

Coös County Commissioners  
Regular Meeting  
Meeting held remotely in accordance with the  
Governor's Emergency Order #12 pursuant to Executive Order 2020-04,  
May 13, 2020

As Chair of the Coös County Commissioners, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

We are utilizing Zoom for this electronic meeting. All members of the Coös County Commissioners have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656 and meeting ID # 828 5893 8218, or by clicking on the following website address: [www.zoom.us/join](http://www.zoom.us/join)

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Coös County Commissioners at: [www.cooscountynh.us](http://www.cooscountynh.us)

If anybody has a problem, please call 246-3321 Ext. 1262 or email at: [jennifer.fish@cooscountynh.us](mailto:jennifer.fish@cooscountynh.us)

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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The following individuals were also in attendance remotely: County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Lynn Beede (*joined at 9:45 a.m.*); Sheriff Brian Valerino; Captain Keith Roberge; Administrative Assistant Linda Harris; and a member of the public, Joe Haas.

Commissioner Brady opened the Commissioners' meeting at 9:03 a.m. and welcomed everyone to the meeting.

1. ***Approval of the Agenda:*** A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as presented. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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2. Approval of the Minutes from the April 24, 2020, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the April 24, 2020, special meeting. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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3. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of April and to authorize the Treasurer, during the month May, to meet all payroll obligations and pay all other obligations due during the month. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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4. Correspondence: The County Administrator reported that she had received correspondence from NH Department of Transportation which was included in her report.

5. Hearing of the Public:

- a. Joe Haas, Gilmanton, reported that he had submitted to Linda Harris a RSA Ch. 91-A e-mail request yesterday for the details of the 3 abatement applications that were filed by March 1, 2020.

6. 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. A food pantry request was received from the Feeding Hope Food Pantry in Berlin. The request was for \$1,200. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the \$1,200 payment to the Feeding Hope Food Pantry in Berlin. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- b. Computer System Update: SNS is in the process of putting together the lease documents and ordering the equipment. The wiring that was scheduled for April in the nursing homes is on hold
- c. The State of New Hampshire announced that Coös County could be eligible for grant funds of \$198,510 through the Governor's Office for Emergency Relief & Recovery Funds coronavirus relief program. The application for the first round is due June 1. This covers the period March 1-April 30. The Unincorporated Places were not allocated any funds. The Board will need to sign the application prior to submission.
- d. The State of New Hampshire announced the 1<sup>st</sup> Responder Stipend Program. This program is similar to the LTC Stabilization Fund. Employees that meet the definition of a 1<sup>st</sup> responder will either receive a stipend of \$300 or \$150 per week for the period May 4-June 30. The county will responsible for the payroll taxes. The estimated cost is approximately \$1,800.

According to the eligibility requirements, the medical corrections staff are not eligible. Ms. Fish reported that she would be attending a meeting with the NHAC to discuss the issue further.

- e. The County Administrator attended a meeting to discuss a Tri-County Broadband Collaborative. There is an initiative for the three northern counties, Coös, Grafton and Carroll to work together to bring more broadband to these counties.
- f. The County Administrator attended the North Country Council Commissioners' meeting on May 7. The NH Association of Counties Executive Committee meeting was held May 8.
- g. The County Administrator requested a non-public session: RSA 91-A:3 II a and 91-A:3 II c.
- h. At the meeting, Ms. Fish reported that the extension that was granted for the completion of the water system project was set to expire in June. However, due to the extenuating circumstances of COVID-19, the state extended the completion date to the end of the year. The Board will need to sign new loan documents.
- i. Ms. Fish announced that Carolyn McQuiston of Conservation District Office will be retiring at the end of the month after 30 years of service. A letter has been prepared for the Board to sign.

#### **UNINCORPORATED PLACES**

- a. The Planning Board will be meeting on Wednesday, May 20, 2019 at 6 pm via Zoom.
  - b. A 90 day notice was received from the NH Department of Transportation regarding a public hearing for a project that will take place in Dummer-Cambridge-Errol. The County Administrator was told that more information would be forthcoming.
  - c. A business owner contacted the County Administrator for a request of funds due to COVID-19 as the hotline informed them to contact the town for further information. Commissioner Grenier replied that there was an application process and funds will be distributed by the state.
7. 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:

<b>TOTAL IN FACILITY</b>	<b>22</b>
HOUSE OF CORRECTIONS	9
PRETRIAL	13
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	3
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 HOC FEMALE HILLSBOROUGH DOC: 1 PT MALE NHSP: 2 HOC MALE
AVERAGE DAILY POPULATION APRIL	23
MALE DAYS SERVED IN FACILITY APRIL	696
FEMALE DAYS SERVED APRIL	64 (3 females)
FEDERAL INMATE DAYS SERVED APRIL	0
TOTAL INMATES BOOKED APRIL	14
TOTAL INMATES RELEASED APRIL	13

- a. Over the past month, staff has continued to focus on ways of dealing with and preventing COVID-19 at the Department of Corrections. The Superintendent has been working to restore some essential services remotely, such as case management, mental health counseling, drug and alcohol counseling to the inmate population. Due to not being prepared for the need for remote access to our providers, he reached out to the Integrated Delivery Network to see if there were any options that could be leveraged. With that said, the DOC has been approved to purchase a Microsoft Surface Pro tablet through the Integrated Delivery Network's Delivery System Reform Incentive Payment (DSRIP) Training and Technology program. The IDN steering committee approved the request in the amount of \$1,399.
- b. On April 25, 2020, the inmate that has had ongoing medical issues was transported to the Upper Connecticut Valley Hospital for treatment. Upon being hospitalized his bail reverted to personal recognizance per a court order. He was returned to the jail on April 28, 2020. He was sentenced to the New Hampshire State Prison on April 30, 2020 and is no longer a Coös County inmate.
- c. National Corrections Officer week was celebrated on May 5, 2020. Staff received a meal from a local restaurant and a gift from the department. Morale seems to be very high despite all the challenges. We are very lucky to have the staff we do.
- d. Superintendent Champagne was pleased to announce that last vacant corrections officer position was filled. He welcomed Michael Parker of Colebrook, NH.
- e. Superintendent Champagne requested to discuss the First Responder COVID-19 Stipend Program.

As a follow up to the County Administrator's report, he stated that the estimated cost for the DOC medical staff was \$7,750.30.

The County Administrator questioned if another supplemental budget would be required due to the First Responder stipend for the Department of Corrections and Sheriff's Department. Commissioner Grenier replied in the affirmative. Funds not previously appropriated in the budget must be approved by the Delegation.

- f. The Superintendent requested that the Board recommend that the facility inspection that is due per RSA 30-B:12 be rescheduled to a later date due to COVID-19. If recommended by the Board of Commissioners, the Superintendent will make a formal request to the attorney general. A motion was made by Commissioner Grenier, seconded by Commissioner Samson that the Superintendent contact the attorney general's office to reschedule the facility inspection to a later date. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- g. The Superintendent thanked the Sheriff's Department for their assistance in transporting the PPE for distribution.
8. 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 79. Occupancy for the month of April was 89.4% based on a bed count of 85. In April, there were six (6) admissions, no (0) discharges and no (0) deaths. There was been one (1) death in May. One (1) admission is being worked on for next week. Of the 79 residents, fifteen (15) were Private Pay, nine (9) residents were Vermont Medicaid, two (2) residents were Medicaid Pending for VT.

Resident Accounts and Social Services continue putting many hours in every week attempting to get the backlog of issues corrected.

Totals for 2020: Ten (10) admissions, ten (10) deaths, and one (1) discharge.

- b. Staffing: The Nursing Department has 187 hours open for RN/LPN (4.7 FTE). Two contract LPNs are covering the hours. The Nursing Department also has 496 open LNA hours (12.4 FTE). One 32 hour LNA on Workers Comp and one 24 hour LNA out on FFCRA. Six contract LNAs, many temps and many current staff taking advantage of the incentive pay for picking up additional hours are covering some of the hours.
- c. LNA Classes: The fourth High School LNA Class is in the process of being completed. The students have been brought back in two groups of four to complete their time. The first group tested on May 12 and all passed. The second group resumes on May 13.
- d. Ashley Hodge, Director of Staff Development, submitted her resignation. The position has been filled in house and thrilled to have Sage Rodrigue, BSN, RN take on this role.
- e. IT: Many IT issues continue to be worked through with SNS and printer issues with Porter Office.
- f. Nurses Day was celebrated on May 6. All Registered Nurses and Licensed Practical Nurses on staff received a card and a gift certificate to Uniformly Yours. Hopefully we will be able to have them bring their travelling uniform store here again by fall, but in the meantime the nurses are able to order online or through the store in Laconia.
- g. Nursing Home Week: Next week is Nursing Home week. It has been a challenge to plan activities under the restrictions of COVID-19 but the Activities staff has really done a wonderful job. A highlight of the week will be the parade around the nursing home put on by families and staff on Wednesday, May 13. We will finish the week for staff with Employee Recognition and "Make Your Own Subs" on Friday, May 15.
- h. Facility Issues:
- The work on switching the sprinkler system over to W. Stewartstown water is on hold.
  - The staff shower was completed.
  - We are set up to have an isolation unit in our Family Room for an initial COVID, if we have one, so we could possibly prevent further spread to others.
  - The boiler repairs were completed and we received word that our insurance will be covering the cost!
  - Work has started on closing in the old Employee Entrance area to create more office space.
- i. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations and continues to work on the PIPs for SBAR, Communication and making the admissions process smoother.

- j. Family/Resident/Staff Concerns: No Ombudsman Reports were filed in April.
- k. COVID-19: The nursing hospital continues to be closed to visitors except under very specific circumstances. A visitor did come in for a resident who was at End of Life. Staff followed all protocols. Residents and staff continue to be monitored daily for symptoms of illness. The nursing hospital remains at an elevated level of alert. Letters have gone out to families to keep them informed of the status. New regulations now require the Nursing Hospital to notify residents, representatives and families at least weekly of the current status and “by 5 p.m. the next calendar day following the occurrence of either a single confirmed infection of COVID-19, or three or more residents or staff with new-onset of respiratory symptoms occurring within 72 hours of each other.”

The Nursing Hospital Administrator continues to hold open meetings with staff every Tuesday and Friday afternoon to share new information and answer any questions and concerns they may have. Information for the EAP has been given out to staff as well. Most of the staff are doing well and staying positive. All are looking forward to the stipend.

Acquiring some PPE and disinfecting supplies continues to be a challenge. The Nursing Hospital received 60,000 masks from Emergency Management. This has put us in a much better place. There is still concern with gowns and are still being encouraged to conserve PPE. The facility is on the list with many companies to receive whatever they can get us.

Since this began the Nursing Hospital has tested one resident and three staff members and all have been negative. New residents are being tested prior to admission. The state will begin the process of testing all residents and staff in the next week or so.

COVID-19 continues to rule our lives.

The Nursing Hospital’s application for the Long Term Care Stabilization Program for stipends for frontline staff was accepted and it is expected that the first two weeks of payments to come in next week.

The Nursing Hospital has also applied for a grant from CMS for telemedicine/resident communication equipment. The Nursing Hospital expects to receive funds to purchase four iPADS and an iPad Mini.

At the meeting, Ms. Mills reported that the Governor had signed a new order to allow 8 hour training on resident care online for individuals to assist in health care. She stated that it is needed in long term care.

- l. Committee Reports:
  - NHAC Executive Committee: Attending the regular Zoom Meetings.
  - NHAC Nursing Home Affiliate: Meeting weekly via conference call and Zoom during the Covid-19 Pandemic.
  - Workforce Development: The next meeting will be a Zoom Meeting on May 12.
  - UCVH Board of Directors: Attended the April 30 meeting via Zoom Meeting.

- m. Nursing Hours at the Department of Corrections:

	2019	2020
	Minutes	Minutes
January	59	2
February	5	69
March	53	155
April	1	41

- n. The Nursing Hospital Administrator requested non-public sessions under RSA 91-A:3 II (a) and (c).
  - o. At the meeting, Ms. Mills discussed with the Board the possibility of creating a Facebook page for the Nursing Hospital. Many homes have done this in order to provide information to the family members and to the community. Commissioner Grenier noted that someone would need to maintain and update the page has needed. The Board agreed that Ms. Mills should control the page with another individual. It was also suggested that she consult with the County Administrator.
9. Report of the 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 90, new admission Wednesday, May 13 and one anticipated for May 14; Private Pay 16; Medicaid Pending 3; and Hospice 2. Average daily census for April was 91.3; Admissions 1; Deaths 1; Discharges 3. Year to date average daily census was 94. Medicaid Case Mix Index: 1.0145, rate pending.
  - b. Nursing Shortage: Open positions increased for both: RN/LPN 14.2 FTEs; LNA 26.9 FTEs. Agency contracts fill some of the open hours.
  - c. LNA Program: The Nursing Home does not have any candidates who qualify for the NH Caregiver Career Program.
  - d. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports – *one*; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
  - e. COVID-19: DHHS Health Alert #16. An isolation wing has been established with a census of two. Staff continue to attend all of the same meetings and workgroups. Supplies continue to trickle in, which is very concerning. AVH donated a total of 4 boxes of XL gloves, which has since been replenished and returned to AVH with gratitude. Staff have been asked to refrain from outside employment, this process began March 29, limiting Corrections and Prison, now with the planned opening of the State the nursing home needs to take further measures to protect our residents. Screening for outside employment and/or volunteer work has been added to the COVID-19 worksheet for staff to answer at start of their shift. Weekly communication is being sent via email and/or letters to keep families informed of the nursing home status. The NHA anticipated receiving test kits from the state in the next week to test all residents. Gowns are now the most difficult PPE to obtain. Staff is reporting out to Juvare (State) and CDC. Tele-Therapy was not given a waiver in LTC setting – if we had this waiver it would help significantly with conserving PPE.

Residents: All hands on deck approach, business office staff are taking turns to make safety rounds and spending time with residents as needed, all departments are helping to staff the entrance/screening. Families and medical providers are utilizing video conferencing, Skype, FaceTime, etc. to keep connected with our residents. 2020 Census completed. Mother's Day was not what the nursing home is used to, but staff made the day as pleasurable as possible, delivering chocolate roses and cupcakes to all the ladies, and FaceTime or phone calls were facilitated for all. National Skilled Nursing Home Week is in full swing, with this year's theme "Sharing Our Wisdom" and Disney related events. Staff recognition will be distributed on Thursday with paychecks. Signs and banners have been posted about the facility with more volunteer chalk designs/messages on the pavement for staff and residents. The Town of Randolph awarded the Resident Bequest Account \$500 to go toward their facility "store" and outing passes to the Aquarium for those unable to afford on their own.

- f. Budget/Financials/Payroll: Payroll teleconference with Carrie Klebe - next meeting 5/14/2020. Two-year lookback for Bonus OT calculations are complete. BMSI software updates pending for new weighted overtime calculation, progress is being made. Danielle Rioux has been instrumental in getting both of these projects off the ground and following through with DOL and BMSI. She has worked with BMSI staff to figure out what is needed to get their software to calculate weighted OT, and has found that the payroll department will be able to pull the two-year lookback into the system without issue. This will save a significant amount of time and reduce risk involved with human error compared to manual calculations. The nursing home has received two CARES Act payments, one in the amount of \$102,450.10 and the second \$74,457.24. The nursing home has not received any payments from the NH Employment Security for LTCS. The application was approved on April 30, 2020.
- g. Medical Director: Dr. Temme is retiring May 29, with his last rounding day May 14. Dr. Javier Cardenas, AVH Hospitalist, has accepted the position and will be covering both local nursing homes. Staff are preparing for the changes that will need to be made with this transition. Dr. Temme is a much loved and respected medical provider and he will be greatly missed. With his departure, all are very excited and pleased to have Dr. Cardenas as the nursing home's next Medical Director and rounding provider.
- h. Dietary Department Food Steamer/Kettle: The steamer is up and running, the kettle is still pending parts.
- i. Request for Non-Public: Five concerns per Title VI, Chapter 91-A:3 II (a); Two concerns to discuss, per Title VI, Chapter 91-A:3 II (c).
- j. Meetings/Committee Reports:
  - NHAC Nursing Home Affiliate, DHHS, and AV Workgroup: Weekly meetings
  - Executive Committee: Attended in May.
  - AVH Extended Care Meeting: Teleconference in March, next meeting June.
  - NHAC HR Affiliate: Danielle Rioux attending, requesting teleconference, connected via email.
  - NHAC Billing Affiliate: Vicky Nason and Jane Ryan attending teleconference.
  - North Country Health Care Workforce Meeting: Attended in May.



10. 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 Director of Finance stated that generally, in July or August bids are solicited for heating oil and propane for the County, but she would like to have bids ready for the June meeting, unless the Board could meet earlier to take advantage of the low fuel prices. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Director of Finance to solicit bids for heating oil and propane. The motion was approved by roll call vote 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- b. In her last report in April, the Director of Finance reported that she was working on solutions to possibly work remotely. The week of April 6, the Finance Team began the transition of working at the WSNH to working from home.

- Accounts Payable is currently being done approximately ½ remotely and ½ at the office due to the amount of purchase orders/invoices to process, checks to print and printing in general. Since the COVID-19 crisis has begun, there has been a lot of backorders in ordering to organize. The department has looked at a Purchase Order module with BMSI, which would help with the amount of paper invoices and purchase orders. Unfortunately, the timing to do this isn't great to implement with all the extra work caused by COVID-19.
- WSNH/County Payroll is done approximately ½ remotely and ½ at the office. Due to the amount of call outs/payroll changes, retro pay, reporting, printing, etc, this position would be difficult to do completely remotely. The employees of the WSNH/County now have the option to receive their Direct Deposit Advise by email, which has been working well. The Berlin Facility will be offering this benefit also.
- Director of Finance is done completely remotely. The process has improved immensely from implementation. There was a lot of hiccups with the setup, internet connections, network issues and work desk top computer shutting down; but overall the process is beginning to work well. She has set up more computer files and using Adobe instead of printing, processing and filing paper.
- Electronic Signatures for commissioners – need to continue to work on this process.

- c. The Director of Finance noted that the MS 535, MS232, MS 636 forms needed to be signed.

- d. Staff is currently working with Steven McKinney, the Community Outreach & Resource Planning Specialist for the US Department of Labor. He is helping to navigate thru the DOL rules and to keep the county in compliance with all the regulations. Some updates and policy changes should be available for next meeting.

- e. Vachon Clukay & Company PC are still working with the county on the financials for the 2019 Financial Audit. The work for the 2019 Actuary report has been completed and the Actuary has submitted the final report. The Actuary, KMS Actuaries, LLC has provided to the Director of Finance an updated service agreement for a full 2020 valuation for \$4,995. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the agreement. The motion was approved by roll call vote 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- f. On April 15, DHHS Medicaid Auditors began to work remotely on the 2018 Berlin Cost Report. This work is now completed and in review.
  - g. North Country Council: Meeting May 7 from 4 to 6pm by Zoom.com and the topic will be 101 Improving Broadband Infrastructure.
  - h. New Hampshire Association of Counties: the Director of Finance will be attended her first Executive Committee Meeting on Friday, May 8 via Zoom.com
  - i. Over the past month, the Director of Finance reported that she has attended several webinars/meetings in regards to COVID-19 funding including the Cares Act, Long Term Care Stabilization Payments, NH Healthcare, NACO, Public Assistance (FEMA), etc. There are a lot of questions and constantly changing guidelines to try to keep up with.
  - j. The Department Heads have assisted the Director of Finance in preparing reports on 6 months estimated COVID-19 expenses and lost revenues and actual Covid expenses as of April 30 for the Governor's Office for Emergency Relief and Recovery (GOFERR) via NHAC.
  - k. NH Government Finance Officers Association: Next meeting is slated for May 12.
  - l. The Primex<sup>3</sup> Emerging Leaders program has been postponed until 2021, but we will be having seven virtual classes between May and October as a bonus to the 2021 program.
  - m. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute. This has become a bill, HB 1119, which is currently in the Senate. There seems to be good support for this bill, so we are hopeful it will move forward. We are continuing to use Bangor Savings Bank in Colebrook and Passumpsic Bank in Lancaster.
11. 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: 4/01/2020 – 4/30/2020

a. New Hires: 3

Department:	#	Positions
Nursing Hospital	3 (TEMPS)	LNA's

b. Separations: 11

Department:	#	
Nursing Home	8 (3 PT, 5 TEMPS)	1 RN, 1 HIC, 4 LNA's, 1 UA, 1 DA
County	3 (2 FT, 1PT)	1 IT Adm, 2 Cooperative Ext.

c. Change in Status: 2

Department:	#	
Nursing Home	1 (PT )	LPN
Nursing Hospital	1 (PT)	LNA

d. Reasons for separation/ Change of status:  
2 new employment

2 did not feel safe working during pandemic  
 3 personal  
 1 terminated no call/no show  
 5 did not meet job requirements (rehires-“temp” status)

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

Nursing Home	7
Nursing Hospital	5
County	3

f. Effective April 20, 2020, Morgan Oakes and Tracy Shepard officially transitioned their employment from Coös County to UNH. The transition went smoothly, creating no hardship for the employees with their benefits. Due to the COVID-19 pandemic and the restrictions implemented on entering the facility, the HR Coordinator reached out to Morgan and Tracy by telephone to express gratitude for their service to Coös County and to answer any pending questions they had. She thanked Iris Emerson and the Sheriff department in ensuring the timely delivery of their final paycheck.

g. Open enrollment for health insurance, dental and vision, AFLAC, New York Life, and the Flexible Savings is underway. All employees who wish to communicate directly with a representative will do so remotely. Danielle Rioux and Julie Brunault will also be available to answer questions for the employees.

12. Commissioners’ Committee Reports: There were no committee reports.

13. Other Business:

- a. Budget Transfers: There were no budget transfers.
- b. Food pantry request - Feeding Hope Food Pantry, Berlin. The Board took action under the County Administrator’s report.
- c. GOFERR Grant: The topic was discussed under the County Administrator’s report.
- d. Corrections / Sheriff Stipend program: The topic was discussed under the County Administrator’s report.
- e. Sheriff Brian Valerino reported that he had reviewed the list provided to him from the State regarding the employees from his department eligible for the First Responders Stipend Program. The list was then forwarded to the County offices.

14. Unincorporated Places:

- a. Approval of first issue property tax warrants for the Unincorporated Places of Dixville, Green’s Grant, Millsfield, Odell, Pinkham’s Grant, Success, Thompson/Meserve’s Purchase & Wentworth Location. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the first issue property tax warrants with 8% percent interest. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- b. Approval of the Overpayment of Taxes Procedure: Linda Harris presented an overpayment procedure per RSA 80:57 Refund of Overpayments. The procedure was previously emailed to the County Treasurer and approved. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the proposed Overpayment of Taxes procedure. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- c. Approval of Timber Tax Warrants: Second College Grant, Wentworth Location. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the timber tax warrants for Second College Grant and Wentworth Location. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- d. Tax Liens Report for Levy 2019: The Board reviewed the report. Commissioner Grenier noted that the individual listed in Millsfield was deceased during the winter.

- e. Request authorization to allow the Tax Collector to waive interest per RSA 76:13: Linda Harris requested that the Board allow her to waive interest on property tax payments up to \$5.00. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the tax collector to waive interest up to \$5.00 on property tax payments. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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15. Any other public input:

- a. Mr. Haas stated that any nonpublic sessions relating to COVID-19 COLAs should be disclosed and referred to RSA 275:43 (I) and asked for a list of the subparagraphs. Commissioner Samson replied that Commissioner Grenier was well versed in nonpublic RSAs and lists subparagraphs in his motions.
- b. Commissioner Samson reported that he had received a phone call from Henry Gosselin property owner in Success inquiring about the status of the AVRRDD payment in lieu of tax. He suggested that he call Commissioner Brady.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session under RSA 91-A:3, II (a) and (c) at 10:27 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of nonpublic session at 11:37 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes indefinitely except for the Sheriff's discussion. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the salary increase of \$1/hour for the part-time employees beginning July 1, 2020. The increase will be funded out of the existing budget. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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Commissioner Brady suggested proceeding with turning the county house into office space. He believed that COVID-19 will be an issue for at least another year. He questioned if the proposed funds discussed earlier in the meeting, for Coös County could use. The County Administrator replied that the cost would be justified as county employees are working remotely from home.

Commissioner Samson asked if any other counties are in the same situation. Ms. Fish replied that only Coös County has county employees working in the nursing home. Ms. Fish continued that currently she and the Director of Finance are able to access their offices. However, if there were a positive case, their offices are located in the proposed quarantine area. Commissioner Samson agreed that the situation should be looked at and it is in the best interest of the employees to do so. Commissioner Grenier stated that he would support the proposal only if the money is there. He suggested putting forth a plan to present to the GOFERR committee.

Commissioner Brady continued that county administration must move out of the nursing home and asked that the County Administrator obtain an updated estimate.

The June 10, 2020 meeting will be held remotely beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:53 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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Respectfully submitted,

Commissioner Rick Samson, Clerk