

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Highway
 North Haverhill, NH 03774
 December 3, 2019

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore

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

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 December 3, 2019

HR Activity Report (11/14/2019-12/02/2019)

- ***New Hires***

Department	#	Position(s)
Nursing Home	2 (1 PT, 1 FT)	1 Dietary Aide PT, 1 FT LNA

- ***Separations***

Departments	#	
Nursing Home	3 (2 FT, 1 PD)	1 FT LNA, 1 Per Diem LPN, 1 FT RN
DOC	1 (1 FT)	1 FT CO

Reasons:

Unable to meet per diem requirements - 1
 Resigned for work elsewhere – 1
 Resigned / Personal Reasons/No reason given - 2

- ***Status Changes/ dept transfers: 1 FT LNA to Per Diem***

Active Leave of Absences as of December 2, 2019

Department	#	
Nursing Home – Nursing	9	(4 are intermittent, 8 for self, 1 for family)
Nursing Home – Non-Nursing	9	(8 are intermittent, 5 for family, 4 for self)
County Atty.	5	(4 intermittent, 1 family, 4 self)
Maintenance	2	(2 self)
Deeds	1	(1 self)
Dispatch	1	(1 self)
DOC	1	(1 self)
TOTAL:	28	

Scheduled to orient 12/04

1 FT LNA

2 FT Dietary Aide (For LNA Training Program)

Current Jobs posted/advertised

LNA's (14.3 FTE's vacant)

RN/LPN (12.8 FTE's vacant combined)

CO's

PT Dietary Aide

Social Service Director

2 RN Unit Managers (on hold)

Director of Nursing

Legal Asst.

LNA Training positions

Other: VTC Coming to do info session 12/11 – Glencliff LPN program will begin fall 2020

NHA Labore arrived and gave the following report:

1) He reported that the Director of Nursing has resigned effective December 13, 2019. He stated that he needed to appoint an Acting Director of Nursing. He requested to go into nonpublic session for discussion.

MOTION: * 9:18 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 according 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.

* 9:35 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 stated that a majority of the board voted "yes" and the motion passes.

MOTION: Commissioner Piper moved to accept the recommendation from NHA Labore for a temporary salary increase. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to make an exception for the Student Loan Forgiveness Program. Commissioner Morris seconded the motion and all were in favor.

2) FY20' Kia Lease – NHA Labore stated that they have renewed their lease with Kia. They are now paying \$304.78 a month which is \$5.07/month more than what they are currently paying. It is \$182.00 over the course of the 3-year lease.

3) MDS Office Presentation – NHA Labore stated that in recognition of their hard work they would like to schedule this presentation in January to talk about what the staff does on a daily basis and where things are going with quality measurements.

4) Family Thanksgiving Meal Recap – NHA Labore stated that they had 110 family and friends join on them 26th. It was the smoothest Thanksgiving meal they have put on so far. Everyone worked well together as a team and everyone enjoyed themselves.

The Commissioners went into nonpublic session with NHA Labore and HR Director Clough to discuss the results of the Nursing Home Employee Satisfaction Survey.

MOTION: * 9:43 AM Commissioner Morris 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 and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (a) & (c) Commissioner Piper 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 Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:54 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 Piper stated that a majority of the board voted “yes” and the motion passes.

Commissioner Piper stated that she wanted to make a comment about the dog policy before the notice goes out to employees. She stated that she had the opportunity to meet Shae, a dog at the Nursing Home, and spend time with her and her owner. She stated that she recognizes Supt. Oakes' strong feelings but it seems as though this is primarily a problem with one (1) department. She wouldn't like for the bad behavior of one (1) department to ruin it for everyone else. She feels this way especially after she has spent time in the Nursing Home. She wants to assure that County Administrator Libby intends to speak with that Department Head soon regarding communication. She would like to reconsider the sternness of the notice regarding dog policy before it goes out to employees.

Commissioner Piper left the meeting to participate in the IDN conference call.

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 26th meeting.

MOTION: Commissioner Morris moved to approve the minutes from the November 26th meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers: 26; 1078-1082.

CA Libby submitted a Sub-Recipient Agreement – Micro 2019 – WREN for Commissioner Lauer to sign.

CA Libby stated that Maureen Callahan from USource will be here next week. She stated that in order to try and meet the before January 1st deadline for the new tariff their energy supply has been put out to bid. M. Callahan will be here on the December 16th in the afternoon to review to preliminary pricing. They will present those findings to the Commissioners at their meeting on the 17th. These bids are for an effective date of October 2020 to give Woodsville Water and Light ample notification if Grafton County were to purchase their energy elsewhere.

CA Libby stated that the Bar Association agreed to the two (2) year agreement and would get their Executive Committee together to write an agreement and would start removing their belongings. She stated that Atty. Hornick is ready to have maintenance get into the room. She has drafted language for the agreement and has put together a notice to send out to the GCBA with a date to be out of December 13th to vacate the current room. The Commissioners discussed the notice and were in agreement to send it out.

Financial Update – CA Libby stated that they have borrowed \$4 million from the TAN so far. Taxes are due the 17th and the County has received payments from seven (7) towns totaling roughly \$1.7 million. Last year they had collected twelve payments at this point. In order to make the jail bond payment they had to borrow \$1.25 million on Friday which will hopefully be the last drawdown. They are still below the amount they had to borrow last year.

CA Libby stated that Longevity checks will go out Friday. She also informed the Commissioners that the Request for Investment bids will go out today or tomorrow and are due next Friday the 13th.

CA Libby stated that last Monday they were supposed to meet with the Haverhill Town Manager and she did not show up. Last Tuesday she viewed the Haverhill Select board meeting via Facebook as they broadcast their meetings. The Town Manager said she had other things she needed to take care of so she didn't have time to make it for her meeting with the County. She also stated that the Haverhill Senior Center is very concerned about the inmates that are released from the jail and stated that the town needs to work with the DoC to make releasing inmates safer. Supt Elliott is not happy with these comments and will be attending the next meeting to inform them on how they release inmates. Commissioner Lauer stated that she has spoken with the Senior Center and they had no concerns. CA Libby stated that the DoC has a system in place when releasing inmates and stated that false information is being spread.

Commissioner Morris stated that after her conversation with Martha Richards she is contemplating putting a proposal together for a renewable energy task force for the County. She stated that as they discuss more, she will let the Commissioners know.

Commissioner Lauer stated that the individual to whom she wanted to present the Annual Report dedication to has been away and just returned yesterday.

11:23 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk