

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
October 1, 2019

PRESENT: Commissioners Lauer, Piper and Morris and Administrative Assistant Norcross

OTHERS PRESENT: Kristin Ross – Grafton County Bar Association, Nursing Home Administrator Labore, Finance Manager Jurentkuff, HR Director Clough, County Attorney Hornick.

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

Kristin Ross from the Grafton County Bar Association arrived to discuss a potential compromise with the Commissioners regarding space for the GCBA to use in the Courthouse. County Attorney Hornick participated in the discussion via phone. K. Ross stated that she has been trying to come up with a compromise that she can take to their fall meeting where she can get a vote and get a commitment by the end of October from her members. She asked if they could have Wayne Fortier's old office in the Courthouse for those who need private space and look further into getting the information kiosk in that room. This would meet the concerns of her members who need private space. She went on to state that they would also like the possibility to have space in the Administration Building as well. She stated that they would like to know if they could also get a commitment from the Commissioners that there would be space designated for them in the Courthouse when the Courthouse is renovated in the future. Atty. Hornick stated that she does not know how they can hold any of the current Commissioners accountable to that type of long term commitment. K. Ross stated that they were all under the understanding that there was a plan to accommodate the GCBA in the County's plans when renovating a courthouse. Atty. Hornick stated that none of them have the authority to make a decision like that and she thinks that request needs to be separate from their current request. Commissioner Lauer stated that they cannot commit future Commissioners to decisions they make. K. Ross asked if there could there be some recognition from the Commissioners that in the future that they would like to accommodate the GCBA in the courthouse. K. Ross stated that she understands that they are both advocating for their positions, everyone has to compromise. Atty. Hornick stated that she cannot commit the front office space that they currently have in the Administration Building right now until she is able to talk to CA Libby first but has no problem with them taking Wayne's space. She stated to give her a couple of days and time to talk to CA Libby. The Commissioners thanked K. Ross for coming in and stated that someone would be in touch with her. Atty. Hornick asked the Commissioners if they would like her to come in to their meeting once she is back to further discuss this. Commissioner Piper stated that she would like Atty. Hornick to come in and talk once she is back if they are still in their meeting.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report:

October 1, 2019

Census:

Medicare: 7
Medicaid: 85
VA: 1
Hospice: 6
Private: 26
Total: 125

FY '20 Budgeted Census:

Medicare: 5
Medicaid: 91 (Daily rate= \$185.20)
VA: 1
Private: 28
Total: 126

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 60
Deceased Residents: 27
Discharges: 26

Other Topics:

1) Monthly Financial Report- Finance Manager Jurentkuff stated that they have a positive variance in revenue of \$90,722.00 for this year. She stated that on the expense side they have always budgeted for an increase in their cable bill of roughly 8%. She stated that they received their increase rate and it is a 26% increase. NHA Labore stated that they budgeted for 8% and will be looking too increase the residents portion of their bill by \$2.00 and that should cover most of the increase.

2) September 23rd Stakeholder Engagement Meeting w/ Navigant - NHA Labore handed out a copy of the discussion items that they had at this meeting. He stated that they are evaluating options for long term supports and services. He discussed the details from that meeting and answered questions from the Commissioners.

3) Patient Driven Payment Model begins 10/1/19 – NHA Labore stated that this is a new form of reimbursement from CMS. It will require additional paperwork but in theory it will result in less paperwork down the road as they will be performing less assessments.

4) MDS Office Presentation – NHA Labore stated that he would like to schedule time for the employees who handle their MDS assessments to come in and meet with the Commissioners to talk about what they do. He is looking to schedule some time in November and December for them to come to a meeting. He wants to formally recognize them for all of their hard work.

5) NHAC Nursing Home Employee of the Year – NHA Labore stated that this year's Employee of the Year is Mariah Johnson. She is a Unit Aide on Granite Unit who has been with the Nursing Home for six (6) years and is very deserving of this award.

6) Family Thanksgiving Celebration – NHA Labore stated that this will be held on November 26th at 11:30am.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
October 1, 2019

HR Activity Report (09/03/2019-09/30/2019)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 (3 PT)	3 Dietary Aides
DOC	2 (1 FT, 1 PT)	1 CO, 1 Cook
County Atty.	2 (1 FT, 1 PT)	1 Asst. CA, 1 Clerk
Maintenance	2 (2 FT)	1 Custodian, 1 HVAC Tech

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	6 (3 FT, 3 PD)	2 FT LNA, 1 Cook 3 Per Diem LNA
Farm	1 (1 FT)	1 Asst. Herdsman
Maintenance	1 (1 FT)	1 Custodian
DOC	1 (1 FT)	1 Admin/Finance Asst.

Reasons:

Not meeting per diem requirements - 3

Retirement - 1

Termination – 1

Resigned for work elsewhere – 4

- ***Status Changes/ dept. transfers: 4/5 (32 hour/week) RN to per diem, Payroll Coordinator transferred to DOC Admin/Finance Asst., 1 FT LNA to Per Diem (school)***

Active Leave of Absences September 3, 2019-September 30, 2019

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	13	(8 are intermittent, 8 for self, 5 for family)
Nursing Home – Non-Nursing	9	(7 are intermittent, 3 for family, 6 for self)
County Atty.	3	(3 intermittent, 1 family, 2 self)
DOC	2	(1 intermittent, 1 self, 1 family)
Maintenance	1	(1 self)
TOTAL:	28	

Scheduled to orient

1 LADC (10/03/2019)

1 Medical Coordinator (10/07/2019)

1 PT Dietary Aide (10/02/2019)

Current Jobs posted/advertised

LNA's (11 FTE's vacant)

RN/LPN (11.9 FTE's vacant combined)

CO's

PT Dietary Aide
Social Service Director
2 RN Unit Manager
Corrections Cook
Farm Asst.
Payroll Coord.
Nursing Home Cook

Other: Job Fair held 9/17 – Hired 3 dietary aide's, 3 for LNA program, 1 LNA, Flu shot Clinics

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 24th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the September 24th meeting. Commissioner Morris seconded the motion and all were in favor.

Administrative Assistant Norcross submitted the Use of Premises Agreement with the State of New Hampshire for the Motorcycle Training. The State of New Hampshire has increased the payment from the current \$150 to \$175/class for the next agreement starting January 1st 2020. The classes are typically held from mid-April through September as needed. They use the Courthouse parking lot and the conference room at the Alternative Sentencing building.

MOTION: Commissioner Piper moved to authorize County Administrator Libby to enter into the agreement with the State of New Hampshire Motorcycle Training. Commissioner Morris seconded the motion and all were in favor.

Administrative Assistant Norcross submitted an MS-1/Summary of Inventory valuation for Livermore for the Commissioners to sign.

Administrative Assistant Norcross gave the Commissioners copies of the official Tax Apportionment. She stated that this did not change from the information that CA Libby had given them in June.

IDN Funding Reports – The Commissioners reviewed the IDN Funding Reports that had been given to them. Kate Horgan from the DuPont Group is looking for feedback from the counties by Wednesday. Commissioner Lauer wants to see what they are funding and what the progress/outcomes are. The Commissioners reviewed the reports and discussed what they like and do not like from each report. They discussed what feedback they want Commissioner Piper to present.

Atty. Hornick arrived to discuss the earlier meeting with K. Ross from the Grafton County Bar Association. She stated that after their discussion she received an email from K. Ross about another possible idea. Atty. Hornick stated that she is supportive of giving the Grafton County Bar Association Wayne Fortier's old office. She stated that once the lease comes up for renewal she believes there is a negotiation with Circuit Court for that small space as well. She stated that the space in the administration building that K. Ross has requested is something she needs to figure out. She stated that there is ongoing trial information being stored in these rooms. She is hoping to move the support staff that is currently in this building back to the Attorney's Office. She explained that her original plan was to move the Victim Witness staff into the Lawyer's

Lounge but Supt. Oakes expressed concerns about putting that many people in that space. She stated that it is tough for her to give K. Ross a definite answer when most of this is contingent upon Supt. Oakes. Commissioner Morris stated that she feels the GCBA has a reasonable proposition, she does not feel there is a space issue here and feels they need to accommodate them. Commissioner Piper stated that they are responsible for overseeing County Government and the Attorney's Office is a part of County operations; therefore, is a priority. She stated that giving them Wayne Fortier's old office is a compromise. The Commissioners and Atty. Hornick discussed space in the Administration Building and it was stated that the GCBA can schedule time in the Administration Building conference rooms as well if it is needed for depositions. Atty. Hornick stated that they will give the GCBA Wayne's Office, and allow them to schedule conference room space if needed. She stated that the front office space in the Administration Building may be available once they get moved into the Lawyer's Lounge. Atty. Hornick stated that she would give consideration to the GCBA, but not a commitment. Commissioner Piper stated that she is concerned about making a commitment that is written down on paper. The Commissioners discussed the topic at length and agreed they cannot commit to anything in the future for the GCBA but the current board members would desire to continue to work cooperatively with the GCBA. Commissioner Lauer stated that they will be given W. Fortier's old office and if they need additional space they can coordinate use of the conference rooms that are available in the Administration Building.

The Commissioners discussed an email received from CA Libby regarding meeting with the Woodsville Water and Light Commissioners at their regular meeting next Tuesday October 8th at 6:00pm. The Commissioners agreed to attend that meeting.

MOTION: * 11:14 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:22 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes

Admin. Assistant Norcross submitted an Educational Assistance Application for an employee in the County Attorney's Office for a class needed for their bachelor's degree.

MOTION: Commissioner Piper moved to approve the Educational Assistance Application. Commissioner Morris seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Lauer stated that she attended retirement parties for two (2) employees; Jeri Martino from the DoC, and Wayne Fortier from the Attorney's Office. She stated that she, Treasurer Liot Hill, County Attorney Hornick and Sheriff Stiegler presented a program on County Government at the Northern Grafton County Democrats on Sunday night.

11:30 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk