

GRAFTON COUNTY COMMISSIONER MEETING
 3855 Dartmouth College Highway
 North Haverhill, NH 03774
 March 3rd 2020

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

OTHERS PRESENT: HR Director Clough, NHA Labore

EXCUSED: Commissioner Piper

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

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 March 3, 2020

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

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	6 (3 FT, 1 PD, 2 PT)	1 Dietary Aide PT, 1 Per Diem RN, 1 PT Cook, 3 FT LNA's
DOC	2 (2 FT)	2 FT CO
Maintenance	1 (1 FT)	1 FT Electrician/Skilled Mntce Asst.

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	6 (3 PD, 3 PT)	1 PT Dietary, 1 PT Housekeeper, 3 PD LNA's, 1 Unit Secretary
Maintenance	1 (1 FT)	1 FT Skilled Mntce Asst.
County Atty.	1 (1 FT)	1 FT Asst. County Atty.
DOC	2 (2 FT)	1 FT CO, 1 FT Medical Coordinator

Reasons:

Resigned / other employer – 2
 Retired -1
 Resigned Personal Reasons – 4
 Unable to meet Per Diem guidelines - 3

• ***Status Changes/ dept transfers:***

Active Leave of Absences as of March 3, 2020

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	8	(4 are intermittent, 6 for self, 2 for family)

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report:
March 3, 2020

Census:	FY '20 Budgeted Census:
Medicare: 4	Medicare: 5
Medicaid: 87	Medicaid: 91 (Daily rate= \$185.20)
VA: 3	VA: 1
Hospice: 4	<u>Private: 28</u>
<u>Private: 24</u>	Total: 126
Total: 122	

Year-To-Date Numbers:

2020 YTD Numbers

Admissions: 16
Deceased Residents: 9
Discharges: 6

Other Topics:

1) Coronavirus Preparedness – NHA Labore stated that the Nursing Home does not have a lot to be working on at the moment. From a Nursing Home stand point, they keep doing what they do during cold and flu season. With the news of the Coronavirus being present in Grafton County he is not sure if plans will soon change. He will be participating in a webinar this afternoon to discuss this positive case and how they move forward. He stated that he will keep the Commissioners updated if things change.

2) Update – Civility, Courtesy, and Respect in services – NHA Labore stated that they are at the half way mark of the program. They have sessions tomorrow, the 11th and 20th. He noted that the response has been good so far. They have had 115 staff go through the first three (3) days of training; that doesn't include an additional twelve (12) agency nursing. There are 125 employees remaining to go through the session. He stated Nick Manolis will be willing to hold a makeup session for those who weren't able to attend.

3) Update – Plymouth State University Student Nursing Program – NHA Labore stated that the program is going really well. He wants to give credit to acting Director of Nursing Merry Porter. She has done an outstanding job facilitating the first sessions with the students.

4) March 4th Staff Party – NHA Labore stated that the nursing home has been recognized as a 5-star nursing facility through CMS based on the last quarter of 2019. He stated that they will be

having a party for the staff to celebrate their accomplishment as well as the completion of their great survey.

5) Request for Non Public Session

MOTION: * 9:39 AM Commissioner Morris moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Morris “yes”; Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:14 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Morris “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

CA Libby requested to go into nonpublic session.

MOTION: * 10:15 AM Commissioner Morris moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Morris “yes”; Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:19 AM Commissioner Lauer declared the meeting back in public session.


MOTION: Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Morris “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

CA Libby stated that Commissioner Morris turned in the Social Services information. She gave a copy of the information to Commissioner Lauer and left a copy for Commissioner Piper for their review. She stated that on April 9th they are scheduled to have a discussion about the social services funding for FY21.

CA Libby stated that she will be attending the NHAC Executive Committee meeting Friday and next Wednesday she will have a meeting in Concord as well with Atty. Bonsignore and representatives from Napoli.

10:30 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Marcia Morris", written over a horizontal line.

Marcia Morris,
Clerk