

## Sullivan County NH

**Type of meeting:** Board of Commissioners Meeting Minutes

**Date / Time:** July 20, 2004; 1:30 PM

**Place:** Unity - Nursing Home / Activities Room

**ATTENDEES:** *Commissioners* Rudolf Adler, Donald Clarke and Bennie Nelson (arrived later); Ed Gil de Rubio - *County Manager*, Robert Hemenway - *Nursing Home Administrator*; Gregory Chanis - *Facilities & Operations Director*; Sharon Johnson-Callum (minute taker).

**OTHER ATTENDEES** joining meeting in progress: Peter Farrand - *Human Resource Director*, Kim Baker - *Nursing Home Activities Director*, one male resident.

1:32 The meeting was called to order by Commissioner Chair - Rudolf Adler. Comm. Clarke lead all in The Pledge of Allegiance.

### AGENDA ITEM NO. 1 JULY 6 PUBLIC AND NON PUBLIC MINUTES

1:34 A motion was made to approve the minutes as typed.

Motion was made by: Comm. Adler.

Motion seconded by: Comm. Clarke.

Discussion: Comm. Clarke requested two corrections. 1) Page 2, fourth line up from bottom, change "rite away" to "right of way" and 2) the spelling of Mrs. Jarvis's first name should be "Ethel".

Voice vote: Both Commissioners approved minutes with the two corrections.

### AGENDA ITEM NO. 2 PUBLIC PARTICIPATION

There were no public/residents in attendance.

### AGENDA ITEM NO. 3 NURSING HOME REPORT

#### CENSUS

Nursing Home Administrator handed out copies of the Nursing Home Census (See attached). Beds filled illustrate 139: 26 of these private pay residents.

#### CONTRACTED PHYSICIANS

Associates in Medicine has assigned Dr. Herfort on as the new Medical Director. Associates in Medicine visits the Nursing Home two to three times per week, per Hemenway.

#### STAFFING - DIRECTOR OF ADMISSIONS

Administrator indicated they have interviewed four to five people for the position titled Director of Admissions.

1:38 *Comm. Nelson arrived.*

#### STAFFING - CONTINUED

Administrator indicated eight students are participating in the Nursing Home LNA class. Anticipated graduation will be the first or second week in August. Two new RN's started.

#### SOFTWARE UPDATE

Administrator confirmed they continue to utilize the new software. He indicated, with the new software physicians can enter documentation rather than hand write notes. He also stated Laurie Fontaine will be available to dictate for physicians, if required by physician. They are processing their first admission on the new software today. Administrator indicated all continue to be pleased with the software – very user friendly.

*1:41 Kim Baker - Director of Activities and a male resident joined meeting in progress.*

#### EMERGENCY PROCEDURES

Administrator confirmed the Nursing Home Emergency Procedures was reviewed with the Unity Fire Chief, Bruce Baker, Sheriff Michael Prozzo and the new Facilities & Operations Director, Gregory Chanis. Baker, Sheriff and Hemenway have signed the official procedures document. Hemenway would like to have the Board of Commissioners approve it in order to use the policy for an upcoming training session. The Board has not seen the official document. Johnson-Callum will attain a copy to forward to them. They will place the issue on the August 3<sup>rd</sup> Board meeting.

**1:46 A motion was made to review and approve the Emergency Procedures at the August 3<sup>rd</sup> Board meeting.**

**Motion was made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: Comm. Adler requested copy of the policy to be forwarded to Emergency Management Bureau once approved.**

**Voice vote: All in favor.**

#### STATE VISIT

Administrator indicated, in response to an incident report provided to the State, the State visited last week investigating the issue. A team of three reviewed the incident, finding four deficiencies. Confirmation from the state, by letter, arrived last week. The Nursing Home came up with a plan of correction, which was returned to the State on Saturday. The State responded with a correction of plans in one area, and then returned the plan with approval. Hemenway provided copy of documents to Board.

#### HIPAA REGULATIONS

Administrator indicated he was currently reviewing the Nursing Home HIPAA policy.

#### AGING REPORT

Administrator indicated the report illustrated the grand total was up \$220,000. He indicated some of the increase is due to State delays in approval of resident for Medicare

coverage and stated since the report was run, funds have been received for a long outstanding debt, and another case is close to closure.

#### DOCUMENTATION ISSUES

Administrator discussed upcoming supervisor and nurse manager's meeting regarding documentation required on resident charts.

#### AGENDA ITEM NO. 4 FACILITIES & OPERATIONS REPORT

The Board of Commissioners welcomed the new Facilities and Operations Director, Gregory Chanis.

Chanis provided a verbal report, briefing the Board on the last couple of weeks and future plans. He indicated he has received support and patience from the Nursing Home employees and staff. Over the past two weeks, while dealing with staff on summer vacations, he has been getting to know his department's staff, discovering their interest and skills. He's familiarizing himself with the basic workings of the buildings, trying to understand all the roof fans and duct work - he was able to get a few fans running that had not run in several years. He'll be looking into maintenance schedules of the vehicles, the Newport buildings and is reviewing current contracts. County Manager indicated he'd e-mail a copy of a schedule of contracts and bid dates to him. Chanis will be meeting with the County Manager regarding the budget process. He then discussed his goals. Short term goals: communicate to workers expectations regarding work orders, priorities and work productivity, reviewing basic safety equipment, which will include boilers and air conditioning units, review and put in to place tool access control, which will include policies for both staff and inmates. County Manager pointed out Dietary, Linda Foisy and DOC Superintendent, Scott Hagar, were drafting a policy pertaining to inmate labor in Food Services. Chanis indicated he sees great benefits using inmate labor. He'd like to refine the work order system, which he feels is quite good, but should include quality assurance indicators. Chanis passed out copies of a "Work Order Tracking" report, which illustrated work orders, including hours, for: DOC, Nursing Home and Newport. Long term goals: to create a work order program which will track quality. General discussion commenced on the creation of the chart, how the hours for certain work projects was figured; and another would be to create a County land use plan. Mid term goals, goals to be accomplished within a year: straighten out the various shops - so that they are not so scattered. Chanis is concerned about the probability of loss of tools being higher as there are more areas to store tools.

Commissioners discussed their views on property ownership, wanting to provide access to public. Comm. Clarke indicated a new liaison position was created, at the State level, which will provide assistance for large landowners on how to get the most benefit from their property. Comm. Adler suggested creating a panel to look at County land use, indicating he'd like to see people on the panel from: Soil Conservation and Agriculture. Commissioners agree they need to get a handle on which buildings to salvage. County Manager will be meeting with Chanis regarding an RFP draft pertaining to the Maple Hill building. County Manager will schedule a group tour for Commissioners with Chanis.

Chanis indicated he had met with Superintendent Hagar, discussing building use for inmate type projects. Chanis would like to see improvement on property, enhancing the look, providing a better attraction to residents.

Nelson pointed out Brooks McCandlish had not followed up with Crescent Lake Snowmobile Rider Club regarding the trail improvements. Chanis indicated he'd follow through on this matter.

Hemenway indicated his department heads have praised Chanis on the speedy response each receive to work orders they have submitted since Chains assumed the Facilities & Operations Director position.

*Hemenway left room to get Human Resource Director, Peter Farrand.*

#### **AGENDA ITEM NO. 5 SMOKING POLICY**

County Manager handed out copies of the "Article XXX Smoking Policy". Board of Commissioners reviewed draft.

*Peter Farrand joined meeting.*

Farrand indicated the ideas from the Smoking Policy came from smoking policies created by the University of NH and New Mexico. He confirmed this policy pertains to the Employee Manual. Commissioners discussed each part of the policy, removing wording in the first bullet.

#### **2:40 A motion was made to approve Article XXX Smoking Policy as they have modified it and presented.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson**

**Discussion:** HR Director indicated the Smoking Policy would be inserted in the new Employee Manual, which will be reviewed with all employees. County Manager suggested a reminder of the non-smoking policy could be sent out six month prior to the effective date. Commissioners stressed employees need to be aware there is help to stop smoking, and how to attain that help. HR Director suggested inviting a Health Trust speaker to the facility for a cessation workshop. He felt they could schedule this within eight weeks. Hemenway indicated, once the smoking policy is approved, they need to set a date when no further admissions would be allowed to come in on a smoking basis. Commissioners suggested grandfathering in residents who currently smoke. Hemenway feels it will not present a big impact on future admissions. Hemenway will check the smoking policy at other nursing care facilities in area. He discussed the \$5,000 grant application due in October, which would be award in Jan/Feb, if approved. Personnel Policy is currently at the printers. Commissioner Adler requested word in last sentence "policy" be changed to "article". They agreed to place an effective date on the policy of August 1, 2005.

**Voice vote: All in favor.**

**AGENDA NO. 6 COUNTY TREASURER REVENUE ANTICIPATION NOTES**

Minute taker presented three forms to Board requiring signatures from the three Commissioners. County Manager pointed out that the forms were presented to them by County Treasure and pertained to borrowing five million at the rate of 2.45%. It was noted this had been discussed and approved at a previous meeting.

- 2:44 A motion was made to approve the signing of the promissory notes and governmental anticipation note for 5 mil with the interest rate of 2.45 %**  
**Motion made by: Comm. Clarke.**  
**Motion seconded by: Comm. Nelson.**  
**Discussion: None.**  
**Voice vote: All in favor.**

*Board of Commissioners signed forms.*

**AGENDA ITEM NO. 7 COUNTY MANAGER REPORT**

**DOC CENSUS**

County Manager handed out the DOC bi-weekly census, which he pointed out, had decreased.

**MS42 FORM**

County Manager passed out a copy of the MS-42 form, which reflects figures approved by the Delegation during the Annual County Convention (June 29<sup>th</sup>). He confirmed, once the County auditors complete their work, the MS-45 form will be submitted.

**MICROCREDIT-NH**

County Manager handed out copy of a letter from Rob Riley, MicroCredit-NH, which he indicated was sent to the Board of Commissioners requesting their signature. The letter is to be sent to Grafton Board of Commission, and provides an endorsement from the Sullivan County Board of Commissioners for MicroCredit-NH. *Board of Commissioners signed the letter. (See copy attached)*

- 2:45 Peter Farrand returned to meeting with corrected Article XXX Smoking Policy. Board of Commissioners signed document (See attached).*

**COUNTY BUDGET**

County Manager indicated he'd be providing a surplus projection report for Commissioners prior to their meeting in Newport.

**MERIT ISSUES**

County Manager will provide a report to Commissioners regarding the merit issues at the next meeting. Commissioners want the employees to know their complaints have been heard and being worked on.

**AGENDA ITEM NO. 8 FAMILY PROCLAMATION**

*2:54 Board of Commissioners signed the Family Proclamation, which was approved at the previous meeting. (See attached).*

**AGENDA ITEM NO. 9 COMMISSIONERS REPORT**

**NHAC ANNUAL CONVENTION AWARD NOMINATIONS**

Comm. Adler requested County Manager to strategize, with department heads and elected officials, on NHAC award nominees. He'd like to see a consensus of who they will bring forth. County Manager pointed out new Team category award on list.

**NHAC TRADE SHOW**

Comm. Adler indicated there was an upcoming trade show Oct 3<sup>rd</sup> through the 6<sup>th</sup>, being held at the Balsams and being hosted by Hillsborough County. Comm. Adler would like to see Sullivan County host an event similar to this with NHAC.

**STATE / COUNTY FINANCE COMMITTEE MEETING**

Comm. Clarke confirmed there would be a State / County Finance Committee meeting Friday, July 23<sup>rd</sup> in Concord @ the Brown Building at 1:30 p.m.

**UNITY FACILITIES TOUR**

Board of Commissioners would like to schedule a tour of the Unity Facilities with Greg Chanis and County Manager. County Manager will review calendar and set date, then contact the Board and Chanis.

**COUNTY MANAGER EVALUATION**

Board of Commissioners asked to set a date to finalize the County Manager's evaluation.

**AGENDA ITEM NO. 8 UPCOMING EVENTS.**

**AUDITORS**

County Manager confirmed the auditors would be at the Commissioners Office next week.

**SIDE NOTE**

At this point Mr. Hemenway pointed out two new copiers had come in to the Nursing Home. They each have codes that must be used, which indicate who is using them. He feels this should cut down on copy cost.

**AGENDA ITEM NO. 10 EXECUTIVE SESSION**

County Manager indicated there was a non-union contract issue, which he needed to update Board of Commissioners on.

**3:00 Motion to go into Executive Session to discuss non-labor contract.**  
**Motion made by: Comm. Clarke.**  
**Motion seconded by: Comm. Nelson.**  
**Discussion: None.**  
**Roll call vote: All in favor. Unanimous.**

**3:35 Motion made to come out of Executive Session and adjourn meeting.**  
**Motion made by: Comm. Clarke.**  
**Motion seconded by: Comm. Nelson.**  
**Discussion: None.**  
**Voice vote: All in favor.**

Respectfully submitted,

*Bennie Nelson*

Bennie Nelson, Clerk  
Board of Commissioners

BN/s.j-c.

**APPROVED**  
@ 8-3-04 Meeting