

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, January 18, 2011

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

OTHERS: Harold Brown.

9:06 AM Commissioner Cryans opened the meeting and asked Nursing Home  
Administrator Eileen Bolander to lead them in the Pledge of Allegiance.

HRD Simpson was in attendance and NHA Bolander asked the Commissioners to go into  
executive session to discuss information under RSA 28:10(a)

Commissioner Ahern moved to enter into executive session which was seconded by  
Commissioner Burton. Commissioner Cryans took a vote. Commissioner Ahern was in  
favor, Commissioner Burton was in favor and Commissioner Cryans was in favor.

The Commissioners came out of executive session.

\*9:12 AM - Commissioner Ahern then 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  
entered into non-public session.

\*9:35 AM– Commissioner Cryans declared the meeting back in public session and to seal  
the minutes of that session. The Commissioners then moved on to the next item of  
business

Commissioner Burton moved to concur with NHA Bolander and to suspend a Nursing  
Home employee upon her recommendation, which was outlined in a letter dated January  
17<sup>th</sup>, which was seconded by Commissioner Ahern. All were in favor.

NHA Bolander continued on with her report which was provided in writing to the  
Commissioners. Census is at 133 with 99 being Medicaid residents, 10 being Medicare  
residents and 24 being private pay residents.

- The Nursing Home budget it being worked on and there is a Quality Indicator Survey  
being prepared.
- A MDS audit group is being formed to ensure continuity in billing.
- The results of the survey dispute have still not been received.

Commissioner Cryans asked how things were health-wise this winter in the Nursing Home and NHA Bolander said that there is a GI bug going around right now that is causing some problems.

Commissioner Burton asked about staffing and was told it was fine at this time. Commissioner Burton asked about Grafton County's relationship with Glenclyff and NHA Bolander said they work together on things including resident activities.

Commissioner Ahern asked if Grafton County staff worked at Glenclyff too and NHA Bolander said that some staff did, in particular the per diem staff.

NHA Bolander invited the Commissioners to attend the NHACo meeting on the 4<sup>th</sup> of February and Commissioner Burton said that he had already invited Commissioner Ahern as a new Commissioner.

Human Resource Director Michael Simpson provided the Commissioners with his written report and discussed the various items. \*(see attached)

Commissioner Burton asked how many people from Grafton County were attending White Mountain Community College and HRD Simpson said that he would have to look to see who has applied for educational assistance as that would be the only way he would have the answer to that.

Commissioner Ahern asked why the Wellness Committee does not feel that there are already healthy choices for food from the Nursing Home kitchen and HRD Simpson said that there may be, but the intent is to promote the healthier choices by informing people more about calories and such.

There was a discussion about rumblings that there was a move afoot to get rid of County government. The discussion centered on the fact that there had been talk about it in the past but it had never gone very far. All three Commissioners said they support the role of County government.

Commissioner Ahern disagreed with HRD Simpson's analysis regarding compensation for employees and said that there are still many people in the communities who are facing foreclosures and financial difficulties and he didn't feel that suggesting specific numbers for increases should be included when considering compensations. HRD Simpson inferred that the economy may be picking up and that he just wanted to be a part of the discussion. He mentioned that salary survey's had been done at his affiliate meeting. Director Clough said that Departments are starting to prepare their budgets and noted that step increases were frozen in 2010. She said that Dept. Heads need some guidance in order to be able to prepare. She said that she would like to see some consensus from the Board.

There was a brief discussion about the deferred compensation program and Commissioner Cryans wanted to be sure that employees understood both the risks and rewards with this kind of program. HRD Simpson said that is made clear when they enroll.

H. Brown asked HRD Simpson if he had gotten an answer about whether or not the County tests for steroids or cocaine and he replied that the test does cover cocaine but not steroids. H. Brown said that he had asked the former Register of Deeds how often his staff was tested for drugs and the answer was never. HRD Simpson said there is no random testing done once a person is hired unless there is some kind of suspicion that the person may be using drugs. Drug testing is done as a condition of hire.

H. Brown said there should be a random drug testing program and that Dept. Heads are not qualified to determine what is suspicious. HRD Simpson said he did not agree.

In going back to the budget and of employee compensation, Commissioner Cryans said in his opinion Dept. Heads should pursue step increases and then see how the budget progresses from there. He asked how many employees are maxed out on steps and Director Clough said it was about 79 or 80. HRD Simpson said those tend to be the most senior employees and he had a concern about retention.

Director Clough said she felt they needed to review all the options as health insurance is going to increase as well.

Commissioner Ahern said his concern is the taxpayer's inability to function in their lives and he doesn't feel that they should be trying to lift up the hopes of the employees by discussing possible increases. He said they should be looking to reduce the budget by 10%. Commissioner Ahern said that if Commissioner Cryans is considering looking at step increases then he would like to see that as a motion.

Commissioner Cryans said it isn't reasonable for Commissioner Ahern to be considering a 10% reduction in the budget, nor would he think that the Delegation would swallow that. He said he feels that he would like to be fair to employees. He too has seen many people struggling but there is an obligation to employees.

Commissioner Burton said that he didn't think that it was practical to suggest a 10% decrease before even seeing what the budget was going to come in at.

Commissioner Ahern said that the leadership has to come from the Commissioners and he feels that Dept. Heads should start their budgets with a 10% decrease and let them look at it. He also noted that the Dept. Heads should clearly present the 28A issues and mandated statutes at their budget presentation and that clear direction should be given to them at the start.

Commissioner Cryans said he can't jump on that bandwagon, nor did he run for office on that platform. He said he does not feel that a 10% reduction in an individual's County tax bill is going to cause someone to lose their home. He said that amount is too small.

Commissioner Cryans said that there are different points of view between the Commissioners and he doesn't really see how they are going to come to agreements on things.

Director Clough asked Commissioner Ahern if his 10% reduction was on the budget itself or on the amount to be raised by taxes which she said, is different. Commissioner Ahern said he would like to see the 10% reduction on the budget and that it was important to show that leadership. Commissioner Cryans said that he thought it was an abdication of leadership to suggest cutting the budget by 10%. He said he's been here a long time and has been through enough of these to know.

Director Clough discussed how difficult it would be to cut a small budget whose costs are tied to things that have to be done. She referenced the Commissioners budget as having the cost of the audit, the dues to the NHACo, and Commissioner Travel. She said that every year the Dept. Heads have consciously tried to level fund their budgets which is currently the same as it was in 2009.

Commissioner Burton said that Director Clough has outlined things very well. In his opinion there should be no new positions except for those at the new Jail. He said that he is not prepared to begin the budget with a 10% reduction.

Commissioner Cryans said there is clearly no consensus of the Board.

Director Clough said that more time will probably be needed for budget meetings and that the Dept. Heads have asked her to ask the Commissioners that all three of them be present during budget meetings.

### **PUBLIC HEARING CDBG Application**

Information packets were made available and passed out although grant administrator Donna Lane was not able to attend the meeting due to the weather.

10:50 AM Commissioner Cryans Opened the Public Hearing

The following information was read by Director Clough:

*Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, microenterprise, public facility and housing projects and emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.*

*This hearing is to discuss a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant (CDBG) funds. The County will retain \$10,000 for administrative costs and will subgrant up to \$490,000 of the funds to NH Community Loan Fund (CLF). NH CLF will use the Microenterprise funds for the Microcredit -NH Program. The project funds will be used for training of low and moderate income persons engaging in business development.*

*This project conforms with Grafton County's Housing and Community Development Plan's Goal of Continue support of NH Micro-Credit, a statewide peer-group program to compliment the existing Grafton County Economic Development Council. This program provides training, technical assistance, loans and peer networking to very small businesses and self-employed people within Grafton County, thereby assisting pre-venture development, start-up initiatives and existing businesses. This strategy helps preserve and/or create employment within the County, as well as help "micro-businesses" become solid business entities and potentially "bankable" enterprises for larger loans from GCEDC or other financial institutions.*

Commissioner Cryans asked for public comments and H. Brown stated that he opposed all grants and has done so for a number of years. He said that tax money is being spent without accountability and asked the Commissioners under what statute do the Commissioners have authority to approve grants?

Director Clough said that annually the Executive Committee votes to give the Commissioners the authority to apply for, accept and expend grants under RSA 29:8A. H. Brown said there is no authority to do this and went on to say that there are conflicts as to whether or not those receiving grant monies have donated to the campaigns of the Commissioners. He said approval of grants falls under the purview of the Delegation as supplemental appropriations.

Director Clough said they are not supplemental appropriations and left to retrieve the minutes of the Executive Committee in order to read what they have agreed to.

Minutes from November 15, 2010 read as follows:

Director Clough presented the committee with information regarding Grafton County grants and RSA: 29:8-a, which pertains to those grants. She informed the committee that it was time to approve authorization for the next year so that the County could continue to apply for grants.

Rep. Preston moved to authorize the Grafton County Commissioners to apply for, accept and expend grants of federal and/or state aid as per RSA 29:8-a. on a yearly basis and for the full Delegation to be brought up to date on all grants at the yearly meeting, which was seconded by Rep. Ford. All were in favor.

Commissioner Ahern said that having just received this information, he needed further time to digest it. Director Clough said that if this was not done today then it will have to be re-posted and rescheduled.

H. Brown wanted to know what statute the posting itself fell under and Director Clough said the grant administrator instructs as to the posting. H. Brown said the administrator can not tell the Commissioners what to do and continued on about donations made to Commissioner Burton's campaign from New England Wire.

Commissioner Burton said that if there were any improprieties over the years the Commissioners would have heard about it and believes that grant administrator D. Lane, having done a number of grants over the years, knows what she is doing.

Commissioner Ahern said that before he votes he would like to be sure that the issue is properly addressed and that the Commissioners have the proper authority.

H. Brown went on to say that there is nothing in state statutes that describes how the County should handle grants so they should be treated as supplemental funds and must be voted on by the full Delegation.

Commissioner Burton said that Mr. Brown's comments have been made in the public hearing. He said that his vote would be based on the experience of Director Clough and D. Lane and the process it follows which ends with the AG's office and Governor and Council for approval.

Mr. Brown said that just because it isn't challenged doesn't mean that things are being done right.

There was further discussion and Commissioner Cryans asked Director Clough to see if she could check with Donna Lane, who couldn't be here today because of the weather, and see if the public hearing could still be held but the vote put off until a later time. Director Clough called Donna Lane and she said that was fine.

H. Brown asked if the grants are listed in the budget and Director Clough said they are not. He said that by law they must be.

11:32 AM Commissioner Cryans closed the public hearing

11:32 AM Commissioner Cryans opened the public hearing for Residential Antidisplacement and Relocation Assistance Plan.

Residential Antidisplacement and Relocation Assistance Plan

Although the microenterprise project does not involve any displacement or relocation of persons (or businesses), the plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) if they were displaced or relocated.

Commissioner Cryans asked if there were any public comment. Mr. Brown asked that the concerns he had previously spoken of carry forth to all areas where public comment is requested.

11:33 AM Commissioner Cryans closed the public hearing

11:33 AM Commissioner Cryans opened the public hearing for the housing and community development plan

No changes have been made to the existing Housing and Community Development Plan.

11:34 AM Commissioner Cryans closed the public hearing

11:34 AM Commissioner Cryans opened the public hearing on the 2010 Microenterprise project.

This hearing is to discuss the progress of the 2010 Microenterprise project. This project is moving along well. At least 59 low and moderate income persons have participated in the training to date. The final goal, to be met by June 30, 2011 is 79 participants.

11:35 AM Commissioner Cryans closed the public hearing

11:35 AM Commissioner Cryans opened the public hearing

This hearing is to discuss the progress of the AHEAD's Town & Country Affordable Housing Project, Phase II. The Ely Street property is 3 units, it was to be rehabilitated, but instead will be razed and rebuilt. The new units at Cottage Street and Mann's Hill Road, and the rebuild of Ely Street will begin in the Spring of 2011.

11:38 AM Commissioners Close Public Hearing

Voting on the information will take place at another time and Director Clough will have administrator Donna Lane come in.

Supt. Oakes presented his recommendation to the Commissioners for the bid on the Melink system. Only one bid was received and Supt. Oakes said that he checked all the references on the company Air Solutions and Balancing and found nothing but glowing reports. He was very satisfied and recommended them. \$22K is set aside for the project which has come in at \$24,984 and the County has to use their own money first and will then get reimbursed providing all the rules of the grant have been followed. Supt. Oakes said he has money in his capital outlay fund which can be used for the difference. It was noted that the installation of this system will save the County \$8,000 a year as estimated through an energy audit the recommended the system

Commissioner Burton moved to accept the bid from Air Solutions and Balancing LLC in the amount of \$24,984 which was seconded by Commissioner Ahern. All were in favor.

IT Manager Brent Ruggles arrived with his report. \*(see attached), and went over the items with the Commissioners.

Commissioner Ahern thanked ITM Ruggles for the completeness of his report and asked how replacement computers were handled in regard to costs. ITM Ruggles said that he had a budget line for them.

Commissioner Ahern asked if there was a cost to removing an old email and redoing it for a new employee and ITM Ruggles said that he has established a County wide email system and it's just a matter of time. There are 211 employees using County email.

There was a discussion about whether or not the Commissioner meetings could be videotaped and ITM Ruggles said that he doesn't really have the proper camera or the time available for either he or his staff to do it.

Commissioner Burton asked how active the interactive TV in UNH is and ITM Ruggles said he really doesn't oversee anything in that Dept.

Commissioner Cryans asked about plans going forward to which ITM Ruggles said he is looking at consolidation of the seven networks into one and just trying to do more with less. He said that he should have the RFP soon for the consolidation request.

The Commissioners signed the check register.

The annual report is now complete and the dedication ceremony is tentatively scheduled for the first of February.

Commissioner Burton moved to approve the minutes from January 11, 2011 which was seconded by Commissioner Ahern. All were in favor.

An educational assistant application was presented for an employee who was pursuing her Nursing Home Administrators license. Director Clough said this will probably be the last application the County will be able to fund this year.

Commissioner Burton moved to approve the application and was seconded by Commissioner Ahern.

Discussion:

Commissioner Ahern asked if there were any requirements that stated an employee has to stay a certain period of time with the County if they receive assistance and Director Clough said that there is a requirement with the bargaining unit but not employee council members. Commissioner Ahern said he would like to see that there is some further consideration that employees must remain with the County for a year. Commissioner Burton said they tried that at the state level but were told that it wouldn't stand up in court.

When the vote was taken, all were in favor.

Director Clough said that they have received another lawsuit against the County, specifically the Jail, which contends that an incarcerated individual was confined in inhumane conditions. Director Clough will send the suit to LGC for assignment of council.

There was a discussion about past and present lawsuits that the County has or is facing.

Copies of the audit were given to the Commissioners.

There will be a Farm Advisory Committee meeting today at 1:00 PM

COMMISSIONER ISSUES:

Commissioner Ahern said he would ask that Dept. Heads, while going over their budgets, note RSA's and statutory mandates and identify them as state or federal. Commissioner Burton said he would like to see a completed list of those.

Commissioner Ahern said that he has heard that the new speaker of the house would like to do away with many of the cumbersome rules and regulations.

12:30 PM Being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk



Grafton County Human Resources Report  
 Mike Simpson, Human Resources Director  
 January 18, 2011

1) **HR Activity Report** (1/5/11 to 1/14/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 Full-Time/1 Part-time	3 LNA/1 RN

- *Separations*

<u>Departments</u>	<u>#</u>
Corrections	1
Nursing Home	1

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	12 (5 are intermittent)
Nursing Home – Non-Nursing	6 (5 are intermittent)
All other Grafton Co. Departments	1

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (2 FT openings)	Nursing	Open to all applicants
Unit Secretary (3/5 status)	Medical Records	Internal applicants only
LNA (Full-Time)	Nursing	Internal applicants only

Summary – For the exception of RN/LPNs for Nursing Home, staffing at Grafton County looks good. A couple of past vacancies/postings were filled with internal candidates and pending external hires will fill the remaining openings. A couple of new LOAs, but still looks okay compared to the previous 12 months.

2) **HR Overview** – See attachment

3) **Legislation** – New Hampshire Senate is reviewing legislation to appeal the Evergreen Clause. If passed, it would stop the automatic continuation of the terms within an expired collective bargaining agreement.

4) **Compensation** – As I was last year, I would request once the Board of Commissioners starts having discussions regarding employee’s FY 2012 compensation that I am included in those conversations. I feel, as an employee advocate, I can help facilitate a fair win-win-win solution for the Delegation, our employees, and our taxpayers.

Even though I fully understand the current economic conditions and budgetary constraints of Grafton County, I am in favor of insuring our employees see an increase in their pay due to their cost of living expenses increasing and more importantly to retain staff. In my opinion, I do believe there are some positive signs for the economy turning around.

In my initial research, Society of Human Resources Management conducted a survey that found the median base salary for employees would increase at 2.8% for 2011.

5) **Internal HR Operations** – I completed performance evaluations for both HR team members. During this process, I also updated both of their job descriptions. The HR Director's job description hasn't been updated in over two years. I propose I draft any applicable changes to my job description with Executive Director, then present to Board of Commissioners for a future meeting.

HR Department made a minor procedural change on how we process applications, personnel files, and maintain records as it pertains to EEOC's voluntary self identification form.

I met with the new Register of Deeds to give her an orientation to the HR department as it relates to HR functions and processes at Grafton County.

6) **Benefits** – Entire HR Department is trying to be more proactive with all employees on assisting them with any issues folks may be having with Bioscrip. Travis Lowe from Nationwide will be here 1/20/11 to meet with employees who are either on or want to participate in our Deferred Compensation 457 Plan.

7) **Wellness** – On January 5<sup>th</sup>, we had Wellness Committee. The focus of the committee for the winter 2011 is to promote physical activity and cash incentives for employees and dependents who may be interested in quitting smoking. The committee is also looking at the possibility of Weight Watchers coming on site for interested employees. Future initiatives include nutrition including offering healthier food options in the dining room and stress management in-services.

8) **Upcoming meetings** –

January 19<sup>th</sup> – Joint Loss Meeting

January 21<sup>st</sup> – NH County HR affiliate meeting

January 25<sup>th</sup> and 26<sup>th</sup> – Primex In-services to all employees

January 25<sup>th</sup> – Wanda Hubbard attending LGC in-service

January 26<sup>th</sup> – Mike Simpson attending FMLA Compliance Update

January 27<sup>th</sup> – Julie and Mike participate in 2<sup>nd</sup> SAU/County initial planning meeting on possible partnership for Health Insurance in FY13.

Grafton County Department of Information Technology  
Monthly Summary Report  
01/18/11

AO – Attorneys Office

- ⤴ Many help desk issues with users unable to view outside video and audio media download proper codecs and work thru with AO staff.
- ⤴ Assist Judicial Dialogue vendor with software update of Judicial Dialogue.
- ⤴ Setup Training Webinar for Attorney Saffo.
- ⤴ Monitor failure – install replacement monitor for Ruth Maffei.

CE – Cooperative Extension

- ⤴ Resolve phone line issue with relocated FAX machine

CO – Commissioners Office\Human Resources\Human Services\Conservation District\Treasurer

- ⤴ Update of Budget Sense Software for W2 processing, Firefox and Microsoft Updates, and system Maintenance.
- ⤴ Disable email accounts for Vanessa Sievers and setup new user profile and email account for Carol Elliott and transfer existing mail store.

DC – Department of Corrections\Drug Court\Transition Team

- ⤴ Resolve software issue with Outlook Email for user Brenda Paronto.
- ⤴ Transition Team assist with document formatting issues.
- ⤴ Transition Team assist Shannon Gates with CD transfer of Video's for the new facility.
- ⤴ Drug Court Building – Test additional network lines for use in building.
- ⤴ Drug Court – Email training Jen Stone and Robert Gasser.

IT – Department of Information Technology

- ⤴ Work on 4 Requests for Proposals, 3 for IT Data\TelcomNew for the new DOC Facility one for Campus Network Consolidation, source and designate equipment specs.
- ⤴ Setup new email accounts for New Treasurer and Registrar of Deeds, transfer email store from prior users.
- ⤴ Install software updates on Email Server and Firewall and test.
- ⤴ Research new server backup software – install demo and test.
- ⤴ Meet with new Registrar of Deeds review of existing technology and plans for network consolidation.

NH – Nursing Home

- ⤴ Setup LCD projector for several outside Training Webinars – Primex and American Health Tech Software.
- ⤴ Install American Healthtech Software on PC for Darlene Williams.
- ⤴ Install 6 American Healthtech Software Updates on Nursing Home SQL server and all workstations.
- ⤴ Drug Court – Assist Jen Stone with new software from CMATECHNOLOGIES, review new software package with software vendor.
- ⤴ In Service Department – Recover prior DVD's, learn Video camera, provide assistance with taping of training seminars, burn DVD's for future in house use and train In Service Director.
- ⤴ Training - Video taped swearing in ceremonies at the Courthouse using Video Camera from nursing home.

#### MT – Maintenance

- ⤴ Hard Drive Failure in NHHVAC2 PC, replace and restore system and data files.

#### RD – Registrar of Deeds

- ⤴ Disable user account for outgoing Registrar Bill Sharp, backup and image PC, setup new user profile for Kelley Monahan, PC orientation, email training, work with Connor and Connor on installation of Connor and Connor software on PC and new account setup and establish file locations. Transfer files from prior Registrar, review of system.
- ⤴ Software update Anti Virus on RD server and all RD workstations.

#### SO – Sheriff's Office\Dispatch

- ⤴ SO - Hard drive failure Captain Leavitt, replace drive, restore.
- ⤴ Dispatch - Update console 3 firmware for network and bios
- ⤴ Dispatch – Work thru problem with IMC software

#### Community Service

- ⤴ Setup new PC system, install software, setup user accounts, printer, email and Internet Access for the newly relocated Littleton Area Historical Society in basement of the newly renovated Opera Building, completed on weekends in November and December.