

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
July 11, 2018

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Director of Finance Carrie Klebe; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Administrative Assistant Linda Harris; Sheriff Brian Valerino; Captain Keith Roberge; Human Resources Coordinator Julie Brunault; Brendan Prusik, UNH/Cooperative Extension; Representative Robert Théberge; Representative Wayne Moynihan; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:05 a.m. and welcomed everyone to the meeting. Representative Robert Théberge led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to remove item 6a Nancy Frank, Region 7 IDN as she would not be attending the meeting and to add Brendan Prusik, UNH Cooperative Extension to discuss and approve the Memorandum of Agreement between the University System of New Hampshire and Coös County. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as amended. All approved 3-0.

3. Approval of the Minutes of the June 6, 2018, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the June 6, 2018, regular meeting, as presented. All approved 3-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of June and to authorize the Treasurer, during the month of July, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: County Administrator Jennifer Fish reported that correspondence received would be discussed during her report.
6. Hearing of the Public:
  - a. Brendan Prusik, UNH/Cooperative Extension presented to the Board the Memorandum of Agreement (MOU) between the University System of New Hampshire and Coös County which is typically renewed every six years. There were no changes to the MOU. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the Memorandum of Agreement between the University System of New Hampshire and Coös County; and to allow the Chair to sign the MOU. Once signed the MOU will be forwarded to the Delegation for approval. All approved 3-0. The Chair signed the document. Mr. Prusik thanked the Board and noted that a copy of the MOU would be forwarded once all signatures were obtained.
  - b. Sheriff Brian Valerino reported on the following:
    - Several OHRV violations and fines have been issued.

- The department will be applying for a \$25,000 Tillotson grant for the possible purchase of an ATV to be used in the northern part of the county.
- Sheriff Valerino has been in contact with the Attorney General and will be setting up a meeting in September with the Commissioners and Delegation to discuss the opioid crisis.
- Sheriff Valerino requested to increase the part time rate for deputies from the current rate of \$15/hour to \$16/hour beginning in August. He added that the funds were available in his current budget. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to increase the part time deputies' rate to \$16/hour as long as the increase does not go over budget. All approved 3-0.
- The Sheriff stated that he is preparing a letter to be distributed to each community asking for requests and concerns in regards to the ATVs. The goal is to put a list together for everyone to review. He added that the time limit will be the biggest issue. It is different in each community. Commissioner Samson suggested following the Fish & Game hunting times.

Commissioner Samson asked for a list of all the deputies and asked if the liability insurance covered the number of employees or was it a blanket. The Director of Finance replied that she would obtain the information.

Rep. Moynihan stated that he has received several calls from constituents that were upset about OHRVs. He noted that legislation states that communities that allow OHRVs are responsible for law enforcement. He asked if the county was adopting law enforcement in these instances. Sheriff Valerino replied that the Sheriff's department can for OHRVs as the department obtains the majority of the Fish & Game grant for these patrols. Captain Roberge added that there has been positive feedback in regards to the department's presence on the trails. Commissioner Brady noted that the strong presence shown is primarily funded by the State and Captain Roberge added along with the summons written.

- c. Representative Th  berge reported that a special session will be held on July 25 in Concord to discuss South Dakota vs Wayferer and the implications this case may have on the small businesses in New Hampshire. He will keep the Board informed.

Rep. Th  berge asked if a date had been set in regards to the IV training for the nurses at the Nursing Hospital. The Nursing Hospital Administrator Laura Mills replied that the training will be held August 13.

Commissioner Grenier asked if a date had been set with the house to override 365. Rep. Th  berge replied a date had not been set.

7. Report of the County Administrator Jennifer Fish. The written report that was submitted to the Board in advance of the meeting was as follows:

#### COUNTY

- a. Co  s County received the 2018 ProShare payment on June 26. The amount allocated for Co  s County Nursing Home was \$2,014,688. The amount represented an increase of \$547,363.50 over the county's 2017 payment of \$1,467,324.50. The amount allocated for Co  s County Institution (WSNH) was \$1,754,062.50. The amount represented an increase of \$844,178 over the county's 2017 payment of \$909,884.50. The increase was largely due to a change in the

methodology DHHS is using to calculate ProShare that is more advantageous to the total amount of ProShare statewide. Total ProShare funds received were \$3,768,750.50 and \$2,000,000 was the amount estimated in the budget.

Under federal law, all of the funds transferred to the counties are without condition. The ProShare funds are the counties to budget and spend. The DHHS will be asking all counties to consider continuing to support the current Medicaid program that is delivering mental health, substance use disorder and other critical services to our county (IDN-7). They are asking our county to consider undertaking and inter-governmental transfer to the State that would be possible because of the increase payment our county is receiving under the new ProShare methodology. The DHHS will be asking to meet with our county delegation to discuss how the county may continue to support the funding of the current DSRIP (Delivery System Reform Incentive Payment) waiver in order for the county and its residents to continue to benefit from the services of local providers in our county. Commissioner Meyers of DHHS is scheduled to meet with the county delegation on September 5, 2018 to discuss the funding process and a resolution that DHHS would like the delegation to consider.

Nancy Frank, CEO of the North Country Health Consortium (IDN-7) will be attending the meeting to provide more information on the program. Commissioner Meyers may attend but his schedule has not been confirmed.

- b. Underwood Engineers asked the County Administrator to sign a letter to send to NH DOT regarding the water system connection. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the County Administrator to sign the letter. All approved 3-0.
- c. At a recent meeting of the Coös County Nursing Hospital's Resident Council, the following concern was raised by a resident: "A resident mentioned the beautiful view of the barn and fields. They requested to have the trees around the barn, especially in the front, trimmed back. Also mentioned was the unsightly metal/stuff pile. Many visitors also take pictures of the view and the metal pile doesn't look so good."

Superintendent Champagne stated that the metal pile is being worked on and should be cleaned up by the end of July. He added that he would look at the trees. Commissioner Samson requested to meet with the Superintendent and Outside Corporal to discuss what could be trimmed as power lines are in the area. Commissioner Grenier asked for a report at the August meeting and asked that no action be taken until that time.

Ms. Fish noted that the estimated cost to remove the tires from the barn area was \$2,800. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the disposal of the tires. All approved 3-0. Superintendent Champagne will follow through with the project.

#### UNINCORPORATED PLACES

- a. The payment in lieu of taxes (PILT) was received from the Department of the Interior for the Unincorporated Places. The amount received was \$413,518, which was an increase from \$358,337 in 2017. The PILT received from the National Park Service for Success was \$152. This was the same amount received in 2017.

- b. On June 22, 2018, Ms. Fish received a letter from the United States Court of Federal Claims that Coös County may opt-in to participate in a class action lawsuit, Kane County Utah v. United States. The lawsuit seeks to recover monies that the Court has determined that the federal government owes each Class Member for the underpayment of its respective PILT Act entitlement in fiscal years 2015, 2016, and or 2017. The county must opt in no later than September 14, 2018. The total estimated amount of the underpayment for Coös County is approximately \$14,500 before the deduction of legal fees. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to participate in the class action lawsuit. All approved 3-0.
- c. Ms. Fish spoke with Bruce Kneuer, Supervisor for the Municipal Bureau of NH DRA about borrowing funds from unincorporated places with large fund balances. It was his opinion that it would not be allowed.
- d. Northway Bank provided, for discussion purposes only, a rate of 3.75% for a \$50,000 loan to repair the riverbank in Wentworth Location. At the meeting, Commissioner Grenier asked the Finance Director to research the option of refinancing the current note with the new proposed amount.

Ms. Fish also noted that she had not received the official notice from FEMA denying the grant.

Commissioner Samson noted that it appeared that all of the Wentworth Location would be paying for the riverbank repairs. He asked if the residents would be able to vote on the issue. Commissioner Brady replied that the Delegation members are the voters and the Commissioners are the Selectmen. Commissioner Samson stated that had an issue with spending money to repair the riverbank again.

- e. A joint Commissioner/Delegation meeting is scheduled for July 23, 2018 at 10 am in Wentworth Location.
- f. SB 540 was recently signed into law. This bill allows the operation of Keno in unincorporated places with the approval of the county delegation and after a public hearing.

Commissioner Samson asked if the County was in the process of rewriting the employee handbook and who would be involved in the project. Ms. Fish replied that the process would be beginning soon. She and the HR Coordinator Julie Brunault would be working on the updating of the handbook with input from department heads. Commissioner Samson stated that he had some concerns about the project and wondered if the project should be held off until it is determined whether the County needs a full time HR person. Commissioner Brady replied that policies can be made at any time and the project should move forward.

- 8. Report of the Superintendent of Corrections Ben Champagne. The written report that was submitted to the Board in advance of the meeting was as follows:

<b>TOTAL IN FACILITY</b>	<b>20</b>
HOUSE OF CORRECTIONS	12
PRETRIAL	8
NH STATE PRISON INMATES	1

OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2, HOC MALE, 1 PT MALE, 2 PT FEMALE, 2 HOC FEMALE NHSP: 2 HOC MALE BELKNAP DOC: 1 PT MALE
AVERAGE DAILY POPULATION JUNE	22
MALE DAYS SERVED IN FACILITY JUNE	673
FEMALE DAYS SERVED JUNE	166 (14 females)
FEDERAL INMATE DAYS SERVED JUNE	2(2 Federal detainees)
TOTAL INMATES BOOKED JUNE	10
TOTAL INMATES RELEASED JUNE	15

- a. The Superintendents' Affiliate has appointed Superintendent Jason Henry to represent the affiliate in the study of SB 553, CH 261:1. This bill establishes a commission to study the incidence of post-traumatic stress disorder in first responders and whether such disorder should be covered under workers' compensation. It is the Superintendents' affiliate position that corrections be considered first responders in the interest of workers compensation.
- b. The new windows in the Unit #2 Dayroom were installed on June 28, 2018 by Dan's Glass and Mirror.
- c. Medical Services Coordinator Evelyn Earley and Superintendent Champagne met with Jim O'Mara from the pharmacy Pharmerica. The services and pricing available from Pharmerica were discussed in an effort to deal with the ever increasing inmate medication costs. A comparison is being done between the current pharmacy and Pharmerica to determine who to contract with.
- d. Staff continues to seek applications for the vacant corrections officer position.
- e. The Superintendent request a Nonpublic Session under NH RSA 91-A:3 II (g).
- f. Superintendent Champagne announced at the meeting that one of the staff nurses had passed her RN Board exams.
- g. The 2019-2021 Transfer Station Agreements were presented to the Board for approval. Superintendent Champagne noted that a change was made to address the COLA for the employees. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the 2019-2021 Transfer Station Agreements. All approved 3-0.
- h. Superintendent Champagne entered into a discussion relating to the language of the Attendance Bonus Policy located on page 26 of the Collective Bargaining Agreement Section 8.12.3: *In order to obtain an attendance bonus, an employee must work **all scheduled hours** during the posted quarter; the **only** exceptions are for: (1) paid bereavement leave as defined in section 8.3, (2) jury and court attendance leave as defined in section 8.5, (3) Family and Medical Leave as defined in section 8.7.4, and (4) an employee involved in a work-related injury who leaves the facility for medical care and later returns to work the same day or an employee involved in a work-related injury who leaves the facility for medical care and is unable to return*

*to work that day due to the injury. Appointments with health care providers such as doctors, specialists, and dentists falling during scheduled hours are not exceptions.*

He stated that an employee requested a change of scheduled hours for a personal appointment with his child. He asked to work 6:30-10:30 with a half personal day. The Superintendent continued that his first question was can he allow the half day, operationally. In his mind he answered yes. The Superintendent agreed to the change; however, verified with HR and was informed that the individual would lose the attendance bonus because of the change. The individual took a whole day off instead of a half day. The Superintendent asked for clarification of language for "scheduled hours". If he is able to allow the change in schedule and approves the change in schedule, it is the individual's schedule for that day. The County Administrator and HR Coordinator do not agree with his interpretation. Commissioner Grenier asked if the change would have created overtime. The Superintendent replied no overtime was involved. An individual cannot take a half day if it incurs overtime. The incentive of the attendance bonus is to have individuals show up on time and not call out sick. He understands that each department is different and some departments cannot allow the change. Commissioner Grenier stated that he was happy that the issue was being brought forth to the Board. HR is interpreting the policy by the letter of the rule. He added that if the Superintendent is able to approve the change it should be allowed.

HR Coordinator Julie Brunault read the from the employee handbook: *Appointments with doctors, specialists, dentists occurring during scheduled hours are not exceptions.* Not only would an exception be made to the attendance bonus but also to the four hour personal time. Superintendent Champagne stated that the individual did not leave during scheduled hours. He changed the employee's schedule. It was an authorized change for that specific day. Mrs. Brunault stated that the policy has always been if there is a doctor or dentist appointment the policy is black and white especially for a medical appointment. Superintendent Champagne stated that he does not ask for justification of personal time requests. The individual just happened to provide him with an explanation. If he is able to accommodate a schedule change and it does not affect operations, he will schedule the change.

NHA Louise Belanger stated that when she was DON there was a discussion on this issue and it was determined that if the schedule change benefits the County to change the hours the employee does not lose the attendance bonus. She has continued that practice.

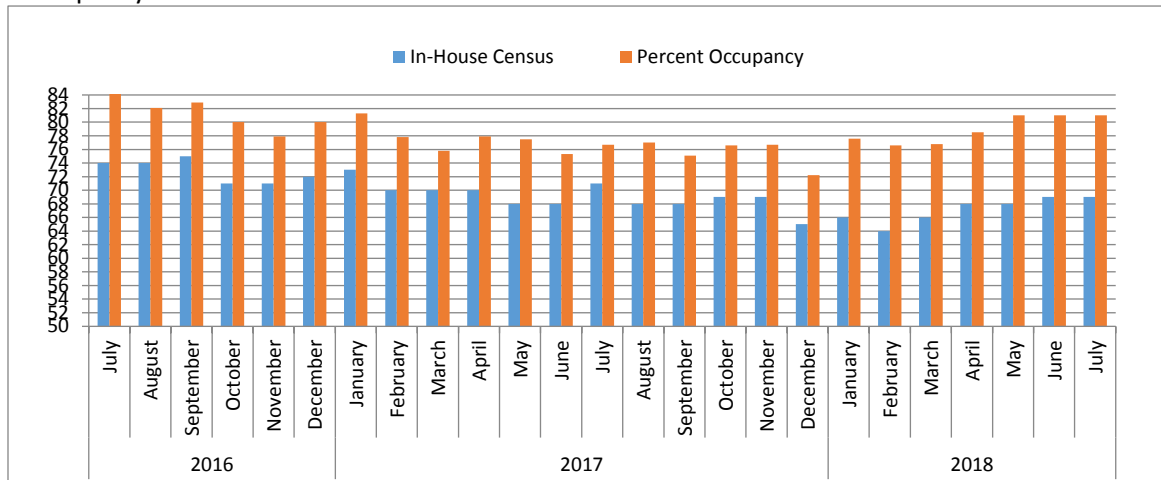
Commissioner Brady stated that if the employee worked the Superintendent's scheduled hours; the individual should be entitled to the bonus. Commissioner Samson also agreed. Commissioner Brady stated that it is an approved schedule change. Mrs. Brunault stated that it is a black and white policy which affects all departments. Commissioner Grenier asked what the amount of the bonus was. Superintendent Champagne replied a day's pay. The attendance bonus is important to staff. Commissioner Grenier noted that he could not throw someone under the bus for a day's pay. Payroll has no right to withhold the bonus. Commissioner Brady reiterated his previous statement that if the Superintendent is able to approve a new schedule and the employee works that schedule and it did not adversely affect operations. The employee is entitled to the attendance bonus. The County has no right to ask the employee what he/she is doing on their day off. Commissioner Grenier thanked Mrs. Brunault for policing the policy tightly; however, the policy needs flexibility for department heads to authorize the change. Ms. Mills stated that she has often denied the attendance bonus. She has authorized the change of hours but has told employees that because of the change hours they would lose the attendance bonus. She tries to be fair across the board.

Commissioner Samson stated that allowing the change affects the positive in employees. Commissioner Brady asked if it would be possible to find out if other nursing homes and hospitals have this policy. The response was no other facility has this policy. Ms. Fish stated that employees should just come to work during the scheduled hours when you are supposed to. Commissioner Brady stated that this issue is miniscule compared to what will be occurring in five years. Ms. Fish stated that this will set a precedent. Future Commissioners' meetings will now consist of discussing a policy because someone disagrees with county policies. Commissioner Samson replied that then means that the policy should then be addressed. Mrs. Brunault suggested that the policy stands until the employee handbook is updated. Superintendent Champagne stated that he contacted Carol Kilmister at Primex<sup>3</sup>. She agreed with the Superintendent's perception of the policy. Commissioner Brady also agreed with the Superintendent's perception of the policy. The Superintendent is able to accommodate the request in his department. However, if another department cannot accommodate the request, the employee should understand that when they take a position in certain departments. Mrs. Brunault stated that the policy is consistent and employees are aware of the policy. It has worked and people understand it. There is no exception to the policy. Commissioner Brady replied that this is an error on the County. Commissioner Grenier asked if all employees complied and no one was late, what would the cost be to the County. It was estimated at \$40,000. County Administrator Jennifer Fish asked, however a department head may interpret the handbook is how the Commissioners want it to be? Ms. Fish continued that if she interprets the policy one way and the Superintendent interprets it another way, he is allowed to do whatever it is he wants to do? Commissioner Brady replied not at all. Mrs. Belanger stated that at the Nursing Home if an employee has to leave for an appointment and returns. The employee loses his/hers attendance bonus because they left the facility and came back. In this case, the employee left at the end of his scheduled hours and did not return. It's a shift of hours in his scheduled hours. If she cannot give her employees a day off because the department is so short, she has denied requests for personal time off. However, individuals need time off for appointments, etc. Since she is short staffed she has been making several schedule changes in order to have staff at work. Mrs. Brunault replied that it benefits the County. Mrs. Belanger replied that it also helps employee morale. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow schedule changes for the attendance bonus on a case by case basis. All approved 3-0. Commissioner Brady stated that if a person works scheduled hours, the employee will still receive the attendance bonus. The employee has complied with what was given to them as a schedule by the supervisor. Mrs. Brunault asked if there was any time frame. Ms. Fish stated that if an employee asks for a schedule change one day prior is it allowed? Commissioner Brady stated yes if the employee is working the scheduled time approved by the department head. Ms. Fish and Ms. Klebe stated that there could be schedule changes every day with a days' notice and that would be ok. Mrs. Belanger replied that is a management issue and Commissioner Brady agreed. Mrs. Belanger noted that if an employee takes advantage of the system, you correct it. In her instance, it does not happen very often.

9. Report of the West Stewartstown Nursing Hospital Administrator Laura Mills. The written report that was submitted to the Board in advance of the meeting was as follows:
  - a. Census: The census was 68. Occupancy for the month of June was 81% based on a bed count of 84. In June, there were five (5) admissions (one was a respite), one (1) discharge (the respite) and three (3) deaths. There has been one (1) discharge in July. Two (2) more admissions were being worked on. Of the 68 residents, ten (10) were Private Pay; seven (7) residents were Vermont Medicaid; nine (9) residents were Medicaid Pending seven (7) for NH and two (2) for

VT. Totals for 2018: Twenty-two (22) admissions, ten (10) deaths, nine (9) discharges and six (6) applicants that passed away before admission or went elsewhere. Total residents who have received services or assistance from CCNH in 2018: One hundred-six (106).

b. Occupancy:



- c. Staffing: The nursing department had 48 hours open for RN/LPN. Two (2) 32 hour RNs were out on FMLA. Two (2) contract nurses and a few “temps” have been covering the open hours. The Director of Nursing, Staff Development Director, MDS Coordinator, Clinical Coordinator, other staff nurses and the Nursing Home Administrator have been covering some of the open hours.

The nursing department had 240 open LNA hours. Two (2) 32 hour LNAs were out on Maternity Leave, one (1) 40 hour Restorative Aide, one (1) 40 hour LNA/MNA and one (1) 32 hour LNA/MNA were out on FMLA. All but one (1) 40 hour LNA/MNA should return mid-July. Two (2) contract LNAs were brought in to cover some of these hours. Due to low census, the department has been working with less staff, utilizing “temps” and will only fill critical need hours until census increases.

The Plant Manager and the 40 hour Housekeeping Porter were also out on FMLA.

- d. Medicaid Rate: The Nursing Hospital received its final Medicaid Rate for July 1, 2018 of \$164.19 which was an increase of \$10.49 over the current rate of \$153.70. The Vermont Medicaid rate will increase to \$213.53.
- e. Generator: The work on the generator was completed on June 21.
- f. Telephone System: The system is running but still has many issues, especially with the voicemail and auto-attendant features.
- g. County Van: Staff has been having issues with the lift in the van. The lift has been worked on by the maintenance staff, local automotive repair shops and the Tri County Cap garage in Berlin but still having issues. The van was brought to Mobilityworks in Londonderry to have the lift worked on. The following week it again had issues and was brought back to Londonderry. The van lift is working fine now.



- h. IV Training: The IV Training for RNs has been scheduled for August 13.
- i. Annual Family Picnic: This year's Family Picnic will be on Sunday, July 15. The theme is "Down Under- Australia."
- j. Music & Memory Program: Roxie Severence will be delivering the equipment and providing some additional training to staff on July 18.
- k. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations. We have a Performance Improvement Project (PIP) working on improving communication with providers by using the SBAR tool. A training for staff is planned for this month.
- l. Family/Resident/Staff Concerns: One Ombudsman report was filed in June and one so far in July.
- m. Committee Reports:
  - NHAC Executive Committee: next meeting August 3.
  - NHAC Nursing Home Affiliate: Ms. Mills attended the meeting on June 14 in Berlin. The next meeting is scheduled during the NHAC Conference. Ms. Mills is also on the Education Committee and has worked on setting up a presenter for the County Conference.
  - North Country Workforce Group: Ms. Mills attended the meeting on June 19. Ms. Mills is on a subcommittee to plan an educational event/recognition day for North Country LNAs. The event is being planned for October 3 at the Mountain View Grand. Meetings have been held via Zoom. The next meeting has been tentatively planned for July 9.
- n. Nursing Hours at the Department of Corrections:

	2017		2018	
	Minutes	Hours	Minutes	Hours
January		.25		0
February		.50		0
March		.25		0
April		.50		0
May		.10		0
June		1		0

Although the nursing hours report does not reflect any hours at the DOC, nursing hospital nurses spend time each night accepting the medication deliveries for the DOC. Superintendent Champagne has been looking into using the same pharmacy used by the nursing hospital. This would make the process simpler for the nurses.

- o. Ms. Mills requested Non-public, Section 91-A:3 II (a & c).
10. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:
- a. Census: The current census was 94. Twelve (12) residents were Private Pay; four (4) residents were Medicaid pending. The average daily census for June was 94.6; there were five (5)

admissions, three (3) deaths and two (2) discharged. SNF: Part A: 5 residents. Part B: 13 residents. Year to Date: The average daily census was 93.9, admissions 35, deaths 20 and discharged home 15. Total residents who have received services at CCNH in 2018: 130

- b. Nursing Department: The department currently has 260 hours of open nursing (RN/LPN) positions (6.50 FTE's). This was an increase of 72 hours from last month. Three (3) agency LPNs and two (2) agency RNs have been helping with open positions/hours. The department has 612 hours of LNA open positions (15.30 FTE's). This was a decrease of 48 hours from last month. Seven (7) agency LNAs have been helping with open positions/hours. These figures do not reflect employees out on an FMLA or Workers Comp.

The Nursing Home Administrator requested to review with the Commissioners the mandatory stay overs and staffing of the schedules in advance.

She explained that since mid-June there have been 85 mandatory stay overs. The draft schedule is posted for hours to be picked up. There has been up to 900 hours per month picked up. People are not picking up hours and waiting for the mandatory stay over to get the extra wages. Mrs. Belanger asked for a \$2/hour increase if a staff member picks up hours on the draft schedule. This would be on a trial basis only. Her budget can absorb the cost of \$2,000 per month. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the \$2/hour increase for staff that picks up hours on the draft schedule at the Berlin Nursing Home. All approved 3-0. Mrs. Belanger also noted that the \$2/hour will be part of the overtime rate of pay. She added that you need good benefits to attract people.

Laura Mills, NHA-WS, asked if the same could be reciprocated in West Stewartstown. Commissioner Samson asked if her facility's budget could cover the costs. Ms. Mills will provide information at the next meeting.

Mrs. Belanger also requested to combine open 3-11 LNA hours to create a position with insurance, to start in August. Currently there were 11 open positions on the 3-11 shift that do not qualify for insurance. The cost for a family plan would be \$12,500 for 5 months. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the 3-11 position. All approved 3-0.

- c. Medicare/Medicaid Survey: Surveyors arrived at the nursing home on June 26 and exited on June 29. The new survey process was followed by the surveyors. The facility was deficiency free for Life Safety. The surveyors had two (2) concerns related to health care that will be reviewed by Mike Fleming, Bureau Chief. The Bureau Chief will be deciding if the concerns rise to a deficiency level.
- d. Medicaid Rate: The Nursing Home received its final Medicaid Rate for July 1, 2018 of \$172.31 which was an increase of \$8.44 from the current rate of \$163.87.
- e. AFSCME Council 93 has instructed the payroll department to immediately (June, 28<sup>th</sup>) cease the deduction of any agency service fee and the transmission of such fees to AFSCME Council 93. The fees range from \$3.31 to \$6.66 per week, depending on the employee position hours.

- f. ProShare payment: the 2018 payment was \$2,014,688.00 this is an increase of \$547,363.50. However, there is also a request from the State to have Counties help fund behavioral health services.

Mrs. Belanger informed the Board that Coös County is the only county that applies the pro-share payment to the general fund. For all other counties the payment is applied to the nursing home revenue and helps offset the deficit. She asked the Board to consider moving the pro-share payment to the nursing home revenue to help offset the deficit during the next budget cycle.

- g. Primex<sup>3</sup>: Nick Manolis will be conducting a session at the nursing home entitled “Whatever Happened to Civility, Courtesy, and Respect?” The session will be approximately 2 hours, there is no charge for the presentation. Update: The session is scheduled for September 12.
- h. Salary Schedules: The job descriptions have been placed into groups. The next step is to meet with the County Administrator and HR to review processes and recommendations. Update: Mrs. Belanger provided the information regarding RN I and RN II wage scale and discrepancies that require adjustments and the total cost to correct the discrepancies.

Mrs. Belanger explained that RNs beginning at the Berlin Nursing Home are placed on the RN I wage scale. RNs beginning in West Stewartstown are placed on the RN II wage scale. Every RN in West Stewartstown gets \$2.12/hour more than Berlin.

She continued that the other local nursing home in Berlin is paying more. She’s losing staff to them. Commissioner Grenier asked that a separate meeting be held to discuss and analyze the issue. He agreed that the wages needed to be corrected with the financial implications.

Ms. Mills stated that the discrepancy was discovered while both nursing home administrators were reviewing the job descriptions. Commissioner Brady asked when the discrepancy began. Ms. Mills replied that the RNI wage scale has not been used in West Stewartstown in years. Commissioner Samson asked that all of the information be provided to the Board prior to the August meeting. Commissioner Brady stated that the issue needs to be discussed prior to the August meeting. He asked that a meeting be set up prior to August 15. Ms. Mills stated that a salary schedule with proposals has been prepared.

- i. Vermont Tech: An informational meeting was held at the nursing home on June 27 regarding an educational opportunity for staff and community members interested in furthering their education and becoming an LPN. There were 13 attendees.
- j. Guest Artist at AVH: The Nursing Home residents’ paintings will be featured at AVH beginning July 30 to September 9. The residents are extremely happy to have their paintings on display in the community.
- k. Tractor Bids: Mrs. Belanger provided tractor bids to the Commissioners review and consideration. Bids were received from Absolute PowerSports NH and MB Tractor & Equipment.

Absolute PowerSports NH: Mahindra MAX 26XL

\$28,480.00

MB Tractor & Equipment: Kubota Tractor

\$38,952.00

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to accept the Absolute PowerSports bid of \$28,480 for the Mahindra MAX 26XL. All approved 3-0.

I. Meetings/Committee Reports:

- NHAC Nursing Home Affiliate: The meeting was held at the Nursing Home on June 14. The next meeting will be at the NHAC annual conference in September.
- North Country Health Care Workforce Group: The meeting was held on June 19 (phone conference). Ms. Mills and Mrs. Belanger are on the subcommittee to plan a day of recognition and education for North Country LNAs. The event will be held on October 3 at the Mountain View Grand. The next planning meeting is planned for July 9.
- NHAC Executive Meeting is scheduled for August 3. Mrs. Belanger will be on vacation.
- Commissioners' Council: Mrs. Belanger attended the meeting on June 8 as requested by Ron White. Nursing Home Administrators were asked to attend a presentation on Senscio Systems, an artificial intelligence based risk management solution for the complex health population. Two counties have been recruited to try the system in their communities. The overall goal is to reduce hospitalizations, more stable overall health for the client, lower costs, reduced burden on physicians and other health care agencies (lack of providers), and increase client satisfaction.
- Health Care Coalition: June 26 meeting held in Concord. Mrs. Belanger was invited to the meeting to discuss how the coalition can assist LTC providers with Emergency Preparedness, a major focus with CMS. This meeting is focused on how we can help each other achieve compliance now and in the future.
- AVH Board of Directors: The monthly meeting was held on June 28 and the Professional Affairs Committee meeting took place on June 20.

11. Report of the Director of Finance Carrie Klebe. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Bids were presented and opened for the LP Gas for the WSNH and heating oil for the 2018-2019 season.

	W. Stewartstown Bulk Deliveries 38,000 Gallons	Berlin Bulk Deliveries 27,000 Gallons
#2 Fuel Oil - (Pre-Buy)		
CN Brown Co	2.4490	2.4090
P&L Cote Inc	2.4240	2.4240

<b>#2 Fuel Oil - Pedal Truck</b>	W. Stewartstown 2,600 gallons	Terms
C Bean Transport	2.5090	Net 10 days or Pre-buy
CN Brown Energy	2.5490	Fixed

<b>LP Gas</b>	W. Stewartstown 18,000 Gallons	Terms
CN Brown Co	1.5490	Fixed
C Bean Transport	1.5790	Pre-buy or Fixed

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the #2 Fuel Oil Bulk Deliveries 38,000 gallons for West Stewartstown to P&L Cote at a price of \$2.424 per gallon and 2 Fuel Oil Bulk Deliveries 27,000 gallons for Berlin to CN Brown at a price of \$2.409 per gallon. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the #2 Fuel Oil – Pedal truck 2,600 gallons at a price of \$2.549 per gallon. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the LP Gas 18,000 gallons to CN Brown Co. at a price of \$1,549 per gallon. All approved 3-0.

- b. The County received notice for the NH Retirement System Employer Contribution Rates for FY 2019. The employer contribution rates are unchanged from the current fiscal year 2018 rates, which are 11.38% for Group I and 29.43% for Group II Police. The Employer rates for fiscal years 2020 and 2021 will be certified by the NHRS Board of Trustees in September 2018.
- c. As of June 13, the County had drawn \$4,300,000 from the Tax Anticipation Note line of credit. The County should not have to draw for a least a few months with the receipt of ProShare Funds and the Federal Pilt.
- d. The majority of the 2017 Financial Audit by Melanson Heath has been completed. The data regarding current employees and retirees has been submitted to the Actuary, which then will be used to prepare the valuation for the Auditors to include in their financial reports.
- e. The department is still in process with Business Management Systems Inc (BMSI) to implement the Time and Attendance, Scheduling and Human Resources software. There are many details involved to get these systems implemented, but in the end it should be an efficient system tailored to our needs.

12. Report of the HR Coordinator Julie Brunault. The written report that was submitted to the Board in advance of the meeting was as follows:

HR Activity Report: 6/01/18 - 6/30/2018

a. New Hires: 6

Department:	#	Positions
Nursing Home	6 (3 PT, 3 Temp)	2 UA, 2 LNA, 1 LPN, 1 RN

b. Separations: 3

Department:	#	
Nursing Home	2 (Temps)	1 LNA, 1 RN
Nursing Hospital	1 (PT)	1 LNA

c. Change in Status: 5

Department:	#	
Nursing Home	4 (PT)	2 LNA, 2 RN'S "PT" to "Temp"
Nursing Hospital	1 (PT)	1 LNA "PT" to "TEMP"

Reasons for separation/ Change of status:

- 1 - Other job opportunity
- 2 - Voluntary resignation
- 2 - Relocated
- 3 - Retired

d. FMLA/Leave of absences/ADA/WC: 20

Nursing Hospital	8 ( 4 FT, 4 PT)
Nursing Home	11 (3 FT, 8 PT)
County	1 (FT)

e. On June 15, 2018, the HR Coordinator attended the HR Affiliate meeting in Concord, NH. Members of the Dupont Group were in attendance to answer questions on pending bills:

- 1. HB 1391 "Personnel file retention", 20 years, still waiting on an effective date.
- 2. NHRS Part time employment, "Minimum Hours" for new members who retire after January 1, 2019, from 32 hours to 26 hours. Current retirees are grandfathered at 32 hours a week but if they transfer to another NHRS employer they are no longer grandfathered at 32, they will have to comply with the 26 hours.
- 3. Jeff Kellett will be speaking to the HR Affiliate Group on the county having access to on-line program/s for processing criminal records.

f. On June 26, 2018, Rose Hibbard, Danielle Rioux and Mrs. Brunault attended a presentation from the US Department of Labor, held in Lancaster, NH. This was an overview of responsibilities as an employer for laws regarding minimum wage, overtime and child labor restrictions and more. The meeting was very informative and definitely worth going.

g. Upcoming events: July 20, 2018, HR Affiliate meeting at the Primex<sup>3</sup> building in Concord, NH

13. Commissioners' Committee Reports:

Commissioner Samson reported that he had attended an Extension Service Advisory Committee meeting where a new county office administrator was selected.

14. Other Business:

- a. Budget Transfers: The following budget transfer was approved by the Board:

*Coös County Nursing Hospital:*

To:	01-05140-2300 Contract Nurses	126,360.00	
From:	01-05140-0200 Registered Nurses' Salaries		78,200.00
From:	01-05140-0400 LNA Salaries		48,160.00

*Coös County Nursing Home:*

To:	02-05640-2300 Contract Nurses	10,000.00	
From:	02-05640-0400 Nursing Assistant Salaries		10,000.00

To:	02-05640-0500 Medication Nursing Asst. Salary	40,000.00	
From:	02-05640-0200 Registered Nurses' Salary		40,000.00

To:	02-05660-8200 Equipment Repair/Maintenance Contract	5,200.00	
From:	02-05650-6500 Fuel		5,200.00

To:	02-05600-6800 Communications	500.00	
From:	02-05600-2300 Consultant Services		500.00

- b. Discussion of County House:

Both Commissioner Grenier and Commissioner Samson agreed that the house needs to be sold. Commissioner Brady noted that he has tried to find uses without success. A motion was made by Commissioner Grenier, seconded by Commissioner Samson allow the County Administrator to contact a surveyor to do a subdivision plot.

Commissioner Samson noted that the houses was assessed several years ago and should be appraised again. Commissioner Brady stated that the subdivision must be done first. All approved 3-0.

Superintendent Champagne stated that the DOC is currently using the house for training purposes. He noted that training at the Border Patrol Station will not be an option. He asked the Board permission to explore other options for training. Staff needs 30 hours of training per individual. The Board agreed. However, the DOC is allowed to continue training at the County House until it is sold.

15. Unincorporated Places: There was no discussion.

16. Any other public input: There was no other public input.

17. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) (c) at 11:40 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out non-public session at 11:53 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (g) at 11:54 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 12:08 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes until a decision is made regarding the policy. All approved 3-0.

The next meeting will be held on Wednesday, August 15, 2018 at the Coös County Nursing Home in Berlin, NH at 9:00 a.m.

The September meeting will be held on Wednesday, September 12, 2018 at the Coös County Nursing Hospital in West Stewartstown at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 12:09 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk