

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday, September 06, 2011

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton,
and Executive Director Clough.

OTHERS: Harold Brown

9:10 AM Commissioner Cryans opened the meeting with the Pledge of
Allegiance led by Sheriff Dutile.

Sheriff Dutile was present to discuss a personnel issue.

*9:13 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 Burton seconded the motion. This
motion requires a roll call vote, Commissioner Cryans called the roll.
Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner
Cryans "yes"; Commissioner Cryans stated that a majority of the board
voted yes and will now go into non-public session.

*9:30 AM ~ Commissioner Cryans declared the meeting back in public session

Commissioner Ahern moved to seal the minutes from the non-public
session which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans asked if everyone had reviewed the minutes from August
23, 2011, Commissioner Ahern had a couple of edits.

Commissioner Burton moved to approve the August 23, 2011 minutes as edited,
Commissioner Ahern seconded the motion. All voted in favor.

Nursing Home Administrator Bolander arrived with her report. There are
currently 135 residents. 105 are Medicaid residents, 27 are private pay residents
and 3 are Medicare. She reviewed the rest of the report. *(see attached).

NHA Bolander told the Commissioners that effective October 01, 2011 there
would be a nationwide 11% reduction in Medicare reimbursements. She said that
because the Nursing Home has a relatively low population of Medicare residents

that it will not have a dramatic impact on our revenues, but will cause some reduction.

She explained that they currently have a financial issue regarding a resident that the Nursing Home is gathering information to give to Probate Court. The resident is now deceased but still owes the Nursing Home \$16K.

Fitz-Vogt has hired a new Dietary Food Manager for the Nursing Home, Steve Meisel started today.

NHA Bolander told the Board that the Nursing Home currently is working with NH and VT Public Health Departments regarding a potential issue at the Nursing Home.

Commissioner Burton asked NHA Bolander if she had received an email he sent to her. She stated she had not checked her email yet today. He said that it was a great car show yesterday and he commended the Nursing Home for getting all the residents out to view the cars.

Commissioner Burton asked if in so far as possible if all vegetables that could be were being used from the Farm Stand at the Nursing Home. NHA Bolander replied that they were.

Commissioner Ahern asked for clarification regarding the vegetables, he was unaware that the Nursing Home was actually paying for vegetables from the Farm. NHA Bolander stated that in fact the Nursing Home does pay for their produce. Commissioner Ahern felt that this needs further discussion and felt that there should be no chilling affect on the Nursing Home to use the produce that is grown at the Complex. Commissioner Cryans reiterated that the Nursing Home was using what they could and not buying excess. NHA Bolander stated that was correct.

Commissioner Burton asked about the NHAC. NHA Bolander stated that they are preparing for the annual conference to be held October 24 & 25 in North Conway. There is currently a Nominating Committee and a By-law Committee that are working on various things for the conference. She stated that on Friday, the NHAC Executive Committee authorized two (2) Corrections Academies to be held at Grafton County.

Commissioner Burton asked NHA Bolander if he would like to have NHAC consider supporting a Resolution regarding the NH Department of Agriculture, who he should contact. She told him to email her and she would get the ball rolling.

Human Resource Director Simpson joined Nursing Home Administrator Bolander to discuss the usage of traveling nurses at the Nursing Home. HRD Simpson said that he has been asked about this issue at the last two (2) Commissioner meetings he has attended and wanted to have a discussion with NHA Bolander. He stated that the Nursing position per diems are harder to schedule than some other departments per diems and that he was quite surprised by the rates that the County pays for travelers. In his previous employment he has seen much higher rates.

Executive Director Clough said that the County has paid travelers in excess of \$30K already this fiscal year and that none of those funds are budgeted. She stated in the past there has been excess funds in the RN/LPN salary line items to cover this but in the last couple years the trend has been that the Nursing Home has over-expended those line items as well.

NHA Bolander stated that they can't predict Family Medical Leaves and emergency situations that require the Nursing Home to replace staff. She explained that when someone calls out they have to replace that person and pay the person who is out. Director Clough questioned why that wasn't being budgeted for. NHA Bolander stated that some of it is, but there is just no way to predict how much of it there is going to be. She also stated that it takes up to a month to train new staff once hired. She explained that the Nursing Home's procedure is to contact their per diem staff first and then their last resort is travelers.

Commissioner Cryans stated that he knew the FMLA's were a big issue and stated that \$30K annualized was \$180K and asked NHA Bolander if she thought we would be over-expended by that much. She stated that she hoped not. Commissioner Cryans suggested that HRD Simpson, NHA Bolander and Director Clough continue to work on this issue.

Casey Gordon, 911 Field Representative arrived to request the Commissioners sign an updated Data Release Agreement with 911 regarding the Unincorporated Place of Livermore. The updated form provides a check box so that the Bureau can release Maps to an agency in the case of an emergency quickly. Prior to this form being executed the Bureau could not release this information without obtaining the Municipalities approval, which can take time. Commissioner Ahern stated that he was confused as to why maps would be un-discloseable public information. Mr. Gordon explained that 911 maps contain information regarding people's residences and that all 911 information is exempt from the right-to-know law. Commissioner Ahern thanked Mr. Gordon for that explanation. The Commissioners all signed the agreement.

Human Resource Director Simpson arrived with his report *(see attached) and reviewed the report which included current openings and separations.

Commissioner Ahern asked how many more Correctional Officers the County was looking to hire. HRD Simpson responded that he wasn't sure but he would get that information for him.

Commissioner Burton asked several questions regarding licensing and certifications for employees. He asked if the HR department had thought about doing a "career day" where they invited in several local colleges. HRD Simpson stated that they had tried that and gotten very low attendance.

HRD Simpson gave out the call-out report for the month of August. Commissioner Cryans requested that future reports include the information for the previous six (6) months. HRD Simpson gave the Commissioners the numbers for June and July. The big increase this past month was in the Dietary department. Commissioner Ahern commented that in April Corrections had no call-outs and that has increased. He said that Supt. Libby has referenced concern about this and he said this report supports his concerns.

Commissioner Ahern asked HRD Simpson if he knew anything about the change in the Food Service Manager. HRD Simpson stated the NHA Bolander had made him aware of it. Commissioner Cryans asked if that is strictly a Fitz-Vogt decision. HRD Simpson said it was a mutual decision of Fitz-Vogt and the Nursing Home.

The discussion regarding call-outs continued. HRD Simpson said in his opinion a more useful report would be an overtime report. Then we could see what costs are associated with call-outs. There was discussion about what would be considered normal call-outs for an organization of our size. HRD Simpson doesn't believe that the call-outs at the County are unreasonable.

Commissioner Ahern wanted to know if he could get information regarding the nature of employees call-outs. HRD Simpson told him that all call-outs are unscheduled sick time. Commissioner Ahern asked if there is any adverse monetary impact to the County operation from call-outs. HRD Simpson stated that there was. Commissioner Ahern said that HRD Simpson stated that communication was an issue. A discussion ensued regarding that. HRD Simpson clarified that the communication issue was with the employee and their supervisor. Commissioner Ahern wanted to know if after HRD Simpson discusses an issue with a department head if he follows that up with written

documentation summarizing their discussion. HRD Simpson stated that he did not. Commissioner Ahern suggested that perhaps he should.

The Commissioners felt that this issue is one that HRD Simpson should continue to monitor and work on.

HRD Simpson gave the Commissioners an analysis that he completed on Family Medical Leaves. He reviewed that analysis. He stated that in his summary 2011 is tracking with less FMLA's than 2010, which is good. A discussion ensued regarding FMLA's, HRD Simpson stated that the County has a very high number compared to his previous employers, but stated that many other Counties deal with large amounts of FMLA's as well. He attributes this to generous sick leave packages.

Commissioner Burton thanked HRD Simpson for the report and said it was very extensive.

HRD Simpson started to discuss changes to the Personnel Policies. HRD Simpson, Department heads and the Employee Council have been working on revisions. HRD Simpson emailed the Commissioners a draft of the changes and wanted to review the major changes. Commissioner Cryans said that perhaps HRD Simpson could print a copy of the draft and summarize the changes for the Commissioners. The Commissioners will take up the approval of the policies at their September 20th meeting.

Commissioner Burton asked Director Clough if all payments were up-to-date and all permits were in order for the jail project. She stated that they were.

Commissioners signed the check registers.

The Commissioners reviewed and signed the MS-1 – Summary Inventory of Valuation form for Livermore.

Director Clough presented an out-of-state travel request from Bob Gasser from Drug Court. The request is for Jim O'Hearn, Lara Saffo and Jennifer Stone to attend the New England Drug Court training conference to be held September 18th and 19th in Groton, CT. Coordinator Gasser has secured scholarships for the conference registration and the hotel. The expense to the County will be transportation and any food not covered by the conference. Coordinator Gasser estimates it will be less than \$250 per person. Commissioner Burton moved approval of the request, Commissioner Cryans seconded the motion. Commissioner Ahern stated that he felt that one (1) person could attend and bring back the information for the others and therefore will be voting against the

motion. Commissioners Cryans and Burton in favor. Commissioner Ahern opposed. Motion passes 2 -1.

Director Clough asked the Commissioners to let her know if they will be attending the annual NHAC conference. Registration information is due to N. Bishop by September 19th. Commissioner Burton asked if there was an agenda, Director Clough stated she had not seen one. Commissioner Burton is going to attend October 23th & 24th. Commissioners Cryans and Ahern will let Director Clough know.

Director Clough told the Commissioners that it was time to start considering who they would like to dedicate this year's annual report to.

Director Clough told the Commissioners that the deadline for letters of interest for the Community Advisory Committee for the old jail were due on September 02. As of that date she had received no letters. There was a letter on her office door this morning. Commissioner Burton would like to convene a public meeting to have a discussion regarding the old jail.

Commissioner Issues:

Commissioner Burton stated that he and Commissioner Ahern attended an event at the Owl's Nest to support private property rights.

Commissioner Burton visited several flood sites on a two (2) day tour with Congressman Bass. He stated that State government has responded quickly to this emergency.

Commissioner Ahern told the Board that at a meeting last week he met a gentleman name Amin Kalaf from Bristol who used to work for USDA Rural Development and expressed an interest in helping the County look for grant funding to pay for a Biomass Plant. Commissioner Ahern has invited Mr. Kalaf to attend the September 20th meeting to discuss this. Both Commissioners Cryans and Burton welcomed his visit.

11:45 AM – Commissioners left to tour the new jail with Superintendent Libby, Oakes and Director Clough.

*1:05 PM 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll.

Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

*3:06 PM ~ Commissioner Cryans declared the meeting back in public session

Commissioner Burton moved to seal the minutes from the non-public session which was seconded by Commissioner Cryans. All were in favor.

3:08 PM – Commissioner Burton moved to adjourn which was seconded by Commissioner Cryans. All in favor.

Respectfully Submitted,

Raymond S. Burton

Commissioner's Report

Date: 9/6/11

Census: 135

Medicare: 3

Medicaid: 105

Private: 27

Other: 0

Admissions: YTD: 42

Discharges: YTD: 7

Deaths: YTD: 27

Projects:

QIS (Quality Indicator Survey) Prep

HIPAA/ICD 10 50/10 prep

Outstanding Issues:

Legal issues

Dietary dept. change

Health issue

Finance issue

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 September 6, 2011

1) **HR Activity Report** (8/2/11 to 9/2/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
UNH Extension	1	Summer Ag Ass't
Corrections	2 (2 PT)	2 RNs
Nursing Home	9 (6 FT, 2 PT, 1 PD)	5 LNA, 2 LPN, 2 Diet Aides
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	10
Corrections	3
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	15 (12 are intermittent)
Nursing Home – Non-Nursing	2 (2 are intermittent)
Non-Nursing Home	1 (1 is intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
COs (several FT + PT)	Corrections	Open to all
Assistant County Attorney	County Attorney	Open to all
Dietary Aide (PT)	Dietary Aide	Internal applicants only

Summary – All of the nursing positions have been filled. County Attorney Lara Saffo has just completed the initial round for her Ass't County Attorney vacancy. 11 Part-time Correctional Officers have started on 9/5/11, but we are still looking for more officers. FMLAs are looking great with only 3 employee not able to work in any capacity.

2) **Call Out report** – See handout

3) **FMLA analysis** – See handout

4) **Handbook** -- Draft of 2011 Employee Handbook was finished. HRD will come back to the Commissioners' meeting on September 20th to further discuss the changes and for the Board to formally vote on the proposed changes.

5) **Internal HR Operations**

- HRD reviewed handbook changes with the Managers at the Nursing Home
- Unemployment hearing over the phone w/ NH Dept. of Employment Securities
- Captain Roland Lafond gave the HRD a tour of the new jail

6) **Internal/External Meetings and Conferences** –

- August 3 – HRD met with Performance Auditors
- August 5th – HRD attended the NHAC Executive Committee meeting
- August 10th – HRD attended the Department Head Meeting
- August 31st – HRD attended the NHRS employer education session that focused on the 2011 NHRS legislation