

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 7th, 2016

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

OTHERS PRESENT: Supt. Oakes, HRD Clough, Sr. HR Generalist Lauzon, Director Gilding

Commissioner Cryans called the meeting to order at 9:06AM and began with the Pledge of Allegiance.

HRD Clough arrived and introduced Samantha Lauzon, their new HR Sr. Generalist. S. Lauzon introduced herself to the Commissioners and told them a little about herself.

HRD Clough then gave the following report: (*see attached)

Commissioner Cryans asked if everyone had a chance to read the minutes from May 31st.

Commissioner Richards moved to approve the minutes from the May 31st meeting.
Commissioner Lauer seconded the motion and all were in favor.

The Commissioner signed check registers 745; 1196-1198.

CA Libby submitted the Superior Court report for the month of May for the Commissioners to review.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
June 7, 2016

Census:

Medicare: 8

Medicaid: 84

Private: 34

Total: 126

Year-To-Date Numbers:

Admissions (YTD) 41

Discharges (YTD) 6

Deaths (YTD) 28

Other Topics:

1) GCNH Oxygen Program Bid

- NHA Labore handed out a spreadsheet breaking down the pricing for the new oxygen program. He explained the current issues they are having and that the oxygen concentrators are breaking down. He is proposing to enter into agreement with Genter out of New London. On a weekly basis they will supply the nursing home with concentrators, charging them a fee of \$39.00 a month as well as supplying them with nebulizers and oxygen tanks. He stated that the total price for this program is \$18,264. He had budgeted \$15,000 in the FY17 budget so they are looking at a \$3,200 increase. NHA Labore explained that the number is a moving target depending on the resident. It could be higher or lower. They would be renting the equipment and would take care of it and clean it weekly.

Commissioner Richards moved to waive bid on Oxygen Program and accept Genter's bid of \$18,264.00. Commissioner Lauer seconded the motion and all were in favor.

2) Environmental Services Floor Scrubber

- NHA Labore handed out information on the purchase of a new floor scrubber for the Environmental Services department. He received the following two (2) quotes:

Swish - \$5,900

Supply works - \$6,667.15

He stated that he has roughly \$12,400 left in the supply line to cover this cost and he would like to request a bid waiver and purchase the floor scrubber through Swish.

Commissioner Lauer moved to waive bid and purchase the floor scrubber in the amount of \$5,900 through Swish. Commissioner Richards seconded the motion and all were in favor.

3) July 1 Proposed Medicaid Rate.

- NHA Labore stated that they received the proposed Medicaid rate and it is decreased \$2.33 from where it currently is. \$158.39 is new rate. He stated that this is equivalent to a \$41,000 decrease in revenue for the first half of FY17.

4) Loan Forgiveness Program

- NHA Labore stated that they have had one (1) RN apply and was brought on full time. She was affiliated with the nursing home per diem and came on full time once she learned about the program.

5) CARE Training

NHA Labore stated that he had a scheduling conflict with the afternoon schedule and only had one attend the morning session. He stated that he will be having a signup sheet from now on to get an idea of who will be attending.

6) Alzheimer's Association Fundraising

- NHA Labore stated that will have a virtual walk here on the campus September 10th at 9:30. He recognized Deb Foster, Amylynn Kukler and Mary Tyler for all their hard work they have put into this fundraising.

The Commissioners and NHA Labore had a discussion regarding the New London Hospital's Clough Center and its potential closing due to financial constraints.

Supt. Oakes arrived to open bids for the Nursing Home repointing project. There was only one (1) bid received and it was as follows:

Knowles Industrial - \$140,328.00.

Supt. Oakes stated that he has \$82,500 budgeted. He stated that he will get ahold of Mascon and ask if they are willing to do it at their budgetary number of \$82,500 because they cannot accept the current bid.

Commissioner Lauer moved to reject Knowles Industrial's bid of \$140,328.00.
Commissioner Richards seconded the motion and all were in favor.

Director Gilding arrived and requested to go into nonpublic session.

* 10:13AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . 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.

* 11:12 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.

Supt. Oakes returned and stated that he contacted Mascon and they gave him a price of \$76,000 and will get him the paperwork this afternoon. Supt. Oakes explained that they missed the

deadline due to an oversight. The Commissioners told Supt. Oakes to return next Tuesday and they formally accept the bid.

CDBG Drawdown – WREN \$6,819 for Commissioner Cryans to sign.

CA Libby stated that she received a call from Brien Ward inviting the Commissioner to attend the Ground Breaking Ceremony for the Littleton River District Project at the Pedestrian bridge at 3pm tomorrow. Commissioner Cryans stated that he would attend.

CA Libby discussed a letter from DHHS Commissioner J. Meyers stating that Grafton County is now the only county in the state that doesn't pay the health and human services bill 1/12th. The letter stated that as of the March invoice they had underpaid by \$44,000. The letter stated that that amount is due upon receipt of the letter and if they do not receive the money they will start withholding money from the nursing home payments. The Commissioners agreed to get it taken care of and pay it.

Commissioner Lauer attended the Nursing Home Volunteer Luncheon with Commissioner Richards and stated that it was a wonderful luncheon.

Commissioner Cryans stated that he went to the Governor's Council meeting at Primex. It was not a great turnout by county employees due to late notice of the meeting.

11:34AM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 June 6, 2016

1) **HR Activity Report (5/1/16 – 6/06/16)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	<u>2</u> (1 FT, 1 PT/PD)	1 LNAs, 1 LPN
	2	

• ***Separations***

<u>Departments</u>	<u>#</u>	
Sherriff's Dept	1 (1 FT)	1 Sherriff
Nursing Home	7 (1 PT/PD, 6 FT)	1 Diet Aide, 5 LNA's
Human Resources	1 (1 FT)	1 HR Director
Corrections	<u>1</u> (1PT)	1 RN
	10	

Reasons:

- 1 Resignation – No notice
- 4 Resignation – Another job
- 1 Resignation – Moving away
- 1 Resignation of FT position – staying per diem
- 2 Resignation – No reason given
- 1 Termination During Probationary Period (attendance/performance)

• ***Leave of Absences as of June 6, 2016***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	13	(6 are intermittent, 9 for self, 3 for family)
Nursing Home – Non-Nursing	4	(3 are intermittent, 1 for self, 3 for family)
Non-Nursing Home	<u>1</u>	(0 are intermittent, 1 for self)
TOTAL:	18	

• ***Current Openings (as of June 6, 2016)***

<u>Positions</u>	<u>Department</u>
RN (0 FTE)	Nursing Home (.75 over last month)
LPN (6.9 FTEs)	Nursing Home (6.2 last month)
LNA/MNA (10.4 FTE's)	Nursing Home (compared to 10.05 in February)
MDS Coordinator	Nursing Home (leaving June 16)
Deputy Sheriff	Sherriff's Department
Maintenance Asst.	Maintenance (internal transfer)
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers	Corrections – PT/PD, ongoing posting

- 2 LNAs (2 PT/PD) scheduled to date for June 15 orientation
- 2 LNAs (1 FT, 1 PD) scheduled to date for July 6 orientation
- 1 RN (1FT) scheduled to date for July 6 orientation

Other: Samantha Lauzon, Sr. HR Generalist starting today, June 7, 2016

Benefits Fair being held today in Activity Room

Education Sessions held for new health insurance May 16, 20, 24 at various times throughout those 3 days – Enrollments ongoing