

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 2nd 2015

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

OTHERS PRESENT: Sheriff Dutile, Director of Communications Tom Andross, HRD Cramer, Deb Naro-CADY, Rep. Cooney, ASD Amero, Tim Estes – Estes & Gallop, NHA Labore, ITM Ruggles, Robert Fillion

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

Sheriff Dutile and Director Andross arrived to discuss various subjects with the Commissioners.

Sheriff Dutile stated that they would like to discuss the FY16 Dispatch billing with the Commissioners. He explained that they have lost a couple of towns over the past couple of years. Some of it is because of their billing and some of it is logistics with the towns that they want to be dispatched with. He stated that he doesn't want to lose anymore towns and this upcoming year they have three (3) or four (4) towns with large increases so they are proposing a 30% cap on increases. Director Andross stated that for a few years now they done dispatch billing based on usage and activity percentage within the Dispatch center and everyone felt that was the fairest way to bill agencies. He reviewed two (2) lists of assessments with the Commissioners, one (1) being the totals without the 30% cap and the other being the list with the four (4) agencies that they will be capping their increase at 30%. They stated that they are suggesting the Commissioners approve the Dispatch billing with the adjustments to the four (4) agencies.

Commissioner Lauer moved to accept the Dispatch billing for FY16 as proposed by Director Andross and Sheriff Dutile with the 30% cap. Commissioner Richards seconded the motion and all were in favor.

Director Andross stated the Commissioners had approved and signed off on a small grant upgrading their satellite back up system at the courthouse. That grant has been approved by DOS and the Commissioners all need to initial and sign the award document.

Director Andross stated that he would like to take Office Assistant Paronto to the APCO International 81st annual conference August 16th – 19th in Washington, DC. He stated that because he is the chairman of the APCO Atlantic chapter conference in 2015 his expenses are covered by the Chapter, and should be minimal, if any expense to the county. He stated that Office Assistant Paronto is awaiting word on a scholarship application with APCO; in years past they have successfully received between \$250-\$500 to offset conference costs. Before any APCO reimbursements Director Andross stated the cost will be an estimated \$1,940 which is available in the Dispatch budget.

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

Director Andross stated that they are requesting to waive the bid process for their phase II Recorder Integration. They are proposing to purchase the equipment from Motorola Inc. and be installed by Ossipee Mountain Electronics of Moultonborough, NH at a price not to exceed \$18,283.00. He stated Ossipee Mountain Electronics has been their primary source of communication equipment for some time and provide excellent service.

Commissioner Lauer moved to waive bid on the phase II Recorder Integration and purchase the equipment through Motorola and be installed by Ossipee Mountain Electronics at a price not to exceed \$18,283.00. Commissioner Richards seconded the motion and all were in favor.

Director Andross requested a second bid waiver for their infrastructure upgrade at Mt. Agassiz radio transmitter site. They are proposing to purchase the equipment from Motorola, Inc., to be installed by Ossipee Mountain Electronics at a price not to exceed \$38,870.00. He stated that they are authorized infrastructure improvement funding in both the Capital and Dispatch Capital Reserve budgets that will cover these costs. He explained that the project will include completely replacing their existing "Grafton North" repeater and tower equipment at the Mt. Agassiz site and connecting transmitter at Dispatch. He stated the repeater is the oldest in their fleet, having been moved to this site when they started dispatch service in Bethlehem. The equipment is past "end of life" for support from the manufacture.

Commissioner Lauer moved to waive bid on the infrastructure upgrade at Mt. Agassiz radio transmitter site and purchase the equipment through Motorola and be installed by Ossipee Mountain Electronics at a price not to exceed \$38,870.00. Commissioner Richards seconded the motion.

Discussion:

ED Libby asked if there will be other repeaters being replaced. Director Andross stated that they will have many that need to be replaced. Commissioner Richards asked if they will all cost the same amount and what the time frame of the replacements will be. Director Andross stated that they could all be the same amount but he is hoping some of them will be absorbed into other projects going on at the various sites.

The Commissioners voted on the motion and all were in favor.

Commissioner Cryans told Sheriff Dutile that he attended the Governor's Council Meeting. He stated that the money that had been raised for the Burton Legacy was dispersed. He stated that \$30,000 went to Plymouth State University, \$30,000 went to Community Colleges, \$30,000 to the Ray Burton Museum. The opening of the museum is targeted for August 22nd.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
 Donna Cramer, Human Resources Director
 June 2, 2015

1) **HR Activity Report (5/1/15-5/31/15)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	5 (2 FT, 3 PT/PD)	3 LNAs, 1 Unit Aide, 1 HIM Secretary
Sherriff's Dept	1 (1 PT/PD)	1 Special Deputy
Corrections	<u>3</u> (3 PT/PD)	3 Uncertified Officers
	9	

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	6 (1 FT, 5 PT/PD)	3 LNAs, 1 Dietary Aide, 2 RNs
Non-Nursing Home	<u>2</u> (1 FT, 1 PT/PD)	1 Dispatcher, 1 Special Deputy
	8	

Reasons:

- 2 Resignations – Moving away (Dispatcher, LNA)
- 1 Termination – Attendance (Dietary Aide)
- 1 Resignation – another job (Special Deputy)
- 4 Resignations – Inactive Per Diems (2 LNAs, 2 RNs)

• ***Leave of Absences***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(2 are intermittent, 8 for self, 3 for family)
Nursing Home – Non-Nursing	7	(4 are intermittent, 2 for self, 5 for family)
Non-Nursing Home	<u>8</u>	(2 are intermittent, 5 for self, 3 for family)
TOTAL:	26	(previous month's report = 15)

• ***Current Openings (as of 5/31/15)***

<u>Positions</u>	<u>Department</u>
RN (.5 Vacant)	Nursing Home (same as last month)
LPN (3.2 FTEs)	Nursing Home (same as last month)
LNA (9.85 FTE's)	Nursing Home (compared to 10.85 last month)
Director of Nursing (FT)	Nursing Home
Accounting Tech (FT)	Commissioners' Office
Legal Assistant/VW Clerk (FT)	County Attorney Office
Temporary Unit Aide	Nursing Home
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers (PT)	Corrections – PT/PD, ongoing posting

2 PD LNA's orienting so far on June 17.

2) **Summary:**

- Nursing Home Turnover
 - Advertise again in all local newspapers.
 - TeamStepps group update, next mtg June 16
 - Mailing to VT/NH LNAs
 - Mailing to schools w/LNA programs
 - Bruce Parsons – Plymouth Regional H.S.

3) **HR Internal Operations**

- Goals/Projects:
 - Employee Handbook – Will distribute for 7/1/2015
 - Department Head Handbook – will begin as soon as EE handbook is complete, for distribution by September 1, 2015
 - Performance Evaluation Committee – tool/process
 - Electronic (and/or paper) distribution of handbooks, etc. with sign-off - Complete
 - HR Survey
 - Checklist for ALL HR processes – continues, being worked on by all in HR
 - Creation of Individual Policies

*9:40 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.

*10:00 AM 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 Cryans stated that Mr. Fillion had requested to be on the agenda to speak about a grant and he would like to give him that opportunity.

R. Fillion stated that there is a grant for \$500,000 to establish a library, gallery and museum with the requirement that it be placed in the town of Haverhill. He stated that he is not prepared to say what the costs might be but there would be costs to build and continual maintenance work. Commissioner Cryans asked who would go after the grant. R. Fillion stated that the Commissioners would have to go after the grant, but it would be more of a question of accepting it. He stated that the grant would be from him; it would be a donation under certain parameters. Commissioner Cryans asked for Mr. Fillion to write down some information on paper as to what he would like to do and bring it back to them. R. Fillion stated that he thought the Commissioners may have an influence in getting control of the armory in Woodsville. Commissioner Lauer stated that she spoke in a personal meeting with a selectmen and he was not receptive of the idea at all. R. Fillion stated that he will get information written down and come back to the Commissioners.

Deb Naro, Rep. Cooney and ASD Amero arrived to discuss the CADY program out of Plymouth.

D. Naro stated that they have many accomplishments to be proud of. They served over 150 youth in the last 8 years and have become a state accredited program. She stated that if they were

unable to have matching funds to the \$40,000 they currently have they will not be able to make it work. She explained that she went to the CADY board in April and the bottom line is they do not have fiscal or human resources to move ahead effectively. They would need one (1) FTE to manage the program and as of July 1st they will have a .5 FTE person. A half time person cannot take on the work load. D. Naro stated that with the juvenile age being raised to eighteen (18) they will have many more referrals. The demand for the program will greatly outweigh the resources they have available. She stated that she has come to the conclusion to come forward to the Commissioners, with ASD Amero taking over the North Haverhill program, and see if the county wants to take over the Plymouth Program as well. She stated that they are not asking for more money because the county has done their part with funding but feels they have exhausted all their means. It would cost \$80,000 to run the Plymouth program with a full time coordinator. The Upper Valley program is able to stay running because they have other funding available. She is asking the county to take over the Plymouth program and they would help with the training.

Commissioner Cryans stated that he is concerned about too much being put on ASD Amero's plate. He thinks it is too much to take on with getting the Littleton program up and running. He stated that he would feel better having D. Naro put together a consortium of people chipping in the money because there is money out there.

Commissioner Cryans stated that he does not want ASD Amero taking over the Plymouth program. He stated they will look to find \$10,000 - \$15,000 and D. Naro will need to find other means of funding as well.

Tim Estes, Supt. Oakes and NHA Labore arrived to meet with the Commissioners regarding the Nursing Home construction project.

Commissioner Cryans started off by saying their goal is get the job done. They have to be concerned about the residents. He stated that the project cannot take this long.

T. Estes stated that there is no benefit to his company being here any longer than we have to be. They know that they have an issue. He stated that he has spent some time with their project manager and wants to figure out what is going on and why it is taking so long for this project. He explained that the project is two (2) parts. The bathrooms should be a very easy project and he wants to know what is making it so difficult. The issues they have run across have been more in assumptions that were made and how they assess the problem and come up with a solution. T. Estes stated that first and foremost moving ahead they need to find a process to making decisions quicker, we can discuss it but needs to move along quicker. He went on to state that he has believes there is a personality conflict with the project manager and Supt. Oakes. They need to find a way to make everyone feel that they are working together and the fastest way to get this project done.

Supt. Oakes stated that he does not feel the project manager is doing his job. He said that in the beginning of the project he did not feel that he was doing his job and wanted him removed but his request was ignored.

T. Estes stated that he feels a big issue is the personality conflicts. The contractors don't want to be here anymore.

Commissioner Richards asked if it is time to get new personnel in to get the job done. T. Estes stated that it is time to get some different personnel in on the project. T. Estes told Commissioner Richards that a change will be made. He will start attending the weekly construction meetings and he will change the project manager. He also suggested that he and Supt. Oakes meet twice a week with mark to make sure they are all on the same page.

He stated to the Commissioners that he and Supt. Oakes can work out the details on their own but he will make the necessary changes to move the project forward.

NHA Labore gave the following report:

Grafton County Nursing Home
Commissioner's Report
June 2, 2015

Census:

Medicare: 6
Medicaid: 84
Private: 26
Total: 116

Year-To-Date Numbers:

Admissions (YTD) 26
Discharges (YTD) 4
Deaths (YTD) 28

Other Topics:

- 1) Construction Update
 - NHA Labore stated that they are waiting on floor samples. Once they receive the floor samples they will make that decision that day. If all goes as planned Maple will be reoccupied June 17th -18th.
- 2) A/R Update
 - NHA Labore stated that they have received \$963 from 2012, \$335 from 2013, \$17,600 from 2014 and their accounts receivable days are at twenty nine (29).
- 3) Medicaid Managed Care Commission Presentation
 - NHA Labore stated that he, Ted Purdy and Steve Woods met with three (3) representatives from the Health Care Association. They have been granted permission to give a presentation in front of the Governor's Commission on what they would like to see from an operating principles standpoint in the roll out of Phase 2 Managed Care. They met two (2) weeks ago to discuss what they want to do. The first presentation is on June

11th. That will entail a review of what the current system that they are operating under now and how reliant the counties are on proshare money and bed tax money. The second presentation will be in July and that will be where they discuss what they want to see from a principle standpoint and where they want to go. They will be recommending a delay in implementation until July 2017.

- 4) US News Award
 - NHA Labore stated that they were recognized as one of twenty six (26) nursing homes in the State of NH as a five (5) star Nursing Home. He stated that he had a plaque made up to hang in the nursing home.
- 5) LNA Recruitment Flyer
 - NHA Labore handed out a sample to the Commissioners and told them it has been sent to HR and will be mailed out to all licensed nursing assistants in Grafton County.
- 6) Volunteer Lunch
 - June 11th starting around 11:00am
- 7) Request for Non-public Session

*12:00 PM - 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.

*12:11 PM 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 moved to approve an out of cycle step increase for a nursing home employee. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer made the motion to move forward with ED Libby’s recommendation regarding compensation of an employee. Commissioner Richards seconded the motion and all were in favor.

ITM Ruggles arrived with a request for a bid waiver. ITM Ruggles stated that he has met with two (2) vendors and received quotes on the cell phone repeater for the administration building and the nursing home that will provide cell phone service in the conference rooms. He stated that he had budgeted \$6,000 for this project. ITM Ruggles stated that he is requesting the Commissioners accept the higher quote of \$5,880 from Tac-2 Communications out of Littleton due to the fact that their equipment is much different then what the other vendor was going to

provide. They will be providing six (6) antennas versus two (2). He stated that we are in a weak cell coverage area so he feels it is important that we spend a bit more to get better equipment but still stay within the budget.

Commissioner Lauer moved to waive the formal bid process and accept proposal from Tac-2 Communications of \$5,880. Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from May 26th. Commissioner Richards had one edit.

Commissioner Richards moved to accept the minutes from May 26th as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 1187-1188.

ED Libby submitted the following forms for all three (3) Commissioners to sign:

Yield Tax Levy – Livermore
Certification of Yield Taxes Assessed – Livermore
Abatement of Yield Taxes – Livermore

ED Libby submitted the CDFA Plymouth Senior Center CDBG drawdown request in the amount of \$23,570 for Commissioner Cryans to sign.

ED Libby submitted the Exhibit A of Probation/Parole Lease Paperwork for Commissioner Cryans to initial.

ED Libby read a Thank you letter from Trinity Church Yard Cemetery thanking the Commissioners for allowing the inmates and DoC staff to clean up their cemetery

ED Libby asked about the July meeting schedule due to vacations. The Commissioners discussed their schedules and decided there will be no meeting on July 21st.

Commissioner Lauer made the motion to move forward with HRD Cramer's recommendation regarding her department. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer stated that she attended the Crossroads graduation.

Commissioners Cryans stated that on Sunday he attended the Sullivan County pancake breakfast.

12:40PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk