

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
August 1st 2017

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

OTHERS PRESENT: Nursing Home Administrator Labore, Human Resources Director Karen Clough, DoC Superintendent Tom Elliott, Larry Vogelmann- Nixon Vogelmann, Barry Slawsky & Simoneau, Register of Deeds Monahan, Maintenance Supt. Oakes

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

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
August 01, 2017

Census:

Medicare: 6
Medicaid: 99
Private: 24
Total: 129

Year-To-Date Numbers:

2017 Totals

Admissions (YTD) 43
Deaths (YTD) 31
Discharges (YTD) 10

Other Topics:

- 1) NHAC Alternative Plan Discussion
 - a. 7/27 Consultant Interviews – NHA Labore stated that he, George Maglaras, Steve Woods, Matt Lagos and Charles Weed have been identified as the operations team for the Association. They held phone interviews with the three (3) consulting firms, Health Management Associates, Sellers Dorsey and Mercer. They had lengthy discussions with each firm and put together a list of interview

questions as well as a scope of work for the project that they are hoping to have the consultant follow. He stated that the results of the interviews indicated how large of a project this is going to be. He further discussed the details regarding the interviews and answered questions from the Commissioners.

- b. 8/8 Meeting w/ DHHS – NHA Labore stated that their operations group will be meeting with DHHS Commissioner Jeff Meyers; Deputy Commissioner Lori Shibinette; Deborah Fournier, Medicaid Director; Deborah Scheetz, Director of Integrated Health Reform. NHA Labore stated that it is expected that the DHHS consultant will be present at this meeting and the expectation is that their consultant will be present as well. He stated that they are evaluating whether they want to spend the money or not to have a consultant attend these meetings as of now when they really want to get a sense of what DHHS is really thinking about. He stated that there has been talk that the original RFP that was released in February to help write the Step 2 portion of managed care has now changed to Navigant helping them develop an alternative to managed care. He stated that they want to see where DHHS is at on this before they start spending money on their consultant.
 - c. 8/9 State/County Finance- Meeting Time TBD
- 2) Family Day- August 18th 1:30p to 4p
 - 3) 2017 North Haverhill Fair Trips – 52 residents went to the fair this year over the course of Thursday and Friday.
 - 4) Employee Retention Discussion – NHA Labore asked for more detail in regards to what the Commissioners are looking for with this retention study they have requested. Commissioner Ahern stated that he would like to know why people are not staying at the nursing home. He would like the percentage of nursing home employees they lose each month and the employee exit interview summaries. He stated that he would also like a County comparison of retention rates. Commissioner Ahern noted that he wants to make sure they are doing the best for the employees that are working here. Commissioner Lauer stated that she would like a summary of programs that NHA Labore has put into place over the last few years to help with morale. NHA Labore stated that he would work on that report and have it for the Commissioners at his next monthly meeting.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
August 1, 2017

HR Activity Report (06/07/2017-07/31/2017)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	12(1 FT, 3 PT, 8 per Diem)	7 LNA, 3 Dietary Aide, 2 LPN
DOC	2 (1 PT, 1 FT)	1 Cook, 1 CO

- **Separations**

<u>Departments</u>	<u>#</u>
Nursing Home	3 (2 PT & 1 FT)
DOC	5 (FT)
Alternative Sentencing	1 (FT)

Reasons:

- Unable to meet per diem requirements - 1
- Another Job -4
- Retirement - 1
- Probationary termination - 1
- Moving out of area - 1
- Resignation / other - 1

- **Status Changes/ Dept transfers:**

Department:

Nursing Home: 1 per Diem LNA to FT, 1 FT LNA to per diem
1 per Diem RN to Staff Development Director

DOC: 3 PT CO's to FT

Leave of Absences as of July 31, 2017

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	9	(8 are intermittent, 6 for self, 2 for family)
Nursing Home – Non-Nursing	8	(6 are intermittent, 5 for family, 3 for self)
County Atty.	2	(Intermittent, 1 self, 1 family)
Farm	1	(Self)
Maintenance	1	(Self)
Deeds	1	(Intermittent, Family)
DOC	1	(Paternity)
TOTAL:	23	

Scheduled to orient August 2

- 1 PT Housekeeper
- 1 FT Staffing Coordinator
- 1 FT Unit Aide

Current Jobs posted/advertised

- Case Manager
- Dietary Aide's
- LNA's (11.15 FTE's vacant)
- RN/LPN (6.9 FTE's vacant for LPN's and .85 vacancies for RN's)
- MDS Coordinator
- Unit Aide

CO's
Farm Helper
Assistant County Attorney

Commissioner Piper asked for an update on the referral bonus program. HR Director Clough stated that they have only had one (1) employee hired as a part of that program and she believes they are still working at the nursing home.

Supt. Elliott arrived to discuss the process of promoting employees. He explained that they have had five (5) open Corporal positions in the last month and a half either due to promotions or resignations. The issue that he is having is that they started the process on June 16th. They promoted three (3) employees to Corporals on July 3rd, July 5th and July 6th before the new policy came out on July 11th for the grade and step increases which goes up and over one more step. These three (3) employees were not allowed to have that additional increase and since July 11th he has had two (2) employees get promoted that received that additional step due to the new policy. Supt. Elliott stated that he is requesting that the Commissioners allow him to take the three (3) individuals who were promoted prior to July 11th and grandfather them into that new policy. He stated that he feels that is the fair thing to do as they finish out their promotion process. He noted that the budget can absorb the extra cost and without over time they are looking at roughly \$3,700 for these three (3) positions for the year.

Commissioner Ahern moved to approve the proposed pay increases as outlined by the Superintendent of Corrections. Commissioner Piper seconded the motion and all were in favor.

Commissioner Ahern asked how many Correctional Officers Supt. Elliott is looking to hire. Supt. Elliott stated that they are currently down four (4) full time officers and have one starting tomorrow. Commissioner Ahern asked if part of their issue keeping people is hiring employees with no corrections experience. Supt. Elliott stated that is a part of the problem. He noted that many of the Correctional Officers they hire have no prior experience. He stated that they have reversed the training process. He explained that they used to have the new staff in the units with the inmates for the last three (3) days of their training. That is when many of them realize that is not the job for them and then the county has spent the money to train them. He explained that now they take the new officers in the units for the first three (3) days of their training and that helps them figure out right from the beginning if the job is going to be a good fit.

Commissioner Ahern asked Supt. Elliott how he is addressing the challenges of not having enough inmates to meet the demands. Supt. Elliott stated that he does not know if they are at the point where they can't meet the demand, they will get the work done regardless of what they have. He stated that they are on that fine line right now but the work will get done. Commissioner Ahern asked about pretrial inmates working and if they are allowed to work outside the facility. Supt. Elliott stated that he does not feel they are at that point yet but per an RSA he is allowed to work pretrial inmates if they so choose to volunteer. He cannot force them

to work as the RSA allows him to do with sentenced inmates. He noted that he has explored that option but it is his last resort if need be.

Larry Vogelman - Nixon Vogelman, Barry Slawsky & Simoneau Law Firm

L. Vogelman explained that along with a law firm out of New York they have been getting retained by municipalities and counties to sue the manufacturers and marketers of opioids for fraud. He explained that it is similar to the early days of the tobacco litigation. The basic premise of it is that the medical community has known for 15-20 years that opioids are useless for chronic pain. They are great for after you have a surgery or for end of life but if you have a bad back all taking opioids everyday will do is get you hooked. He stated that is the basis of the fraud lawsuit. He noted that his firm has been retained by Manchester and Nashua and is speaking with Rockingham and Strafford counties. L. Vogelman explained that it is a contingency fee and does not have any cost to the county. If the case settles prior to trial they will receive 20% and the county would receive 80%. If it settles after trial the split is 25% to the law firm and 75% to the county. He stated that the best news is they pay 100% of the expenses and if they lose the county does not owe them anything. He went on to state that he is there to answer questions and see if the county is interested. The Commissioners discussed various details with him and Commissioner Ahern requested a copy of the contingency agreement for further review. The Commissioners all agreed to review the contingency agreement before making any decisions. They thanked L. Vogelman for coming in and making his presentation.

RD Monahan and Supt. Oakes arrived to discuss the potential rental space for the DMV in the basement.

Commissioner Lauer explained that the DMV either uses the basement space or they have to go elsewhere. RD Monahan expressed her concerns regarding the DMV using the space in the basement and stated that she wants the Commissioners to look at the risks associated with it. She noted that some of her concerns are with the increased traffic in and out of this building as well as the increased traffic in the parking lots with employees and nursing home residents who walk around the building on their breaks. She also expressed concerns about her need for space in the basement. RD Monahan and the Commissioners further discussed the details of her concerns.

Supt. Oakes spoke about his opinion in regards to the traffic and extra public being in the administration building. He stated that he does not see anything insurmountable about the DMV coming into the building. He feels that space in the basement is very underutilized. It's a county asset and a public building. He stated that he is advocating that RD Monahan uses what she has until it's filled to max capacity then look into the possibility of expanding if needed.

RD Monahan stated that she and her staff are completely against this potential move. The Commissioners requested to take a tour with RD Monahan of her space and have a further explanation of what her needs are.

Commissioner Lauer asked if everyone had a chance to read the minutes from July 25th. Each

Commissioner had a couple edits.

Commissioner Ahern moved to approve minutes from July 25th meeting as amended.
Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers FY 2017 – 1216; FY 2018 – 1011.

CA Libby stated that Commissioner Piper was contacted last week in regards to the Upper Valley Lake Sunapee Commission Appointment. She explained that last July former Commissioner Cryans had requested that Katherine Connolly be appointed. Commissioner Piper stated that there was no information available in County minutes regarding the appointment and so requested information. K. Connolly sent a bio to all three Commissioners. . CA Libby read the resume that was submitted by K. Connolly outlining her experience and they further discussed the appointment.

Commissioner Ahern moved that the Board of Commissioners appoint Katherine Connolly to the Upper Valley Lake Sunapee Commission Commissioner Piper seconded the motion and all were in favor.

CA Libby submitted an Educational Assistance Application for a County Attorney's Office employee who is pursuing a bachelor's degree in public safety management.

Commissioner Piper moved to approve the educational assistance application.
Commissioner Ahern seconded the motion and all were in favor.

MS 46 – Proposed Budget and Estimated Revenue of Grafton County. CA Libby explained that this is a form required by the Department of Revenue Administration. It is the Commissioners proposed budget for fiscal year 2018 and they all need to sign it.

Employee Recognition Dinner – CA Libby explained to the Commissioners that last year was the first year for the recognition dinner. She stated that it was very well received by the employees and she would like to hold it again this year. She noted that there are more people on this year's list to receive years of service pins and that holding the dinner at the Happy Hour in Wells River again this year is not looking like an option. The Commissioners and CA Libby discussed various options and Commissioner Ahern recommended having some of our vendors sponsor the event. CA Libby stated that she would like to have the dinner in early October. The Commissioners all agreed to look further into possible locations to hold the dinner.

Employee Christmas Reception – CA Libby stated that the Activities Director at the Nursing Home has asked about the Employee Christmas Reception date as they are starting to book the activities room in December for other Christmas parties. She recommended holding the reception on Tuesday December 19th from 2:00-3:30. The Commissioners all agreed on that date and CA Libby stated that she will let the Activities Director know.

CA Libby and the Commissioners had a discussion in regards to not holding a meeting on August 29th as it is a 5th Tuesday and there are no department heads scheduled. The Commissioners all agreed that they will not hold a regular meeting on that day.

CA Libby explained to the Commissioners that they need to complete Department Head evaluations for the Human Resources Director, DoC Superintendent and the County Administrator as those department heads report directly to the Board of Commissioners.

CA Libby submitted the Order for the Tax Anticipation Note allowing Treasurer Hill to borrow up to \$10 million for the Commissioners to sign.

CA Libby requested to go into nonpublic session.

*11:05 AM – Commissioner Ahern 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 Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:08 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern 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 Piper seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Piper participated in the Enfield Old Home Days parade on Saturday. She stated that she also met with the new Enfield Town Manager Ryan Aylesworth on Thursday. They discussed the function of the county and if there is any crossover between the county and the town as he is new to New Hampshire Government. She also noted that she attended the Lebanon TIF District Feasibility Study first meeting. They received a background on what the TIF is and what they will be studying.

Commissioner Ahern made an inquiry to the NHAC about having a presentation at the annual meeting in September on Muslim Sharia Law as he may have someone interested in making a presentation. He stated that Ron White is going to talk with the Corrections Affiliate.

Commissioner Lauer attended a meeting at the jail last week regarding transitional housing. Cheryl Pacapelli spoke about housing standards for transitional housing. She noted she also attended the North Haverhill fair and judged 4H cooking.

Commissioner Ahern noted in terms of keeping nursing staff at the nursing home, one (1) of the things that might be helpful is providing housing for them. He stated that maybe they should consider the cost of bringing in manufactured housing systems on the county complex for single employees who may need a place to stay. Commissioner Lauer stated she has wondered what providing onsite child care would do.

11:25 AM with no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk