

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
August 4, 2020

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

OTHERS PRESENT: Nursing Home Administrator Labore, Acting Director of Nursing Porter, Human Resources Director Clough, Farm Manager Knapton

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

HR Director Clough, NHA Labore and Acting DON Porter arrived and requested to go into nonpublic session.

MOTION: * 9:02 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. pursuant to RSA 91-A: 3, II (a) 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.

* 9:28 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 "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

MOTION: Commissioner Piper moved to accept the recommendation of NHA Labore in regards to the suspension and termination of a Nursing Home employee. Commissioner Morris seconded the motion and all were in favor.

Travel Policy – HR Director Clough stated that nothing has changed with the policy; they have decided not to make any changes. Anyone who travels outside of the New England states is still required to quarantine for fourteen (14) days regardless of transportation. Commissioner Lauer stated that the other question was using earned time vs extended sick leave for quarantine. She stated that she feels that the only way to discourage employees from traveling is to have them use earned time. The Commissioners were all in agreement to leave the policy as is.

NHA Labore then gave the following report:

Grafton County Nursing Home
Commissioner's Report:
August 4, 2020

Census:	FY '21 Budgeted Census:
Medicare: 3	Medicare: 4
Medicaid: 84	Medicaid: 94 (Daily rate= \$198.33)
VA: 1	VA: 2
Hospice: 2	Private: 23
<u>Private: 22</u>	
Total: 112	

Year-To-Date Numbers:

2020 YTD Numbers

Admissions: 23
Deceased Residents: 23
Discharges: 8

Other Topics:

1) COVID-19 Update

- First round of testing with Dartmouth Hitchcock – NHA Labore stated that today concludes the first round of testing. They test 10% of the residents and as many staff as possible. They are at roughly 47% of staff members being tested. They try to encourage employees to get tested by doing raffles and other incentives. He noted that they are doing the noninvasive method of testing.
- Admissions process – NHA Labore stated that they are finding it very difficult to admit residents. The quarantine coming into the facility is a very difficult process. They are having difficulty keeping certain residents, ones who have more cognitive issues, in their rooms for the two (2) weeks. There is no interaction with staff or other residents unless they need to go in and they are all gowned up. They are having residents asking what they have done and why they are in trouble. They are going to start having virtual home assessments. He explained that before Covid-19 an admissions nurse would go either to the hospital or home to do an assessment of the potential resident. Doing these virtual assessments will help them get more cognitive residents in the building during this time and it will also help to explain to the potential residents what the quarantine period will look like.
- PPE Supplies – NHA Labore stated that they are continuing to get as much as they can through the state's surplus supply. They are seeing some run shortages in what they are requesting for gloves but they have enough of a stockpile where they feel

Department	#	Position(s)
Nursing Home	2 (1 FT, 1 per diem)	1 FT LPN, 1 per diem LNA
DOC	1 (1 FT)	1 FT RN
Maintenance	1 (1 FT)	1 FT Skilled Mntce Asst.
Commissioners Office	1 (1FT)	1 FT Accounts Payable/Payroll Asst.
Deeds Office	1 (1 FT)	1 FT Records Clerk

• ***Separations***

Departments	#	
Nursing Home	6 (4 FT, 2 PT)	1 PT Housekeeper, 1 PT Dietary Aide 1 FT LPN, 3 FT LNA's
Maintenance	1 (1 FT)	1 FT Custodian
DOC	2 (2 FT)	2 FT CO
Commissioners' Office	1 (1 FT)	1 FT Accounts Payable/Payroll Asst.
Sheriff's Dept.	1 (1 PT)	1 PT Special Deputy

Reasons:

Resigned / other employer – 3

Retired - 2

Resigned Personal Reasons – 4

Resigned /no reason given - 1

Termination – 1

• ***Status Changes/ dept transfers:***

Active Leave of Absences as of August 3, 2020

Department	#	
Nursing Home – Nursing	9	(9 are intermittent, 6 for self, 3 for family)
Nursing Home – Non-Nursing	3	(3 are intermittent, 2 for family, 1 for self)
County Atty.	3	(3 intermittent, 3 self)
DOC	2	(1 intermittent, 1 self, 1 family)
IT	1	(1 intermittent family)
Farm	1	(1 self)
TOTAL:	19	

Scheduled to orient 08/05

1 PT Housekeeper

2 PER DIEM LNA

Current Jobs posted/advertised

LNA's (13.65 FTE's vacant)

RN/LPN (10.95 FTE's vacant combined)

CO's

PT Dietary Aide

Director of Nursing

PT Housekeeper

Farm Assistant

MOTION: * 10:24 AM Commissioner Morris moved to enter into non-public session for the purposes of the hiring of any person as a public employee to RSA 91-A: 3, II (b) Commissioner Piper 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.

* 11:00 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 “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

Farm Manager Knapton arrived and stated that she has given her resignation. She stated that she is proud about what she’s done here but she has been over extended the past month. She is losing one Farm Assistant on Tuesday and her Assistant Herdsman has been out on FMLA. She discussed an incident that made her come to her conclusion with the Commissioners and stated that she will not be giving her thirty (30) days; today will be her last day. The Commissioners thanked FM Knapton for what she has done and stated that they believe she is making the best decision for herself.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 28th meeting.

MOTION: Commissioner Piper moved to approve the minutes from July 28th meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 1012; 1016; 1018-1019; 1202

CA Libby submitted the DoC Superior Court Report for the Commissioners to review.

CA Libby submitted a CDFA Contract – BEDC Micro 2020 for Commissioner Lauer to sign.

CA Libby submitted the Application for Reimbursement to Towns and Cities in Which Federal and State Forest Lands is Situated 2020 for all three (3) Commissioners to sign.

The Commissioners reviewed the detailed proposal from Resilience Planning and Design totaling \$10,270. CA Libby noted that they have \$12,000 budgeted for this project.

MOTION: Commissioner Morris moved to approve the proposal from Resilience Planning and Design in the amount of \$10,270.00. Commissioner Piper seconded the motion and all were in favor.

Broadband Committee – CA Libby stated that she is trying to convene the first meeting. She stated that Shawn Tanguay has asked if the Commissioners would like him to be in attendance at these meetings as he is going to need to start charging them for his time. The Commissioners discussed it and agreed that they don't feel they need Atty. Tanguay at the meetings as of right now.

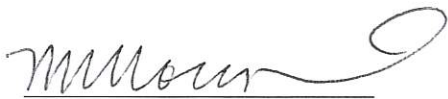
August 11th Meeting – CA Libby stated that Commissioner Lauer is unable to attend next week's meeting and she will be on vacation. She asked the Commissioners if they would like to cancel their meeting and meet again on August 18th. The Commissioner all agreed to cancel next week's meeting.

CA Libby handed out copies of a document from the Department of Health and Human Services. It is an intergovernmental transfer agreement that has to do with the payments that they make to DHHS for long term care. This is a new thing that they are asking the counties to do. It is a requirement of CMS as it is considered an intergovernmental transfer. The County Administrators have had one (1) meeting with Henry Lipman to discuss this. She explained that a concern is that with the CARES Act the FMAP percentage changed and DHHS has decided that they are going to keep this money to themselves. They are not going to follow what the statute language says. The counties pay 50% of the nonfederal shares and when the percentage changed they should be paying roughly 43%. The state is not allowing the counties to do that. The state is keeping that money stating that they need it to cover the increase in Medicaid coverage that they now have. Jim Monahan does not feel the counties should sign this document. They have until the end of September to sign this document and she stated that there may be some legal issues coming with the state and she will keep the Commissioners informed as she knows more.

CA Libby stated that she would like the Commissioners' support to direct the Department of Corrections to take care of the Farmstand from here on out. They have the man power to open it, make sure its stocked and close it. The Commissioners were all in agreement that the DoC needs run the farm stand.

11:48 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Marcia Morris', written in dark ink.

Marcia Morris,
Clerk