GRAFTON COUNTY COMMISSIONERS’ MEETING

3855 Dartmouth College Highway  
North Haverhill, NH 03774

July 3rd, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Rachel Clough – UE Field Organizer, Nursing Home Administrator Labore, HR Director Clough, Craig Roy – Union President, Angela Ricker – Union Negotiator

Commissioner Lauer called the meeting to order at 9:00am 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

July 3, 2018

**HR Activity Report** (06/05/2018-07/03/2018)

* ***New Hires***

Department # Position(s) \_\_\_\_\_\_\_\_\_\_

Nursing Home 8 (2 FT 2 PT, 4 Per Diem) 5 LNA’s, 2 Dietary Aides, 1 RN

* ***Separations***

Departments #

Nursing Home 6 (2 FT LNA’s, 4 per diem LNA’s)

***Reasons:***

Per Diem – had not worked/unable to meet per diem guidelines: 4

Probationary Termination: 1

Resigned/unhappy with position: 1

* ***Status Changes/ dept transfers:***
* ***1 Per Diem RN to FT***

***Leave of Absences as of July 3, 2018***

Department #

Nursing Home – Nursing 12 (9 are intermittent, 8 for self, 4 for family)

Nursing Home – Non-Nursing 6 (6 are intermittent, 4 for family, 2 for self)

County Atty. 2 (2 intermittent, 2 family)

HR 1 (1intermittent self )

TOTAL: 21

**Scheduled to orient 7/18**

LNA Per diem – 2

**Current Jobs posted/advertised**

Dietary Aide

LNA’s (7.75 FTE’s vacant)

RN/LPN (5.25 FTE’s vacant combined)

RN- part time

CO’s

Other: Updating Employee Handbook, Enrollments for Health Insurance all processed and has gone smooth.

Union Contract Discussion:

Commissioner Ahern stated that he wants to make sure when people come to work at Grafton County that they are fully made aware that they are not required to be a member of the union as a term of employment. Rachel Clough stated that prior to the Supreme Court ruling they used the language that says they have two (2) options, either to pay the union dues or pay the agency fee. She stated that now it will be made very clear to employees that they are not required to join the union and they do not have to pay an agency fee. HR Director Clough stated that they have done away with all deductions of agency fees from employee paychecks until employees fill out a new authorization form if they choose to continue to pay these fees.

**MOTION:** Commissioner Piper moved to approve the Union Contract. Commissioner Ahern seconded the motion and all were in favor.

The Commissioners, Rachel Clough, Craig Roy and Angela Ricker signed the Union Contract.

NHA Labore arrived and gave the following report:

**Grafton County Nursing Home**

**Commissioner’s Report**

**July 03, 2018**

**Census:**

**Medicare: 9**

**Medicaid: 92**

**Private:** **26**

**Total: 127**

**Year-To-Date Numbers:**

**2018 Totals**

**Admissions (YTD) 48**

**Deaths (YTD) 35**

**Discharges (YTD) 13**

**Other Topics:**

1. **Recruitment/Retention Programs for the nursing home**

* **Discussion on suggestions from Executive Committee budget presentation**

NHA Labore stated that the Executive Committee expressed concerns about the increased contract nursing line and thinking of new ways to recruit and retain nurses. He stated that he and HR Director Clough were there to discuss different ideas with the Commissioners. NHA Labore stated that he thought Rep. Binford’s suggestion of having long term staff explaining why they have stayed at Grafton County added to their newspaper ads was a very good idea. CA Libby asked if any onsite job fairs at the Nursing Home have been done where potential hires can come in and talk with employees. NHA Labore stated that they did have one a few years ago that didn’t have much success. They discussed having items to give away at their table during job fairs such as pens, lanyards etc.

Retention – CA Libby asked about the Peer Mentor program and where that is. NHA Labore stated that Merry Porter has been accepted into a 10 month program through Primex for culture changing.

HR Director Clough stated that when employees need to be disciplined for how they treat other employees they are not only giving the warning, they are now giving education sessions to help them change their behavior.

CA Libby discussed the possibility of sponsoring their own employees who want to become nurses. NHA Labore stated that the opportunity is there and they should support staff who want to become nurses or LNAs. Glencliff has a program that pays staff to go to school in house. They work so many hours on the floor and then the rest of the week they are in the classroom.

NHA Labore also discussed the possibility of giving a stipend to charge nurses.

Complete Staffing Solution – HR Director Clough stated that she has been in contact with a recruiting agency that was suggested by NHA Labore. She stated that if they were to enter into an agreement the agency will submit applicants to the county. They don’t focus on nurses who are out of work; they focus on nurses who are looking for career changes and opportunities. The company would send the county the application and then the county would conduct the interview and have the final say in hiring. She explained that when you use an agency they have a fee of 20% of the employee’s first year salary if they are hired. She stated that 20% of average RN salary would be about $12,000 for the referral fee. Commissioner Lauer stated that the amount the county would save by getting a nurse and using less contracted nursing would pay for that fee very quickly. Commissioner Piper stated that she still interested in a stipend for a charge nurse and growing our own LNAs and LPNs. HR Director Clough stated that sponsoring our own employees to become RNs and LPNs can be done but it is a long-term fix, it won’t happen immediately where this recruiting agency would give applications right away.

NHA Labore mentioned shift differentials asking if there is an opportunity to increase them as they cannot compete with $8,000 sign on bonuses.

HR Director Clough stated that they have new orientation videos that they are also making mandatory for all staff to watch.

NHA Labore and HR Director Clough stated that they will establish goals and timelines over the next month and come back to meet with the Commissioners to further discuss them.

Commissioner Ahern asked HR Director Clough to talk to the recruiting agency and ask for the fee to be 15% vs 20%.

1. **Upcoming Events in July – North Haverhill Fair end of July, resident BBQs, Mandatory Education Fair this year vs folders that used to be handed out.**
2. **June 28th Volunteer Recognition Event – NHA Labore stated that in 2017 there were 1,917 donated hours by volunteers**
3. **LNA of The Year- Tara Emerson**

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 26th meeting. Commissioner Lauer and Commissioner Piper had a few edits.

**MOTION:** Commissioner Piper moved to approve the minutes as amended. Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check registers FY2018 1206; FY2019 1000.

Certificate of Vote BDAS Amendment – Commissioner Ahern expressed concerns about the State of New Hampshire sending documents and not allowing more time to review it.

**MOTION:** Commissioner Piper moved to accept the BDAS Certificate of Vote which authorizes the County Administrator to execute the amendment. Commissioner Ahern seconded the motion and all were in favor.

CA Libby stated that the Commissioners need to complete evaluations for the County Administrator, Human Resources Director and the Department of Corrections Superintendent. She stated that the evaluations are due in July. The Commissioners asked for the template for the evaluations. CA Libby stated that she would send it to them.

Commissioner Issues:

Commissioner Ahern received a couple of emails about the Rumney Rest Area. He stated that the state is planning to burn the rest area down and use it as a training burn.

Commissioner Ahern stated that he made contact with the Governor’s Office in regards to the speed limit out front of the complex. He is trying to set up an in person meeting here to discuss it.

Commissioner Ahern did his update on PBTV last Thursday.

Commissioner Piper stated that she presented the budget to the Enfield Select board last night.

Commissioner Lauer and Commissioner Ahern attended the Volunteer Luncheon at the Nursing Home and the retirement party for Sgt. Larson at the DoC.

CA Libby stated that the Auditors will be here on July 31st and recommended not meeting that week. The Commissioners were in agreement not to meet July 31st.

11:39 aM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,   
Clerk