

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
September 3, 2019

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

OTHERS PRESENT: Maintenance Supt. Oakes, HR Director Clough, Nursing Home Administrator Labore

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

Supt. Oakes arrived to discuss paperwork that would allow him to make a change to their underground storage tanks certification. He stated that they have four (4) underground tanks that are used to store their petroleum products. These tanks are heavily regulated. There is the owner of the tanks which are the Commissioners and they are responsible to appoint a Class A Operator, class B operator. The A Operator is responsible for everything that the owner is, they are familiar with all the rules and regulations of owning underground storage tanks. Supt. Oakes stated that he is currently the Class A Operator, Richard Thompson is the Class B operator and everyone else in the department is a Class C Operator. He explained that Richard Thompson is going to be retiring and he needs to fill that B Operator slot. Supt. Oakes stated that he has sent Rick Colbeth to receive the training to be either an A or B operator and he will be filling the Class B Operator slot when R. Thompson retires. He stated that he didn't feel right using Commissioner Lauer's stamp to sign off on this change without making the Commissioners aware of it. He stated that it doesn't need Commissioner approval, but he wants them to be aware of the changes that he is making. Commissioner Lauer stated that she has 100% confidence in Supt. Oakes, and she signed off on the documentation.

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 27<sup>th</sup> meeting. Commissioner Piper had a few grammatical edits.

**MOTION:** Commissioner Piper moved to approve the minutes from the August 27<sup>th</sup> meeting. Commissioner Morris seconded the motion, and all were in favor.

The Commissioners signed check registers 1030.

CA Libby attended the NHAC Steering Committee meeting on Friday. CA Libby reviewed the requested changes that the Commissioners Council wanted to see in the bylaws. She stated that these changes are going back to the Commissioners Council and the request will be to have the Council wait to revise their bylaws until after October. She stated that there will be a recommendation at their October Executive Committee meeting to extend the contract with the DuPont Group for another year with the understanding that during that year an RFP process will be done to look at 2021. She stated that at the NHAC Conference there will, be a full

presentation by the Steering Committee on the bylaw changes and a vote on them by the general membership at lunch on Wednesday 10/16/19.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report  
Karen Clough, Human Resources Director  
September 3, 2019

**HR Activity Report (08/06/2019-09/03/2019)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 (2 PT, 1 FT)	3 Dietary Aides
DOC	1 (1 FT)	CO
IT	1 (1 FT)	PC Support tech

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	4 (2 FT, 2 PD)	1 FT LPN, 1 FT LNA, 2 Per Diem LNA
County Atty's Office	1 (1 FT)	Case Intake Assistant
DOC	3 (3 FT)	1 CO, 1 Medical Coordinator, 1 Cook

***Reasons:***

Resigned w/ no reason given - 1  
Retirement - 1  
Termination - 3  
Personal - 3

- ***Status Changes/ dept transfers: 1 FT LNA to Per Diem (school), 1 Per Diem LNA to FT, 1 PT Housekeeper to FT Activity Aide***

***Active Leave of Absences August 6 - September 3, 2019***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	15	(11 are intermittent, 9 for self, 6 for family)
Nursing Home – Non-Nursing	5	(5 are intermittent, 3 for family, 2 for self)
County Atty.	2	(2 intermittent, 1 family, 1 self)
Sheriff's Office/Dispatch	1	(1 Family)
DOC	3	(1 intermittent, 1 self, 2 family)
TOTAL:	26	

**Scheduled to orient 09/04/19**

1 FT Licensed Maintenance Asst. (HVAC/Refrigeration)  
1 PT Dietary Aide

**Current Jobs posted/advertised**

LNA's (8 FTE's vacant)



RN/LPN (9 FTE's vacant combined)  
CO's  
PT Dietary Aide  
LADC  
Social Service Director  
2 RN Unit Managers  
DOC Medical Coordinator  
PT Housekeeper  
2 Corrections Cooks

Other: Planning a job fair for 9/17 in Nursing Home, Report on meeting w/ VTC 8/7, LNA Class

HR Director stated that they met with Vermont Tech College on August 7<sup>th</sup>. She stated that it was a good meeting, but there are no quick answers. VTC is still working for full accreditation with the Glencliff Home and have been for three (3) years. They do hope by this time next year they will have full accreditation so they will be able to start the program in the fall of 2020. They are taking applications currently. The application date opened yesterday and will close on December 1<sup>st</sup>. As long as the full accreditation goes through, they will be set up for eight (8) students in the Glencliff Program. A representative from VTC stated that she believes four (4) of those seats may still be open. HR Director Clough stated that they are looking to see who they may be able to send to that program, however; their overall nursing home program has 200 available seats and 500-700 applicants for those seats every year. It is very competitive. Before admission they have to have higher education within the last four (4) to five (5) years. HR Director Clough explained that if they have an LNA who has been in that position for a length of time with no higher education, they would need to take some pre requisite classes before their application would be viewed in full. She stated that they were able to discuss Grafton County becoming a clinical site. NHA Labore has submitted the letter to enable them to become a clinical site. VTC working to develop a long-term care model for their program that would offer classes on the weekends and clinicals during the week. They did not feel there would be a start date until at least 2021. HR Director Clough noted that the LPN program is only a ten (10) month course, but if they are unable to get anyone into it until 2021, it will be a while before they can see results. The cost of the program is \$21,000. They would have to have discussions to decide if the county is going to pay for any of that and how they would flex the schedule of the employees who were interested in taking the course. HR Director Clough stated that they received a lot of information from the meeting but there is no quick answer.

HR Director Clough stated that she met with NHA Labore and the Director of Nursing about setting up another LNA class. Commissioner Piper appreciates all of HR Directors work in getting them all of this information.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home  
Commissioner's Report:  
September 3, 2019

Census:

Medicare: 6  
Medicaid: 85  
VA: 3  
Hospice: 5  
Private: 24  
Total: 123

FY '20 Budgeted Census:

Medicare: 5  
Medicaid: 91 (Daily rate= \$185.20)  
VA: 1  
Private: 28  
Total: 126

Year-To-Date Numbers:

2019 YTD Totals

Admissions: 51  
Deceased Residents: 24  
Discharges: 23

Other Topics:

NHA Labore noted that the census is higher than what shows but over the weekend they had three (3) residents that were sent to the hospital that they expect will be admitted back to the nursing home this week.

- 1) Monthly Financial Review – NHA Labore stated that they finished the month of July \$125,000 ahead of revenue and finished about \$208,000 under expended. They are roughly \$11,000 over expended in the contracted nursing and they are monitoring that closely.
- 2) LNA Tier Program – NHA Labore stated that they are starting the tier program and have sent out a notification out to employees. Trainings are beginning this Thursday the 5<sup>th</sup> and run through September 27<sup>th</sup>. They have had roughly 24 LNAs express interest. He stated that they have decided to move ahead with just the Tier 2 program for now and see how that works before they implement the Tier 3 portion.
- 3) Fireworks – NHA Labore stated that they will be having their fireworks for the residents on September 5<sup>th</sup> 7:00pm.
- 4) Senator Giuda Recognition of Steve Meisel and Jim Cormiea – NHA Labore stated that they had done a press release in the Journal Opinion for their award they received. Senator Giuda saw the press release and drafted a resolution for them as well.
- 5) Request for Non-public session

**MOTION:** \* 9:47 AM Commissioner Piper moved to enter into non-public session for the purposes of 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 (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.

\* 9:52 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 submitted a MS-45 form for Commissioner Morris to sign.

Farm Committee Meeting – CA Libby stated that she would like to have the first meeting next Tuesday the 10<sup>th</sup> at 11:30am.

CA Libby will be attending the NHAC Awards Committee meeting tomorrow in Concord.

CA Libby stated that she received a notice that Primex is hosting a Strategic Planning Kick Start training session Tuesday October 1<sup>st</sup>. She asked the Commissioners if this is something that they would like her to attend rather than be at their meeting that morning. The Commissioners agreed that they feel that would be a valuable session for her to attend.

Commissioner Morris stated that she has been working on the Opioid Project and she has received all of the information that she needs and will finish putting everything together tonight.

Commissioner Piper participated in the Legislative call. She stated that in terms of the County Cap there have not been any changes to what is in the budget. She stated that in regards to the Medicaid rate increase, the Governor wanted to target a Medicaid rate increase to specific services but the legislature wanted it across the board and the Governor agreed to the across the board increase. Commissioner Piper stated that the counties are hoping that the Senate sustains the Governor’s veto on HB349 which would allow inmates to have a second opinion on medical conditions. She noted that the Dementia bill that would require across the board training is going to get the correction that NHA Labore has been requesting.

Commissioner Lauer attended Auralie Achilles retirement party. Several Correctional Officers who were on vacation or their day off attended. She also attended the Adult Diversion Graduation on Friday as well.

10:06 AM with no further business the meeting adjourned.

Respectfully Submitted,



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Marcia Morris,  
Clerk