

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
June 14, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Finance Director Carrie Klebe; Administrative Assistant Linda Harris; County Treasurer Sue Collins; Sheriff Brian Valerino; Captain Keith Roberge; Mike Metcalf, Underwood Engineers; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:35 a.m. and welcomed everyone to the meeting. Nursing Home Administrator Louise Belanger led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as presented. All approved 3-0.
3. Approval of the Minutes of the May 17, 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the May 17, 2017, regular meeting, as presented. All approved 3-0.
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 May 2017 and to authorize the Treasurer, during the month of June 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: The County Administrator reported that a letter was received from Andrea Brochu Tri-County CAP thanking the Board for the Delegation's appropriation for the Coös County Senior Meals program.
6. Hearing of the Public:
 - a. Mike Metcalf of Underwood Engineers provided the Board with an update on the status of the water system project as there have been a number of developments that have schedule impacts. There have been difficulties in getting information and timely responses from DRED, NHDOT and Tata & Howard, all of which have contributed to the delay in obtaining information to complete the Preliminary Design Report.
 - Scheduling work on the rail trail has been an issue, as DRED will not let the engineers complete the borings until the window between snowmobiling and ATV season (April 15 - May 20). The boring information is necessary for the Preliminary Design Report.
 - NHDOT has to go on the premise that a railroad could one day be reinstalled and have indicated that the main cannot be directly below the center of the rail trail. The engineers are trying to nail down exactly what location of the main within the right of way is acceptable.

The construction schedule with the West Stewartstown Water Precinct has had several developments that may delay the process. The current WSWP system is not capable of

providing the necessary flow to the County Complex system. The connection will only be made once the upgrade to the WSWP system has been completed. The WSWP will not be able to accept the County Complex as a user until the summer of 2018. DRED has restrictions on when construction activity can occur on the rail trail in between October 1 and December 15 or between April 1 and Memorial Day.

Mr. Metcalf suggested applying for funding through the Drinking Water State Revolving Fund (DWSRF). The preapplication is due by July 1.

The change in project completion will require an extension in the Corrective Action Plan with DES. He did not expect the request being an issue as it is beyond the County's control. Commissioner Grenier asked if DES had been made aware of the changes. Mr. Metcalf replied that DES was not aware. He would notify them after meeting with the Board. The Board approved to move forward with the DWSRF preapplication.

- b. Sheriff Brian Valerino reported the following:
- Captain Roberge has been working on the vest grant;
 - The OHRV patrols have begun in the Gorham/Berlin/Milan areas;
 - The Sheriff thanked the HR department for assistance in the interview process for the office position; and
 - The Sheriff was able to obtain an x-ray machine at the Lancaster Courthouse as an added level of security.

- c. Country Treasurer Sue Collins reported that proshare had successfully been transferred.

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. A representative from NH Interlocal Trust and a representative from Benefit Strategies held informational meetings last week for health insurance and flexible spending accounts. The new plan year takes effect on July 1, 2017.
- b. County Attorney McCormick requested permission for Assistant County Attorney Jessica Cain to attend the Crimes Against Children Conference in Dallas, TX on August 7-10, 2017. Attorney Cain has received a full scholarship from the NH Attorney General's Office. There will be no expense to the county.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the out-of-state travel for Assistant County Attorney Jessica Cain to attend the Crimes against Children Conference in Dallas, TX on August 7-10, 2017. All approved 3-0.

- c. Mike Metcalf, Underwood Engineers, sent a letter with an update on the Water System Connection project.

UNINCORPORATED PLACES

- a. A written request was received from parents of two school-aged children who are residents of Millsfield to send their children to the Errol School for the 2017-2018 school year. The children

have been home schooled for the last three years. The total cost for tuition for 2017 will be \$32,396.70 and the total transportation cost for 2017 will be \$2,005.50. There is no appropriation in the Millsfield 2017 budget for the tuition and transportation costs. The National Forest Reserve funds have already been allocated as voted on by the Delegation in April.

Commissioner Grenier inquired from Ms. Collins if this issue had happened in the past. Ms. Collins replied that it had and the Unincorporated Place had ended with a deficit at year end. Additional NFR funds may be allocated in 2018. Commissioner Grenier asked that the Delegation be notified of the possible deficit at year end. He also asked that the taxpayers in Millsfield be notified of the request and that the cost would be reflected in their property taxes. Ms. Collins suggested notifying SAU 20 asking if they would accept payment in January 2018. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to notify the Delegation of the deficit in Millsfield and to send a letter to the taxpayers of Millsfield to make them aware of the situation. All approved 3-0.

The County Administrator requested a non-public session under RSA 91-A:3, II(c).

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	19
HOUSE OF CORRECTIONS	11
PRETRIAL	8
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	2
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	19
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	BELKNAP DOC: 1 PT FEMALE CHESHIRE: 1 PT MALE GRAFTON DOC: 2 HOC FEMALE, 5 PT FEMALE, 1 PT MALE NHSP: 5 HOC MALE, 3 PT MALE ROCKINGHAM DOC- 1 PT MALE
AVERAGE DAILY POPULATION MAY	21
MALE DAYS SERVED IN FACILITY MAY	663
FEMALE DAYS SERVED MAY	255 (11 females)
TOTAL INMATES BOOKED MAY	27
TOTAL INMATES RELEASED MAY	29

- a. Superintendent Champagne was pleased to inform the board that he had filled the last vacant officers' position. The Superintendent hired Scott Williamson of Falmouth, Massachusetts. Mr. Williamson comes to the DOC from a full time fire department in Cape Cod, MA with over thirty years of service. He and his wife will be relocating to Pittsburg, NH and he is very eager for this opportunity.
- b. Superintendent Champagne was invited to speak at the Stewartstown Community School as to what a career in corrections has to offer. The students were very eager to ask questions and learn about our department.

- c. Superintendent Champagne is one of three Superintendents that volunteered to assist the NHAC and their President Ron White in the hiring recommendation of an NHAC Corrections Academy Coordinator.
- d. The HOC inmate with serious ongoing medical and behavior issues had another medical emergency. On May 31, 2017, Superintendent Champagne petitioned the court to amend the inmate's sentence and defer it until September, at which time there will be a hearing to determine if the inmate is medically stable to carry out the remainder of his sentence.
- e. Superintendent Champagne reported that he had hired Laurent Rancourt Trucking Inc. of Clarksville, NH to remove the crushed glass pile from the Coös County Recycling Center. A separate hauler was previously used and the recycling center was paying by the hour for services to have the glass hauled to AVRRDD/ Mt. Carberry in Berlin, NH. Mr. Rancourt agreed to haul the glass at a "per ton" rate, which proved to be much more cost effective. Approximately 90 tons of glass was hauled to AVRRDD and the tipping fee was completely free of charge due to being a municipality. The plan going forward is to have the glass hauling done annually and stay cleaned up.

Superintendent Champagne reported at the meeting that DES was notified and satisfied with the clean-up.

- f. The Superintendent requested a non-public session pursuant to: RSA 91-A:3, II(c).

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. The occupancy for the month of May was 75.3%. In May, there were three (3) admissions, one (1) discharge and no (0) deaths. There was an admission on Friday, June 9 and two (2) more admissions were in process.

Of the 68 residents, thirteen (13) were private pay; ten (10) residents were Vermont Medicaid and one (1) resident was Medicaid Pending for NH. *Totals for 2017: Eleven (11) admissions, one (1) discharge, and seventeen (17) deaths.*

- b. Preliminary Medicaid Rate: The preliminary daily Medicaid Rate for July 1 has been received. It is projected to be \$164.45, an increase of \$7.13 per resident per day over the current rate. The Vermont Medicaid Rate would then go to \$211.47 per resident per day.
- c. Staffing: There are 88 hours open for RN/LPN. Two (2) contract nurses are covering the open hours at this time. There are 128 open LNA hours, three (3) 32 hour LNAs currently out on FMLA, one (1) 40 hour LNA is going out on FMLA, and one (1) 32 hour LNA is out on Workers Comp. A contract LNA has been able to cover some of the hours and due to the low census staff lighter.

There are some open positions in the dietary department that are getting filled fairly quickly.

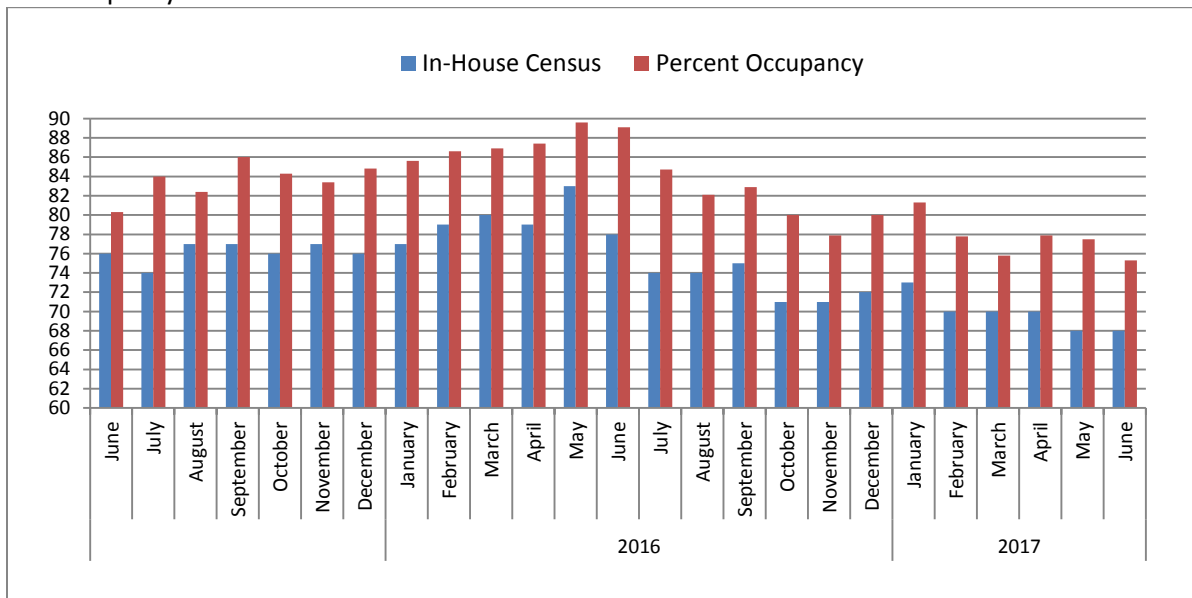
- d. High School LNA Class: The first LNA Class that was coordinated with the local high schools graduated five (5) students on Thursday, June 8. It was a wonderful class and a great

community integration program. One LNA student has accepted a 32 hour position and the remaining four will all join the temp list. The program has been such a success that students are already signing up for next year.

- e. Senator Maggie Hassan Visit: Senator Maggie Hassan and staffers Ben Belanger, Harlan Greer, and Seth Cooper visited the nursing hospital on June 2. They took a tour of the facility and visited with residents and staff. Senator Hassan wanted to be able to visualize how what is done in Washington affects real people. While here she met one of our LNAs whose mother and grandmother are both residents of the facility and was able to see the importance of what we do here as it relates even just to that family. She finished her tour with a social with our residents in the Family Room.
- f. Annual Family Picnic: The Annual Family Picnic is planned for July 16. The theme this year is "The Wizard of Oz."
- g. Meeting on Future Healthcare Needs in the North Country: The next meeting is scheduled for June 16 at AVH.
- h. Nursing Hours at the Department of Corrections:

	2016		2017	
	Minutes	Hours	Minutes	Hours
January	93	1.5		.25
February	37	0.5		.50
March		0		.25
April		1.5		
May	0	0		

- i. Occupancy:



Commissioner Brady inquired how many empty rooms were in the facility at 75% occupancy. Ms. Mills replied there was only one empty room. Several rooms have one resident including the

waivered rooms. Bariatric residents only have one person in the room. She added that she is still required to staff the three floors.

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 90. Twelve (12) residents were private pay; three (3) residents were Medicaid pending. The average daily census for May was 84.2; there were three (3) admissions and three (3) deaths.

SNF Part A: six (6) residents, Part B: seventeen (17) residents.

Year to Date: average daily census is 84.7, admissions 17, 16 deaths and 1 discharge home.

- b. SNF Services: The Nursing Home is still facing some issues with billing Medicare related to computer systems. IT continues to work on a solution with Select Rehab and Point Click Care.
- c. Preliminary Medicaid Rate: Starting on July 1 the Nursing Home's new rate will be \$161.28, an increase of \$2.82 per Medicaid resident per day.
- d. Nursing Department Update: The nursing department currently has 108 hours of open nursing (RN/LPN) positions and also 1 FMLA 40 hours. One agency LPN is helping with open positions/hours. There are 136 hours of LNA open positions; the agency LNA is ending her contract on June 17. The facility is currently hosting an LNA course.
- e. National Nursing Home Week was celebrated May 15 - 19. This year's theme was the "Spirit of America". Various activities were planned for the residents focusing on the United States, our flag, Veterans, US Presidents, Independence Day and the White House. The residents enjoyed the activities and the visits from the VFW, Historical Society, Humanitarian Group, music with Angela Brown and an elder lecture with Magdalana Grace Siegel. The employees received a week of treats along with a special meal and 50 gift drawings.
- f. A Department of Labor meeting was held in Berlin on May 16. Danielle and Louise attended. As usual there is always something new that is learned requiring staff to update procedures.
- g. HVAC upgrades: Issues have surfaced again regarding air temperatures in the Dietary Department. Representatives from HEB, Yeaton Associates and Ray's Electric have met with staff to trouble shoot the issue and come up with a solution. A temporary fix is currently in process to evaluate the systems response to warm/hot weather. It was determined that little vents were taken down during the process and were not put back in.
- h. Disaster Exercise: The facility's biannual exercise is scheduled for June 15 and 16. It will involve the closing of the Dietary Department for 24 hours. Three meals will be prepared elsewhere in the facility. Outside community resources will be utilized during the exercise. This drill will enable us to be better prepared should an actual emergency occur.

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. A payment was received on April 24 from the State of NH for reimbursement for state forest land in three of the Unincorporated Places: Dixville received \$24.61, Odell received \$4,144.00 and Wentworth Location received \$40.63.
- b. On June 5, the County received its 2017 Equity Repayment from Agri-Mark Inc. in the amount of \$10,924.87. The last repayment will be coming in 2018.
- c. The County received notice that on June 13, it would receive its Pro-Share funds. The total amount received was \$4,754,418 of which \$2,377,209 was sent to the State of NH and \$2,377,209 will be retained by the County. The payment received by the County will be \$377,209 more than the projected \$2,000,000 in the 2017 budget.
- d. As of June 7, 2017, the County had drawn \$2,800,000 from the 2017 Tax Anticipation Note to the General Fund. With the arrival of the Pro-share Funds, the County should not have to draw again for a few months.
- e. At a prior meeting, Ms. Klebe had asked the Commissioners for a determination regarding the option to update the 2016 Actuary Evaluation for GASB 45 for the postemployment health benefits provided by Coös County, at which time she was asked to clarify with the auditors.

At the meeting, Ms. Klebe reported that the auditors replied that if the 2016 actuary was not completed it would not be a major impact to the audit. Commissioner Grenier asked for a written opinion to that affect.

Ms. Klebe also reported that she would be preparing a request for bids for GASB 45 to be completed in the fiscal years 2018-2019-2020.

12. Commissioners' Committee Reports: There were no committee reports.

13. Other Business:

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

Coös County Nursing Home:

To:	02-05640-2300 Contract Nurses	70,000.00	
From:	02-05640-0400 Nursing Assistant's Salaries		70,000.00

14. Unincorporated Places:

- a. Yield Tax Warrants: Linda Harris presented a corrected yield tax warrant for the Unincorporated Place of Cambridge. The Board signed the yield tax warrant.
- b. Success - The Conservation Fund/LandVest request for abatement of yield taxes: Linda Harris presented the request for abatement from The Conservation Fund. Four separate abatement requests were presented based on the timber operation numbers which totaled \$5,170. The Board approved and signed the abatement requests.

- c. 2016-2017 Total Yield Tax Revenue: Linda Harris distributed a spreadsheet that showed the revenue totals for all of the Unincorporated Places Yield Tax Revenue. The actual 2016-2017 revenue totaled \$283,467.

Commissioner Samson inquired who signed the intents to cut. Ms. Harris replied the County Administrator on behalf of the Board of Commissioners.

15. Any Other Public Input:

- a. Berlin Nursing Home Louise Belanger noted that the increased revenue in private pay would offset the loss of Pro-Share.
- b. Sue Collins inquired if any decision had been reached in regards to the retiree health insurance benefit. The County Administrator replied that she had not received the report from Interlocal Trust and no decision had been made.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (c) at 10:50 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 12:03 p.m. All approved 3-0.

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

The July meeting has been scheduled for Wednesday, July 12, 2017, at the North Country Resource Center in Lancaster, NH at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 12:04 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk