

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

August 6, 2019

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

OTHERS PRESENT: Sheriff Stiegler, Captain Kelley, Deputy Cherichetti, Director of Communications Andross, Nursing Home Administrator Labore, DoC Supt. Elliott, HR Director Clough

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

The Commissioners opened bids for the purchase of the Sheriff Department's MCU Towing Vehicle. Two (2) bids were received as follows:

Irwin Automotive Group – \$35,869.00

Wells River Chevrolet - \$40,808.00

Director Andross stated that he would like to take some time to review the bids and return with a recommendation. Sheriff Stiegler thanked Director Andross and his team for the work that they have done in researching what vehicle would best suit their needs.

The Commissioners then opened bids for the purchase of at least one (1) but up to two (2) 2020 Ford Police Interceptor Utilities (PIU) and at least one (1) but up to two (2) 2020 F150 Responders, depending on the price per vehicle for the Sheriff's Department. One (1) bid was received as follows:

Irwin Automotive Group – 2020 F150 Responder - \$35,069.00

2020 Police Interceptor Utility - \$32,814.00

Captain Kelly stated that he would like time to review the bid and make sure all their requirements are met.

Sheriff Stiegler then requested a bid waiver for the purchase of the ten (10) plate carriers that are included in his FY20 budget. He stated that there is a savings of \$2,900 as he is able to get them through Atlantic Tactical who has a contract with a State of New Hampshire. He stated that they are \$1,175.00 each.

MOTION: Commissioner Piper moved to waive bid for the purchase of ten (10) plate carriers from Atlantic Tactical at a total of \$11,075. Commissioner Morris seconded the motion and all were in favor.

Sheriff Stiegler stated that he would also like to request the purchase of five (5) ballistic helmets with the \$2,900 savings from the plate carriers. He stated that he is aware that these were not in his budget. He explained that these helmets have headphones that plug into their radios as well. These would be assigned to the primary deputies that are on the road. He stated that he would like to have this approved today with the events that just took place over the weekend but understands if the Commissioners need time to think about it. The Commissioners discussed it and supported his request. Commissioner Piper thanked Sheriff Stiegler for the work they did in getting the lower price for the plate carriers.

MOTION: Commissioner Morris moved to allow Sheriff Stiegler to purchase five (5) ballistic helmets with the left over monies that were budgeted for the plate carrier purchase. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 23rd meeting.

MOTION: Commissioner Morris moved to approve the minutes from the July 23rd meeting. Commissioner Lauer seconded the motion and all were in favor. Commissioner Piper abstained.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 26th meeting.

MOTION: Commissioner Morris moved to approve the minutes from the July 26th meeting. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers: 3&4; 1010-1014.

CA Libby submitted the NACO Prescription Drug Report for June. There was a price savings of \$2,096.89 or a 30.31% savings with a total of 32 utilizers. Over the life of the program there has been a total savings of \$838,135.98.

CA Libby submitted the following documents for CDBG 18-405CDCA

- Authorization to Submit Claims for all three (3) Commissioners to sign.
- Professional Service Contract for Commissioner Lauer to sign.
- Sub-Recipient Agreement for Commissioner Lauer to sign and initial.

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

Director of Communications Andross returned with his recommendation for the purchase of the MCU Towing Vehicle. He stated that he recommends that the Commissioners select Irwin Motors with their bid of \$35,869.00 for the Ford F350 4X4 Crew Cab

MOTION: Commissioner Piper moved to accept Irwin Motor's bid of \$35,869.00 for the purchase of a Ford F350 4X4 Crew Cab. Commissioner Morris seconded the motion and all were in favor.

Captain Kelly stated that after reviewing the bid for the Sheriff's Cruisers they are requesting to purchase two (2) Ford Police Interceptor Utility vehicles in the amount of \$32,812 per vehicle and one (1) F150 Responder in the amount of \$35,069 from Irwin Automotive Group.

MOTION: Commissioner Piper moved to accept Irwin Automotive Group's bid and purchase two (2) 2020 Police Interceptor Utility in the amount of \$32,814.00 per vehicle and one (1) 2020 F150 Responder in the amount of \$35,069.00. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer stated that she met with Kristin Ross, President of the Grafton County Bar Association, County Attorney Hornick and Maintenance Supt. Oakes to tour the Courthouse and look for any potential space for the Bar Association to use. She stated that Kristin is looking into the Circuit Court storage space and speaking with the courts.

CA Libby submitted the following forms for signature for Livermore:

- Application for reimbursement to towns and cities in which federal and state forest land is situated
- PA-28 form

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report:
August 6, 2019

Census:	FY '20 Budgeted Census:
Medicare: 8	Medicare: 5
Medicaid: 84	Medicaid: 91 (Daily rate= \$185.20)
VA: 3	VA: 1
Hospice: 5	<u>Private: 28</u>
<u>Private: 25</u>	Total: 126
Total: 125	

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 44
Deceased Residents: 20
Discharges: 18
Other Topics:

- 1) Monthly Financial Review - He stated that FM Jurentkuff hasn't been able to finish out the month yet so he will do a two (2) month review at his next meeting.
- 2) State Budget/SB 255 Dementia Training Bill – NHA Labore stated that he spoke with Rep. Ford as Commissioner Lauer had suggested. Rep. Ford stated that they are at a stalemate on the financials, specifically the business and profits tax. Everybody that has been assigned to try and negotiate the budget has all agreed that right now they are not entertaining any other language changes. They are strictly looking at money. He stated that when he found this out he emailed Kate Horgan at the DuPont Group and she suggested that they go back to this when the legislative session starts again to try and get some additional language changes. There has been a new draft of the specific wording regarding the dementia bill that is more provider friendly, specifically the nursing homes. He stated that they will try and circulate that through the legislature and see if they have any success.
- 3) Potential Delay in CMS Phase III Regulatory Update - NHA Labore stated that two (2) weeks ago they released a proposed rule that would delay phase 3. He will find out later in September if it will be delayed. This will mean less paperwork in the Nursing Home. He stated that if this is delayed it will be a huge relief for the Nursing Home.
- 4) 2019 North Haverhill Fair
With Appreciation to:
 - Volunteers and Staff: For helping to bring 38 residents to the fair;
 - Gordon Huntington: Hay bale donation;
 - David Lackie: Transporting and arrangement of the hay bale, and Dana Huntington for assisting David in bringing the bale back to GCNH;
 - North Haverhill Fair Directors for their kindness to our nursing home residents and also shared golf carts that enabled Activities staff to bring residents around the fair grounds

HR Director Clough and DoC Superintendent Elliott arrived and requested to go into nonpublic session.

MOTION: * 10:03 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 according 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.

* 10:36 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 stated that a majority of the board voted "yes" and the motion passes

HR Director Clough gave the following report:

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 August 6, 2019

HR Activity Report (07/02/2019-08/05/2019)

• **New Hires**

Department	#	Position(s)
Nursing Home	5 (3 PD, 2 PT)	3 LNA's, 1 Dietary Aide,
DOC	1 (1 FT)	1 Housekeeper Cook

• **Separations**

Departments	#	
Nursing Home	8 (4 PT, 3 FT, 1 PD)	4 Dietary Aides, 1 FT LNA, 1 FT Activity Aide, Social Service Director, 1 PD LNA File Clerk
County Atty's Office	1 (1 PT)	

Reasons:

- Resigned for work elsewhere - 2
- Retirement - 2
- Termination - 1
- Personal - 1
- School - 2

• **Status Changes/ dept transfers:**

Leave of Absences as of August 6, 2019

Department	#	
Nursing Home – Nursing	18	(14 are intermittent, 9 for self, 9 for family)
Nursing Home – Non-Nursing	7	(7 are intermittent, 3 for family, 4 for self)
County Atty.	2	(2 intermittent family)
Sheriff's Office/Dispatch	1	(1 Family)
DOC	4	(1 intermittent, 2 self, 2 family)

TOTAL: 32

Scheduled to orient 08/06/19

1 PT Dietary Aide

Current Jobs posted/advertised

LNA's (7 FTE's vacant)
RN/LPN (9 FTE's vacant combined)
CO's
PT Dietary Aide
LADC
Social Service Director
2 RN Unit Managers
1 Case Intake Asst.
DOC Medical Coordinator

Other: Meeting with Assoc. Dean of Nursing and Nursing Site Director from VTC Aug 7 regarding LPN program. Mandatory Anti-Harassment Training 7/18 and 7/30 very well attended video is up on employee portal for viewing

CA Libby stated that they have eight (8) department credit cards issued. She explained that there is a limit of \$5,000 per department but they keep bumping against that limit and have to continuously temporarily increase that limit. She is looking to increase each department's limit to \$10,000. The Commissioners were all in agreement to increase the credit card limits to \$10,000. Commissioner Lauer signed the necessary documents to allow the increase.

CA Libby stated that she is looking at October 3rd to have this year's Employee Recognition Dinner and asked if that date would work for the Commissioners. All three (3) Commissioners stated that the date works for them. CA Libby noted that she is unsure if that date will be available to book a venue, but she will let the Commissioners know.

CA Libby stated that the auditors were here last week Monday – Wednesday. Everything went well and they are still working on getting a few last things to the Auditors.

CA Libby stated that Visions for Creative Housing Solutions is having an Open House on September 7th from 1-4pm.

CA Libby stated that she will be on vacation from August 9th and will return on the 20th.

CA Libby stated that last Friday when they were at the NHAC meeting they talked about the deadline for House Bills to be introduced being in September. She asked if the staggered Commissioner terms is something they want to continue to pursue. The Commissioners stated that they are all in agreement that they want to further discuss staggered terms and look into options that other counties use to stagger Commissioner terms. CA Libby stated that she will look into it. She will have more information at their August 20th meeting.

CA Libby requested a nonpublic session.

MOTION: * 11:00 AM Commissioner Piper moved to enter into non-public session for the purposes of Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (l) 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.

* 11:37 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 stated that a majority of the board voted "yes" and the motion passes

CA Libby requested another nonpublic session.

MOTION: * 11:37 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 and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (a) & (c) 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.

* 11:44 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 stated that a majority of the board voted "yes" and the motion passes

Commissioner Issues:


Commissioner Piper attended the NHAC meeting and will give the Commissioners an update next week when she has had time to review her notes.

Commissioner Morris stated that she attended the IDN meeting after their last Commissioner meeting. There are three (3) counties that didn't return their money last year. Two (2) of them are not going to participate in the process going forward. Commissioner Piper stated that they were supposed to discuss reporting requirements. Commissioner Morris stated that they will do some requirements on reporting but what those requirements will be has not been decided as of yet. Commissioner Morris further discussed the details from that meeting with the Commissioners.

Commissioner Morris stated that the article about the County Farm was published in the Plymouth paper and they sent it to the Littleton Courier as well.

11:52 PM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'M. Morris', with a long, sweeping flourish extending to the right.

Marcia Morris,
Clerk