

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
September 11, 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; Acting Nursing Home Administrator Lynn Beede; HR Coordinator Julie Brunault; Sheriff Brian Valerino; Captain Keith Roberge; Interim Supervising Administrator Bruce Moorehead; and Administrative Assistant Linda Harris.

1. Commissioner Brady opened the Commissioners' meeting at 9:04 a.m. A moment of silence was observed to commemorate 9/11.

Commissioner Brady welcomed everyone to the meeting and announced that Commissioner Samson had requested to be excused. Sheriff Valerino 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 August 21, 2019, regular meeting, presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the August 21, 2019, regular 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 August and to authorize the Treasurer, during the month of September, 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 received an appropriations request from Volunteers for Veterans. A copy of the letter was sent to the Board prior to the meeting. Commissioner Grenier stated that he knew the people who ran the organization and they are hard workers. He suggested including the agency under the special appropriations budget for the 2020 budget with a proposed amount of \$2,000.
6. Hearing of the Public:
 - a. Henry Gosselin inquired about the status of the proposed AVRRDD payment in lieu of tax for Success. The County Administrator replied that she was waiting for a response from Executive Director Sharon Gauthier.
 - b. Sheriff Brian Valerino reported the following:
 - He was looking to fill the part-time secretary position.
 - The tasers were in. The department was waiting for the cartridges and training will be provided by the Lancaster Police Department.
 - He will have ATV figures for the Board at the next meeting.
 - The car will be ready for the Department of Corrections by the end of the week.
 - The Sheriff's Department has been assisting local police agencies due to low staffing.

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 Administrator presented a proposal for phase 2 of the water system water project which is the work required to re-route the Fire Suppression System and disconnect the existing piping from the tank. Two options were proposed:

- Modify the existing tunnel piping \$78,000
- Install a new service entrance for fire suppression system \$81,910

Ms. Fish stated that the plant manager favored option #2 as a temporary water service would be required for option #1 during construction. Ms. Fish also noted that the State is allowing the use of the loan dollars for this project. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to fund option #2 for the fire suppression system at a cost of \$81,910. All approved 2-0.

- b. Primex³ has offered the County the option of participating in the Property & Liability Contribution Assurance Program (CAP) for the next three coverage period years July 1, 2020-June 30, 2023. The maximum increase would be 5% of the prior year's contribution. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to participate in the Primex³ Property & Liability Contribution Assurance Program (CAP) for the next three coverage period years July 1, 2020-June 30, 2023. All approved 2-0.

- c. Primex³ has also offered the County the option of participating in the Workers' Compensation Contribution Assurance Program (CAP) for the next three period years January 1, 2020-December 31, 2022. The maximum increase would be 8% of the prior year's contribution. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to participate in the Primex³ Workers' Compensation Contribution Assurance Program (CAP) for the next three period years January 1, 2020-December 31, 2022. All approved 2-0.

The CAP Agreements were signed by Commissioner Brady.

- d. Ms. Fish requested a non-meeting to discuss Collective Bargaining.

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 AUGUST 31, 2019	24
HOUSE OF CORRECTIONS	12
PRETRIAL	12
NH STATE PRISON INMATES	1
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 MERRIMACK DOC: 1 PT MALE NHSP: 1 HOC MALE
AVERAGE DAILY POPULATION AUGUST	24
MALE DAYS SERVED IN FACILITY AUGUST	749

FEMALE DAYS SERVED AUGUST	146 (9 females)
FEDERAL INMATE DAYS SERVED AUGUST	9 (8 federal detainees)
TOTAL INMATES BOOKED AUGUST	26
TOTAL INMATES RELEASED AUGUST	29

- a. Superintendent Champagne reported that he had submitted the proposal for the Case Management/ MAT project to April Mottram of the North Country Health Consortium. Ms. Mottram presented the proposal to the IDN Region #7 Steering Committee. The Superintendent has received positive feedback, however more information is needed. He will continue to work on providing any and all information needed and will report back to the Board.
 - b. The 111th NHAC Corrections Academy began on September 9, 2019. Unfortunately, the Department of Corrections did not send anyone due to the current staffing situation.
 - c. The inmate with ongoing serious medical issues continues to receive costly medical treatment. A bail hearing was held September 10, 2019. At this time, the inmate remains in custody.
 - d. The department took delivery of a new Livescan finger printing machine on September 4, 2019. This machine belongs to the State of New Hampshire with no cost to the Department of Corrections. At the meeting, Superintendent Champagne noted that the IT department still needs to hook up to the State of NH system. Commissioner Grenier asked why this had not been done. The Board was informed that the employee was unable to travel to West Stewartstown at this time. Further discussion would need to be held in nonpublic. Commissioner Grenier noted that arrangements have to be made to assist the nursing hospital and the department of corrections.
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 84. Occupancy for the month of August was 97.9% based on a bed count of 85. In August, there was one (1) admission, no (0) discharges and no (0) deaths. Staff is currently working on one (1) admission.

Of the 84 residents, fourteen (14) were Private Pay, fourteen (14) residents were Vermont Medicaid, nine (9) residents were Medicaid Pending (five (5) for NH and four (4) for VT). In many instances, residents are dying while on Medicaid Pending. The Social Services Director and Resident Accounts Administrator are attending meetings with NH Medicaid to work through these cases.

Totals for 2019: Sixteen (16) admissions, eleven (11) deaths, one (1) discharge. Total residents receiving services or assistance from CCNH in 2019: One hundred-thirteen (113).

Currently ten (10) people are on a waiting list for admissions (six (6) women and four (4) men.) 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: The Nursing Department has 68 hours open for RN/LPN. One (1) 40 hour LPN has been out on Medical Leave. Two (2) contract LPNs are covering the hours. The Restorative Nurse has submitted her plans to retire on October 31, 2019. Another 36 nursing hours will be open starting November 1, 2019.

The nursing department currently has 500 open LNA hours (12.5 FTE). One (1) 32 hour LNA has been out on Workers Comp, one (1) 32 hour LNA has been on Medical Leave, and one (1) 32 hour LNA on Maternity Leave.

Eight (8) contract LNAs are covering some of the hours. Several of the students from the high school LNA classes have returned as temps but the college students have returned to college.

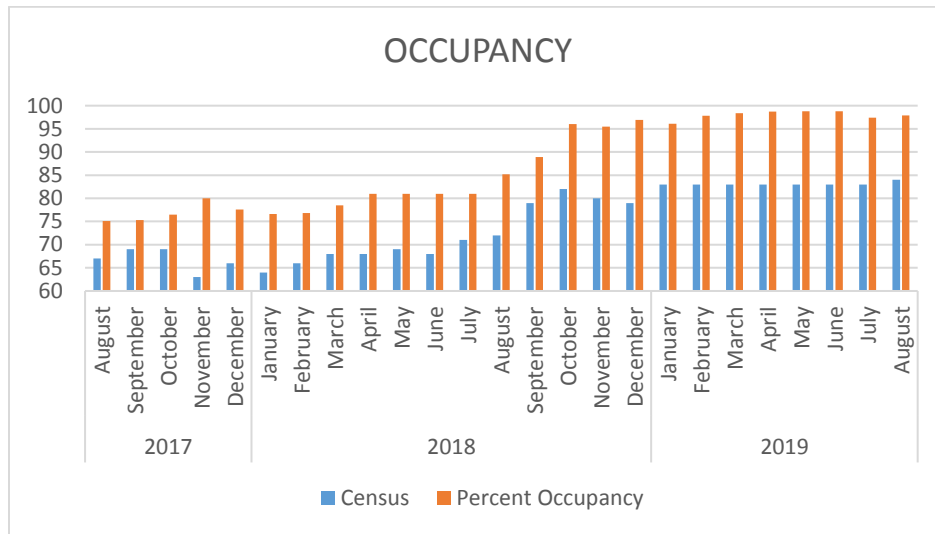
- c. LNA and MNA Classes: The MNA class has completed with two (2) new MNAs. Five (5) students will be starting the LNA class this month.
- d. SAU 7 School Nursing: Ms. Mills reported that she had received a call on Monday, August 26 from Bruce Beasley, the Superintendent of SAU 7. The clinic had notified him that they would be unable to maintain their contract to supply school nurses to the three schools of SAU 7. The two discussed some possibilities of CCNH helping them out, at least temporarily. Upper Connecticut Valley Hospital was able to cover for the opening of school and hopefully will be able to provide nursing coverage for the schools going forward, but Ms. Mills has made the offer to assist where they can if needed.
- e. IT: There are continued issues with voicemail and some of the printers.
- f. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations. Staff continues to work on the PIPs for Pain Management and for making the admissions process smoother.
- g. Family/Resident/Staff Concerns: One Ombudsman report was filed the last week in August.
- h. Dentist: Continue to search for replacement dental services for the residents.
- i. 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 13, 2019 in Concord.
 - NHAC Nursing Home Affiliate: Hosted the meeting on June 13 in W. Stewartstown. The next meeting is scheduled for September 12, 2019.
 - Workforce Development: Attended the August 20 meeting via conference call. The date for the September meeting has not been set.
 - LNA Day of Education Committee: The meeting was August 7, 2019.
- j. 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
August	54	68

- k. The Nursing Home Administrator requested two (2) non-public sessions per RSA 91-A:3 II (c) &(i).

l. Occupancy:



10. Report of the Acting Berlin Nursing Home Administrator Lynn Beede. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 95. 11 Private Pay, 5 Medicaid pending, 2 receiving Hospice Services. The average daily census for July was 92.6; 8 admissions, 2 deaths, and 2 discharges.

SNF: Part A: 6 residents, one receiving skilled nursing only. Part B: 13 residents: PT 11, OT 9, ST 3. Therapy manager is gaining experience and learning ways to improve reimbursement/Medicaid Case Mix Index (CMI). New ST to start within the next 1-2 weeks.

Year to Date (totals for 2019): Average daily census 94; admissions 49, deaths 19, discharges 26.

Total residents who have received services year to date at CCNH in 2019: 142

- b. 2019 Survey Results: No deficiencies in healthcare; two isolated, low-level, deficiencies in life safety - one corrected, the other is in the process of being corrected. The plan of correction is due to State by 9/14/19.
- c. NH DHHS/Medicaid: Per the Medicaid LTC Supervisor, the monthly meetings may not continue. The back log and higher arrears are widespread. *(A separate letter explaining the backlog was emailed to the Board prior to the meeting.)* Medicare and Medicaid billers will attend the

Association of Counties Biller Meeting to be held at Rockingham County Nursing Home on 9/27/19.

Commissioner Grenier replied that he had read the letter prior to the meeting. He asked that a letter be sent to Commissioner Meyers stating that this is a problem which needs to be corrected. The issue is affecting the cash flow. Mr. Moorehead noted that a memo had been drafted for the Delegation. Commissioner Grenier asked that the letter be sent to Commissioner Meyers and copied to the Delegation.

- d. The Nursing Department has 484 hours of open nursing (RN/LPN) positions (12.1 FTE's) with 10 agency LPNs and 1 RN assisting with coverage. The department also has 844 hours of LNA open positions (21.1 FTE's) with 10 agency LNAs assisting with coverage. These figures did not reflect employees out on FMLA or workers comp.
- e. Recruitment Events: The event on August 21 from 4:30 to 6:30 at the nursing home drew three attendees: 1 LNA in the hiring process; two potential dietary aides, no applications. NH Employment Security will be holding its annual Fall Job Fair September 26, 2019 from 1:00 pm-4:00 pm. The registration information was forwarded to Julie Brunault. An application to the Board of Nursing for facility LNA Program is in process, as well as consideration of the LNA Registered Apprenticeship through WMCC.
- f. Out of State Travel Request: Mike Holt and David Leblanc, Environmental Services, requested permission to travel to Vermont to attend Swish White River Fall Trade Show & Training Seminar, on September 19 in Barre, VT. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the out of state travel. All approved 2-0.
- g. QAPI: Process improvement projects, to include: Weight Protocol; Pain; State Mandated Reports; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning.
- h. Waste Disposal System: Currently under review as a new alternative is needed by the beginning of the year.
- i. Non Public Requested: Two concerns to discuss, per Title VI, Chapter 91-A:3 II (c).
- j. 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. The next meeting is not set.
 - AVH Extended Care Meeting: The next meeting is September 10.
 - North Country PHN RCC Meeting is September 16 - After Action Report 2019/Spring 2020 Berlin Exercise.
- k. Bruce Moorehead, Interim Supervising Administrator, stated that Coös County has a gem of a facility with Coös County Nursing Home. The facility is clean and the residents are well taken care of. Deficiency free in healthcare for three out of four years is something to be proud of. He noted that there are a lot of things that can be done to alleviate pressure in some areas.

- I. Ms. Beede presented a letter to the Board to sign for the deficiency-free survey. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the deficiency-free survey bonus. All approved 2-0.

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 Audit Bid Summary was provided to the Commissioners for review and decision. Two bids were received:

• Vachon Clukay & Company PC	\$22,950/per year/three years
• Melanson Heath & Company	\$29,300/year 1
	\$29,850/year 2
	\$30,400/year 3

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to award the three year contract to Vachon Clukay and Company. All approved 2-0.

- b. MS-46 Proposed Budget and Estimate of Revenue and MS-45 Financial Report of the Budget was signed by the Commissioners.
- c. The Director of Finance set up a presentation by Peter Begin, the Security Fraud Prevention Officer from Mascoma Bank for county employees to 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.
- d. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute **Update:** The Director of Finance presented this issue to the Delegation on August 23. Representative Moynihan is working with the legislative office and considering the effort to change NH state law. At the meeting, Mrs. Klebe added that the Dupont Group will be bringing the information to the NHAC. Representative Moynihan is preparing a LSR.
- e. As of June 13, the County had drawn \$4,300,000 from the Tax Anticipation Note line of credit.
- f. County House Project: Funding/Grant options are being pursued to see if viable for the 2020 Budget.
- g. Balsams Project: Waiting for a proposal from the Balsams developers in order to know what resources will be needed to pursue in order to handle the financial portion of the project.
- h. NH Government Accounting Certificate Program: The next class is mandatory attendance at the NH Municipal Association's Budget and Finance Workshop in Lincoln NH on the September 26.
- i. 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: 8/01/2019 - 8/30/2019

a. New Hires: 9

Department:	#	Positions
Nursing Home	3 (PT)	1 LNA, 1 DA, 1 Adm
Nursing Hospital	6 (1 FT, 2 PT, 3 Temps)	3 LNA, 2 DA, 1 Asst DA Manger

b. Separations: 14

Department:	#	
Nursing Home	5 (1 FT, 2 PT, 2 Temps)	1 Adm, 1 RN, 1 LNA, 2 DA
Nursing Hospital	9 (3 FT, 5 PT, 1 Temp)	3 Adm, 2 LNA, 4 DA

c. Change in Status: 8

Department:	#	
Nursing Home	7 (1 FT, 6 PT)	1 Adm, 4 LNA, 1 DA, 1 HSKP
Nursing Hospital	1 (Temp)	LNA

d. Reasons for separation/ Change of status:

8 new employment
2 did not meet job requirements
4 school/college
4 relocated
4 personal

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

Nursing Home	12 (1 FT, 11 PT)
Nursing Hospital	5 (2 FT, 3 PT)

f. The job fair held at the Nursing Home on August 21, 2019, generated very low attendance. Job fairs are a thing of the past. Potential qualified employees are not at job fairs they're surfing the web for job opportunities. My focus going forth for recruitment is to work with Administration in West Stewartstown and Berlin, David Leveille and CCI management, to establish a safe and secure social media site to advertise job opportunities.

The HR Coordinator stated that she will look into a recruitment bonus and policy. Commissioner Grenier also suggested reviewing the tuition loan. Maybe "x" amount could be forgiven after a period of time.

The HR Coordinator stated that she also wanted to look up policies pertaining to Facebook. Superintendent Champagne suggested contacting Primex³ and request any information relating to what content should be included. Mrs. Brunault noted that she will contact Attorney Mark Broth.

Laura Mills asked to have a discussion with the Board regarding recruitment prior to the budget process.

- g. The Awards Committee finalized the nominations for the NHAC Conference. Each committee member is responsible to contact the nominee from their county by September 16, 2019. The Awards Committee will meet at the conference at 3:00 PM on October 15, 2019, to finalized pending issues.
- h. Mary Kimmel, Senior Account Manager of KGA will be at the Lancaster courthouse on September 11, 2019, at 4PM to provide harassment training. The training session was rescheduled for the Sheriff's Department. The HR Coordinator will be in attendance for the training.
- i. Coös County will be hosting the September HR Affiliate meeting. The meeting is set for September 20, 2019, at 10:00 AM at the West Stewartstown facility. The October meeting will be held at the conference.

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	\$94,000.00	
From:	01-05140-1200 Nursing Health Insurance		\$94,000.00

Coös County Nursing Home:

To:	02-05600-0100 Skilled Administrator's Salary	57,000.00	
From:	02-05600-0300 Office Staff Salaries		7,000.00
From:	02-05600-1200 Health Insurance		5,900.00
From:	02-05640-0100 Director of Nursing Salary		7,200.00
From:	02-05640-0400 Nursing Assistants' Salaries		36,900.00

To:	02-05600-2300 Consultant Services	27,000.00	
From:	02-05640-0400 Nursing Assistants' Salaries		27,000.00

Sheriff's Department:

To:	03-04140-0402 Overtime	3,300.00	
From:	03-04140-8100 Vehicle Purchase		3,300.00

To:	03-04140-2400 IT Services	1,200.00	
From:	03-04140-8100 Vehicle Purchase		1,200.00

15. Unincorporated Places: There was no Unincorporated Places business to discuss.

16. Other public input:

Henry Gosselin offered a suggestion in regards to the posting of positions on the web. He stated that linkedin, indeed and monster all had search engines that constantly look for job opportunities for others.

17. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (c) & (i) at 10:26 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 10:37 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes indefinitely. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into a non-meeting to discuss collective bargaining at 10:38 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-meeting at 10:58 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the proposed Collective Bargaining Agreement between Coös County and Coös County Corrections Chapter 53 State Employees' Association SEIU Local 1984. The vote was 1-1. *(Commissioner Grenier)* The motion failed.

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 10:59 a.m. All approved 2-0.

Respectfully submitted,

Linda Harris, Administrative Assistant