

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
November 13, 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; Administrative Assistant Linda Harris; and April Mottram, Kris van Bergen-Buteau, Nancy Frank from IDN7; and Kevin Lowe, SNS.

1. Commissioner Brady opened the Commissioners' meeting at 9:38 a.m.

Commissioner Brady welcomed everyone to the meeting and asked Sheriff Valerino to lead the Pledge of Allegiance.

2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady amend the agenda as follows:
 - add item 14d. Approval of 2020 Proposed Budget;
 - remove item 15b. Anticipated Approval of Property Tax Rates; and
 - remove item 15c. Anticipated Approval of Property Tax Warrants.The motion was approved 2-0.

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

3. Approval of the Minutes from the November 6, 2019, budget work session, presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the November 6, 2019, budget work session. 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 that she had received a letter from Darrel Covell, UNH/Cooperative Extension which stated that UNH would commit to 50% of the costs of the office renovations at the UNH/Cooperative Extension office in Lancaster.
6. Hearing of the Public:
 - a. April Mottram, Kris van Bergen-Buteau, Nancy Frank from IDN7: A summary report (*copy on file*) was distributed highlighting Region 7 IDNs Coös County Impacts. The report included a list of IDN 7 specific programing from 2017 to the present. The Coös County Department of Corrections was awarded \$35,000 to support intensive case management and Medication Assisted Treatment at the facility.

Commissioner Grenier inquired how active IDN 7 was in providing services the two nursing homes. Ms. van Bergen-Buteau replied that it would depend on how active the Medical Director was with providing services once residents were returned to the community.

Laura Mills, NHA, replied that the residents in West Stewartstown rarely get discharged home. Lynn Beede, Acting NHA, replied that she did not have enough information to comment but was interested in obtaining more information.

The funds obtained from the counties go to the State and then portions are distributed to the IDNs.

- b. Kevin Lowe, SNS: Mr. Lowe provided to the Board a list of IT recommendations and technology road map in order to bring all county facilities up to date.

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. Retiree Medicare Plan: The Aetna prescription plan for retirees on Medicare renews on January 1, 2020. The new rate for the prescription plan will be \$196.22 per month. This is an increase of \$10.98. The NHIT health plan rate will remain the same until June 30, 2020. The not-to-exceed rate for the health plan portion will be announced in December.

NHIT Single ME Plan		\$412.88	Eff. 7/1/19-6/30/20
PDP Plan Rate from Aetna		\$196.22	Eff. 1/1/20-12/31/20
Total		\$609.10	

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the new rate for the prescription plan of \$196.22. All approved 2-0.

- b. Upcoming Meetings:
- NHAC Opioid Committee Meeting: the next meeting is scheduled for Friday, November 15 in Concord at the Dupont Group Office.
 - North Country Council Board Meeting: Thursday, November 21, Groveton NH
 - NHIT Board Meeting: Thursday, December 5, Concord NH
 - NHAC Executive Committee Meeting: Friday, December 6, Concord NH
 - Coös Delegation Budget Public Hearing: Saturday, December 7, W. Stewartstown
- c. At the meeting, Ms. Fish reported that a quote had been received from Underwood Engineers for the sprinkler system. The quoted amount was \$81,910. She also reported that JP Sicard still plans on completing the outside work between the nursing hospital and department of corrections thru January.
- d. Ms. Fish congratulated Linda Harris on the completion of the first year of the Certification Program. She passed with flying colors.

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 OCTOBER 31, 2019	25
HOUSE OF CORRECTIONS	10
PRETRIAL	15
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 HOC FEMALE, 1 PT FEMALE MERRIMACK DOC: 1 PT MALE
AVERAGE DAILY POPULATION OCTOBER	22
MALE DAYS SERVED IN FACILITY OCTOBER	671
FEMALE DAYS SERVED OCTOBER	144 (9 females)
FEDERAL INMATE DAYS SERVED OCTOBER	0
TOTAL INMATES BOOKED OCTOBER	18
TOTAL INMATES RELEASED OCTOBER	17

- a. The Superintendent signed an MOU on behalf of Coös County and the North Country Health Consortium allowing the Department of Corrections to move forward with the Case Management/ Medication Assisted Treatment funding from the Region #7 Integrated Delivery Network. The payment mechanism will be 50% up front, additional 25% after interim reporting and the remaining 25% with full reporting. The Superintendent has had a follow up meeting with Northern Human Services and DOC staff on the implementation of the program.
- b. Tyler Kelsea of Pittsburg, NH joined the department on October 13, 2019 filling a Corrections Officer vacancy. He was welcomed aboard.
- c. The Superintendent attended the New Hampshire Association of Counties Annual Conference. There were several informative, educational sessions that were great resources.
- d. Superintendent Champagne requested to waive the bid process for the flooring project. He requested that Liquid Floors, USA of West Gardiner, Maine be authorized to install the floors in the amount of \$7,200. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to waive the bid process as requested by the Superintendent. All approved 2-0.
- e. The annual budget meeting for the Coös County Recycling Center was held on October 25, 2019, with the member towns. The member towns voted unanimously to include a new 2021 Freightliner Truck in the 2020 budget. We sincerely appreciate their support for a much valued program.
- f. The Superintendent requested a non-public session under 91-A:3 (g).

Chairman Brady reported that the Board had completed the facility inspection prior to the meeting and commended the Superintendent on condition of his facility. Superintendent Champagne thanked him and stated he would report back to the staff.

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. Occupancy for the month of October was 98.9% based on a bed count of 85. In October, there were three (3) admissions, no (0) discharges and four (4) deaths. There has been one (1) death in November. Staff is currently working on two (2) admissions.

Of the 83 residents, fourteen (14) were Private Pay, twelve (12) residents were Vermont Medicaid, ten (10) residents were Medicaid Pending, (nine for NH and one 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, but it is a struggle. The NH Medicaid offices are overworked, understaffed and disorganized. The same information is being requested over and over and mishandled or misplaced, delaying the process more. One caseworker will give an approval then the next caseworker reverses the decision. Inquiries go unanswered. Letters requesting information are being sent out after the deadline so cases are being denied. When this happens, the process must then be started all over again. Resident Accounts and Social Services are putting many hours in every week attempting to get the backlog of issues corrected. This week there were finally some breakthroughs and cases were being approved.

Totals for 2019: Twenty (20) admissions, sixteen (16) deaths, one (1) discharge.
Total residents receiving services or assistance from CCNH in 2019: 117.

Currently, there are twelve (12) people on a waiting list for admissions (four women and eight 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 awaiting guardianship or are hung up in the Medicaid approval process so currently have no pay source.

At the meeting, Ms. Mills noted that the arrears report has seen lots of movement.

- b. Staffing:
The Nursing Department has 156 hours open for RN/LPN (3.9 FTE). One 36-hour LPN is out on Medical Leave. Two contract LPNs are covering the hours.

The Nursing Department has 428 open LNA hours (10.7 FTE). One 32-hour LNA has been out on Workers Comp. Six contract LNAs have been covering some of the hours.

Ms. Mills reported that a registered nurse had recently retired and moved to Florida. However, the nurse will return to the area in the spring. Ms. Mills requested authorization to rehire as a temp. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to rehire the nurse as a temporary employee. All approved 2-0.
- c. LNA and MNA Classes: The LNA Class started October 4 with four students, but one had to drop out due to personal issues.

Staff Development is planning a second class for December and has reached out to the Berlin Nursing Home to offer spots to their employees.

- d. Business Office: There has been a change in personnel in the Business Office. The Resident Accounts/Accounts Receivable person accepted a position at Merrimack County Nursing Home. Ms. Mills commended and thanked Jane Ryan from Berlin for all of her time and for sharing her expertise in training the new person. Training could not have been done without her.
- e. IT: Staff has been working through many IT issues with SNS.
- f. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations. Staff continues to work on the PIPs for SBAR and Communication, Pain Management and for making the admissions process smoother.
- g. Family/Resident/Staff Concerns: Two Ombudsman Reports were filed in October. Both were resident to resident issues.
- h. Dentist: The search continues for replacement dental services for the residents. Currently, residents are being seen by area dentists and the nursing home is paying the bills.
- i. CCNH Berlin: Ms. Mills continues to work with Lynn Beede at CCNH Berlin. She has been a pleasure to work with. Ms. Mills attended a meeting with Lynn, Coös Family Health and Dr. Temme on Friday, October 25 to discuss the future of Medical Director coverage for CCNH Berlin.
- j. Committee Reports:
 - NHAC Executive Committee: attended the meeting on October 16, 2019 at the Conference. The next meeting was November 8 but Ms. Mills attended the Delegation Meeting on that date.
 - NHAC Nursing Home Affiliate: attended the meeting on October 16, 2019 at the Conference. The next meeting is scheduled for November 19 with the new Bureau Chief for the State Surveyors.
 - Workforce Development: No new meetings have been set.
- 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
August	54	68
September	30	18
October		

- l. Ms. Mills requested a non-public, Section 91-A:3 II (c).

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 99. Private Pay 16, Medicaid pending 2, receiving Hospice Services 2. The average daily census for October was 98.0; 4 admissions, 3 deaths, and 3 discharges.

SNF: Part A: 11 residents, one receiving skilled nursing only. Part B: 23 residents: PT 14, OT 21, ST 15.

Year to Date: The average daily census 94.7; admissions 45, deaths 23, discharges 32. Total residents who have received services year to date at CCNH in 2019: 153

- b. NH DHHS/Medicaid: Discussed NH DHHS/Medicaid delinquencies with the Delegation at the November 8 meeting. The Delegation asked the CFO to provide a cash balance line for Medicaid. NH Medicaid has made significant progress in processing claims since the August letter was sent on behalf of the Commissioners. Two long-term care claims pending total \$41,688.59, with the oldest from August 22, 2019; and two SNF Medicaid co-insurance claims totaling \$12,276, with oldest from September 19, 2019.
- c. Nursing Department: There are 480 hours of open nursing (RN/LPN) positions (12 FTE's) with 6 agency LPNs. There are 852 hours of LNA open positions (21.3 FTE's) with 7 agency LNAs. Hours PPD average is 4.31. Advertisements have been placed in the local paper for RNs/LPNs/LNAs.
- d. LNA Program: CCNH W. Stewartstown has offered to open seats for CCNH Berlin staff interested in attending the December start date. Contact information for those having expressed an interest were given to W. Stewartstown Staff Development as well as reaching out to the local employment office.
- e. OAPI: Process improvement projects, to include: Weight Protocol; Pain; State Mandated Reports -two for October; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning.
- f. Waste Disposal System: The gate and fencing have been constructed and are in place for new waste disposal system.
- g. IT Systems: Off-shift automated call system in place and well received; no issues. SNS kick-off was on November 4, 2019. The company has been responsive to the facility's needs.
- h. Non Public Requested: Two concerns to discuss, per Title VI, Chapter 91-A:3 II (c).
- i. Meetings/Committee Reports:
- NHAC Nursing Home Affiliate: Attended October 16, 2019 meeting. The next meeting November 19, 2019, meeting Kristie Holtz new Bureau Chief for DHHS Facilities Licensing and Certification - the position was effective October 25
 - North Country Health Care Workforce Group: The next meeting is not set; email sent to Roxie Severance to inquire.
 - AVH Extended Care Meeting: The next meeting is scheduled for December 3 at 10 am.
 - NH Medicaid Biller: The next meeting is scheduled for November 14.
 - NHAC HR Affiliate: The next meeting has not been set.

- j. At the meeting, Ms. Beede presented one snow plow bid from Landscaping with Styles. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to award the bid to Landscaping with Styles. All approved 2-0.
 - k. Ms. Beede reported that the compressor of the walk-in freezer has been making loud noises. The cost to replace the compressor is estimated at \$3,000 which is not budgeted. Commissioner Grenier stated that the repair was necessary and to move forward with the repair. Ms. Fish asked that Ms. Beede review her budget to look for the funds. Commissioner Grenier added that a request from the facility fund could be made to the Delegation, only if necessary.
 - l. Ms. Beede reported that an LNA was retiring and would like to rehire as a temp after the 28 day waiting period. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to rehire after the 28-day waiting period. 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. An analysis of the electric bids was provided for the Board's review. Only one bid was received. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to award the electric bid to Freedom Energy Logistics at a price of .072299/kilowatt for a period of 48 months. All approved 2-0.
 - b. The County Tax Warrants have been issued to Coös County towns/cities and the county taxes are due on December 17.
 - c. Update regarding the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute: Representative Moynihan is working with the legislative office to change NH state law. The County continues to use Bangor Savings Bank in Colebrook.
 - d. As of November 7, the county has drawn \$7,000,000 from the Tax Anticipation Note line of credit. As of November 15, 2018, the county had drawn \$7,300,000 from the TAN.
 - e. NH Government Accounting Certificate Program: The next and last class will be December 4 and will be a class on Microsoft Excel.
 - f. NH Government Finance Officers Association: The next meeting will be on November 20 and will include a presentation from the Department of Labor on the New Overtime Final Rule scheduled to be effective on January 1, 2020.
 - g. Funding to the State of NH for IDN 7: The NH Association of Counties has formulated the Memo of Understanding for the DSRIP Waiver or Building Capacity for Transformation Waiver and the Standardized Reporting sheet. The next step is to make a determination on Coös County's stand on the MOU so it can report back to the committee.
 - h. County House Project: Funding/Grant options are being pursued to see if viable for the 2020 Budget.

- i. Balsams Project: Waiting for a proposal from the Balsams developers in order to know what resources we will need to pursue in order to handle the financial portion of the project.

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: 10/01/2019 - 10/31/2019

a. New Hires: 4

Department:	#	Positions
Nursing Home	1 (FT)	RN ,
Nursing Hospital	2 (Temps)	Dietary Aides
Corrections	1 (FT)	Officer

b. Separations: 7

Department:	#	
Nursing Home	4 (2 PT, 2 Temps)	2 LNA's, 1 UA, 1 Hskp
Nursing Hospital	3 (1 FT, 1 PT, 1 Temp)	1 Acct. Staff, 1 RN, 1 DA

c. Change in Status: 2

Department:	#	
Nursing Home	1 (PT)	LNA
Nursing Hospital	1(FT)	RN

d. Reasons for separation/ Change of status:

- 3 other employment
- 1 termination
- 1 family obligations
- 3 relocated
- 1 retirement

e. FMLA/Leave of absences/ADA/WC: 26

Nursing Home	20 (4 FT, 16 PT)
Nursing Hospital	6 (3 FT. 3 PT)

- f. On October 15 & 16, the HR Coordinator attended the NHAC conference and participated in a number of educational sessions. In addition to the educational sessions, the NHAC Awards Committee met to review and finalize the 2019 process. Danielle Rioux and Mrs. Brunault attended the HR Affiliate Group meeting

- g. On November 7, 2019, Paul Bertrand, from Nationwide was on site in Berlin and West Stewartstown. Paul met with participants in the 457 (b) deferred compensation retirement plan. The participants expressed their gratitude for his onsite appearance and expressed interest in having Paul on an annual basis.

- h. On November 19, 2019, Rose Hibbard and the HR Coordinator will be attending the Department of Labor seminar being held at the Opera House in Littleton, NH. The daylong seminar is an overview of the new federal rulings effective January 1, 2020, and common violations and how to avoid them.

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

14. Other Business:

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

Coös County Nursing Hospital:

To:	01-05140-2300 Contract Nurses	\$220,200.00	
From:	01-05140-0400 Nursing Assistant Salaries		\$160,500.00
From:	01-05140-9900 Retiree Benefits		42,000.00
From:	01-05140-1300 Nursing Retirement		10,000.00
From:	01-05140-1700 Nursing Education & Conferences		7,700.00
To:	01-05100-0400 Accounting Staff Salaries	11,100.00	
From:	01-05100-0900 Longevity		400.00
From:	01-05100-1200 Health Insurance		2,000.00
From:	01-05100-9900 Retiree Benefits		8,700.00
To:	01-05140-0100 Director of Nursing Salary	1,520.00	
From:	01-05140-0200 Registered Nurses Salaries		1,520.00
To:	01-05140-0300 LPN Salaries	43,000.00	
From:	01-05100-1600 Additional Benefits		43,000.00
To:	01-05140-1200 Health Insurance	5,740.00	
From:	01-05140-0200 RN Salaries		5,740.00
To:	01-05140-8800 Equipment Rental	3,350.00	
From:	01-05100-9700 New Equipment		3,350.00
To:	01-05142-1200 Staff Development Insurance	2,280.00	
From:	01-05160-1200 Laundry Health Insurance		2,280.00
To:	01-05143-1000 Quality Social Security	1,310.00	
From:	01-05143-1200 Quality Health Insurance		1,310.00
To:	01-05150-6350 WS Water	14,020.00	
From:	01-05150-6200 Propane		3,000.00
From:	01-05150-6300 Water		5,000.00
From:	01-05150-8100 Building Repairs		6,020.00
To:	01-05150-8400 Snow Removal	1,500.00	
From:	01-05150-9900 Retiree Benefits		1,500.00
To:	01-05160-0100 Laundry Director Salary	1,720.00	
From:	01-05160-0200 Laundry Aides Salaries		1,720.00
To:	01-05170-0100 Housekeeping Director Salary	1,720.00	
From:	01-05170-1200 Housekeeping Health Insurance		1,720.00

To:	01-05170-0300 Housekeeping Aides Salaries	7,440.00	
From:	01-05170-1200 Housekeeping Health Insurance		7,440.00
To:	01-05170-8200 Equipment Repairs	1,100.00	
From:	01-05170-9900 Retiree Benefits		1,100.00
To:	01-05191-0100 Activity Director Salary	1,000.00	
From:	01-05191-0200 Activities Aides Salaries		1,000.00
To:	01-05192-0100 Social Services Director Salary	1,040.00	
From:	01-05192-9900 Retiree Benefits		910.00
From:	01-05192-3900 Supplies		130.00
To:	01-05193-0200 Restorative Nurse	24,620.00	
From:	01-05193-0100 Restorative Aides Salaries		6,430.00
From:	01-05191-1200 Activities Health Insurance		11,300.00
From:	01-05191-0200 Activities Aides Salaries		6,890.00
To:	01-09256-9768 Hot Water Tanks	3,085.00	
From:	01-09256-9745 Kitchen A/C		3,085.00
<i>Coös County Nursing Home:</i>			
To:	02-05600-0100 Skilled Administrator's Salary	10,400.00	
From:	02-05600-1200 Health Insurance		7,000.00
From:	02-05600-9900 Retiree Benefits		1,500.00
From:	02-05630-9900 Retiree Benefits		1,900.00
To:	02-05600-0300 Office Staff Salaries	16,500.00	
From:	02-05641-1200 Health Insurance		7,000.00
From:	02-05641-1300 Retirement		6,800.00
From:	02-05650-6300 Water		2,700.00
To:	02-05640-0500 Medication Nursing Asst Salaries	34,000.00	
From:	02-05640-0300 Licensed Practical Nurses' Salaries		34,000.00
<i>County Administration:</i>			
To:	03-04100-2000 Outside Legal Services	10,000.00	
From:	03-04100-3600 Office Supplies		1,500.00
From:	03-04100-3900 Admin Supplies		2,500.00
From:	03-04100-8100 Building Supplies		6,000.00
<i>County Attorney:</i>			
To:	03-04110-2400 IT Contracted Services	1,500.00	
From:	03-04110-2300 Contracted Services		1,500.00
<i>Department of Corrections:</i>			
To:	03-06100-6300 WS Water Department Expense	4,500.00	
From:	03-06100-5000 Food/Meals		4,500.00

To:	03-06100-0700 Medical Services Nurses	26,000.00	
From:	03-06100-0400 Corrections Officers Salaries		26,000.00

- b. Appointment of Gail Goerke of Pittsburg, NH as Deputy Treasurer: The County Administrator noted that the Board had received an email from Treasurer Sue Collins requesting the Board's approval of her recommendation. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to appoint Gail Goerke of Pittsburg, NH as Deputy Treasurer - Coös County. All approved 2-0.

- c. Resolution / Certificate of Authority for John McCormick, Coös County Attorney: The County Administrator reported that the County Attorney required a resolution and vote from the Board in order to proceed with grant applications for the department. Ms. Fish read the following:

That John McCormick, Coös County Attorney, is duly authorized to enter into contracts or agreements on behalf of Coös County with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his judgment be desirable or necessary to effect the purpose of this vote.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the resolution as presented. All approved 2-0. Ms. Fish stated that she would contact Commissioner Samson to sign the document.

- d. Approval of 2020 Proposed Budget: Commissioner Grenier stated that the revised budget indicated a \$1.6 million tax increase. Ideally he would like to reduce half of the increase by February. Commissioner Brady reiterated that the proposed budget is a work in progress until the final submission.

The Finance Director stated that funds for the IDN were not included in the 2020 budget. Commissioner Grenier stated that if all counties pay their share he would be willing to pay the same amount as last year. A new line item was created under State Assistance Programs for Integrated Delivery Network Services in the amount of \$388,044.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve appropriations with revisions. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the 2020 proposed revenues and adjusted appropriations 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 2020 proposed budget of the Unincorporated Places and submit to the Delegation for the public hearing. All approved 2-0.

Both Nursing Home Administrators noted that the \$2/hour increase for all nursing staff in both facilities had not be included in the budget. Ms. Mills stated that both facilities are suffering with open positions; however, Berlin is the worse. There are just not enough nurses. In order to stay open, the nursing staff wages need to be competitive. The County Administrator stated

that the wage increase in both facilities effective as 1/1/2020 would be close to \$1 million. Commissioner Grenier replied that he understood the request but was uncomfortable making that type of a decision without discussing with the Delegation.

Commissioner Brady suggested contacting Chairman Moynihan and scheduling a joint meeting prior to the public hearing.

15. Unincorporated Places:

- a. 2019 Equalization Municipal Assessment Data Certificate: The Board signed the certificate.

16. Other public input: There was none.

17. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public under 91-A:3 II(g) at 12:00 p.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 12:02 p.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public under 91-A:3 II (c) at 12:02 p.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 12:11 p.m. All approved 2-0.

The December meeting will be held December 18, 2019 at the Coös County Nursing Home in Berlin, NH beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 12:11 p.m. All approved 3-0.

Respectfully submitted,

Linda Harris, Administrative Assistant