

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
August 2, 2022

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

OTHERS PRESENT: Nursing Home Administrator Labore, HR Director Clough

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

NHA Labore arrived and gave the following report: *(see attached)

NHA Labore stated that he had sent the Commissioners a memo regarding a request to upgrade
the Restorative Nursing Coordinator position from G19 to G20 to ensure fair compensation for
the required job duties associated with the position. The memo explains that a Position Analysis
Form was completed for the RNC position to ensure appropriate scoring on the new wage chart.
An analysis was completed and demonstrated that the RNC position should be scored at a G20
instead of the current G19.

MOTION: Commissioner Ahern moved to accept the Nursing Home Administrators
request to change the grade for the Restorative Nursing Coordinator from Grade 19 to
Grade 20, as supported by the recently completed Position Analysis Form and as
recommended by the Nursing Home Administrator and supported by the Grafton County
Human Resources Director effective July 31, 2022. Commissioner Lauer seconded the
motion and all were in favor.

CMS Quality Improvement Initiative – NHA Labore reported that CMS has identified the
Grafton County Nursing Home as a Covid hotspot due a number of positive cases at the
beginning of the year. He stated that he received a threatening email giving the Nursing Home
the option to either participate in a quality initiative to show they are doing their best to stop the
spread of Covid or deal with the possible penalties and therefore NHA Labore chose to initiate a
quality improvement initiative. The nursing home is participating in a masking initiative, which
they have already been doing so this is not creating any additional work except for some extra
administrative work to document what the Nursing Home is doing. They started two (2) weeks
ago with a baseline compliance rate of 88%, and it has increased to 90%. NHA Labore stated
that under CMS regulations visitors are not required to wear a mask when they are in the rooms
with their family members or in-group settings for meals with the residents and therefore the
likelihood of Covid being brought into the building from visitors is high. NHA Labore further
discussed the issue with the Commissioners and answered questions.

NHA Labore requested to go into nonpublic session.

MOTION: * 9:18 AM Commissioner Ahern 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 Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 9:30 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

HR Director Clough arrived and gave the following report: (* see attached)

HR Director Clough requested a nonpublic session

MOTION: * 9:40 AM Commissioner Ahern 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 Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:39 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the July 19th meeting. She stated that she had a couple of clarifying edits.

MOTION: Commissioner Lauer moved to approve the minutes from the July 19th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers FY 2022 – 1200; 1202-1203; FY 23 1006 – 1010; 2022-07.22.2022

3. CA Libby submitted the MS 46 form for the Commissioners Proposed Budget for all three Commissioners to sign.

4. CA Libby submitted a NHDRA Form for Livermore for all three (3) Commissioners to sign.

5. CA Libby submitted the following CDBG forms for the Commissioners to sign:

- Sub-recipient Agreement for GRDC
- Authorization to Submit Claims form for NHARDC
- Professional Services Agreement – North Country Council – NHARDC

6. Final Appropriation Transfers – CA Libby submitted a list of final appropriation transfers totaling \$6525.00.

MOTION: Commissioner Lauer moved to approve the appropriation transfers totaling \$6,525.00. Commissioner Ahern seconded the motion and all were in favor.

7. CA Libby reported that the year-end audit was completed last week. All fieldwork is done and everything went well. The auditors will continue to finalize everything and she stated that she should have the final audit mid-October to November.

8. Farm Update – CA Libby stated that she met with the Farm Staff, Supt. Elliott and Sgt. Griffin and they discussed the reduction of the herd and milking times. She reported that they sold sixteen (16) cows last week and eight (8) this week. They are actively working on getting the herd reduced. She will be working closely to monitor the reduction in revenue as well as the appropriate reduction in expenses. She noted that they have had four (4) applications for the Farm Manager. FM Nelson's last day is August 13th and the remaining farm staff will be working on a milking schedule that works for them. CA Libby reported that Sgt. Griffin will be in charge of harvesting potatoes and they will try to get a 3rd cut of grass before FM Nelson's last day.

9. CA Libby reminded the Commissioners that there is no meeting next week.

10. CA Libby stated that, with regard to the Opioid Settlement, Strafford and Rockingham Counties have both terminated their relationship with Napoli and she believes there are other counties that will do the same. She will follow up with more detailed information when it is available but stated she wanted to make the Commissioners aware.

Commissioner Issues:

1. Commissioner Ahern requested a nonpublic session.

MOTION: * 11:05 AM Commissioner Ahern 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 Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:09 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

2. Commissioner Lauer stated that the Caledonian Record ran a front-page article about the County Farm being in danger but under the headline was an article on another town. She talked to Robert Blechl and he had gone by the minutes of the July 12th meeting where they had the initial discussion on the farm. She told him that they were not closing the farm; they are looking at a number of possibilities for the future of the farm.

3. Commissioner Piper attended the NACo Conference in Colorado. She stated that she attended sessions for both Grafton County and the NHAC and collected information from vendors. One piece of information she received that she will pass on to HR, was from insurance agency working through NACo that provides additional voluntary benefits in order to make organizations more competitive in hiring and retention. She stated that the county already offers some of these benefits but there may be others worth looking into. Another program that she will pass along to the NHAC was in regards to lowering costs for healthcare for inmates, knowing that inmates have to give up their benefits while incarcerated.

4. Commissioner Piper stated that she received a call from Senator Suzanne Prentiss regarding a community health center and finding funding for them. Senator Prentiss is working with the DHHS and Federal Delegation and thought she would contact the county knowing that they have ARPA funds. Commissioner Piper stated that Mascoma Health Center will be taken over by an agency called Health First and they have a good CEO who is coming on board. They are looking for funds to help carry them from October to January when the takeover will happen. They are looking for \$160,000 in operational funds and \$750,000 in transitional funding. Commissioner Piper stated that she told Senator Prentiss that she would present this to the Commissioners and County Administrator as they have another round of ARPA requests in September and discuss the possibility of sending them an application. Commissioner Lauer expressed concerns about opening up the doors for other agencies to request funding. Commissioner Piper explained that this is a stopgap measure to get this agency through until the new agency takes over in January. She noted that Senator Prentiss is seeing what kind of money is available to assist them.

Commissioner Ahern noted that if this agency is already receiving funds from taxpayers in an indirect way, the towns are also losing taxpayer funds, as these nonprofits do not pay taxes. Commissioner Piper stated that she understands what the Commissioners are saying. She is trying to respond as a public servant to another and noted that the Commissioners would have the opportunity to review the application and the Executive Committee would as well. The Commissioners and CA Libby agreed to send them an application but stated that there is no guarantee the application would be approved.

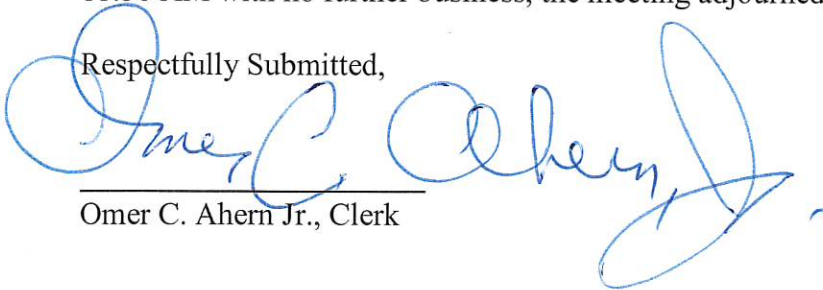
MOTION: * 11:33 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right 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 Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:50 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

11:50 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern Jr.", written over a horizontal line.

Omer C. Ahern Jr., Clerk

Grafton County Nursing Home Commissioner's Report: August 2, 2022

Census

Medicare: 0
Medicaid: 64
VA: 2
Hospice: 0
Private: 18
Total: 84

FY '23 Budgeted Census:

Medicare: 2
Medicaid: 73
VA: 3
Hospice: 0
Private: 22
Budgeted Census: 100

Monthly Admissions/Discharges

Admissions: 1
Deceased Residents: 5
Discharges: 0

Other Topics:

- 1) July 27th Commissioner Memo Request
- 2) CMS Quality Improvement Initiative
- 3) Request For Non-public Session

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 August 2, 2022

HR Activity Report (06/08/2022-08/01/2022)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	7 (1 PD, 4 FT, 2 PT)	1 FT Dietary Aide, 1 Per Diem LNA, 2 FT RN, 2 PT Dietary Aide, 1 FT Unit Secretary
Maintenance	1 (1 FT)	1 FT Skilled Maintenance Asst.
County Atty's Office	2 (2 FT)	1 FT Asst. County Attorney, 1 FT Investigator

Separations

<u>Departments</u>	<u>#</u>	<u></u>
Nursing Home	9 (1 FT 8 PD)	7 PD LNA, 1 PD RN, 1 FT RN
DOC	3(3 FT)	1 FT CO, 1 FT Asst. Dietary Manager, 1 Substance Abuse Counselor
County Atty's Office	1 (1 PT)	1 PT Grant Coordinator
Alternative Sentencing	1 (1 FT)	1 FT Director

Reasons:

- Resigned personal reasons/no reason- 1
- Termination –
- Vaccine Mandate -
- New job/career change – 3
- Relocated – 1
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 9

- ***Status Changes/ dept transfers: 1 FT MNA to Per Diem, 1 FT LNA to per diem, 1 PT Dietary Aide to FT Activity Aide***

Active Leave of Absences as of June 8, 2022 to present

<u>Department</u>	<u>#</u>	<u></u>
Nursing Home – Nursing	8	(4 are intermittent, 6 for self, 2 for family)
Nursing Home – Non-Nursing	5	(4 are intermittent, 3 for family, 2 self)
DOC	1	(1 intermittent, 1 self)
Sheriff's Dept/Dispatch.	2	(2 intermittent, 2 family)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, family)
Alternative Sentencing	1	(1 intermittent family)
Maintenance	1	(1 self)

TOTAL: 21

August 17th scheduled orientation

- 1 FT Laundry Aide
- 1 FT Evening Clinical Asst.

Current Jobs posted/advertised

LNA's (28.95 FTE's vacant)

RN/LPN (16.15 FTE's vacant combined)

ADON

MDS Coordinator

RN Per Diem DOC

CO's

Housekeeper (PT)

Dietary Aide

Dispatcher

Licensed Maintenance Asst. (Electrician)

LADC

Farm Manager

Other business: