

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Highway  
 North Haverhill, NH 03774  
 November 7, 2017

PRESENT: Commissioners Lauer, Piper and Ahern. County Administrator Libby.

OTHERS PRESENT: Karen Clough, Human Resource Director and Craig Labore, Nursing Home Administrator.

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

HR Director Karen Clough arrived and gave the following report:

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 November 7, 2017

**HR Activity Report (10/03/2017 - 11/06/2017)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	13 (9 FT, 4 PT)	1 LNA, 3 Dietary Aide, 2 CO's  1 Night Watchman, 1 Unit Aide, 1 Cook, 1 Substance Abuse Coord., 1 Asst. MDS Coordinator, 1 Asst. Herdsman, 1 Deputy Sheriff

- ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	4 (1 FT, 1 PT, 2 Per Diem)

***Reasons:***

Resignation / another job – 2  
 Unable to meet per diem requirements - 2

- ***Status Changes/ dept. transfers:***

Department:  
 Nursing Home: 1 FT Unit Aide to LNA FT. 1 FT LNA to Per Diem

***Leave of Absences as of November 7, 2017***

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	7 (6 are intermittent, 5 for self, 2 for family)
Nursing Home – Non-Nursing	9 (8 are intermittent, 5 for family, 4 for self)
County Atty.	2 (1 Intermittent, 1 self, 1 family)
Deeds	1 (Intermittent, Family)

DOC	2	(Self)
Commissioners' Office	1	(Maternity)
TOTAL:	22	

**Scheduled to orient November 15, 2017**

- 1 FT RN
- 1 PT Dietary Aide

**Current Jobs posted/advertised**

- Dietary Aide's
- LNA's (8.05 FTE's vacant)
- RN/LPN (6.7 FTE's vacant combined)
- CO's
- Criminal Records Secretary
- Laundry Aide
- Asst. County Attorney (Jan. 2018)
- Admin. Asst. – Alternative Sentencing

HRD Clough requested the Commissioners' approval for changes to the Per Diem Guidelines in the Employee Handbook. She explained the changes and stated that these changes were agreed to and implemented in the Union contract. The changes increase the requirements for per diem staff to work. She stated that there is an exception for college students during the school year. Commissioner Lauer expressed concern since we lost two (2) per diem employees this past month for not meeting the requirements. HRD Clough explained those are typically employees who haven't been heard from in a while and are not interested in continuing as per diems. HRD Clough stated that this will set clear expectation of per diem staff when they are hired and will help fill shifts where there is the most need. Commissioner Piper stated that this seemed like a thoughtful decision making process.

Commissioner Ahern brought up the discussion from last week regarding 12 hour shifts and the desire for those by staff. HRD Clough stated that the staffing coordinator is working on a template schedule and hopes that after the holidays something can be done on a trial basis.

Commissioner Piper moved to approve the changes to the Per Diem Guidelines as outlined by HRD Clough. Commissioner Ahern seconded the motion. All were in favor.

Nursing Home Administrator Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
November 07, 2017

Census:  
Medicare: 2  
Medicaid: 94

Private: 32

Total: 128

Year-To-Date Numbers:

2017 Totals

Admissions (YTD) 57

Deaths (YTD) 40

Discharges (YTD) 13

Other Topics:

- 1) Survey Results – NHA Labore stated that the Plan of Correction was accepted at the beginning of October. NHA Labore stated that he received a call on November 1<sup>st</sup> that as of October 30<sup>th</sup> the nursing home is back in Substantial Compliance with CMS.
  
- 2) NHAC Alternative Plan Discussion -NHA Labore shared a PowerPoint presentation (see attached) from Health Management Associates which is the consultant NHAC has hired. This presentation includes their initial conclusions. NHA Labore reviewed the information in detail with the Commissioners. NHA Labore stated that part of the legislation this past year was for a preliminary report to be made to Legislative Leadership. He stated that the information included in the slides is what will be presented. He also stated the first slide contains conclusions that both NHAC consultant HMA and the State's Consultant Navigant have agreed on. NHA Labore stated that Representative Neal Kurk has put in an LSR that would essentially do away with Managed Care. NHA Labore stated that while he agrees that Managed Care isn't the answer, just stopping it and not addressing the inadequacies of the Long Term Care program isn't the answer either. Commissioner Ahern asked NHA Labore what his answer would be. NHA Labore stated that there needs to be a new revenue stream that is dedicated to Long Term Care. The bottom line is there is not enough money in the system to fund it. There needs to be more revenue to expand capacity. There also needs to be workforce development aimed at LTC.

The Commissioners continued to discuss challenges within our own nursing home and what some future needs might look like. NHA Labore put together a PowerPoint Presentation last November for the previous Board and is going to get that information for the current Board.

- 3) On 11/1/17 the nursing home conducted a Staff Dementia Training Exercise. They had three (3) people from the Old Church Theater come and perform skits to act out scenarios that staff might encounter. They actors and actress did a fantastic job and the training was well received by staff. Special thanks to: Jim Heidenreich, Paul Hunt and Sheila Kaplow. NHA Labore stated that they will look at doing this quarterly.

- 4) The nursing home held its annual Trick-Or-Treat Street event on October 25<sup>th</sup>. It was well attended, it is estimated there were close to 500 children that visited the facility.
- 5) The 2<sup>nd</sup> annual Family Thanksgiving event will be 11/20/17.
- 6) “Facility Life Committee” NHA Labore stated that this is an idea by staff. They would like to do things to raise money and then be able to sponsor events for staff to increase moral. Commissioners all thought this was an excellent idea and were very supportive.
- 7) NHA Labore told the Commissioners that Kristi Pinard, RN was returning to school for her Bachelor’s Degree and has received a scholarship from the New Hampshire Long Term Care Foundation.

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 31<sup>st</sup> meeting. Commissioners Ahern and Piper had some edits.

Commissioner Ahern moved to approve the minutes from the October 31<sup>st</sup> meeting as amended. Commissioner Piper seconded the motion. All were in favor.

The Commissioners signed Check Registers 25, 1064-1069.

CA Libby asked the Commissioners what their position was on the Petition that Coos County Commissioner Rick Samson brought to them last week. Commissioner Ahern thinks that it is important to get their names attached to this.

Commissioner Ahern moved to support and sign the Petition entitled “Yale Must Stop Northern Pass.” Commissioner Piper seconded the motion. All were in favor.

CA Libby presented a drawdown request for the MEDC/Alice Peck Day CDBG for \$196,749 for Commissioner Lauer’s signature.

CA Libby gave the Commissioners a letter from AHEAD regarding the Better Homes CDBG that the County is sponsoring. The letter outlines the difficulties and challenges that AHEAD has faced with this program and the things they have done to try to overcome the challenges. They have decided after 3 ½ years to discontinue the program and have asked CDFA to de-commit any remaining funds.

CA Libby reminded the Commissioners that there is an Executive Committee meeting on November 20<sup>th</sup> at 9:00 AM.

CA Libby gave the Commissioners a copy of the final FY 2017 audited financial statements. She told them if they had any questions to please let her know.

CA Libby gave the Commissioners the Department of Corrections Superior Court Report for review.

### Commissioner Issues:

Commissioner Ahern stated the after last week's discussion regarding proposed legislation to allow the County to be able to shop competitively for electric rates, he worked with Senator Robert Guida. State Senator Guida was able to submit the proposed bill before the deadline. Commissioner Ahern stated that the bill can be tweaked until November 30<sup>th</sup>. He will keep abreast of this legislation and go to Concord to testify in support of it. Commissioner Ahern stated that he had spoken with Representative Rand from Plymouth who seemed to be concerned about this and Commissioner Ahern asked that Commissioner Lauer reach out to him.

Commissioner Ahern stated that the Friends of the Pemi - Livermore Falls chapter will be receiving a 2017 Spirit of NH award this evening at the Capital Center for the Arts in Concord. He will be attending.

Commissioner Ahern stated that he was approached by some residents of Plymouth who were upset that he had not informed them of the \$4/\$1,000 increase in Plymouth's tax bills. CA Libby stated that she had given the Commissioners the information for each community about what their county tax bill would increase, but that the Commissioners would not have any knowledge of the towns overall tax rates.

Commissioner Ahern stated that he has court scheduled for next Tuesday 11/14/17 and if that does not change he will not be able to attend the Commissioners' meeting.

Commissioner Piper attended the NH Association of Counties Executive Committee meeting on Friday. The major topics were the Managed Care Alternative Plans and the status of the meetings that the "operations team" has been having with the consultants and DHHS. Also discussed was a change to the by-laws allowing six counties represented at a Commissioners' Council meeting to constitute a quorum.

Commissioner Lauer stated that the deadline for sending out the advertisement and the applications for Social Service funding was rapidly approaching. The Commissioners discussed whether or not they needed to develop a policy regarding funding for Social Service Agencies. The Commissioners decided that they would set up a work session on Monday, November 13, 2017 at 10:00 AM with Human Service Administrator Nancy Bishop to get this worked out.

Commissioner Lauer stated that her Northern Pass testimony had been rescheduled to tomorrow morning at 9:00 AM.

11:06 AM – Commissioner Ahern 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 Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Ahern "yes"; Commissioner Piper "yes"; Commissioner Lauer "yes." Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\*11:31 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern 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 Piper seconded the motion and all were in favor.

11:31 with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper, Clerk