

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

April 30, 2013

PRESENT: Commissioners Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Tempelmeyer.

Commissioner Raymond Burton participated by phone according to RSA 91-A:2 with the reason being that he was unable to attend due to medical reasons. Telephone participation was at his request. It was noted that all votes must be taken by a roll call.

Commissioner Cryans called the Meeting to order at 9:05 AM and began with the Pledge of Allegiance.

HSA Bishop arrived and stated that she was here for the Commissioners to vote on the Safety Manual. She stated that she presented the Commissioners with the Safety Manual draft two (2) weeks ago and that she was here to answer any questions.

Commissioner Cryans stated that Director Clough had given them the 2014 fiscal budget and the amount to be raised by taxes is up 2.62 % over last year which is below the anticipated goal.

Commissioner Burton stated via phone, that he had reviewed the manual and had several questions. He asked if the draft meets all federal safety laws, environmental laws and labor related laws. HSA Bishop replied that it did to the best of her knowledge. Commissioner Burton asked if we had an advisory committee within our complex. HSA Bishop stated that we do not have an advisory committee. She stated we have a Joint Loss Management Committee and a sub committee of that for safety inspections, but do not have an advisory committee. Director Clough stated that the Joint Loss Committee is made up of an equal number employees and management. The Committee was not appointed, she asked for volunteers. HSA Bishop stated that we have 12 members, 6 managers and 6 employees on the committee. Director Clough stated that we are mandated by the Department of Labor to have a safety program. She stated that the Union and Employee Council do not have any specific role in adopting that.

Director Clough stated that the document will roll out as soon as it's approved. Commissioner Burton asked if the document will be presented by Director Clough and HSA Bishop. HSA Bishop stated that each employee will sign for basic safety program document. The specific safety policies that mainly affect maintenance personnel will be given to each department. All employees will know where they can refer to the full document. Director Clough stated that they will present them the safety document like they do the personnel policies and have employees sign.

Commissioner Burton stated that we best move forward and that he has no further recommendations.

Commissioner Richards asked who will monitor this as we move along and we find infractions or need to improve, Director Clough stated that it becomes the Joint Loss Management Committee's job to review the policy on a regular basis to make sure it stays up to date. If there are people who abuse it that will be considered a disciplinary matter that will be handled by their own department heads. If they don't then we will see an increase in work related injuries. She stated the JLMC reviews all of our workers comp claims on a quarterly basis and there is a sub committee that is doing safety inspections on all the buildings around the campus. She stated it will be a joint effort but it mainly is the JLMC's job to keep the program up to date and to make sure it works.

Commissioner Richards asked if the committee ever talked to other counties about their safety program and documents. HSA Bishop stated that they had not but they received a template from Primex who covers all of them.

Commissioner Richards moved to accept the Safety Manual as presented. Commissioner Burton seconded the motion. Commissioner Richards "yes"; Commissioner Burton "yes"; and Commissioner Cryans "yes".

The Commissioners also had a policy on slips, trips and falls policy that needed to be approved. Commissioner Richards moved to approve the slips, trips and falls policy. Commissioner Burton seconded the motion. Commissioner Richards "yes"; Commissioner Burton "yes"; and Commissioner Cryans "yes".

Commissioner Cryans stated that during Commissioner Burton's video conference a couple of weeks ago with Commissioner Tumpas that he asked Commissioner Tumpas why the State is not funding the juvenile diversion program as they should be. He stated that the Commissioner did not really answer his question and he was told he would look into it. Commissioner Cryans asked that HSA Bishop pursue this through Health and Human Services. He stated that the County has increased the amount of funding for two (2) agencies and to set money aside for a 3rd. He stated that he thinks the State should be playing a bigger role and should close the gap for some of these agencies to get full funding to run their programs. Commissioner Burton stated that if Commissioner Tumpas is at the Governor & Council meeting tomorrow he will also ask again about it.

Director Clough stated that HSA Bishop deserves big thanks for putting the safety program together. She stated that the Safety Manual was the last part of the process that the County needed to complete to achieve Prime certification through Primex which means that we will be getting a 2.5% discount on workers compensation and 2.5% on property liability insurance which equals about \$9,000 for FY 14.

Director Clough stated that Primex will be coming to a meeting in May to present the Prime certification.

Commissioner Cryans asked if the minutes from April 23rd were read and if there were any edits. None were noted.

Commissioner Richards moved to approve the minutes from April 23, 2013 which was seconded by Commissioner Burton. Commissioner Richards “yes”; Commissioner Burton “yes”; and Commissioner Cryans “yes”.

Commissioners signed the Check Registers.

Commissioner Richards asked has there been any follow up from Lara Saffo to Representative Ladd’s inquiry pursuit. Director Clough stated that she corresponded with Attorney Saffo last week in regards to the information that she had obtained from Attorney Barnes. She stated that Attorney Saffo was going to contact Attorney Barnes and discuss the matter with him. Director Clough also stated that she had an email from Attorney Barnes, who is a very experienced bond attorney in the State and the he stated he did not see anything wrong with the way that the stipend bonuses were done. She hoped that information would help Attorney Saffo.

Commissioner Richards asked if Director Clough knew whether or not Superintendent Libby contacted the Director of the Science Center about the osprey nests. Director Clough stated she did not know.

Director Clough presented the Commissioners with some paperwork from the CDBG for the Capacity Building project. Commissioner Cryans sign the Sub Recipient Agreement between Grafton County and the New Hampshire Alliance of Regional Development Corporations.

Director Clough presented the Commissioners with a Code of Ethics specific to the CDBG for their adoption. Commissioner Richards moved to adopt the Code of Ethics as presented. Commissioner Cryans seconded the motion. Commissioner Richards “yes”; Commissioner Burton “yes”; and Commissioner Cryans “yes”.

The Authorization to Submit Claims form was presented to the Commissioners and signed by Commissioner Cryans and Commissioner Richards, Director Clough stated she would get Commissioner Burton’s signature at a later date.

The final document that needed to be adopted was the Financial Management Plan specific to the handling of CDBG funds. Director Clough reviewed the document with the Commissioners. Commissioner Burton moved to adopt the Financial Management Plan. Commissioner Richards seconded the motion. Commissioner Richards “yes”; Commissioner Burton “yes”; and Commissioner Cryans “yes”.

Director Clough stated that she would like to start the Commissioners’ meeting on May 14th later in the day. The public hearing will be held that evening and they did do the initial Human Resource Director interviews and narrowed down the field to the top three (3) candidates. She stated she would like to them come in to meet staff and department heads, HR Staff and Nursing home managers the morning of May 14th and then have

them meet with the Commissioners in the afternoon. The Commissioners were agreeable to starting their meeting at 2PM on the 14th.

Director Clough stated that the actual budget is a 2.62% increase in the amount to be raised by taxes and 2.03% overall increase in budget. These are different due to a calculation error Director Clough found after the Commissioners acted on the budget.

Director Clough stated that she had alerted all managers to be at public meeting and that she is working on the power point presentation for the public hearing.

Director Clough gave the Commissioners a copy of a letter from Chiefs of Police Association in support Juvenile Diversion.

Commissioner Issues:

Commissioner Richards and Commissioner Cryans stated they attended UNH Cooperative Extension's Advisory Council meeting last night. Commissioner Cryans stated that he reported to the group regarding the biomass plant, knocking down the old jail and the FY 14 proposed budget, which shows a 2.62% increase in the amount to be raised by taxes. Commissioner Richards stated there was also a presentation on a Natural Resources Inventory (NRI) in the town of Easton. She stated she is always impressed with the caliber of the UNH Extension group.

Commissioner Cryans and Commissioner Richards stated they will be attending the Governor and Council breakfast in honor of County Government tomorrow morning, Commissioner Cryans stated that Commissioner Burton will be on the phone at the meeting.

9:35 AM being no other business Commissioner Richards moved to adjourn the meeting. Cryans seconded the motion. Commissioner Richards "yes"; Commissioner Burton "yes"; and Commissioner Cryans "yes".

Respectfully Submitted,

Raymond S. Burton, Clerk