

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy
 North Haverhill, NH 03774
 May 3rd, 2016

PRESENT: Commissioners Cryans and Lauer, CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: NHA Labore, HRD Cramer, HR Senior Generalist Karen Clough

EXCUSED: Commissioner Richards

Commissioner Cryans called the meeting to order at 9:05AM and began with the Pledge of Allegiance.

HRD Cramer and HR Sr. Generalist Karen Clough arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 May 3, 2016

1) **HR Activity Report** (4/1/16 – 4/30/16)

• **New Hires**

Department	#	Position(s)
Corrections	1 (1 PT/PD)	1 Uncertified Corrections Officer
Nursing Home	<u>11</u> (4 FT, 1-3/5, 7 PT/PD)	7 LNAs, 1Seamstress, 1 Diet Aide, 1 RN
	12	1 Unit Aide

• **Separations**

Department's	#	
Sherriff's Dept	2 (1 FT, 1 PT/PD)	1 Civil Secretary, 1 Sherriff
Nursing Home	<u>2</u> (2 PT/PD)	1 Diet Aide, 1Unit Aide
	4	

Reasons:

- 1 Resignation – No reason given
- 1 Resignation – Another job
- 2 Resignation – Moving away

• **Leave of Absences as of April 30, 2016**

Department	#	
Nursing Home – Nursing	14	(8 are intermittent, 10 for self, 4 for family)
Nursing Home – Non-Nursing	4	(4 are intermittent, 0 for self, 4 for family)
Non-Nursing Home	<u>5</u>	(3 are intermittent, 2 for self, 3 for family)
TOTAL:	23	(March report = 25)

(7 LNAs, 4 LPNs, 2 RNs)

- *Current Openings (as of April 30, 2016)*

<u>Positions</u>	<u>Department</u>
RN (0 FTE)	Nursing Home (.75 over last month)
LPN (6.2 FTEs)	Nursing Home(6.2 last month)
LNA/MNA (4.0 FTE's)	Nursing Home (compared to 10.05 in February)
Civil Secretary FT	Sherriff's Department
Housekeeping Aide-3/5 Status	Nursing Home
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers	Corrections – PT/PD, ongoing posting

Three LNAs (1 FT, 2 PT/PD) scheduled to date for April 6 orientation

Three LNAs (3 FT) scheduled to date for April 20 orientation

HRD Cramer stated that they are requesting to waive the bidding process for a Compensation and Classification Program Audit of positions at Grafton County to be conducted by Don Tyler, Human Resource Partners, LLC. The study would review each of the positions on the wage charts at the county and use a methodology that would give the following outcomes: internal equity, process equity and external competitiveness. The positions as a whole have not been re-evaluated in many years and it overdue for the county to do this. The reasons to waive the bid process are as follows: Don Tyler was the individual that the County contracted with when the original wage charts for Grafton County were created so he has a familiarity with the county and our positions already and HR Partners has significant experience throughout the Northeast and has worked with a number of NH Counties on similar projects. HRD Cramer stated that they can start the audit next week and have it done sometime in July.

Commissioner Lauer moved to waive bid process for the Compensation and Classification Program Audit of positions at Grafton County and have the study conducted in accordance with the proposal from Human Resource Partners, LLC in the amount of \$9,900. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from April 26th.

Commissioner Lauer moved to approve the minutes from April 26th. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers 1170; 1180.

CA Libby submitted RSAT Grant Paperwork for Commissioner Cryans to sign.

NHA Labore arrived and gave the following report:

- 1) Loan Forgiveness Program

- NHA Labore stated that flyers have been sent out to schools, local newspapers and has been posted on the county website. He stated that they have one (1)

nurse starting in orientation tomorrow and two (2) RN's have been interviewed. NHA Labore stated that he is going to be researching more into the Nurse Core program which is run through the federal government and will be looking to go out to the area schools to talk about it. He explained that it is a grant for nursing students who go to work in underdeveloped areas which include critical access hospitals and nursing home in rural areas. He stated that over a two (2) year period they forgive up to 60% of student loans, they get a \$1,300 monthly stipend. He stated that this is a program they may be looking into as well. The application period begins in January so he wants to get that information out there for nurses to look into.

2) CARE Training Update

- NHA Labore stated that they met with HRD Cramer to streamline the process and they have crafted a one (1) hour training session. First dates have been scheduled for May 17th and 18th and the plan is to continue to have these sessions over the summer so everyone has a chance to take it.

3) Peer Mentor Training Update

- NHA Labore stated that on April 13th and 14th Terrie Nelepovitz, Staff Development and Infection Control Nurse, conducted the training. There were four (4) participants and each spent three (3) hours at a time each day for the training.

4) D/H Grafton County/GCSCC Pilot Program Update

- NHA Labore stated that they were able to get ahold of a draft of what a proposal would be for the overall program. He went on to explain that they are looking for some clarification on a few things and who will sign it as a representative of Grafton County. He stated that he thinks they are all set to roll out the pilot program in September. It will be a six (6) month pilot program but have the option to extend it three (3) months. They are still looking at the Enfield area which is affiliated with Dartmouth but a town not as populated as Lebanon.

5) A/R Review

- NHA Labore stated that they billed out \$903k and collected \$807k in April. He stated that accounts receivable days are at thirty four (34). He stated that they are still getting money from 2013 and 2014 and they have collected \$33,000 from 2015.

6) Family Day Ice Cream Social – Saturday, May 7th 2pm- 3:30pm

Alternative Sentencing Director Bill Gilding arrived to meet with the Commissioners. Director Gilding started his employment with the county yesterday, he was invited to come to the Commissioners' meeting for them to welcome him to the county and he also quickly discussed some of his plans as the new Alternative Sentencing Director.

CA Libby submitted the following two (2) CDFR Documents for Commissioner Cryans to sign:

Plymouth Senior Center Drawdown - \$3,000
AHEAD Better Homes Drawdown - \$4,396

Commissioner Lauer stated that she attended a Holocaust Memorial service on Monday.

Commissioner Cryans stated that all three (3) Commissioners attended the retirement party for Brenda Paronto at the Department of Corrections on Friday. Brenda is retiring after 25 years of service to the county.

10:15 PM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk