

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

January 7th, 2015

PRESENT: Commissioners Michael Cryans, Martha Richards, Linda Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: NHA Labore, HRD Cramer

Commissioner Cryans called the meeting to order at 10:00AM and began with the Pledge of Allegiance.

The Commissioners had just come from the swearing in ceremony at the Courthouse which begins their term of office. Because this is a new term, officers must be elected to positions. Nominations were heard.

Commissioner Richards moved to nominate Commissioner Cryans as Chairman of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer moved to nominate Commissioner Richards as Vice Chair of the Board of Commissioners. Commissioner Cryans seconded the motion and all were favor

Commissioner Richards moved to nominate Commissioner Lauer as Clerk of the Grafton County Board of Commissioners. Commissioner Cryans seconded the motion and all were in favor.

The official Board of Commissioners was now in place.

The Commissioners then had to appoint the eight (8) department heads listed below.

January 7, 2015 to January 4, 2017

POSITION	EMPLOYEE
Executive Director	Julie L Libby
Jail Superintendent	Thomas C Elliott, Jr.
Nursing Home Administrator	Craig J Labore
Human Resource Director	Donna L Cramer
Maintenance Superintendent	James C Oakes
Information Technology Manager	Brent L Ruggles
Farm Manager	Donald R Kimball
Alternative Sentencing Director	Lucille T Amero
Human Services Director	Nancy J Bishop

Commissioner Lauer moved to appoint the eight (8) positions as a group. Commissioner Richards seconded the motion and all were in favor

Commissioner Cryans asked if everyone had a chance to read the minutes from December 23rd. Commissioner Richards had a couple edits.

Commissioner Richards moved to approve the minutes as amended. Commissioner Lauer seconded the motion and all were in favor.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 January 7, 2015

1) **HR Activity Report** (12/1/14 – 12/31/14)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	6 (3 FT, 3 PT/PD)	3 LNAs, 2 Unit Aides, 1 Laundry Aide
Corrections	2 (2 PT)	2 Uncertified Corrections Officers
Sherriff's Dept	<u>2</u> (2 PT)	1 Bailiff, 1 Special Deputy
	10	

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	4 (2 FT, 2 PT/PD)	1 LNA, 1 LPN, 1 RN, 1 Diet Aide
Corrections	<u>1</u> (1 PT)	1 Uncertified Officer
	5	

Reasons:

- Resignations – no reason given, un-benefitted PT/PD (2): 1 Corrections Officer, 1 Diet Aide
- Resignations – retirement after 14 years (1)
- Resignations – inactive per diem (1)
- Resignations – no notice given (1)

- ***Leave of Absences***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	8	(6 are intermittent, 5 for self, 3 for family)
Nursing Home – Non-Nursing	3	(3 are intermittent, 1 for self, 2 for family)
Non-Nursing Home	<u>2</u>	(1 is intermittent, 1 for self, 1 for family)
TOTAL:	13	(previous month's report = 21)

- ***Current Openings (as of 12/2/14)***

<u>Positions</u>	<u>Department</u>
RN/LPN (1 FTE)	Nursing Home
LNA (13.5 FTEs plus Temp)	Nursing Home
Correction Officers (PT)	Corrections
Unit Aide (Temp)	Nursing Home
Dietary Aide (PT/PD)	Nursing Home Dietary
Administrative Asst (PT)	Nursing Home

2) Summary:

- Unemployment – in-house from Primex January 1, 2015
- Nursing Home Turnover
 - Next Steps (improve pt safety, communication and teamwork)

3) HR Internal Operations

- Goals/Projects:
 - Employee Handbook – Will distribute for 7/1/2015
 - Checklist for ALL HR processes – continues, being worked on by all in HR
 - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
 - HR Survey
 - Department Head Handbook
 - Creation of Individual Policies

HRD Cramer and the Commissioners discussed employee morale within the Nursing Home and steps they are taking to improve the overall work environment. NHA Labore arrived and joined the discussion.

NHA Labore then gave the following report:

Grafton County Nursing Home
Commissioner's Report

January 7, 2015

Census:

Medicare: 3
 Medicaid: 90
Private: 28
 Total: 121

Year To Date Numbers:

Admissions (YTD) 53
 Discharges (YTD) 15
 Deaths (YTD) 48

A/R Update – NHA Labore stated that they continue to make progress. They collected an additional \$3,900 from 2012 and \$7,000 towards 2013.

Medicaid Rate –NHA Labore stated that they found out on December 31st that the rate had dropped down another .35 cents. The new rate is now \$158.19.

Medicaid Managed Care – NHA Labore stated that they continue to work on getting as much information as possible he attached a letter sent by the Healthcare Association and nursing home affiliate to the Commissioner of HHS asking him for additional information to the questions that have been asked about the program.

Tax Update – ED Libby stated that Canaan paid their taxes on December 30th. They stated that the person who pays the bill never received the tax bill but when they were told they wired transfer the money. She also stated that an invoice has been sent out for one day’s interest to Enfield. Campton has still not paid and they will continue to accrue interest until it is paid.

ED Libby stated that the Unfair Labor Practice charge by the NEPBA in regards to the union election at the Jail has been dismissed.

ED Libby stated that the IRS Mileage Rate has increased to .575 cents per mile beginning January 1st 2015.

Commissioner Lauer moved to change the County mileage rate to .575 cents per mile. Commissioner Richards seconded the motion and all were in favor.

ED Libby handed out the following proposed holiday schedule for 2015. She stated that the 4th of July is on Saturday and the Administrative offices will observe the holiday on Friday.

Grafton County
 2015 Holiday Schedule

New Year's Day		Thursday	January 1, 2015	
Martin Luther King Jr.		Monday	January 19, 2015	
Civil Rights Day		Monday		
President's Day		Monday	February 16, 2015	
Memorial Day		Monday	May 25, 2015	
Independence Day		Friday	July 3, 2015	*
		Saturday	July 4, 2015	

Labor Day	Monday	September 7, 2015
Columbus Day	Monday	October 12, 2015
Veterans' Day	Wednesday	November 11, 2015
Thanksgiving	Thursday	November 26, 2015
Day after Thanksgiving	Friday	November 27, 2015
Christmas Day	Friday	December 25, 2015

*Administrative Offices Only

24/7 Departments will observe actual holiday on 07/04/15

Commissioner Lauer moved to accept the 2015 Holiday Schedule. Commissioner Richards seconded the motion and all were in favor.

ED Libby handed out the Superior Court Report for the month of December for the Commissioners to review.

ED Libby stated that the NHAC Executive Committee Members will be meeting in Goffstown Friday morning and will be doing the reappointment of members. She stated they need to submit list to them. HSA Bishop, Commissioner Cryans, Supt. Elliott, NHA Labore and ED Libby are the current representatives for Grafton County.

Commissioner Lauer moved that those five (5) people be nominated to the NHAC Executive Committee. Commissioner Richards seconded the motion and all were in favor.

ED Libby read a thank you card from Doreen Moody to the Commissioners for participating in the secret Santa program.

ED Libby presented the following documents related to the Community Development Block Grants that the County currently has for signatures:

CDBG 2014 RDC Capacity Building

- Commissioner Cryans signed the Sub recipient Agreement
- Commissioner Cryans signed the Professional SVC Agreement

CDBG 2013 RDC Capacity

- Commissioner Cryans signed the Close Out Agreement
- All three (3) Commissioners signed the Close Out Certification & Agreement

CDBG Gile Hill

- Commissioner Cryans signed the Memo to Environmental Review R File
- Commissioner Cryans signed the Designation of Environmental Certifying Officer.

CDBG 2014 Economic Development

- Commissioner Cryans signed the Drawdown Request for \$36,060
- Mid Grant Public Hearing and Grafton Support 2015 Application – ED Libby stated that it will be time to submit the 2015 application for Micro Enterprise funds in March and grant administrator Shelley Hadfield had inquired if the County would be willing to sponsor the grant again this year. If so, they can combine both mid grant public hearing for the 2015 application and have it be at the February 24th 2015 Commissioners’ meeting. The Commissioners were agreeable to supporting the 2015 application. ED Libby will contact Shelley Hadfield to confirm the date for the public hearing.

CDBG Polly’s Pancake Parlor

Commissioner Cryans signed the Professional Svc Agreement.

CDFA Monitoring Report – ED Libby filled out a questionnaire and Commissioner Cryans signed the form.

Ed Libby had Commissioner Cryans initial a spot that was missed in the US Bank Lease Paperwork for ITM Ruggles’ network core routers.

The Commissioners signed the Proclamation for Judge Al Cirone.

ED Libby discussed the upcoming budget meeting schedule with the Commissioners.

*11:45 AM - Commissioner Lauer 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 Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes” Commissioner Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:58 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards stated she is following up on article Commissioner Cryans had written for the NACO newsletter. The Commissioners discussed the article and what they would like done with it.

Commissioner Cryans stated that he was interviewed yesterday by NH Public Radio and spoke about the Drug Court program.

12:02PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk