

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Monday November 7, 2005

PRESENT: Commissioners Michael Cryans, William Gabler and Ray Burton, Executive Director Julie Clough and Secretary Jeri Martino.

The Meeting was called to order 9:05 AM

Commissioner Gabler motioned to accept the minutes from the October 31st meeting, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

The Executive Director informed the Commissioners that she received a call from Pat Garvin from CDFA regarding NCC being the administrators of the CDBG for the Dartmouth Regional Technical Center, stating a conflict of interest due to the fact that NCC is a co-owner of the building. If the building is sold, \$460K will go back to the Economic Development and the balance of the proceeds will go to NCC. Ms. Garvin's best suggestion was to put the administration responsibility out to bid. Christine Walker from NCC has already done the Environmental Study for the grant. Suggested cost of administration is approximately \$35K. It was agreed that the administration of the grant will be sent out to bid.

Commissioners Cryans and Burton signed the paperwork for the CDBG grant for the DRTC.

The Local Government Center approached the Executive Director and presented her with a proposal for the Workman's Compensation coverage, which was considerably lower than the rate the county currently has with PRIMEX. There was a 10% increase from PRIMEX this year, bringing the fee up to \$192K+, which was based on estimated figures by PRIMEX. The county also has a multi year contract with PRIMEX which expires December 31, 2007.

Given the fact that there may be a considerable savings to go with The Local Government Center, Commissioner Cryans suggested contacting PRIMEX and seeing if they will come to some kind of adjustment, considering the LGC's proposal. It may also behoove the county to consider breaking the multi year contract if the penalty turns out to less than the savings. Commissioner Cryans also made a point of informing the board that he is currently a board member on the LGC.

Commissioner Burton will be meeting with the Good 'Ole Boys for lunch today. Commissioner's Gabler and Cryans will also attend.

Commissioner Burton asked Commissioner Cryans if there was a grant in the works for the Drug Court. Commissioner Cryans stated that Atty. St. Hilaire is in charge of that process and that DHMC has committed their grant writer, and it is currently being worked on. According to the Executive Director, only about \$100 of the budgeted \$25K has been spent so far.

Commissioner Gabler hosted a breakfast in Hebron which had a turn out of about 80 people, including Commissioner Burton.

Commissioner Gabler asked the two Commissioners if they had any suggestions for the location of next year's county conference. After some discussion, the consensus was that it would be nice to have the conference at the Mt. Washington Hotel as opposed to the Balsams again.

Commissioner Cryans attended the annual meeting of the NH Council on Aging, which was chaired by Roberta Bernier. There were speakers on local and national issues concerning the elderly. Some of the major concerns were the lack of funding for programs such as meals on wheels and other funded programs.

Commissioner Cryans was excused from last Monday's meeting because he had a meeting as board member with Unique Plan. 6% of their money comes directly from NH residents. The money from the fidelity goes to scholarships for the neediest students in the state. Scholarships total \$300K this year.

All three Commissioners and the Executive Director attended the LNA graduation on the 4th of November. Seven LNA's from the county graduated. All agreed that the graduation was a tremendous success and overall a wonderful and impressive event. Commissioner Burton called it one of Grafton County's finest hours.

The Threshold's Graduation will be held on November 22, 2005. Commissioner Cryans will attend.

10:20 AM Supt. Libby arrived with his report, saying that the jail was currently at full capacity with 108 inmates in-house and 120 on weekends for a total population of 120. The Superintendent is considering moving the females back down to the basement area. The Thresholds class will be graduating a class of ten inmates, which is one of the largest classes.

Commissioner Burton, getting ready for his year end report, asked Supt. Libby what his number one accomplishment had been this past year. Supt. Libby said there were actually two things that he felt were important accomplishments:

1. The Community Work Program, which has been a 365 day a year effort, has helped many local towns and non-profit agencies to be able to get work done that they may otherwise not have been able to. Well over 5000 man hours were logged this year, perhaps more by year's end.
2. The working staff and their abilities. Supt. Libby commended his staff highly.

Commissioner Cryans asked Supt. Libby what his biggest need was. Supt. Libby replied that he needed to spend some time reviewing the jail policies and procedures and updating them as needed. He noted that safety procedures needed to be modernized.

Commissioner Burton asked about inmates who had been held for a long time without trial. Supt. Libby said that depending on the offense, sometimes the process just takes longer. This is particularly true if the offence is a serious one.

10:40 AM Nursing Home Administrator Eileen Bolander arrived. She informed the Commissioners that "Trick or Treat Street" at the nursing home was a big success, with a turnout of almost 300. Both NHA Bolander and DON Shields have been selected to attend the FEMA training that they applied for.

NHA Bolander made a request to the Commissioners from Dietary to increase the amount of the dietary staff, stating that due to the fact that there are more inmates in the jail, it has become difficult to keep up with the food production. She stated that dietary had expected the inmate population to be at around 110 and is now at 120, which resulted in an additional 10 more meals to prepare per mealtime. The Executive Director noted that if more staff were to be added, the Commissioners would have to vote on it since it was not in the budget to add more staff. NHA Bolander said she would work with dietary to see if a more adequate schedule could be set that may alleviate the problem.

NHA Bolander informed the Commissioners that the book that Sheila Bass has written is ready for release. Sheila will be having a book signing in the Activities room on the 30th of November. 30% of the book's proceeds will benefit the Home Association. There is a plan to go to the Blaze Star Farm on December 9th.

The census at the nursing home is 124.

Commissioner Cryans commended NHA Bolander on the terrific graduation that was held for the LNA's, saying what a wonderful night he thought it was.

Commissioner Burton asked NHA Bolander what she thought her finest accomplishment was for the year 2005.

NHA Bolander said that having the LPN program's clinical sight, at the nursing home, wherein seven Grafton County employees were able to train to become LPNs was a great accomplishment. Also significant is the fact that 100% of the dietary staff is Safe Serve certified.

11:05 Human Resource Director Joanne Mann arrived. Current vacancies are:

- 4- LNAs
- 1-Restorative Aide
- 1-Activities Aid (Temp. Full Time)
- 1- Legal Secretary

HRD Mann met with people from Health Trust to go over the wellness program.

Representatives from HealthTrust have informed HRD Mann that the rates have now been set for the medicomp in/out prescription drug coverage for anyone who wants to pick up Medicare D and switch over to that program.

The annual wage update is currently underway and in the information gathering stage.

Commissioner Burton asked HRD Mann what her greatest accomplishment has been in the year 2005.

HRD Mann stated that her appreciation of the new office space coupled with the addition of another staff person, have allowed Human Resources to operate more professionally.

11:20 AM Supt. Oakes arrived and presented his maintenance activity report. There was a boiler fracture in the 1930's building this morning which caused some water and steam leakage. This is a brand new boiler which is under warranty. Vermont Mechanical has been contacted.

Commissioner Burton asked Supt. Oakes if there were guarantees and warranties on items that were used in the renovation and if so, where are they kept. Supt. Oakes said that he had manuals for all the equipment that was installed and the guarantees/warranties are kept with the manuals, which are housed in the maintenance area.

Commissioner Burton asked Supt. Oakes what his greatest accomplishment for 2005 has been. Supt. Oakes replied that he thought that the reorganization of the maintenance department was probably his biggest accomplishment as he and his staff is in a better position to address the needs of the complex as they unfold.

Commissioner Cryans asked Supt. Oakes if everything was ready for winter, which was answered in the affirmative. All the equipment, trucks etc. are ready for plowing and sanding and everything is fine working order.

Commissioner Cryans asked Supt. Oakes to look into a way of addressing the accumulation of water at the top of the stairs at the Admin Building, so that no one slips on it if it should ice over, perhaps a grate or something to cover it.

Commissioner Cryans asked Supt. Oakes if he had been in touch with Mark Chain from Alumni Hall regarding the photography display. The Executive Director visited the hall to get an idea of the scope of the display and Supt. Oakes will coordinate the move and prepare the Courthouse so that the works can be displayed. Once hung, the photographs will remain until January 2006.

Being no further business the meeting adjourned at 11:40 AM

Raymond S. Burton, Clerk