

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday, March 15, 2011

PRESENT: Commissioners Michael Cryans, Omer C. Ahern Jr. and Raymond Burton,
and Executive Director Clough and Secretary Martino.

OTHERS: Harold Brown.

9:02 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by
Director Clough.

Nursing Home Administrator Bolander arrived.

Commissioner Cryans asked Commissioner Burton to give an overview of his trip to
Washington DC.

Commissioner Burton said that he had attended the NACo Conference in Washington DC
and tries to make this conference every two years. Other representatives from NH were
Grafton County NHA Bolander, Hillsborough County Commissioners Toni Pappas and
Carol Holden and NHACo Executive Director Betsy Miller. Commissioner Holden
presented a resolution to subsidize County Farms, which did not pass.

Commissioner Burton said that he attended workshops and sessions and said
approximately 2000 delegates attended the conference.

Some of the speakers Commissioner Burton mentioned were Attorney General Holder
and Admiral Mullen who addressed issues regarding Veterans.

Commissioner Burton and NHA Bolander met with Senators Shaheen and Ayotte as well
as with Congressman Bass and Guinta.

NHA Bolander said that she gave Sen. Shaheen a packet of information which dealt with
the incredible amount of regulatory paperwork that is required by Nursing Homes and
has been sending her things all along concerning overregulation.

Commissioner Burton said that the head of CMS, Dr. Berwick, is appointed by the
President and that he suggests that when his reappointment is due that he needs to be
shown all the documentation and regulations that are required to see if that will make any
difference. He said that Sen. Ayotte was on board with reducing overregulation.

Commissioner Burton said that he reviewed the same issues with the Congressmen. He
said that he felt that the conference was of great value and that he will be following up on
those that he had met.

NHA Bolander said that this is the first year they're been able to meet with all four state
reps.

There was a discussion about the possibility of receiving a block grant as opposed to
Medicaid which was presented by Gov. Haley Barbour of MS. NHA Bolander said that
would not be good for Nursing Home residents.

Commissioner Burton said he was very impressed with B. Miller and the way that she kept up with things that were going on in the State while in Washington DC.

Commissioner Ahern asked if NHACo took any kind of formal vote regarding overregulation in the state and NHA Bolander said they did not, however there was wording that was broadly stated.

Commissioner Cryans said that it's always a plus when Commissioner Burton brings back the amount of information he does for the Department Heads. Commissioner Burton said that he will be doling out the information once he gets it sorted.

NHA Bolander said that Commissioner Pappas was elected the second Vice President of the North East Caucus.

It was noted that the Grafton County Senior Citizen Council will hold its annual meeting on the 4th of April and Commissioner Burton said that there will be a Health Council meeting that same morning from 9 – 11 AM at Alice Peck Day which is an informal meeting with Commissioner Toumpas speaking.

Nursing Home Administrator Eileen Bolander presented her report to the Commissioners *(see attached). Census at the Nursing Home is 132 with 2 admissions expected this week.

NHA Bolander said that she has a concern about the dental services available through the Molar Express as Dr. Draper is considering not renewing his contract which will end in three months. She said she is looking at Ammonoosuc Health Care to pick up this service and is trying to work it out. Molar Express comes through North Country Health Consortium (NCHC) and they may be losing a large amount of funding. She said it is very difficult to find a dentist that will accept Medicaid. Molar Express currently takes care of resident and inmate dental care and comes to the County once a month to serve local residents and employees.

H. Brown arrived.

Commissioner Ahern wanted clarification as to inmates having dental care available to them when in Jail and Director Clough said that it was mandated and that if they require emergency dental care then it is offered. They don't as a rule just get routine dental care.

NHA Bolander said that NCHC will be taking a hit if the state budget passes as suggested as it is made up of agency providers to people in the North Country. It concerned her as to where the people would get their services. There was further discussion about being able to provide the services that are mandated.

Commissioner Cryans asked NHA Bolander if she had heard any other news regarding nursing homes and she replied that it looks like 25-50% of the MQIP money will be

going into the general fund rather than coming to the Counties.

Commissioner Cryans said that less services will mean that people won't be able to stay in their homes as easily and there will be more people needing nursing home care, which is far more costly. He sees it affecting the Senior Citizens Councils also and they are a great resource for helping people. NHA Bolander said that the Senior Centers are concerned that they might not be able to provide the meals on wheels programs. Commissioner Cryans said that is a program that not only delivers meals but provides a check for people who are housebound and it would be a great disservice to lose that.

UNH Educator Heather Bryant presented a PowerPoint presentation to show what her position as the Agricultural Resource Educator is at UNHCE. She said that she works primarily with commercial farmers including fruits, vegetables and livestock. H. Bryant said that she is contacted by people with questions and she answers those questions for them and she goes out to their farms as well.

H. Bryant gave the Commissioners some statistics about farms in Grafton County and discussed the amount of people who have benefitted from information, workshops and news articles that are written.

H. Bryant said that similar to the year of blight and difficulties with the crops, New Hampshire may be facing another problem which is the Asian Stinkbug which has been discovered. This bug is a crop damaging pest to which there is no current predator or known way to eliminate them at this point. She said that when the blight hit, the farmers worked together to disseminate information and she expects that will be the same when and if this bug becomes a problem.

Commissioner Ahern asked H. Bryant if she works closely with FM Kimball and she replied that she does, particularly in the way of crops.

Commissioner Burton asked what level the UNH greenhouse was being used and H. Bryant said that right now it's not being used because of the time of year but the Farm will be using it to keep their crops until planting time and UNH will use it for trials. The plastic will need to be replaced this year.

Commissioner Burton asked about UNHCE's presence at home shows and H. Bryant said that they just need to be asked and if there is someone available then they can set something up.

Information Technology Manager Brent Ruggles arrived with his report *(see attached) and went over the information.

ITM Ruggles said he is still reviewing the RFP's that were open last week and hopes to bring a recommendation back to the Commissioners next week.

Commissioner Burton asked if ITM Ruggles had spoken to RD Monahan about data mining and he said that he had not but that he was planning to meet with her tomorrow to

go over some other issue.

There was a discussion about a request for information from an outside source to the Health Information Management office which ITM Ruggles said his staff member took care of but consumed a lot of time and perhaps needed to be dealt with differently next time.

Commissioner Cryans asked how equipment was dealt with after an employee leaves and ITM Ruggles went over the details.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 3, 2011 budget meeting and if there were any changes or corrections. No one had any changes.

Commissioner Ahern moved to approve the minutes from the March 3, 2011 which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 8, 2011 and if there were any changes or corrections. No one had any changes.

Commissioner Ahern moved to approve the minutes from the March 8, 2011 which was seconded by Commissioner Cryans. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 11, 2011 budget meeting and if there were any changes or corrections. No one had any changes.

Commissioner Ahern moved to approve the minutes from the March 11, 2011 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough said that there needs to be a vote of the Board giving Commissioner Cryans authority to sign the lease between Grafton County and the Dept. of Motor Vehicles.

Commissioner Burton moved to give Commissioner Cryans authority to enter into the contract between the County and the DMV for the lease of space at the Courthouse which was seconded by Commissioner Ahern. All were in favor.

The three Commissioners then signed letter stating agreement of authority and Commissioner Cryans initialed and signed the agreement with DMV.

Commissioner Cryans signed the close out agreement for the Gile Project. Director Clough said there are two remaining CDBG grants which are the MicroCredit 2010 and

the AHEAD phase II.

Director Clough said that the County ratings from Moody's and Standards & Poor have been received which are an Aa3 and A+ stable respectively, which are the same rating as when the County first went out to bond a year ago.

Director Clough said she was contacted by Edda Cantor from Goodwill Industries about using a federal Dept. of Labor grant to set up a Virtual Awareness Career Center in a joint venture with Maine and it was suggested that the County might be a good place to do this. What would be required would be space, an internet connection and the County would be required to provide a career awareness coordinator which they would train.

Commissioner Burton asked what the benefit would be to Grafton County citizens and Director Clough said that this is supposed to be for areas that don't have a full service Employment Security Offices for people to use. Commissioner Burton said that the libraries were a good source to use computers.

Director Clough said that she needed to have more information as to what the career awareness person would be required to do.

Commissioner Burton said that he thought this would be a duplication of services and questioned whether or not it would be expected that the County would take this over once the grant ran out. Commissioner Ahern had the same concerns as well as having a person from the County trained to do this work but said he wouldn't mind having someone come in and discuss the details.

Commissioner Cryans wondered if there was really a need in this area and also questioned how much would be required of someone as a career awareness person particularly if people came in who didn't have a full understanding of computers.

Commissioner Burton said he thought that Coos County would be a better place to go given their unemployment. Director Clough said that she was told that there are two full full service Employment Security Offices in Coos County.

Commissioner Ahern thought that a population that might use this service would be those coming out of the Jail and perhaps their families as well. Director Clough said that the Drug Court people could use it too.

It was decided that the best thing to do was to have the people from Goodwill Industries come in and supply more details.

COMMISSIONER ISSUES:

Commissioner Burton visited the Lincoln Selectboard recently and said that in his opinion, County government seemed to be fairing well in their eyes. There was some interest in what would be done with the old Jail building.

Commissioner Ahern said that in reading the invoices to be paid, he was dismayed to see the food purchases for the Jail though he didn't know the reason why the Jail broke off from the Nursing Home regarding meals. He listed off a number of items which he felt were luxury items and said that the Jail is buying Oakhurst milk, which is the most

expensive and what he sees are the inmates eating better than some of the taxpayers. He said that he is very disappointed in seeing the food figures.

Commissioner Ahern said he had received a letter from a constituent which said that there were people riding around in the back of pick up trucks on the complex and said he felt this should be discontinued.

Commissioner Ahern said that he had a concern about the cost of both sawdust and the cost to truck it here from Coos County, which is \$450. He said he feels that shredded newspaper should be used and this needs to be looked into. He will speak with Cersosimo Lumber to see if it's possible to buy through them.

Commissioner Ahern said that Dr. Farag from UNH would like the County to partner with them in a pilot program to produce biodiesel. He said that Dr. Farag would like the County to apply for a grant which would mean the pilot program wouldn't cost the County anything. He said the program would produce about 30 gallons a month and he would like the Board to consider it.

Commissioner Ahern asked what furniture items have gone out to bid for the new Jail and Director Clough said none have so far. Commissioner Ahern said that there are government furniture outlets where furniture can be purchased and he feels they should be considered. Commissioner Burton noted that DCI should be put on a list of bidders for furniture.

Commissioner Cryans asked what 30 gallons a month could be used for. Commissioner Ahern said it could go into one of the tractors. He said that the state statutes want the County to work with UNH in partnership and this is a way to take sewage away from the County and can work as an educational tool for the inmates.

Commissioner Cryans said he would be comfortable if it doesn't take too much time away from people's regular work, and with that in mind he would say lets try it. He also thought that just one vehicle should be targeted for the program so they can get a better idea of how it is working.

Commissioner Burton was in favor and said that anything that can get them unhitched from the oil barrel in the Middle East would be a good thing but he agreed that it shouldn't take time away from any staff member's responsibilities. He also agreed that this program should start small and let it grow but doesn't want to see Director Clough overburdened with a grant.

Commissioner Cryans said he wouldn't expect Director Clough to be responsible for filling out arduous grant paperwork and Commissioner Ahern said that UNH would take care of that. Director Clough said she would expect to have to provide some information for it and it will have to come through the County for the administration of the grant.

Commissioner Cryans asked where this pilot program could set up and Commissioner Ahern said he thought the corn crib would be a good spot.

Commissioner Cryans asked Director Clough if there were any other potential hurdles

and she said that she didn't know if she could answer that because she didn't know how it would affect the staff here.

Commissioner Ahern said Dr. Farag would need a letter of support from the Commissioners.

Commissioner Ahern moved "in concept" to move forward in partnership with UNH for this RFP for a 30 gallon a month biodiesel pilot project at the County, which was seconded by Commissioner Burton.

Discussion:

Commissioner Burton said he would like to see this start small and if it is successful then reevaluated.

Commissioner Cryans said he would endorse this but if any of the employees feels that this is too much of an additional burden then the Board needs to recognize this and reassess.

Commissioner Ahern said that he will address the concerns over labor with Dr. Farag.

Director Clough said that FM Kimball should be consulted as to which vehicle should be used for the program.

When the vote came down all were in favor.

Director Clough said that in regard to the furniture for the Jail, there will need to be a lot of detention grade furniture which is made differently than regular furniture and DCI would not qualify. She said that the only bids that have been put out are the technology bids that ITM Ruggles is working on.

There was more discussion about the riding in the back of pickup trucks and Commissioner Ahern said he thought that it was a state law that you couldn't do that. He was also concerned about the liability. Director Clough said she didn't believe that it happens here. Commissioner Ahern said that if there isn't a policy against it on the County then there should be one.

Commissioner Cryans said that he had been comfortable with the move of the food for the Jail from the Nursing Home to the Jail and thought it was working well.

Commissioner Burton said he had brought up the question of the Jail buying food from Sysco in the past.

The Jail does use the produce from the Farm for their meals when available.

Director Clough said that the Jail produces their meals at a significantly less expense than what they were paying to the Nursing Home and added that the Nursing Home prepares their meals for a geriatric population which is different than an inmate population. She said that this has been a difficult thing for a long time and that inmates were not receiving adequate amounts of food.

Commissioner Ahern said that he didn't have a problem with feeding them a proper

amount of food but coca puffs, crispy snack bars and the most expensive milk is an issue for him. He said that he also has a problem with fresh cut lettuce and tomatoes this time of year, in fairness to the taxpayers who are not eating as good as the inmates.

Commissioner Cryans said there has always been an issue with sawdust and with the trucking. Commissioner Burton said he was under the impression that paper wasn't used because of the potential of fire. Commissioner Ahern said hay catches just as easily. Commissioner Cryans said that the former Commissioner had visited Cersosimo Lumber and they just couldn't use the County as a customer. Commissioner Ahern said he had an acquaintance there and would stop by and speak with him.

There was a discussion about there being no one appointed as State Director of Surplus for fire and police vehicles as well as a discussion about the likely closing of a number of Welcome Centers in the state.

The Commissioners will tour the Jail on March 29th.

Director Clough said that Woodsville Water & Light Commissioners would rather the Commissioners attend on of their meetings instead of them coming to a Grafton County Commissioners meeting so another date will have to be chosen. Director Clough will try to schedule June 14th.

There will be no Executive Committee meeting next Monday so the next time they meet will be April 18th.

The Employee Council has decided to meet directly with the Commissioners this year and that will be scheduled for the 22nd of March.

11:45 AM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Commissioner's Report

Date: 3/15/11

Census: 132 (+2 admissions scheduled this week)

Medicare: 6

Medicaid: 99

Private: 27

Other: 0

Admissions: YTD: 15

Discharges: YTD: 3

Deaths: YTD: 8

Projects:

Budget development

QIS (Quality Indicator Survey) Prep

HIPAA/ICD 10 50/10 prep

**Family Day: May 7, 2011 from 2-3:30 PM: Nursing Home
Week**

Outstanding Issues:

Informal Dispute Resolution

Legal issues

Grafton County Department of Information Technology
Monthly Summary Report
3-15-11

AO – Attorneys Office

- ⤴ Server Maintenance - Remove DVD , video files from the Server
- ⤴ Assist Office Manager with CD and DVDs to view videos.
- ⤴ Changed Permissions On folders for Lara.
- ⤴ Removed software from Office Manager
- ⤴ Did a check on the server after it had lost power over the weekend and shutdown
- ⤴ Recover missing folder for user from backup
- ⤴ Setup Web based backup/sharing solution for Attoreny and Mental Health Court Coordinator

CE – Cooperative Extension

CO – Commissioners Office\Human Resources\Human Services\Conservation District\Treasurer

- ⤴ Server Maintenance GCC-SVR, cleanup MS SQL backups and quarterly maintenance
- ⤴ Issue with PDF software reader issue (still unresolved)
- ⤴ Imaging of Media PC system and setup backup for graphic files.
- ⤴ Resolve Malware Issue on 2 PC systems, clean server

DC – Department of Corrections

- ⤴ Repair power feed to Web-cam on courthouse rooftop
- ⤴ Setup, configure and install new laptop for Leutenant, Community Corrections.
- ⤴ Resolve email issue with vendor and contractor
- ⤴ Assist Transition Team member with data analysis

HR – Human Resources

- ⤴ Setup remote web training for HR receptionist
- ⤴ Assist HR user in getting Documents from Insurance Provider
- ⤴ Setup WEB Training for HR receptionist
- ⤴ Assit user with access to forms from Insurance web site

HS – Human Services

IT – Information Technology

- ⤴ Review RFP Vendor Response from Carousel Industries
- ⤴ Review additional RFP's, check references – ongoing
- ⤴ Measure Fiber Optic Cabling needs for RFP projects
- ⤴ Work on preparation of Campus IT budget
- ⤴ Remove email accounts for terminated employees

MT – Maintenance

- ⤴ Thank you to John Bishop in Maintenance for building a needed shelve unit for the Server room

to store supplies.

NH – Nursing Home

- ⤴ Resolve Cottage Hospital Lab Order Software Issue on 4 PC systems
- ⤴ Request for PT Documents
- ⤴ Setup new account for replacement user in Business Services
- ⤴ Remove malware from users PC, test and check
- ⤴ Setup new account for new user in Medical Records and Email training
- ⤴ Perform System Recovery on receptionists PC
- ⤴ MDS Training webinar for new protocols.
- ⤴ Assist Health Information Management department with exporting copies of documents requested for former resident.
- ⤴ Resolve printing issues on Maple, Profile
- ⤴ Instruct new user in use of Lab Order request software
- ⤴ Train\Assist user with using document archival software
- ⤴ Setup and establish calendar sharing for scheduler and payroll coordinator
- ⤴ Software Update AHT software all systems
- ⤴ Train user on video recording

RD – Registrar of Deeds

SO – Sheriff's Office\Dispatch

- ⤴ Backup logs adjust frequency and size