

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday, April 5, 2011

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

OTHERS: Representative Lyle Bulis and Harold Brown

Commissioner Cryans opened the meeting at 9:06 AM with the Pledge of Allegiance led
by Representative Bulis.

Rep. Bulis said that he had some time off from the Statehouse and thought he would sit in
on the meeting.

Maintenance Superintendent Oakes arrived for the opening of the second round of fuel
and propane bids. Two companies provided bids as followed:

	<u>#2 Fuel Oil</u>	<u>Propane</u>
Irving Oil (good through 4/5)	\$3.5823	no bid
Dead River (.03) off if paid within 10 days) (good through 3/31)	\$3.559	\$2.249

Commissioner Burton asked if all the fuel dealers in Grafton County were solicited and
Supt. Oakes said they were.
Supt. Oakes will contact Dead River and see what their bid is for today since their bid
covered only through March 31st.

Supt. Oakes had also put out bids for an old planer and band saw that were kept in the old
Blacksmith Shop but are not currently in use. The bid was put out to employees only as
their worth is less than \$300.

There was a question about how to handle the bids and Commissioner Ahern brought up
the point to Rep. Bulis that the Board has been dealing with the \$300 out to bid issue,
which was legislated in 1959 and which has presented some problems. Rep. Bulis said
that if the Commissioners wanted to put forth a change in legislation he would be pleased
to bring that forward.

The bids for the planer and the band saw were opened and both were from employee D.
Mclam in the amount of \$5 each. No other bids were received.
Supt. Oakes recommended that the Commissioners reject the bids saying he could get

more money for scrap metal. He said he would like to try to rebid the machinery and put the information on the website and see what happens.

Commissioner Ahern moved to reject the two \$5 bids for the planer and the band saw which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton asked if the propane in the greenhouse was paid for by the County and Director Clough said it was not.

H. Brown was recognized and he said that as far as the RSA's go the laws don't have to be tweaked at the whims of the County and that they are meant to benefit the taxpayers. He added that he thought that not only products but services over the amount of \$300 should be added to that RSA.

Commissioner Cryans asked him if he didn't think that the \$300 amount should be revalued from 1959 to today's standards and Mr. Brown replied that the amount seemed low but asked where would you draw the line.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 29th, which they had. No changes were made.

Commissioner Ahern moved to approve the minutes from March 29, 2011 as submitted which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Rep. Bulis commented that in his five years as a Representative he has never seen anything at the Statehouse like he has this past week with demonstrations and with what went on in the gallery. He said the budget has been passed on to the Senate to deal with now.

In regard to the Human Services, he said that there needs to be some consolidation of services. Commissioner Cryans said that in the northern part of the state things are a little bit different because of the geography.

Nursing Home Administrator Bolander arrived with her report *(see attached), along with a cost analysis comparing the 11 County Nursing Homes. She said that Strafford and Coos are Medicaid facilities only.

She also provided the CMS star rating charts of the homes in which Grafton County is currently rated 3 out of 5, which is average.

NHA Bolander said that cost reductions have caused the star rating to drop and noted that it is not because of a management issue.

There is still no decision regarding the informal dispute.

NHA Bolander is still working on getting names to honor County veterans at the Merrimack County Nursing Home on April 13th beginning at 8:00 AM.

Commissioner Burton said he has been encouraging his fellow Councilors to bring forth some names.

NHA Bolander gave Commissioner Ahern the job descriptions of the personnel he had questions about.

Rep. Bulis asked what the Nursing Home charges are and NHA Bolander said that they have increased the private pay to \$265 a day, Medicaid is less an Medicare more.

The Commissioners reviewed the DoC Superior Court Report.

Director Clough presented the Commissioners with the bond paperwork for signature which is at a 4.05% interest rate for 20 years.

Commissioner Cryans stated that the project will be bonded at \$33M and not \$38M as was approved by the Delegation.

The loan is set to close on April 12th and Treasurer Elliott will be setting up investments for the money.

The Commissioners signed:

- Resolution of Governing Board
- Signature & No Litigation Certificate of Receipt
- No Arbitrage & Tax Certificate
- 20 individual Bonds

Commissioner Ahern voiced his disapproval at not having received the paperwork ahead of time in order to be able to read over everything. He felt that the law firm should have provided the information prior to the meeting.

Human Resource Director Simpson arrived with his report *(see attached) and reviewed the new hires and the overall activity report. There was a discussion about people who had left County employment and HRD Simpson said he will prepare a full turnover report for the next meeting with the Board.

Commissioner Ahern asked when the skilled Maintenance position was to begin and HRD Simpson said May 1st.

Commissioner Ahern asked what the cost was to consult with the tax lawyer and HRD Simpson replied that the totaled expended from the consulting line was \$1948 and he thought that the tax lawyer cost around \$400-\$500.

HRD Simpson wanted to state that in regard to his budget and the possibility of removal of money from certain lines as stated in a Commissioner meeting, he felt that it was important to keep the outside consultant and the money for a specific legal conference in the budget and stated the reasons why.

Commissioner Cryans said that he didn't recall the meeting which the removal of those

lines were discussed (March 11th) and asked HRD Simpson to refresh his memory. Commissioner Burton said this issue will be taken up on Thursday at the budget recommendations.

Commissioner Cryans said that there may be differences of opinion on the Board regarding issues and the decisions will be made as far as recommendations go and then the full budget will go to the Delegation for final approval.

Commissioner Ahern asked if the County has a formal ADA compliance program and HRD Simpson said there is something in the Employee Handbook but it refers specifically to employees and their capabilities. Commissioner Ahern asked if there was a policy that addresses the physical campus and Director Clough said that there are state ADA people who have come in and given reports about compliances and each time the state updates a lease at the Courthouse they go through everything to check to make sure everything is in compliance or what updates need to be done to bring things into compliance.

Commissioner Ahern asked if there was an alcohol purchase policy and Director Clough said the County does not reimburse for alcohol purchased with a meal.

Human Service Administrator Nancy Bishop arrived with her report *(see attached) and expenses paid by town.

She said it is possible that there will be changes regarding MQIP payments which may result in a 25% reduction. The money is supposed to go toward home and community based services which could show as a credit to the HS bill and be as much as \$178K.

The Molar Express has served 108 people since working out of the County Administrative building though that may be coming to an end depending on North County Health Consortium. Commissioner Burton said their future does not look so bright.

Commissioner Cryans suggested HSA Bishop contact Tri-County Cap as they provide some services in Carroll County.

Register of Deeds Kelley Monahan arrived with a revenue report for the Commissioners. She said that she feels confident that Deeds will reach its projected goal and perhaps exceed that. She added that she would feel comfortable increasing the amount of revenue expected in the FY12 budget.

RD Monahan presented a chart spanning the fiscal years 2005 – 2012 and showed how much money had been used from the surcharge account and for what reason. She suggested that she did not want to use the surcharge money to pay for the computer software but rather have it shown as a cost in the budget.

RD Monahan is still planning to meet with planning boards to discuss the possibility of offering large maps.

There was a discussion about how many vacant rooms are down in the basement area of the Admin building.

Commissioner Ahern moved to approve the March 24th budget minutes which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans signed the sub recipient agreement for the AHEAD II grant.

Director Clough presented a letter of opposition to the Northern Pass which showed the motion that was made by the Board of Commissioners. The Commissioners signed the letter for distribution to the proper parties.

Director Clough gave the Commissioners a copy of the draft budget as submitted by the Dept. Heads and a comparison of last years request amounts along with a wage and benefit comparison. She said that the Commissioners will need to make some decisions regarding health insurance and the wages in order to make decision regarding the budget as a whole. Director Clough plans to put together a schedule of review for the next two budget meetings.

Supt. Oakes returned with more information on the fuel bids.

Irving Oil remained the same at \$3.582 and Dead River increased at \$3.599 (.03 off if paid in 10 days)

Director Clough said it would be near impossible to get the invoices paid in 10 days given the process that needs to be followed. The difference would be nominal anyway. Commissioner Ahern said he would be inclined to go out to bid one more time and Commissioner Burton said it didn't really matter to him but he didn't know if perhaps the retailers would become annoyed at this.

Commissioner Ahern said he wondered why Sprague did not bid and Supt. Oakes said they all had the same opportunity.

Commissioner Ahern moved to reject the Fuel/Propane bids that were received today, which was seconded by Commissioner Burton. All were in favor.

Sheriff Dutile and Lt. Morris arrived and the first item they requested was approval to apply for the Highway Safety grant for the seatbelt "Click it or Ticket" campaign. Commissioner Ahern asked if people are ticketed if they are stopped and those under 18 are not wearing a seatbelt. Lt. Morris said this is a zero tolerance campaign and the public is generally aware that if they are non compliant and a child in the vehicle is not wearing a seatbelt they get a \$50 ticket.

Commissioner Cryans asked about regulations regarding a child riding in the front seat with an airbag. Sheriff Dutile said there are no regulations on that and children over the age of 6 and 55" tall don't need a booster seat.

There was a discussion about making sure that information was provided to schools and Sheriff Dutile said they always bring information to the schools regarding safety and the Highway Safety Dept. does the same.

Lt. Morris said when they plan on setting up in an area they inform the local law enforcement and are stationary and colorfully marked so everyone knows they're there.

Commissioner Ahern said the concept is good but he's not in favor of giving people tickets. He said that it would create bad public relations for people and they shouldn't have to be burdened with having to pay a ticket for a seatbelt infraction of a minor.

Sheriff Dutile said that common sense is used and those on duty do not have instructions that say everyone must be ticketed.

LT. Morris said he never had one ticket that he gave out be contested and he's not ever seen a repeat name.

Commissioner Cryans moved to approve the application for the grant for the "Click it or Ticket" campaign which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton said that there should be plenty of education about safety on the highway and that goodwill should be created between young parents and law enforcement and that he would like to see discretion used.

Sheriff Dutile asked the Commissioners to sign the Forest Patrol Contract for signature.

Commissioner Burton moved to approve the contract which was seconded by Commissioner Ahern. All were in favor.

Sheriff Dutile informed the Commissioners that Smith & Wesson have offered law enforcement a deal in that they are willing to trade brand new Smith & Wesson weapons, one for one, for the current firearms at the Sheriff's Dept., free of charge. He said that their current weapons, (Glocks) have a number of years on them and there have been some malfunction errors.

Commissioner Ahern moved to approve the swap out of weapons which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern asked if the Sheriff's Dept. will be in compliance with the narrow band width change due on January 2013 and the Sheriff said they would but did not know about the new Jail. Commissioner Ahern asked him if he would check on that for the entire facility.

COMMISSIONER ISSUES:

Commissioner Burton said the next Heath Council meeting is scheduled for June 3rd from 9-11 AM and is expected to be done over the internet.

Commissioner Burton would like to see a draft letter of support for the CDBG grants and would like to see a list of grants done through the County by town and project. He said there is a real value to these grants.

Commissioner Ahern said he was concerned whether or not FM Kimball had spoken to Dairy Specialist Lunak regarding the use of shredded newspaper for bedding.

Commissioner Ahern stated that he will be asking Dr. Farag not to apply for the grant for the biodiesel project.

Commissioners Burton and Cryans attended the Grafton County Senior Citizen Council annual meeting. The room was packed and there were representatives from all over the County. Nancy Formella, President of DHMC was the keynote speaker and Kathy Schmidt, President of Citizen's Bank along with WMUR awarded GCSSC with a check for \$25K for "Champions of the Quarter" for what they do to feed people. Commissioner Cryans said that 215,592 meals had been served from Oct.1, 2009 to Sept. 30, 2010. Commissioner Ahern was unable to attend.

Commissioner Burton said that Deputy Treasurer Frank Stiegler received an award for his years of service with GCSSC.

Commissioner Cryans attended the Health Council coordinated by Councilor Ray Burton with Commissioner Toumpas, who laid out the Human Service budget which will impact the Grafton County budget.

Rep. Bulis said he was glad to have been able to attend the meeting with the Commissioners and appreciated the insight.

Commissioner Ahern asked if Tuesdays was a bad day for meetings and both Commissioner Burton and Cryans said it was not and then he said that he was concerned that if the meetings are cut short then they are not giving enough time to have proper discussions about the County and he's also concerned that the Board is not getting materials in a timely manner in order to read everything. Commissioner Cryans said that he didn't think he needed to sit there while Commissioner Ahern read everything.

12:00 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Commissioner's Report

Date: 4/5/11

Census: 133

Medicare: 7

Medicaid: 98

Private: 28

Other: 0

Admissions: YTD: 21

Discharges: YTD: 3

Deaths: YTD: 12

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

Daily Cost Analysis

CMS Star rating

Outstanding Issues:

Informal Dispute Resolution

Legal issues

Association Issue:

Honoring County Veterans April 13, 2011

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 April 5, 2011

1) **HR Activity Report** (3/1/11 to 4/1/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	2 Full-time/1 Per Diem	LPN/LNA/RN
Sheriff's Department	1 Per Diem	Court Security Officer
Corrections	2 Full-Time/2 Part-time	2 RNs + 2 COs
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	7
Corrections	3
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	13 (8 are intermittent)
Nursing Home – Non-Nursing	3 (2 are intermittent)
Non-Nursing Home	1
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
Skilled Maintenance Ass't	Maintenance	Open to all applicants

Summary – With several pending hires coming on board in April, we will be fully staffed in the Department of Corrections and in the Nursing Home. Only current opening we are recruiting for is a Skilled Maintenance Assistant (new position).

2) **Union** – Had initial meeting with Union on March 30th. Next meeting is not scheduled until April 20th.

3) **Budget** – See supplement handout regarding budget line item 01.4130.371 (Outside Counsel).

4) **Call outs** – As a follow up from Commissioner's meeting on 3/1/11, a discussion on callouts occurred with Department Heads in March. We enforced some internal processes to be able to create an automated monthly report on the amount of call outs. The monthly report will be listed by department without specific employee information.

5) **Social Security issue with Group II** – There was an issue whether or not rehired part-time Group II rehired annuitants are exempt from Social Security taxes. Initially it appeared we had 17 current/former employees that fit in that criteria. After discussing it with IRS and SSA it was determined that our part-time Group II employees are not exempt from Social Security. We do have 1 full-time employee who is a rehired annuitant and payroll has filed an amended return to get back employer's and employee's share of social security.

5) **Internal HR Operations** –

- Currently working on a comprehensive report necessary for GASB 45.
- Mike represented Grafton County on an unemployment appeal hearing in Lebanon on 3/15/11.
- Completed HR budget.
- Currently analyzing health insurance as it relates to costs and plan design changes.

April 5, 2011

HUMAN SERCES MONTHLY REPORT

1.) LTC Expenses to date:

- Expenses by Town Report
- FY CAP Payment Report
- Recovery revenue report

2.) Legislative Update:

- MQIP proposed changes, new credit for FY 12 &13
- CAP proposed change FY13 &14

3.) Molar Express:

- 26 people seen during clinics on March 24th, 30th & 31st
- No clinics scheduled for April
- May clinics scheduled for 3rd, 4th, 31st
- June clinics scheduled for 1st & 2nd

4.) Meetings attended:

- 3/9 Department Head Meeting
- 3/21 North Country Public Health RCC Meeting(via teleconference)
- 3/25 Met with Amy Goyette & Debra Simmons NCHC re: Molar Express Funding
- 3/30 Met with HR Dir Simpson re: Risk Management Policies

5.) Misc:

- Horse Meadow Generator Agreement
- Towns served by social service agencies spreadsheet