

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Highway  
 North Haverhill, NH 03774  
 February 6, 2018

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

OTHERS PRESENT: Todd Eck, HR Director Clough, Nursing Home Administrator Labore.

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

Human Resources Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 February 6, 2018

**HR Activity Report (01/02/2018-02/02/2018)**

- ***New Hires***

Department	#	Position(s)
Nursing Home	5 (3 FT, 2 PT)	2 LNA's, 1 Housekeeper, 2 Dietary Aides
DOC	2 (2 FT)	1 CO, 1 Cook

- ***Separations***

Departments	#
Nursing Home	5 (1 FT - LPN, 1 PT Seamstress, 3 PT Dietary Aide)
DOC	1 (1 FT CO)

***Reasons:***

Resignation / another job – 1  
 Did not successfully complete Probation - 3  
 Resigned no reason given - 2

- ***Status Changes/ dept transfers:***

Department:

***Leave of Absences as of February 2, 2018***

Department	#	
Nursing Home – Nursing	9	(6 are intermittent, 7 for self, 2 for family)
Nursing Home – Non-Nursing	8	(7 are intermittent, 4 for family, 4 for self)
County Atty.	2	(2 Intermittent, 2 family)
Deeds	1	(Intermittent, family)
DOC	2	(1 Self, 1 family)
Maintenance	1	(Self)

Farm 1 (family)  
TOTAL: 24

**Scheduled to orient February 7, 2018**

1 PT Dietary Aide

**Pending Hires**

1 FT LNA (orient 2/21/18)  
1 Per Diem LNA (pending license)  
1 FT Deeds Clerk (orient 2/12/18)

**Current Jobs posted/advertised**

Dietary Aide's  
LNA's (3.7 FTE's vacant)  
RN/LPN (6.05 FTE's vacant combined)  
RN- part time DOC  
CO's  
Seamstress

Other: Health Insurance Committee formed and first meeting was 1/29. Follow up meeting 2/7 working to put together several different plan designs.

Putting together total compensation statements for all FT employees

Union Negotiations to begin 2/7

HR Director Clough stated that transitioning to twelve (12) hour shifts for LNAs has been very successful. They currently have 3.7 FTE's vacant. The nurses have expressed interested in 12 twelve (12) hour shifts as well. HR Director Clough stated that they are going through the same process they did for the LNA's and she will keep the Commissioners updated.

Commissioner Ahern suggested that during Union Negotiations it be discussed that union members pay dues directly and not have them come out of their paychecks. He stated that in doing so it will help them understand their environment better.

Commissioner Ahern stated that one of the realities they will be facing in the future is the need to expand the nursing home and the question will be do they want to expand it here in North Haverhill or do they want to expand it in another part of the county. He stated that by putting a nursing home in the Lebanon or Plymouth area there is more access to nursing students in the more populated areas. He noted every time he talks to people about working at the county the biggest complaint is where the complex is located and that expansion of the nursing home in a different location is something to think about in the future.

Commissioner Lauer asked if HR Director Clough had an idea of the age breakdown of employees. She said that she is thinking of how many employees may be retiring within the next five (5) years. HR Director Clough stated that it depends on the department. Some departments have more employees approaching retirement than others.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 30<sup>th</sup> meeting. Commissioner Piper had a few edits.

Commissioner Ahern moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 1125-1126.

CA Libby submitted an Educational Assistance Application for a nursing home employee who is taking classes to become a certified dietary manager. The class is through the University of North Dakota.

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

CA Libby submitted the DoC Superior Court report for the month of January for the Commissioners to review.

Nursing Home Administrator Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
February 06, 2018

Census:

Medicare: 5  
Medicaid: 97  
Private: 26  
Total: 128

Year-To-Date Numbers:

2018 Totals

Admissions (YTD) 6  
Deaths (YTD) 4  
Discharges (YTD) 2

Other Topics:

- 1) GCNH Illness Notification Process – NHA Labore stated that there was one (1) case of the flu on the Meadow Unit but it has been isolated to that one (1) resident. He explained a new notification process that they have put in place to notify family members when units are closed due to illness. He stated that based on last year's

feedback they now post on the Nursing Home's webpage any unit closures and the social work team now notifies family members or responsible parties of any unit closures. He noted that if the Commissioners have any constituents contact them regarding any illnesses in the nursing home and unit closures they can direct them to the county's website.

- 2) House Bill 1816 Testimony – NHA Labore stated that he testified in support of HB 1816 which repeals step two (2) of Medicaid Managed Care. There was a good turnout in support of the bill. The feeling is that this will go to a vote but will probably be studied and have a subcommittee to do so.
- 3) NHAC/DHHS Alternative Plan Discussions – During testimony on Thursday the Medicaid Director for the Department of Health and Human Services announced that they were going to be releasing a plan to implement step two (2) at some point this week. The thought is that this HHS Committee is going to want to see that plan first and then potentially develop a subcommittee to study it and recommend whether to take the full HB 1816 to a vote. He went on to further discuss the Alternative Plan Discussions with the Commissioners and answered questions.
- 4) Electronic Medication Administration Implementation – NHA Labore stated that they are moving forward with this program. They are projected to go live on April 23<sup>rd</sup> at 7:00am. The next four (4) weeks they will be having a series of training calls with their Electronic Health Record vendor. IT Manager Ruggles is finalizing the computer equipment that will be on the medication carts. He stated that everyone is excited and he feels this will be a good program for the nursing home as it will save on man hours and create a lot of efficiency in the delivery of medication. Commissioner Ahern expressed concerns about the amount of money they are spending on computers. He stated that NHA Labore says that it will save on efficiency and staff hours and he hopes that NHA Labore is 110% correct. NHA Labore explained that the equipment that they are looking at is very reasonably priced laptops that will serve the nursing home well. He explained that one of the biggest time savings is through their monthly medication record checks. Right now they have to pay three (3) nurses across the four (4) units to check the medication records to make sure that the orders are accurate. They pay three (3) of their nurses anywhere from \$26/hr. to \$35/hr. to spend five (5) – six (6) hours checking paper. This all goes away with this program which means more staff is back out on the floor.
- 5) Quality Assurance and Performance Improvement Plan – NHA Labore handed out copies of the Quality Assurance and Performance Improvement Plan to the Commissioners for their review. He stated that he will be returning at his next monthly meeting to discuss the plan and seek the Commissioners approval and have Commissioner Lauer sign off on it.

Commissioner Ahern told NHA Labore that he had discussed his thoughts on future expansion of the nursing home in a different location in the county with HR Director Clough told NHA Labore that it is something to think about moving forward.

CA Libby submitted an Authorization to Submit Claims form for the Cottage Hospital Feasibility CDBG for the Commissioners to sign. In addition, she submitted the Environmental Review for Project that is Exempt form for Commissioner Lauer's signature and the CDBG Contract for the Cottage Hospital Grant for Commissioners Lauer and Piper to sign.

CA Libby noted that the County Administrators were discussing what each of the counties does for outside agency funding. She stated that she would put together a summary of what the other counties do for outside agency funding.

Commissioner Issues:

Commissioner Ahern received an email from Cathy Bentwood at Bridge House. It was a nice article on the partnership between Bridge House and the DoC.

Commissioner Ahern stated that he is troubled by some of the expenses coming out of Alternative Sentencing. He discussed some of his concerns with the Commissioners.

Commissioner Piper will plan to attend the presentation to the Lebanon City Council on the TIF District.

Commissioner Lauer stated that there is an Adult Diversion Graduation tomorrow.

Commissioner Lauer and Commissioner Piper attended the Commissioners' Council meeting on Friday. Much of the contention came from the plan to return the counties to the previous dues amount. The end result is there would be a 5% increase in dues over last year.

10:34 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,  
Clerk