

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 1st, 2013

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

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

Supt. Libby arrived to discuss taking in Belknap County female inmates. He stated Belknap County is under a crunch and has sent out multiple female inmates to other Counties and he is looking to take six (6) female inmates under the same conditions as the Coos County females that they currently have. He stated that it will cost Belknap County \$40 a day plus all the reimbursements for all medical, dental and pharmacy costs for as long as they need us.

Supt. Libby stated that they normally do a formal transfer on specific inmates and he has the six (6) females from Belknap County for the Commissioners to approve. He stated that he would like the Commissioners to do a blanket authority for the next three (3) months, to carry through the rest of this year, to accept Belknap County female inmates under the same conditions as Coos County, so that he will not have to come to see the Commissioners each time they take an inmate. He stated that at the end of the year if Belknap still need us we will discuss getting into a long term deal.

Commissioner Burton asked what impact this will have on the female unit. Supt. Libby stated that the female unit will be full but that is what the unit is designed for.

Commissioner Richards asked if \$40 a day covers the expenses for inmates. Supt. Libby stated he sees it as those are beds that weren't being used, so why not get what we can and fill them. He stated that he will be revisiting that number eventually and looking to raise it. Commissioner Richards asked what the full number of women that the jail can take in. Supt. Libby stated they can hold 32 female inmates.

Commissioner Richards moved to accept the transfer of six (6) Belknap female inmates to Grafton County with Belknap reimbursing Grafton \$40/day/inmate plus all medical, dental and pharmacy costs associated with these inmates. Commissioner Burton seconded the motion and all were in favor.

Commissioner Burton moved to give Supt. Libby the ability to continue to accept Belknap County female inmates over the next 90 days without coming back to the Commissioners for each occurrence. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes arrived to discuss bid selections for the construction of sidewalks and a retaining wall around the side and front of the Nursing Home and to connect the Courthouse sidewalk to the jail sidewalk.

Supt. Oakes stated that he reviewed the bids that were opened last week and recommended that the bid for the sidewalk and retaining wall construction be awarded to Bigelow Paving.

Commissioner Richards moved to accept Bigelow Paving's low bid of \$17,425. Commissioner Burton seconded the motion and all were in favor.

Commissioner Richards asked Supt. Oakes if he can put up the farm bureau signs. Supt. Oakes stated that he will talk with FM Kimball and if he would like Maintenance to put the signs up then they will do so.

Supt. Oakes gave the Commissioners an update on the biomass plant.

Commissioner Burton asked what radius the woodchips are coming from. Supt. Oakes stated the loads they received so far came from Timberwolf out of Littleton. He estimated that all the chips the County will receive will come from within a thirty (30) mile radius.

Commissioner Cryans asked for an update on the repointing of the admin building. Supt. Oakes stated they are on the last step of sealing the building.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards have several edits. Commissioner Richards moved to approve minutes as amended. Commissioner Burton seconded the motion and all were in favor.

Atty. Saffo arrived to discuss her recommendations regarding developing an Alternative Sentencing Department that Drug Court, Mental Health Court and Restorative Justice would go under. There would be a department head who would report to the Executive Director and be in charge of all these programs. She stated that Drug Court has been a pilot project for the last eight (8) years and it is time to decide where the program should go within the County. She stated that she did a study of the Drug Courts in other New Hampshire Counties and discussed her findings with the Commissioners.

Commissioner Cryans asked if the reorganization of these programs would have take place in the next budget. Atty. Saffo stated that it could be done at the schedule the Commissioners would like. She said that Drug Court needs the most immediate attention.

Director Clough stated that Drug Court doesn't have a home anywhere because we don't know where to put it. She stated that she doesn't think you can have a department head that runs the program who works part-time. If we keep continuing to expand alternative sentencing programs, it makes sense to put them all together and have someone who is in charge of all those programs.

Commissioner Cryans asked about the Veterans Court. Atty. Saffo had a meeting to discuss what's next. She stated that a behavioral health track for veterans was put together.

Commissioner Burton asked where the veterans would end up. Lara stated 80% of them from Grafton County Circuit Court would end up in mental health Court.

Atty. Saffo stated she believes next step for Grafton County is Adult Diversion.

Commissioner Richards stated she wanted a new organizational chart with these programs added in it to see how things would be laid out. Atty. Saffo stated that she has one done and will email it to Commissioner Richards.

Director Clough stated that what would be helpful is before they have a continuing discussion the Commissioners need to agree on if that is where they want to head with these programs. It was discussed that it made sense to have Strafford County come up before the November Executive Committee meeting to meet with the Commissioners to discuss how they put their department together.

NHA Labore arrived and gave the following report.

Grafton County Nursing Home
Commissioner's Report

October 1, 2013

Census:

Medicare: 3

Medicaid: 97

Private: 30

Total: 130

Year To Date Numbers:

Admissions (YTD) 36

Discharges (YTD) 11

Deaths (YTD) 28

Other Topics:

- 1) Finance Director Resignation
- 2) State Survey Compliance
- 3) Alzheimer's Disease Walk Donation

- \$1,282.38 Donation

- 4) Kevin Kennedy Memorial Service
- 5) Flu Shots

NHA Labore state that they recently had an upper respiratory illness over the last two (2) weeks which made them have to stop admissions during that time. He stated it is clearing up now but they are still putting admissions on hold until everyone gets back to good health.

NHA Labore discussed the resignation of the Finance Director with the Commissioners and stated that he hopes to have someone in the position by mid-November.

HR Director Donna Cramer arrived and gave the following report:

Grafton County Human Resources Report
Donna Cramer, Human Resources Director
October 1, 2013

1) **HR Activity Report** (9/1/13 – 9/30/13)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	11 (6 FT, 5 PT/PD)	2 RN's, 6 LNA's, 3 Dietary Aides
Corrections	3 (3 PT/PD)	1 Night Watchman, 2 CO's
County Attorney	2 (2 PT/PD)	1 Adm. Asst, 1 File Clerk

- *Separations*

<u>Departments</u>	<u>#</u>	
Nursing Home	4 (3 FT, 1 PD)	1 RN, 2 LNA's, 1 Diet Aide
Corrections	3 (3 FT)	3 Corrections Officers

- *Leave of Absences*

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

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (2 FT openings)	Nursing Home	Open to all
LNA (1 FT Opening)	Nursing Home	Open to all
Correctional Officers	Corrections	Open to all

Dietary Aide (1 PT)	Nursing Home	Open to all
Housekeeping Aide (PT)	Nursing Home	Open to all
Skilled Maint. Asst (FT)	Maintenance	Internal only
Corrections Cook	Dept. of Corrections	Internal only
Finance Director/Business Office Manager (FT)	Nursing Home	Internal only

Summary:

- * Continue working on targeted recruitment for nursing and Corrections Officers:
 - On-site “job fair” with DOC, scheduled for October 17 from 17:00-19:00. Schedule on-site 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 – didn’t go well, had two people show up! Recent job fair in West Lebanon brought in several people looking, but many not interested in nursing or corrections. Vendors said it was much better the prior year – believe it’s due to unemployment rate being down.

2) HR Internal Operations

- Karen and Wanda are doing an excellent job of getting new employees hired!
 - Goals/Projects:
 - Employee Handbook update: **Approved. Currently being copied and will be distributed this week.**
 - Salary survey/compensation review to market – current county salary surveys submitted by yesterday so now we wait to receive a completed copy.
 - Department Head Handbook
 - Nursing Home employee climate survey

Commissioner Burton asked for an explanation of what the department head handbook will be. HR Director Donna Cramer stated that it is more of a reference guide for the department heads. It will tell them what forms to use for what, the processes for hiring and terminating employees, the process for performance evaluation and guidelines for interview questions. She stated that it will make sure that all department heads are following the same procedures.

HR Director Donna Cramer discussed with the Commissioners where and how she advertises positions that are available at the County.

Commissioner Burton asked when D. Cramer does the exit interviews, if she notices any particular threads that are common. She stated that she has noticed one particular thread in the Nursing Home but they are going to do a survey that will rule out whether that is a specific group that feels that way or if it is a majority of the employees, and why they feel that way.

The Commissioners signed the check registers.

Commissioner Burton signed the MS 45 report that is required from the Department of Revenue Administration for FY 13.

Commissioners sign thank you letters to the men who helped build the osprey nests and to the Pastor who donated the iPad to the Mental Health Coordinator.

Director Clough read a letter from the NH Division of Historical Resources to the Commissioners informing them that Watch Rock Camp in Holderness will soon be considered to be placed in the National Register of Historic Places.

Director Clough stated they set up the line of credit for the Tax Anticipation Note last week and drew down the first \$750K.

Director Clough stated that she received a call from Pat Garvin from North Country Council and she and Mark Scarano from the Grafton County Economic Development Council wanted to know if the Commissioners would be willing to sponsor the CDBG for the 2013 Capacity Building Funds. The Commissioners sponsored this grant in 2012. The Commissioners were in favor of having a public hearing in November regarding the CDBG.

Commissioner Richards stated that she would like to have three (3) people from the New Hampshire Wind Watch Group come to a Commissioners meeting to discuss the issue of the Wind Turbines. The Commissioners agreed to schedule them for the meeting on November 19th at 10:00.

Commissioner Cryans stated that he attended the New England Association of Drug Court Professionals Board Meeting in Boston.

Commissioner Cryans stated that he and Commissioner Richards had attended UNH Extension meeting on Monday September 30th.

11:16AM with no further business the meeting adjourned.

Respectfully Submitted,

Raymond S. Burton, Clerk