

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Highway
 North Haverhill, NH 03774
 April 2, 2019

PRESENT: Commissioners Lauer, Piper, Morris, and Administrative Assistant Norcross

OTHERS PRESENT: Human Resources Director Clough, Alternative Sentencing Director DePalo, Nursing Home Administrator Labore, Finance Manager Jurentkuff

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
 April 2, 2019

HR Activity Report (03/05/2019-04/01/2019)

• ***New Hires***

Department	#	Position(s)
DOC	1 (1 FT)	1 CO
Nursing Home	4 (2 FT, 1 PT, 1 PD)	2 LNA's, 1 Dietary Aide, 1 Facility Aides,

• ***Separations***

Departments	#
Nursing Home	4 (1 PD LNA, 1 FT LNA, 1 PT Dietary Aide, 1 PT Unit Aide)
DOC	1 (1 FT CO)

Reasons:

Resigned for work elsewhere -2
 Unable to meet per diem requirements - 1
 Probationary Termination - 1
 Resignation no reason given - 1

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

Leave of Absences as of March 29, 2019

Department	#	
Nursing Home – Nursing	17	(15 are intermittent, 11 for self, 6 for family)
Nursing Home – Non-Nursing	7	(7 are intermittent, 3 for family, 4 for self)
County Atty.	2	(2 intermittent family)
HR	1	(1 intermittent self)
DOC	3	(1 intermittent, 2 Self)
Maintenance	1	(1 Self)
TOTAL:	31	

Scheduled to orient 04/03/19

1 Part-time Dietary Aide
1 Full-time Laundry Aide

Current Jobs posted/advertised

LNA's (2.65 FTE's vacant)
RN/LPN (8 FTE's vacant combined)
CO's
PT Dietary Aide
FT Housekeeper
Farm Helper
HR/Payroll position

Other: LNA class began on 3/21/19. There are 7 enrolled in the class. Attended Career Fair at NVU, spoke with approximately 40 nursing students who will be graduating in May, Emailed all colleges in VT/NH with nursing programs and provided flyer of updated Loan Reimbursement Program, Health insurance rates for FY 20 confirmed with 8.3% increase. Attending Career Fair at at Bretton Woods, April 30th hosted by Littleton High School Extended Learning and open to the public.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 21st Budget meeting and the March 26th meeting.

MOTION: Commissioner Morris moved to approve the minutes from the March 21st budget meeting. Commissioner Piper seconded the motion and all were in favor.

MOTION: Commissioner Morris moved to approve the minutes from the March 26th meeting. Commissioner Lauer seconded the motion and all were in favor. Commissioner Piper abstained.

The Commissioners signed check registers 43, 1141-1144

Nursing Home Administrator Labore and Finance Manager Jurentkuff arrived and gave the following report:

- 1) Financial Review – FM Jurentkuff stated they are \$368,949 above budget in revenue. She stated that this may decrease due to the census. They are running above on Labs/x rays due to the increased Medicare census.
- 2) Follow up Questions from FY20 Presentation – NHA Labore asked if there were any additional questions that the Commissioners had. Commissioner Labore stated that she will be looking further into the budget this week and will more than likely have questions after she has more time to review it.
- 3) Cura Training Manager position – NHA Labore stated that he is proposing to move forward with this new position for the remainder of this fiscal year. They would be looking at a Mid-May start date by the time the hiring process will be completed. He noted that there is a surplus of \$7,700 that would account of the remaining salary for this position this fiscal year. There is also a \$34,000 surplus in FY20 for the food line. With these savings they will offset the cost of this salary. Commissioner Piper stated that she doesn't know that she is in a position to approve anything today because she knows there will be larger cuts across the board in this budget. Commissioner Morris stated that she feels that NHA Labore may need to prioritize his requests. Commissioner Lauer stated

that they will be looking at the budget next week and will have a better idea whether or not this request is something they can do.

- 4) Recap of 3/25 Meeting at DHHS – NHA Labore discussed a recap of the meeting with the Commissioners and explained things that concerned him and what he would like to see moving forward. He also answered various questions from the Commissioners and told them he would keep them up to date as they move forward.
- 5) Review of Plymouth State University meetings – NHA Labore stated that they have had some good meetings. They feel as though in the fall they will have a clinical site for the social work and nursing programs here at the county.
- 6) Tanya Ingerson, Administrator – in – Training Program – NHA Labore stated that their current scheduling coordinator for the nursing department will be starting her Administrator in Training Program. He explained that this is a step you have to take to become a Nursing Home Administrator in the State of New Hampshire. You have to train for a year under a Nursing Home Administrator that has been licensed for at least five (5) years. He stated that he is looking forward to working with her.

Alternative Sentencing Director DePalo arrived to further discuss the C.A.R.E program with the Commissioners as Commissioner Piper was unable to attend last week's meeting. AS Director DePalo explained that there was a need to fill some gaps that are happening for people coming out of incarceration and those under supervision because there is a low number of Probation and Parole Officers. This program would be a catch all to help these people transition into something better. She would facilitate the transition of these individuals into programs in the community. Probation and Parole has not been able to do as much face to face time with their parolees as they would like, given they have had a shortage of staff. She stated that their hope is by providing some counseling, assessments and groups they will be able to offset that face to face time and send the Probation & Parole Officer an update at the end of the month. Commissioner Lauer asked if there is an idea of how many people they would be working with. AS Director DePalo stated that she feels that they can work with thirty (30) right now and feels that there will be a big push from Probation and Parole to get people into the program but it all depends on the availability of the various officers to refer the participants. Commissioner Piper stated that she is concerned about expanding the Alternative Sentencing Department and the county taking on anymore responsibility. The primary comment is that this seems like a lot for AS Director DePalo to take on in her first year, given the AS Director's oversight of the new misdemeanor program for Adult Diversion as well as other oversight responsibilities that might occur in the near future. There is some push back from the Misdemeanor Adult Diversion program; there is the possibility that more diversion programs in Restorative Justice may be coming in house. There are a lot of things that may be brewing. AS Director DePalo stated that the need for this program is there and will continue to be there. She stated that her staff is all in support of this program as well. Commissioner Morris asked which staff members would be doing this work. AS Director DePalo stated that it would be herself, Ashley Belyea and Dave Belanger. There is still the case manager position that is not filled but is in their budget that they would utilize should there be the numbers to support the position. Commissioner Piper stated that there is some discontent from agencies in her district and she was not at last week's meeting to discuss it. AS Director DePalo is someone who is new in this position as the department head, Commissioner Piper would like to wait to see how those communications between AS Director DePalo and area agencies continue to go before adding more responsibilities in communication and oversight with agencies. Commissioner Piper noted that communication and oversight with

additional agencies were named on AS Director DePalo's proposal as responsibilities for her if the C.A.R.E program is approved. Commissioner Lauer stated that she would like to go into nonpublic session to further discuss these issues.

MOTION: * 10:11 AM Commissioner Piper 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) 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 Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:52 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper 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 Morris seconded the motion and all were in favor.

Commissioner Lauer stated that she has mixed feelings regarding the C.A.R.E program. She stated that they need this program. She asked if they were unable to fund the case manager position that is currently unfilled in her budget would they be able to continue the programs they are doing now. AS Director stated that they would be able to and they could still run the C.A.R.E program just at a smaller amount and have a wait list. Commissioner Lauer stated that they have a tight budget this year. She stated that at what point do they say that the tax payers can't be everything to everyone. AS Director DePalo explained that this program essentially is not an added cost, they would be able to bill for more services and use more of their BDAS grant money that they are currently not taking full advantage of. She noted that this program would not cost additional money until the numbers show that there is a need to hire that case manager and they would look to have those numbers by the end of May. Commissioner Morris stated that she thinks this is the most important thing they can do. This is cost effective in the sense that it makes all of the programs more successful. She stated that she would like to see it as a pilot for a year. Commissioner Piper stated that she is worried about growing county government. They could be looking at more tax payer funding in the future. AS Director DePalo noted that her budget has always had this case manager position. Her budget will be decreasing because if a new case manager were to be hired it would be at a lower rate than what the last case manager was at. They are still running her budget as though they have the two (2) case managers but they only have one (1) filled. She stated that her hope is that should the numbers be there and billing for the services, they would be able to meet or exceed the salary cost for a case manager. This is a need and she feels that her staff has the time to commit and she does as well. Commissioner

Piper asked how DoC Supt. Elliott feels about the program. AS Director DePalo stated that DoC Supt. Elliott is excited about this program but has told her that he doesn't know how many members of FIRRM could be committed over the summer. Primarily Probation and Parole Officer Ray Holland and Lt. Cremo are excited. Commissioner Lauer stated that this is a very logical extension of the FIRRM program. The one downfall is that the FIRRM program has a graduation and they don't have the program in the summer as they work at the farm stand.

MOTION: Commissioner Morris moved to approve the implementation of the C.A.R.E program on a provisional basis with an assessment of the need of the program done by AS Director DePalo in May. Commissioner Piper seconded the motion for discussion purposes.

Discussion:

Commissioner Piper stated that she appreciates what AS Director DePalo has said about having the time to commit to this program. She has concerns about the county expanding to fill another need as they move into different ways of helping to solve these difficult problems; therefore she will be voting against the motion. Commissioner Lauer stated that this program has the potential to keep people from coming back and prevent substance abuse. She stated that she does understand the concern about growing county government but her main review at the end of the assessment will be to see if this program can financially sustain itself without the help of tax payer support through BDAS Grant funds and insurance billing. She noted that the program might require taxpayer funding in the future, but the question would be how much.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner Morris were in favor. Commissioner Piper was opposed. With the vote being two (2) in favor and one (1) in opposition the motion carries.

Administrative Asst. Norcross stated that Supt. Oakes received the new total cost for the glass replacement project at the courthouse. The new total cost will be \$11,510.00 based on the new design. The lead time for everything will be about 2-3 weeks from when Supt. Oakes told them to proceed which was on March 28th.

GCSSC meeting – Commissioner Lauer and Commissioner Piper attended the annual Grafton County Senior Citizens Council meeting and met the new Executive Director Kathleen Vasconcelos.

Commissioner Morris stated that she was approached by a TV station in Plymouth in regards to continuing the program that former Commissioner Ahern had been a part of. She stated that she will be continuing the program but will be doing it differently. She is looking to come to the complex and interview various department heads to give updates about what the county is doing.

Commissioner Lauer requested to go into nonpublic session.

MOTION: * 11:21 AM Commissioner Piper moved to enter into non-public session for the purposes of 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 Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:37 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper 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 Morris seconded the motion and all were in favor.

12:02 PM With no further business the meeting adjourned.

Respectfully Submitted,

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

Marcia Morris,
Clerk