

GRAFTON COUNTY COMMISSIONER MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
September 1, 2020

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

OTHERS PRESENT: Nursing Home Administrator Labore, Amylynn Kukler, HR Director Clough, Social Services Director Tori Clark

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

NHA Labore gave the following report:

Grafton County Nursing Home  
Commissioner's Report:  
September 1, 2020

Census:

FY '21 Budgeted Census:

Medicare: 1  
Medicaid: 85  
VA: 1  
Hospice: 1  
Private: 23  
Total: 111

Medicare: 4  
Medicaid: 94 (Daily rate= \$198.33)  
VA: 2  
Private: 23

Year-To-Date Numbers:

2020 YTD Numbers

Admissions: 24  
Deceased Residents: 26  
Discharges: 8

Other Topics:

1) Request for nonpublic session per RSA 91-A:3, II (a)

**MOTION:** \* 9:16 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.

\* 9:32 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 approve the recommendation of the Nursing Home Administrator. Commissioner Morris seconded the motion and all were in favor.

## 2) DON Recruitment Update – Request for Non Public Session

**MOTION:** \* 9:33 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) and the hiring of any person as a public employee pursuant to RSA 91-A: 3, II (b). 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.

9:47 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 approve the recommendation regarding the hire and compensation of the DON from NHA Labore. Commissioner Morris seconded the motion and all were in favor.

## 3) COVID – 19 Update:

- Surveillance testing program – NHA Labore stated that they are continuing the testing for residents and staff. Everything has gone smoothly. They have received results on

average in two (2) days and they are averaging 92-116 staff members that are taking advantage of the testing every ten (10) days.

- PPE Supplies – NHA Labore stated that thanks to Mariah Johnson, their Central Supply Coordinator, they have increased their supply counts. There are concerns about large gloves. There is a nationwide shortage. They have received ten (10) cases of gloves so they are doing ok but do have concerns about the large size gloves moving forward.

- Indoor visitation program – NHA Labore stated that three (3) weeks ago the state announced that all nursing homes are in phase 2 of the reopening plans and have since found out that Grafton, Coos and Belknap have been moved to phase 3. It allows the resumption of nonessential programs. They have been able to resume haircare, the chaplain services, and other general types of services. Families are allowed indoor visitation with two (2) designated visitors. The state recommends they be in common areas. If visits have to take place in resident's rooms and there is a roommate the roommate has to give permission. They are starting this out small to get a system in place. They have designated the Country Café as the common area to meet. Last week they had two (2) indoor visits and the feedback was very positive.

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 25<sup>th</sup> meeting.

**MOTION:** Commissioner Piper moved to approve the minutes from the August 25<sup>th</sup> meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers: 1029; 1035;1038; 1042

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
September 1, 2020

**HR Activity Report (08/04/2020-09/01/2020)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	4 (1 PT, 3 per diem)	3 per diem LNA, 1 PT Housekeeper
DOC	1 (1 FT)	1 FT CO
Maintenance	1 (1 FT)	1 FT Custodian
Sheriff's Dept	1 (1 PT)	1 Special Deputy

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	2 (2 PT)	1 PT Housekeeper, 1 PT RN
Maintenance	1 (1 FT)	1 FT Custodian
Farm	1 (1 FT)	1 FT Farm Manager

**Reasons:**

Resigned / other employer – 2  
Resigned /no reason/no notice given - 1  
Termination – 1

- **Status Changes/ dept. transfers: FT Housekeeper to FT Activities Aide, FT Maintenance Custodian to FT Housekeeper, 1 FT Farm Asst. to Interim Farm Manager**

**Active Leave of Absences as of September 1, 2020**

Department	#	
Nursing Home – Nursing	15	(11 are intermittent, 12 for self, 3 for family)
Nursing Home – Non-Nursing	3	(3 are intermittent, 2 for family, 1 for self)
County Atty.	2	(2 intermittent, 2 self)
DOC	3	(1 intermittent, 3 family)
IT	1	(1 intermittent family)
Farm	1	(1 intermittent, 1 self)
<b>TOTAL:</b>	<b>25</b>	

**Scheduled to orient 09/02**

1 PT Housekeeper

**Current Jobs posted/advertised**

LNA's (13.65 FTE's vacant)  
RN/LPN (11 FTE's vacant combined)  
CO's  
PT/FT Dietary Aide  
PT/FT Housekeeper  
FT Dispatcher

Travel Guidance Policy Update – HR Director Clough stated that the question was raised recently if an employee is on a travel quarantine during a holiday what happens with the holiday and if they are scheduled to work that holiday do they have to work the next holiday. She put this out to department heads and they felt that they should lose the holiday as it is their choice to travel. The Commissioners discussed it and agreed to update the policy to state that if an employee is out of work due to a travel quarantine and a holiday falls during that time period, the holiday will be lost and earned time, if available, will be paid for the day. If no earned time is available, the day is without pay. If it is the employee's holiday to work, they may be scheduled to work the next holiday.

CA Libby submitted the following NHARDC Grant Paperwork for the Commissioners to sign.

- Subrecipient Agreement
- Authorization to Submit Claims

Homeland Security Grant Application – CA Libby stated that the Commissioners received a memo from Director Andross for consideration of this grant application. The grant is for \$17,300 and is for a training exercise this fall that will be multi-jurisdictional training.

**MOTION:** Commissioner Morris moved to approve the grant application. Commissioner Piper seconded the motion and all were in favor.

Interim Farm Manager Nelson arrived to discuss a request with the Commissioners. He stated that they have the upcoming potato harvest and they need a lot of bodies to make this happen. Sgt. Griffin and himself were brainstorming ideas due to the lack of inmate labor. He found a potato conveyor that would allow them to harvest the potatoes more efficiently. The one that he was looking at was in New York and has since been sold but he found a similar machine in New Hampshire that he has inquired about. He stated that he wanted to see how the Commissioners feel about it. He doesn't know if they will be able to find anything available, but he is trying to reach out to see what is out there. He explained that this is new to him and he is going to reach out to Four Corners Farm to see what their procedures are. He is also going to visit for a day to another local farm to learn from them as well. CA Libby stated that he is looking for a bid waiver in the event that he finds one that falls within what they need. They don't know what the situation will be with inmate labor and this will help them in the event that the labor shortage continues to be an issue.

**MOTION:** Commissioner Piper authorized the Farm Manager to purchase a potato digger as he feels appropriate. Commissioner Morris seconded the motion and all were in favor.

FMAP Update – CA Libby stated that last Wednesday the County Administrators and Nursing Home Administrators and several Commissioners met with Director of Medicaid Henry Lipman, Kerrin Rounds and Melissa St. Cyr. The counties had Andrew Ellis from Sheehan Phinney and Jim Monahan. The state went through their justification and went through their spreadsheet showing that the counties aren't paying more than the 43.8% based on actual numbers from June of last year. CA Libby reviewed more detail with the Commissioners and reviewed the next steps. The next steps that they identified yesterday are the nominees for the County/State Finance Committee. They are supposed to be acted on next Friday at the Executive Committee meeting. They were then going to communicate to the state that these were their appointees. An email will be sent to Commissioner Shabinette telling her that a committee will be finalized next Friday and they would like something scheduled as soon as possible. They will use this committee as the avenue to try and resolve this issue. They are going to ask Commissioner Shabinette to become more involved as well because she understands the county side of it as well as anyone and she also understands the state's perspective on it. She stated that there were additional questions that were identified that they want clarification on as well. She stated that they are going to press the department for a written response to the letter they sent. CA Libby will keep them updated on the subject.

Next Week's Meeting Schedule – CA Libby stated that next Tuesday is the Primary election. Commissioner Piper has been asked to man the polls in her town. Commissioner Morris stated that her crisis prevention training starts next week, and she won't be able to attend the meeting as well. The Commissioners agreed to not meet next week.

**MOTION:** \* 10:21 AM Commissioner Piper moved to enter into non-public session for the purposes of the hiring of any person as a public employee pursuant to RSA 91-A: 3, II

(b). 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.

10:38 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.

Commissioner Piper stated that she participated in an Officers' meeting on Friday and they are being asked to contact to sponsors for the convention.

10:48 AM with no further business the meeting adjourned.

Respectfully Submitted,



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Marcia Morris,  
Clerk