

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

December 6, 2016

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

OTHERS PRESENT: NHA Labore, RD Monahan, Supt. Elliott, HRD Clough, AS Director Gilding, CA Saffo, Joseph Haas, Commissioner Elect – Omer Ahern.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
December 06, 2016

Census:

Medicare: 9

Medicaid: 89

Private: 31

Total: 129

Year-To-Date Numbers:

Admissions (YTD) 78

Discharges (YTD) 21

Deaths (YTD) 48

Other Topics:

- 1) Write-off Request
- 2) Deer Oaks Behavioral Consulting
- 3) Nursing Department Staffing

Write off Request – NHA Labore submitted a list of write-off requests in the amount of \$1,445.60. They were able to collect money from previous write-offs that totaled \$1,540.26, which reduced the actual write-offs for this round from the \$2,180.86 gross figure.

Commissioner Lauer moved to approve the write-offs as proposed. Commissioner Richards seconded the motion and all were in favor.

NHA Labore stated that he had talked to the Commissioners previously regarding a case that they had been working on from an account that they had been trying to clean up. He stated that it has resulted in a criminal indictment of misappropriation of funds on behalf of a former resident of the nursing home. The gentleman was convicted and part of the restitution is that he will be making on going payments to the nursing home in the amount of \$35,864.00. NHA Labore explained that the total amount on the account is \$57,864.82 and he feels that the nursing home is entitled to that remaining \$22,000 but that has to be determined at a later hearing.

Deer Oakes Behavioral Consulting – NHA Labore explained that this group specializes in counseling services for nursing home residents. A licensed psychologist comes in to work with residents who have a diagnosis of depression, having difficulty with their nursing home placement, family issues, etc. The benefit to this is that there is no cost to Grafton County for this as well as their continued effort to decrease medication numbers for medications such as anti-psychotics and anti-depressants. The projected start date is December 14<sup>th</sup>. They are in the process of getting referrals together and getting the consent from the residents or durable power of attorney to be seen by the licensed psychologist.

Nursing Department Staffing – NHA Labore informed the Commissioners that Yvonne Clark has accepted the position of Director of Nursing. They are now looking to fill the Assistant DON position. They posted the position internally last week and have not received any applicants as of yet so they will post it externally and hope to get some promising applicants.

Commissioner Cryans thanked NHA Labore for attending the new Legislators luncheon.

NHA Labore thanked the Commissioners for their support and everything they have done for the Nursing Home as this is his last presentation to Commissioner Cryans and Commissioner Richards. He stated that the Nursing Home would not be where it is if it wasn't for them.

RD Monahan arrived to request out of state travel for her to attend the PRIA Conference which is the 3<sup>rd</sup> week in February and is located in Albuquerque, New Mexico. She noted that she is requesting early so she can get a better hotel and flight this year.

Commissioner Lauer moved to approve the out of state travel request. Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the November 22<sup>nd</sup> meeting.

Commissioner Lauer moved to approve the minutes from the November 22<sup>nd</sup> meeting.  
Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 37&38; 1087; 1089-1096.

Supt. Elliott arrived and requested to go into nonpublic session.

\*9:35 AM - Commissioner Richards 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 Lauer 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.

\*9:50 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.

Commissioner Lauer moved to accept Supt. Elliott’s recommendation in regards to the employee suspension. Commissioner Richards seconded the motion. A roll call vote was called. Commissioner Cryans “yes” ; Commissioner Lauer “yes”; Commissioner Richards “no”. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Supt. Elliott requested to go back into nonpublic session.

\* 9:51 AM - Commissioner Richards moved to enter into non-public session for the purposes of 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 (c) . Commissioner Lauer 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.

\* 10:18 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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.

HRD Clough arrived and gave the following report:

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 December 6, 2016

**HR Activity Report (11/01/2016-12/05/2016)**

• ***New Hires***

| <u>Department</u> | <u>#</u>  | <u>Position(s)</u>  |
|-------------------|-----------|---|
| Nursing Home      | 11 (7 PT) | 3 Dietary Aide, 1 Laundry Aide, 4 LPN's<br>1 LNA, 2 Cooks |
| Sheriff's Office  | 2         | 2 Dispatchers   |

• ***Separations***

| <u>Department's</u> | <u>#</u>                |  |
|---------------------|-------------------------|--|
| Nursing Home        | 5 (2 Ft, 3 PT/Per Diem) | 1 RN, 1 LNA, 1 Director of Nursing, 1<br>Unit Secretary, 1 housekeeper |
| Sheriff's Office    | 1 (1 Ft)                | 1 Dispatcher   |

***Reasons:***

- 1 Could not meet Per diem requirements
- 2 Resignation – no reason given
- 1 Retirement
- 2 Resignation /another position

• ***Leave of Absences as of December 5, 2016***

| <u>Department</u>          | <u>#</u> |   |
|----------------------------|----------|---|
| Nursing Home – Nursing     | 12       | (10 are intermittent, 9 for self, 3 for family) |
| Nursing Home – Non-Nursing | 5        | (4 are intermittent, 4 for family, 1 for self)  |
| Non-Nursing Home           | 3        | (2 for self, 1 family/maternity/paternity)      |
| TOTAL:                     | 20       |   |

• ***Current Openings (as of December 5, 2016)***

| <u>Positions</u> | <u>Department</u> |
|------------------|-------------------|
| RN/LPN (2.8 FTE) | Nursing Home      |
| MNA (3.8 FTE)    | Nursing Home      |
| LNA (11.75FTE's) | Nursing Home      |

**Scheduled to orient December 7**

(1) LPN (FT)

- (1) Legal Asst (FT)
- (2) LNA's 1 FT 1 PD

OTHER:

Revision to Holiday Policy – HRD Clough stated that they put a new holiday policy into effect July 1<sup>st</sup> and have come across a couple of revisions that need to be made. One (1) of those revisions is the floating holidays. They had left the floating holiday section alone and it had listed Civil Rights Day and Election Day as floating holidays for all county offices with Columbus Day for the administrative offices and the day after Thanksgiving for the Nursing Home. With the way that the new policy is written the floating holidays do not fit into that piece because with the new policy if you work the holiday you are paid the holiday which is not what a floating holiday is. They revised the holiday policy to reflect Election Day (in the even numbered years) as the only floating holiday for county employees. That will allow the employees, if they decide to work Election Day, to have that time go into their bank for them to take off meeting the definition of a floating holiday.

Commissioner Lauer moved to approve the recommended changes to the employee holiday policy as recommended. Commissioner Richards seconded the motion and all were in favor.

CA Libby submitted the 2017 Holiday List for the Commissioners to approve. The list is as follows:

|  |  |          |  |                   |    |
|--|--|----------|--|-------------------|----|
| Grafton County   |  |          |  |                   |    |
| 2017 Holiday Schedule  |  |          |  |                   |    |
| New Year's Day   |  | Sunday   |  | January 1, 2017   |    |
|  |  | Monday   |  | January 2, 2017   | ** |
| Martin Luther King Jr./Civil Right's Day                               |  | Monday   |  | January 16, 2017  |    |
|  |  |          |  |                   |    |
| President's Day  |  | Monday   |  | February 20, 2017 |    |
| Memorial Day   |  | Monday   |  | May 29, 2017      |    |
| Independence Day   |  | Tuesday  |  | July 4, 2017      |    |
| Labor Day  |  | Monday   |  | September 4, 2017 |    |
| Columbus Day   |  | Monday   |  | October 9, 2017   |    |
| Veterans' Day  |  | Friday   |  | November 10, 2017 | ** |
|  |  | Saturday |  | November 11, 2017 |    |
| Thanksgiving   |  | Thursday |  | November 23, 2017 |    |
| Day after Thanksgiving   |  | Friday   |  | November 24, 2017 |    |
| Christmas Day  |  | Monday   |  | December 25, 2017 |    |
| **Administrative Offices Observation of New Years' Day & Veterans' Day |  |          |  |                   |    |
| 24/7 Departments will observe actual holiday on 01/01/17 & 11/11/17    |  |          |  |                   |    |

Commissioner Richards moved to approve the 2017 Holiday list. Commissioner Lauer seconded the motion and all were in favor.

AS Director Gilding arrived and requested to go into nonpublic session.

\*10:34 AM - Commissioner Richards 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 Lauer 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.

\* 11:04 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.

Commissioner Lauer moved to approve AS Director Gildings request contingent on state funding approval. Commissioner Richards seconded the motion and all were in favor.

Joseph Haas arrived to discuss some issues that he has. Mr. Haas stated that he had three (3) issues he would like to discuss with the Commissioners. The first issue was to do with people being held at county jails in lieu of payment of fines. He noted that he believes that it is unconstitutional for payment of fines to be moved into the general fund at the state level. He noted that Friday 12/2 was the last day to file LSR’s but he wondered if the Commissioners wanted to try and find someone to support legislation to prevent this. His second issue dealt with the Electoral College and the number of representatives that NH has. He stated that there is wording that if the state does not vote for their judges the representation in electors shall be reduced.

Commissioner Cryans asked Mr. Haas how this directly affects Grafton County. He stated that it didn’t but since he was here he thought he would bring up these additional issues.

Mr. Haas’ third issue deals with a case that goes back a number of years. He explained the history behind the case and then stated that the reason he was coming to the Commissioners was to see if under RSA 661:9, IV which states: Any officer of a county, including the register of probate, may be removed by the county convention for official misconduct. Any removal under this paragraph shall be initiated by petition of a majority of the county commissioners, of the

county attorney, or of a superior court judge. No officer of a county may be removed without notice of the allegations supporting the petition for removal and an opportunity to be heard by the county convention. They would be willing to sign such a position regarding his belief that the County Attorney had not done her job correctly in a case that involved him directly.

Commissioner Cryans explained to Mr. Haas that he certainly couldn't sign a petition based on what he's heard thus far today. The other Commissioners concurred. Mr. Haas stated that he would explore other avenues to address his concerns. The Commissioners thanked him for coming in today.

Atty. Saffo arrived to discuss a few items. First she stated that she needed formal approval from the Commissioners for the appointment of her new Assistant County Attorney Nicholas A. Chong Yen to send to the Attorney General's Office. She stated that he will come with her next week to meet the Commissioners. The Commissioners signed the necessary paperwork for Atty. Saffo.

Atty. Saffo submitted an agreement that they have had with the town of Rumney to provide prosecutorial services. Each year she redoes the agreements and if Rumney use them to prosecute a trial they pay them and it is up to ten (10) cases a year max to \$5,000. She also noted that the town of Bethlehem has approached them to provide prosecutorial services at the rate of \$30,000 a year. She stated that she would like to increase Lise Solbek hours to full time which would also include health insurance and retirement. She stated that she has gone through her budget and she can increase her hours with the money they receive from Haverhill and Bethlehem. She stated that she will stay within the budgeted money that she has.

Atty. Saffo handed out public packets regarding the pretrial testimony for Northern Pass that is posted on the SEC website.

Atty. Saffo requested to go into nonpublic session:

\* 11:46 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A:3, II (I) . Commissioner Lauer 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.

\* 12:14 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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.

CA Libby submitted a CDFA Drawdown request for the Gile Hill project in the amount of \$1,000 for Commissioner Cryans to sign.

TAN & Tax Update – CA Libby stated that last Wednesday they borrowed an additional \$2 million from the TAN bringing the total amount borrowed to \$8 million. She explained that they had a Bond payment for the jail, end of the month payroll bills and a state bill that were due. She noted that they received Holderness tax check for \$1.2 million and they will not need to borrow any more money. Treasurer Parker has sent out investment letters and will be in to present her recommendations. There will be around \$13-\$14 million to invest for the next nine (9) or so months. Treasurer Elect Karen Liot Hill has been in with Treasurer Parker to get up to speed. She has also met with their contacts at Woodsville Guaranty Savings Bank. CA Libby went on to state that through yesterday they have collected taxes from seven (7) towns totaling \$2.3 million.

CA Libby stated that she and Supt. Oakes will be meeting with two (2) Woodsville Precinct Commissioners and the Town of Haverhill to discuss and clarify where the ownership of the sewer lines takes place.

CA Libby noted that the Commissioners will meet next Tuesday the 13<sup>th</sup>.

Commissioner Lauer attended the Raymond Burton Learning Center dedication in Plymouth.

The Delegation Reorganization meeting will be Monday December 12<sup>th</sup> at 10:00am.

12:24 PM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk