

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy
 North Haverhill, NH 03774
 September 3rd, 2013

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

OTHERS PRESENT: Brian Bresnahan, Congresswoman Ann Kuster's Office

Commissioner Cryans called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Commissioner Cryans asked if Brian Bresnahan would like to introduce himself and give any opening comments.

Brian Bresnahan stated that he works for Congresswoman Ann Kuster and represents the northern half of the state which consists of all of Coos County and the northern half of Grafton County. Congresswoman Ann Kuster has challenged them to be aware of everything that is going on in their specific areas. He stated that they make trips to these meetings so that they are available to anyone who may have questions on a federal level.

Commissioner Burton discussed the upcoming proposed Food Safety Modernization Act from the FDA with B. Bresnahan.

Employee Council

Lisa Langlois and Rick Tyler arrived to discuss the results of the Employee Council vote on the FML policy.

The results were as follows:

Ballot Box Locations	Yes to OLD POLICY	No, Keep New Policy	Wish to NOT Participate	Total Votes
Super Courthouse	28	-	0	
Jail	32	15	2	
Registry of Deeds	6	1	-	
Commissioners	9	4	1	
Nursing Home	32	2	1	
Total	107	22	4	133

Rick Tyler from the EC asked the Commissioners if they were to consider changing the policy back based on the outcome of the vote if it would be retroactive. Commissioner Cryans asked how many people had been affected. HR Director Cramer believes there are three (3) people affected because they have already used earned time under the new policy.

HR Director Donna Cramer stated if the Commissioners made a change retroactively that she would credit back those three (3) employees who used earned time under the new policy.

Commissioner Richards moved to revert back to the language in the “pay and benefits” section of the Family Medical Leave policy that was in existence prior to July 01, 2013. In addition, the language regarding the Earned Time Buy Back program would be removed as well. These changes are retroactive to July 01, 2013. Commissioner Burton seconded the motion.\

Discussion:

Commissioner Richards stated that they will watch this policy and how it progresses over the next year.

Commissioner Richards asked Director Clough what her thoughts were on reverting to the old policy. She stated that the Employee Council was part of negotiating the changes that had been put into effect and that these changes were implemented for a reason. By reverting back to the old policy now the County will have done nothing to address the concerns that exist with Family Medical Leaves. She stated that HR Director Donna Cramer has been managing the FML’s much better than they were before which may help. Director Clough stated that by the numbers it’s clear the employees want to go back to the old policy.

HR Director Donna Cramer stated the Employee Council was a part of the negotiation right from the start. They even approved it and thanked the Commissioners. She stated that she has never heard of any organization paying an employee sick leave for taking care of a family member.

Director Clough stated that she felt that if the Commissioners were to disregard the outcome of this vote that they will have many issues with employees

The Commissioners voted on the motion. All were in favor.

Sheriff Dutile arrived to open the bids for the purchase of three (3) new Ford Police Interceptors. The bids per vehicle were as follows:

Irwin Automotive Group: \$26,479

North Country Ford: \$25,936

Flanders and Patch: \$25,500

John Grappone Ford: \$24,659

Gateway Motors: \$24,599

Sheriff Dutile stated that he would return later in the meeting with his recommendation.

Commissioner Cryans asked if everyone had a chance to read the minutes.

Commissioner Burton moved to approve the minutes. Commissioner Richards seconded the motion and all were in favor.

Director Clough stated that she received the return of surplus check last week from Health Trust. She gave the Commissioners a chart showing the breakdown of how it would be distributed.

Director Clough presented a NHRS Group II position certification form to be signed by the Commissioners.

Director Clough presented an Educational Assistance Application to the Commissioners. Commissioner Burton moved to approve the Educational Assistance Application, Commissioner Richards seconded the motion and all were in favor.

Sheriff Dutile returned with his recommendation and he stated that he recommended awarding the bid to Gateway Motors.

Commissioner Richards moved to award the winning bid to Gateway Motors for their low bid of \$24,599 per vehicle. Commissioner Burton seconded the motion and all were in favor.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
September 3, 2013

Census:

Medicare: 2

Medicaid: 102

Private: 30

Total: 134

Year To Date Numbers:

Admissions (YTD) 34

Discharges (YTD) 11

Deaths (YTD) 21

Other Topics:

- 1) State Survey Results and Plan of Correction
- 2) Alzheimer's Disease Walk
 - Fundraiser for the Alzheimer's Association
 - September 7th from 9am-11am
 - Walk and Bake Sale
- 3) Therapy Contract Update
- 4) Medicaid Managed Care Update

NHA Labore stated they are holding off on implementing new employee meals until they take care of the issues and complaints that they currently have.

Commissioner Cryans asked if December 1st seems like a practical start date for the Medicaid Managed Care. NHA Labore stated that he feels there is a lot that needs to be done before December 1st.

Commissioner Cryans asked what will change from a County standpoint once the Medicaid Managed Care is up and running. NHA Labore stated that from a County stand point on paper there shouldn't be any change. From an efficiency and operational standpoint there will be a lot of communication on a daily basis. The biggest change will be from a staff standpoint.

HR Director Donna Cramer arrived and gave the following report:

Grafton County Human Resources Report
Donna Cramer, Human Resources Director

September 3, 2013

1) **HR Activity Report** (8/1/13 – 8/31/13)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	1 (1 PT/PD)	Dietary Aide
Corrections	1 (FT)	Corrections Officer

- *Separations*

Grafton County Commissioners' Meeting
September 3rd 2013
Page 4 of 7

<u>Department</u>	<u>#</u>	
Nursing Home	8 (1 FT, 7 PD)	1 LPN, 7 LNA's

Reason for so many PD LNA terminations this month is we cleaned up our per diem list, terming those who no longer could give us hours.

- *Leave of Absences*

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	9 (7 are intermittent, 6 for self, 3 for family)	
Nursing Home – Non-Nursing	4 (All are intermittent, 3 for self, 1 for family)	
Non-Nursing Home	4 (0 are intermittent, 2 for self, 2 for family)	

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (3 FT openings)	Nursing Home	3- Open to all
LNA (3 FT/2 PT Openings)	Nursing Home	1- Open to all/ 4- internal
Correctional Officers	Corrections	Open to all
Dietary Aide (1 PT)	Nursing Home	1 - Open to all

Summary:

- * Continue working on targeted recruitment for nursing, LNA's and Corrections Officers:
 - Planning on-site "job fair" with DOC, scheduled for October 17 from 17:00-19:00. Also working on scheduling an onsite event at the Nursing Home after we have the DOC event.
 - "Recruiting event" at the St. Johnsbury DOL on Wednesday, September 4 from 17:00-19:00.
- * Working on review of Intermittent LOA's with supervisors: are there any that need to be recertified, meet with employees to review process of notes/documentation when out on intermittent leave.

2) **HR Internal Operations**

- Things are going well! Working more with Dept. Heads on employee relations.
- Goals/Projects:
 - Employee Handbook update: **Edits are completed to date, next step is meeting scheduled with the Employee Council Representatives on Wed., September 4.**
 - Working with Department Heads to monitor FMLA requests, approvals and intermittent LOAs: **Process is in place to communicate with Department Heads regarding each LOA, communication is going well.**
 - Recruiting Efforts for targeted, hard-to-fill, positions
 - Salary survey/compensation review to market
 - Department Head Handbook

Director Clough presented the Commissioners with an out of state travel request for a Drug Court employee and Attorney's office employee. The travel request is for the NEADCP Conference in Boston, MA on September 27th. The approximate cost for the conference is \$900.

Commissioner Burton moved to approve the out of state travel request. Commissioner Richards seconded the motion and all were in favor.

The Commissioners discussed what they would like to have done for the plaque that will be placed at the site of the old jail.

Director Clough stated she had the appointed department head job descriptions that needed to be approved. Commissioner Richards stated that she had a number of suggestions. Commissioner Cryans stated that because of time constraints, they would discuss the job descriptions at the next Commissioners meeting.

Commissioner Burton stated that he would be making a courtesy call and inviting Brian Bresnahan to the Coos County Board of Commissioners meeting on Wednesday September 11th at 10:00AM.

Commissioner Burton stated that the Department of Transportation's GACIT Hearings to discuss NH's ten year transportation plan will start Monday September 9th.

Commissioner Richard stated she created a draft of letter to Congressional Delegation regarding the Commissioners thoughts on FSMA and will continue to work on and revise the letter.

Commissioner Richards stated that she is working with Commissioner Burton on the Proclamation for Thornton's 250th Anniversary on September 21st.

*10:56 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.

*11:25 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.

11:26 AM With no further business the meeting adjourned

Respectfully,

Raymond S. Burton, Clerk