

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

December 2nd 2014

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

OTHERS PRESENT: NHA Labore, HRD Cramer

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

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report

December 2, 2014

Census:

Medicare: 2

Medicaid: 96

Private: 26

Total: 124

Year To Date Numbers:

Admissions (YTD) 48

Discharges (YTD) 13

Deaths (YTD) 43

Other Topics:

1) A/R Update

- NHA Labore stated that they had a good month of October. They billed out \$833,000 and collected \$812,000. They are still trying to collect on outstanding bills. As of October they have collected \$990 that was outstanding from 2012 which is a win in itself because they normally are unable to collect on bills that are over a year old. From 2013, they collected just under \$3,600. NHA Labore stated they are slowly chipping away at it.

- 2) Renovation Project Update
 - NHA Labore stated that things have been going very well. There were a few unexpected issues that they are taking care of but the building is working very well for the residents that are over there. The staff and residents are having a great time. He explained that one of the benefits of this move is that it is creating new friendships and socialization that is taking place on the new floor.
- 3) Medicaid Managed Care Update
 - NHA Labore updated the Commissioners on the current status of the Medicaid Managed Care and answered various questions.
- 4) January 1 Medicaid Rate
 - NHA Labore stated that the Nursing Home received a \$4.58 decrease. The new rate effective January 1st will be \$158.54. He explained that the budget for the last six (6) months of the fiscal year at a rate of \$158.00 and the reasoning for the decrease was that DHHS underestimated the utilization of the Medicaid days in nursing homes when they put the budget together. They overpaid us in the first year and now they need to bring it back down to make sure it stays within their budgeted amount.
- 5) TeamSTEPPS
 - He stated that they are seeing some improvement on the teamwork side of things and communication between the departments.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 December 2, 2014

1) **HR Activity Report** (10/1/14 – 11/30/14)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	12 (6 FT, 6 PT/PD)	6 LNAs, 2 LPNs, 1 Diet Aide, 1 Cook, 1 Secretary, 1 Temp Laundry Aide
Cty Attorney's Office	1 (1 PT)	1 Clerk
Communications	1 (1 FT)	1 Dispatcher
Corrections	5 (1 FT, 4 PT)	2 Cooks, 2 Uncertified Officers, 1 Substance Abuse Coordinator
Sherriff's Dept	<u>1</u> (1 PT)	1 Bailiff
	20	

- ***Separations***

<u>Departments</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	11 (5 FT, 6 PT/PD)	8 LNAs, 1 Secretary, 1 Dietary Aide

Corrections	3 (1 FT, 2 PT)	1 Activities Aide
IT	<u>1</u> (1 FT)	3 Uncertified Officers
	15	1 PC Support/LAN Technician

Reasons:

- Resignations - moving away (1)
- Resignations - dissatisfied (2)
- Resignations - another job (2)
- Resignations - another job for more money/better benefits (1)
- Resignations - no reason given (4)
- Resignations - no notice (1)
- Terminations - during probationary period (2)
- Terminations - falsification of documentation/failure to document (1)
- Terminations - unsatisfactory work performance (1)

• **Leave of Absences**

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(6 are intermittent, 8 for self, 3 for family)
Nursing Home – Non-Nursing	4	(3 are intermittent, 2 for self, 2 for family)
Non-Nursing Home	<u>6</u>	(2 are intermittent, 3 for self, 3 for family)
TOTAL:	21	(prev 22)

• **Current Openings**

<u>Positions</u>	<u>Department</u>
RN/LPN (1 FTE)	Nursing Home
LNA (13.5 FTEs plus Temp)	Nursing Home
Correction Officers (PT)	Corrections
Unit Aide (Temp)	Nursing Home
Dietary Aide (PT/PD)	Nursing Home Dietary
Administrative Asst (PT)	Nursing Home

*Grafton County Human Resources Report
December 2, 2014*

2) Summary:

- LMC Meetings with Nursing Home/United Electrical
- Unemployment – in-house from Primex January 1, 2015
- Nursing Home Turnover
 - Survey terms past 12 months
 - Majic 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

Commissioner Cryans asked if everyone had a chance to read the minutes from the November 25th meeting. Commissioner Richards had a couple edits. Commissioner Richards moved to approve the minutes as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 643; 1088-1090.

ED Libby submitted the CDFR Drawdown for the Plymouth Senior Center CDBG for Commissioner Cryans to sign.

Commissioner Cryans signed a Sub recipient Agreement for the MicroCredit CDBG.

Commissioner Richards had a brief discussion on the Register of Probate position and asked if there was a way the Commissioners could give their input on making it an appointed position. ED Libby stated that it is a state position and didn't feel the Commissioners would be able to have any input.

Commissioner Richards stated that she will be attending the County meeting Friday at Primex at 10:00.

Commissioner Cryans stated that he attended to the UNH Cooperative Extension job interviews for the three (3) candidates for the Grafton County Community and Economic Development Specialist position.

Commissioner Cryans opened bids for the sale of one (1) 2009 Crown Victoria from the Sheriff's Department. Two (2) bids were received and were as follows:

Fredrick Coley – \$856
Bay Ridge Motors - \$1,355

Commissioner Lauer moved to accept Bay Ridge Motors and their high bid of \$1,355.00. Commissioner Richards seconded the motion and all were in favor.

*10:26 AM - Commissioner Lauer 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 Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes” Commissioner Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:33 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

10:33AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk