

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
June 2nd 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: HR Director Clough, Shawn Tanguay, Nursing Home Administrator Labore

Commissioner Lauer called the meeting to order at 9:00 AM 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
June 2, 2020

HR Activity Report (03/02/2020-06/01/2020)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 (3 FT, 1 PT)	1 FT RN, 1 FT LNA, 1 FT SS Director, 1 PT Housekeeper
DOC	4 (4 FT)	3 FT CO's, 1 FT Medical Coordinator
Sheriff's Dept.	1 (1 PT)	1 Special Deputy
Maintenance	1 (1 FT)	1 Custodian

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	14 (6 FT, 5 PD, 3 PT)	2 PT Housekeeper, 1 FT RN, 2 FT LNA's, 5 PD LNA's, 1 FT Activity Aide, 1 FT Cook, 1 PT Dietary Aide, 1 FT Purchasing Agent
Maintenance	1 (1 FT)	1 FT Custodian
DOC	4 (3 FT, 1 PT)	2 FT CO, 1 FT RN, 1 PT RN
Deeds	1 (1 FT)	1 FT Deeds Clerk

Reasons:

Resigned / other employer – 3
Retired -4
Resigned Personal Reasons – 7
Resigned /no reason given - 2
Unable to meet Per Diem guidelines - 4

- ***Status Changes/ dept transfers: FT LNA to Deeds Clerk, PT Unit Aide to Purchasing Agent, Unit Secretary to Health Info Support Tech***

- **Active Leave of Absences as of June 1, 2020**

Department	#	
Nursing Home – Nursing	12	(11 are intermittent, 11 for self, 1 for family)
Nursing Home – Non-Nursing	2	(2 are intermittent, 1 for family, 1 for self)
County Atty.	3	(3 intermittent, 3 self)
DOC	2	(1 intermittent, 1 self, 1 family)\
IT	1	(1 intermittent family)
TOTAL:	20	

Scheduled to orient 06/03

1 FT RN
1 FT LNA
1 PT Unit Secretary

Pending Hires

2 PT Housekeepers
1 FT RN – DOC
1 PT RN – DOC
1 Per Diem - LNA

Current Jobs posted/advertised

LNA's (6.8 FTE's vacant)
RN/LPN (11.95 FTE's vacant combined)
CO's
PT Dietary Aide
Director of Nursing
PT Housekeeper
Activity Aide
Baker/Cook

Other: Benefits Fair scheduled for May 28th had to be cancelled, Open Enrollment Season,
Working on updating Employee Handbook

HR Director Clough requested to go into nonpublic session.

MOTION: * 9:20 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) 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.

* 9:50 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. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Shawn Tanguay, an Attorney from DrummondWoodsum, arrived to discuss a broadband initiative with the Commissioners. He stated that his practice is primarily representing municipalities throughout the State of New Hampshire and he has many clients in Grafton County. He explained that he first got involved with broadband through the town of Bristol. Everyone is aware that broadband is an issue in northern New Hampshire; there is a need for it. They started to look at opportunities to expand. Bristol has received monies from Northern Borders for this project but they haven’t been able to spend it because they are trying to figure out how to implement this project. What small towns have been told is there are not enough people to support having broadband even if everyone in the town is in support of it. He explained that larger groups help with the economy of scale so they have discussed approaching this initiative at the County level. There is a pending bill in the Senate to create municipal districts which would make large groups to take on these projects. He stated that the counties already have bonding authority and authority for bonding broadband projects specifically. He talked about a three (3) county project: Coos County, Grafton County and Carroll County as they are the most in need. Carroll County has done a substantial amount of work to create this type of project. The Coos County Commissioners are supportive of this idea. He stated that one (1) of CA Libby’s concerns is that this involves a lot of work. He discussed developing a committee to do the work and come back to the Commissioners with a proposal of what to do in Grafton County. This subcommittee will do the leg work and then report to the Commissioners. S. Tanguay stated that he would bring in town officials because they have access to town records and have IT people. They can help establish what the needs are in each town. Surveys will need to be done for each town and find out who doesn’t have broadband. He has town managers from Bristol, Campton and Canaan expressing interest in being on the committee and he would like to look into Haverhill and Littleton for representation as well. Commissioner Piper asked about costs associated with this. S. Tanguay stated that he would not be charging the county anything right now as he is just getting them recommendations for a committee. He further discussed obstacles the Commissioners would possible face and answered questions. The Commissioners were all in support of this initiative. He stated that the next step would be to give the list to CA Libby of who he feels should be on the Committee then the Commissioners will have to decide if they agree. The Commissioners thanked S. Tanguay for coming in and providing them with all of this information.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner’s Report:
June 2, 2020

Census:

Medicare: 3
Medicaid: 85
VA: 1
Hospice: 4
Private: 19
Total: 112

FY '20 Budgeted Census:

Medicare: 5
Medicaid: 91 (Daily rate= \$185.20)
VA: 1
Private: 28
Total: 126

Year-To-Date Numbers:

2020 YTD Numbers

Admissions: 19
Deceased Residents: 20
Discharges: 8

Other Topics:

1) COVID – 19 Update

- State of NH Resident and Staff Testing Program – NHA Labore stated that they just finished on Friday the first round of testing. So far all of the test results they have received have been negative. The staff testing aspect of this has been rocky but he is expecting the test kits soon. He said that he feels the majority of staff will be tested noting that it is not mandatory for staff members to be tested. Commissioner Piper asked about an incentive to be tested like Strafford County. NHA Labore stated that he doesn't feel this is necessary. He stated that he feels this testing is pointless because someone could test negative today and positive tomorrow. He stated that by wearing masks and following the guidelines that have been put in place they should not be spreading the virus.
- Nursing Home Visitation – NHA Labore stated that one (1) change that has come up is that there have been more guidelines from CMS has established for reopening. When that time comes the guidance will be screening people, providing them PPE and social distancing visits. He stated that New Hampshire is nowhere near ready to reopen nursing homes but they need to start talking about how are they going to handle that as there will be a lot of people who want to come inside and visit. They don't have the ability to social distance for 112 residents. They will be discussing protocols and visitation guidelines to put in place for when they do open up.
- Family Support Group Conference Call – NHA Labore stated that this will begin this Thursday at 3pm. It's a general update on what's going on in the nursing home and to discuss any challenges the families have had and answer questions. There will be eight (8) families participating in this call.

2) National Health Safety Network Reporting – NHA Labore stated that this is new initiative that CMS and CDC have put out to ensure homes are reporting cases and amount of PPE they have.

Grafton County Commissioners' Meeting

June 2, 2020

Page 4 of 7

They have done this for the last four (4) weeks and CMS just released 1st round of preliminary information. He stated that 26,000 nursing home residents and 450 staff members have died. He stated that they are going to need to be prepared for stricter enforcement and penalties if guidelines are not followed.

Commissioner Lauer requested a nonpublic session.

MOTION: * 10:32 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) 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.

* 11:00 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. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Commissioner Lauer asked how the residents are doing. NHA Labore stated that it has been rough. During the first round of visitations there were a lot of tears. The virtual visits are fine but it's no substitute for the real thing.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 26th meeting.

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

The Commissioners signed check registers 54-55;1177-1181.

Letter from Town of Enfield – CA Libby stated that all the Commissioners have received a copy of the letter. Commissioner Piper stated that she felt the Board of Commissioners should draft a response. The Commissioners agreed that they would make a joint statement to them. Commissioner Lauer stated that they share their concerns and understand that they had the best interest of both the tax payers and county needs in mind during this process. Commissioner Morris stated that she has no problem defending their budget and putting together a statement

from the Commissioners. The Commissioners further discussed the issue and thanked Commissioner Morris for putting a draft together for them.

Cindy Putnam Retirement – CA Libby stated that when an employee retires after thirty (30) years they typically give them a bonus of \$10 per year. CA Libby stated that Cindy's bonus would be \$440 and needs Commissioner approval.

MOTION: Commissioner Piper moved to approve the retirement bonus of \$440. Commissioner Morris seconded the motion and all were in favor.

GOFERR Reimbursement – CA Libby stated that the first reimbursement was due yesterday and new guidance came out Friday that changed the deadlines. She stated that she still submitted their first reimbursement yesterday. She submitted the spreadsheet and the other first two (2) required documents but did not get them the large packet but told them she will get that to them today. The total reimbursement request was for \$176,000.

LTCS Program – New guidance – CA Libby stated that the approval has been made effective May 17th for contracted positions within the nursing home to receive the long term care stipend. She stated that the county does not pay these contracted employees and asked if it was acceptable to get reporting from the agency and then cut the agency a check each week. The agency would then be responsible to take that check and pay it to their employees. The response has been that we are responsible to insure the employees are getting the money, if that means cutting the agency a check and they will then pay the staff then the county can do that. She will be meeting with NHA Labore this afternoon to discuss this.

CA Libby reminded the Commissioners of the Executive Committee Budget Meeting on Friday June 5th and Monday June 8th.

Re-Opening Building – CA Libby stated that a couple of people feel that with the stay at home order being extended to June 15th we should not re-open the building yet. She stated that her feeling is that if people can get their nails done, go to the bank or out to eat that they should be able to come into a public building. Commissioner Piper stated that she agrees and feel they should open. CA Libby stated that she believes the towns are slowly starting to reopen.

CA Libby stated that the NH Division of Public Health has issued new travel guidance and they are trying to work through that and figure that out. NHA Labore is very supportive of implementing the guidance because if a case is traced back to the Nursing Home from not following the guidance it would not look good. She is working with HR Director Clough and NHA Labore on coming up with a plan to present to the Commissioners.

MOTION: * 11:40 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)

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.

* 11:58 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. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Commissioner Issues:

Commissioner Piper stated that she participated in the Officers’ meeting and NHAC call on Friday. There was a discussion on the opioid settlement bill and whether that will be this session or next January. She also stated that the NHAC conference is going to be virtual. Also, there is an issue with Rockingham County; they don’t want to pay the full amount of dues. They want a flat equal rate for everyone. She stated that Monday at 4:00 there is another Officers’ meeting and they will talk to the two (2) dissenting Commissioners who don’t want to pay the full amount of dues. They are suggesting that they will leave the NHAC, so the Officers will see if they can work it out.

Commissioner Lauer stated that she been in contact with several constituents in the Littleton are regarding concerns about a proposed rail to trail in Littleton. The concerns are about having noisy ATVs.

12:01 PM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk

COMMISSIONERS' AGENDA ~ June 09th, 2020

- ❖ 9:00 AM ~ Pledge of Allegiance
Karen Clough, HRD
- ❖ 9:15 AM ~ Lisa Knapton, Farm Manager
- ❖ 9:30 AM ~ Marcie Hornick, County Attorney

COMMISSIONER ISSUES

- Approve Minutes from June 1st Public Hearing
- Approve Minutes from June 2nd Meeting
- Sign check registers: 56; 1182-1185
- DoC Superior Court Report
- Response to Enfield
- Tax Impact Worksheet
- First Responder Stipend Payment

*The Commissioners may go into one or more Non-Public Sessions per RSA 91-A:3 as needed during their meeting.

June Farm Report

- 35 piglets so far, trials and tribulations
- Plant sale – huge response – totally by accident – opportunity for
\$
- Visit to Gaining Ground
- Mycogen trials mentioned in May – cancelled. Couldn't get trial seeds out of the warehouse, still did small experiments with corn tilling vs. no tilling
- This week we will be working with no inmates for first time at the dairy barn
- Looking at farm stand staffing options for summer
- Farm stand renovation
- NHDAMF \$\$ paperwork on its way from Commissioner Jasper
- Farm does NOT qualify for CARES funding
- Non-public session

~~Mycogen trials mentioned in May – cancelled. Couldn't get trial seeds out of the warehouse, still did small experiments with corn tilling vs. no tilling~~

~~Plant sale – huge response – totally by accident – opportunity for
\$~~

~~Visit to Gaining Ground~~

~~35 piglets so far, trials and tribulations~~