

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

March 7<sup>th</sup>, 2017

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore, County Attorney Saffo.

Commissioner Lauer 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 6, 2017

**HR Activity Report (02/07/2017-03/06/2017)**

• ***New Hires***

Department	#	Position(s)
Nursing Home	2(1 FT, 1 PT)	1 LNA, 1 Dietary Aide
DOC	3 (3 PT)	3 Correctional Officer

• ***Separations***

Departments	#
Nursing Home	2 (2 PT)

***Reasons:***

- 1 Per Diem requirements
- 1 Discharge

• ***Status Changes:***

Department:  
 Nursing Home: 2 FT LNA's to per diem  
                   1 Per Diem LNA to FT  
                   1 Per Diem RN to FT

• ***Leave of Absences as of March 6, 2017***

Department	#	
Nursing Home – Nursing	10	(9 are intermittent, 8 for self, 2 for family)
Nursing Home – Non-Nursing	8	(3 are intermittent, 4 for family, 4 for self)
TOTAL:	18	

**Scheduled to orient March 15<sup>th</sup>**

(1) Full-time LNA

**Current Jobs posted/advertised**

Assistant Director of Nursing

Dietary Aide's

LNA's (10.85 FTE's vacant)

RN/LPN & Unit Manager (5.9 FTE's vacant for LPN's and 0 vacancies for RN's)

OTHER:

HR Attended a Job Fair at WHS on Saturday Feb 4<sup>th</sup> and will be attending the Employment Security Job Fair March 24<sup>th</sup>. We also attended the Riverbend Career Day and Job Fair.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 28<sup>th</sup> meeting. Commissioner Ahern had several edits.

Commissioner Ahern moved to approve the minutes from the February 28<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion and all were in favor.

Commissioner Piper abstained.

Nursing Home Administrator Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report  
March 07, 2017

Census:

Medicare: 7

Medicaid: 97

Private: 24

Total: 128

Year-To-Date Numbers:

2017 Totals

Admissions (YTD) 12

Deaths (YTD) 8

Discharges (YTD) 3

Other Topics:

Impacts on GCNH:

- 1) Veterans Administration Recertification Inspection – NHA Labore stated that the nursing home had its VA recertification inspection on Thursday. Everything went well on the clinical side and the VA was very pleased with the reviews they received. The nursing home received approximately \$1,500 in reimbursement from the VA contract. That was a weeklong resident stay for someone in the community. They have not had any formalized admissions into the nursing home from that contract to date. NHA Labore noted that one (1) of the things that the inspectors on the clinical side said was that they are very impressed with the general operation of the nursing home and how the residents are being cared for. The inspectors commented that they were trying to understand why they have not made any formalized referrals to the nursing home so they have made a commitment to go back and speak with their case managers specifically in the Littleton area to get referrals to the nursing home. NHA Labore stated that on the life safety side of the inspection the inspector did note a few areas of deficiency specifically in regards to their storage closets. There is a rule which requires items not to be stacked more than eighteen (18) inches from the top of the ceiling and there were three (3) closets that did not pass that inspection. He stated that all in all it was a very good survey. Commissioner Ahern asked about the rationale behind the eighteen (18) inches from the ceiling. NHA Labore explained that it is in regards to the sprinklers and when you have items closer than eighteen (18) inches to the ceiling it interrupts the flow of water coming out of those sprinklers.
- 2) Senate Bill 155 Testimony – NHA Labore stated that at 1:30pm this afternoon he will testify on behalf of the NHAC in support of Senate Bill 155. He explained this bill, which was proposed by Senator Andy Sanborn, would delay Managed Care for two (2) years until July 1<sup>st</sup> 2019. NHA Labore stated that as of right now he believes there is enough support for this bill and they hope that it will go through. The Governor has stated that he wants managed care to take effect on January 1<sup>st</sup> 2018. One (1) of the things that they continue to see is that there are a lot of details that need to be figured out before they can move forward. He stated that he will keep the Commissioners posted on that bill as they move forward.
- 3) CFI Coalition Meeting – NHA Labore stated that there is another group that he is a part of. Over the last three (3) months there has been a small group of Choices for Independence providers that have been meeting to discuss alternatives to the Medicaid Managed Care program. He stated that he attended one (1) of these meetings yesterday and one (1) of the things they talked about is work on SB553 which established the working group to help providers have a voice and to help them contract for managed care. He noted that what is nice with these working groups is that it is not just nursing homes, but other providers such as the case management agencies. The Brain Injury Association is represented at these meetings as well. NHA Labore stated that in tying into the SB155, if this does go forward, this shows that there is an opportunity for other groups to go present some competing ideas in regards to them possibly not needing to

turn this program over to the health insurance companies. There may be other groups out there that would allow them to work on a more localized level and partner together.

- 4) Office Relocation Project – NHA Labore stated that they have changed some office locations in the nursing home. He explained that they have been looking at office space and needs going forward in the Nursing Home. They have had some discussions from a communications standpoint and fostering teamwork within the nursing department. They felt that having key nursing leadership located centrally together as well as looking into the educational needs of the staff was very important. He stated that he is now on the first floor where the previous staff development office was located. The Director of Nursing has moved to NHA Labore's old office and the In-service Director has moved to the old Director of Nursing's office. He stated that there were many moves that happened but they were able to create a bigger education room and they have received good feedback so far from the employees.

Commissioner Ahern asked if NHA Labore has reached out to Plymouth State University in regards to internships at the nursing home. NHA Labore stated that he emailed the chair of the department Kathleen Patenaude and is waiting for a response. They were supposed to have a meeting for her to come up and have a tour of the nursing home and talk more formally about that partnership. NHA Labore stated that he will keep the Commissioners posted once he finds out more information.

NHA Labore requested to go into nonpublic session.

\* 9:33 AM – Commissioner Ahern 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) and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Ahern “yes”; Commissioner Piper “yes”; Commissioner Lauer “yes” Commissioner Lauer stated that a majority of the board voted yes and would now go into non-public session.

\* 9:41 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session in that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

Commissioner Ahern stated that they had spoken to the Human Resources Director earlier in the meeting and discussed the open positions at the nursing home. He asked NHA Labore to explain why he thinks they are having the problem with filling these positions. NHA Labore explained that this is not unique to Grafton County. Healthcare providers' statewide are having this problem. They are seeing that it is a part of the migration out of this state. When people are graduating they are moving out of state to the larger population areas and making more money. They have also seen efforts by the New Hampshire Nurses Association to get LPN programs back. Schools are doing away with LPN programs because the goal now is to have RN's working in these settings. NHA Labore noted that the Hillsborough County Nursing Home, located right outside of Manchester, is having a hard time recruiting LNA's to fill their positions. They have transitioned some of those positions into unit aides and are hiring students in high school to come in for a few hours on the 3pm-11pm shift to help the flow of the unit. NHA Labore stated that he did the same thing last year. He went on to further discuss other New Hampshire counties and the struggles they are dealing with as well as answer various questions from the Commissioners.

County Attorney Saffo called into the meeting and requested to temporarily adjourn.

10:09 AM Commissioner Ahern moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Piper seconded the motion and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

10:22 AM Commissioner Lauer reconvened the meeting.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 2<sup>nd</sup> budget meeting. Commissioner Ahern had several edits.

Commissioner Ahern moved to approve the minutes from the March 2<sup>nd</sup> budget meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 1146-1147.

County Administrator Libby submitted the DoC Superior Court Report for the month of February for the Commissioners to review.

CA Libby stated that she will not be here for the Commissioners' March 28<sup>th</sup> meeting. She asked the Commissioners if they would like to still have that meeting. After discussing it the Commissioners agreed to still hold their regular meeting.

CA Libby informed the Commissioners that they have all budgets in their binders that will be presented on Thursday. Commissioner Ahern asked if they are going to see that Alternative Sentencing has solved its challenges. CA Libby stated that they are not solved but are working

towards a resolution and because the state is the one who has the power to approve or deny funding she has a feeling that there will not be funding for community supervision. She explained that ASD Gilding has a proposed budget with the funding and the Commissioners will see that what they have done is broken out the Drug Court budget from the overall Alternative Sentencing Budget. CA Libby and the Commissioners further discussed the issues they are currently dealing with in regards to the Drug Court state funding. CA Libby stated that ASD Gilding will be in to present his budget to the Commissioners Thursday and they will be able to further discuss it with him and ask questions.

### Commissioner Issues

Commissioner Ahern requested a list of the contact info for each administrative assistant in his district.

Commissioner Piper asked if they could have a follow up in reference to the letter they received from an RN at the nursing home regarding longevity bonuses. Commissioner Lauer stated that in her discussion with CA Libby she was told that the longevity policy was changed in 2010 as a result of the delegation wanting to removed longevity, it was agreed that the policy would be changed to stop longevity from new employees who were hired after September 7<sup>th</sup> 2010. There was not enough support to discontinue longevity all together but there was enough support to say for new employees going forward there would be no longevity bonuses. CA Libby explained that the way longevity works is after an employee is employed six (6) full years they receive the bonus. CA Libby explained that typically each department has a line item in their budget for longevity. She noted that Commissioner Lauer had forwarded the email to her and she wanted to clarify the section that talks about employee recognition that was done in the fall. It is a different subject and has nothing to do with longevity bonuses. That employee recognition dinner was implemented last year and will affect all employees as they reach there five (5), ten (10), fifteen (15), twenty (20), twenty – five (25) and every year after thirty (30) years of service to the county. All employees will be recognized in that same manner if they hit any of those milestone years provided that this current board and future Boards of Commissioners agree to keep holding those events.

CA Libby noted that in FY17 they budgeted \$135,900 for longevity and in FY18 they will budget \$150,150.00. She also explained the origin of longevity to the Commissioners. She stated that they used to have a six (6) step wage chart and once you maxed out after six (6) years then longevity would come into play as a way to reward long term employees as they were no longer receiving step increases. The county now has a twelve (12) step chart.

Commissioner Ahern stated that he has made three (3) presentations at Pemi Baker TV. Those presentations are available online. He stated he will be doing another presentation tomorrow and he will be talking about the budget sessions. He noted that he encourages people from Commissioner Lauer and Commissioner Piper's districts to contact them.

Commissioner Lauer stated she and Commissioner Ahern attended the Drug Court Graduation.

11:09AM With no further business the meeting was adjourned

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Wendy A. Piper, Clerk