

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
August 7<sup>th</sup> 2018

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

OTHERS PRESENT: DoC Superintendent Elliott, HR Director Clough, NHA Labore

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

Supt. Elliott arrived to request out of state travel for two (2) of his officers to attend the Zuercher Suite User Conference in South Dakota. They have gone five (5) out of the last six (6) years and this conference has proven to be very beneficial. The Zuercher software is the jail management system; it runs the entire jail. Over the years they have received very good feedback and have brought ideas back to implement at the DoC. He stated the most beneficial piece is the breakout sessions where they meet with other entities across the country. He stated that the funds have been approved in his FY19 budget.

Commissioner Piper praised Supt. Elliott for the thorough explanation and justification for the travel. Commissioner Ahern stated that with all the technology available and the concerns with spending money they should be able to take advantage of online trainings. He stated that he is not trying to take away from the good work his staff does but they need to prioritize.

**MOTION:** Commissioner Piper moved to approve the out of state travel request. Commissioner Ahern seconded for discussion purposes.

Discussion:

Commissioner Ahern stated that he is not trying to be disrespectful to Supt. Elliott or his team. There are ways to do this one on one conversation without having to do it in person.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner were in favor. Commissioner Ahern was opposed. With the vote being two (2) in favor and one (1) in opposition the motion passes.

The Commissioners signed check registers FY 18 – 1215-1216; FY 19 – 3-5; 1008-1009; 1011-1018.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 24<sup>th</sup> meeting. Commissioner Ahern had an edit.

**MOITION:** Commissioner Ahern moved to approve the minutes as amended. Commissioners Lauer seconded the motion and all were in favor. Commissioner Piper abstained.

NHA Labore arrived and gave the following report:  
Grafton County Nursing Home

**Commissioner's Report  
August 07, 2018**

Census:	FY '19 Budgeted Census:
Medicare: 9	Medicare: 4
Medicaid: 90	Medicaid: 98 (Daily rate= \$176.61)
<u>Private: 28</u>	<u>Private: 27</u>
Total: 127	Total: 129

Year-To-Date Numbers:

2018 Totals

Admissions (YTD) 54  
Deaths (YTD) 39  
Discharges (YTD) 17

- 1) Nursing Home Dental Program Ammonoosuc Community Health Services – NHA Labore explained that they were contracted with North Country Health Consortium but a couple of weeks before the end of the fiscal year NCHC lost funding to cover the nursing home portion of the program. ACHS took over the contract and there will be no changes in the budget for this year. They will begin the new service with them in September.
- 2) Invitations to Representative Kuster and Senator Hassan – NHA Labore stated that he extended an invitation to attend a Commissioner Meeting and tour the nursing home. He stated that this would be an opportunity to express the concerns from a county point of view of certain rules and regulations. He stated that he received a nice reply from Rep. Kuster's office and is working on finalizing a date in September.
- 3) August 20<sup>th</sup> Sencio Presentation – Plymouth Senior Center
- 4) September 6<sup>th</sup> retirement Celebration for Roberta Berner – Upper Valley Senior Center
- 5) Kristen Jade Archangelo: 2018 New Hampshire Long Term Care Foundation Scholarship Recipient. NHA Labore stated that she is an LNA at the Nursing Home and is going onto Nursing School.

Commissioner Ahern stated that he had a very disturbing conversation with a new nursing RN graduate. He explained that the discussion started with the new nursing unit Pratt House in Bradford VT. They are advertising for RNs and LNAs. She shared that in her RN classes her instructors are telling the nursing students not to go to work in a nursing home because if they go

to work for an elder care facility for a length of time, they will not get employment in any other setting. Commissioner Ahern stated that this is disturbing; this young soon-to-be RN wants to come to work in a nursing home. She likes being able to have long term relationships with the residents but if something doesn't work out she is afraid that she won't get a job elsewhere. Commissioner Piper stated that from the perspective of faculty the same thing happens in her field. She stated that professors are reminding their students of avenues that they may have to take because they want their students to have the most successful career possible. She stated that it is a shame, given the nursing home's need for nurses, but she doesn't feel faculty would be reprimanded by their supervisors for saying it because faculty are only counseling students so as to help them have the most career opportunities as possible. Commissioner Lauer stated that the nursing faculty may be correct in that it may be easier to go from a hospital nursing position to a nursing home than a nursing home to a hospital. NHA Labore stated that in this day and age hospitals are just as hard up for staff as nursing homes. He has heard this before. When working in an acute hospital setting, new nurses are putting their skills to use and keeping them as sharp as possible. Commissioner Ahern stated that something needs to be done.

Commissioner Piper thanked NHA Labore for the follow up email regarding Mr. Fillion that he sent thanking the Commissioners for taking the time to listen to his concerns. She did say that she appreciated NHA Labore's interest in helping the nursing home resident to be a part of his community. She also thanked him for the new column on his report, which she thought added helpful information to the Commissioners.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 August 7, 2018

**HR Activity Report (07/04/2018-08/06/2018)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	5 (1 FT 2 PT, 2 Per Diem)	3 LNA's, 2 Dietary Aides,
DOC	3 (2 FT, 1 PT)	2 RN's, 1 CO,
Sheriff's Dept.	1 (1 Per Diem)	1 Bailiff,
County Attorney's	1 (1 FT)	1 Asst Cnty Atty.

- ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	7 (1 FT Cook, 3 per diem LNA's, 1 PD Bailiff, 1 FT Housekeeper 1 PT CO)

***Reasons:***

Per Diem – had not worked/unable to meet per diem guidelines: 3  
 Retirement -1  
 Resigned for work elsewhere - 3

- ***Status Changes/ dept transfers:***

***Leave of Absences as of August 6, 2018***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	16	(12 are intermittent, 12 for self, 4 for family)
Nursing Home – Non-Nursing	9	(7 are intermittent, 6 for family, 3 for self)
County Atty.	2	(2 intermittent, 2 family)
HR	1	(1 intermittent self )
DOC	2	(2 Self)
Dispatch	1	(1 Self)
TOTAL:	31	

**Next orientation 8/15**

**Current Jobs posted/advertised**

LNA's (7.85 FTE's vacant)  
RN/LPN (4.55 FTE's vacant combined)  
CO's  
Housekeeper  
Cook

The Commissioners reviewed the Farm Manager Job Description with CA Libby and HR Director Clough. They all discussed the description and they each gave their input on parts they would like to change or items they would like to add to it.

CA Libby requested to go into nonpublic session.

\* 10:48 AM Commissioner Ahern moved to enter into non-public session for the purposes of the hiring of any person as a public employee according 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 Ahern "yes"; Commissioner Piper "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\*11:14 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.

CA Libby submitted the MS 46 report for DRA of the Commissioners' Proposed Budget for the Commissioners to sign.

CA Libby submitted the DoC Superior Court report for the Commissioners review.

CA Libby submitted an application for reimbursement to Towns in which Federal and State Land is situated for Livermore for all three (3) Commissioners to sign.

CA Libby submitted the CDFA Authorization to Submit Claims for the New Hampshire Alliance of Regional Development Corporations for all three (3) Commissioners to sign.

CA Libby submitted an Overnight Travel Request from Sheriff's Department for Deputy Combs to attend the Basic Computer Evidence Recovery Training on August 20<sup>th</sup> – September 28<sup>th</sup> at the Manchester Police Department with overnight stay at the New Hampshire Police Standards and Training Facility. Sheriff Dutile stated that there is no cost for training or overnight stay.

**MOTION:** Commissioner Piper moved to approve the overnight travel request. Commissioner Ahern seconded the motion.

Discussion:

Commissioner Ahern stated that to be consistent and based on his earlier comments he should vote against this request but he distinguished differences between the two (2) requests and stated that this training will give the deputy all the proper tools needed to protect the community.

The Commissioners voted on the motion and all were in favor.

CA Libby submitted an Overnight Travel Request from the Alternative Sentencing Department for a one night hotel stay in Concord on August 14<sup>th</sup> for Kenn Stransky. He is required to attend a two (2) day Certified Recovery Support Worker (CRSW) training. The rate is \$75 a night and the training is required to be able to bill for his work under their BDAS grant. CA Libby stated that it would cost the county more to pay for his mileage to travel than the hotel stay.

**MOTION:** Commissioner Piper moved to approve the overnight travel request. Commissioner Ahern seconded the motion and all were in favor.

Employee Recognition Dinner – CA Libby stated that she is looking to hold the dinner at the end of September/beginning of October and would like to have it at the Woodstock Station again this year as it went over very well year. She stated that this year seventy (70) employees are receiving service pins. The Commissioners discussed what dates do not work for them and stated that Wednesday October 10<sup>th</sup> would work best for them all if that date is available. CA Libby stated that she will call the Woodstock Station and see if she can make the 10<sup>th</sup> work.

NHAC Conference Registration – CA Libby stated that she needs to register the Commissioners and book hotel rooms this week for the conference and needed to know what days the Commissioners plan on attending. Commissioner Lauer and Commissioner Piper both stated what days and nights they will be attending and Commissioner Ahern stated that he needed to review the conference schedule some more and will let CA Libby know.

Review & Approval – Project Management Policy & Procedures –CA Libby stated that as a part

of the new accounting requirement that when passed, the county must have a set of policies and procedures for federal grants that they receive. They receive many federal grant funds through CDFA, Homeland Security Grants, Drug Task Force, VAWA and a few others. She stated that everything that is in this manual needs to be in there. Commissioner Ahern stated that he was very troubled. As he was reading through it, he was thinking back to the budgetary discussion with CA Libby's budget. This document requires extra work. CA Libby stated that this document does not require anything that we aren't already doing. He stated that she had requested additional help in her budget for FY19. CA Libby stated that it was not to help with grant paperwork. The Commissioners discussed the policy and made revisions. Commissioner Ahern stated that this is bureaucratic overreach. CA Libby stated that the funds the county receives through these various grants provides valuable services. Commissioner Ahern stated that he thinks it's wrong and these are the things he will bring up to Senator Shaheen.

**MOTION:** Commissioner Ahern moved to approve the Project Management Policy & Procedures. Commissioner Piper seconded the motion and all were in favor.

#### Commissioner Issues:

Commissioner Piper stated that she participated in the Enfield Old Home Days parade. She also presented the budget to the Lebanon City Council and had good discussion about it. She stated that she attended the NHAC Officers Meeting and Executive Committee meeting. There was a lot of feedback on the national conference that was extremely informative.

Commissioner Ahern stated that he was notified of two (2) major vandalism incidents stemming from the Beckett School. He stated that he also received a letter from someone about the state of the roads in this person's town. He stated that this is something that she thought he as the Commissioner should know about. He responded that the Commissioners do not have any jurisdiction over the roads. He stated that he can talk to her as an activist but not as a Commissioner.

Commissioner Lauer stated all three (3) Commissioners were at the UNH Advisory Council Meeting July 30<sup>th</sup>. She stated that she judged at the North Haverhill Fair. She also spoke to Kenn Stransky on July 24<sup>th</sup> regarding the all-day classes that the adult diversion clients have. She handed out the schedule for the rest of the year. The next meeting is on August 21<sup>st</sup> if the Commissioners would like to attend.

12:04 PM With no further business the meeting adjourned.

Respectfully Submitted,

---

Wendy A. Piper,  
Clerk