

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday Oct. 2, 2012

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

9:06 AM Commissioner Cryans called the meeting to order and the Pledge of Allegiance was recited.

Maintenance Supt. Oakes arrived to present a recommendation for Commissioning Agent for the biomass project. A spreadsheet was passed out which showed the companies that had bid on the project and their qualifications. Supt. Oakes stated that Marlow was the lowest bidder but they were too new and inexperienced for his comfort. Supt. Oakes recommended RFS Engineering out of Laconia and their bid in the amount of \$19,500.

Commissioner Ahern moved to accept the bid from RSF Engineering for \$19,500 which was seconded by Commissioner Burton

DISCUSSION

Commissioner Ahern asked Supt. Oakes if he was comfortable with this decision even though there were a couple of areas that were listed in red on the spreadsheet. Supt. Oakes said he was.

Commissioner Ahern thought it was important to note that this was not the lowest bid but according to Supt. Oakes it was the lowest most responsible bid.

When the vote was taken, all were in favor.

There were some other questions for Supt. Oakes regarding the building for the water valve. Supt. Oakes said they were waiting for a part to arrive for the SCADA system and then they could move ahead. There is a chlorination point located in this building so WW&L will need access. Commissioner Ahern said that was a concern for him from a liability standpoint and questioned what would happen if someone were to get hurt. Director Clough said that would be handled by WW&L workmen's compensation. Commissioner Cryans said it probably wouldn't be any different if they were to go onto a property owner's land and get hurt. Director Clough said the County has all kinds of workmen that come on the property. Commissioner Ahern said he still wanted Director Clough to check with Primex about this because of potential liability.

Farm Manager Kimball arrived to inform the Commissioners that the County did not have any pumpkins this year and that if they wanted to hold their annual pumpkin day for the schools, he would have to buy pumpkins. He said the cost would be around \$500 to \$600. FM Kimball explained that the absence of pumpkins comes from having a bad year. He said there were a number of farms with the same problem.

Commissioner Ahern said he was reluctant to buy pumpkins because the Farm had a crop failure. The Board was in agreement so the County would forgo pumpkin day this year.

Nursing Home Administrator Craig Labore arrived with his report to the Commissioners. Current census is 131 with admissions expected.

Upcoming activities include Trick or Treat Street which will be held on Wednesday the 24th beginning at 6:30 PM and the Halloween party for residents will be held on Tuesday the 30th at 2:00 PM.

NHA Labore said he wouldn't be able to attend Trick or Treat Street because he would be attending the NH Long Term Care Foundation awards dinner, of which he is a board member. He said he was pleased to announce that LPN Lora Chase will be awarded a scholarship in the amount of \$4500. in order to continue her education towards becoming an RN.

NHA Labore said he will be attending the NHACo Conference and that it appears that he will be elected Secretary of the Nursing Home Affiliate.

Commissioner Cryans asked if everyone had read the minutes from September 25th and had any edits or corrections. Commissioner Ahern made some edits.

Commissioner Burton moved to approve the minutes of September 25, 2012 as amended which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

Human Resource Director Mike Simpson arrived with his report *(see attached), which he reviewed with the Commissioners.

There are a number of vacancies at the Nursing Home that they are trying to fill and according to an analysis, separations from the County last month were higher. These are primarily positions in the Nursing Home and Corrections and the separations seem to be highest during the probationary period at 41%.

Commissioner Cryans questioned why this was so high and asked if there was some way of figuring out what the reasons were. HRD Simpson said that he had planned to delve into this further and was going to work on getting a committee together of various staff members and the NH Administrator to see if they can find a way to reduce this occurrence in the Nursing Home. It was unclear if they are hiring the wrong candidates or something else was going on.

Director Clough suggested that the Jail was different in that most hires come in with no experience and then it can be a question of whether or not the job suits the employee and vice versa. Nursing Home staff comes in trained for the position.

Commissioner Cryans said it was important to try to bring those numbers down and that HRD Simpson needs to try to find a common thread among them so there is some understanding of what is going on.

Commissioner Ahern said that the high turnover rate has been an issue since he's been here and he finds this disturbing to him. He suggested that perhaps people are not being properly vetted for the Nursing Home.

The County was recognized by Dartmouth-Hitchcock Norris Cotton Cancer Center for a commitment to the health of its employees. An award was received at an event on Sept. 27th and HRD Simpson presented it to the Commissioners. It will be hung in the conference room.

HRD Simpson gave the Commissioners an updated job description for the HR Director for their perusal and suggested it can reviewed in the future.

Commissioner Cryans asked if there were any current lawsuits involving employment matters and HRD Simpson said there was not but there were some active workman's compensation hearings going on.

*10:42 AM - Commissioner Ahern 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.

11:06 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 as Clerk of the Board signed the MS45 report which is the last piece of information before the Dept. of Revenue sets the tax rates for the County.

Director Clough informed the Commissioners that the NH Retirement System rates for employers will be increasing for FY14 and FY15. Group I will be going from 8.80% to 10.77%. Group II will be increasing from 19.95% to 25.30% July 1, 2013.

Commissioner Ahern asked if the employees will see an increase and Director Clough said that is done by the legislature and not by the Board of Trustees and the Legislature voted an employee increase last year.

Director Clough gave the Commissioners a new grant policy to review for approval. She stated that at the Executive Committee meeting, Rep. Ladd wanted to adopt a new policy for grants but after some discussion, it was decided that the policy he wanted to put forth wasn't feasible because of the difficulty that might arise from trying to meet deadlines. The committee was in favor of letting Director Clough come up with something that would work for everyone.

Commissioner Cryans said that he didn't have any problem in concept with the policy Director Clough presented.

Director Clough said that this policy is long overdue and puts some onus on the Dept. Heads to be sure to get all their information in ahead of time.

Commissioner Ahern said that there still may be some questioning of grants in general by certain members of the public and whether or not the authority to apply for grants can be given to the Commissioners by the Executive Committee.

Suggestions by Commissioner Ahern were made. His first suggestion was for the Human Services Administrator to take over grant paperwork as he felt there was some available time on the part of the Human Service Administrator and it would free up the Executive Director. He didn't think the Executive Director should be out of the loop altogether however. Commissioner Cryans disapproved of that idea saying Director Clough was in a better position to be dealing with grants in front of the Board and Director Clough agreed saying it was important for her to be directly involved with the financial responsibilities of her department and other requirements that grants entail.

Commissioner Ahern second suggestion was to put in language that would ask if the grant was a function of Grafton County government. He felt the question should be asked in order to satisfy some of the public who question the authority of government to take grant money. This suggestion solicited a discussion among the Board and Commissioner Ahern said he would like this added in. Commissioner Cryans was not in favor saying he didn't want this to be a stumbling block to approving a grant.

The third suggestion was that there should be 14 days in order to review grants prior to approval. Commissioner Cryans thought that was too long and suggested 7 days.

Commissioner Ahern said he would be fine with that.

Commissioner Burton said that if grants meet federal standards he would rather not put his personal philosophy forward in making the decision. He said he would like to see rural America benefit from these grants. He also suggested that sometimes things need to move faster than expected due to unforeseen reasons and he didn't want to stand in the way of that either. He said by the time it gets to the Board it's already been thrashed over. Commissioner Cryans said CDBG grants won't come in like that but it's more likely to happen within the County so he would be okay with a 7 day lead time.

There was some further discussion about whether or not the question of the grant being a proper use for a function of Grafton County, should be admitted.

Commissioner Burton said it will all come down to whether or not it can get the votes and didn't think it mattered if the language was put in or not.

Director Clough asked if the Dept. Heads could request to have their applications reviewed before they were completed, if they had all of the pertinent information, but just hadn't finished the actual application. Commissioner Burton agreed with that.

Commissioner Cryans said he feels the 7 days is proper unless there are extenuating circumstances. Commissioner Ahern agreed.

Commissioner Ahern moved to accept the amended grant policy to include language that asks the question as to whether or not the program is properly a function of County Government and that the grant application must come before the Board 7 days prior to consideration which was seconded by Commissioner Burton. All were in favor

COMMISSIONER ISSUES

All three Commissioners attended the dedication of the biomass plant at Glencliff on the 28th.

*11:55 AM - Commissioner Ahern 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.

12:06 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes of the just completed non public session for the reason that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, Commissioner Burton seconded. All were in favor.

12:08 PM With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 October 2, 2012

1) **HR Activity Report** (9/1/12 to 9/30/12)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	5 (2 FT + 3 PT/PD)	1 – LPN, 2 – LNA, 2 Diet Aides
Corrections	1 (1 FT)	Substance Abuse Counselor
County Attorney	2 (2 FT)	Attorney + Legal/Victim Witness
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	6
Corrections	3
Sheriff's Dept	2
UNH Extension	2
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	6 (2 are intermittent)
Nursing Home – Non-Nursing	4 (3 are intermittent)
Non-Nursing Home	4 (2 are intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (5 FT openings)	Nursing Home	5- Open to all
LNA (2 FT Openings)	Nursing Home	2- Open to all
Custodian	Maintenance Dept	Internal only
Admin/Billing Secretary	Nursing Home	Internal only
Captain	Sheriff's Dept	To be posted internally only
Sergeant	Sheriff's Dept	To be posted internally only

Summary – The number of separations are a little higher than normal. We have 9 pending hires for the Nursing Home. Grafton County does have a lot of vacancies, but I do anticipate filling most of them quickly. The number of RN/LPN openings is still very concerning, we are simply not getting enough applications for RNs or LPNs. Overall FMLAs still remain to be at a very good level.

2) **Call Out report** – September call out report. See handout.

3) **Nursing Home Turnover Report** – Includes three quarters of 2012. See handout.

4) **Health Reimbursement Account** – As of 9/30, 4 non-nursing home employees received a grand total of \$1,875.00; 2 nursing home employees received a grand total of \$1,000.

5) **Wellness Committee**

Grafton County was one of several employers recognized by Dartmouth-Hitchcock's Norris Cotton Cancer Center for their "commitment to the health and well-being of their employees, and for taking a leadership role in preventing cancer in the community." Nancy Bishop, John Bishop, and Commissioner Cryans represented Grafton County at the event on Thursday, September 27th.

The current Wellness Committee consists of: Nancy Bishop, Dawn Burleson, Cathy Leaf, Jaime Gadwah, Deborah Maes, Doreen Moody, Tim Parsons (LGC), Bryan Patanovich, Mike Simpson, Jason Stanton, and Telisa Stewart (NCCC).

The Wellness Committee used the month of September to promote LGC's wellness incentives. The committee is planning their initiatives for the rest of the fiscal year.

6) Training/Special Events

- NHRS conducted education sessions at Grafton County on September 11th. 51 attended the Group I session with 27 being Grafton County employees. 9 attended the Group II session with 8 being Grafton County employees. These sessions were well received by the participants; NHRS was impressed with the participation numbers. I am planning on this becoming an annual event.
- Primex/Grafton County HR Department will be conducting harassment training on October 3rd and 4th.
- Flu shots for employees will be available to all employees starting today.

7) HR Internal Operations

- HR office was re-arranged. Karen Clough moved to a vacant office and Karen's old office has become a file room, but also has a table to conduct meetings with employees.
- Human Resources Director's job description was updated. Last time it was updated was 4 years ago. The job description is currently in draft form, see attachment.

8) Internal/External Meetings and Conferences –

- 9/4 – HRD chaired a Wellness Meeting
- 9/7 – HRD attended a NH County Association's Executive Committee meeting
- 9/11 – HRD represented Grafton County at Riverbend's/Oxbow High School's Career and College Fair
- 9/13 – HRD attended Great West's annual meeting to learn about the plan and understand my fiduciary responsibilities for being the plan administrator
- 9/21 – HRD chaired a HR Affiliate meeting
- 9/25 – HRD attended a training session on ADAA conducted by Primex in Holderness
- 9/26 – HRD attended an in-service at the Nursing Home on the supervisors role regarding safety and workplace injuries. This training was conducted by Primex.
- 9/26 -- Wanda Hubbard attended a LGC benefits workshop
- 9/27 – HRD assisted Bob Berry from Primex on conducting a Harassment training class during GC Department of Correction's academy.

9) Request to go into Non-Public Session pursuant to RSA 91 – A:3 II, (a).

Grafton County Nursing Home
Turnover Rate (1/1/12 thru 9/30/12)

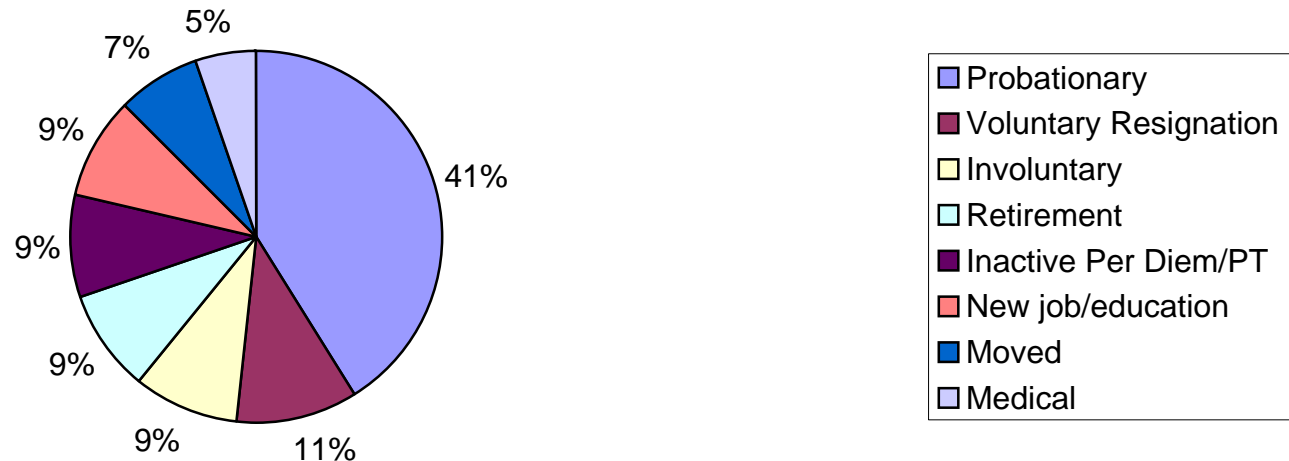
Separations

Position(s)	*Ave Head Count	Status	Turnover	PD/UBPT	Total	**Turnover	Top Reasons folks left during the 3rd quarter
Activities/HIM/Social	12.5	2	16.00%	0	2	16.00%	0 separations in the 3rd quarter
Admin/Department Heads	20	0	0.00%	1	1	5.00%	0 separations in the 3rd quarter
Dietary Department	38.5	0	0.00%	11	11	28.57%	2-moved, medical, probationary, new job
Laundry/Housekeeping	20	1	5.00%	0	1	5.00%	0 separations in the 3rd quarter
LNA/MNA	104.5	19	18.18%	9	28	26.79%	5- probationary, inactive per diem
LPN	18.5	3	16.22%	1	4	21.62%	retirement, inactive per diem
RN	23	7	30.43%	2	9	39.13%	probationary, voluntary resignation
Total of Nursing Home	237	32	13.50%	24	56	23.63%	See Graph

* Includes all employees

** Includes all separations

Reasons



Grafton County Retention Report
Since 9/24/09 to 9/28/12

Department	# of new hires	Retention %	% of separations within 6 months	% of separations after 6 months
Nursing Home	202	51.0%	33.7%	15.3%
Corrections	79	50.6%	36.7%	12.7%
All Other Departments	43	69.8%	23.3%	7.0%
Grant Totals	324	53.4%	33.0%	13.6%