

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday August 7, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern, Jr. and Ray Burton, Executive Secretary Martino

9:05 AM Commissioner Cryans called the meeting to order and the Pledge of Allegiance was recited.

The Commissioners signed the check registers.

The NACo Prescription Drug card report was given and in the month of July the savings to the users totaled \$6,151 for an average of \$15.77 or 33.89%. There were 162 users.

The Commissioners signed the approval for a group II certification for a Correctional Officer.

Commissioner Cryans asked if everyone had read the minutes from July 24th and had any edits or corrections. Commissioner Ahern made some edits.

Commissioner Burton moved to approve the minutes from July 24, 2012 as amended which was seconded by Commissioner Ahern. All were in favor.

COMMISSIONER ISSUES:

Commissioner Burton said that a note of condolence should be sent to the family of Dr. Harry Rowe who passed away recently, just two months before his 100th birthday. He said that Dr. Rowe had been a presence at the County in the past and would visit the facility, including the Jail, every single day including Sunday.

The meeting to discuss what to do with the old Jail will be held this Friday at 2:00 PM in the UNH Extension Conference room. Commissioner Burton said he would hope that by the end of fall there will be some kind of decision as to what should be done.

There was further discussion about this and Commissioner Cryans thought that at some point, each Commissioner should express their personal opinion so that it was clear where they each stood on the issue. He said that it was important to keep in mind that the Delegation, who will be making the decision on the final cost of whatever is decided, could just nix any proposed project.

Commissioner Ahern said he hasn't fully made up his mind yet and noted that the public input is important.

Commissioner Cryans said the cost is also important and there really hasn't been any discussion about how anything would be paid for.

Commissioner Burton said that Governor & Council will be having a discussion about Pro-Share money and he wondered how much Grafton County would be receiving. Commissioner Cryans made a phone call to B. Miller at NHACo and was told that the distribution is based on 6-7% of \$15M.

Human Resource Director Mike Simpson arrived with his report. He began by giving the Commissioners a binder of information from NHACo which provided information as to County responsibilities and RSA's governing the County. Commissioner Cryans said he would leave his copy for Director Clough to keep in the office.

HRD Simpson continued on with his report *(see attached). It was noted by HRD Simpson that although the County appears to have a lot of openings for nursing, the same was true for other nursing homes and hospitals.

Commissioner Ahern broached the subject of fire safety at the County Complex and mentioned that he was planning to invite someone from the NH Dept. of Safety Fire Training Office for northern New Hampshire, who had discussed fire safety at a meeting of the Plymouth Rotary Club he attended, to come to speak with the Board of Commissioners.

Nursing Home Administrator Craig Labore arrived.

Commissioner Ahern asked about fire training safety and NHA Labore said that the Nursing Home holds regular drills and HRD Simpson added that Supt. Oakes does fire training with staff.

HRD Simpson continued with his report and said that the transition to LGC for health insurance seemed to go smoothly. He said there are some issues that need to be worked out but for the most part things had gone fine.

HRD Simpson said that he was working on getting some Retirement System seminars here at the County which would be open to anyone in the system who wanted to attend.

There was a discussion about the health reimbursement account and HRD Simpson explained how the deductibles are paid out.

*10:05 AM - Commissioner Ahern then 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 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 would now go into non-public session.

*10: 20AM– 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. HRD Simpson left and NHA Labore presented his report to the Commissioners saying that the current census was 130. *(see attached)

Commissioner Cryans asked how the new managed care system will progress and NHA Labore said that there will be two steps. The first step will include nursing homes with adult day care and those who bill Medicaid for transportation. Grafton County does not do either of those so it will be included in step II which will take affect on January 1, 2014. NHA Labore said that he feels that the affiliate meetings that they are holding will be very helpful going forward.

Commissioner Burton suggested that NHA Labore keep participating in the managed care meetings as they are very important. He said he would like to keep abreast of any issue as he was one of the affirmative votes in favor of the managed care system.

There was a discussion about staffing and whether or not NHA Labore was comfortable with the availability of staff. He said that the Nursing Home is currently able to get per diem staff but they are having a tougher time finding full time nurses to fill the schedule. He said that he plans to go out to schools in the fall and do some recruiting as he would have no issue with hiring nurses right out of school and training them. Commissioner Cryans said he would encourage that.

Commissioner Ahern asked if having available onsite housing or a dormitory would make a difference in attracting nurses and NHA Labore said he didn't know if it would or not.

Commissioner Ahern asked NHA Labore if he was fully involved in the decision about the recent problems with the fire alarm system in the Nursing Home, to which he replied that he was. He said that Supt. Oakes had worked with him throughout the whole process and that all the employees are cognizant of the need to keep an eye out for any potential fire issues. He said he expected that the new system would be up and running by the end of the day. He added that there is an in-service being done on fire safety procedures and all the nursing home employees know how to operate a fire extinguisher.

Corrections Captain Roland Lafond arrived. Commissioner Cryans informed him that his request to hold a Corrections Academy at Grafton County on September 17 – October 19 was approved by the NHACo Executive Committee.

*10:55 AM - Commissioner Ahern then 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 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 would now go into non-public session.

*11: 15 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.

Commissioner Burton moved to concur with the recommendation of Superintendent Libby which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed a letter that will be sent out to an employee.

Commissioner Ahern asked Captain Lafond about the payment responsibilities of inmates should they require medical care. He said that he had spoken to a citizen who said they were told that the County takes a portion of the money they have in their inmate account, which this person did not feel was right. It was her opinion that the County taxpayer should cover the costs of medical care to an inmate.

Captain Lafond explained that there is a standard operating procedure which does require that inmates pay a co pay if medical attention is required. He said for example if an inmate intentionally injures themselves then it is expected that inmate will be responsible for a co pay. He said there are specifications regarding this policy in the manual and each inmate is aware of this upon incarceration.

Commissioner Burton asked if there was enough minimum risk labor going to the Farm to make it successful and Cpt. Lafond replied yes. Commissioner Ahern asked if the new Farm help has been trained to work with inmates and the Captain replied that they were.

County Attorney Lara Saffo arrived.

*11:25 AM - Commissioner Ahern then 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 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 would now go into non-public session.

*11: 35 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.

Commissioner Burton moved to approve a step increase for one of the attorneys, effective July 1, 2012, which is six months earlier than the policy in the employee manual, The motion was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Ahern said that there is no way he can justify this increase given the economy, particularly in his district. He said that attorneys know what they going to be paid at the time they are hired which is what should be expected.

When the vote was taken Commissioners Cryans and Burton were in favor while Commissioner Ahern was opposed.

Commissioner Burton moved to concur with the decision of Attorney Saffo in hiring a new Legal Secretary at a step 3(\$14.05) as opposed to a step 1 as was originally agreed on, which was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Ahern said again that he was not in favor of this and stated that he didn't think that a Legal Secretary needed to be hired at that starting amount. He said he is in the legal field and has some knowledge in that area. He again stated that the economy is not favorable enough to warrant this.

When the vote was taken Commissioners Burton and Cryans were in favor which Commissioner Ahern was opposed.

COMMISSIONER ISSUES CONT.:

Commissioner Cryans had a draft schedule of the upcoming Annual NHACo Conference which he gave to the other two Commissioners. The conference will be held October 21-23 this year at the North Conway Grand. Sponsoring County is Cheshire.

Commissioner Ahern said he was requested at the Rumney Selectboard to hear their subsequent request that the Grafton County Commissioners waive the mandatory 90 day notice to end services with Dispatch and allow them to forgo the fees incurred during that time. They explained that there were extenuating circumstances that they did not put in their original letter and they felt they should be able to exit their contract sooner. Commissioner Ahern said that he suggested the Selectboard put their reasons in a letter to the Commissioners for a second review. He suggested the decision be looked at again. Commissioner Cryans said it would be unfair to make any kind of decision without speaking to Communications Director Andross first. The Board will wait to receive a new letter from the Rumney Selectboard before making any decisions.

Commissioner Ahern said that he plans to attend a Canadian Trade Council meeting in Concord on the 13th of August.

In regard to the smart meters and the discontinuance of electric service, which was discussed at the July 24th meeting, Commissioner Ahern said that for clarity what was actually stated was that the New Hampshire Electrical Coop has asked that when a

customer signs on to their service, the customer must agree to have new equipment installed. If the customer will not allow this equipment to be installed then there is a possibility that the customer's electrical service could be discontinued. He said he has had a chance to rethink his position in this matter and his original decision to recuse himself from a vote. He now feels that he could vote and made the following motion:

Commissioner Ahern moved to have the Grafton County Commissioners advise and suggest to the New Hampshire Electric Cooperative that they discontinue the program of mandatory installation of any "so called" smart meters and that if any Coop member wants to have them installed it would be by an "opt in" procedure. Because of the potential health implications of these meters being installed and because they are not UL approved, for these and other reasons, it is not in the best interest of the people of Grafton County. The motion was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Cryans said he can not vote on this because he does not have enough information.

When the vote was taken Commissioners Ahern and Burton were in favor while Commissioner Cryans was opposed.

12:15 PM With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 August 7, 2012

1) **HR Activity Report** (7/2/12 to 8/6/2012)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	12 (6 FT + 6 PT/PD)	LNA, Activities, RN/LPN Housekeeping, Dietary
Farm	2 (1 FT + 1 PT)	Herdsman, Farm Helper
Corrections	2 (2 FT)	RN + Cook

- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	4
Corrections	3
Farm	1

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	7 (3 are intermittent)
Nursing Home – Non-Nursing	2 (2 are intermittent)
Non-Nursing Home	4 (3 are intermittent)

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (4 FT openings)	Nursing Home	Open to all
LNA (2 FT Openings)	Nursing Home	1- open to all/ 1- internal
Receptionist (Temp)	Corrections	Open to all
Substance Abuse Counselor	Corrections	Open to all
Dietary Aide (1 3/5 opening)	Nursing Home	Internal

Summary – The HR Department has been busy filling many vacancies including both Farm openings, most of the LNA openings, and 2 FT openings for the Department of Corrections. Also, the Nursing Home’s Restorative Aide vacancy and full-time Dispatcher vacancy were filled internally. County Attorney’s office are in the process on filling their two full-time openings (1 clerical and 1 attorney). We did receive plenty of applications for both positions. However, we still have several Full-time RN/LPN openings for the Nursing Home.

FMLAs are a lot lower than normal. This is due primary to Karen Clough, HR Generalist performing an internal audit. The internal audit allowed us remove several inactive intermittent FMLAs.

2) **Call Out report** – Unavailable. Will present and go over June thru August monthly reports during my September meeting with the Commissioners.

3) **Joint Loss/Safety** – With Nancy Bishop’s help, we were able create a new safety manual. The new safety manual was presented to the Joint Loss Management Committee (JLMC) on July 20th. Primex had some suggestions. Once those are suggestions are incorporated into the new safety manual, I will distribute two copies to each manager (one for themselves and one for their department). I would also like to post the document on Grafton County’s website.

I am working with Craig Labore, NHA on creating an internal incident review form. This form would be filled out by the employee’s supervisor or manager immediately after

an employee has sustained a work related injury or illness. The incident review form should be a helpful tool for the JLMC and managers to help prevent future injuries.

4) **Health Insurance/Local Government Center (LGC)** – Health insurance transition went relatively well. We have employees who still haven't received their prescription or health insurance cards. Also, there were some technical glitches with LGC's computer systems. The errors include listing an old, invalid RX # on the card and not listing the employee's primary care physician (PCP) on their insurance card. The HMO plan requires a PCP and that would create a denial when employees or their dependents received care. Right now these errors appear to be limited only to a few employees who were previously with Anthem/LGC through Grafton County.

5) **Health Reimbursement Account** – As of 8/6, no HRA reimbursement claims were submitted or processed.

6) **New Hampshire Retirement System (NHR)** – I am currently working with NHR on a compliance issue with full-time employees working a secondary position at Grafton County. The unresolved issue would be whether or not an employee's wages earned working a secondary position, if those wages are considered earnable compensation.

Also, I am working with NHR's Public Relations Department on coordinating educational in-services in September at Grafton County. The plan is to have two sessions: 1 for Group I employees and 1 for Group II employees. These sessions are geared towards current employees to learn about future benefits through NHR. There is no direct cost to NHR on conducting these in-services. One stipulation by NHR is these sessions would be open to all public sector employees who are in the retirement system.

7) **Department Head Evaluation** – Assisted Julie Clough and Grafton County's Board of Commissioners on obtaining templates to create a new evaluation form for appointed Department Heads. Wanda Hubbard, HR Clerk, is currently working on making some revisions to the draft document. Once completed, it will be sent to Julie Clough.

8) **Perkscard** – follow up discussion.

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

- 7/20 – HRD attended JLMC meeting
- 8/3 – HRD attended NH County Association's Executive Committee meeting