

GRAFTON COUNTY COMMISSIONERS' MEETING

Minot Sleeper Library

35 Pleasant Street

Bristol, NH

October 7th 2014

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

OTHERS PRESENT: Supt. Elliott, ASD Amero, RD Monahan, HRD Cramer, NHA Labore, Rick Alpers – Bristol Selectmen, Shawn Lagueux – Bristol Selectmen, Michael Capone – Bristol Town Administrator, Suzanne Smith – State Rep., Michael Lewis – Bristol Police Chief, Paul Simard, Eric Rottenecker, Burt Williams, Shirley Yorks, Sue Brundrett

Commissioner Cryans called the meeting to order at 9:00AM and began with the Pledge of Allegiance led by Bristol Selectmen Rick Alpers.

Bristol Town Administrator Michael Capone started off the meeting with an introduction and brief discussion on the Town of Bristol and various projects and improvements that are ongoing.

Rick Alpers, chairman of the board of selectmen, stated that he was very pleased and honored to host a Commissioners' meeting in the Town of Bristol.

The Commissioners then took time and introduced themselves.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home

October 07, 2014

Census:

Medicare: 3

Medicaid: 102

Private: 27

Total: 132

Year To Date Numbers:

Admissions (YTD) 46

Discharges (YTD) 10

Deaths (YTD) 35

Other Topics:

- 1) Renovation Project Update
 - NHA Labore stated that last week they finalized the list of thirty (30) residents that are going to be moving over to the 1930's building. They sent out letters to the family members/responsible parties to ask for their cooperation and the letters were all well received. NHA Labore stated that he spoke with the family support group that was made for the families of residents on the Maple and Profile units that allows them to get together and ask questions about the upcoming projects.
- 2) Medicaid Managed Care Update
 - NHA Labore stated that Commissioner Toumpas of Health and Human Services announced a delay in the roll out of the program. There is no specific time frame as to when it will officially begin for the Nursing Home population in the state but the way that the Commissioner described it was he was going to work with his staff over the next month and develop a conceptual framework for how the program is going to work for nursing homes. They will report back to Governor's Commission on Medicaid Managed Care on November 6th in Gorham.
- 3) TeamSTEPPS
 - NHA Labore stated that this is a new program at the nursing home that is done through the Agency for Healthcare Research and Quality. It is a way for health care agencies to work on improving teamwork and communication in the health care setting. They held a meeting last month to discuss what they call a "magic wand" survey. Employees throughout the nursing home were asked if they had a magic wand what three (3) things would they change at Grafton County Nursing Home. There is a meeting scheduled for tomorrow to discuss the results of that survey.
- 4) Labor/Management Meeting is scheduled for today.
- 5) NHAC Nursing Home Employee of the Year
 - Forrest McLeod who works the 3:00pm – 11:00pm housekeeping shift has been selected to receive the Nursing Home Employee of the Year award at this year's NHAC Awards Banquet. He has been employed at Grafton County for 18 years.

Commissioner Richards asked NHA Labore to discuss the Nursing Home's rehabilitation programs. NHA Labore explained that the Nursing Home has a Skilled Nursing Program which includes physical therapists and occupational therapists. The nursing home staff also provides restorative nursing and these staff members have specialized training, not at a therapist level but training that a Licensed Nursing Assistant would obtain. They do functional exercises with the residents.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report

1) **FY2014 TURNOVER REPORT**

- HRD Cramer reviewed the FY14 Turnover report with the Commissioners.

- ***Leave of Absences as of October 7, 2014***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	6	(5 are intermittent, 4 for self, 2 for family)
Nursing Home – Non-Nursing	4	(3 are intermittent, 2 for self, 2 for family)
Non-Nursing Home	<u>2</u>	(2 are intermittent, 0 for self, 2 for family)
TOTAL:	12	(prev 22)

- ***Current Openings***

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN (.85 FTEs)	Nursing Home	Open to all
LPN (2.3 FTEs)	Nursing Home	Open to all
LNA (14.5 FTEs)	Nursing Home	Open to all except 1 is Internal only
LAUNDRY AIDE-TEMP	Nursing Home	Open to all
LNAs – TEMP	Nursing Home	Open to all

2) **Summary:**

- Union Petition at Dept. of Corrections
- Survey and follow-up work with CA Office
- Unemployment – in-house from Primex
- Nursing Home Turnover
 - Survey terms past 12 months
 - Magic Wand survey
 - Next Steps (improve pt safety, communication and teamwork)

3) **HR Internal Operations**

- Goals/Projects:
 - 2014 Employee Handbook
 - 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

ASD Amero arrived and gave the following report:

October 7, 2014
 Commissioner's Report
 Alternative Sentencing Program

1. Drug Court
 - 16 clients participating
 - 1 client incarcerated
 - Graduation is on 11/17/14
 - 4 Commencement Candidates
2. Mental Health Court
 - 17 clients participating
3. Restorative Justice
 - Meeting on 10/14/14 with CADY and VCDP to review reporting process
4. Veteran's Behavioral Health "Veteran's Justice"
 - Working with staff to gain a better understanding of the program
5. Seeking Safety
 - 10/21/14 Concern regarding a financial short fall to cover the remaining \$800.00
 - Waiting for possible donations.
6. Recovery Rally on 10/18/2014
 - Planning on attending is Senator K Ayotte, Jeanne Shaheen and M Hassan

Eric Rottenecker asked how much the county pays for enforcement for legal, judicial and corrections for possession charges on a specific drug. ED Libby stated that we do not track our expenses based off that kind of information.

DoC Supt. Tom Elliot arrived and gave the following report:

October 7, 2014

Commissioners Report

1. Population	In House: 108	F Unit: 43 E Unit: 25 D Unit: 22 C Unit: 16 Intake: 2
---------------	---------------	---

October 7, 2014

September Revenue

County Revenue 9/2009	\$ 79,523.88	State Revenue 9/2009	\$ 443,381.76
County Revenue 9/2010	\$ 91,360.22	State Revenue 9/2010	\$ 509,792.64
County Revenue 9/2011	\$ 68,850.10	State Revenue 9/2011	\$ 566,315.12
County Revenue 9/2012	\$ 80,461.98	State Revenue 9/2012	\$ 530,544.96
County Revenue 9/2013	\$ 87,560.35	State Revenue 9/2013	\$ 719,801.28
County Revenue 9/2014	\$ 79,919.87	State Revenue 9/2014	\$ 696,111.36

Foreclosures

2009 133 year to date		Revenue goal FY/2015	\$950,000.00
2010 167 year to date		3 month total	<u>\$296,256.95</u>
2011 170 year to date			(\$653,743.05)
2012 143 year to date		<u>Surcharge Funds</u>	
2013 125 year to date		Bank of New Hampshire	\$ 33,095.37
2014 118 year to date		Ledyard Bank CD .50	<u>\$100,977.80</u>
			\$134,973.17

1. On 9/22, I attended the Littleton Economic Summit. It was a day of great encouragement. Littleton has led Grafton County in the last few years in foreclosures. It was great to hear of new investment and business leaders committed to the future of the town.
2. On 9/17, I attended the New Hampshire Register of Deeds meeting. As usual, we had a very full agenda. One agenda item warrants mentioning. Our Affiliate President Cathy Stacey of Rockingham County will be sending a letter from our association to the Real Property Section of the New Hampshire Bar Association requesting their assistance in seeking preservation funds for the probate records that are now with the state and remain un-scanned to digital image and unprotected.
3. Last October, I reported on research that I had done on a Library outreach program. I received a very positive remark of encouragement from Commissioner Burton. I would like to re-introduce this outreach plan. In an effort to reach a balanced approach to charging for access to the records of the Registry of Deeds, I would like to establish a program that allows the public libraries of Grafton County to have free access to the on-line records data base. This would allow free access to the public, historical societies, conservation commissions within their own communities saving time and travel.

Respectfully Submitted,

Kelley J. Monahan
October 7, 2014

Former Representative Burt Williams asked how the Biomass Plant was working for the County. ED Libby stated that is working very well. Commissioner Richards stated that the county saved \$151,000 in the first year.

The Commissioners sign check registers 1052, 1054, 1055.

Commissioner Cryans asked if everyone had a chance to read the minutes from the September 30th meeting. Commissioner Lauer moved to approve the minutes from the September 30th meeting. Commissioner Richards seconded the motion and all were in favor.

ED Libby gave the Commissioners the Superior Court Report for the month of September for them to review.

ED Libby submitted a CDBG Drawdown Request for the Microenterprise grant for Commissioner Cryans to sign.

ED Libby read a Thank You letter from the Dana Farber Cancer Institute for the County's donation in memory of Betsy Miller.

ED Libby reminded the Commissioners of the annual report dedication.

ED Libby submitted former DoC Superintendent Glenn Libby's official retirement letter to the Commissioners. His retirement date is October 31, 2014.

ED Libby explained to the Commissioners that Sales Representatives from CGI Communications are here in Grafton County for two (2) weeks to work with the local businesses about their sponsorship campaign for the Grafton County Video Tourbook project for the website. She gave the Commissioners the sales reps. business cards in case they were to receive any calls with questions regarding the project.

Commissioner Cryans stated that he was at the NHAC meeting in Concord and wanted to note that the Medicaid expansion has to be done right in order for it to work.

Former Representative Burt Williams asked about county government and if there was any talk in Concord of doing away with it. Commissioner Cryans stated that he hasn't heard anything during the last session. Occasionally the issue does rise up but many times there are no solutions as to what would happen without county government and no money to run the various departments that the county has. Commissioner Cryans stated that he believes county government needs to be kept close to the community.

Bristol Chief of Police Mike Lewis spoke about the various issues that the Bristol Police have been dealing with. He explained that heroin and violent crimes have become a rising issue. He stated that Bristol Police Department's violent crimes are up 33%. Chief Mike Lewis went on to

further explain the issues that law enforcement agencies are now facing and answered various questions from the Commissioners and the public.

12:00 PM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk