

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Highway
 North Haverhill, NH 03774
 March 5th, 2019

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore, Finance Manager Jurentkuff, Shelly Hadfield, Anne Duncan Cooley, Denise Palmer, Justin Slattery, Alex Jette, Natalie Woodruff and Scott Stevens.

EXCUSED: Commissioner Lauer

Commissioner Piper called the meeting to order at 9:00am 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 5, 2019

HR Activity Report (02/04/2019-03/04/2019)

• ***New Hires***

Department	#	Position(s)
DOC	1 (1 FT)	1 CO
Nursing Home	13 (8 FT, 4 PT, 1 PD)	4 LNA's, 1 Dietary Aide, 1 Cook, 4 Facility Aides, 2 Housekeepers, 1 Activity Aide
County Atty's Office	1 (1 FT)	1 Victim Witness Asst.

• ***Separations***

Departments	#
Nursing Home	4 (1 PD LNA, 1 FT LNA, 2 Dietary Aides)
DOC	2 (1 FT CO, 1 PT CO)
County Atty's Office	1 (1 Asst. County Atty)

Reasons:

Resigned for work elsewhere -2
 Personal Reasons – 2
 Probationary Termination - 2
 Relocating – 1

- ***Status Changes/ dept transfers: 1 Per Diem LNA to FT LNA, 1 Laundry Aide to Facility Aide, 1 Dietary Aide to Facility Aide***

Leave of Absences as of March 4, 2019

Department	#
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Nursing Home – Nursing	14	(9 are intermittent, 9 for self, 5 for family)
Nursing Home – Non-Nursing	10	(10 are intermittent, 5 for family, 5 for self)
County Atty.	2	(2 intermittent family)
HR	1	(1self)
DOC	3	(1 intermittent, 1 Self, 2 family)
Commissioners Office	1	(1 intermittent family)
TOTAL:	31	

Scheduled to orient 03/06/19

- 1 Part-time Dietary Aide
- 1 Full-time LNA
- 1 Per Diem LNA
- 1 Full-time Facility Aide

Current Jobs posted/advertised

- LNA's (5.55 FTE's vacant)
- RN/LPN (8 FTE's vacant combined)
- CO's
- FT Housekeeper
- Farm Helper
- FT Laundry Aide
- Assistant County Attorney

Other: LNA Recruitment Program class to start 3/21/19 –we will have 8 enrolled

CA Libby stated that last week she had given the Commissioners a copy of the job description for a new position shared between the Commissioners' Office and Human Resources and they stated that they would discuss it at this week's meeting. She stated that both she and HR Director Clough looked at the need that was created by Nancy Bishop's retirement. The Wellness Program that she was in charge of is normally handled by the HR Department. HR Director Clough looked at what the wellness component entailed and any additional help she may need. CA Libby noted that last year they had budgeted ten (10) additional hours for payroll help that was not approved. This position would assist in payroll as well as some of the financial pieces that Nancy was responsible for. HR Director Clough stated that HR and Payroll commonly go together as well as the Wellness portion of it. CA Libby stated that they will take the full-time equivalent position that was the Human Service Director and transfer that into a half time position in each budget. The posting will go up shortly and the person will be hired in the next month.

MOTION: Commissioner Morris moved to approve the new position as presented. Commissioner Piper seconded the motion and all were in favor.

NHA Labore and Finance Manager Jurentkuff then gave the following report:

Grafton County Nursing Home
Commissioner's Report:
March 5, 2019

Census:

FY '19 Budgeted Census:

Medicare: 6
Medicaid: 83
VA: 1
Private: 30
Total: 120

Medicare: 4
Medicaid: 98 (Daily rate= \$176.61)
VA: 0
Private: 27
Total: 129

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 12
Deaths: 9
Discharges: 7

Other Topics:

- 1) Student Loan Repayment Program Proposal - NHA Labore stated that in an effort to recruit nurses who have recently graduated from a two or four year degree program, they would like to propose the implementation of a new Student Loan Repayment program. This program, modeled on a federal program called "Nurse Corps" would reimburse employees up to sixty percent in exchange for two years of full-time employment and an additional twenty-five percent after a third year of full-time employment. In 2017 the Nurse Corp program received 8,501 applications and only 501 individuals received entrance into the program. Grafton County would be making three (3) of these positions available for the beginning of the program.

CA Libby, HR Director Clough and NHA Labore all feel this program has the potential to be an effective recruitment tool for Grafton County Nursing Home. HR Director Clough stated that they would like to begin marketing this program in the coming weeks, as they are scheduled to participate in a career fair at the Vermont Technical College and mailings are scheduled to go out to area colleges in early March.

There is no fiscal impact in the fiscal year 2019 budget. Anticipated fiscal impact in the fiscal year 2020 budget would be \$36,000. This is based on having three nurses in the program and assuming an average student loan debt of \$40,000. If the Delegation does not approve funding of this program in the proposed 2020 budget, the plan would be to request an encumbrance of FY '19 monies to provide the needed funding.

Both Commissioner Piper and Commissioner Morris stated that they are in favor of this if the consensus is that they feel it has the potential to be successful.

MOTION: Commissioner Morris moved to implement the Student Loan Repayment Program and allow the Grafton County Human Resource's Department to begin marketing this program to graduating nursing programs, both at recruitment fairs and

in mailings to colleges effective immediately. Commissioner Piper seconded the motion and all were in favor.

2) Monthly Financial Review – Finance Manager Jurentkuff stated that it was another good month. They finished \$454,000 above budget and \$238,000 of that was room and board. Medicare is the strongest payer source right now. The Veteran contract is helping out some as well as the settlement they just received. On the expense side, the Medicare labs and x rays are higher than budgeted but the revenue offsets that expense.

3) Plymouth State University Visits:

3/5: Frances Sawyer: Social Work Internship Discussion

3/12 Dr. Jean Coffey: GCNH Clinical Site Discussion

4) State Plan on Aging Committee Update – NHA Labore stated that he is on this Committee which started in September. The Department of Health and Human Services is crafting its four (4) year plan on how it is going to meet the aging needs of the state. The bulk of the work so far is having a survey of all the citizens 65 years and older living in the State of New Hampshire to gauge their view of what aging is like. This includes the challenges they face, the lack of resources and their feelings. They had 3,500 people respond to the survey across the state. At yesterday's meeting they started talking about the initial breakdown of the results and one of the things that caught DHHS off guard was the lack of understanding of what Servicelink does. This is an organization that provides education to consumers and points them in the right direction. He stated that he will keep the Commissioners updated on the progress of the committee.

5) NHA Labore reminded the Commissioners of the April 15th Disaster Drill with North Country Health Consortium and invited them to attend and observe if they were interested.

Commissioner Piper asked if everyone had a chance to read the minutes from the February 26th meeting. Commissioner Piper and Commissioner Morris both had a couple of edits.

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

The Commissioners signed check registers 38-40; 1125-1128.

CA Libby stated that Grafton County has traditionally given retirement bonuses to anyone who retires with over thirty (30) years. She stated that Nancy Bishop would be due to get \$320 and asked for Commissioner approval to give her the bonus.

MOTION: Commissioner Morris moved to approve the retirement bonus for Nancy Bishop in the amount of \$320. Commissioner Piper seconded the motion and all were in favor.

CDBG Public Hearing - Shelly Hadfield, Anne Duncan Cooley, Denise Palmer, Justin Slattery, Alex Jette, Natalie Woodruff, Scott Stevens

10:02AM Commissioner Piper opened the Mid Grant Public Hearing for the 2018 MicroEnterprise Grant.

Alex Jette from CDFA reviewed a presentation regarding the Micro Enterprise program statewide. Each of the members from the various entities spoke about their organizations giving updates on how they are doing half way through the grant and answered questions from the Commissioners.

Commissioner Piper asked if there were any comments from the public. There were none.

10:33AM Commissioner Piper closed the hearing.

2019 CDBG MicroEnterprise Grant – Public Hearing

Shelley Hadfield, CDBG Administrator, explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$750,000 is available for micro-enterprise grants statewide for the purpose of providing training and technical assistance to micro enterprises.

A handout is available describing the proposed project.

Commissioner Piper asked if there were any comments from the public. There were none.

10:35AM The vice –chair opened public hearing # 1 – Grant Submission

Shelley Hadfield, explained that this proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of multiple organizations statewide including GRDC (Grafton Regional Development Corporation), BEDC (Belknap Economic Development Corporation), WEDCO (Wentworth Economic Development Corporation), WREN (Women’s Rural Entrepreneurial Network), NCIC (Northern Community Investment Corporation) and CEDC (Coos Economic Development Corporation). The grant, for

up to \$500,000, would be used to provide training and technical assistance and loan servicing to micro enterprises. The program has become very popular. We anticipate that 9 separate entities will apply for funding under two counties, Grafton and Cheshire. Some of those entities are collaborating. NH CDFA has raised the total amount of funding available to \$750,000. Because a municipality (county) can only apply for up to \$500,000 a year, Grafton County will provide funds to entities in the northern half of the state. Cheshire County will again apply to provide funds to entities in the southern part of the state. As with last year, we expect that applications will exceed the amount of funding available.

Commissioner Piper asked if there were any comments from the public. There were none.

10:37AM Commissioner Piper closed public hearing # 1

10:37AM Commissioner Piper opened public hearing # 2 – Anti-Displacement and Relocation Plan

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Commissioner Piper asked if there were any comments from the public. There were none.

10:39AM Commissioner Piper closed Public Hearing # 2

MOTION: Commissioner Morris to support submission of a 2019 CDBG Micro Enterprise grant to provide funds to multiple entities throughout the state for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Piper seconded the motion and all were in favor.

MOTION: Commissioner Morris moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that when the RJ program for the northern part of Grafton County was established, the County used a funding application to solicit proposals from agencies to run the program. CADY was the successful agency that ran that program. After the county hired a director, they felt they could run that program more successfully in house. AS Director DePalo would like to have both CADY and Valley Court Diversion submit a funding application to request funding for the upcoming fiscal year. CADY covers the Plymouth area and Valley Court Diversion does the Lebanon area. They have not been required to do this in the past. AS Director

DePalo has done a time study which she will review with the Commissioners when she next meets with them. She would like to send the funding proposal out and ask each agency to submit the proposal with the same information so they can go through and look at everything on the same level. They can then decide if \$40,000 is an appropriate amount to be funding these agencies. The Commissioners were all in agreement to have AS Director DePalo send out the funding applications.

CA Libby stated that they received a letter from the from New Hampshire Division of Historical Resources stating that Camp Mowglis in Hebron will soon be considered for nomination of national register of historical places. The council will meet April 29th and make their decision.

CA Libby stated that AS Director DePalo has had a situation come up where they need to ask to close the office on Friday. AS Director DePalo and one of her staff members are going to be at a training Friday and both of the other staff members have requested the day off. CA Libby stated that in order for them to close the office they need Commissioner approval.

MOTION: Commissioner Morris moved to close the Alternative Sentencing Office on Friday March 8th. Commissioner Piper seconded the motion and all were in favor.

CA Libby followed up with the Commissioners regarding the information that she had given them last week from Primex and their role in the county's strategic plan Both Commissioner Morris and Piper agreed that this is a direction they want to move in and directed CA Libby to follow up with them and get this scheduled.

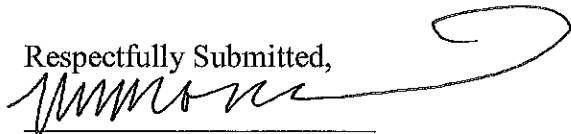
Commissioner Morris stated that she will be attending the hearing on the Baker River Dam

Commissioner Piper stated that she participated in the legislative call on March 1st. She gave an update on what was discussed during that call. There have been some line item changes with Health and Human Services. There have been minor increases to the nursing care and homecare line items as well as a large increase to the county cap and proshare. Jim Monahan stated that he has asked the budget director for the reason behind the increase to the cap and proshare and is waiting to hear back from him. She stated that the Labor Committee has minimum wage bills in that affect Human Resources and Nursing Homes. David Ross, nursing home administrator for Hillsborough County, testified before the committee, expressing concern that an increase in the minimum wage puts upward pressure on wages, generally, and so therefore Medicaid rate adjustments might be needed to offset any increase to minimum wage. Finally, Commissioner Piper noted that SB97 makes it difficult for a Convenient MD to move into the north county. The hearing on that bill will be on the 13th. Commissioner Piper went on to further discuss details from the legislative call.

Commissioner Piper asked CA Libby to take the primary role on the steering committee. She feels her knowledge base would be much more profitable for the committee. She stated that she will be the alternate. CA Libby stated that she would take the position on the steering committee and Commissioner Piper will be the alternate.

11:05AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marcia Morris', with a large, decorative flourish extending to the right.

Marcia Morris,
Clerk