

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

August 6th 2013

PRESENT: Commissioners Ray Burton, Mike Cryans, Director Clough and Admin Assistant S. Norcross

EXCUSED: Commissioner Martha Richards

Commissioner Cryans called the Meeting to order at 9:03 AM and began with the Pledge of Allegiance.

Employee Council

R. Tyler discussed the issue of the new FMLA policy and the fact that employees are not happy with it. He stated that they are there looking for guidance.

M. Deem stated that the Employee Council employees have to use earned time before they can use their extended sick leave for non-employee FMLA and under the Union contract Union employees can use sick leave before they use earned time.

Director Clough stated that the Benefits Committee and the Department Heads presented a package deal to the Commissioners for their consideration which included the new FMLA language which was tied to the new earned time buyback program. When they negotiated with the Union, the County sought to implement the same changes, however the Union weighed the pros and cons of the changes and negotiated to keep the FMLA language as it was. The Union does not have a buyback program. The difference is the Employee Council on a non-employee related FMLA must use earned time before extended sick leave but they have the buyback program and there will be a number of employees eligible for the buy back next June.

Director Clough stated that during the past year ten (10) Employee Council employees have used the FMLA for non-employee related conditions and 73 eligible for the buy back next June.

M. Deem stated that each department is different. He stated the jail is a 24/7 operation and people have more time to buy back because they are unable to use up earned time, whereas administrative employees don't have the same issues.

Commissioner Burton asked if under the current budget things can be changed. Director Clough stated the money is budgeted for the buyback but the policy can be changed.

R. Tyler stated that if the Union had to make the same changes to the FMLA they wouldn't be here.

M. Deem stated that they wanted to come to the Commissioners first to get their input then go back and get another vote.

Commissioner Burton stated that he likes to think everyone is treated equally. Director Clough stated that there are differences between the Union contract and the Employee Handbook. She explained that the Employee Council still has a Perfect Attendance Bonus where the Union does not .

Commissioner Cryans stated that this was once perceived at one point as a good deal and once the Employee Council realized the Union's contract was different they want to go back to their old language.

Commissioner Cryans recommended for them to come back next Tuesday and the Commissioners will give them some more guidance.

*9:29 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. 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.

*9:51 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone's reputation (other than a board member),. Commissioner Cryans seconded the motion. All were in favor.

Commissioner Cryans stated that at the NHAC Executive Committee meeting on Friday HSA Bishop had brought up an issue she is having with the State's new MMIS billing system. He asked to have HSA Bishop come in and explain the issue as he was in hopes that Commissioner Burton could help facilitate some resolution to the issue. HSA Bishop came in and discussed the issue with the Board. Commissioner Burton will make a call after the meeting.

The Commissioners discussed County Conference updates with Director Clough and HSA Bishop.

HR Director Donna Cramer arrived and gave the following report:

Grafton County Human Resources Report
Donna Cramer, Human Resources Director

Grafton County Commissioners' Meeting
August 6th, 2013
Page 2 of 6

August 6, 2013

1) **HR Activity Report** (1/1/13 to 7/31/13)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	31 (13 FT + 18 PT/PD)	15 LNAs, 5 RNs, 1 LPN 1 Staff Dev Dir, 1 Billing Sec 3 Hskprs, 5 Diet Aides
Corrections	15 (2 FT, 13 PT)	3 RNs, 12 Corr. Officers
Dispatch	2 (2 PT)	Dispatchers
Sherriff's	2 (1 FT, 1 PT)	Deputy, Special Deputy
Maintenance	1 (1 FT)	Maintenance/Nursing Home
HR	1 (1 FT)	Director
Commissioners	3 (1 FT, 2 Elected)	Admin. Asst, Treasurer, Commissioner

- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	39
Corrections	11
Maintenance	1
Sherriff's	1
Commissioners	1 (Term End)

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	1 (1 is intermittent)
Nursing Home – Non-Nursing	11 (8 are intermittent)
Non-Nursing Home	3 (0 are intermittent)

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (3 FT openings)	Nursing Home	3- Open to all
LNA (4 FT Openings)	Nursing Home	3- open to all/ 1- internal
Correctional Officers	Corrections	Open to all
Dietary Aide (1 FT, 1 PT)	Nursing Home	1 - Open to all/1-internal
File Clerk	Attorney's Office	Open to all

Summary –

* Currently working on targeted recruitment for nursing, LNA's and Corrections Officers. HR Director attended a job fair in Littleton, NH at NH Employment Security on July 25th and will be attending one in North Haverhill on August 15. We are also beginning to work with the DOC on planning an on-site job fair for Corrections Officers to be held late afternoon/early evening and we're working with other Departments of Employment

Grafton County Commissioners' Meeting

August 6th, 2013

Page 3 of 6

Security for the Plymouth, St. Johnsbury, WRJ areas to hold specific recruiting events for Grafton County only, for Nurses, LNA's and Corrections Officers.

- 2) **Call Out report** –January 2013 through July 2013 call out reports. Will be distributed when Leslie returns from vacation.
- 3) **Health Reimbursement Account** – Between 1/1/13 and 8/5/13, 3 nursing home employees received grants totaling \$1,045.56 and 17 non-nursing home employees totaling \$11,646.26.
- 4) **HR Internal Operations**
 - HR Director has met with all but one Department Head to get oriented to their departments and their needs of HR. We're working on how best HR can support each department in the diverse culture.
 - Upcoming Goals/Projects:
 - Employee Handbook update
 - Work with Department Heads to monitor FMLA requests, approvals and intermittent LOAs
 - Recruiting Efforts for targeted, hard-to-fill, positions
 - Salary survey/compensation review to market

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

- Wellness Committee:
 - Yoga
 - Walk NH
 - Massage

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

Commissioner Burton moved to approve the minutes. Commissioner Cryans seconded. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

Director Clough presented the Commissioners with an Educational Assistance Application for their review and approval.

Commissioner Burton moved to approve the Educational Assistance application, Commissioner Cryans seconded the motion and all were in favor.

Director Clough stated that the onsite audit for FY13 was the week of July 22nd and it went very well. She stated the auditors were very pleased with everything.

Director Clough submitted a written request from UNH Corporative Extension to close their office on December 24th. Commissioners Burton and Cryans agreed to the request.

Director Clough discussed merit increases for department heads and how the Commissioners would like evaluations to be done. Commissioner Cryans stated that they will do Director Clough's evaluation and Director Clough should do all other department head evaluations. Commissioner Cryans signed the payroll change forms for the department heads that are due step increases for July.

Commissioner Burton stated that he and Director Clough appeared at the Good ole Boys and Girls luncheon August 5th.

Commissioner Burton stated he will meet with Senator Shaheen at the Woodstock Inn, in Woodstock, NH to look at the beer manufacturing system this afternoon.

Commissioner Burton stated that he would like to hold a Commissioners' meeting at a senior center or school this fall.

Commissioner Burton will meet with the Thornton Board of Selectmen August 7th.

Commissioner Cryans stated he attended the NHAC Executive Committee Friday August 2nd.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
August 6, 2013

Census:

Medicare: 4
Medicaid: 98
Private: 33
Total: 135

Year To Date Numbers:

Admissions (YTD) 31
Discharges (YTD) 11

Deaths (YTD) 19

Other Topics:

- 1) Therapy RFP
 - Review of Proposals and Nursing Home recommendation
- 2) Alzheimer's Disease Walk
 - Fundraiser for the Alzheimer's Association
 - September 7th from 9am-11am
 - Walk and Bake Sale
- 3) Nursing Home Security RFP

Rehabilitation Services RFP

Received six proposals:

1. Select Medical Rehabilitation Services
2. Genesis Rehabilitation Services
3. Preferred Therapy Solutions
4. Synertx Rehabilitation
5. Rehab Choice
6. Heritage Healthcare

GCNH Recommendation:

Heritage Healthcare

- Programs and Services
- Ability to grow program
- GCNH staff education opportunities
- Integration with GCNH meetings
- Pricing

Commissioner Burton moved to award the Therapy Services contract to Heritage Healthcare.

Commissioner Cryans seconded the motion and all were in favor.

11:40AM with no further business the meeting adjourned

Respectfully,

Raymond S. Burton, Clerk