

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 3rd 2015

PRESENT: Commissioners Michael Cryans, Martha Richards, Linda Lauer Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: HRD Cramer, Employee Council – Anthony Stiles, NHA Labore

Chairman Anthony Stiles of the Employee Council arrived to present the Commissioners with their FY 2016 budget requests. The Commissioners discussed the requests with Chairman Stiles and stated they will review the requests and requested that the Employee Council come to their March 17th meeting. At that time they will have a response to their requests.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
Donna Cramer, Human Resources Director
March 3, 2015

1) **HR Activity Report** (2/1/15 – 2/28/15)

• **New Hires**

Department	#	Position(s)
Nursing Home	<u>6</u> (2 FT, 4 PT/PD)	3 LNAs, 1 RN, 1 Dietary Aide, 1 Hskpg
	6	

• **Separations**

Departments	#	
Nursing Home	2 (1 FT, 1 PT/PD)	2 Dietary Aides
Non-Nursing Home	<u>2</u> (1 FT, 1 PT/PD)	1 Correctional Officer,
	4	1 Skilled Maintenance Tech

Reasons:

- 2 Resignations – moving away
- 1 Discharged
- 1 Resignation – no notice

• **Leave of Absences**

Department	#	
Nursing Home – Nursing	6	(4 are intermittent, 5 for self, 1 for family)
Nursing Home – Non-Nursing	4	(2 are intermittent, 2 for self, 2 for family)
Non-Nursing Home	<u>5</u>	(1 is intermittent, 2 for self, 3 for family)
TOTAL:	15	(previous month's report = 16)

- **Current Openings (as of 2/26/15)**

Positions	Department
RN (.95 FTEs Over)	Nursing Home (compared to 1.15 last month)
LPN (3.2 FTEs)	Nursing Home(compared to 3.1 last month)
LNA (5.85 FTE's)	Nursing Home (compared to 7.85 last month)
Director of Nursing (FT)	Nursing Home
Correction Officers (PT)	Corrections

2) **Summary:**

- Nursing Home Turnover
 - Breakout group met 3/2 to begin categorizing results of survey. We will meet again on 3/9 to finalize and will present area of greatest need to TeamSteps on 3/11. TeamSteps group will begin working on first project on 3/11.

3) **HR Internal Operations**

- Goals/Projects:
 - Employee Handbook – Will distribute for 7/1/2015
 - Checklist for ALL HR processes – continues, being worked on by all in HR
 - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
 - HR Survey
 - Department Head Handbook
 - Creation of Individual Policies

*9:31 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.

*9:56 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 Cryans seconded the motion and all were in favor.

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Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:02 PM– 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 Cryans seconded the motion and all were in favor.

Commissioner Richards moved to the approve SALARIED NEW HIRES AND HOURLY TO SALARY STATUS CHANGE policy. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from February 24th. Commissioner Richards had one edit. Commissioner Richards moved to approve the minutes from February 24th. Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained.

The Commissioners signed check registers 1143 & 1145.

Commissioner Lauer talked about her trip to the DC conference. She stated that it was very educational and informative and drove home the impact of federal and state legislation on the towns. She brought back informational packets for Commissioner Cryans and Richards and ED Libby

Commissioner Cryans attended the Coffee with the Cops in Hanover and met the new Chief of Police.

Commissioner Cryans stated that City of Lebanon Chief of Police Gary Smith has given his resignation.

The Commissioners then went over to the Nursing Home to meet with NHA Labore.

Director of Nursing Renee Shields has submitted her retirement notice and will finish her career with the County on March 31, 2015, in honor of this the Commissioners presented her with her 15 (fifteen) year service pin.

NHA Labore gave the following report:

Grafton County Nursing Home
Commissioner’s Report

March 3, 2015

Census:

Medicare: 6
Medicaid: 88
Private: 27
Total: 121

Year-To-Date Numbers:

Admissions (YTD) 11
Discharges (YTD) 1
Deaths (YTD) 10

Other Topics:

- 1) Medicaid Rate Update
 - NHA Labore stated that most if not all nursing homes in the state have filed an appeal on the funding cuts. NHA Labore will be attending an appeal hearing April 8th in Concord.
- 2) FY '16 Budget
 - NHA Labore stated that he has adjusted revenue numbers for the first few months based on the lower census due to the construction. He explained that based on the answer they get from the fire marshal's office they may have to adjust those numbers again. He stated that he is keeping it at a census of 125 for the first few months and as they learn more they will make adjustments. He stated that the Governor decided to fund the bed tax and proshare money in the next budget.
- 3) Construction Update
 - NHA Labore stated that they have ran into an issue with the construction. He explained that they have encountered an issue within the chase columns and have found in ten (10) specific chases where the fire rating in the bathroom walls compromised by four tenths of an inch. Banwell has submitted a waiver request to the State Fire Marshal's Office requesting that due to the very small amount of the difference and the fact that this condition has existed for forty-six (46) years. The hope is the fire marshal will grant the waiver so we don't have to cement chase columns. If they do not grant the waiver they will need to come up with a plan B and move forward. This is likely to delay the project and have a significant cost impact.
- 4) Family Day
 - NHA Labore stated that they have decided to cancel Family Day this year. There is no conceivable way to hold it here with everything going on.
- 5) A/R Update
 - NHA Labore stated that they are continuing to do well. Accounts receivable days are at 30. They continue to make some gains on outstanding debts. They have collected \$963 from 2012 debt, \$331 from 2013 debt and \$66,700 from 2014 debt. NHA Labore explained that the 2014 debt is a lot of Medicare and it takes a long time for them to pay.
- 6) Nursing Home Retirements

- NHA Labore stated that Renee Shields and Mary Brooks have both announced their retirements. Mary Brooks has been with the nursing home 37 years and will be retiring March 27th. Renee Shields has been with the nursing home 15 years and will be retiring March 31st.

7) Grafton County Senior Citizens Council

-NHA Labore stated that he was asked to join the Grafton County Senior Citizens Council Board. His first meeting will be the annual meeting on April 6th in Lebanon and he is looking forward to the opportunity.

ED Libby stated that they are requesting to approve the transfer of the salary and benefits associated with the Nursing Home Nurse Practitioner to the Human Resources Budget.

NHA Labore stated that last November CMS put out new interpretive guidelines that changed the responsibilities of the Nurse Practitioner. Lili Cargill has been able to do quarterly Medicare assessments but now under the new guidelines CMS says that an employed provider by a nursing home are no longer to do quarterly assessments. NHA Labore explained that they have L. Cargill here but all of a sudden she can't do quarterly assessments which are the bulk of her work. They have tried to find a way to meet the CMS language and keep her employed. NHA Labore explained that they would like to transfer her to the human resources department and by doing that she would not technically be an employee of a nursing home but more of a contractor. The bulk of the load would be for the nursing home but the 20% would be drug tests, employee physicals and other human resource related items.

Commissioner Lauer moved to approve the transfer of the salary and benefits associated with the nursing home nurse practitioner from the nursing home to the Human Resources Department. Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans asked if there were any changes to managed care. NHA Labore stated that there has been no change, enrollment date still set for July of this year with implementation of phase II scheduled for July, 2016.

11:16 Being no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk