

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
August 21, 2019

Present: Commissioners Tom Brady and Paul Grenier; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; HR Coordinator Julie Brunault; Captain Keith Roberge and Administrative Assistant Linda Harris. Lynn Beede, Acting Nursing Home Administrator/Berlin was unable to attend the meeting due to the state survey.

1. Commissioner Brady opened the Commissioners' meeting at 9:05 a.m. He welcomed everyone to the meeting and announced that Commissioner Samson had requested to be excused. Commissioner Grenier led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda, as presented. All approved 2-0.
3. Approval of the Minutes from the July 10, 2019, regular meeting, and the August 7, 2019, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the July 10, 2019, regular meeting, and the August 7, 2019, special meeting. 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 July and to authorize the Treasurer, during the month of August, to meet all payroll obligations and pay all other obligations due during the month. All approved 2-0.
5. Correspondence: County Administrator Jennifer Fish reported that she had no correspondence.
6. Hearing of the Public:
 - Captain Keith Roberge reported that the car should be delivered to the Department of Corrections within the next week.
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. The County Water System was connected to the Water Stewartstown Water Precinct on August 9, 2019. There is still more work to be done on this project. Underwood Engineers is currently working on the possibility of having to move a section of piping related to the fire suppression system. The next phase will be to determine the fate of the wells and reservoir tank.
- b. The New Hampshire Association of Counties conference is scheduled for October 14-16, 2019. The conference will be held in Belknap County at the Mills Falls at the Lake, Meredith NH.
- c. The County Administrator requested a non-public session in accordance with RSA 91-A:3 II(a) and (b).

UNINCORPORATED PLACES

- a. On August 13, the County Administrator met with Executive Director Sharon Gauthier of AVRRDD to discuss a payment in lieu of tax for Success. Ms. Gauthier said she would update the AVRRDD Board regarding the discussion and will let her know of the Board's decision in writing.

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 ON JULY 31, 2019	25
HOUSE OF CORRECTIONS	9
PRETRIAL	16
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 4 HOC FEMALE, 1 PT FEMALE MERRIMACK DOC: 1 PT MALE NHSP: 2 HOC MALE
AVERAGE DAILY POPULATION JULY	21
MALE DAYS SERVED IN FACILITY JULY	637
FEMALE DAYS SERVED JULY	156 (8 females)
FEDERAL INMATE DAYS SERVED JULY	0
TOTAL INMATES BOOKED JULY	17
TOTAL INMATES RELEASED JULY	14

- a. On July 26, 2019 there was an incident involving an inmate fabricating a homemade weapon (shank) and concealing it within his cell. Upon discovery of the weapon by staff, this inmate was moved to the Restrictive Housing Unit (RHU) pending an investigation and disciplinary board hearing. After being moved to RHU this inmate began attempting to destroy all the contents and fixtures within his cell. It was deemed by the Superintendent to call in two additional staff members to assist in handling this situation. After hours of attempts to defuse this situation with no success, it was deemed appropriate that staff make entry into the cell to regain control of this situation. The staff involved donned Special Response Team (SRT) gear and made entry. Due to the elevated state of resistance given by this inmate, the taser was deployed. This situation was immediately defused and no injuries by staff or inmate were incurred. The Superintendent commended the level of professionalism and teamwork by the staff involved to achieve such a positive outcome in a time of crisis.
- b. Corporal Brendon Lynch was selected to fill a first shift officer vacancy. Subsequently this left a second shift corporal vacancy to be filled. Andre Dionne was selected to fill this position and effective July 28, 2019 he assumed his new role. The Superintendent is pleased to see Corporal Dionne advance in his career at the DOC.
- c. Three new windows were installed in the Unit #2 Dorm sleeping area by Dan's Glass of Clarksville, NH on August 5, 2019.
- d. Superintendent Champagne presented a draft copy of the proposal to the Integrated Delivery Network (IDN) for Case Management and Medication Assisted Treatment. The Superintendent

requested recommendations from the Board on how to move forward. The Board supported the proposal and encouraged the Superintendent to move forward with the proposal.

- e. The Recycling Center took delivery of the recycling containers from East Coast Containers on June 24, 2019. Superintendent Champagne applied for grant funding through New Hampshire the Beautiful and has been informed that grant funds have been approved in the amount of \$3,260.
 - f. The Superintendent found a replacement barber to meet the monthly needs of the inmate population. Tasha Cunningham of Colebrook, NH has been hired.
 - g. Staff welcomed Ty Dixon of Colebrook, NH to the team at the Coös County Department of Corrections. Mr. Dixon has filled a vacant corrections officer position and started employment on July 28, 2019.
 - h. Superintendent Champagne requested authorization from the Board of Commissioners to spend \$3,644 out of the Inmate Trust Fund for a Landice L10 Pro Sports Commercial Treadmill for the inmate fitness room. The current treadmill was purchased in 2009 and has been repaired numerous times. At this time, Superintendent Champagne would deem its condition-end of life. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize Superintendent Champagne to expend up to \$3,644 for the purchase of a treadmill from the the Inmate Trust Fund. All approved 2-0.
 - i. At the meeting, Superintendent Champagne requested authorization to advertise the sale of the four-door sedan. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow Superintendent Champagne to advertise the sale of the four-door sedan by sealed bid. All approved 2-0.
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 83. The occupancy for the month of July was 97.4% based on a bed count of 85. In July, there were two (2) admissions, one (1) discharge, and one (1) death.

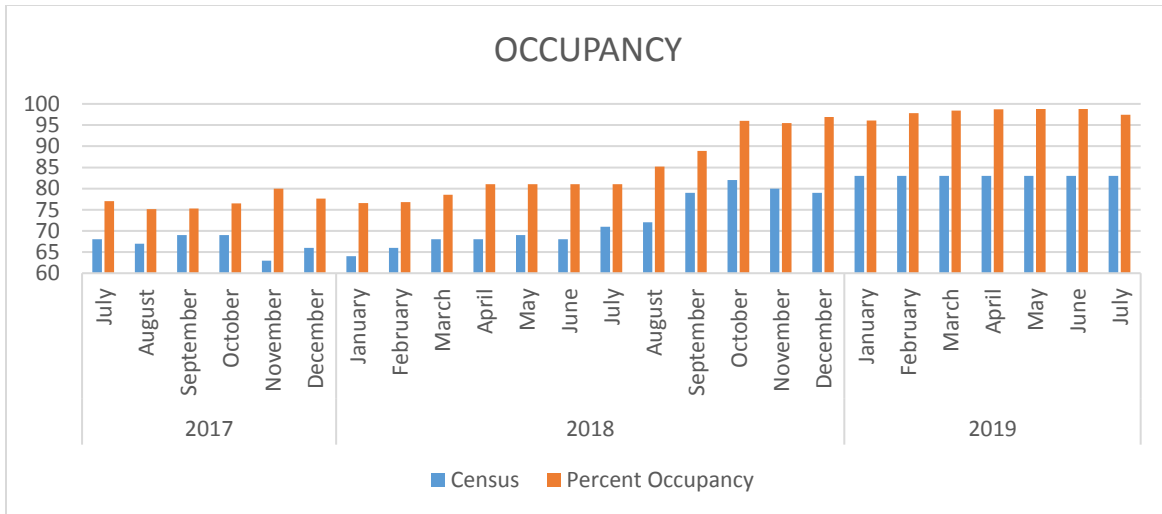
Of the 83 residents, fourteen (14) were Private Pay, fourteen (14) residents were Vermont Medicaid, eight (8) residents were Medicaid Pending, (four (4) for NH and four (4) for VT.) In many instances, residents are dying while on Medicaid Pending. The Social Services Director and Resident Accounts are attending meetings with NH Medicaid to work through these cases.

Totals for 2019: Fifteen (15) admissions, eleven (11) deaths, one (1) discharge. Total residents receiving services or assistance from CCNH in 2019: One hundred-twelve (112).

There are currently eleven (11) people on a waiting list for admissions (five (5) women and six (6) men.) The waiting list has decreased. Some potential residents have passed away while waiting for a bed. Others are concerned there will not be a bed when they need it so they are getting on the list now to be assured a spot when they are ready, but are not yet ready. Some are waiting for specific rooms or floors to be available.

- b. STAFFING:
Nursing: There are 68 hours open for RN/LPN. One (1) 40 hour LPN is out on Medical Leave. Two (2) contract LPNs are covering the hours. There are 508 open LNA hours (12.7 FTE). One (1) 32 hour LNA is out on Workers Comp and one (1) 32 hour LNA on Maternity Leave. Seven (7) contract LNAs are covering some of the hours and are looking for two (2) more. Several students from the high school LNA classes have returned as temps, but college students will be leaving soon.
- c. LNA and MNA Classes: An MNA class has been scheduled for this month and an LNA class for September.
- d. Maintenance: After the approval of the Board on August 7, 2019, Dennis Bouvier accepted the position of Plant Manager and Lisa Young accepted the position of Environmental Services Director. Both are very excited to take on these new roles and new challenges. Both are also very willing to work together and support each other. They will begin interviewing candidates to fill the Maintenance Worker II position over the next week.
- e. Telephone System: The nursing hospital continues to have issues with voicemail.
- f. QAPI: The facility continues to make progress on its QAPI Plan for the new regulations. Departments continue to work on the PIPs for Pain Management and for making the admissions process smoother.
- g. Family/Resident/Staff Concerns: No Ombudsman reports were filed in July.
- h. Dentist: The search continues for replacement dental services for the residents.
- i. KITCHEN A/C: Maintenance completed a new venting system for the dishwasher. This has already made a big improvement. Arctic Air was on premises in July to reactivate the Fujitsu system and returned on August 14 to finish putting the system back on line.
- j. Committee Reports:
- NHAC Executive Committee: Attended the meeting on August 2, 2019 at the new Dupont/Rumford offices. The next meeting is scheduled for September 6, 2019 in Cheshire County.
 - NHAC Nursing Home Affiliate: Ms. Mills hosted the meeting on June 13 in W. Stewartstown. The next meeting is scheduled for September 12, 2019.
 - Workforce Development: The date for the next meeting is August 20, 2019.
 - LNA Day of Education Committee: The meeting was August 7, 2019.
- k. Nursing Hours at the Department of Corrections:

	2018	2019
	Minutes	Minutes
January		59
February		5
March		53
April		1
May		1
June		7
July		26



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 93. Eleven (11) residents were Private Pay; five (5) residents are Medicaid pending. Average daily census for July was 91.5; we had 4 admissions, 2 deaths, and 8 discharged.

SNF: Part A 7 residents; Part B 20 residents; some residents are counted twice if receiving multiple rehab services (PT, OT, and SP).

Year to Date (totals for 2019): the average daily census was 94.2 with 41 admissions, 17 deaths and 24 discharged. Total residents who have received services year to date at CCNH in 2019: 130.

- b. Nursing Department: We are currently at 448 hours of open nursing (RN/LPN) positions (11.2 FTE's). 10 agency LPNs and 1 RN are helping cover our open hours. There are 732 hours of LNA open positions (18.3 FTE's) this is an increase of 40 hours per week. There are 12 agency LNAs helping with open positions/hours. Three agency staff members are ending their contract on August 17 and two more on August 24. These figures do not reflect employees out on an FMLA or workers Comp.
- c. Point Click Care: The second financial training session took place on July 9.
- d. Recruitment Event Update: the event is scheduled for August 21 from 4:30 to 6:30 at the nursing home. Radio announcements have been running for three weeks several times per day. A banner has been hung advertising the event and the Chamber has posted the event on their Facebook page and the nursing home paid for a "page spot" on Facebook also. Refreshments will be served while hearing about our 5-Star Nursing Home and our extensive employment benefit package. Julie Brunault, HR Coordinator and Danielle Rioux, HR Manager both plan on taking part in this event.

- e. Family Picnics with entertainment: the nursing home's second picnic was July 12. August 30 will be the next picnic.
- f. Vermont Medicaid: the nursing home is now a provider with Vermont Medicaid. This will enable the nursing home to take *skilled* short term clients and bill Vermont Medicaid for co-insurance after Medicare pays.
- g. Meetings/Committee Reports:
 - NHAC Nursing Home Affiliate: The next meeting is September 12.
 - North Country Health Care Workforce Group: The LNA day of recognition/education will be on October 2, 2019 at the Mountain View Grand.
 - NHAC Executive Meeting: The meeting was August 2. The Nursing Home Administrator was on vacation.
 - AVH Board of Directors: No meeting in July.
 - AVH Professional Affairs Committee: No meeting in July
 - AVH Board Quality Committee: The Nursing Home Administrator attended a meeting July 16.
 - AVH Cooperate Compliance Committee: No meeting in July.

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 current electric contract with ENH Power expires in December. The Director of Finance reached out to George Sansoucy's office in regards to timing of starting the new RFP. He has suggested starting in September and has sent a contract for his services. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the Director of Finance Carrie Klebe to sign the contract. All approved 2-0.
- b. Ms. Klebe reported that she had received notice that effective August 27, 2019 Kara Sweatt will be resigning from Coös County. Kara has worked at Coös County for 32 years. She thanked her for her long standing dedication to Coös County and wish her well in her new endeavor.
- c. Coös County received 2019 surplus funds from the State of New Hampshire on July 26. Coös County Nursing Hospital received \$73,361.98 and Coös County Nursing Home received \$119,423.15.
- d. Audit Bids were presented for the Commissioners to open and review. The Board recommended that the County Administrator and the Director of Finance review the bids from Melanson Heath and Vachon, Clukay and Company, PC and present a recommendation to the Board at the next meeting.
- e. Coös County received a Premium Holiday distribution in the amount of \$3,312.83 effective 7/1/19 on Property and Liability Insurance Program and \$21,190.67 on Workers' Compensation Program.
- f. The 2018 Financial Audit by Melanson Heath has been completed. The final Unencumbered Fund Balance is \$660,906.

- g. The Director of Finance set up a presentation by Peter Begin, the Security Fraud Prevention Officer from Mascoma Bank for county employees and will be held at the Berlin Nursing Home on September 11 after the Commissioners' meeting. It is important for Coös County to provide to its employees security training which will benefit the County and also will benefit employees' personal security.
 - h. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute: Ms. Klebe reached out to the State of NH Banking Department and they have stated the RSA 29:1, RSA 6:8, RSA 41:29, RSA 48:16 and RSA 197:23 does not fall under the Bank Commissioner's jurisdiction. Therefore, the Bank Commissioner has no authority to enforce these laws or to waive the limitations in these laws. She was referred to the Attorney General in this matter, but not have yet received a reply. Ms. Klebe has spoken with County Attorney John McCormick and he feels that she is going in the right direction by speaking with the Delegation in regards to possible legislative changes.
 - i. As of June 13, the county has 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.
 - j. County House Project: Funding/Grant options are being pursued to see if viable for the 2020 Budget.
 - k. Balsams Project: Waiting for a proposal from the Balsams developers in order to know what resources will be need to be pursued in order to handle the financial portion of the project.
 - j. NH Government Accounting Certificate Program: The next class will be on August 28 in Concord. The class is called "It's Payday!" which will focus on payroll.
 - l. Funding to the State of NH for IDN 7: Currently the IDN funding proposals are being discussed by each County and the next meeting for the Committee has not been set.
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: 6/01/2019 - 6/30/2019

a. New Hires: 10

Department:	#	Positions
Nursing Home	5 (1 PT, 4 Temps)	1 LNA, 4 DA
Nursing Hospital	4 (2 PT, 2 Temps)	2 LNA's, 2 DA
Corrections	1 (FT)	Officer

b. Separations: 6

Department:	#	
Nursing Home	2 (2 PT)	1 LNA, 1 DA
Nursing Hospital	2 (2 PT, 1 Temp)	LNA's
Corrections	2 (2 FT)	Officers

c. Change in Status: 6

Department:	#	
Nursing Home	3 (PT)	1 LPN, 1 LNA, 1 DA
Nursing Hospital	2 (1 PT, 1 Temp)	DA
Corrections	1 (PT)	Medical Service Coor

d. Reasons for separation/ Change of status:

- 4 new employment
- 3 did not meet job requirements
- 1 college
- 3 relocated
- 1 retirement

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

Nursing Home	14 (3 FT, 11 PT)
Nursing Hospital	4 (2 FT. 2 PT)

- f. The HR Coordinator will be at the Nursing Home in Berlin on August 21, 2019, for the job fair. Presently the Nursing Home in Berlin has 24 contract nurses and Nursing Hospital in West Stewartstown has 9 contract nurses. Ashley Hodge, Staff Development Director in West Stewartstown, will be instructing an LNA class in September in hopes of recruiting qualified and caring individuals.
- g. On September 4, 2019, the Awards Committee will be meeting to finalize the nominees for the 2019 NHAC conference. This will be held in Concord at the Dupont Group's Office.
- h. Mary Kimmel, Senior Account Manager of KGA will be at the Lancaster courthouse on September 4, 2019, at 4PM to provide harassment training. The training session has been coordinated with the Sheriff and is mandatory for all Coös County employees. The HR Coordinator will be in attendance for the training.
- i. New Hampshire Interlocal Trust's Annual Fall Workshop is September 18, 2019. The workshop will be focusing on retiree management and will be held in Meredith, NH. Both, Danielle Rioux and Julie Brunault will be attending this meeting.

13. Commissioners' Committee Reports: There were no reports.

14. Other Business:

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

Coös County Nursing Hospital:

To:	01-05140-2300 Contract Nurses	38,000.00	
From:	01-05140-1200 Nursing Health Insurance		38,000.00
To:	01-05130-0100 Dietary Director Salary	23,760.00	
From:	01-05130-0200 Cooks Salaries		5,000.00
From:	01-05130-0900 Dietary Longevity		700.00
From:	01-05130-1200 Dietary Health Insurance		18,060.00

To:	01-04142-1300 Staff Development Retirement	2,120.00	
From:	01-05193-1300 Restorative Retirement		2,120.00
To:	01-05142-0100 Staff Development Director	23,880.00	
From:	01-05193-0200 Restorative Nurse Salary		19,000.00
From:	01-05193-1200 Restorative Health Insurance		4,880.00
To:	01-05143-0100 Quality Director Salary	16,560.00	
From:	01-05143-0900 Quality Longevity		420.00
From:	01-05143-8200 Quality Equipment Repair		1,500.00
From:	01-05140-0500 MNA Salaries		14,640.00
To:	02-05640-2300 Contract Nurses	450,000.00	
From:	02-05640-0300 Licensed Practical Nurses Salaries		75,000.00
From:	02-05640-0800 In Lieu of Health Benefit		5,000.00
From:	02-05640-0900 Longevity Pay		4,500.00
From:	02-05640-1200 Health Insurance		365,500.00
To:	02-05640-0500 MNA Salaries	50,000.00	
From:	02-05640-0400 Nursing Assistants Salaries		50,000.00
To:	02-05600-6700 Advertising	4,000.00	
From:	02-05600-0900 Longevity Pay		2,000.00
From:	02-05600-1200 Health Insurance		2,000.00
To:	02-05641-1700 Education and Conferences	1,000.00	
From:	02-05641-0900 Longevity Pay		1,000.00
To:	02-05642-1300 Retirement	2,500.00	
From:	02-05642-0200 RN Staff		2,500.00
To:	02-05660-1300 Retirement	9,000.00	
From:	02-05670-1300 Retirement		9,000.00
To:	03-06100-3600 Administrative Supplies	3,000.00	
From:	03-06100-5000 Food/Meals		3,000.00
To:	03-06100-7000 Travel	2,000.00	
From:	03-06100-5000 Food/Meals		2,000.00

15. Unincorporated Places:

- a. Final 2018-2019 Yield Tax Revenue Report: Linda Harris, Tax Collector, presented to the Board copies of final 2018-2019 Yield Tax Revenue Report.

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

17. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (a) & (b) at 9:45 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 10:10 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes until the Chairman of the Board and the County Administrator deem appropriate to unseal the minutes. All approved 2-0.

The next regular Commissioners' meeting will be held September 11, 2019 at the Coös County Nursing Home in Berlin, NH at 9:00 a.m.

The October meeting will be held October 9, 2019 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 10:11 a.m. All approved 2-0.

Respectfully submitted,

Linda Harris, Administrative Assistant