

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
North Haverhill, NH 03774
December 4, 2018

PRESENT: Commissioners Lauer, Ahern & Piper, County Administrator Libby and Admin. Asst. Norcross.

OTHERS PRESENT: Karen Fesler, HR Director Clough, Nursing Home Administrator Labore, Finance Manager Dawn Jurentkuff, Commissioner Elect – Marcia Morris

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 4, 2018

HR Activity Report (10/31/2018-12/03/2018)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
DOC	2 (1 FT, 1 PT)	1, Asst. Dietary Manager, 1 CO
Nursing Home	7 (3 PT, 3 FT, 1 PD)	2 LNA's , 4 Unit Aides, 1 PT Unit Secretary
Alt. Sentencing	1 (1 FT)	1 Alt. Sentencing Dir.
Farm	1 (1 FT)	1 Farm Manager
County Attys Office	1 (1 PT)	1 File Clerk

• ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	7 (1 FT LPN, 1 FT Unit Aide, 4 PER DIEM LNA's, 1 PT Dietary Aide)
DOC	1 (1 FT CO)
Sheriff's Dept.	1 (1 Special Deputy)
1 Farm	1 (1 Farm Manager)

Reasons:

- Resigned for work elsewhere - 1
- Resigned no reason given - 2
- Per Diems who have not picked up hours – 4
- Moving out of the area - 1
- Retiring - 2

• ***Status Changes/ dept transfers:***

Leave of Absences as of December 3, 2018

<u>Department</u>	<u>#</u>
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Nursing Home – Nursing	13	(12 are intermittent, 9 for self, 4 for family)
Nursing Home – Non-Nursing	7	(7 are intermittent, 3 for family, 4 for self)
County Atty.	2	(2 intermittent, 2 family)
HR	1	(1 intermittent self)
DOC	3	(3 Self)
Dispatch	1	(1 Self)
TOTAL:	27	

Scheduled to orient 12/05

2 Per Diem LNA's

Current Jobs posted/advertised

LNA's (6.35 FTE's vacant)
 RN/LPN (9 FTE's vacant combined)
 CO's
 Grant Program Coord.
 Cook DOC
 Cook PT Nursing Home

Other: Employee Handbook Updates, 12/24/18

HR Director Clough requested to close the Human Resources Office on December 24th. She stated that her employees will use earned time for that day.

MOTION: Commissioner Piper moved to close the Human Resources Office on December 24th. Commissioner Ahern seconded the motion and all were in favor.

HR Director Clough reviewed the Employee Handbook updates with the Commissioners. She handed out a copy of the handbook as well as a summary of the changes that have been made. She stated that she did have a legal review of the handbook this year and as a result the Commissioners will see more changes than usual. There are many changes that have been recommended by the county's Employment Law Attorney that are for clarification purposes but don't change content or meaning of policy. The Commissioners discussed some of the changes and HR Director Clough answered questions.

MOTION: Commissioner Ahern moved to approve the Employee Handbook with recommended changes. Commissioner Piper seconded the motion and all were in favor.

Nursing Home Administrator Labore arrived to join HR Director Clough and discuss a request.

HR Director Clough stated that they had discussed holding an LPN class here at the county but decided after further discussion that this is not feasible at this time. They would now like to discuss a new recruitment tool to help fill vacant LNA positions such as authorization to hire FT Unit Aides for all shifts that have LNA openings with the understanding that the county will be putting them through the LNA class and transition them to an LNA position once they have passed the class and obtained their license. HR Director Clough asked if the Commissioners would like to add in that they will require them to sign agreement they will stay for one (1) year or repay tuition. Commissioner Lauer and Commissioner Piper both thought that was a good

idea. Commissioner Ahern stated that he has concerns regarding a few words used in the memo. He stated that using the words “understanding” and “understood” can get them into trouble. HR Director Clough stated that everything would be in writing in a contract.

MOTION: Commissioner Ahern moved the approval to hire FT Unit Aides and pay tuition to put them through the LNA class held here by Clinical Careers and upon completion transition to LNA positions subject to a formal agreement. Commissioner Piper seconded the motion.

Discussion:

County Administrator Libby asked what would happen if an employee from another department stated that they heard Unit Aids are having their LNA class paid for and would like to take the class as well. The group discussed it and stated that if that were to happen they would tell the employee that they need to apply for the Unit Aide position and also agree to full time employment once the course is completed.

The Commissioners voted on the motion and all were in favor.

NHA Labore then gave the following report:

Grafton County Nursing Home
Commissioner’s Report
December 4, 2018

Census:	FY '19 Budgeted Census:
Medicare: 8	Medicare: 4
Medicaid: 87	Medicaid: 98 (Daily rate= \$176.61)
VA: 1	VA: 0
<u>Private: 29</u>	<u>Private: 27</u>
Total: 125	Total: 129

Year-To-Date Numbers:

2018 Totals

Admissions (YTD) 75
Deaths (YTD) 53
Discharges (YTD) 24

Other Topics:

- 1) Monthly Financial Review – Finance Manager Dawn Jurentkuff stated that Medicare A continues to carry them strong. They took in a settlement income this month which gave them positive revenue of \$136,000 and that is not taking into consideration the bed tax or

proshare payment. The only categories on the expense side that they are watching are related to Medicare Part A, which are the labs and pharmacy and both anticipated to be up because the room and board revenue is up. NHA Labore stated that predicted Medicaid rate as of January 1st is increasing roughly \$2.00.

- 2) Review of State Survey – NHA Labore stated the state survey team arrived last Tuesday evening. He stated that the surveyors were very impressed. The resident interviews went very well also. He stated that overall it was a great experience. The one deficiency was in the antibiotics stewardship program. This is a new program that came into place with the new regulations that were implemented last year. The program entails monitoring antibiotic usage. They don't want to see prolonged antibiotic usage because of the potential for other medical conditions as a result of it. He explained that they have two (2) residents that have been on a prolonged antibiotic usage. One (1) resident dates back to 2012 and the other 2016. He explained what the issues with the two (2) residents entail and their needs for the antibiotics. NHA Labore stated that they are trying to gather all of the facts to do another review of this issue.
- 3) 2018 Write off Request – NHA Labore stated that the Nursing Home would like to request approval to write-off the amount of \$10,798.49, which is the remaining balance on an account dating back to 2013. The balance was the result of a Medicaid penalty assessed due to an improper asset transfer. At the time, the residents' son was unwilling to remove his name from the property in order to make his mother eligible for Medicaid, which left a resulting balance of \$91,300. The son entered into a voluntary lien, which was drafted by Grafton County Attorney's Office, on the property and agreed to make monthly payments of \$300 until the house sold (see attached lien documentation).

NHA Labore stated that they were contacted by an attorney representing the son to inform them that a buyer for the property had been identified. After several discussions between GCNH Administration, the attorney representing the son, the Grafton County Attorney and an attorney who specializes in nursing home debt collection, they were advised to take this agreement or risk the sale of the property falling through and Grafton County being left with the full amount.

MOTION: Commissioner Piper moved to approve the write off request as presented by NHA Labore in the amount of \$10,798.49. Commissioner Ahern seconded the motion and all were in favor.

Family Thanksgiving Meal – NHA Labore thanked the Commissioners and everyone who helped make the day a success.

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 27th meeting. Commissioner Lauer and Commissioner Piper had a few edits.

MOTION: Commissioner Ahern moved to approve the minutes from the November 27th meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 21-23; 1074-1077

CA Libby submitted an Educational Assistance Application for an employee in the County Attorney's office to take a Legal and Ethical Issues in Business Management course at Granite State College. This class is needed towards her Bachelors degree in Public Service Management.

MOTION: Commissioner Ahern moved to approve the Educational Assistance Application. Commissioner Piper seconded the motion and all were in favor.

TAN/Tax Update – CA Libby stated that they borrowed \$5.3 million this year and will not need to borrow any more. They have collected taxes from nine (9) towns totaling \$3.1 million. She stated that they will be disbursing longevity checks this week.

Residential Substance Abuse Treatment Grant Paperwork – CA Libby stated that the Commissioners approved and signed off on paperwork a few weeks ago that extended the end date of this grant. She stated that they also need a Certificate of Authority and updated insurance information.

MOTION: Commissioner Ahern moved to adopt the Certificate of Authority for the RSAT Grant. Commissioner Piper seconded the motion and all were in favor.

US Board of Geographic Name Proposal Recommendation – CA Libby stated that she had a brief discussion in October with the Commissioners regarding the name proposal of Moose Antler Falls. She stated that the USGC needs a decision or recommendation from the Board of Commissioners. They can approve, reject, take action as specified below or render a decision without their recommendation. Commissioner Lauer and Commissioner Piper stated that they do not have any recommendations. Commissioner Ahern stated that he has contacted people from that area. A question that was asked is if this water fall had running water all year round. He thinks it should be named after a person. He thinks they should reject the name and ask that they look to someone in the community that should be recognized. Commissioner Lauer stated that she feels this isn't a county function; this is something the town should do. Commissioner Piper stated that she does not have a recommendation and would leave the decision to the USGC and the local community affected.

MOTION: Commissioner Piper moved to ask the USGC to render a decision without their recommendation. Commissioner Lauer seconded the motion. Commissioner Piper and Commissioner Lauer were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Right-to-Know Request – CA Libby stated she spoke with Susan Olsen and she did recommend that they request information back to January 1st 2011 and that the request looks good to her. CA Libby stated that she did ask about compensation for doing the analysis of the information once the county receives it and Susan Olsen said she would do it without any compensation.

Commissioner Ahern and Commissioner Piper were in agreement to send out the right to know request to Woodsville Water and Light.

Memo's for Request Action:

CA Libby stated that County Attorney Saffo had submitted a memo for the VAWA Certificate of Authority & Acceptance requesting Commissioner approval. The memo explains that Grafton County annually receives \$30,000 in funding through the State of NH – Attorney General's Office. These funds are federal funds from the Violence Against Women's Act funding. Grafton County uses these funds to offset a portion of the salary for the Assistant County Attorney who processes cases associated with these types of crimes.

MOTION: Commissioner Ahern moved to accept this funding and enter into the grant agreement with the NH Department of Justice and authorize the County Attorney to execute any documents which may be necessary for the contract. Commissioner Piper seconded the motion and all were in favor.

Out-of-State Travel – County Attorney's Office – CA Libby stated that she talked to Mike Ricker from Primex regarding the liability of sending County Attorney Elect Hornick to the Washington D.C conference and his first recommendation was that Atty. Saffo should contact the Attorney General's office as they have the overall oversight of the County Attorneys in the state. CA Libby stated that Atty. Saffo did contact the AGs office and they do not have any concerns other than she cannot prosecute or co-chair prosecution of cases until she is sworn in. In addition, County Attorney Saffo did confirm with the grant people that it is acceptable to have County Attorney Elect Hornick attend as the County's representative. Primex did stress is that they would like a volunteer agreement put into place. The agreement is to establish that she is not an employee and not getting insurance or compensation. As a volunteer she is cover under the county's liability insurance. CA Libby used the volunteer agreement from the nursing home and updated the information to the county attorney's office.

MOTION: Commissioner Piper to approve out of State Travel of County Attorney Elect Marcie Hornick who will attend as a volunteer, to travel to Washington D.C. for the Rural Sexual Assault, DV. Etc. Roving Advocates New Grantee Orientation conference for the grant the county received. Commissioner Ahern seconded the motion and all were in favor.

VOCA Additional funding – CA Libby stated that Atty. Saffo is requesting a motion to approve and accept the additional \$74,000 in VOCA funding as discussed in a previous meeting and outlined in her memo. The memo explains that she will use this funding for an additional Victim Witness Assistant Position and the funding will cover salary, benefits as well as furniture, trainings, supplies, the computer and software.

MOTION: Commissioner Piper moved to accept the additional \$74,000 in VOCA funding and give Atty. Saffo authority to sign the grant contract. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern asked where this new staff person will be located as they have no space. He stated that it was not included in the budget as it was not known at the time the budget was set. CA Libby stated that it was money that was offered well after the budget was done. Atty. Saffo received notification of this money in November. Commissioner Ahern stated that he was concerned about hiring outside the budgetary process. Commissioner Lauer stated that she understands his concerns but they are being given an opportunity to further service the residents of Grafton County at no additional cost. Commissioner Piper read from the list of initiatives that the County wants to provide with this new funding and stated that the initiatives were worthy of support.

The Commissioners voted on the motion and all were in favor.

CA Libby reminded the Commissioners of the following upcoming meetings & events.

12/10/18 – Delegation Re-organization Meeting – 9 AM
12/11/18 – Annual Report Dedication – 11 AM
12/18/18 – Meeting Starts at 11 AM – Employee Christmas Reception
12/27/18 – Open House Farewell – Elected Officials
1/2/19 – Swearing In – 9 AM – Commissioner Meeting to follow

Commissioner Issues:

Commissioner Ahern attended a meeting in Concord at the Fish and Game Department on the 29th about the Baker River Dam #8 that is a part of the Baker Watershed District. Someone has made a determination that this dam is at risk of eroding. They are discussing what they would do with the dam.

Commissioner Piper attended the NHAC Legislative Luncheon for new Legislators on November 28th. She stated it was a very nice event and there were a lot of questions from new legislators.

Commissioner Lauer attended the State Plan on Aging meeting at the Littleton Senior Center. That evening she also attended the 4H Appreciation Event at Alumni Hall.

10:35 AM With no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk