

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
November 10, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: DoC Supt. Elliot, Farm Manager Nelson, HR Director Clough, County Attorney Hornick, Nursing Home Administrator Labore, Commissioner Elect Omer Ahern Jr.

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

GRAFTON COUNTY
RIGHT-TO-KNOW LAW MEETING CHECKLIST

As Chair of the Grafton County Commissioners, due to COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is a physical location to observe and listen contemporaneously to the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. However, in accordance with the Emergency Order, this is to confirm we are:

- a) Providing public access to the meeting by telephone, with additional possibilities by video or other electronic means;
 - a. We are utilizing the Zoom platform for the electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting through dialing the following phone #1 646 558 8656 and using Meeting ID 841 4138 6844 with password: 766494, or by clicking the following website address: www.co.grafton.nh.us
- b) Providing public notice of the necessary information for accessing this meeting:
 - a. We previously gave notice to the public of how to access the meeting using Zoom and instructions are provided on the Grafton County website at: www.co.grafton.nh.us.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Julie Libby at (603) 496-7731 or email at: jlibby@co.grafton.nh.us.
- d) Adjourning the meeting if the public is unable to access the meeting:
 - a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Supt Elliott arrived and requested a nonpublic session:

MOTION: * 9:05 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted pursuant to RSA 91-A: 3, II (a) 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.

* 9:09 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 "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

MOTION: Commissioner Piper moved to approve the recommendation for the suspension of an employee from Supt. Elliott. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 27th meeting.

MOTION: Commissioner Piper moved to approved the minutes from October 27, 2020 meeting. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

CA Libby stated that Register Monahan is not coming to meet with the Commissioners but has submitted the following report:

October Revenue

County Revenue 10/2009	\$ 88,009.46	State Revenue 10/2009	\$ 748,325.76
County Revenue 10/2010	\$ 91,984.83	State Revenue 10/2010	\$ 704,528.64
County Revenue 10/2011	\$ 78,351.22	State Revenue 10/2011	\$ 539,096.64
County Revenue 10/2012	\$ 84,709.25	State Revenue 10/2012	\$ 520,142.40
County Revenue 10/2013	\$ 81,232.72	State Revenue 10/2013	\$ 647,817.60
County Revenue 10/2014	\$ 84,700.77	State Revenue 10/2014	\$ 669,905.28
County Revenue 10/2015	\$ 84,231.51	State Revenue 10/2015	\$ 699,200.66
County Revenue 10/2016	\$ 87,719.57	State Revenue 10/2016	\$ 763,901.76
County Revenue 10/2017	\$ 99,941.02	State Revenue 10/2017	\$1,014,577.92
County Revenue 10/2018	\$ 98,732.81	State Revenue 10/2018	\$ 906,279.36
County Revenue 10/2019	\$ 93,182.00	State Revenue 10/2019	\$ 946,066.56
County Revenue 10/2020	\$141,838.79	State Revenue 10/2020	\$1,567,920.96

Foreclosures

2009 149 year to date
2010 184 year to date
2011 178 year to date
2012 159 year to date
2013 93 year to date
2014 61 year to date
2015 54 year to date
2016 68 year to date
2017 55 year to date
2018 47 year to date
2019 58 + 280 (from one source) = 338 year to date
2020 15 year to date zero in May due to Governor's executive order
1 for June 2020
0 for July 2020
0 for August 2020
0 for September 2020
4 for October 2020

Respectfully submitted,
Kelley J. Monahan

CA Libby stated that the Register of Deeds continues to see record-breaking transactions.

The Commissioners sign check registers: 21-22; 1081-1082; 1084-1087; 1089; 1091-1092. CA Libby stated that she will email the check registers to the Commissioner Piper and Commissioner Morris for their review and will then use their signature stamp upon approval.

CA Libby submitted the DoC Superior Court Report for the month of October for the Commissioners to review.

Farm Manager Nelson arrived and gave the following report:

1. We are currently milking 77 cows, averaging 73 pounds per cow. We are shipping around

11,000 pounds per pick up.

2. The winter cover cropping is completed. This year a 50/50 mix of Winter Rye and Winter Wheat were used. Howard Hatch, from Hatchland Farm, made quick work of this task by broadcasting the seed and lightly disk harrowing with a 25-foot harrow.

3. The manure pit is almost completely empty. We were able to apply a good amount of manure after the third cutting of hat on the Island acreage. Now we are spreading on corn ground where the winter cover crop is growing well.

4. Ben has continued to merchandise heifers. We have reduced the heifer inventory from nearly 130 to 103. We need to set a target number of replacement heifers.

5. Cara Cargill and her colleague, Mike Ghia, from the New Hampshire Agricultural Mediation Program met with Ben and I. In conversation, Cara and Mike were wondering if there are additional labor options for the County Farm such as unemployed Veterans. They also felt there are opportunities in the Farm Stand area.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
November 10, 2020

HR Activity Report (10/06/2020-11/06/2020)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	12 (3 PT, 4 per diem, 5 FT)	4 per diem LNA, 2 PT Housekeepers, 1 PT Dietary Aide, 1 FT RN, 3 FT Unit
Aides, 1 FT LNA		
DOC	1 (1 FT)	1 FT CO

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	5 (1 PT, 3 FT, 1 Per Diem)	1 PT Dietary Aide, 1 SS Asst. 1 per diem LNA, 1 FT Dietary Aide, 1
	FT LPN	
DOC	1 (1 FT)	1 FT CO
HR	1 (1 FT)	1 FT Sr. HR Generalist

Reasons:

Resigned / other employer – 2
Resigned / Personal Reasons – 4
Termination – 1

• ***Status Changes/ dept. transfers: PT Unit Secretary to FT Dispatcher
Active Leave of Absences as of November 6, 2020***

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Department	#	
Nursing Home – Nursing	18	(9 are intermittent, 14 for self, 4 for family)
Nursing Home – Non-Nursing	4	(2 are intermittent, 2 for family, 2 for self)
DOC	4	(0 intermittent, 2 self, 2 family)
IT	1	(1 intermittent family)
Farm	1	(0 intermittent, 1 self)
TOTAL:	28	

Scheduled to orient 11/18

1 PT Housekeeper

Current Jobs posted/advertised

LNA's (14.55 FTE's vacant)
RN/LPN (10.05 FTE's vacant combined)
CO's
PT/FT Dietary Aide
HR Generalist
County Administrator
Assistant Director of Nursing
Assistant County Attorney
Social Service Asst.
Dispatcher
Unit Secretary

HR Director Clough updated the board on the County Administrator position. She stated that they completed the first round of interviews where they interviewed four (4) candidates. She stated that the plan is to narrow that down further and bring them in for a second round of interviews with the department heads. She asked the Commissioners if they felt Elected Officials should be included with department heads in that interview. After discussion everyone agreed that it should only be the eight (8) appointed department heads that participate in the following round of interviews since the CA is supervisor of those employees. HR Director Clough stated that she will be working on setting a date that works for everyone hopefully within the next week or two (2).

DMV Lease Renewal – CA Libby stated that the lease is set to expire June 30th, 2021. The DMV rents a very small space on the first floor for licensing renewals. CA Libby noted they have not been here to use that space since March due to Covid. They currently pay \$225 a month for the space and that increased from \$200 when the lease was renewed July 1st 2017. In 2019, the rate stayed the same. The DMV is looking to renew and asked if the current cost would be the same. Commissioner Piper feels they need to ask them for more money. Commissioner Morris stated that she has no problem with asking for an increase. Commissioner Piper stated that they should ask for \$275 a month since the rent was not raised at the time of the last renewal. Commissioner Lauer stated that she does not have a problem with \$250, but thinks \$275 is high, knowing how small that space is, as well as they are not using it, and they are hopefully doing a renovation of the courthouse, which may also be inconveniencing them. Commissioner Piper expressed concerns that the State of New Hampshire has access to a much bigger pool of taxpayers than the county does and she wants to try to give county residents as much relief as possible.

Commissioner Lauer noted that the difference between \$250 a month and \$275 a month is \$300 for the year. Commissioner Piper stated that the small difference doesn't matter; it is the principle she's concerned with, and the county residents who she, as a County Commissioner, represents. Commissioner Morris stated that she feels the same as Commissioner Lauer. She noted that she thinks they decided wisely that it is a convenience for all Grafton County constituents to use this DMV. It makes sense to raise the rent but would not do a big hike and she stated she feels \$250 is a better amount. Commissioner Piper thanked Commissioner Morris for the points she made.

MOTION: Commissioner Morris moved to raise the DMV Lease Rental to \$250 a month. Commissioner Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Morris "yes", Commissioner Piper "no", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Executive Committee Meeting and Delegation Re-organization Meeting – CA Libby stated that the Executive Committee will be meeting on November 23rd at 9:00. It will be available via both Zoom and in person in the UNH Conference Room. The Delegation Reorganization meeting will be held Monday December 7th at 9am, also available both via zoom and in person in the UNH Conference room.

Awards Committee Appointment – CA Libby stated that this was brought up at Friday's NHAC meeting. She stated that she has served on the committee for many years and for the time being she would like to continue.

MOTION: Commissioner Piper moved to appoint Julie Libby to serve on the NHAC Awards Committee. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

The Commissioners opened bids for the sale of two (2) 2017 Ford Police Interceptor Utilities. CA Libby noted that Bay Ridge Motors contacted her office stating that they did not receive the invitation to bid for these cruisers and therefore did not find out about it in time to mail a bid in. She noted that they are regular bidders on the county's vehicles and because the invitation to bid only specifies no faxes, she granted them a one-time exception to email in a bid. When that bid was received it was put into a sealed envelope.

Seven (7) Bids were received as follows:

Name	VIN: 1FM5K8AR1HGC57436	VIN: 1FM5K8AR3HGC57437
Asia Motors	\$8,598.00	\$6,598.00
East Coast Classic Sales	\$7,252.50	\$5,252.50
Richard Woolsey	\$5,225.00	\$2,621.00
Liberty Motors	\$6,161.99	\$5,858.99

Bay Ridge Motors	\$6,255.00	\$5,255.00
Yousef Dabbagh	\$6,268.00	\$5,268.00
Bob Rowley	\$4,400.00	\$3,389.00

MOTION: Commissioner Morris moved to approve Asia Motor's high bids of \$8,598 and \$6,598.00 for the two (2) cruisers. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Commissioner Issues:

Commissioner Piper stated on the Executive Committee call on Friday they received an update on the County Conference and they have 71 paid attendees. The County Cup will be held in April during the Awards banquet. She stated that elections for new officers will be held on December 4th. The nominations that were submitted were herself for President, Tom Tombarello as Vice-Chair and Chair of the Bylaws Committee is Chris Coates. She stated that nominations can still be taken on the floor on December 4th.

County Attorney Hornick arrived to discuss a couple of items with the Commissioners. She updated the Commissioners as to where they are at with court hearings and safety protocols they are putting in to place.

Atty. Hornick stated that their Case Management software, PBK, former Atty. Saffo worked with the owner of the company to make it worth getting. Most of the County Attorney's offices use this software because it passes the standards to keep information confidential. She explained that there are a couple of small issues, as they may need to come up with another platform for this software. There is going to be a gap coming up that their PBK system will not work with and it will come up before budget season. PBK has offered to cover some of the initial costs to make this switch. She noted that they might have to change the attorney's office email addresses, which is a big concern for the IT Department. She is working on this with IT Manager Ruggles and will keep the board updated as she knows more.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home Commissioner's Report: November 10, 2020

Census:

FY '21 Budgeted Census:

Medicare: 1

Medicare: 4

Medicaid: 80

Medicaid: 94 (Daily rate= \$198.33)

VA: 1

VA: 2

Hospice: 1
Private: 21
Total: 104

Private: 23

Year-To-Date Numbers:

2020 YTD Numbers

Admissions: 25
Deceased Residents: 34
Discharges: 8

Other Topics:

1) Approval of FY'21 Purchase for Competency and Annual Education Program – NHA Labore stated that they received funding for \$13,500 for the purchase of an annual mandatory education and competency-training program. This program was requested due to a desire to create more efficiency in the training process of staff for their annual mandatory education programs and to stay in compliance with changing CMS requirements for ensuring staff competency testing. He explained that they reviewed two programs as a part of this process. The first program presented by HealthStream was used to establish the budget figure for this capital purchase request. In discussion with the administrator of Hillsborough County Nursing Home, they were referred to Healthcare Academy, because HCNH utilizes this program and has found it to be a very good program for its needs. They participated in a webinar with healthcare Academy in September and they were impressed with the ease of use and ability to design the program to meet their needs, which was something not offered by HealthStream. He also noted that the recommended quote is \$5,500, which is \$8,000 below the budgeted amount.

MOTION: Commissioner Piper moved to accept the quote from Healthcare Academy for the purchase of their Healthcare Academy Learning Management System and eCompetencies programs at a price of \$5,500. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Piper “yes”, Commissioner Morris “yes”, Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

2) New CRSSP Testing Program – NHA Labore stated that they are partnering with DHMC to process these test results. They conducted a full round of testing where 220 staff members were tested. As of this morning 217 results have been received, all results were negative, they will go forward the rest of this month with the 10% sampling for the next three (3) weeks then another round of 100% testing. The sampling is only for staff, they are no longer testing residents under this new program. They will be submitting invoices to the state for reimbursement at \$100 per test and they submitted the first invoice last Thursday. This is subject to change based on a positive case.

3) COVID Vaccine Preparations – NHA Labore stated that the state is getting providers prepared. The federal government put out an email to prepare all Nursing Home providers of the

vaccine program that will be initiated at the federal level. He noted that the latest update is that there will be a vaccine ready beginning of December. He explained the process they will have in place and some of the issues they are still working on figuring out. He stated that he will keep the Commissioners updated.

4) Facility Space Changes – NHA Labore stated that they are trying to reutilize space differently. They have taken the original Covid unit out of the picture and put the rehab department back in which has freed up the activities room for its original use. They still have a Covid Unit, which is on the short hall on their Maple Unit. He explained that with their Antigen testing equipment, they have the ability to rule someone out in the room now, it gives them a sense of assurance 84% that a person doesn't have Covid. The activities room being cleared to allow indoor visits. They are trying to create more space to get people in to visit their loved ones as soon as possible.

5) BinaxNow Antigen Testing Kits – NHA Labore explained that there has been a lot of inconsistency from the federal government for this type of antigen testing kit. The Binax antigen testing kit is the best out there on the market with a 98.5% accuracy rate. He stated that if they have that testing kit it would be a game changer, as they would not need to follow up with a nasal swab. They would know with 98.5% accuracy if someone tested positive. They are being told that there is an oversupply of these kits and that they should be receiving it. He stated that he has reached out to Peter Clark at Senator Shaheen's office to find out why they have not received this test if there is an oversupply.

6) Agency for Healthcare Research and Quality Project ECHO national COVID-19 Nursing Home Action Network - NHA Labore stated that they will be participating in a federal Covid 19 education program through the agency for health care research and quality. It is a series of trainings on a weekly basis to provide Covid education. He stated that they qualify for an incentive payment for participation of up to \$6,000. He explained that they originally were not going to participate as it is a time commitment and scheduling will be difficult, but it was really strongly encouraged that they participate and therefore NHA Labore stated that they will do their best to be active participants.

7) Secret Santa Cancellation – NHA Labore explained that this is being done out of an abundance of caution for people that might not feel comfortable going out into the stores to make purchases. He stated that the Nursing Home has purchased blankets that have the Nursing Home's name on it that each resident will receive on Christmas morning. He stated that the residents are not going to go without having a gift to open on Christmas; they just had to do it differently this year.

10:57 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris
Clerk