

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
May 4, 2021

PRESENT: Commissioners Piper, Lauer, Ahern (via Zoom), County Administrator Dorsett, Temporary Admin Jessica Jackson

OTHERS PRESENT: Kevin Low (via Zoom), IT Manager Brent Ruggles, HR Director Karen Clough, Nursing Home Administrator Craig Labore, Howard Hatch (via Zoom)

Commissioner Piper called the meeting to order at 9:07 AM. ITM Ruggles led the Pledge of Allegiance.

### **1. Cyber Security Audit**

At 9:12 AM Kevin Low, Founder/President of Secure Network Systems (Founder/President) joined the meeting. CA Dorsett introduced Kevin Low and explained that per a recent conversation about solar winds and data breaches, SNS was looking to potentially do a network security audit to talk about some of the risks and ways for the County to protect itself. Kevin explained that SNS was founded in 2003 and has a little over 50 employees today in the roles of helpdesk, on-site engineers, server engineers, network engineers, and more. SNS takes care of a number of municipalities and projects across NH by providing IT services. Kevin Low mentioned that he wanted to speak to the County about security, cyber security, and being protected. Security is an on-going requirement and there are plenty of tools and teams out there to work with. SNS is currently partnered with a company that monitors risks 24/7, 365 days a year and reports these risks directly to SNS. Kevin Low stated that the cyber security audit/assessment would be free to the County and helps to discover what the risks are and how to mitigate them. The goal would be to assess what is currently in place and give advice to the County on how to improve. Kevin Low proposed that SNS would work with IT to assess general operations and to see how department heads are interacting with IT to figure out where concerns and issues are to keep departments operating and efficient. Kevin Low stated that typical investments in IT should last 7 years and that spending is very important as well as what the plan is and what the budget is. He said the goal is how to save money rather than spend money on the appropriate solutions when the budget makes sense. Kevin said what SNS would need is physical access and remote access to start working with the County's IT Department and Department Heads. SNS would physically be on-site for about a week, then investigate remotely to assure confidence in the security and operations infrastructure.

ITM Ruggles replied that extensive investments have been made in the County's security system; the IT Department removed local administrative access and instituted Baracuda email security gateway for inbound and outbound monitoring, for example. ITM Ruggles stated that the County was in good shape security wise but understands why SNS might want to have an audit. Kevin Low stated that in his experience, there is always

opportunity for improvement. It starts with the audit and looks at operations and infrastructure and develops a business continuity plan as a goal for the organization. Kevin Low confirmed that the tools currently in place were all great, but pointed out that having a third-party analysis could also give peace-of-mind and that, ultimately, it's about optimizing in terms of confidence and infrastructure.

Commissioner Lauer stated that she is very interested in ensuring the County's cyber security is as strong as possible, but all improvements have to be weighed in terms of their obligation to the taxpayers, and asked Kevin to confirm that the initial audit is free. Kevin confirmed that yes, SNS would provide a free assessment/security audit to the County.

Commissioner Piper asked if the security audit could be done in a week. Kevin Low confirmed the physical access portion would be a week and that SNS could be on site as early as Friday to start the technical discovery/interview with ITM Ruggles and to acquire remote access. Over weeks 2, 3, 4, SNS would meet with the Department Heads to interview them in conjunction with SNS's team to go over the report and ideally be done in 4 weeks. It was determined that ITM Ruggles is off on Friday and that SNS would plan to be on site early the following week.

Commissioner Lauer inquired about the County Staff commitment and asked if someone from the County would need to be with SNS full-time. Kevin Low explained that SNS would need 2-4 hours on Monday with IT, and that the Department Head interviews would be short (20min-1.5hr each) and could be conducted in person or via Zoom.

Commissioner Piper recommended the County should have the no charge audit per ITM Ruggles which would then be brought to the board to see if the Commissioners want to proceed with fixing any audit findings.

Commissioner Ahern asked if he could sit in on the initial meeting with IT, and Kevin Low replied that he could. Commissioner Ahern commented that what SNS is requesting has to do with infrastructure, which means that if we define it right, we could use federal money via the American Rescue Plan. CA Dorsett clarified that the only guidance the County currently has is that these funds can be used for water, sewer, revenue loss, and broadband, and that the Department is waiting for US Department Treasury to give guidance, but if IT supports water and sewer systems, they may be able to define it this way. Commissioner Piper commented that she believes that some additional guidance may be available May 17th.

CA Dorsett asked if the Commissioners wanted to move forward with the SNS Audit, and asked Kevin Low if he would be available for the Department Head meeting the following week at 10am on Wednesday for an introduction and brief description of the Security Audit Plan. Kevin Low confirmed his availability and the Commissioners confirmed they are all on-board with pursuing the Security Audit.

## **2. Nursing Home Report**

At 9:38 AM, NHA Craig Labore arrived to give his report on the Nursing Home. **(See attached Nursing Home Report).**

NHA Labore confirmed that admissions to the Nursing Home had come to a halt since COVID-19 and that one positive case had been identified over the weekend. Commissioner Lauer wanted to confirm there were no new cases with the residents, and NHA Labore confirmed that since April of 2020, there had been no positive cases in residents and that all cases had been with staff members where infection was acquired outside of the Nursing Home community. NHA Labore confirmed that 94% of the residents were vaccinated as were 76% of the staff members.

Commissioner Piper asked if admissions were open. NHA Labore explained that admissions were on hold due to the recent “outbreak status” and that the Nursing Home had seen only one admission since April, but that there is a backlog of people waiting to come in. The current issue is just trying to get out of the COVID cycle, which is still a concern given the recent positive cases, but that the vaccinations are helping.

NHA Labore also wanted to bring to the Commissioners’ attention a pilot project which had been in the works for 18 months now, and explained that two summers ago, the Environmental Protection Agency placed new guidelines on hazardous waste producers which impacts how the Nursing Home disposes of medical waste. NHA Labore explained that as he went through the EPA regulations, the Nursing Home was best classified as a small generator, but around the same time, he was contacted by a Project Manager for a group called NEWMOA, an agency who was just given a grant to implement a program to help facilities better dispose of waste. NHA Labore is proposing to enter into a pilot project where there will be collection kiosks for medical waste which would then over time be picked up by Fedex or UPS to bring them to proper disposal facilities. NHA Labore confirmed that the Nursing Home meets the letter of the law by disposing of substances and grinding them up, but there is the potential these substances could still be absorbed by groundwater and this process would ensure compliance. NHA Labore said he has no concerns about the security system for controlled substances, but this would add another layer of security. He also explained that the department has always been in compliance, but the EPA is always updating how to dispose of medications, especially single-use medications that are refused by a resident.

Commissioner Ahern commented that 40 years ago, medical waste was disposed of via incineration and asked if incineration has been an option. NHA Labore confirmed that incineration was the preferred method for disposal and that while it is not done on the complex, based on discussions with NEWMOA, that is the primary method the EPA looks at. Commissioner Ahern explained that there is a wood fired power plant 500 yards from the nursing home, but he was not sure of temperature range required for the EPA’s guidelines. NHA Labore confirmed that he can definitely look into this further and that he had to delay a visit from NEWMOA due to recent positive cases of COVID, but that hopefully they can reschedule in the next two weeks.

Commissioner Piper inquired as to whether or not this would result in a carrier contract due to the kiosk pickup from Fedex and UPS. NHA Labore confirmed this expense would be covered by the grant through NEWMOA, but imagines there would be no more than two pickups a year with average cost of \$400/pickup. The grant covers up to two years by current estimations, and also includes the secure liners for the kiosks.

Commissioner Piper asked if the cost would eventually come to the County, and NHA Labore confirmed that the cost would eventually come to the County. He also stated that the Grafton County Nursing Home would be one of the few nursing homes in the state implementing this kiosk procedure, so it would be an experiment on both sides.

NHA Labore also mentioned that he has septic concerns at the Nursing Home that Jim addressed last week, and that he is primarily concerned from an infection standpoint that residents would have to be taken off that floor, and so he highly supports the Maintenance scoping project to address the current problems.

### **3. Nursing Home future openings from Commissioner Issues**

At 10:02 AM, HRD Karen Clough NHA Craig Labore brought to discussion some options with regards to nursing students and current staffing needs. NHA Labore stated that during the Nursing Home's budget presentation, there had been discussion about the nursing contract line and practical nursing program. CA Dorsett spoke with the president of WMCC and made a connection, so NHA Labore wanted to go over the framework with regards to developing a practical nursing program.

HRD Clough stated that an LPN program is to be offered at both River Valley Community College campuses as of January 2022 and would be a 12-month program starting in January and ending in December. Upon acceptance into program, once they list zip codes, students can then choose which program they want to participate in. The approximate cost is \$13K for the program if the student needs all 36 credits. The College is willing to come here and work with interested employees/students. One big thing is the Ts testing, the College would work with students on this to achieve higher scores. HRD Clough asked if there was some way the County could structure this in a similar way to the LNA program by sponsoring tuition for the program for a certain commitment. Commissioner Lauer confirmed that tuition reimbursement is currently offered. HRD Clough added that there was a cap of \$1,000 per semester.

HRD Clough confirmed that there is currently a loan forgiveness program in place for an LPN with a two-year work commitment, but her thoughts were that if they could come up with the money up front, it might help put someone in a better position. NHA Labore added that they might look at extending the commitment as well. Commissioner Piper stated that this was a lot more money than the loan forgiveness program, and asked if the incentive would be greater if the County offered more money up-front and got a longer commitment. HRD Clough clarified that it would not be more money as the loan forgiveness program covered up to \$40K with a two-year commitment. Commissioner Ahern expressed concern that Grafton County would be in competition with Sullivan County, and Commissioner Piper explained that while the counties are all in competition, there already exists an active relationship between Grafton County and River Valley

Community College. Commissioner Piper asked if NHA Labore and HRD Clough were looking for approval to pursue this potential LPN partnership program.

NHA Labore confirmed that they were seeking approval to look at options, and that there was potential the program could fill up as he had already calls from people who have heard about it. The new program would be substantially more coursework and clinical rotations, so the structure would be important especially in light of a work commitment, and he wants to make sure students can succeed. Commissioner Piper asked that if the Commissioners give the go-ahead, would NHA Labore and HRD Clough take the lead in giving an update on the structure? HRD Clough stated that applications are due in September, and that she would want to get information out there and get interest drummed up. Commissioner Lauer commented she believes the commitment should be extended to longer than two years and that a structure is needed, but with regards to the concept, she wants to go forward with it. Commissioner Piper expressed that she is happy they got this far as this may be the seed of a solution to the staffing shortage that they've been looking for. Commissioner Piper agreed with Commissioner Lauer and would hope for longer than a two-year commitment but would defer to NHA Labore and HRD Clough's expertise.

Commissioner Lauer asked how the tuition reimbursement up to \$40K is paid out. NHA Labore replied it was via quarterly payments based on the outstanding principal over two years, which HRD Clough confirmed. Commissioner Piper asked how many people are currently taking advantage of this program, and NHA Labore and HRD Clough confirmed that four people at most were enrolled in this program (LPN, RN or Masters). Commissioner Lauer asked if the County could structure the new program as a loan to be paid quarterly but if they leave, they would owe the rest of the \$13K. HRD Clough stated that the County had done a program like this before, and she wants to look back at the contract. CA Dorsett added he had seen a similar program used for police officers, where the County pays for training and education, and gets a commitment out of them, then they prorate the loan based on how long they stay. CA Dorsett commented that it's a good recruitment tool that also gets people educated. HRD Clough stated that she wanted to see what kind of support they could get from the Board and that she and NHA Labore will put together a formal structure and agreement for the Board's approval.

HRD Clough requested to go into non-public session.

**MOTION:** \* 10:20 AM Commissioner Lauer 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 Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern "yes"; Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\* 10:33 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and would now return to public session.

#### **4. Human Resources Report**

At 10:34 AM, HRD Karen Clough gave her monthly report for the Human Resources Department (**see attached Human Resources report**).

HRD Clough explained as regards the Maintenance positions, that the Skilled Maintenance Assistant position was recently vacated, and that the Maintenance Assistant was promoted to fill that vacancy leaving an open position for a Maintenance Assistant, confirming that only one position was open in the Maintenance division.

**At 10:44 AM, HRD Clough exited and the Board took a five minute break.**

**At 10:50 AM, the meeting resumed.**

#### **5. Commissioner Issues**

##### **A. MINUTES**

**MOTION:** \*10:51 AM - Commissioner Lauer moved to approve the minutes from 3/25, 3/30, 4/8, 4/13, and 4/15 as amended. Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”; Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and the motion carried.

##### **B. Signing of Check Registers: 1214**

##### **C. Broadband Update**

At 10:57 AM, CA Dorsett gave a summary of his meeting with the Broadband Committee from 4/28 and reported that during the meeting, the Committee had found that a certain number of communities have not responded to the broadband survey (towns like Wentworth and Warren). He stated that the more survey responses the Committee can receive, the better, and recommended putting a link in the minutes. The Committee did a push after the meeting last week and received 100 new surveys. CA Dorsett requested for the Commissioners to reach out to their communities to get more responses. The Committee secured a grant with NCIC for \$5,000 to be combined with the \$5,000 from

the County and hired NCIC to do the financing package with options for broadband build-out. CA Dorsett reported that step one would be for the Committee to work with a technology company called eX<sup>2</sup> to build out and effectively do broadband expansion, then drill down into the business plan. NCIC would take these plans and turn them into a target funding package. CA Dorsett also reported that he had a separate meeting with Tim Egan and Nick Coates, and that Executive Committee Chairman George Sykes had asked Tim Egan to be the liaison between the Executive Committee and the Broadband Committee.

***Link to Broadband Survey:***

[https://docs.google.com/forms/d/e/1FAIpQLScq6k2q\\_PrkuvDoe9U5zxs\\_ZqMwYbLQC7fE8JRyoLaPKJAINA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScq6k2q_PrkuvDoe9U5zxs_ZqMwYbLQC7fE8JRyoLaPKJAINA/viewform)

**D. USDA Forest Service Agreement**

CA Dorsett brought forth a revised agreement with the USDA Forest Service, stating that this is an annual agreement with virtually no changes except for changing the authorized designee to the new chairman. This agreement is what reimburses the County for law enforcement services and generates a total of just over \$12,000 revenue for the County.

**MOTION: \*11:02 AM** - Commissioner Lauer made a motion to accept the revised agreement from USDA forest service. Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”; Commissioner Lauer “yes”; Commissioner Piper “yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion carried.

**E. County Correctional Inspection Report**

Commissioner Piper noted that last week, Casey McDermott of NHPR gave a broadcasted report about the DoC, and that she would provide the link to the Commissioners. Commissioner Piper reported that Superintendent Elliot’s report is standard from year to year, differing by a phrase or two, and read the report to the Commissioners. Commissioner Piper wanted to know how the other Commissioners felt about the report. Commissioner Ahern stated that he liked the Coos County form where the Commissioners could check off boxes upon visiting, and that he believed it was very important to emphasize that the Commissioners spoke with inmates, asked if they had any questions and responded to them directly. He believes it is an important fact that the residents do have an opportunity to speak directly to the County Commissioners and suggested that the Commissioners could adopt the form used by Coos County and include Superintendent Elliot’s report as an attachment to present a hybrid report. The report must come from the Commissioners.

Commissioner Lauer agreed that the Commissioners needed to improve the report and that she likes idea of including the Coos County form on the report. She would like to put in more specifics, such as which units were toured, how many inmates the Commissioners spoke with, and any significant facility issues that have been addressed. Commissioner Lauer stated that she thinks the Commissioners have been transparent, but that transparency is not included in the DoJ report but rather in the minutes, and that

everything needs to be included in the DoJ report. Commissioner Piper agreed with the other Commissioners and stated that she is not comfortable signing the current report . Superintendent Elliot would not fill out the form, but rather the Commissioners would.

CA Dorsett asked the Board if they would like to adopt the General Inspection of Facility report from Coos County. Commissioner Piper mentioned that not too many other counties use a form, but that one county has a detailed minute-by-minute report. Commissioner Piper stated that past reports from Grafton County do not capture the level of interactivity that goes on, mentioned that the Commissioners talked to those in protective custody and to an inmate in intake on the last visit to the DoC. Commissioner Piper thinks that this should be documented, along with the unit that the Commissioners visited, and that they also visited a class with Sergeant Deems and Lucille put in last name? . Commissioner Piper believes the Board needs to write up a new letter outlining these details, then they might not need to use the form unless they want to. Commissioner Lauer recommended the Commissioners ask CA Dorsett and Superintendent Elliot to revise the Coos County DoC form for use by Grafton County to present within the next 30 days. CA Dorsett confirmed that this was already in the works.

Commissioner Ahern commented that he has no objection to just changing the title of the Coos County document and that it would save the Commissioners time by being able to check off the boxes as they go along, and that perhaps to include a statement at the end “and see attached further explanation” to include more detail. Commissioner Lauer stated that her only concern is that there are questions the Commissioners are not capable of answering at this point. Commissioner Piper agreed that the title should just be changed, but also agreed that there are questions the Commissioners are not capable of answering at the moment. Commissioner Piper stated that if CA Dorsett is ok with it, that he should have a conversation with Superintendent Elliot about the items on the Coos County form, and then next time, the Commissioners could make the form part of the meeting. Commissioner Ahern agreed. Commissioner Lauer expressed concern that she doesn’t want to be on record as saying “yes” to things on the checklist if the Commissioners did not observe it. Commissioner Piper confirmed that CA Dorsett would review those items with Superintendent Elliot before checking them off on the list.

Commissioner Lauer also mentioned that she had come across an article online from NPR, “Inspections Found Lacking in NH County Jails” and recommended that this be mentioned at an NHAC meeting so that their fellow Commissioners were aware that this article and concerns were out there.

#### **F. Next meeting: UNH Coop Ext Conf Room**

CA Dorsett reported that the next Commissioners’ Meeting will take place at the UNH Cooperative Extension Conference Room and that there would be a presentation of the court house architectural findings.

### **6. Other business:**

#### **A. Commissioner Ahern - Emergency Preparedness**



Commissioner Ahern referred back to the discussion about DoC report and stated that one of the questions is about Emergency Preparedness. Commissioner Ahern stated that back in the day, there used to be an annual day of emergency preparation where there would be demonstrations from Maintenance or Fire officials who would come in and show staff members throughout the County how to operate fire extinguishers. Commissioner Ahern asked if the County offered periodic exercises to employees on what to do in the event of emergencies. Commissioner Lauer replied that Superintendent Oakes has been doing safety inspections and that a Safety and Loss Committee meets regularly, that she does not know about fire extinguisher safety training but agrees it would be an important protocol to institute. CA Dorsett offered to reach out to the fire department and other officials to find out if this is being done. CA Dorsett also mentioned he had spoken with Paul Hatch from Department of Homeland Security about exploring an emergency operations plan which is updated every five years. CA Dorsett also mentioned ICS training (Integrated Command System), which Commissioner Lauer confirmed is all online to help understand command structure. Commissioner Ahern reiterated he would like to see an annual event for Emergency Preparation to provide facility-wide training for the employees who work for the County and to also promote working relationships between employees and emergency officials.

#### **B. Commissioner Piper - General**

Commissioner Piper stated that there is an Executive Committee meeting on Friday and that she will bring up the story on Commissioner oversight of the county jails. Commissioner Piper reported that she had received an email from Lauren Banker, the Public Affairs Manager for the UNH Extension in Durham, asking if they could have a conversation on how ARPA funding can be used. Lauren had mentioned that Hillsboro County had reached out to the Extension for some help with some ideas or programs that they had at Hillsboro County. Lauren was wondering if there was any way the Extension might be able to help Grafton County with ideas on how to invest the ARPA funds. Commissioner Piper and CA Dorsett would be meeting with Lauren Banker via a Zoom meeting Wednesday 5/12 at 1pm.

#### **C. County Administrator Updates**

1. Farm DoC Update - CA Dorsett reported that he is meeting with Grant to go through the details of the timeline and to come up with action steps. Grant was able to reach out to the milk unit that does cheese and is trying to figure out the specifications for operation. CA Dorsett has also reached out to Black River Produce, a distributor who has a merchandising team; they buy product in bulk. CA Dorsett is talking to Grant about what the County needs to do to market the products.
2. Initial Step for Security Facilities Audit - CA Dorsett reported he has been working with Emma Guildman from Total Security, who will be meeting with Department Heads to go over campus security. They will be looking at best practices for inside and outside security, such as lighting, cameras, etc. CA Dorsett also noted that per ITM Ruggles, the County was also looking at IT security with Kevin Low from SNS, and will be pursuing this next week.
3. Traffic Outside the Complex - CA Dorsett requested for the Haverhill Police Department to do traffic enforcement in front of the building. CA Dorsett and

Commissioner Ahern met with Bill Lambert from DOT (Director of Ride-of-Way), who offered to put up orange signs to limit speed around the campus to a suggested speed limit of 45. Commissioner Ahern added that the County needs to look at legislation to get traffic slowed down out front. CA Dorsett added that DOT had suggested a turning lane, by turning areas to entrance and exit only and to direct traffic that way so that the campus would have one entrance and one exit. CA Dorsett stated that enforcement is another issue, and the Police Department doesn't have the staff, but that Sheriff Stiegler will see about getting some of his staff out on occasion. Commissioner Piper mentioned that a sign that always catches her attention is "slow moving vehicles" or "trucks turning and entering," and Commissioner Lauer agreed. Commissioner Ahern stated that if the County hasn't heard anything in two weeks, to send a gentle reminder to Bill Lambert.

4. Court House Tour - CA Dorsett reported that he had conducted a Court House tour with Nadine Miller from the NH Division of Natural and Cultural Resources. The Division plans to attend the next Commissioners' meeting via Zoom for the architectural review. The Division is looking to see if the Court House is something they would want to document for the future, or is it worth saving due to its mid-century modern architecture. Some of the furniture is original, so at minimum, the Division would want to document it. Once a building is over 50 years old, it can be considered historic.

At 11:58 AM, with no further business, the meeting adjourned.

Respectfully Submitted,

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Omer C. Ahern, Jr.  
Clerk

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 May 4, 2021

**HR Activity Report (04/05/2021-05/03/2021)**

- ***New Hires***

Department	#	Position(s)
Nursing Home	3 (3 FT)	3 FT Unit Aide/LNA program

***Separations***

Departments	#	
Nursing Home	5 (3 FT, 2 PD)	1 FT LNA, 1 PD LNA, 1 PD RN , 2 FT LPN/RN
IT	1 (1 FT)	1 FT PC Support /LAN Technician
Sheriff's Dept	1 (1 FT)	1 FT Deputy

***Reasons:***

- Resigned personal reasons/no reason given- 1
- Termination – 1
- Resignation in lieu of termination - 1
- Career change -
- Dissatisfaction-
- New job - 1
- Relocated –
- School – 1
- Retirement – 2
- Not meeting Per Diem Requirements -

- ***Status Changes/ dept transfers: 2 FT LNA to per diem, 1 per diem LNA to FT, 1 per diem LNA to FT MNA/LNA***

***Active Leave of Absences as of May 3, 2021***

Department	#	
Nursing Home – Nursing	17	(13 are intermittent, 12 for self, 5 for family)
Nursing Home – Non-Nursing	6	(5 are intermittent, 4 for family, 2 for self)
DOC	1	(0 intermittent, 1 self)
Maintenance	1	(1 intermittent self)
Sheriff's Dept.	2	(2 intermittent family)
Farm	1	(1 intermittent self)
County Atty's Office	2	(2 self)
Cmsrs. Office	2	(2 self)
<b>TOTAL:</b>	<b>32</b>	

**Scheduled to orient 05/05**

- 1 FT Social Service Director
- 1 FT Staff Development Director
- 1 Per Diem RN

**Current Jobs posted/advertised**

- LNA's (15.05 FTE's vacant)
- RN/LPN (12.15 FTE's vacant combined)
- CO's
- PT Housekeeper
- RN House Supervisor
- Deputy Sheriff
- IT Support Technician (2)
- Maintenance Assistant

OTHER BUSINESS – LPN Program



# GRAFTON COUNTY COMMISSIONERS

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603-787-6941  
603-787-2656 Fax

3855 Dartmouth College Highway Box 1  
North Haverhill, NH 03774

April 28, 2021

Director of Administration  
Office of the Attorney General  
State House Annex  
33 Capitol Street  
Concord, NH 03301

Re: Facility Inspection

To whom it may concern,

In accordance with RSA 30-B:12, the Grafton County Commissioners conducted a semiannual tour/inspection of the Department of Corrections on April 27, 2021.

During the tour we met with the Superintendent, correctional staff and inmates. We found the facility to be clean and in excellent order.

In addition to our semiannual inspections of the Department of Corrections, the Board of Commissioners meets monthly with the Superintendent to discuss and resolve any internal issues. We wholly support the rehabilitative programs offered and attend graduation ceremonies for the various programming when they are available.

If you require any additional information, please do not hesitate to contact me.

Sincerely,

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Wendy Piper, Chairperson

CC: County Administrator A. Dorsett  
Superintendent T. Elliott



## COMMISSIONERS

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*Wendy A. Piper* ★ P.O. Box 311 • Enfield, NH 03748 • (603) 632-7179  
*Linda D. Lauer* ★ P.O. Box 147 • Bath, NH 03740 • (603) 747-4001  
*Omer C. Ahern Jr.* ★ P.O. Box 298 • Wentworth, NH 03282 • (603) 764-6024

# Grafton County Nursing Home Commissioner's Report: May 4, 2021

## Census

Medicare: 3  
Medicaid: 85  
VA: 1  
Hospice: 0  
Private: 19  
Total: 108

## FY '21 Budgeted Census:

Medicare: 4  
Medicaid: 94 (Daily rate= \$198.33)  
VA: 2  
Private: 23

## Monthly Admissions/Discharges

Admissions: 1  
Deceased Residents: 2  
Discharges: 1

## Other Topics:

- 1) COVID-19 Update: Recent Staff Positive Cases
- 2) Disposal of Controlled Substances Pilot Project with NEWMOA  
(Northeast Waste Management Officials Association)
- 3) Nursing Home Septic Concerns