

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
November 14, 2018

Present: Commissioners Tom Brady and Paul Grenier; County Administrator Jennifer Fish; Superintendent Ben Champagne; Director of Finance Carrie Klebe; Nursing Hospital Administrator Laura Mills; HR Coordinator Julie Brunault; Sheriff Brian Valerino; Captain Keith Roberge; County Treasurer Sue Collins; Administrative Assistant Linda Harris; Register of Deeds Elect Leon Rideout; and a member of the press. Commissioner Samson was not at the meeting.

1. Commissioner Brady opened the Commissioners' meeting at 9:50 a.m. and welcomed everyone to the meeting. Register of Deeds Elect Leon Rideout led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to amend the agenda to include Discussion of email received from Vice Chair Moynihan under 5. Correspondence. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda as amended. All approved 2-0.

3. Approval of the Minutes of the October 31, 2018, budget work session, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the October 31, 2018, budget work session, as presented. All approved 2-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of October and to authorize the Treasurer, during the month of November, 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 on the following correspondence:
 - A letter from Claire Stiles, Berlin, expressing her concern with the Sheriff's Department supporting of ATVs.
 - A letter from the NH Division of Historical Resources informing the Board that the St. Anne District in Berlin, NH was entered in the National Register of Historic Places on September 8, 2018 by the National Park Service, United States Department of the Interior.
 - An email from Representative Wayne Moynihan, Vice Chair of the Delegation, requesting that that Ms. Fish serve as Clerk for the personnel proceedings to be held in Berlin on December 12.

Commissioner Grenier noted that the Personnel Committee of the Delegation will not be known until the December 10 Organizational Meeting. Per RSA 28:10-a the law requires a 20 day notice to the parties. The meeting must be scheduled 20 days from December 10. Commissioner Grenier also noted that the County Administrator would be attending the proceedings with Attorney Mark Broth and could not be the Clerk for the hearings.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to ask the County Administrator to contact Vice Chair Moynihan to explain that the Delegation will need to

wait until the December 10 Organizational Meeting to set a date for the hearings. The rules of evidence and procedures must be followed. All approved 2-0.

6. Hearing of the Public:

- Sheriff Brian Valerino reported the following:
 - ✓ He attended a state-wide ATV group meeting to discuss safety issues and concerns.
 - ✓ The Sheriff referred to the letter from Mrs. Stiles stating that he had spoken to her and asked Chief Morency to address the issue in her neighborhood.
 - ✓ He attended a meeting with Fish & Game, DRED and Representative Moynihan to discuss ATV safety issues.
 - ✓ He reported on the various Boards of which he is currently a member.
 - ✓ The Sheriff's Department participated in the Veterans Day activities in Berlin.
- Register of Deeds Elect Leon Rideout reported that he has been working with the current Registrar Tanya Batchelder on transitioning.

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:

- a. The County Administrator reported that the work on the water main project was supposed to start November 7 or November 8. The construction company will be starting with the ledge under the bridge and plan to start laying pipe the following week.
- b. A meeting to discuss the progress of the construction will be held on November 15 at 11 am in the Commissioners' office.
- c. The Northern Borders Dispatch center sent out "Letters of Agreement" for Atkinson & Gilmanton, Cambridge, Dix Grant, Dixville, Millsfield and Wentworth Location. The annual cost will consist of a \$5,000 membership fee and \$33.02 per call in 2018 for each unincorporated place. The contract fees in 2019 are as follows:

Atkinson & Gilmanton Academy Grant	\$5,000.00
Cambridge	\$5,066.05
Dix Grant	\$5,033.02
Dixville	\$5,762.53
Millsfield	\$5,165.12
Wentworth Location	\$5,099.07

The contract fee in 2018 was \$3,500 per year for Dixville, Millsfield and Wentworth Location.

Commissioner Grenier asked to meet with a representative from the dispatch center. He added that funds were provided from the county for the new system and the proposed fees are high. In his opinion they are not playing nice. Commissioner Brady asked the County Administrator to invite them to the December meeting.

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:

TOTAL IN FACILITY	15
HOUSE OF CORRECTIONS	7
PRETRIAL	8
NH STATE PRISON INMATES	0
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: 1 PT MALE, 3 PT FEMALE, 1 HOC FEMALE NHSP: 1 HOC MALE, 1 PT MALE STRAFFORD DOC: 1 PT MALE
AVERAGE DAILY POPULATION OCTOBER	15
MALE DAYS SERVED IN FACILITY OCTOBER	470
FEMALE DAYS SERVED OCTOBER	141 (8 females)
FEDERAL INMATE DAYS SERVED OCTOBER	0
TOTAL INMATES BOOKED OCTOBER	21
TOTAL INMATES RELEASED OCTOBER	18

- a. Officer Jason Rella and One Source Security installed eleven new cameras as part of the video surveillance system upgrade. The Superintendent noted that he sincerely appreciates all the hard work Officer Rella puts forth with this project; his efforts certainly do not go unnoticed.
- b. On October 15, 2018 a pretrial offender was admitted who has been very challenging to house. This particular inmate has a lengthy history of mental illness and depression. The inmate has been in restrictive housing and has been on suicide watch on two separate occasions. Fortunately the inmate has not been violent towards staff.
- c. The Corrections staff had its annual Cell Extraction and Defensive Tactics training. Corporal Zach Covill did a great job as the instructor. Staff also had training on the newly implemented Safety Smock/ Safety Blanket. The training encompassed a comprehensive breakdown of the policy and the issuance of the equipment.
- d. The 2019 Recycling Budget meeting was held on November 2, 2018 at the Coös County Nursing Hospital. Unfortunately there was no quorum and no binding vote on the proposed budget. However, the Superintendent was pleased to report that the Recycling Center staff received great support and praise for the program from the selectmen that were in attendance.

Both Commissioner Brady and Commissioner Grenier noted that the facility inspection of the Department of Corrections held prior to the meeting was the best in their years served.

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 82. Occupancy for the month of October was 96% based on a bed count of 84. In October, there were four (4) admissions, no (0) discharges and no (0) deaths. There has been one (1) admission and one (1) discharge in November. There is a waiting list for admissions.

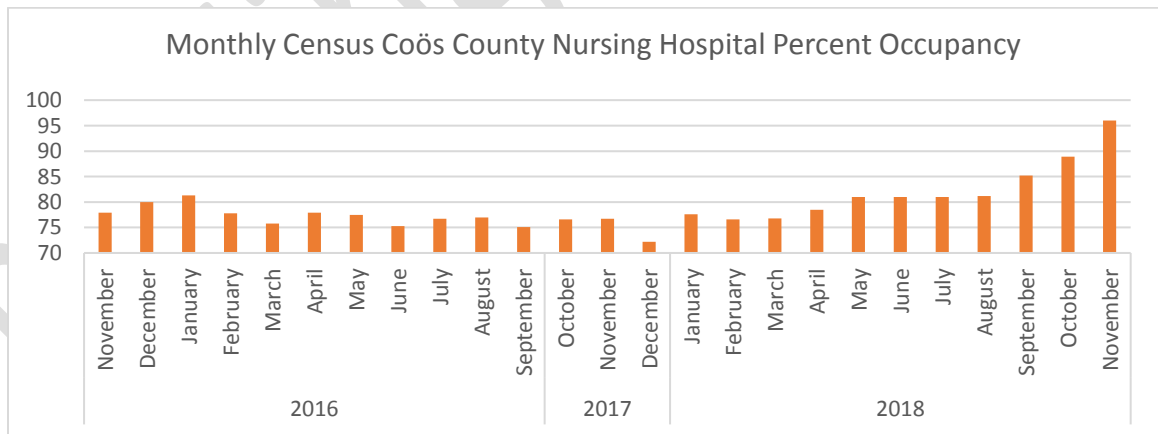
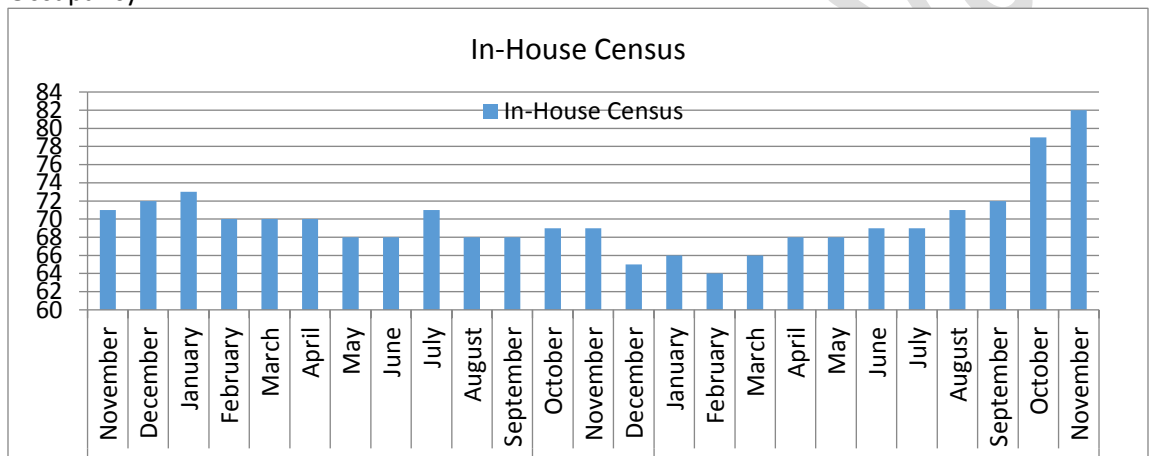
Of the 82 residents, thirteen (13) were Private Pay, ten (10) residents were Vermont Medicaid and six (6) residents were Medicaid Pending. (Five (5) for NH and one (1) for VT.)

Totals for 2018: Forty-one (41) admissions, fourteen (14) deaths, ten (10) discharges, and ten (10) applicants that passed away before admission or went elsewhere.

Total residents who have received services or assistance from CCNH in 2018: One hundred-thirty-two (132).

The News and Sentinel, the local newspaper, heard the nursing hospital was full with a waiting list for the first time in many years. A reporter interviewed Ms. Mills on November 7 at the nursing hospital. One of the concerns brought up was, if we had a waiting list, would we plan to give priority to Coös County residents going forward? We have never limited our admissions to Coös County in New Hampshire and have always been open to admitting Vermont residents as we have always had available beds.

b. Occupancy:



- c. Staffing: The nursing department had 48 hours open for RN/LPN, but a have returning RN who should be able to start the beginning of December. A 36 hour 11-7 LPN who was out on workers comp and the 36 hour Restorative Nurse/Charge Nurse out on FMLA. There are two (2) contract nurses continuing to cover open positions, medical leaves and workers comp. The night positions are filled with three (3) LPNs and one (1) RN so the Administrative Nursing Staff (DON,

ADON, QA Director, Staff Development Director and Administrator) continue to rotate on call four (4) nights per week.

There were 252 open LNA hours (6.3 FTE). One (1) 40 hour LNA was out on FMLA and one (1) 32 hour and one (1) 24 hour LNA were out on maternity leave. Five (5) contract LNAs were covering some of the hours.

- d. LNA Class: Interviews for the next LNA Class have begun. The class will take place over November and December. There were 9 applicants.
- e. Telephone System: There were continued issues with the voicemail system.
- f. Maintenance: A new Plant Manager was hired. He oriented on November 12.
- g. QAPI: Staff continues to make progress on its QAPI Plan for the new regulations. Staff has begun a PIP on Pain Management and another on "Smooth Transitions" making the admissions process smoother.
- h. Disaster Policies: Ms. Mills met with Jason Climer from Homeland Security to discuss the completed Vulnerability Assessment. Some of the recommendations included upgrading the camera system, improving internet security, working with local and state emergency preparedness work groups, doing more frequent background checks on employees and designating a security manager to coordinate all security-related activities. The report also commended the facility on its close relationship with Border Patrol and law enforcement, the generator that can support the entire facility and the relationship with TCC Skywire for internet provision.
- i. Family/Resident/Staff Concerns: One Ombudsman report was filed in October.
- j. Facility License: The Board signed the 2019 license.
- k. Committee Reports:
 - NHAC Executive Committee: The meeting for November 2 was cancelled. The next meeting is scheduled December 7.
 - NHAC Nursing Home Affiliate: Ms. Mills attended the meeting on October 18 via telephone conference and attended the November 8 meeting at Belknap County Nursing Home.
- l. 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
July		0		0
August		0	54	0
September		0	30	0
October		0		

m. The survey was in process. State surveyors arrived Tuesday.

n. Ms. Mills requested a non-public under RSA 91-A:3, II(a).

10. Report of the Berlin Nursing Home Administrator Louise Belanger. The Nursing Home Administrator was not at the meeting as she was on vacation. The written report that was submitted to the Board in advance of the meeting was as follows:

a. Census: The current census was 94. Nine (9) residents were private pay; four (4) residents were Medicaid pending. The average daily census for October was 94.0; there were 7 admissions, 2 deaths and 7 discharges.

SNF: Part A: 6 residents. Part B: 23 residents. The Nursing Home has been credentialed and approved for three Medicare replacement Insurances. This will allow the nursing home to admit clients for skilled services who participate in these insurance plans.

Year to Date: the average daily census was 94.5; admissions 56; deaths 28; and discharged home 30. Total residents who have received services at CCNH in 2018: 151

b. Nursing Department currently has 304 hours of open nursing (RN/LPN) positions (7.60 FTE's). Three agency LPNs, one agency RN have been helping with open positions/hours. There are 708 hours of LNA open positions (17.70 FTE's). Six agency LNAs have been helping with open positions/hours. These figures did not reflect employees out on an FMLA or workers comp.

An LPN who has worked at the nursing home for 33 years will be moving out of the area. A "Good Bye" tea was held on October 31 to recognize her years of service with the nursing home.

c. Voting: The residents voted on October 17.

d. Snow Plow Bids were forwarded to the Finance Director to present to Commissioners during the meeting. One bid was received from Landscaping with Styles: \$45 per hour for plowing and \$90 per service for sanding. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to award the bid to Landscaping with Styles. All approved 2-0.

e. Northern Human Services: On October 19, the nursing home team met with several representatives of Northern Human Services regarding the possibility of the facility billing Medicare for services provided. The process would help offset the cost to the nursing home for services. Several options will be reviewed along with current work practices to allow for billing to be an option.

f. White Mountains Community College: Clinical rotations for student leadership education started in September and will be ongoing until April. This is a new approach to incorporate leadership and delegation into the student's clinical rotations. The new approach has been well received by the students and management staff.

g. Resident issues with the television service provider continue to improve slowly. New outlets have been added to each resident room to allow for television receivers to be plugged in to and yet still allow access to extra outlet availability. Review of other television service providers has

ended. Residents would not have access to CBC out of Canada if the facility changed provider. Residents voiced their preference to continue to have access to CBC.

h. Danielle Rioux attended the Interlocal Trust Annual members meeting and rate hearing. The meeting was held on October 31.

i. Harmony Healthcare International: The Revenue Opportunity & Risk Analysis audit has been scheduled to start on November 30.

h. Meetings/Committee Reports:

- *NHAC Nursing Home Affiliate*: The next meeting will be November 8 at the Belknap County Nursing Home. Mrs. Belanger attended the October meeting via phone conference. Laura and I both attempted the travel down, but because of the weather we returned to the facilities.
- *North Country Health Care Workforce Group* was held October 16. Mrs. Belanger attended via phone conference.
- *NHAC Executive Meeting*: The next meeting is scheduled for December 7. The November 2 meeting was cancelled.
- *AVH Board of Directors*: The monthly meeting was October 25. Mrs. Belanger also attended the ANH Professional Affairs meeting on October 17.
- *North Country Healthcare*: An all board system-wide situational assessment retreat was held on Saturday, October 26. The meeting was very educational.
- *White Mountains Community College, program advisory committee*: The meeting was held on October 24. Mrs. Belanger was unable to attend as she was needed at the facility.

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. The County Tax Warrants were issued to Coös County towns/cities. The county taxes are due on December 17.
- b. The County has drawn \$5,800,000 from the Tax Anticipation Note line of credit as of 11/13/2018. As of 11/3/2017, a total of \$6,800,000 had been transferred from the Tax Anticipation Note to the General Fund. As of 11/7/2016, \$5,400,000 had been transferred; as of 11/10/2015, \$5,700,000 had been transferred; and 11/7/2014, \$5,500,000 had been transferred.
- c. The Wentworth Location Loan for the 2018 RipRap Project: The 2014 Loan for Wentworth Location was paid in full on October 4 in the amount of \$53,949.39. The payment was made by Mascoma Savings Bank to Northway Bank. The first draw on the new loan in the amount of \$20,000 was made on 10/31/2018.

- d. Coös County received \$3,161.34 for a Northeast Dairy Antitrust litigation, also known as Allen V. DFA. This was a Class Action Settlement for farms who produced Grade A Milk in Federal Milk Market Order 1 Since 2002.
- e. With the guidance of the Coös County Treasurer, the Director of Finance has been working with the local banks on fees and interest earned. With the rising interest rates, the County will be able to earn considerable interest income and also have minimal bank fees. The County will also be using Remote Deposit Capture, which will make deposit processes much more efficient in West Stewartstown, Lancaster and Berlin. Mrs. Klebe was very excited about these changes.

Commissioner Grenier requested a copy of the October 31 financials.

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: 10/01/2018 - 10/31/2018

- a. New Hires: 5

Department:	#	Positions
Nursing Home	4 (2 PT, 2 Temps)	2 LNA, 2 UA
County	1 (FT)	VW Coord.

- b. Separations: 12

Department:	#	
Nursing Hospital	5 (1 FT, 1 PT, 3 Temps)	4 LNA, 1 Main.
Nursing Home	7 (4 PT, 3 Temps)	2 RN, 1 UA, 4 LNA

- c. Change in Status: 4

Department:	#	
Nursing Hospital	1 (PT)	1 DA
Nursing Home	2 (PT)	2 LNA
County	1 (FT)	1 Adm. Assistant

- d. Reasons for separation/ Change of status:

4 Other job opportunity
 3 relocated
 2 Health
 7 Unable to meet job requirement

- e. FMLA/Leave of absences/ADA/WC: 18

Nursing Hospital	5 (2 FT, 3PT)
Nursing Home	13 (5 FT, 8 PT)

- f. As of October 22, 2018, the Victim Witness Coordinator position has been filled. Welcome to Christine Brann and much success in her new role.

- g. On October 16, 2018, the HR Coordinator attended the job fair held at the White Mountain Community College in Berlin, NH. The event sponsored by New Hampshire Employment

Security was well attended by employers. Mrs. Brunault had the pleasure of meeting with students and members of the public in promoting employment at Coös County.

- h. On October 25, 2018, the HR Coordinator participated in the 2nd negotiation session in Berlin, NH.
- i. Upcoming events: Friday, November 16, 2018 HR Affiliate meeting in Concord, NH

13. Commissioners' Committee Reports: The Commissioners had no committee reports.

14. Other Business:

- a. Budget Transfers: The following line item budget transfers were approved by the Board:

Coös County Nursing Hospital:

To:	01-05140-2300 Contract Nurses	122,040.00	
From:	01-05140-1200 Health Insurance		42,040.00
From:	01-05140-0400 LNA Salaries		80,000.00

To:	01-05170-9900 Retiree Benefits	5,530.00	
From:	01-05150-0100 Plant Manager Salary		5,530.00

Sheriff's Department:

To:	03-04140-0701 Deputy OHRV Patrols	5,000.00	
From:	03-04140-0300 Deputy Special Details		5,000.00

To:	03-04140-8200 Vehicle Repair	2,802.00	
From:	03-04140-8100 Vehicle Lease/Purchase		2,802.00

- b. Discussion & Approval of the 2019 Proposed Budgets: Commissioner Brady inquired if any changes had been made to the budget since the budget work sessions. Ms. Klebe replied that changes had been made to workers' comp, unemployment and property liability. A line item was added to the Finance Department budget for outside services in regards to the electrical bids. The Department of Corrections vehicle was placed under Specials. A line item called Refund Prior Years Expense was added under revenues for both nursing homes.

Ms. Fish noted that health insurance was budgeted at a 10% increase for all budgets for six months beginning July 1, 2019. Not to exceed rates will be discussed at the December 6 meeting. Ms. Fish hopes to have a figure for the December 15 meeting. Commissioner Brady asked that for the public hearing the percentage of the budget increase that pertains to health insurance and wage costs be available.

Commissioner Brady and Commissioner Grenier reviewed the Nursing Hospital budget. Commissioner Grenier noted that the purchase of a new van with an estimated cost of \$56,395 should be included in the budget under specials. He opted to wait until February when adjustments are made to the final budget. County Treasurer Collins suggested that the purchase of the van be mentioned at the public hearing.

Ms. Fish noted that the IT Consultant will be at the Nursing Hospital on December 6 and in Berlin on December 7 to evaluate the systems. Funds may need to be added to the certain budgets.

While reviewing the Berlin Nursing Home budget, Commissioner Brady questioned why there were no changes made to the Administrator's and Office Manager's salary line items. Ms. Fish replied that she had provided information to Mrs. Belanger; however, Ms. Klebe was not instructed to make any changes. Commissioner Brady noted that it was his understanding that both salaries would be increased. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to increase the Nursing Home Administrator's salary to \$110,000 with an effective date of January 1, 2019. All approved 2-0. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to increase the Office Manager's salary to \$54,095. All approved 2-0.

Ms. Collins asked about the disparity between the two nursing home administrator salaries since both nursing homes are working on making wages even at both facilities. Commissioner Grenier replied that the Berlin Nursing Home is now a different facility. Being a skilled facility includes more responsibilities. Mrs. Belanger has been successful in reducing the operational deficit. However, the deficit has not decreased in West Stewartstown.

Commissioner Grenier noted that the Nursing Home Administrator will not be getting the cost of living adjustment, if there is one.

The Board continued with the review of appropriations and revenues.

Commissioner Grenier suggested a \$5,000 performance bonus for the West Stewartstown Administrator. If she's able to reduce the Nursing Hospital's deficit by 10-15%, she would obtain the \$5,000. He noted that this was an attainable goal. Ms. Collins agreed. She noted that West Stewartstown was recognized as one of the best in the US News and World Report. Berlin was not. West Stewartstown does not have the same population that Berlin has. Commissioner Grenier added that Mrs. Belanger has taken down a huge portion of the operational deficit and deserves the increase. The operational deficit of the nursing homes are a large part of the county taxes. Commissioner Brady agreed with Commissioner Grenier. He asked where the line item would be placed. Ms. Fish replied that it would be a salary line item. Commissioner Grenier stated that the proposal could not be hidden from the Delegation.

Superintendent Champagne noted that in all fairness all senior management should have the same opportunity in reducing their budgets. Commissioner Brady replied that he had not thought of the opportunity in that manner and would take the suggestion under advisement.

Ms. Klebe reported that the revised total budget was \$38,566,843 with a proposed county tax of \$16,047,713. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the 2019 proposed budget and submit to the Delegation for the public hearing. All approved 2-0.

There were no changes to the Unincorporated Places budget. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the 2019 proposed budget of the Unincorporated Places and submit to the Delegation for the public hearing. All approved 2-0.

15. Unincorporated Places:

a. 2018 Equalization Municipal Assessment Data Certificate: The Board signed the certificate.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (a) at 11:32 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out non-public session at 11:37 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow Angela Wheeler to cash in 100 hours of personal time. All approved 2-0.

The December meeting will be held on Wednesday, December 12, 2018 at the Coös County Nursing Home in Berlin, NH

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 11:38 a.m. All approved 3-0.

Respectfully submitted,

Linda Harris, Acting Clerk