

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy
 North Haverhill, NH 03774
 May 5th 2015

PRESENT: Commissioners Cryans, Richards and Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: Chris Wellington, Executive Director –GCEDC, HRD Cramer, NHA Labore, Robert Fillion

9:00AM Commissioner Cryans called the meeting to order and began with the Pledge of Allegiance.

Commissioner Cryans welcomed Chris Wellington who is the new Executive Director of GCEDC. The Commissioners each introduced themselves to C. Wellington and told them about each of their respective districts. C. Wellington then introduced himself to the Commissioners. He told them about himself and how he got to where is. He also discussed his goals with this new position and what he is looking to accomplish. Commissioner Cryans stated that he will give C. Wellington a tour of the county complex at the end of the meeting.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 May 5, 2015

1) **HR Activity Report (3/1/15 – 4/30/15)**

• **New Hires**

Department	#	Position(s)
Nursing Home	7 (4 FT, 3 PT/PD)	5 LNAs, 1 Dietary Aide, 1 Laundry
Corrections	<u>3</u> (3 PT/PD)	1 RN, 1 Uncertified Officer, 1 Cook
	10	

• **Separations**

Departments	#	
Nursing Home	11 (9 FT, 2 PT/PD)	6 LNAs, 1 Dietary Aide, 1 Hskpr, 1 Transcriptionist, 1 Unit Aide, 1 Director
Non-Nursing Home	<u>2</u> (2 PT/PD)	2 Correctional Officers
	13	

Reasons:

- 2 Resignations – Dissatisfied (2 LNAs)
- 1 Termination – Job Abandonment (nc/ns LNA)
- 1 Resignations – in lieu of term (Cert. Corr. Officer)
- 3 Resignation – another job (1 LNA, 1 Hskpr, 1 Cert. Corr. Officer)
- 1 Resignation – no notice (PT Unit Aide)
- 4 Retirements (2 LNAs, 1 DON, 1 Transcriptionist)
- 1 Death (Dietary)

- **Leave of Absences**

Department	#	
Nursing Home – Nursing	5	(4 are intermittent, 3 for self, 2 for family)
Nursing Home – Non-Nursing	5	(3 are intermittent, 1 for self, 4 for family)
Non-Nursing Home	5	(2 are intermittent, 3 for self, 2 for family)
TOTAL:	15	(previous month's report = 21)

- **Current Openings (as of 3/31/15)**

Positions	Department
RN (.5 Vacant)	Nursing Home (compared to over .95 last month)
LPN (3.2 FTEs)	Nursing Home (compared to 3.1 last month)
LNA (10.85 FTE's)	Nursing Home (compared to 4.0 last month)
Director of Nursing (FT)	Nursing Home
Correction Officers (PT)	Corrections – PT/PD, ongoing posting
Legal Assistant	County Attorney Office
Housekeeping Aide	Nursing Home, 3/5 status
Temporary Unit Aide	Nursing Home
Dietary Aide	Nursing Home – PT/PD, ongoing posting

2) **Summary:**

- Nursing Home Turnover
 - Advertise again in all local newspapers.
 - TeamSteps group update – received a lot of feedback. Will put feedback into a plan

3) **HR Internal Operations**

- Goals/Projects:
 - Employee Handbook – Will distribute for 7/1/2015
 - Checklist for ALL HR processes – continues, being worked on by all in HR
 - Electronic (and/or paper) distribution of handbooks, etc. with sign-off
 - HR Survey
 - Department Head Handbook
 - Creation of Individual Policies

Commissioner Cryans asked if everyone had a chance to read the minutes from April 28th.
Commissioner Richards had a couple edits.

Commissioner Lauer moved to approve the minutes from April 28th as amended.
Commissioner Richards seconded the motion and all were in favor.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
May 5, 2015

Census:

Medicare: 3
Medicaid: 83
Private: 32
Total: 118

Year-To-Date Numbers:

Admissions (YTD) 20
Discharges (YTD) 3
Deaths (YTD) 21

Other Topics:

- 1) Construction Update
 - NHA Labore stated that it is looking like everything will be finished on Maple by the end of May. He stated that the Fire Marshal's office will be coming up on May 27th to do the walk through and recertify the Maple unit to open. They had their first meeting in regards to moving Profile residents down to Maple. They are looking at June 3rd to move residents from Profile down to Maple and are anticipating August 14th as the projected end date for construction on Profile. September 24th is the projected end date for entire project.
- 2) A/R Update
 - NHA Labore stated that they are at 30.5 accounts receivable days. At the end of March they have collected \$1,000 from 2012, \$66.00 for 2013 and \$35,000 from 2014.
- 3) Medicaid Rate Appeal
 - Divine Milliment and Branch presented a request to have all the appeals held under once hearing which the administrative law judge agreed to. Health and Human Services has agreed to it as well. The hearing has yet to be scheduled but there are now roughly sixty (60) nursing homes that are part of the lawsuit including all ten (10) county homes. The lawyers for their side have filed an injunction in superior court to prevent DHHS from transferring any balance monies left over at the end of this fiscal year. That hearing is scheduled for May 15th.
- 4) TeamSTEPPS Update
 - NHA Labore stated that HRD Cramer had spoken to the Commissioners and given them this update already but wanted to state that it was important to have the meeting with the night shift staff and it went very well.

- 5) National Nursing Home Week
 - NHA Labore stated that National Nursing Home Week will be May 10th – 16th this year's theme is country western.
- 6) Volunteer Lunch
 - NHA Labore stated that this year's Volunteer Lunch will be held June 11th at 11:30. People can start arriving at 11:00.
- 7) April 17th Commissioners Council Meeting
 - NHA Labore stated he had a chance to talk with someone who sits on the Governors Commission for the Medicaid Management program to about doing a joint presentation with County Nursing Homes and the Health Care Association at the Commission meetings to talk the principles of what they would want to see for an effective role out of Step 2 before it rolls out. He stated that there may be another delay because the managed care organizations are not ready to move forward. NHA Labore went on to discuss other details about the meeting with the Commissioners.

The Commissioners signed check registers 663; 1170-1175.

ED Libby submitted a CDBG Drawdown Request for Polly's Pancake Parlor for Commissioner Cryans to sign.

ED Libby stated that she has received an out of state travel request for Angela Thomas Jones from the DoC to attend the 2015 New England Schools of Addiction and Preventive Studies course. The total cost is \$442.50 and the program is June 8th – 11th

Commissioner Lauer moved to approve the out of state travel request. Commissioner Richards seconded the motion and all were in favor.

ED Libby stated that she received an email from Pat Garvin regarding the RDC CDBG Application asking if the Commissioners are interested in sponsoring the application this year. The Commissioners agreed to sponsor the application this year. ED Libby stated that she would respond and set up the public hearing.

*10:42 AM - Commissioner Richards 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). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:09AM Commissioner Cryans declared the meeting back in public session.

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

Commissioner Lauer stated that she attended a drug round table discussion and that they have started an NA group in Bethlehem at the Methodist Church on Monday evenings.

Commissioner Cryans stated that he received the Save the Date for this year's Primex Conference. Commissioner Richards and Lauer stated that they would not be able to attend. Commissioner Cryans stated he will attend at least one of the days.

11:19AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk