

GRAFTON COUNTY COMMISSIONER MEETING

Nursing Home – Country Café

North Haverhill, NH 03774

February 4, 2020

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

OTHERS PRESENT: HR Director Clough, HR Senior Generalist Meredith Putnam, NHA Labore, Sheriff Stiegler, Detective Justin Combs and Farm Manager Knapton.

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

HR Director Clough arrived with her new Senior HR Generalist Meredith Putnam and introduced her to the Commissioners. She then gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
February 4, 2020

HR Activity Report (01/06/2020-02/03/2020)

• *New Hires*

Department	#	Position(s)
Nursing Home	3 (1 PT, 2 PD)	1 Dietary Aide PT, 2 Per Diem LNA's
Sheriff's Dept.	2 (2 PT)	2 Special Deputies
DOC	2 (1 PT, 1 FT)	1 PT RN, 1 FT CO
County Atty's Office	1 (1PT)	1 PT Legal Asst.
HR	1 (1 FT)	1 FT Sr. HR Generalist

• *Separations*

Departments	#	
Nursing Home	1 (1 PT)	1 PT Cook
HR	1 (1 FT)	1 FT Sr. HR Generalist

Reasons:

Resigned / other employer – 2

• *Status Changes/ dept. transfers: 1 Licensed Mntce Asst. to Asst. Maintenance Supt.*

Active Leave of Absences as of February 4, 2020

Department	#	
Nursing Home – Nursing	8	(5 are intermittent, 6 for self, 2 for family)
Nursing Home – Non-Nursing	8	(7 are intermittent, 4 for family, 4 for self)
County Atty.	5	(4 intermittent, 1 family, 4 self)
Maintenance	1	(1 self)

Grafton County Commissioners' Meeting

February 4, 2020

Page 1 of 5

DOC	4	(3 self, 1 family)
IT	1	(1 intermittent family)
TOTAL:	27	

Scheduled to orient 02/05

1 FT LNA
 1 PT Cook
 1 PT Dietary Aide
 1 FT CO
 1 PD RN

Current Jobs posted/advertised

LNA's (14.3 FTE's vacant)
 RN/LPN (12.8 FTE's vacant combined)
 CO's
 PT Dietary Aide
 1 Master Electrician/Licensed Maintenance Asst.
 Director of Nursing
 LNA Training positions
 DOC Medical Coordinator

HR Director Clough informed the Commissioners that she had taken and passed the SHRM-CP (Society of Human Resource Management Certified Professional) certification exam on December 5, 2019.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 28th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the January 28th meeting. Commissioner Morris seconded the motion. All were in favor.

CA Libby submitted a drawdown request for NHARDC in the amount of \$46,822 for Commissioner Lauer to sign.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
 Commissioner's Report:
 February 4, 2020

Census:

FY '20 Budgeted Census:

Medicare: 5
 Medicaid: 87
 VA: 2
 Hospice: 5
Private: 23

Medicare: 5
 Medicaid: 91 (Daily rate= \$185.20)
 VA: 1
Private: 28
 Total: 126

Total: 122

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 78
Deceased Residents: 40
Discharges: 34

2018 YTD Totals

Admissions: 79
Deceased Residents: 57
Discharges: 25

Other Topics:

1) Civility, Courtesy and Respect in Services – NHA Labore stated that beginning next Wednesday through March 20th they will be holding the Civility, Courtesy and Respect classes. Nick Manolis met with them as the department head team to talk about the program and give everyone a heads up as to what is coming. They discussed the survey and what N. Manolis will be doing with them as a team. He stated that everyone is very excited about it from a department head standpoint.

2) Plymouth State University Nursing Student Program – NHA Labore stated that this program started last Wednesday doing the rotation through the Nursing Home. There are two (2) groups for six (6) weeks at a time that will work from 3:00-9:00 doing the community health assessment portion of their clinical program. They will be based primarily on the Maple Neighborhood because of the rehabilitation population on the Medicare Program. They will be working with the residents to understand the community needs that they have and put all of the information they collect into their final capstone project.

3) NHA Labore stated that they have hired a new Social Service Director. Tori Clark will start on March 4th and they are very excited to have her on board.

CA Libby submitted the NACo Prescription Drug Report for the month of January. There was a price savings of \$1,994.85 or an average of 36.44% with 29 utilizers.

FM Knapton arrived to open grain bids for FY21. Four (4) bids were received from the following companies.

- Feed Comities International
- Poulin Grain
- Cargill Animal Nutrition
- Phoenix Feeds and Nutrition

FM Knapton stated that she will take the bids to review them and will return next week with a recommendation for the Commissioners. She stated that these bids are for FY21 but if there is a price that is significantly less than what they are currently paying they are not under contract to stay with the current supplier.

Sheriff Stiegler and Detective Combs arrived to request a bid waiver for the purchase of a Mac Pro. Sheriff Stiegler explained that in respect to their digital forensic lab, some of the equipment can get very expensive. He has utilized the Byrne Foundation in the past with previous employers to help with some purchases. He stated that as Grafton County Sheriff he reached out to the Byrne Foundation requesting a donation to help with this project, they have graciously donated \$10,000 to help the Sheriff's Department technology fund. Sheriff Stiegler stated that Detective Combs has been working more on Apple technology and in order for Detective Combs to be able to work on Apple Products they need to have an Apple product of their own. They are looking for Commissioner approval to purchase a Mac Pro in the amount of \$7,999 and stated that this is covered by the \$10,000 donation. Detective Combs explained that remaining money that they will have will be used to upgrade this equipment as necessary. He stated that they currently have all Windows based machines in their lab. Anything that comes in that is Apple based he has to travel to Manchester to the ICAC lab in order to image those computers and work on them there. He stated that they are seeing more Apple products especially from the Hanover/Dartmouth area. This will stop them from having to travel to Manchester to complete this work. Commissioner Piper noted that certain Mac products go obsolete quickly. Detective Combs stated that they have enough money to be able to continue to upgrade the equipment as they grow. He also noted that unfortunately you can only buy Apple products from Apple directly. They cannot be purchased from other suppliers and therefore they need to request a bid waiver for this purchase.

MOTION: Commissioner Piper moved to waive the competitive bidding and authorize the purchase of the Mac Pro from the Sheriff's Department Technology fund in the amount of \$7,999.00. This is based on the fact there is no other vendor for Apple Computers. Commissioners Morris seconded the motion and all were in favor.

CA Libby stated that she wanted to make the Commissioners aware that she has sent a letter of support for HB1119 which has a public hearing this morning that she could not attend. This is the piece of legislation relative to the banking for Municipal and County Treasurers. There is an amendment for the bill from the Banking Commission that she does not see anything wrong with. She stated that this would be a very helpful bill and hopes it passes.

Commissioner Issues:

Commissioner Piper stated that in regards to having to rely so heavily on contract nursing, she saw an ad on her church bulletin board for LPNs and LNAs with an attractive sign on bonus.

Commissioner Lauer stated that at next week's Commissioner meeting there will be four (4) members coming from the Sugar Hill Museum for the Dedication of the FY19 Annual Report.

The Commissioners were scheduled to visit and tour the Maple Unit at the conclusion of their regular business but do to the fact that the State Survey Team arrived during their meeting this morning that tour has been postponed until next month.

10:02 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk