

Coös County Commissioners  
Special Meeting  
Coös County Nursing Home - Berlin, NH  
August 7, 2019

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Berlin Director of Nursing Services Lynne Beede; Nursing Hospital Administrator Laura Mills; and Administrative Assistant Linda Harris.

Commissioner Brady opened the special meeting at 3:04 p.m. and welcomed everyone to the meeting.

1. 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.

2. Other Business:

a. Acting Nursing Home Administrator - Berlin:

County Administrator Jennifer Fish reported that she has had conversations with Berlin Director of Nursing Services Lynne Beede who has agreed to serve as Acting Nursing Home Administrator. The County Administrator must petition the State in order for Ms. Beede to be approved as a non-licensed administrator. Ms. Beede must be supervised by a licensed administrator. Bruce Moorehead, former Hillsborough County Nursing Home Administrator, has agreed to supervise Ms. Beede and will be at the nursing home up to 24 hours per week. Ms. Fish will be submitting a request to the State. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Lynne Beede as Acting Nursing Home Administrator.

Commissioner Grenier stated that Ms. Beede is an outstanding professional and asked if she was comfortable with the proposal. She replied that she was nervous but looking forward to the challenge and that it was not long term.

Commissioner Samson asked who will replace her in her current position. Ms. Beede replied that the assistant DON has been training with her over the last two years and a former employee has also agreed to come back.

All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the County Administrator to petition the State to allow Lynne Beede to become the Acting Nursing Home Administrator in Berlin. All approved 3-0. Commissioner Brady signed the letter petitioning the State.

Ms. Fish reported that Mr. Moorehead will be contracted at \$55/hour plus mileage. He currently plans on being on site Tuesday, Wednesday and Thursday. Primex<sup>3</sup> has reviewed the proposed contract and Mr. Moorehead will be placed on the liability insurance. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to engage the services of Bruce Moorehead per the negotiated agreement by the County Administrator and to authorize the Chair to sign on behalf of the Board. All approved 3-0.

Ms. Fish reported that she has received applicants with nursing home administrator licenses but only one with a New Hampshire license. Anyone without a New Hampshire license would need to apply for a NH license.

Commissioner Samson asked if someone could be hired on a temporary license. Laura Mills replied that when she was hired in January 2008 she had a temporary license until she obtained her permanent license in April 2008. Commissioner Grenier stated that the Primex<sup>3</sup> process will be used. Interview three individuals and go from there.

- b. Plant Manager - W. Stewartstown: Laura Mills, Nursing Hospital Administrator, quickly reiterated what she had stated on her email to the Board announcing the resignation of the Plant Manager last month. She noted that the Plant Manager needs to be a working individual. She suggested dividing the Plant Manager duties between the current plant worker and the Director of Housekeeping and Laundry. Both would be placed at the Plant Manager salary schedule which would give them a \$2/hour increase. She noted that Berlin pays \$4 per hour more. However, the Director of Environmental Services in Berlin carries a heavier weight as he works and supervises Housekeeping, Laundry and the Maintenance Departments. Commissioner Grenier asked if an additional person will be hired. Ms. Mills replied yes an additional maintenance worker. Commissioner Samson asked who the maintenance workers would report to. Ms. Mills replied that the Plant Manager will report to her and the workers will report to the Director of Housekeeping and Laundry. Commissioner Samson asked if Ms. Mills was proposing that the Director of Housekeeping and Laundry become the Environmental Services Director; and if so, what expertise does she have. Ms. Mills replied yes but that she will not be in charge of the plant just the employees. The Plant Manager will be in charge of the facilities. The individual specified that he did not want to supervise employees. Commissioner Grenier noted that the job descriptions will need to be changed and Ms. Mills provided the changed copies to the Board. Ms. Mills noted that the estimated cost to this year's budget will be \$2,200. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Nursing Hospital Administrator to restructure her departments per her proposed changes in her memo to the Board. Commissioner Brady asked if Ms. Mills was confident that the individuals in the proposed changes can step up to the challenge. Ms. Mills replied that the Director of Housekeeping and Laundry is very capable with paperwork and runs her departments effectively. The maintenance worker has stepped up to the plate on several occasions. Commissioner Samson noted that on-call has been an issue with individuals in the department. Ms. Mills replied that she will be speaking with the other member of the department about being included in the on-call rotation and being given the opportunity to do so. All approved 3-0.
3. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to go into non-public session per RSA 91-A:3 II (a) at 3:36 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 3:44 p.m. All approved 3-0.

A motion was made by Commissioner Grenier to adjust Lynne Beede's salary from Director of Nursing to Nursing Home Administrator Skilled, Step 9. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 3:45 p.m. All approved 3-0.

Respectfully submitted,

Commissioner Rick Samson, Clerk