

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
May 17, 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; County Treasurer Sue Collins; Forest Ranger Jason Huter; Planning Board Chair John Scarinza; Al Jones, NH Interlocal Trust; Deputy Sheriff Jerry Marcou; Captain Keith Roberge; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:00 a.m. and welcomed everyone to the meeting. Superintendent Ben Champagne led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to add Forest Ranger Jason Huter to discuss timber tax abatement in Success under Hearing of the Public. All approve 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as amended. All approved 3-0.

3. Approval of the Minutes of the April 28, 2017, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the April 28, 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 April 2017 and to authorize the Treasurer, during the month of May 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: There was no correspondence.
6. Hearing of the Public:
 - a. Forest Ranger Jason Huter reported to the Board that the timber tax assessments that were submitted for The Conservation Fund properties in Success were assessed too high. Ranger Huter met with a representative from LandVest to discuss the previous assessment and both came to the agreement that the assessment was too high. Corrected certifications and abatement requests will be presented to the Board at the June meeting.
 - b. Planning Board Chair John Scarinza discussed the following items with the Board:
 - The current building permit application: Commissioner Grenier stated that he has never had the opportunity to look at the building permit application and that it was onerous. He also thought the first paragraph should not be part of the application. County Treasurer Sue Collins stated that the application was created several years ago and conformed to the master plan. Mr. Scarinza noted that many parts of the application are necessary in the unincorporated places. Mr. Scarinza noted that the cost of the permit applications will need to be looked at. The current fee does not cover costs. Commissioner Brady noted that the

Board may offer suggestions to make the application easier to fill out, however; the Planning Board will make the final decision.

- Zoning Permit Application: Mr. Scarinza noted that the zoning ordinances were updated and approved several years ago. The updated application conforms to New Hampshire laws. He anticipates the document will be approved by the Planning Board at an upcoming Planning Board meeting.
- North Country Council Planning and Technical Contract: Mr. Scarinza explained that the purpose of the proposed contract was for the updating of the site plan and zoning applications as well as the checklists. He hoped that the Board would authorize payment on future projects. Commissioner Samson agreed to the expenditure as long as the County Administrator was aware. Mr. Scarinza replied that he always checks with the County Administrator. Commissioner Grenier stated that Mr. Scarinza should only expend funds under emergency situations; the planning board must be made aware of any spending. Mr. Scarinza noted that there are situations during the month where questions arise and he must ask Tara Bamford for assistance. He suggested that he would report any expenditure to the Planning Board at monthly meetings. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the North Country Council Contract as presented not to exceed \$1,500 and Chairman Scarinza is allowed to expend funds in certain situations. All approved 3-0.
- Al Jones, NH Interlocal Trust: Mr. Jones presented information on a new prescription drug program through Aetna. Mr. Jones reviewed the proposed plan with the Board noting that the premium would be reduced from \$800 to \$350/\$400 per month. The retiree medical coverage would not change. Ms. Collins noted that the county pays the same portion on retirees as active employees. The proposal provides a cost savings to the county but not the retirees. Ms. Collins asked if an analysis had been done to see if any retiree would be losing a prescription with the proposed plan. Mr. Jones replied that an analysis could be done. Retirees should not lose any prescription. There is an appeal process should a prescription be denied initially.

Ms. Fish noted the plan costs: the current plan cost would be \$868 per month; the new PDP plan would be \$536.84 per month. Commissioner Grenier asked for a comparison report between the proposed plan and the current plan.

Mr. Jones also noted that Medicare rate changes are effective January 1. Retirees will need to be notified of the change in drug portion costs.

Ms. Collins noted that definite changes have been proposed regarding Medicare with the AHCA. She did not recommend any changes to the retiree plan at this time.

Commissioner Brady stated that the Board would review the analysis report and then make a decision. Mr. Jones recommended the change in plans. If the plan is not well received, the County may opt to return to the former plan.

Commissioner Samson reported that he had spoken with Brian Laperle of Colebrook who agreed to become a member of the Zoning Board of Adjustment. A motion was made by Commissioner Samson,

seconded by Commissioner Grenier to approve Brian Laperle of Colebrook as an alternate on the Zoning Board of Adjustment Board. All approved 3-0.

Commissioner Samson also reported that the State of NH would be holding ZBA education sessions in Colebrook June 28 and 29.

The Board of Commissioners presented Berlin Nursing Home employee Helen Couture, Assistant to the Administrator, a clock to acknowledge her retirement at the end of the month.

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. Ms. Fish reported that she had attended the Primex³ Annual Conference held at the Mount Washington Hotel on May 10, 2017. The conference was very informative and well attended.
- b. Al Jones from NH Interlocal Trust will be attending the meeting to discuss a Medicare Part D prescription plan that is available for retirees that are eligible for the County Medicare Supplement plan.
- c. Ms. Fish presented the following resolution to the Board on behalf of Coös County Attorney John McCormick which required the Board's vote and a signature by Commissioner Samson:

RESOLUTION

I, Richard Samson, hereby certify that I am duly elected Clerk of the Coös County Board of Commissioners. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Commissioners, duly called and held on May 17, 2017, at which a quorum of the Commissioners were present and voting.

VOTED: 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 affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the County in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the resolution as presented. All approved 3-0. Commissioner Samson signed the document.

- d. Ms. Fish reported that the Berlin Nursing Home had received DRA form A-9 from the City of Berlin requesting information relating to property tax exemption.

UNINCORPORATED PLACES

- a. The Planning Board will be meeting on Wednesday, May 24, 2017 at 6 pm at the DRED Building in Lancaster.

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	25
HOUSE OF CORRECTIONS	13
PRETRIAL	12
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	18
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	BELKNAP DOC: 1 PT FEMALE CARROLL DOC: 1 PT MALE GRAFTON DOC: 3 HOC FEMALE, 4 PT FEMALE, 1 PT MALE NHSP: 6 HOC MALE, 1 PT MALE ROCKINGHAM DOC- 1 PT MALE
AVERAGE DAILY POPULATION APRIL	26
MALE DAYS SERVED IN FACILITY APRIL	788
FEMALE DAYS SERVED APRIL	249 (12 females)
TOTAL INMATES BOOKED APRIL	24
TOTAL INMATES RELEASED APRIL	26

- a. Cleanup around the county complex has been ongoing which has included sweeping, litter cleanup, raking and pressure washing the outside of the building.
 - b. Officer James Dagesse graduated the 105th NHAC Corrections Academy on May 5, 2017.
 - c. An HOC inmate was sent to the Androscoggin Valley Hospital for a medical emergency, this was done per order of Dr. Soucy due to a urologist being needed for the procedure. Corrections staff transported this individual in the Corrections Cruiser and conducted a relay with the Coös County Sheriff's Office in Groveton. This was done in the interest of time for the medical issue at hand.
 - d. Coös County Department of Corrections observed National Corrections Officers' Week on May 1, 2017. Each staff member was given a token of appreciation for their hard work and dedication to the County. In addition, Dietary Director Chantal Rioux and her staff should be commended for an outstanding job and presentation of the meals they prepared for our corrections staff. Chantal and her staff provided a "make your own grinder" assortment for first and second shifts, and made omelets and home fries for third shift. It was greatly appreciated and enjoyed.
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. Occupancy for the month of April was 77.5%. In April, there were no (0) admissions and five (5) deaths. There have been two (2) admissions in May. One (1) discharge and (1) admission are planned for May 12 and two (2) more admissions are being worked on.

Of the 68 residents, thirteen (13) are private pay; eight (8) residents are Vermont Medicaid; and one (1) resident is Medicaid Pending for NH. *Totals for 2017: Ten (10) admissions and seventeen (17) deaths.*

- b. Staffing: The nursing department had 124 hours open for RN/LPN. Two (2) contract nurses are covering the open hours at this time.

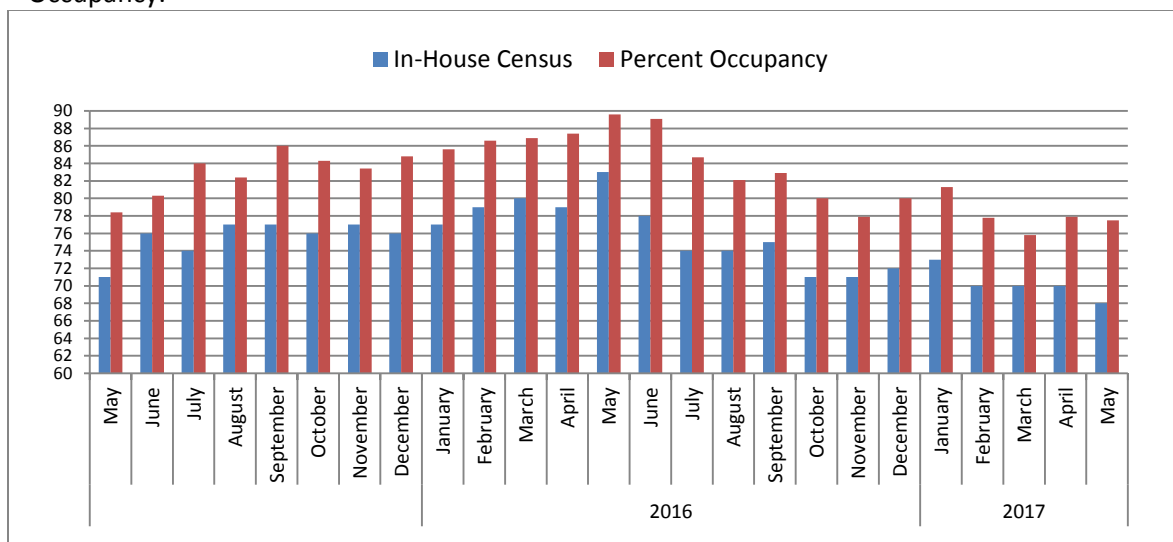
There are 72 open LNA hours, two (2) 32 hour LNAs currently out on FMLA, one (1) 40 hour LNA is going out on FMLA, and one (1) 32 hour LNA is out on Workers Comp. A contract LNA has been brought in to cover some of these hours and due to the low census the department is able to staff lighter.

There have been some open positions in dietary which we are getting filled fairly quickly.

- c. Meeting on Future Healthcare Needs in the North Country: The Job Fair Julie Brunault and Ms. Mills attended in Bedford on April 20 was a complete bust. Not a single perspective employee showed up. There were at least 15 North Country vendors/businesses in attendance looking to hire. Everyone will continue working together on some other options.
- d. 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				

- e. Occupancy:



- f. Ms. Mills had an issue for non-public, Section 91-A:3 II (a) and (c).

- g. Ms. Mills also reported that she had attended a meeting at the White Mountains Community College along with the Director of Nursing. The college is considering offering the LPN program at the Littleton campus. Long term care needs LPNs.

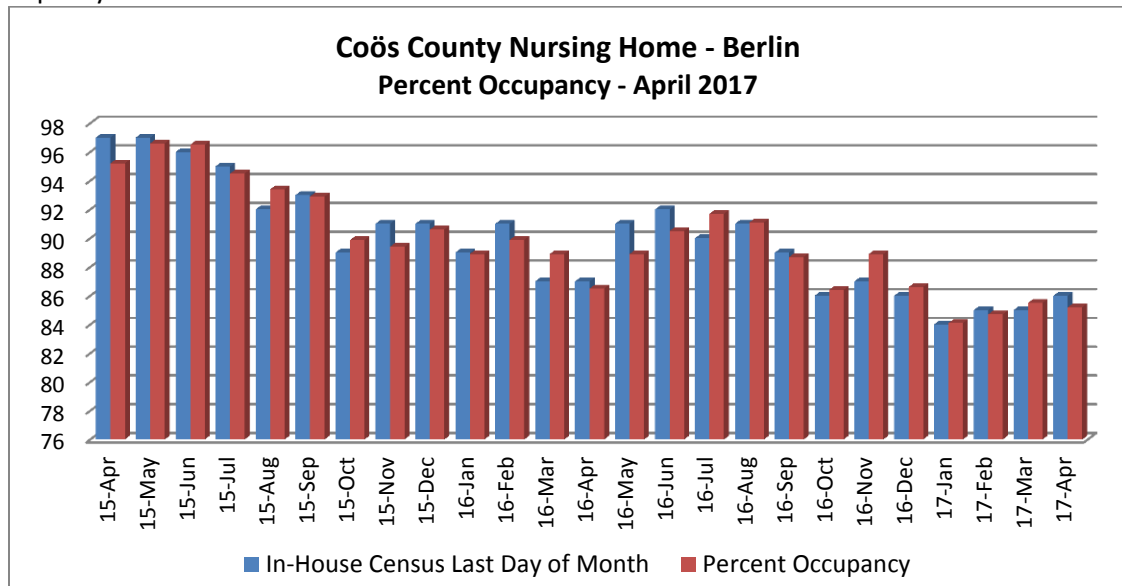
10. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census for Long Term Care was 85. Eleven (11) residents were private pay and four (4) residents were Medicaid pending. The average daily census for April was 85.2; there were three (3) admissions, two (2) deaths and one (1) discharge home in April.

Year to Date: average daily census is 84.9, admissions 14, 13 deaths and 1 discharge home.

- b. SNF Services: The Nursing Home began SNF services on May 2. The facility started with 2 of our current LTC residents followed by a short stay admission from the local hospital. Current skilled services: three (3) part A Medicare and nineteen (19) part B Medicare. Staff 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. Helen Couture, Assistant to the Administrator will be retiring on May 31, after 21 years of employment with the nursing home. Helen's knowledge of the day to day operations will be missed by all.
- d. Nursing Department Update: currently there are at 132 hours of open nursing (RN/LPN) positions and also 1 FMLA 40 hours. Two agency LPNs are covering 80 hours of the open positions. There are 168 hours of LNA open positions and one agency LNA is helping to cover open positions. The nursing home is currently hosting an LNA course.
- e. The Knights of Columbus recently sponsored a bingo social at the nursing home. Over fifty residents attended the event. The night was enjoyed by all; the Knights of Columbus would like to make this an annual event. A donation of \$445 was made by the Knights to the Resident Council to be used for resident activities.
- f. Eli Pick Facility Leadership Award: This is the 3rd year in a row that the nursing home has received the Eli Pick Facility Leadership Award. Fewer than 9% of nursing homes in the country meet the quality criteria for this award; this is quite an achievement for our team. The award was established in 2008 to recognize facilities for achieving excellence well beyond the Five Star rating system.
- g. Tuition Loan Program: Ms. Belanger requested the Commissioners' signatures on two loan agreements; both applicants are enrolled at White Mountains Community College and are on target to graduate in 2018 with a degree in Nursing. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the tuition for the two stated employees to further their education per County policy. All approved 3-0.
- h. Family Donation: The nursing home received a donation of \$415 for a resident pizza lunch. The donation was made by a family whose loved one passed away at the home.

- i. Facility Maintenance: Due to a faulty bladder in the expansion tank of the facility's forced hot water heating system, Federal Piping Co. Inc. of Freedom NH will be installing a new expansion tank on May 15, 2017 at a cost of \$5,245. The work should be completed in one day with no impact on the Nursing Home or its Residents. Several quotes were obtained and Federal Piping Co. Inc. was the lowest, and they are also our current provider of services.
- j. Occupancy:



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. Ms. Klebe reported that it has been brought to her attention by KMS Actuaries that the county will need a GASB 45 valuation for 2016 in order to complete its 2016 Financial Audit. It appears this updated GASB 45 valuation rule has caused some confusion in the auditing sector as to the frequency needed for an updated evaluation, but after lengthy conversations within Melanson Health & with KMS Actuaries, it was determined that the County needs this evaluation. KMS Actuaries has quoted a price of \$4,995 to complete this work for 2016 and 2017.

Ms. Klebe noted that funds were not budgeted for the actuary and no funds were available in her budget. Upon reviewing the budget, Commissioner Grenier noted that the only area where funds would be available would be the Delegation's Contingency line item. Ms. Collins questioned if the GASB45 valuation was necessary. The County has no plans to request bonds. A statement would be included as part of the audit noting that the valuation will be completed in 2017.

Ms. Klebe stated she would contact the audit firm requesting a statement indicating what would be affected if the valuation is not completed. Commissioner Brady asked that Ms. Klebe report to the Delegation at the next quarterly meeting about the GASB45 valuation and reiterate that no funds were budgeted.

- b. As of May 11, \$1,250,000 has been withdrawn on the 2017 Tax Anticipation Note. The first draw in 2016 was for \$750,000 on May 26.

12. Commissioners' Committee Reports:

Commissioner Samson welcomed Commissioner Brady and Commissioner Grenier to the Farm Advisory Committee.

13. Other Business: There was no other business.

14. Unincorporated Places:

- a. Timber Warrants: Linda Harris, Tax Collector, presented timber warrants for Board signatures from the following Unincorporated Places: Atkinson & Gilmanton Academy Grant, Cambridge, Crawford's Purchase, Dix Grant, Dixville, Millsfield, Odell, Second College Grant, Success and Wentworth Location. The Board signed the warrants and the certifications of yield tax assessment.
- b. Crawford's Purchase: Linda Harris presented a yield tax abatement in the amount of \$136. The security deposit provided by Timberwolf Logging, LLC was greater than the total tax due at the end of the operation. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the yield tax abatement in the amount of \$136. All approve 3-0.
- c. Approval of Prepayment Authorization Form: Linda Harris presented the form to the Board which authorizes the tax collector to accept payments in prepayments of taxes. This form will need to be approved on a yearly basis. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the prepayment authorization form. All approved 3-0.

15. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) (c) at 10:59 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 11:14 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes until the issue has been resolved. All approved 3-0.

The June meeting has been scheduled for Wednesday, June 14, 2017, at the Coös County Nursing Hospital in West Stewartstown, NH at 9:30 a.m.

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 11:14 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk