

Coös County Commissioners  
Regular Meeting  
Meeting held remotely in accordance with the  
Governor's Emergency Order #12 pursuant to Executive Order 2020-04,  
July 7, 2020 (*amended July 15, 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 or by clicking on the following website address: [www.zoom.us/join](https://www.zoom.us/join), Meeting ID # 841 9790 8634 password 732364.

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](https://www.cooscountynh.us)

If anybody has a problem, please call 246-3321 Ext. 1211 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.

The following individuals were also in attendance remotely: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Lynn Beede; Environmental Services Manager Mike Holt; IDN 7 Representatives Kris van Bergen & April Mottram; Sheriff Brian Valerino; Captain Keith Roberge; County Treasurer Sue Collins; Administrative Assistant Linda Harris; and members of the public.

Commissioner Brady opened the Commissioners' meeting at 9:00 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 June 23, 2020, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the June 23, 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 June and to authorize the Treasurer, during the month July, 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: There was no correspondence.

5. Hearing of the Public:

- a. IDN Presentation: Information was emailed to the Board prior to the meeting for their review. The Board had no questions. However, Commissioner Grenier noted that he was aware of some resistance from other counties on paying their share. What will that do to the IDN7. Kris van Bergen replied that according to the Commissioner of Health & Human Services it would be disastrous for the last funded year of the program. April Mottrim noted that due to COVID19 the IDN is waiting on the southern counties funding.

Superintendent Champagne thanked Kris for her assistance relating to the Department of Correction's IDN funded program.

- b. Sue Collins, as a member of the public, shared the following comments:

*I joined this meeting to urge you to appropriate CARES Act Funds received by WSNH to finally make the decision to move county operations out of the nursing home into the county house. It has been 8 years that the house has sat empty and I have not heard anyone make a strong argument for or against renovations or selling the house.*

*My comments may or may not contain arguments that you have heard before. The COVID cloud has a silver lining and that is funding that would allow this renovation and relocation to happen. The Nursing Hospital desperately needs an isolation area – not just for COVID cases but for future flu outbreaks, cases of MRSA, cdiff, and other emerging superbugs. I was there 20 years ago when 16 of our residents died as a result of a flu outbreak raging throughout the building. If we had been able to isolate sooner, perhaps not as many lives would have been lost. We often hoped for a hospice area too.*

*Last year there was talk of moving two office personnel out of a room that is part of the north wing floor plan on the first floor. That would open up two additional beds for residents.*

*The majority of the County Delegation may not return in the new year so now is the appropriate time to get the status of the house resolved and I think the Delegation would look favorably on any solid plan approved by the Commissioners to settle the ongoing issue of the house.*

Commissioner Grenier stated that the Governor has a scheduled conference call with the Mayors on Thursday. He will make another pitch for the house project. He wants the Governor's ok to use the funds. Commissioner Brady stated that the Board wants to see the move happen but first needs to solidify funding.

Nursing Hospital Administrator Laura Mills stated that she applied for \$200,000 of CARES Act funding and was notified that she had been approved for \$99,000. Commissioner Grenier stated that if the Board of Commissioners were to apply those funds to the proposed cost of renovations, a plan must be prepared for the remaining balance to present to the Delegation.

Ms. Collins stated that there has to be savings in certain areas of the budget, especially since there has been no one travelling. Commissioner Grenier continued that money from the undesignated fund balance and based on Ms. Collins comments could be replenished from savings in the budget.

Commissioner Brady scheduled a meeting for Wednesday, July 15 to further discuss funding for the house renovations. He asked that the County Administrator, Director of Finance and Nursing Hospital Administrator work on figures prior to next week's meeting.

Commissioner Samson asked Ms. Collins if she would be available to assist County Administration with her proposal. Ms. Collins replied that administration was capable; however she would be available for questions. She asked for the detailed June financials as soon as they were ready. The Director of Finance replied that she was working on posting June items.

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:

- a. Attorney Shawn Tanguay submitted to the County Administrator the names of five individuals that would be willing to serve on the Coös County Broadband Committee. The following names were presented for the Board's consideration and approval:
  - Pamela Laflamme, Community Development Director, City of Berlin
  - Ben Gaetjens-Oleson, Planning and Zoning Coordinator, Town of Lancaster
  - Sharon Penney, Town Manager, Town of Colebrook
  - Robin Irving, Project Administrator, Town of Northumberland
  - Representative Wayne Moynihan

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint the individuals to the Coös County Broadband Committee. The motion was approved by roll call.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- b. The County Administrator received an amended memorandum of understanding (MOU) from the UNH Cooperative Extension for approval. The MOU has been amended to change office staff from County employees to UNH employees.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the amended memorandum of understanding (MOU) from the UNH Cooperative Extension. The motion was approved by roll call.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- c. Letter to Governor Sununu regarding CARES Act funding for Broadband: The County Administrator presented a draft letter that she and other County Administrators would like to send to the Governor on the Board's behalf about extending the deadline for broadband funding. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to have the Coös County Commissioners sign the letter. The motion was approved by roll call.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- d. NHAC Commissioner Council Meeting: The County Administrator attended the meeting as the County's designee. A discussion was had to change the formula for how association dues are calculated. Commissioners from Rockingham County are proposing that the current formula that is based on population be changed to each county pays 1/10 of the total amount requested. If this formula were to change, the dues amount would more than double for Coös County. A meeting will be scheduled sometime in the near future to discuss further.

- e. Another supplemental budget will be needed for additional COVID-related expenses and grants. A rough draft of the supplemental budget was emailed to the Board prior to the meeting. The delegation will be meeting on July 24, 2020.

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>17</b>
HOUSE OF CORRECTIONS	7
PRETRIAL	10
NH STATE PRISON INMATES	3
OTHER COUNTY INMATES	2
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 1 HOC FEMALE, 2 PT FEMALE HILLSBOROUGH DOC: 1 PT MALE
AVERAGE DAILY POPULATION JUNE	17
MALE DAYS SERVED IN FACILITY JUNE	518
FEMALE DAYS SERVED JUNE	48 (6 females)
FEDERAL INMATE DAYS SERVED JUNE	0
TOTAL INMATES BOOKED JUNE	12
TOTAL INMATES RELEASED JUNE	13

- a. On June 9, 2020 a corrections officer was assaulted during an altercation with a pretrial inmate. This inmate stomped on the officer's foot, head butted the officer in the shoulder and expelled urine on the two officers involved. New Hampshire State Police have since charged this individual with (3) Class B Felony counts of Assault by Prisoner.

- b. Over the past month, the DOC was able to restore case management, mental health and LADAC counseling to the inmate population through some in person sessions and tele-health sessions.
  - c. Visitation has been restored to the inmate population. Visitors are only allowed to visit if they reside in New Hampshire, Vermont or Maine at this time. Facial coverings are required.
  - d. The next corrections academy is starting July 27, 2020 at the Merrimack County complex. The academy will have restrictions/ requirements related to COVID-19. One correctional officer will be attending the academy.
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 78. Occupancy for the month of June was 93.5% based on a bed count of 85. In June, there was one (1) admission, no (0) discharges, and two (2) deaths. There are two (2) pending admissions, but also two (2) pending discharges.
- Of the 79 residents, fifteen (15) are Private Pay and ten (10) residents are Vermont Medicaid. One (1) resident is Medicaid Pending for NH. Due to COVID, the Medicaid Pending for Vermont have been “temporarily approved” and will be looked at more closely once the State of Emergency has ended.
- Totals for 2020: Twelve (12) admissions, twelve (12) deaths, and one (1) discharge.
- b. STAFFING: The Nursing Department has 120 hours open for RN/LPN (3 FTE). Two (2) contract LPNs are covering the hours. There are 580 open LNA hours (14.5 FTE). One 32 hour LNA is on Workers Comp. Four contract LNAs, many temps and many current staff (taking advantage of the incentive pay for picking up additional hours) are covering some of the open hours. Two more contract LNAs arrived on Wednesday morning. The Nursing Hospital is also working on implementing the Temporary Health Partners, but have not hired any as of yet.
  - c. LNA Classes: All of the high school student passed their LNA Boards and are now working as LNAs. New Staff Development Director, Sage Rodrigue, is planning a new LNA Class to start August 3, 2020.
  - d. IT: The Nursing Hospital staff continues to work through many IT issues with SNS.
  - e. FACILITY ISSUES:
    - Work on switching the sprinkler system over to W. Stewartstown water is on hold.
    - The Nursing Hospital is set up to have an isolation unit in the Family Room for an initial COVID, if there is one, to possibly prevent further spread to others.
    - Work is almost complete on closing in the old Employee Entrance area. Only the phone and computer lines are left to install.
  - f. QAPI: Staff continues to make progress on the QAPI Plan. They continue to work on the PIPs for SBAR and Communication and for making the admissions process smoother. COVID preparations have also been included into our process.

- g. Family/Resident/Staff Concerns: One Ombudsman Report was filed in June.
- h. MEDICAID RATES: The Nursing Hospital received its Final Medicaid Rate for July 1, 2020. The rate is calculated at \$164.14. The additional 3.1% increase from January was added to make the new rate \$169.12. This is an increase of \$3.35 over the January rate. A request will be submitted to Vermont Medicaid for the new rate. The last few times has been a negotiation of rates. This time the new calculated rate will be \$225.74. Ms. Mills did not believe that Vermont Medicaid would agree to the new rate but it will be submitted as a starting point.
- i. PROSHARE: The Proshare payment was received on June 26, 2020, in the amount of \$1,822,222.00.
- j. COVID-19: The Nursing Hospital continues to be closed to inside visitors except under very specific circumstances, but have begun allowing outside visits. There are very stringent guidelines that must followed and the process has been labor intensive. The benefit to the residents is undeniable. This process will be continued until the state tells staff to change, or until COVID is in the building. The Nursing Hospital remains at an elevated level of alert. Letters continue going out weekly to families to keep them informed of the status.

DHHS has announced that nursing homes will be able to move more into ~~Phase 2~~ Phase 1 which includes some small group activities for the residents. All will still need to wear masks and maintain the six feet of social distancing, but residents will be able to be in the same room. Small steps. Unfortunately, if the facility experiences a positive test in a resident or a cluster or outbreak in residents or staff, the nursing hospital will go right back to square one with a complete lockdown coupled with full PPE.

Ms. Mills reported that she continues to hold open meetings with staff every week to share new information and answer any questions and concerns they may have. We continue to give out information for the EAP as well. The Facebook page is working well to keep both resident families, friends, and staff connected and informed.

Staff is holding steady with PPE. She would like to have some more gowns and more N95 masks, but at this time inventory is at an acceptable level.

Staff has begun surveillance testing of 10% of the residents and all staff every 7-12 days. Staff have chosen to do the testing weekly on Tuesdays to get a routine going and to make it less confusing. Staff will test weekly for four weeks then await instructions from the state on what the plan will be moving forward.

Week 1 testing was held on June 23, 2020. One hundred seventy employees and 10 residents were tested. All residents were negative, but 2 staff members came back "inconclusive". Both were retested on Saturday morning through the state lab and both were negative.

Week 2 testing was held on June 30, 2020. One hundred sixty-six CCNH employees, 10 DOC employees, and 8 residents were tested. Of the 16 employees who did not get tested, 3 were planning to test elsewhere, 5 are out on leave (personal, medical, or bereavement) and will need to be tested before returning to work, 7 are temps who will be tested before they are

scheduled to work again, and 1 is a regular employee who will need to arrange for testing before being able to return to work.

Staff knew there were two more rounds of testing after this one, but were informed last week that four more were added so there will be a total of eight rounds.

Staff have been receiving the stipends from the Long Term Care Stabilization Program regularly. The stipends have been extended through July 31, 2020.

Ms. Mills submitted the grant application to the Healthcare System Relief Fund for Long Term Care through GOFERR. She has not received a response. Brendan Williams of the NHHCA reported hearing that, "only \$10,817,745.86 of the \$30 million in long-term care grants promised will be expended, for 68 recipients." She checked the website but the successful applicants are not yet listed.

At the meeting, Ms. Mills reported that she had been awarded \$99,672 out of the \$200,000 requested.

k. 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: attended the Zoom Meeting on June 9. The next meeting will be a Zoom Meeting on July 14.
- UCVH Board of Directors: attended the June 25 meeting via Zoom Meeting.

l. Nursing Hours at the Department of Corrections:

	2019	2020
	Minutes	Minutes
January	59	2
February	5	69
March	53	155
April	1	41
May	1	55
June	7	2+ time not document

m. Ms. Mills requested non-public sessions under RSA 91-A:3 II (a) (c).

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: Current census was 93; Bed Hold 1; Private Pay 17; Medicaid Pending 3; SNF: 6 and Hospice 1. The average daily census for June was 91.7; Admissions 4; Deaths 1; Discharges 3; Transfer out 2; Transfer in 1. The year to date average daily census 93.2.

- b. Nursing Shortage: Five Nursing Assistant Students began training on July 1. They will complete the program on August 14, 2020. Currently six more students are lined up to begin the next class on July 20, 2020.
- c. COVID-19 Focused Infection Control and Emergency Preparedness Survey took place from June 23 with an on-site tour, followed with an off-site policy and documentation review. The nursing home received excellent marks, deficiency free.
- d. Current positive COVID-19 test results: Staff: 0 (past positive 1); Residents: 0; National Guard Mobile Unit on-site July 3, 2020, for testing of residents and staff. They did a commendable job, very professional, organized, and respectful.
- e. COVID-19: DHHS Health Alert #18 received on June 18, 2020 with key points and recommendations for visitation guidance and employee travel, screening, and exclusion guidance. Isolation Unit census: three (3) quarantine. Ben Belanger from Maggie Hassan's Office called on July 2 to inquire on PPE needs, advised of expanded use of PPE, he is looking into the nursing home being provided with additional supplies. Weekly communication is being sent via email and/or letters to keep families informed of the nursing home status.
- f. Reopening of the Nursing Home: Outdoor visits are ongoing and very labor intensive for staff. Currently offered Monday – Friday, between 8:30am – 4:30pm. No visits are scheduled during meals. Phase 1 of reopening our Home will be delayed until July 14, pending the results from July 3 testing. On July 14, the nursing home will begin small group activities and communal dining within public health guidelines for social distancing, masks, and hand hygiene. The nursing home will progress through the next two phases every 14 days thereafter, so long as there are no COVID-19 outbreaks. Should there be an outbreak the nursing home will start the Phases over from the beginning. Should there be a spike of community transmission in Coös County, visits and reopening may be halted, per public health guidelines.
- g. Social Media: A Facebook page has been created for the nursing home.
- h. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports – **two**; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
- i. Budget/Financials/Payroll: two-year lookback of weighted OT and BMSI software updates are ongoing. The nursing home has received three CARES Act payments between April and May, totaling \$476,907.34. The Nursing Home Administrator had not received any further communication regarding future funding since having submitted the required revenue portion via web portal. An email intended for a different facility was sent to me in error this week, so there is some movement taking place with additional payments.
- j. Medicaid Rate: 1/1/2020 rate \$179.47; 7/1/2020 rate \$187.92. Both rates include a 3.1% increase in base rate for 2020 given to all healthcare facilities, excluding inpatient-only substance use disorder treatment services. The nursing home anticipates an additional 3.1 % increase effective January 1, 2021.



- k. Medicaid arrears at this time was \$76,181.05; \$38,120.57 in actual arrears anticipated to be received.
- l. Dietary Department Food Steamer/Kettle: Steamer and Kettle are up and fully operating.
- m. Request for Non-Public: Three concerns to discuss, per Title VI, Chapter 91-A:3 II (c).
- n. Building Repairs/Maintenance: Paving of employee entrance was completed on Friday, June 26, 2020. Running of cable for IT upgrade - fiberoptic cable installation moved up to July 27, 2020. Fence repairs are ongoing – parts are on back order. The four 1,000 gallon propane tanks located at the rear of the facility may need to be moved with concrete pad installed. On July 1, 2020 Mike Holt and David LeBlanc met with Steve Binette of Ray's Electric. Steve questioned if better drainage around the tank area might divert the groundwater and help the tanks to stay put or maybe re-piping in a manner that might better flex with the frost or both; he suggested obtaining input from an engineer for alternative ideas.

At the meeting, the nursing home administrator reported that the IT project was moving forward. The system upgrade is a must as all departments rely on computers.

Commissioner Grenier advised that Mr. Holt contact HEB Engineers to come up with a credible solution with regards to the drainage.

- o. Human Resource Manager: June was open enrollment, with 61 employees (union) who had to select a new health insurance plan as the HMO\$1000 is no longer available. The union contract was approved, retro processed and paid on 6/18/2020. Produced 350 union contract books and started distribution 6/25/2020.
  - p. Meetings/Committee Reports:
    - NHAC Nursing Home Affiliate, DHHS, and AV Workgroup: weekly Zoom/Tele. meetings
    - Executive Committee: monthly Zoom
    - AVH Extended Care Meeting: June was cancelled and the next meeting is in September, considering Zoom.
    - NHAC HR Affiliate: Danielle Rioux attended via Zoom on June 16; next meeting September.
    - NHAC Billing Affiliate: Vicky Nason and Jane Ryan last attended September 2019; cancelled in January 2020 as well as April 2020. Next meeting TBD.
    - North Country Health Care Workforce Meeting: reviewed minutes for June; next meeting July 14.
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 gave a big thank you to the two Coös County Payroll Departments. Both Christine Labelle and Rose Hibbard have been doing a great job with all the extra payroll work. There are many extra hours to calculate due to overtime, fill-ins, etc. and Long Term Care Stabilization & 1<sup>st</sup> Responder Covid 19 Stimulus payments to calculate into payroll each week. This has been a lot of extra work placed on already busy jobs. The Accounts Payable team, Michele Daniels and Claire Poulin have also been very busy. There has been extra orders for supplies and many, many backorders to keep straight. They also keep track of all Covid 19

expenses that are used in grant submissions. She knows that all Coös County departments are extra stressed with Covid 19, but she just wanted to give an extra thank you to her team and appreciates the hard work.

- b. The NH Retirement System Employer Contribution Rates for FY 2021 are now in effect. The employer contribution rates have remained the same from FY 2020 - 11.17% for Group I and 28.43% for Group II.
- c. The Pro-Share payments arrived June 26. The West Stewartstown Facility received \$1,822,222 which is \$56,579 more than 2019 and the Berlin Facility received \$2,385,156 which is \$70,609 more than 2019.
- d. The Federal PILT from the Department of Treasury arrived on 6/29/20. Coös County received \$413,705 which is \$1,011 more than 2019 PILT.
- e. The Director of Finance forwarded to the Board the report provided by the North Country Health Care Consortium in regards to our IDN 7 funding for Coos County. A representative from the IDN will be joining us at the July meeting.
- f. As of July 2, the county had drawn \$2,500,000 from the Tax Anticipation Note line of credit. As of June 12, 2019, the county had drawn \$4,300,000. The Director of Finance did not anticipate having to make any draws from the TAN for a few months due to the receipt of Pro-Share and Federal PILT.
- g. The Director of Finance has been 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. She was hoping to have updated policies and procedures for this meeting, but with the extra work for payroll to process all the Long Term Care Stabilization payments to employees, the extra time to work on this project has been minimal. She will keep working on this and hope to have an update soon.
- h. Vachon Clukay & Company PC are still working with the Director of Finance on the financials for the 2019 Financial Audit. The audit is very near completion.
- i. New Hampshire Association of Counties: The Director of Finance is now attending the monthly Executive Committee Meetings and weekly legislative and administrative meetings via Zoom.com.
- j. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute, we were waiting for the Senate to take action on this bill. As of now, the bill has been "Laid on the Table" and will have to be refiled in the next session. In the meantime, we continue to use both of these banks for County deposits.

At the meeting, the Board asked that she continue with the pursuit of the bill for the next session.

- k. At the meeting, the Director of Finance reported that the loan documents for the recycling truck would need to be executed. A motion was made by Commissioner Grenier, seconded by

Commissioner Brady to allow the County Administrator to execute the loan documents for the new truck for the recycling center district. *(At this point, Commissioner Samson lost connection to the meeting for a short period of time. He had previously informed the Chair that if this were to happen to proceed with the meeting.)* The motion was approved by roll call.

Commissioner Grenier	Yes	Commissioner Samson	absent	Commissioner Brady	Yes
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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: 6/01/2020 – 6/30/2020

a. New Hires: 7

Department:	#	Positions
Nursing Home	4 (2 PT, 2 Temp)	Social Worker, LNA, UA, Diet Aide
Nursing Hospital	3 (1 PT, 2 Temp)	RN'S, Activity Aide

b. Separations: 13

Department:	#	
Nursing Home	8 (4 PT, 4 Temp)	RN'S, LNA'S, DA'S, Laundry Aide
Nursing Hospital	5 (2 FT, 2 PT, 2 Temp)	LNA'S, DA'S

c. Change in Status: 1

Department:	#	
Nursing Hospital	1 (PT)	DA

d. Reasons for separation/ Change of status:

5 new employment  
 4 did not meet job requirements  
 3 personal  
 1 relocated  
 1 retirement

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

Nursing Home	4
Nursing Hospital	3

f. Coös County continues to follow the CDC guidelines for traveling during the pandemic. Employees are reaching out for information as many of them have family outside of NH, VT, ME. The HR Coordinator will continue to monitor the CDC guidelines and update the travel policy in accordance with the guidelines provided. Once updated, Jennifer Fish will submit to the Board for approval.

g. Recruiting for open positions continues to be a major issue, not only is the county competing with other facilities but now are competing with unemployment. The nursing homes continue to advertise in the local papers and on the county web site but have had minimal response.

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

13. Other Business:

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

To:	02-05640-0300 Lic Practical Nurses' salaries	20,000.00	
From:	02-05640-0200 Registered Nurses' salaries		20,000.00
To:	02-05640-0500 Medication Nursing Assistant Salary	30,000.00	
From:	02-05640-0400 Nursing Assistants' salaries		30,000.00

- b. GOFERR Grant: Updates were previously provided by the Nursing Home Administrators.

14. Unincorporated Places: There was nothing to report.

15. Any Other Public Input: There was no other public input.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session under RSA 91-A:3, II (a) (c) at 10:08 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 10:41 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. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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The August 12, 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 10:46 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