

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections  
North Haverhill, NH 03774  
October 30, 2018

PRESENT: Commissioners Lauer, Ahern & Piper, County Administrator Libby and Admin. Asst. Norcross.

OTHERS PRESENT: Human Resources Director Karen Clough, Maintenance Supt. Jim Oakes, Supt. Elliott, Lt. Nicole Cremo, Nursing Home Administrator Craig Labore, Finance Manager Dawn Jurentkuff

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

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 23<sup>rd</sup> meeting. Commissioner Lauer and Commissioner Piper had a couple of edits.

**MOTION:** Commissioner Ahern moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check register 1061.

CA Libby stated that they are getting close to having the audit finalized. She has reviewed the draft financials and approved those. The last thing Melanson and Heath needs is a Representation Letter signed by Commissioner Lauer and herself. She submitted the Representation Letter for the FY 2018 Audit for Commissioner Lauer to sign.

CA Libby stated that last week she gave the Commissioners grant award paperwork from Director Andross for the Mutualink Phase II Interoperability Homeland Security Grant. She stated that it needs the Commissioners approval for the acceptance of the grant and the Commissioner Lauer's signature.

**MOTION:** Commissioner Piper moved to accept the Mutualink Phase II grant award. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Lauer and CA Libby signed the grant award paperwork.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
October 30, 2018

**HR Activity Report (10/02/2018-10/30/2018)**

• **New Hires**

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
DOC	2 (1 FT, 1 PT)	2 CO
Nursing Home	10 (5 FT, 5 PT)	1 Housekeeper, 4 LNA's, 2

Dietary Aides, 1 RN, 1 LPN, 1 Unit Aide  
1 Bailiff

Sheriff's Dept. 1 (1 PT)

• **Separations**

Departments	#
Nursing Home	3 (2 FT LNA's, 1 PER DIEM LNA)
DOC	3 (1 FT CO, 1 FT COOK, 1 FT ASST. DIETARY MANAGER)
Alt. Sentencing	1 (1 FT CASE MANAGER)

**Reasons:**

Resigned for work elsewhere/Pursuing other career opportunities – 4  
 Schooling - 1  
 Probationary Termination – 1  
 Moving out of the area - 1

• **Status Changes/ dept transfers:**

1 FT LNA to per diem, 1 FT LPN to per diem and 1 FT RN to per diem

**Leave of Absences as of October 30, 2018**

Department	#	
Nursing Home – Nursing	15	(14 are intermittent, 11 for self, 4 for family)
Nursing Home – Non-Nursing	7	(6 are intermittent, 3 for family, 4 for self)
County Atty.	2	(2 intermittent, 2 family)
HR	1	(1 intermittent self )
DOC	1	(1 Self)
Dispatch	1	(1 Self)
<b>TOTAL:</b>	<b>27</b>	

**Scheduled to orient 11/07**

2 FT Unit Aides, 1 PT Unit Aide, 1 PT Unit Secretary

**Current Jobs posted/advertised**

LNA's (9.25 FTE's vacant)  
 RN/LPN (7 FTE's vacant combined)  
 CO's  
 Asst. Dietary Manager, DOC  
 File Clerk PT  
 Grant Program Coord.  
 Cook PT DOC  
 Alt. Sentencing Director

HR Director Clough stated that they have received their Guaranteed Maximum Rate increase (GMR) from HealthTrust for the FY 2020 health insurance rates and it 8%.

HR Director Clough stated that she met with Nursing Home Administrator Labore last week to discuss different recruitment ideas and they are putting a PowerPoint together for the Executive

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Committee. Commissioner Piper asked HR Director Clough if she had seen the article in the Valley New regarding the governor's plan to invest state resources in nursing programs. Commissioner Piper said that the article was encouraging because it was an initiative intended to address the state's nursing shortage.

Atty. Saffo arrived with an out of state travel request to send Stacey Cass and Dawn Gove to the Vermont Victims Assistance Academy. She stated that there used to be a Tri-State Victim Assistance Academy that New Hampshire participated in but New Hampshire no longer participates and this is the closest academy. Atty. Saffo stated that before they attend the live training they have to watch numerous webinars. The training is a total of eight (8) days in November, January, March and May. The cost is \$250.00 per person. They will use the county vehicle and not spend the night. Commissioner Ahern asked if they take advantage of online webinars. Atty. Saffo stated that she does and there are at least twenty (20) modules in this training online.

**MOTION:** Commissioner Piper moved to approve out of state travel to send two (2) Attorney's Office employees to the Vermont Victims Assistance Academy. Commissioner Ahern seconded for discussion purposes.

Discussion: Commissioner Ahern stated that these are taxpayer dollars, they are getting the training through these webinars and do not need to send employees out of state.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner Piper were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

NHA Labore and Finance Manager Dawn Jurentkuff arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
October 30, 2018

Census:	FY '19 Budgeted Census:
Medicare: 9	Medicare: 4
Medicaid: 91	Medicaid: 98 (Daily rate= \$176.61)
VA:	VA: 0
<u>Private: 27</u>	<u>Private: 27</u>
Total: 126	Total: 129

Monthly Financial Review- Finance Manger Dawn Jurentkuff stated that they are ahead of schedule for Medicare Part A. They are expecting a payment soon that will pick up the private pay line as well. They also received a settlement payment under miscellaneous revenue. She stated that year to date they are at \$80,680 above revenue. On the expense side the bottom line does not look good due to the bond payment they just made. The Medicare A labs and pharmacy were in the negative but because the census is much higher the revenue is making up for it.

Year-To-Date Numbers:

2018 Totals

Admissions (YTD) 70

Deaths (YTD) 48

Discharges (YTD) 21

Other Topics:

1) State Plan on Aging Committee

Listening Sessions:

- November 19<sup>th</sup> Upper Valley Senior Center 1p-3p
- November 29<sup>th</sup> Littleton Senior Center 1p-3p

2) Emergency Preparedness Discussions/Trainings- NHA Labore stated that he will be meeting with Woodsville Ambulance Director Todd Robbins, North Haverhill Fire Department Chief Phil Blanchard and Director of Communications Tom Andross to discuss an evacuation plan at the nursing home. They will be meeting on November 14<sup>th</sup>.

3) Upcoming Nursing Home Events:

- a. Thanksgiving Meal – Tuesday November 20<sup>th</sup> 11:45

Juvenile Restorative Justice Program – CA Libby stated that when Kenn Stransky left he was handling the Juvenile Restorative Justice program. They had four (4) active cases and five (5) intakes that needed to be done. She stated that she reached out to Deb Naro at CADY and their former Restorative Justice Coordinator had retired and they were willing to share him with the county to help out with the program. He is taking over the interim running of the program. She stated that his name is Tim Tyler and everyone who knows him is very impressed with him. He is going to help with the new director as well if need be. He will be working 10-15 hours at \$50 an hour and they are contracting with CADY. She explained that right now there is about \$50,000 left in the salary line from the Alternative Sentencing Director before they hire a new director. They are charging North Country Health Consortium \$50 an hour for Dave Belanger's time and they are using about the same time each month so those costs will almost wash each other out. CA Libby stated that she believes even after hiring a new director, they will be ok.

Supt. Oakes arrived to discuss the out building. He explained that the sills and vertical corner posts are all rotted at their mortised joints. Some of the structural mortised beams that support the roof are rotted as well. In order to restore this building correctly, it will take a lot more money and time than originally planned. He stated that he currently has \$2,500 budgeted for materials to repair it, which doesn't account for any labor costs. He had initially thought they would spend 300 – 500 man-hours to fix it, but in reality, it will likely be double that. The

material cost is likely to be double or possibly triple what they have budgeted as well. He stated that he feels they are throwing good money after bad on this project and he would like the Commissioners to reconsider putting money into this building as he feels it is too far gone. He stated that there are entities that will pay for structures such as this due to the value of the remaining pocket beams that are still good. He also stated that there are some boards that are 24” wide that were used for sheathing below the clapboards. These are very rare and worth good money. Supt. Oakes stated that he would like to advertise the sale of this building and whoever buys it would be responsible for its disassembly and restoration of the site. The proceeds could be used towards putting up a replacement that would be used by the Maintenance department for storage of grounds equipment that currently clutters the Maintenance/Farm Building.

Commissioner Ahern stated that this is troubling to him; why this building wasn't identified earlier on to be taken care of. It's a taxpayer resource and it wasn't identified before now to be saved. Supt. Oakes stated that he has focused on the big things that have historical value. He stated that he keeps trying to put money into the parking lots to maintain them but that can keep getting kicked down the road. He stated that he is prioritizing what needs to be done first.

**MOTION:** Commissioner Piper moved to advertise the sale of the building.

Commissioner Lauer seconded the motion. Commissioner Lauer and Commissioner Piper were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Supt. Oakes gave the Commissioners an email he received from Bob Fagnant. Supt. Oakes stated that Woodsville Water and Light did meet with their power supply broker on 10/9/18. The WW&L Commissioners voted to have their power supply broker start working on a rate study and tariff update. He is sending a proposal to WW&L for them to sign. Supt. Oakes stated that WW&L is waiting for their auditors to complete the 2017 financial review so they will have the most current information to use in this study. WW&L has been told that this will take at least until the end of the first quarter in 2019 to complete. Commissioner Piper asked about the update that occurred in Superintendent Oakes' report about the issue of solar power. Supt. Oakes stated that Bob Fagnant received a call after their meeting from someone Supt. Oakes had contacted about solar power and B. Fagnant made their supply broker aware that they might need to include solar and net metering in the tariff update which was not mentioned during their meeting on October 9<sup>th</sup>. Supt. Oakes stated that once this is completed they will be given a copy of the new tariff.

Commissioner Ahern stated that WW&L is stalling and Grafton County should put together a Freedom of Information Act request and get that information from them. He stated that they will not wait until the end of the quarter of 2019 to get it. Commissioner Lauer stated that she does not know if Woodsville has that information they need. They do not have the rate and tariff information; they are waiting for that information from their broker. Commissioner Ahern stated that the legislation has been in place for three (3) months and they have not made any progress. Commissioner Lauer stated that her impression is that WW&L is trying to work with them and a Freedom of Information Act request would disrupt that process. Commissioner Piper asked Supt. Oakes his understanding of what WW&L means by “rate study”. Supt. Oakes stated that it was



important to the health of the county's youth as the proliferation of this new product of e-cigarettes. Sgt. Harness has also met with teachers from Newbury Elementary and BMU. She has assisted inside the facility as well as conducting a couple of courtesy transports. She hosted a job shadow student from Newfound High School as well as conducted a Jail Tour for Newfound High School.

**f) Community Work Program:** Sgt. Griffin supervised work crews in the county gardens, prepared for and assisted with pumpkin day. The Farm Stand closed down on 10/23. He has numerous jobs lined up for the winter months already. He will also be cross training with community corrections supervision staff over the winter to ensure he is knowledgeable in all aspects of the department and can fill in as necessary.

FIRRM Presentation at White Mountain Regional High School – LT. Cremo stated that at WMRHS they have a Criminal Justice elective class that just finished studying property crimes and is now moving on to substance abuse crimes. They were particularly interested in learning about the FIRRM program so they reached out to the DoC asking them to present to the class. She stated that they are also interested in a jail tour and will be reaching out to the DoC at a further date to set that up.

Lt. Cremo went on to discuss Pre Trial Services, stating that when SB556 was passed it really hurt the pretrial services program. People are not being held on cash bail anymore. People who commit more serious crimes are being held and they are not qualifying for this program. She further discussed this issue with the Commissioners and answered various questions. Commissioner Piper asked if Lt. Cremo could foresee any detrimental effects coming along from people not being able to participate in pretrial services as a result of the legislation.

Staffing – Supt. Elliott stated that they are fully staffed with security personnel but they are down two (2) chefs and are aggressively trying to get applicants.

Farm Training – Supt. Elliott stated that he is looking to get the new Farm Manager trained to work with the inmates by December.

Commissioner Issues:

Commissioner Ahern attended the UNH Extension Advisory Council meeting. He stated that he accepted an invitation to become a member of the council.

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B:12.

11:49 AM With no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,  
Clerk