

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

November 1<sup>st</sup> 2016

PRESENT: Commissioners Cryans, Richards and Lauer, CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Dave Harkless, Cathy Bentwood, Jeff Brown, Betsy Scrafford, HR Director Clough

Commissioner Cryans called the meeting to order at 9:20am and began with the Pledge of Allegiance.

Commissioner Cryans asked for a moment of silence for former Legislator Deb Reynolds' son who passed away.

The Commissioners presented their FY 2016 Annual Report Dedication to the individuals that they have selected from their respective districts. Commissioner Lauer selected Dave Harkless from Littleton and Commissioner Richards selected Cathy Bentwood from Plymouth. Commissioner Cryans previously presented the Annual Report to his nominee Jeff Hastings of Hanover. Each of the nominees was presented with a personalized copy of the Annual Report.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
November 1, 2016

**HR Activity Report (10/04/2016-10/31/2016)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	2 (2 PT)	1 Dietary Aide, 1 Housekeeper

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	4 (2 Ft, 2 PT/Per Diem)	1 RN, 1 LPN, 1 LNA, 1 Dietary Aid
County Atty's Office	1 (1 Ft)	1 Legal Assistant
Corrections	1 (1FT)	1 CO

***Reasons:***

- 1 Could not meet Per diem requirements
- 2 Resignation – no reason given

- 1 Resignation – relocation
- 1 Retirement
- 1 Resignation /career change

- ***Leave of Absences as of October 31, 2016***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(9 are intermittent, 8 for self, 3 for family)
Nursing Home – Non-Nursing	4	(4 are intermittent, 4 for family)
Non-Nursing Home	<u>4</u>	(2 for self, 2 family/maternity/paternity)
TOTAL:	19	

- ***Current Openings (as of October 31, 2016)***

<u>Positions</u>	<u>Department</u>
RN/LPN (5.15 FTE)	Nursing Home
MNA (3.8 FTE)	Nursing Home
LNA (9.65 FTE's)	Nursing Home
Legal Assistant	County Attorney's Office
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers	Corrections – PT/PD, ongoing posting
(2) Dispatcher	Sheriff's Department

**Scheduled to orient September 6**

- (2) LPN's Per Diem
- Dietary Aide (Part-time)
- Laundry Aide (FT)
- Cook (PT and FT)

**OTHER:**

Public Sector Employment Law Update was very informational in providing updates to FLSA changes, ACA. HR Director Clough and HR Generalist Lauzon will be attending 2017 Health Insurance Rate Hearing at NHIT Trust on Thursday.

HR is currently focusing on: recruitment of LNA's, ACA filings and requirements, NCEU as new employee rep in DOC and beginning negotiations and wage and labor grade survey results.

Commissioner Cryans asked if everyone had a chance to read the minutes from October 25<sup>th</sup>. Commissioner Lauer had an edit.

Commissioner Lauer moved to approve the minutes from the October 25<sup>th</sup> meeting as amended. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 32; 1074-1076

CA Libby submitted the authorization for additional TAN funds for the Commissioners to sign and provided them with an update of TAN borrowing.

CA Libby stated that there was a question brought up regarding the date for the Employee Christmas Reception Date. The Commissioners discussed the issue and agreed to leave the party on the original date of December 15<sup>th</sup>.

CA Libby submitted the following CDBG Paperwork for the MEDC/APD grant for the Commissioners to sign:

- Professional Service Agreement – Hadfield Associates
- Authorization to Submit Claims – All three (3) Commissioners signed
- Subrecipient Agreement – Monadnock Economic Development
- Business & Employment Commitment
- Drawdown Request - \$4,509

CA Libby submitted a drawdown request in the amount of \$7,864.00 for the Gile grant for Commissioner Cryans to sign.

CA Libby explained to the Commissions that the County had received a monitoring letter regarding the 2015 Micro enterprise grant specifically with regards to the Mount Washington Valley Economic Council. She explained that the monitoring letter laid out concerns that CDFR has with the funds that were sub-granted to MWEVC. Grant Administrator Shelley Hadfield and CA Libby had a conference call with Katy Easterly Martey from CDFR on Monday and developed a plan to address the concerns that CDFR has. A reply letter from the County has been prepared and will be sent to CDFR. They will respond with a specific list of items that MWVEC will have to do to be given the rest of the funds allocated to them for 2015 and any funds that have been allocated to them for the 2016 grant. Shelley Hadfield will work closely with MWVEC to help them meet these requirements. If they do not meet them within the specified time period she is in agreement with CDFR that there would be no more funds given to them from the 2015 or 2016 grants. CA Libby is explained she is providing this information to keep them in the loop as to what is going on. There is no action required of the board at this time.

CA Libby stated that the RFP for Audit Services will be going out today. They are due November 21<sup>st</sup> and will be opened on the 22<sup>nd</sup>. These are for Audit Services for FY17 – FY19.

Commissioner Lauer attended the North Country Council Annual Meeting.

All three (3) Commissioners attended the Genesis Behavioral Health meeting.

Commissioner Cryans stated that the dedication of Courtroom two (2) to Jean Burling last Thursday was a success and there was a nice turnout.

Commissioner Cryans and Commissioner Richards toured Mascoma High School and their new addition.

10:50 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk