

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
August 5<sup>th</sup> 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

OTHERS PRESENT: Atty. Saffo, NHA Labore, HRD Cramer

Commissioner Cryans called the meeting to order 9:02AM and began with the Pledge of Allegiance.

\*9:03 AM - Commissioner Lauer 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 Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes" Commissioner Lauer "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:12 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to approve the request of CA Saffo to give one of the assistant county attorney positions a double step increase as opposed to the single step increase that is due as part of the Employee Handbook. Commissioner Lauer seconded the motion and all were in favor.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report

August 05, 2014

Census:

Medicare: 6  
Medicaid: 103

Private: 22  
Total: 131

Year To Date Numbers:

Admissions (YTD) 33  
Discharges (YTD) 6  
Deaths (YTD) 28

#### Renovation Project Update

- NHA Labore stated that two (2) weeks ago they had a meeting with the fire marshal's office to do a review of the Maple and Profile units as well as do a walkthrough of the administration building. He stated that it was a very good meeting and they are allowing the use of this building as existing building for the upcoming fire safety/renovation projects. There will be a few specific variance requests to send in and they should have them submitted by end of next week.

#### Accounts Receivable Update

- NHA Labore stated that in July they collected a little over \$800,000 in revenue which does not include bed tax money which comes in on a quarterly basis. NHA Labore explained that it is hard to give an accurate picture at this point of what the total outstanding accounts receivable are due to the Medicare billing and not receiving that update yet, but stated the Finance Manager Jurentkuff feels they are making progress.

#### Medicaid Managed Care Update

- NHA Labore stated that they have been made aware that phase two (2) is going to begin January 1<sup>st</sup> with an official start date of April 1<sup>st</sup>. He then went on to discuss the status Medicaid Managed Care with the Commissioners.

#### Fire Works Update

- NHA Labore stated that they have set a date of September 5<sup>th</sup> for the nursing home fireworks display. He stated that they have received approvals from the Haverhill Police Department and North Haverhill Fire Department. There will be a licensed fireworks inspector volunteering and a volunteer firefighter will be present as well. The Commissioners requested that NHA Labore get in touch with Sheriff Dutile to make him aware of the event and possibly have a member of the sheriff's department direct traffic if needed.

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report  
Donna Cramer, Human Resources Director  
August 5, 2014

1) **HR Activity Report (6/1/14 – 7/31/14)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	7 (3 FT, 4 PT/PD)	4 LNA, 1 RN, 2 Dietary Aides
Communications	1 (1 PT)	1 Dispatcher
Cty Attorney's Office	2 (2 FT)	2 Asst. County Attorneys

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	3 (2 FT, 1 PT/PD)	1 LNA, 1 RN, 1 Dietary Aide

- ***Leave of Absences***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	11	(5 are intermittent, 7 for self, 4 for family)
Nursing Home – Non-Nursing	5	(4 are intermittent, 3 for self, 2 for family)
Non-Nursing Home	6	(4 for self, 2 for family)
TOTAL:	22	(prev 19)

- ***Current Openings***

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (.85 FTEs)	Nursing Home	1 Open to all
LPN (4.4 FTEs)	Nursing Home	
LNA (7.55 FTEs)	Nursing Home	Open to all except 2 are Internal only
Director of Alternative Sentencing (FT)	Alternative Sentencing	Open to all

2) **Summary:**

- Nursing Home employee climate survey – Still coming in, being submitted to Staff Development Director
- County-wide Job Description reviews/updates, COLA Status Change Form signatures.

3) **HR Internal Operations**

- Goals/Projects:
  - Checklist for ALL HR processes – in process, being worked on by all in HR
  - Electronic (and/or paper) distribution of handbooks, etc. with sign-off

- HR Work Flow – Weekly HR Dept meeting starting August 19 to discuss and follow up on current and new projects, track and implement
- HR Survey
- Department Head Handbook
- Creation of Individual Policies

Commissioner Cryans asked if everyone had a chance to read the minutes from July 29<sup>th</sup>. Commissioner Richards had a couple edits. Commissioner Lauer moved to accept the minutes from July 29<sup>th</sup> as amended. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check register voucher numbers 622, 1015, 1016, 1017, 1018, 1019, 1020, and 1021.

ED Clough gave the Commissioner's their invitation to the NH Farm Bureau Federation Annual Meeting on November 7<sup>th</sup>.

The Commissioners discussed the Farm Advisory Committee and the meeting they will be attending regarding the direction of the committee and what their role is within the Grafton County Farm.

The Commissioners signed thank you letter for Jim Hobbs and his donation to the historic room.

ED Clough stated she received a call regarding Woodsville High School requesting permission to use the Courthouse parking lot for a town wide yard sale they do as a fundraiser for a class. She stated that they normally use the VFW field however that is currently under construction. The Commissioners were all in agreement to allow the Courthouse parking lot to be used.

ED Clough reviewed the lease agreement for VOIP phone system that required Commissioner Cryans and Commissioner Richards to sign. She stated that it is \$46,852.08 for the project and will be paid in monthly payments for 36 months.

ED Clough stated that the auditors left last Wednesday and everything went well. She said that they gave some recommendations that her office will be working on.

Commissioner Lauer stated that she attended the Piermont select board meeting last Tuesday. She also attended the 250<sup>th</sup> anniversary celebration in Lincoln.

Commissioner Lauer stated that she will be attending the dedication of the Ray Burton Fire Academy this Friday in Bethlehem at 10:00.

Commissioner Richards stated that she has attended various events in Campton, Wentworth and, Canaan to formally announce her candidacy.

11:10AM With no further business the meeting adjourned.

Respectfully submitted,

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Linda D. Lauer, Clerk