

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday August 2, 2011

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton, Executive Director Clough and Secretary Martino.

Farm Manager Kimball and Sheriff Dutile arrived

9:06 AM Commissioner Cryans opened the meeting and Sheriff Dutile led with the Pledge of Allegiance.

Commissioner Ahern asked if there could be a moment of silence for the family of Celina Cass of West Stewartstown, NH.

Commissioner Ahern brought in some video equipment from CATV in Plymouth and recorded the meeting for the viewing public.

Farm Manager Kimball said that he had found a used pickup truck at Westmorland Auto in Walpole that he would like to purchase to replace the Ford Ranger that was burnt. He informed the Commissioners this was be a 2006 4WD Chevy 1500 with 125K miles on it. Cost would be \$7700, which is the amount received from the insurance on the Ranger. He requested the Commissioners waive bid so he may purchase this truck saying the Farm was in desperate need of another vehicle at this time.

Commissioner Burton asked FM Kimball if he had driven the truck to which he replied he had not. Commissioner Burton said he should at least do that and commented that he thought 125K mile seemed like high mileage.

Commissioner Ahern brought up the fact that the County had sold a 1 ton truck last year with only 30K miles on it with a limited bid of \$4500. He said he didn't know how much was paid for the truck but questioned whether or not the County was making the best use of its assets. FM Kimball said that was a maintenance truck that was used for plowing and salting and did have some troubles.

Commissioner Burton requested that FM Kimball take the truck for a test run and put it through some trials before considering the purchase.

Commissioner Cryans suggested that the Board consider waiving the bid and then if FM Kimball finds the truck to be suitable he can purchase it while there.

Commissioner Ahern asked why the County Farm can't make use of some of the inventory of vehicles that the County already has, particularly noting the DoC's box truck. He said he was not inclined to approve the purchase of the truck requested.

Since a majority vote is required to waive bid, the request was denied. The Commissioners asked that FM Kimball continue to search a little more.

Commissioner Burton asked how the fair went and FM Kimball said the he brought 8 piglets down there and ended up offering a Holstein calf for a raffle. The person who won decided to take cash as opposed to the calf and the Farm got the animal back.

FM Kimball said that milk price is currently \$23.10 and expected to rise.

Sheriff Dutile said that the insurance company has sent the County a check in the amount of \$12,150 for the totaled cruiser and he has found a 2008 Ford Escape that he would like to purchase. He said the intent is to have the Detective use the Escape in trade for the Crown Victoria that he currently drives. He will be trading in a Chevy Trail Blazer that was seized in a drug bust, for which he will receive \$5800 in trade. The Escape costs \$16,400 and has 85K miles on it and will carry a 30 day warranty.

Commissioner Burton moved to authorize the Sheriff to proceed with the purchase of the Ford Escape which was seconded by Commissioner Ahern. All were in favor.

Commissioner Burton said that he toured Plymouth, Bristol and Tilton with Peter Thompson from NH Safety Agency and that the Grafton County Sheriff's Dept. was spoken of in a positive manner. Sheriff Dutile said he is working with Mr. Thompson's office on the money for the video cameras for the vehicles.

Commissioner Cryans asked if the Sheriff's Dept. had sent any staff to W. Stewartstown and Sheriff Dutile said that he sent five people yesterday but they returned due to the find.

Nursing Home Administrator Eileen Bolander arrived with her report. There are currently 132 residents. 104 are Medicaid residents, 27 are private pay residents and 1 is Medicare. She reviewed the rest of the report. *(see attached)

NHA Bolander said there are new requirements for facility reporting required by CMS which she reviewed with the Commissioners, going over key points.

The company (Synertex) that the Nursing Home contracts with for rehabilitation services has recently changed their rates. An analysis was done between that company and the only other company available (Genesis) to compare costs and services. NHA Bolander said that after that was done and all areas were looked at, she thought it was best to stay with Synertex until at least February when the contract comes due again. She said it will be looked at again prior to that time.

The current food service contract for the Nursing Home expired as of July 1, 2011. RFP's were sent out to four agencies and only two provided bids.

Management Services Only

Fitz Vogt	\$531,821.74 (currently providing service)
Culinary Services Group	\$590,150

NHA Bolander would like to recommend that the County continue with Fitz Vogt.

Commissioner Ahern said that both Sullivan and Merrimack County have just discontinued using Fitz Vogt. NHA Bolander said she has spoken to them and it is costing them more money now.

Commissioner Ahern asked how much produce was being used from the Farm and NHA Bolander replied that they are using whatever is available.

There was further discussion about current practices.

Commissioner Burton moved to accept the recommendation of NHA Bolander and continue with Fitz Vogt as food service provider for the Nursing Home, which was seconded by Commissioner Ahern. All were in favor.

NHA Bolander said that she wanted to let the Commissioners know that there has been an extraordinary amount of requests for FMLA, particularly from LNA's, which are coming at a difficult time when there are summer vacations scheduled. She said that she may have to contract out for help.

Commissioner Burton asked if the County Conference was on schedule and NHA Bolander replied that it was and that it would be held in Conway, with lower room rates and a lot of vendors are planning to be there.

Human Resource Director Mike Simpson arrived with his report *(see attached) and reviewed the report which included current openings and separations.

Commissioner Burton asked if those who leave the County are asked why they are leaving. HRD Simpson said there is a process when someone gets done which includes a voluntary exit interview. He said this is done by HR Generalist Clough and includes information about benefits.

Commissioner Ahern thought there were quite a lot of terminations and six in a two month period were at the Nursing Home.

Commissioner Ahern asked about the number of FMLA's in the Nursing Home and HRD Simpson said that there do seem to be more at the County than in the private sector and he feels that may be do to the generous sick leave policy. He said the approval of FMLA is consistent but the amount of time can be generous.

HRD Simpson went over a chart of turn over rates which was provided to the Commissioners.

Commissioner Burton commented on an invoice he was approving for traveling nurses. Director Clough asked why traveling nurses were being used if there is only one opening at the Nursing Home. HRD Simpson said there have been more openings during a longer period of time and that the market is tightening up on nurses. Director Clough said contract nurses should be an absolute last resort and it seems they're being used all the time. She said per diem nurses should be filling in until someone new is hired. It was decided that this needed to be a discussion that included NHA Bolander.

Commissioner Ahern asked if inmate labor is used in the laundry and Director Clough said no inmate labor is used at all in the Nursing Home. Commissioner Ahern thought that needed to be examined.

Commissioner Ahern asked if an RFP had gone out to all licensed health insurance companies and Director Clough said they are not at that point yet.

Commissioner Cryans asked if everyone had a chance to read the minutes from July 26th. Commissioner Ahern had an edit for clarification.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

A letter to the Commissioners was received from a displeased senior citizen regarding the reduced discount at the Farmstand, which was decided on by the Commissioners. Some figures were reviewed as to what the actual loss was last year due to the discounts. Commissioner Burton said he would be willing to change his mind on this issue.

Commissioner Burton moved to return the discount to 20% and Commissioner Ahern said he would second that, stating for seniors only.

DISCUSSION:

Commissioner Ahern said he was concerned about giving away a County resource. Commissioner Cryans said that what has been done for seniors and employees has always been the same and he would like to see the same discount for both, as it was before. He said it wasn't a lot of money but did amount to a lot of good will. He said treating employees equally would be the right thing to do.

Commissioner Burton said he would like to see the citizen letter responded to once the votes were decided.

Commissioner Ahern asked if there have been any complaints from employees and Commissioner Cryans said he wasn't basing this on complaints.

When the vote was taken, all were in favor.

Commissioner Cryans moved to return the employee discount to 20% which was seconded by Commissioner Burton.

Commissioner Burton said he feels they should not discriminate.

When the vote was taken, all were in favor.

Director Clough informed the Commissioners that the financial audit was completed last Thursday and the preliminary information will be put together for review. She said a draft letter will then be put together. Director Clough said she went over things with the auditors and things went well, though there will be some recommendations forthcoming.

Commissioner Cryans asked if they will be able to meet the RSA deadline for the auditing timeline and Director Clough said yes, they should have a finalized report by mid September.

Director Clough said she would be on vacation the week of August 22nd.

Commissioners Wrenn and Merrill will be visiting the County on August 23rd so the Commissioners rescheduled the starting time of their meeting that day to 11:00.

There will be no meeting on the 30th of August.

COMMISSIONER ISSUES:

Commissioner Burton attended the North Haverhill Fair and said that D. Keith was honored.

Commissioner Ahern informed Commissioner Cryans that Raul Cervantes from Lebanon will be sworn in as a US Citizen in Concord and he plans to attend.

*11:11 AM Commissioner Burton 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 Ahern seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

*12:44 PM ~ Commissioner Cryans declared the meeting back in public session

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans thanked Commissioner Ahern for bringing in the equipment and recording the meeting for CATV and invited any other organization to feel free to come in and record a meeting if they like.

12:45 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Commissioner's Report

Date: 8/2/11

Census: 132

Medicare: 1

Medicaid: 104

Private: 27

Other: 0

Admissions: YTD: 37

Discharges: YTD: 7

Deaths: YTD: 25

Projects:

QIS (Quality Indicator Survey) Prep

HIPAA/ICD 10 50/10 prep

CMS reporting changes for facilities

Contract proposals

Outstanding Issues:

Legal issues

FMLA

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 August 2, 2011

1) **HR Activity Report** (6/3/11 to 8/1/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 Full-time/8 PD + PT	6 LNA, 2 RN, 1 LPN, 3 Diet Aides
Maintenance	Full-time	Skilled Maintenance Ass't
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	15
Corrections	5
Sheriff's Dept	1
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	17 (9 are intermittent)
Nursing Home – Non-Nursing	2 (2 are intermittent)
Non-Nursing Home	1 (1 is intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
LNA (5 openings)	Nursing Home	2 Open to all/ 3 Internal Only
COs (several FT + PT)	Corrections	Open to all
Summer Ass't Agr. Res.	Extension	Open to all
LPN/RNs (1 openings)	Nursing Home	Internal applicants only
Assistant County Attorney	County Attorney	Open to all

Summary – One area of concern, Grafton County did lose several experienced Correctional Officers. In terms of recruiting, we are starting to get applications for the Assistant County Attorney position and we do have a large amount of applications for our Correctional Officer openings. Maintenance position and 4 Full-time RN/LPN openings were filled (3 in the Nursing Home and 1 in DOC).

2) **Turnover for 2nd quarter** – See handout

3) **Call outs Report** – See handout

4) **Health insurance in-service** -- June 13th the HR Department setup an in-service with Primex/CBI to give employees an overview of the deductible plan with the associated health reimbursement account. We offered 4 different times, but I also did a special in-service for the County Attorney's office on June 14th. A total of 47 employees participated which represents about 20% of our employees enrolled in our health insurance.

5) **Handbook** -- I have completed drafting revised/new policies for the 2011 Employee Handbook. I have a couple of meetings lined up this week to discuss the changes, but I fully expect to present a final draft to the Board of Commissioners in August.

5) **Deferred Comp** – In addition to our deferred comp 457 plan with Nationwide, we will be offering a Roth457 plan with Nationwide. This will give our employees additional

options each with different tax implications. I'm still looking into Great West as additional option for our employees.

6) **Health Insurance** – Myself, Julie Clough, and Karen Clough, HR Generalist are in the process of interviewing 4 health insurance brokers. The selected broker would be responsible for getting direct quotes through Harvard Pilgrim and possibly MVP, but also be able to provide additional services to Grafton County.

In addition to the selected broker, the HR Department would be getting quotes through Schoolcare and LGC. I have heard from numerous sources that Harvard Pilgrim is looking at creating a pool in New Hampshire, similar to Primex. If that is the case, Grafton would certainly request a quote from them as well.

7) **Applicant Tracking System** – At last meeting, I was going to postpone purchasing an automated applicant tracking system with NEOGOV. However, they came back to reduce their cost to \$1,500 and answered a lot of my concerns. We are in the process of implementing this and hope to have it up and running in August. These costs can be absorbed in our ADV line. Furthermore, NEOGOV would give us full access to governmentjobs.com, where all of our jobs would now have national exposure for future employees who may want to relocate to New Hampshire.

8) **Internal HR Operations**

- Open enrollment has concluded
- Wanda Hubbard is working on an audit of our I-9s
- Grafton County and Union agreed to applicable changes to the CBA
- County HR affiliate is creating/revising salary/benefit surveys and will start to administer it soon
- HR Department is working with Nursing Home to be compliant with new rule that requires all nursing home employees to sign an annual statement regarding criminal convictions.

9) **Internal/External Meetings and Conferences** –

- June 8th attended NH Department of Labor's free Labor Law session in Lincoln
- June 17th attended County HR Affiliate meeting where we had Jim Jones give a presentation on the possibility of the Counties pooling together
- June 20th attended Executive Committee meeting regarding FY12 budget
- June 27th attended Delegation meeting
- July 13th Wellness Meeting
- July 15th attended County HR affiliate meeting
- July 20th – Joint Loss Management Committee Meeting