

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
February 2<sup>nd</sup> 2021

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

OTHERS PRESENT: Sheriff Stiegler, Detective Fortier, Nursing Home Administrator Labore, HR Director Clough.

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

Commissioner Piper read the following statement:

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 849 3770 5995 with password: 177096 , or by clicking the following website address: [www.co.grafton.nh.us](http://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](http://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](mailto: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.

Commissioner Piper called the roll call attendance. Commissioner Lauer "here" and is at the Grafton County Complex. Commissioner Ahern "here" and there is no one in the room with him during this meeting. Commissioner Piper "here" and there is no one in the room with her during this meeting.

### **Sheriff Stiegler, Detective Fortier arrive to discuss a request to submit a grant application.**

Sheriff Stiegler stated that last year they submitted an application through the New Hampshire Department of Justice for a US Justice Department VAWA Grant. This is for a 100% funded position. It is a \$500,000 grant opportunity for three (3) years. The documents they had submitted to the NH Department of Justice were exactly what they were told to submit; however, one of the oversights stated by the NH DOJ Grant Administrator was that some of the documents were supposed to be on the NH DOJ letterhead and not the Grafton County Sheriff's Department. He stated that due to this technicality, they were automatically rejected.

Sheriff Stiegler explained that the NH DOJ is still looking for a full-service agency to perform the tasks this grant would fund and therefore they are looking to apply again. With their previous application, they had support from the County Attorney, Attorney General's Office and area Police Chiefs. The process to apply for this grant this time around will not be so involved. He believes it is in the County's best interest to apply again as there is statistical data that supports applying for it. There are no costs associated with this to his knowledge and if this is something that proves to be a need in Grafton County then they can look further into it once the grant is up. Detective Fortier stated that they were authorized to apply for this grant last year, but the application was denied due to a small administrative glitch. They were the only law enforcement agency that was offered an application and he believes it is the case this year as well. Of the 38 towns and 1 city, they only have 29 police departments in Grafton County and only five (5) have a full-time detective position. This position would be a valuable asset if they were awarded.

Commissioner Ahern suggested incorporating the grant funded position as a part of the already existing number of staff without having to increase staffing. Sheriff Stiegler stated that the grant does not allow that to happen. They can promote from within for the position but will then have to backfill that position. Commissioner Lauer stated that this is what county government does best. They have the opportunity to get a grant to determine what is best. They have three (3) years to work with it and after those three (3) years are up, they are able to determine if it is a necessary service to provide to the towns. Commissioner Piper stated that she would support giving this a 3-year trial.

**MOTION:** Commissioner Ahern moved to allow Sheriff Stiegler to apply for the US Justice Department VAWA grant. Commissioner Lauer seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Ahern “yes”, Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

Commissioner Piper asked Commissioner Lauer if she would be willing to take her place on the County State Finance Commission. Due to other commitments, it is necessary for Commissioner Piper to step down from the Commission. Commissioner Lauer agreed to take Commissioner Piper’s place on the Commission.

## HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
February 2, 2021

### HR Activity Report (01/06/2021-02/01/2021)

- New Hires**

	Department	#	Position(s)
	Nursing Home	4 (2 FT, 2 PT )	1 FT Unit Aide, 1 FT Housekeeper,
1 PT	Unit Secretary		
	County Attorney	1 (1 FT)	1 PT Dietary Aide
	DOC	1 (1 PT)	1 FT Asst. County Attorney
			1 PT CO

- Separations**

	Departments	#	
	Nursing Home	2 (1 FT, 1 PT)	1 RN House Supervisor, 1 Housekeeper
	Sheriff's Dept.	13 (13 PT)	13 PT Special Deputies

**Reasons:**

Resigned personal reasons/no reason given-  
Resigned to accept other employment - 1  
Termination –  
Retirement – 1  
Not Re-appointed - 13

- Status Changes/ dept. transfers: 1 Per Diem LNA to Per Diem LPN, 1 PT Dispatcher to FT Dispatcher**

### Active Leave of Absences as of January 29, 2021

Department	#	
Nursing Home – Nursing	15	(12 are intermittent, 9 for self, 6 for family)
Nursing Home – Non-Nursing	6	(3 are intermittent, 3 for family, 3 for self)
DOC	2	(0 intermittent, 2 self)
Maintenance	1	(1 intermittent self)
Sheriff's Dept.	1	(1 intermittent family)



**TOTAL:**

**25**

**Scheduled to orient 02/03**

1 FT Unit Aide  
1 FT Housekeeper  
1 Per Diem LNA  
1 PT Dietary Aide

**Current Jobs posted/advertised**

LNA's (11.55 FTE's vacant)  
RN/LPN (9.15 FTE's vacant combined)  
CO's  
Cook – PT DOC  
PT/FT Dietary Aide  
PT Housekeeper  
Assistant DON  
Social Service Asst.  
RN House Supervisor

HR Director Clough stated that the HR Department participated in the January Employment Security Job Fair but received no applicants. Her office is currently working on getting 1095 forms out to employees. She noted that the Kronos Software trainings have been taking up a lot of time as well.

**NHA Labore arrived and gave the following report:**

Grafton County Nursing Home  
Commissioners Report:  
February 2, 2021

Census:

FY '21 Budgeted Census:

Medicare: 5  
Medicaid: 79  
VA: 1  
Hospice: 0  
Private: 20  
Total: 105

Medicare: 4  
Medicaid: 94 (Daily rate= \$198.33)  
VA: 2  
Private: 23

Year-To-Date Numbers:

**2020 YTD Numbers**

Admissions: 32  
Deceased Residents: 31  
Discharges: 8

NHA Labore stated that the Nursing Home is hopefully in line to receive a vial of the Moderna vaccine that will allow ten (10) more staff and/or residents to receive their first vaccination.

Positive Case Update – NHA Labore stated that this staff member was asymptomatic. They will be coming off isolation Friday of this week.

Future Testing – NHA Labore stated that they would be having additional rounds of testing. They go into response mode testing because there was a positive case. They conducted first round of testing on residents and staff and will finish the rest of the testing today. They are averaging 100 staff members a day during staff testing weeks. He noted that they hope to start receiving results tomorrow.

Vaccination Update - They have forty-four (44) staff and four (4) residents receiving second doses today. NHA Labore stated that after this round of vaccinations there will be 137 staff members who have received the vaccine, or 65% and 90% of residents. He has been reading updates on national statistics on vaccine roll out in nursing home, 90% of residents and 60% for staff is the consistent number across the country. He feels they will continue to add to those numbers as they move forward.

Commissioner Piper asked if everyone had a chance to read the minutes from the January 26<sup>th</sup> meeting. Commissioner Lauer stated that she had a few edits but no content change.

**MOTION:** Commissioner Lauer moved to approve the minutes from the January 26<sup>th</sup> meeting. Commissioner Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Ahern “yes”, Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

Commissioner Lauer signed check registers 34; 1147-1149. CA Libby stated that she would hold onto them and have Commissioner Piper and Commissioner Ahern sign them when they come next week.

Earned time Buy back – CA Libby stated that they have a farm employee who is at the maximum level of Earned Time and with the farm being short staffed and low on inmate labor the farm is not able to give him time off to draw down this balance. She stated that they would like authorization to buyback 96 hours of time.

The farm employees accrue Earned Time on a per payroll basis. Their workweek is 96 hours and they are allowed to accrue up to 360 hours. She explained that when they work holidays, which most holidays are worked, those hours also are added into their ET bank. She stated that they have had staffing issues at the farm since August and it has been very difficult for any farm employees to take any time off. In addition, inmate labor has been very unpredictable and has caused additional staffing issues. To help alleviate the issue and so that the farm employee does not lose time she stated that they are proposing a one-time non-precedent setting buy back of 96 hours of time (equal to one payroll.) From here, the Farm Manager will be using part-time help to give this employee one ET day per pay period to keep him from building more time until staffing allows for several days off to draw down time. CA Libby stated that this would cost

\$2,206.08 and there is money within the farm salary and benefits line items to cover this expense.

**MOTION:** Commissioner Ahern moved to authorize a one-time non-precedent setting buy back of 96 hours of earned time for a farm employee. Commissioner Lauer seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Ahern “yes”, Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

Broadband Committee Update – CA Libby stated that the committee has been very busy since the middle of January. They will be coming next Tuesday to give a more comprehensive update to the Commissioners on what they have been working on. She stated that they met on January 14<sup>th</sup> and a lot has been driven by the information that is coming out of the NH Electric Coop. They have invited NH Electric Coop to their next meeting on February 24<sup>th</sup> to discuss what their plans are. She stated that Andrew Dorsett and Nik Coates have been working towards the legislative changes they would like to see. Commissioner Ahern stated that the Wentworth Selectboard appointed Andrew Lassar to represent them on broadband matters and asked if he could be added to the Broadband Committee. CA Libby stated that the Board of Commissioners are the ones who would appoint new members to the Committee.

**MOTION:** Commissioner Ahern moved to add Andrew Lassar to the Broadband Committee.

Commissioner Lauer stated that they had set this up as a small committee to work with surrounding towns. She is afraid that if they start expanding the committee, it will get too large and she would like a chance for the Committee to discuss this and give their feedback. Commissioner Piper stated that she agreed.

Farm Doc – Commissioner Ahern stated that he had sent out a proposal for the Farm in an email for the Board of Commissioners to review. Commissioner Lauer stated that she briefly looked at it and thinks there are good ideas in there to review and others that may need to be reviewed again once the courts opened up. She stated that she feels they do need to think about starting the Farm Committee back up again. Commissioner Piper stated that she is in agreement with Commissioner Ahern’s initiative as this is an opportunity to maximally utilize the farm and county resources. The Commissioners agreed to take the next week to review the proposal further and have a more in-depth conversation at their next meeting.

CA Libby stated that Alternative Sentencing Director DePalo will be meeting with the Commissioners next week and will have more information for them regarding the Juvenile Restorative Justice Programs.

CA Libby stated that HR Director Clough referenced the Kronos System in her report and she wanted to give the Commissioners an update on that software implementation. She explained that they were scheduled to go live January 1<sup>st</sup> and this has not happened as of yet. The County’s payroll is very complicated, and they are still working on getting different aspects of their system figured out. The tentative go live date is now March 5th, subject to these issues being sorted out.

She stated that once the issues are sorted out, she feels they will benefit from all the great features of the software but getting there has been more challenging than they anticipated.

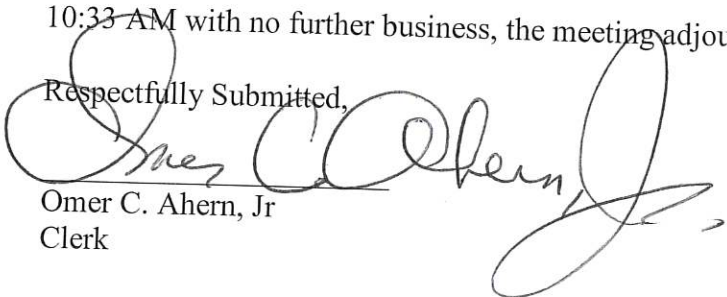
### **Commissioner Issues:**

Commissioner Piper stated that she forwarded the information regarding HB315 to the Board and CA Libby. She also forwarded this information to Kate Horgan at the NHAC and the Officers of the Executive Committee will be recommending to the Executive Committee that they sign into opposition on HB315.

CA Libby stated that they did received the application for social services funding from Bridge House on Friday.

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

Respectfully Submitted,

  
Omer C. Ahern, Jr  
Clerk