

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy.  
North Haverhill, NH 03774  
Tuesday July 3, 2012

PRESENT: Commissioners Cryans, Burton and Ahern, Director Clough and Secretary Martino.

9:04 AM

Commissioner Cryans opened the meeting with the Pledge of Allegiance.

**Maintenance Superintendent Jim Oakes** arrived to request a bid waiver to be able to contract with the Scott Larson Group for asbestos abatement in the Courthouse where there will be construction for the remodeling of the Attorney's Office. He said that in the Scott Larson Group has done all prior asbestos abatement at the County, have been good to work with and know the building. He said he would like to be able to expedite the job in order to have it done by August. The quote from the Group is \$6510. Commissioner Ahern asked if there were any asbestos abatement companies in Grafton County as this one is out of Concord. Supt. Oakes said he doesn't know of any. Commissioner Ahern then asked if any Grafton County employees were related to anyone in the Scott Larson Group and Supt. Oakes said that he did not know.

Commissioner Burton moved to approve the bid waiver to allow Supt. Oakes to contract with the Scott Larson Group for the asbestos abatement in the Courthouse which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if everyone had read the minutes from June 26<sup>th</sup> and had any amendments or changes. Commissioner Ahern made some edits. (Commissioner Ahern wanted to clarify that in the meeting of the 26<sup>th</sup>, ITM Ruggles made a reference to having a full time person in the Department to be able to have someone to videotape the Commissioner meetings. Commissioner Ahern said that he had spoken to ITM Ruggles who said that he had not meant that to be serious. The minutes simply reflect what ITM Ruggles said and not what he had apparently meant.)

Commissioner Ahern moved to approve the minutes from June 26, 2012 as amended which was seconded by Commissioner Burton. All were in favor.

Director Clough informed the Commissioners that a response letter was received from Woodsville Water & Light saying that they would like to attend a Commissioners meeting on the 10<sup>th</sup> of July at 9:00 AM to discuss the water tank and valve situation.

A letter was received from the town of Wentworth stating they wanted the Commissioners to be aware that new fiscal year billing for dispatch fees conflicts with their annual year budget cycle and they have found it difficult to calculate their funds because of this change. Director Clough said that the County has just recently changed the billing cycle to coincide with the County's fiscal year budget as they were on an annual billing year cycle. Commissioner Ahern asked if the town of Wentworth was aware of the change and Director Clough said every town received a six month bill in January of the year the billing was switched which explained the billing change and it was explained that the new fees would be

billed on a July to June fiscal calendar.

Commissioner Ahern suggested a response letter, which included the letter that explained the change, should be sent. Commissioner Burton said that Director Andross and the Sheriff have always been willing to speak with the towns when there are issues.

A letter was received from the town of Rumney which stated that they will be discontinuing the use of the Grafton County Dispatch services and requested that the County waive the 90 day notification period which is required by contract. Director Clough said that both the Sheriff and Director Andross were not in favor of waiving the notification. The billing that just went out to the town of Rumney was for \$14,766.

There was some discussion then Commissioner Ahern, whose district Rumney is in, said that because there is a written agreement with the town, the contract should be upheld. He said he would make it a point to visit their Selectboard soon and make himself available to questions.

Director Clough said the County received a letter from Primex which informed them that there was a return of surplus to those who participated in the Worker's Compensation program and Grafton County was one of those participants. Grafton County's paid amount in the program was greater than needed which resulted in a credit balance to the County. The credit to the County is \$165K so there will be no payment for FY13 and there will be a credit of \$8482 going into FY14, which is good news for the County. Commissioner Cryans thought a thank you note showing how pleased the County is to hear this news, would be appreciated by Primex.

**Nursing Home Administrator Craig Labore** arrived. Census at the Nursing Home is 133. The recent Medicaid informational meeting that was held was considered a success. There were about 12 participants and positive feedback was received. Another meeting is planned in September in Plymouth at the Senior Center.

NHA Labore received an Advancing Excelling award from the North East Health Care Quality Foundation, for participating in their program. He said all the Counties are participating.

NHA Labore thanked Commissioner Burton for the help he offered in getting the new Medicaid care companies to meet with the Nursing Home Affiliates. He said there would be a meeting on the 9<sup>th</sup> of August in Merrimack at 9:00 and 11:00 AM with Boston Medical and then Centene would be meeting with them on the 12<sup>th</sup> of September in Rockingham County.

Commissioner Burton discussed some of the meetings that HHS Commissioner Toumpas would be arranging throughout the state.

NHA Labore discussed the need for a new bus for the Nursing Home and said that he would like the Commissioners to consider the possibility of the Nursing Home, in collaboration with the Home Association, would like to use the Courthouse parking lot to hold a farmer's market as a kickoff to a fundraising year.

Commissioner Cryans asked Director Clough if she knew of any reason that would not be possible and she replied that she didn't have any issues with it regarding the Home Association but as far as the County itself, there may be other concerns when it comes to fundraising. Commissioner Burton gave NHA Labore a name from the AG's office and suggested calling there to see what kinds of rules there are for this.

Commissioner Ahern said he has a concern about holding a farmer's market directly across the street from the Farmstand. He said he would advise against it but suggested a tie into Belmont

gaming who works with non-profits to help raise money

There was further discussion and Commissioner Cryans suggested that perhaps the Nursing Home could use money from the capital reserve next year, particularly if they are not able to fund raise.

NHA Labore request to speak with the Commissioners in non-public session.

\*10:04AM

Commissioner Ahern moved to enter into non-public session for the purposes of discussing the hiring of any person as a public employee RSA 91-A:3, II (b). Commissioner Burton 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 that they would now go into non-public session.

\*10:30 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

**Human Resource Director Mike Simpson** arrived with his report \*(see attached) He reviewed the turnover report noting that the largest group of those leaving were in their probationary period. Commissioner Burton asked if there were any specific trends and HRD Simpson said that recently the complaint is job dissatisfaction, which generally translates into not getting along with supervisors but that he would have to look at this more closely. Director Clough suggested that perhaps better screening could be done at the time of interviewing and HRD Simpson said he agreed and said that it will have to be explored with the Nursing Home staff.

A letter was received from the NH Division of Resources regarding a home in Campton which is being recommended to the National Historical Register. The letter asked that if the Commissioners have any opinion either way about this that they respond by the 27<sup>th</sup> of July.

The Professional Service Agreement for the GCEDC Microenterprise grant was signed by Commissioner Cryans.

Commissioner Cryans signed other accompanying paperwork regarding the grant.

Commissioner Burton moved to adopt the Code of Ethics as it applies to the CDBG grant which was seconded by Commissioner Ahern.

#### DISCUSSION:

Commissioner Ahern asked whether or not the Code of Ethics applied to employees of Grafton County. Director Clough said it only applied to the grant.

When the vote was taken all were in favor.

The Commissioners signed the Code of Ethics.

Commissioner Burton moved to adopt the Financial Management Plan for the CDBG grant which was seconded by Commissioner Ahern. All were in favor.

The authorization to submit payments request was signed by all the Commissioners.

There was a discussion about the Department Head evaluations and how they would be handled. Director Clough said she received a form from the HR Director that she was in favor of and that she would bring to the Board to review.

Commissioner Ahern said he thought there should be a written policy/procedure for all Dept. Head evaluations and that he would like to be involved with evaluating all the Dept. Heads. Commissioner Burton said he is in favor of the way that the evaluations have been done in the past, where each Commissioner wrote something up and then it was discussed with each Dept. Head.

Commissioner Ahern brought up the subject of meeting with Dept. Heads more than once a month and said that he would hate for them to feel that Commissioner Ahern was not available to listen to them more than once a month. Director Clough suggested that most Dept. Heads have other things they can be doing and if asked they would agree that meeting once a month was plenty. She said it is time consuming preparing reports for the Board and then waiting for their turn to speak. Commissioner Ahern said that as an elected official he feels he needs to meet with Dept. Heads more than once a month to do his due diligence.

#### COMMISSIONER ISSUES:

Commissioner Burton singled out a bill from the stack he had signed which referred to the purchase of flour for the Jail which had come from the state distribution center. He said he was in support of the use of the center.

Commissioner Burton said that the next Old Jail Committee meeting would be on the 10<sup>th</sup> of August and Director Clough said that Supt. Oakes has a proposal from the Scott Lawson Group to go into the old Jail and do a hazardous materials assessment.

Commissioner Burton attended the 60<sup>th</sup> or 80<sup>th</sup> (TBD) anniversary of the Howard Shawney VFW Post in Littleton.

Commissioner Ahern said he had a formal request from a constituent from Bristol to meet with the Board of Commissioners to present information on the AMI-Smart meter program. Commissioner Cryans asked if the Commissioners had any jurisdiction on smart meters and Commissioner Ahern said the Board had taken a stance on the Northern Pass and this would be similar.

11:35AM With no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

Grafton County Human Resources Report  
 Mike Simpson, Human Resources Director  
 July 3, 2012

1) **HR Activity Report** (6/6/12 to 7/1/2012)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	9 (5 FT + 4 PT/PD)	MDS Coord, LNA, RN/LPN, Dietary
Sheriff's Department	2 (PT)	Dispatchers
UNH Extension	1 (Temporary PT)	Summer Assistant
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	6
Corrections	2
County Attorney's	2
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	14 (6 are intermittent)
Nursing Home – Non-Nursing	5 (5 are intermittent)
Non-Nursing Home	5 (3 are intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (5 FT openings)	Nursing Home	Open to all
LNA (7 FT Openings)	Nursing Home	Open to all
Assistant County Atty	County Attorney	Open to all
Legal Ass't + VW Clerk	County Attorney	Open to all
Dispatcher	Sheriff's Dept	Internal only
Restorative Aide/LNA	Nursing Home	Internal only

Summary – MDS Coordinator + DOC nursing positions were filled. Internal candidate was promoted to Assistant Activities Director position. Most of the new positions approved in FY13 are currently being posted. Nursing Home continues to have a high number of nursing vacancies.

2) **Call Out report** – Unavailable. Will bring report during next meeting.

3) **2<sup>nd</sup> Quarter Turnover** – See handout

4) **Internal Operations** –

- Benefits Fair from 6/6 was a success. We had approximately 90 attendees.
- Union/Grafton County Management signed a tentative agreement, plan to have Memorandum of Agreement for 7/10/12 meeting
- Process on transitioning to Great West and LGC is almost complete
- Updated wage charts for FY13
- HR Department and Commissioners Office met to finalize the procedures on how to process HRA claims

5) **Internal/External Meetings and Conferences** –

- 6/07 – HRD attended Workers' Comp appeal hearing @ NH DOL
- 6/12 – HRD chaired Grafton County Wellness meeting
- 6/15 – HRD attended NH County Affiliate meeting
- 6/20 – HRD attended Grafton County Department Head meeting
- 6/22 – HRD met w/ Nursing Home Managers to review changes with CBA

Grafton County Nursing Home  
Turnover Rate (1/1/12 thru 6/30/12)

**Separations**

Position(s)	*Ave Head Count	Status	Turnover	PD/UBPT	Total	**Turnover	Top Reasons folks left during 2nd quarter
Activities/HIM/Social	12	2	16.67%	0	2	<b>16.67%</b>	2- New job/education
Admin/Department Heads	20	0	0.00%	1	1	<b>5.00%</b>	n/a
Dietary Department	39	0	0.00%	6	6	<b>15.38%</b>	3 - probationary, 1 moved
Laundry/Housekeeping	19.5	1	5.13%	0	1	<b>5.13%</b>	retirement
LNA/MNA	103.5	17	16.43%	5	22	<b>21.26%</b>	Involun, Probation, Vol Res, retirement, health
LPN	18.5	2	10.81%	0	2	<b>10.81%</b>	Involuntary
RN	23	5	21.74%	2	7	<b>30.43%</b>	2 Probationary, inactive per diem, new job
<b>Total of Nursing Home</b>	<b>235.5</b>	<b>27</b>	<b>11.46%</b>	<b>14</b>	<b>41</b>	<b>17.41%</b>	See Graph

\* Includes all employees

\*\* Includes all separations

**Reasons**

