commissioner Ahern said that Glencliff was quite impressive and said he would like to see those who constructed the biomass getting in touch with Martha Richards and her committee. He said that Glencliff was able to get 95% of the biomass funded by ARRA money.

Commissioner Ahern will be making arrangements to meet with his town Selectboards.

Commissioner Cryans was invited by Rick St. Hilaire to the International Foundation for Cultural Property Protection-New England Chapter, as a representative of the County.

Hypertherm was named Manufacturer/Technology Company of the Year in the New Hampshire Business magazine.

The Executive Committee will be meeting on the 23<sup>rd</sup> and 27<sup>th</sup> of May and on June 6<sup>th</sup> to review the budget. The hope is to have the full Delegation meeting on either the 20<sup>th</sup> or the 27<sup>th</sup> of June.

Director Clough said she had been contacted by a representative from Building and Construction Magazine who wants to do an article on the new Jail. She said there is no gratuity expected. Commissioner Ahern said he would be concerned about

compromising the security and Director Clough said she would not be giving out that information. Commissioner Ahern said it was still a concern. Commissioner Burton said he had confidence that it would be handled appropriately. Commissioner Cryans asked if perhaps Director Clough could get a copy of another article they had done on a Jail just to see the format.

12:12 PM being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

## **Commissioner's Report**

**Date: 5/17/11**

**Census: 134**

**Medicare: 2**

**Medicaid: 101**

**Private: 31 (>25%)**

**Other: 0**

**Admissions: YTD: 29**

**Discharges: YTD: 4**

**Deaths: YTD: 17**

**Projects:**

**QIS (Quality Indicator Survey) Prep**

**HIPAA/ICD 10 50/10 prep**

**Family Day: May 7, 2011 from 2-3:30 PM: Nursing Home  
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**Outstanding Issues:**

**Informal Dispute Resolution**

**Legal issues**



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