

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy
 North Haverhill, NH 03774
 July 2, 2019

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

OTHERS PRESENT: HR Director Clough, Nursing Home Administrator Labore, Finance Manager Jurentkuff, County Attorney Hornick

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Commissioner Piper participated by phone according to RSA 91-A: 2 with the reason being that she was unable to attend. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 July 2, 2019

HR Activity Report (06/05/2019-07/01/2019)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 (2 PD, 1 FT, 1 PT)	3 LNA's, 1 Dietary Aide
Sheriff's Dept.	1 (1 PT)	1 Special Deputy

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	3 (2 PT, 1 FT)	2 Dietary Aides, 1 FT LPN
DOC	3 (1 FT, 2 PT)	2 PT CO's, 1 FT Cook
Sheriff's Dept.	2 (2 PT)	2 Special Deputy
Alt. Sentencing	1 (1 FT)	1 LADC

Reasons:

Resigned for work elsewhere - 4
 Resignation no reason given - 3
 Relocating - 1
 Personal-1

- ***Status Changes/ dept transfers: 1 Per Diem LNA to FT, 1 FT Cook to Support Service Asst., 1 FT LPN to FT RN***

Leave of Absences as of July 2, 2019

<u>Department</u>	<u>#</u>	
Nursing Home - Nursing	17	(15 are intermittent, 10 for self, 7 for family)

Nursing Home – Non-Nursing	9	(8 are intermittent, 4 for family, 5 for self)
County Atty.	2	(2 intermittent family)
HR	1	(1 intermittent self)
DOC	3	(1 intermittent, 2 self, 1 family)
TOTAL:	32	

Scheduled to orient 07/10/19

2 Per Diem LNA's
1 PT Dietary Aide

Current Jobs posted/advertised

LNA's (5 FTE's vacant)
RN/LPN (9 FTE's vacant combined)
CO's
PT Dietary Aide
Dispatcher
LADC (Master Level)
Social Service Director

Other: Meeting with Assoc. Dean of Nursing and Nursing Site Director from VTC Aug 6 regarding LPN program. Mandatory Anti-Harassment Training 7/18 and 7/30 10-11:30 in Activity Room, Open enrollment over and all changes/applications processed.

Commissioner Piper thanked HR Director Clough for looking into the LPN Program as she had requested and stated that she looks forward to hearing how their meeting goes.

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 25th meeting. Commissioner Lauer had a couple of pronoun clarifications.

MOTION: Commissioner Morris moved to approve the minutes of the June 25th meeting as amended. Commissioner Piper seconded the motion. 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 the motion passes

The Commissioners signed check registers 55-56; 1188-1192.

CA Libby stated that the IT Department has requested to close their office on Friday July 5th.

MOTION: Commissioner Piper moved to close the IT Department on July 5th. Commissioner Morris seconded the motion. 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 the motion passes

CA Libby submitted an educational assistance application for the Staff Development Director in the Nursing Home. She stated that this employee is pursuing her Master's Degree in Nursing and

this is her first class towards that degree. Commissioner Piper stated that she supports this request and asked that if by this employee obtaining her masters will this employee stay with Grafton County. NHA Labore was present at the meeting and stated that it is this employee's plan to stay at the nursing home after obtaining her Master's Degree.

MOTION: Commissioner Morris moved to approve the Educational Assistance Application. Commissioner Piper seconded the motion. 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 the motion passes.

NHA Labore and FM Jurentkuff arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report:
July 2, 2019

Census:	FY '20 Budgeted Census:
Medicare: 4	Medicare: 5
Medicaid: 82	Medicaid: 91 (Daily rate= \$185.20)
VA: 2	VA: 1
Hospice: 5	<u>Private: 28</u>
<u>Private: 28</u>	Total: 126
Total: 121	

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 33
Deceased Residents: 18
Discharges: 14

Other Topics:

Monthly Financial Review – FM Jurentkuff stated that revenue is remaining steady. On the expense side the contract nursing is overspent as well as the Med A Pharmacy line.

State Budget/DB255 Dementia Training Bill – NHA Labore stated that the bill was sponsored by the Alzheimer's Association and a couple other associations as well. He stated that the goal of SB255 bill was to implement dementia training across all health care locations. The requirements were very strict. There had to be six (6) hours of training for resident direct care employees and certain non-direct care employees. Then ongoing on an annual basis they would need an additional four (4) hours of training. He stated that County Nursing Home Affiliate is against the bill because they are already required to complete dementia training under federal regulation and

this training was above and beyond the training they already receive. He stated that they have been providing the already mandatory training and have had no issues. He stated that he wanted to make the Commissioners aware of this bill because if it passes there will be a direct effect on the budget as they do not have the money budgeted for this training. Commissioner Lauer recommended reaching out to Rep. Ford as she is on the finance committee and she may be able to get him in touch with someone associated with this bill.

Country Store Closure – He stated that he has come up with an option that will allow the store to remain in the nursing home that he thinks it will be agreeable with staff and residents. They are looking to downsize the store and put two (2) large storage utility bins in the country café. When it is time to do their shopping the tables in the café will be moved and the residents will be able to do their shopping from there. He stated that this will accomplish what he needs to do for the Nursing Admissions Coordinator position and allows the residents to still keep the country store.

Nurse Admissions Coordinator – NHA Labore stated that this position has been filled internally by Lora Chase. He stated that L. Chase has been a nurse at the Nursing Home for 32 years and over the last few years has been handling admissions responsibilities. He stated that she came with many recommendations and he feels that she will be a good representative for the nursing home.

Jobs for America’s Graduates Program Participation – NHA Labore stated that two (2) students from Woodsville High School will be starting for the summer. They will be working in the dietary department serving meals and doing dishes for 30 hours a week. The program teaches job responsibility and ethics. The program runs July 18th – August 16th and they are looking forward to having them on board.

NHA Labore stated that Sarah Ordway was selected by her peers as the LNA of the Year and will receive one (1) paid day off as recognition for being selected.

NHA Labore stated that the survey window opening opened yesterday and will remain open for the next six (6) months.

NHA Labore requested to go into nonpublic session.

MOTION: * 9:35 AM Commissioner Piper 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 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.

* 9:45 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 stated that a majority of the board voted “yes” and the motion passes

Commissioner Piper asked about the nurse receiving their master’s degree and asked NHA Labore to explain what the degree is that she is looking to obtain and how it will be used in the nursing home. NHA Labore stated that Nursing Informatics is her specific focus and a lot of it is quality metric driven analytics. It involves taking a lot of clinical data and putting it into usable statistical information. As the medical field is transitioning into more electronic healthcare records among other things, there is unique knowledge that relates to that aspect of nursing that comes from that degree. Commissioner Piper stated that she is very happy to hear of the advanced credentials and believes that it will be very helpful for the nursing home.

County Attorney Hornick arrived to discuss a possible contract with the Commissioners. She explained that the Plymouth Prosecutor has announced that he will be getting done and has given a thirty (30) day notice to the towns in which he prosecutes for. Atty. Hornick stated that he has a contract with Town of Wentworth to provide their circuit misdemeanor prosecution. Chief Trott from Wentworth has reached out to her and asked if the County Attorney’s Office would be willing to provide them with misdemeanor circuit court prosecution. She explained that she has an attorney who lives in that area and she thinks they can handle it. She stated that she feels they should do a six (6) month trial to see how it goes. Commissioner Lauer asked if this is something that she wants to take on and if they have the ability to do so. Atty. Hornick stated that she is happy to help the Town of Wentworth and that realistically there are not many cases in that town that they would have to handle. The Commissioners reviewed a draft contract that she is working on. She stated that she has copied the contract that she has in place with Haverhill, Bethlehem and Rumney. Atty. Hornick stated that she is not looking to sign anything today; she is looking for the ok to finalize a contract. She noted that she is thinking that they would charge \$500 a case to start and reevaluate after the six (6) months to see if this is something they want to continue.

Atty. Hornick asked if the Commissioners have heard any feedback regarding the lawyers’ lounge. Commissioner Lauer stated that she has not received any emails or phone calls. Atty. Hornick stated that she attended the Annual Meeting for the NH Bar Association for the Board of Governor’s Lunch and meeting. She spoke with the President of the NH Bar Association to make sure that they heard from her about what is going on with the lawyers’ lounge. Atty. Hornick stated that there have been some side comments but she wanted to make sure that she addressed it head on at the Bar Association meeting to ensure that no misinformation is being sent out. She stated that the rest of the Board of Governors all stated that there are not any lawyers’ lounges anywhere else in the state and that the majority of the people she talked too agreed and also stated that there are four (4) conferences rooms available in the courthouse if they were to need any space.

NH Division of Historical Resources – CA Libby stated the Lyme-East Thetford Bridge will soon be considered for the nomination of NH Division of Historical Resources. She gave all the information to Commissioner Lauer as it is in her district.

CA Libby stated that a few weeks ago the Sheriff was in to talk to the Commissioners about making the special deputies a flat rate of pay. She gave the Commissioners the breakdown of the current special deputies' rates of pay. She stated that if they do not make a decision today these special deputies will all be receiving the COLA. Commissioner Piper asked for clarification on how raising the rate would not increase their budget. CA Libby stated that they will have fewer hours available for special deputies. Commissioner Piper noted that she is concerned about the jump to \$25 per hour as many of the deputies are currently much lower than that. She would be open to keeping the two (2) long term county retirees at their current rate and raising the flat rate to \$23.00. She stated that there is no evidence from their meeting with the Sheriff that there was a difficulty in recruiting special deputies. Commissioner Lauer stated that she doesn't see where we are having trouble getting deputies and feels as though they can set the flat rate at \$23 per hour. CA Libby stated that she thinks the flat rate makes more sense in regards to eliminating the COLA and step increases for deputies that do not work many hours throughout the year. After further discussion the Commissioners agreed on \$23 per hour flat rate for special deputies with the exception of the two (2) long term county retirees.

MOTION: Commissioner Morris moved to adopt a flat rate \$23 per hour for special deputies with the exception of the two (2) long term county retirees and cap them at their current rates of pay. Commissioner Piper seconded the motion. 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 the motion passes

Commissioner Issues:

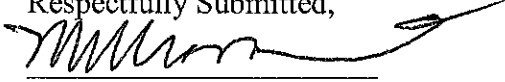
Commissioner Piper stated that she will be attending the IDN meeting this afternoon and they will be talking about funding. CA Libby will be attending as well.

Commissioner Morris stated that she has tomato plants that are being donated to the County Farm from the greenhouse she works at. She stated that her boss is donating all of their surplus vegetable plants in efforts to try and bring attention to the county farm in lower Grafton County. Commissioner Morris will be writing an article about her boss and Farm Manager Knapton, using this occasion to highlight the importance of the county farm.

Commissioner Lauer attended the IDN 7 Annual Meeting. She stated that there was a funding update and the state talked about their major achievements. The IDN provides semiannual reports. She noted that there is a lag between when the IDN is doing their reporting and when the reports get posted on the state's website. Commissioner Lauer stated that they also reviewed some of the projects that are currently going on.

10:37 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Morris', with a long horizontal flourish extending to the right.

Marcia Morris,
Clerk