

Coös County Commissioners
Regular Meeting
Meeting held remotely in accordance with the
Governor’s Emergency Order #12 pursuant to Executive Order 2020-04,
August 12, 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, Meeting ID # 893 3100 4380 password 168801.

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

If anybody has a problem, please call 603-331-5670 or email at: 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 and Paul Grenier; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Lynn Beede; Sheriff Brian Valerino; Captain Keith Roberge; Administrative Assistant Linda Harris; members of the public: Don Tase, North Country Recreation Center; Renee DePalo, Grafton County Alternative Sentencing Director; Chief Phil Cloutier, Gorham EMS; Town of Gorham Selectman Adam White; and members of the press. Commissioner Samson was excused as he was out of the area.

Commissioner Brady opened the Commissioners’ meeting at 9:01 a.m. and welcomed everyone to the meeting.

1. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda, as presented. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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2. Approval of the Minutes from the July 15, 2020, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the July 15, 2020, special meeting. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	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 July and to authorize the Treasurer, during the month August, to meet all payroll obligations and pay all other obligations due during the month. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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4. Correspondence: There was no correspondence.

5. Hearing of the Public:

- a. Don Tase, North Country Recreation Center: Mr. Tase as Chairman of the North Country Recreation Center explained that the recreation center in Colebrook closed earlier this year due to COVID. A major donor of the center has removed funding and the center is unable to move forward with significant capital improvements.

Mr. Dan Dagesse and the Neil Tillotson Foundation have stated that if a financial plan is prepared and presented that they would assist with some of the funding. Mr. Tase requested guidance from the Board as he is looking for some type of public funding, revenue source. Their annual budget is about \$300,000.

Commissioner Grenier stated that public funding from the county is difficult. If the county was to start donating to one, several entities will come out of the woodwork. Commissioner Brady agreed. Commissioner Grenier suggested that the recreation center apply for GOFERR funds since the center closed because of COVID. Mr. Tase thanked the Board.

- b. Renee DePalo, Grafton County Alternative Sentencing Director: Ms. DePalo explained that the NH Juvenile Court Diversion has asked her to take over the Coös County Juvenile Court Diversion not including Berlin as they have their own.

Commissioner Grenier inquired if the Justice Department was providing any funding. She replied that \$4,000 and Grafton County is offsetting the cost. She is not requesting any funding at the time as they want to see how many Coös juveniles attend the program. She is assisting to begin the program but the county may want to consider hiring an individual part time to work alongside her once COVID goes away.

The Board thanked her for the information.

- c. Chief Phil Cloutier, Gorham EMS and Public Safety Agreements: Chief Cloutier explained that he wanted to discuss the contracts for the upcoming year. The proposed amounts were as follows:

Year 2020	\$36,585
Year 2021	\$43,131

Years 2022, 2023, 2024 \$49,397

Due to COVID, Chief Cloutier explained that revenues are down. Commissioner Grenier asked what would happen if revenues increased after COVID. Would there be any revenue sharing for the County. Chief Cloutier replied that if any grants are received, the share may reduce the cost but not by much. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to engage the services of the Gorham EMS to provide services to the Unincorporated Places for the following amounts:

Fiscal Year 2020 \$36,585
Fiscal Year 2021 \$43,131
Fiscal Years 2022, 2023, 2024 \$49,397

The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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Chief Cloutier noted that the contracts would be emailed to the County Administrator.

6. *Report of the County Administrator Jennifer Fish.* A written report was not submitted to the Board in advance of the meeting. The County Administrator reported the following:

a. The County Administrator received the contract for the house renovations from DHI. Ms. Fish forwarded the contract to Primex³ for review. Primex³ made some language suggestions to which the contractor agreed to. The contract has been signed with a not to exceed cost of \$211,800. The start date is September 14 with a completion date of December 18.

Superintendent Champagne offered the DOC’s services in moving items out of the county house.

b. SNS has been working on the wiring upgrade in Berlin. However, the fiber internet to the building may not be available until December. There has been no upgrade done in West Stewartstown as workers may not enter the facility.

c. Water System: Ms. Fish reported that Underwood Engineers provided an update which stated that three additional pieces that require a change order were needed:

- Insertion valve and plumbing for the new domestic service, and capping of the main to the tank.
- Demolition of the tank and building
- Removal of the well pumps/vault piping, and abandonment of the well near the reservoir.

JP Sicard has provided a pricing proposal for all 3 pieces of the work, which is in excess of the amount remaining in the loan, and they do not believe they can complete it in time to close out the project before the SRF loan closes on December 1.

Underwood has been in contact with DES and they have suggested getting quotes from other contractors for the tank and well work (Items 2 & 3 above), to see if there are contractors that can complete the work in the necessary time frame and within the funding of the SRF loan. If

County agreed with the suggestion, requests for proposal packages to 3 contractors will be mailed out. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize Underwood Engineers to put the scope of work needed to bid. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- d. Ms. Fish announced that Colleen Truland will be retiring from the Registry of Deeds on September 1 after 25 years of service to the county.
- e. Ms. Fish has been attending NHAC weekly meetings, NH Interlocal Trust and North Country Council meetings.

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:

TOTAL IN FACILITY	20
HOUSE OF CORRECTIONS	8
PRETRIAL	12
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	4
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 4 PT FEMALE HILLSBOROUGH DOC: 1 PT MALE
AVERAGE DAILY POPULATION JULY	19
MALE DAYS SERVED IN FACILITY JULY	590
FEMALE DAYS SERVED JULY	93 (6 females)
FEDERAL INMATE DAYS SERVED JULY	0
TOTAL INMATES BOOKED JULY	16
TOTAL INMATES RELEASED JULY	12

- a. J.P. Sicard was on site to fix several repairs around the campus associated with the water system project. The pavement was repaired in front of the jail.
- b. The Coös County Recycling Center took delivery of the 2021 Freightliner truck on July 21, 2020. It was a great buying experience with the folks from Freightliner of New Hampshire in Lebanon, NH.
- c. Over the past month, staff has been dealing with several bear related issues at the transfer station on Back Pond Road. At this time, staff seems to have the issue under control and additional security measures have been taken to keep unwanted guests out.
- d. COVID-19 prevention measures are still in full force and to date there have had no known cases. Staff continues to adjust to the new normal of providing essential services to the inmate population. Things have been going very well with the ability to provide tele-health services.
- e. A Non-Public Session was requested under 91-A:3 (g).

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 77. Occupancy for the month of July was 91.2% based on a bed count of 85. In July, there were two (2) admissions, one (1) discharge, and three (3) deaths. There were two (2) pending admissions, one (1) pending short term discharge and one (1) pending permanent discharge.

Of the 77 residents, thirteen (13) were Private Pay and eleven (11) residents were Vermont Medicaid. Three (3) residents were Medicaid Pending for NH. Due to COVID, residents who are 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: Fourteen (14) admissions, fifteen (15) deaths, and two (2) discharges.

At the meeting, the Nursing Hospital Administrator reported that only two residents may be admitted every 14 days due to quarantine.

- b. Staffing: The Nursing Department has 172 hours open for RN/LPN (4.3 FTE). Three contract LPNs are covering some of the hours and looking for a fourth. There are 536 open LNA hours (13.4 FTE) and many students who have kept staffing levels constant through the summer will be returning to high school or leaving for college. One 32 hour LNA was on Workers Comp and one 40 hour LNA was on FMLA. Four contract LNAs, many temps, and many current staff are taking advantage of the incentive pay for picking up additional hours covering some of the open hours. Two more contract LNAs are due to arrive.
- c. Nursing Student Loan Repayment: Ms. Mills presented to the Board a contract for an RN who qualifies for the Nursing Student Loan Repayment. The contract will require Board signatures.
- d. LNA Classes: The new LNA Class started on August 3, 2020. Unfortunately, it has only two students as the others who had planned on taking the class were not ready once the class started.
- e. IT: There is continued work through many IT issues with SNS.
- f. Facility Issues:
- Work on switching the sprinkler system over to W. Stewartstown water is on hold but some work has been done outside the facility.
 - There continues to be an isolation unit in the Family Room for an initial COVID, but plan to switch the unit to the County Office wing as soon as there is the go ahead.
 - Work is almost complete on closing in the old employee entrance area. Only the phone and computer lines are left to install.
 - The Employee Parking Lot was graded on August 7.
- g. Transport Vans: The new van was received on July 17. It looks great. Ms. Mills provided pictures prior to the meeting. The decals and lettering were done by Chris Fortin of Fortin’s Custom Vinyl. The Transport Coordinator does not recommend keeping the old van. Ms. Mills inquired about selling it. The Board agreed to put the old van out to bid.

- h. QAPI: Staff continue 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 this process.
- i. Family/Resident/Staff Concerns: Staff continue to field issues and concerns from the Ombudsman's Office and Surveyors. Some families are struggling with the limits and restrictions placed on the facility by the COVID-19 precautions. Even the local providers are having a difficult time understanding the strict measures the nursing hospital must take by order of CMS, DHHS, and the CDC. ER providers have told resident families that they should not be following nursing hospital quarantine requirements as they do not believe COVID-19 is in the area. This is a very concerning response from local emergency providers.
- j. Medicaid Rates: The nursing hospital received its final Vermont Medicaid rate for July 1, 2020. The requested rate of \$225.74 was approved.
- k. COVID-19: The nursing hospital remains in Phase 1 of reopening. The facility continues to be closed to inside visitors except under very specific circumstances, but outside visits are allowed. Guidance should be received on if, when, and how the facility might be moving to Phase 2 and what to expect in a week or so. While this is a positive move, Phase 2 is not a whole lot different than Phase 1. Under Phase 2 though, some outside providers and contractors may come in that have been keeping on hold.

Letters continue going out weekly to families to keep them informed of the nursing hospital status. Ms. Mills continues to hold open meetings with staff every week to share new information and answer any questions and concerns they may have. Staff continues 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.

The nursing hospital continues to hold steady with PPE. Additional gowns have been received but unable to get more N95 masks, but at this time the nursing hospital is at an acceptable level.

Week 7 Surveillance testing was held on August 4, 2020. After some miscommunication and lack of guidance from the state, staff actually had to meet the courier in Lincoln on Wednesday morning to get our samples to the lab. Staff expect to start receiving results by Thursday or Friday and hope the response time and communication will be better. Surveillance testing of 10% of the residents and all staff has changed to every 10 days. This schedule will be starting on August 18. All test results so far have been negative, but staff are often seeing delays in receiving the results.

The Long Term Care Stabilization Program stipends ended on July 31, 2020. Ms. Mills submitted the final request on August 4, 2020. The employees will be receiving the final check on August 13.

- 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: attended the Zoom Meeting on July 14. The next meeting will be a Zoom Meeting on August 11.
- UCVH Board of Directors: attended an in-person meeting on August 5. The next regular meeting is scheduled for August 27.

m. 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 documented
July	26	19+ time not documented

n. Ms. Mills requested non-public session under RSA 91-A:3 II (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:

- Census: The current census was 83; Private Pay 14; Medicaid Pending 2; SNF: 4 and Hospice 1. The average daily census for July was 88.3; Admissions 1; Deaths 5; Discharges 5; Transfer out 3; Transfer in 1. Year to date average daily census 93.
- Residents: Voting for State Elections took place in July. Outdoor visits have restarted. Staff is still trying to find a balance for these visits and trying to find time for individual resident activities, which are also very important for the residents. Two residents are receiving end-of-life visitors, currently needing to limit to two visitors per day, due to limited PPE – glove shortage.
- Nursing Shortage: There are nine Nursing Assistant Students with the first group of 5 taking their State Exam on 8/14/2020. Newspaper ads are running for the third remote learning LNA class.

Commissioner Grenier asked if it would be helpful to increase hours for some of the opened positions to obtain NH Retirement. Ms. Beede replied that it would be helpful. Commissioner Grenier asked that she prepare an estimated cost report of maybe seven positions becoming full time.

- Healthcare Heroes: A big congratulations to Connie Croteau, RN Director of Quality, who was nominated and selected as one of the winners in the New Hampshire Sector Partnerships, Healthcare Heroes. The nominees represented a wide variety of health care roles such as dentists, nurses, physical therapists, social workers, health care interpreters, healthcare educators, nurse’s aides, physician office staff, city health departments, emergency department, just to name more than a few. There were two winners and three runner ups from six health care regions. Winners are being interviewed and highlighted in September. Each winner’s

employer will receive 25 custom Healthcare Hero masks made by a local t-shirt company, Beeze Tees, and sponsored in part by the NH Department of Business and Economic Affairs through a US Department of Labor grant.

- e. Current positive COVID-19 test results: **Staff: 0** (past positive 3; one past positive with two follow-up negative tests as well as a negative antibody test); **Residents: 0**; Next scheduled test dates are August 18, 28, and September 7 – will be testing all staff and 10% of residents during these next rounds.
- f. COVID-19: The nursing home is experiencing PPE shortages of gloves, especially size large. Received only 10% requested from State supply. The Ombudsman Office is looking into this as well. The nursing home has not been able to meet goal for having a three month emergency supply of PPE on hand. DHHS Health Alert # 19 received on 7/22/2020 and #20 received on 8/7/2020, facility is pending on receiving an antigen testing machine – one local LTC facility received a Sofia machine with an estimated couple hundred test strips. It is anticipated using these for symptomatic resident testing only, as they have not been validated for asymptomatic testing. Initial machine and test strips are at no cost, facility will be responsible for purchasing additional supplies. Further guidance to follow from DPHS. For those facilities not wishing to utilize, the State is looking to partner their use for a broader State-based need (still unclear and to be further discussed). Weekly communication is being sent via email and/or letters to keep residents, families, and staff informed of COVID-19 status.

Reopening of Nursing Home: DPHS will be providing additional updates on LTC Facility reopening in the next week or so. The nursing home continues in Phase 1. Should there be an outbreak Phases will restart from the beginning. Should there be a spike of community transmission in the county, visits and reopening may be halted, per public health guidelines.

- g. 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.
- h. Budget/Financials/Payroll: 2-year lookback of weighted OT and BMSI software updates are ongoing.
- i. Medicaid Rate: the January 1, 2020 rate was \$179.47; and, the July 1, 2020 rate was \$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. An additional 3.1 % increase effective January 1, 2021 is anticipated.
- j. Medicaid Arrears: At this time is \$88,486.68; \$54,956.93 anticipated to be received.
- k. Request for Non-Public: Two concerns to discuss, per Title VI, Chapter 91-A:3 II (a) and (c).
- l. Building Repairs/Maintenance: Running of cable for IT upgrade has been started, vendors are tested weekly for COVID-19 and screened daily. Fence repairs are ongoing. The four 1,000 gallon propane tanks located at the rear of the facility may need to be moved with concrete pad installed. Pending input from an engineer for alternative ideas.

- m. Human Resource Manager: From the employee suggestion box, it was identified that 1) Employees would like to be more involved in decision-making and 2) Employees are interested in a Medication Nursing Assistant (MNA) course. Actions taken: 1) We will begin collecting employee email addresses for virtual staff meetings and will post the dial-in option at the time clock area. 2) We have advised those interested in a MNA course to see the DON. Currently the focus is on LNA recruitment and training; we do agree more MNAs are needed, but efforts must be focused first on LNA staffing so that we are able to fully utilize MNAs in the future.
- n. Meetings/Committee Reports:
- NHAC Nursing Home Affiliate, DHHS, and AV Workgroup: Weekly Zoom/Tele. meetings
 - Executive Committee: Monthly Zoom
 - AVH Extended Care Meeting: June cancelled, next meeting September, considering Zoom.
 - NHAC HR Affiliate: Danielle Rioux via Zoom, 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

Commissioner Grenier thanked Ms. Beede for the weekly letters submitted to the newspapers. He has heard nothing but positive comments from the community.

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. 7/15/20 Submitted 2nd GOFERR Grant in the amount of \$7,719.80 which includes expenses for County Administration, County Finance Department, Department of Corrections, Registry of Deeds, Sheriff's Office. Payment was received on 8/6/20 in the amount of \$7,717.81.
- b. 8/5/20 Submitted FEMA Public Assistance Grant in the amount of \$4,708.02 for PPE and Disinfectants for Corrections, Sheriff's Office and the Registry of Deeds
- c. As of August 6, the county had drawn \$2,500,000 from the Tax Anticipation Note line of credit. As of August 6, 2019, the county had drawn \$4,300,000. Ms. Klebe did not anticipate having to make any draws from the TAN in August.
- d. The finance department has been working with Steven McKinney, the Community Outreach & Resource Planning Specialist for the US Department of Labor. He is helping staff to navigate thru the DOL rules and to keep them in compliance with all the regulations. The Director of Finance was hoping to have updated policies and procedures for the 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.
- e. Vachon Clukay & Company PC are still working on the financials for the 2019 Financial Audit. The audit is very near completion and in the final review at Vachon Clukay.
- f. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute, the Director of Finance was 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, the county continues to use both of these banks for County deposits. When the window is open again in the next legislative session, the Director of Finance was hopeful that the Delegation will try to bring this bill forward.

- g. Trainings and meetings attended remotely in the past month:
 - 7/8/20 NH HealthCare Association
 - 7/8/20 Primex³ Emerging Leaders
 - 7/15/20 Primex³ Cyber Security
 - 7/15/20 NHAC Administrators
 - 7/22/20 NHAC Administrators
 - 7/23/20 BMSI training on reconciliations (Linda Harris also attended)
 - 7/23/20 DOL – Labor Law Training Webinar
 - 7/29/20 NHAC Administrators
 - 8/5/20 NHAC Administrators

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: 7/01/2020 – 7/31/2020

a. New Hires: 11

Department:	#	Positions
Nursing Home	7 (Temps)	RN, Unit Aides
Nursing Hospital	4 (Temps)	Activity Aide, Dietary Aides

b. Separations: 6

Department:	#	
Nursing Home	5 (1 PT, 4 Temps)	LNA’S, Unit Aides
Nursing Hospital	1 (PT)	Dietary Aide

c. Change in Status: 1

Department:	#	
Nursing Hospital	1 (PT)	LPN

d. Reasons for separation/ Change of status:

- 1 new employment
- 2 did not meet job requirements
- 2 terminations
- 1 relocated
- 1 retirement

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

Nursing Home	17
Nursing Hospital	10

- f. An updated travel policy, in accordance with CDC guidelines, was submitted to Jennifer Fish awaiting approval by the Board of Commissioners. Once approved the travel policy will be distributed to all Coös County employees. The HR Coordinator will continue to monitor the guidelines and provide Jennifer Fish with updated information.
- g. The CDC guidelines requiring social distancing has created limited space available in the Resident Dining Room and Employee Dining Room for staff to have their breaks and lunch. The maintenance department designed a divider made from plexiglass which was set up on each table allowing for two employees to sit at a table instead of one. Thank you to the maintenance crew, a great idea ensuring the safety of all the employees.
- h. There will be three long term employees who will be retiring in the next few months. These employees combined have dedicated 75 years to Coös County. Their dedication and commitment to Coös County is greatly appreciated. Thank you and enjoy your much deserved retirement.
- i. Danielle Rioux, Rose Hibbard and the HR Coordinator participated in the webinar for the annual Labor Law Training presenting by the NH Department of Labor.

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

13. Other Business:

- a. Budget Transfers: The following budget transfer were presented to the Board.

Coös County Nursing Hospital

To:	01-05195-2400 Grants	2,251.00	
From:	01-05195-2000 COVID 19 expenses		2,251.00
To:	01-05100-6800 Communication	5,100.00	
From:	01-05100-1200 Health Insurance		5,100.00
To:	01-05140-8800 Nursing Equipment Rental	1,380.00	
From:	01-05140-8200 Nursing Equipment Repair		1,380.00
To:	01-05170-9700 Housekeeping New Equipment	7,670.00	
From:	01-05195-2000 COVID 19 expenses		7,670.00
To:	01-05100-9000 Principal Long Term Notes	21,760.00	
From:	01-05100-2400 IT Contracted Services		12,400.00
	01-05100-1200 Health Insurance		5,000.00
	01-05100-7000 Travel		1,200.00
	01-05100-8200 Equipment Repair		3,160.00

Coös County Nursing Home

To:	02-05640-0500 Medication Nursing Assistant Salary	30,000.00	
From:	02-05640-0200 Registered Nurses' Salaries		30,000.00

To: 02-05640-2300 Contract Nurses 150,000.00
 From: 02-05640-0400 Nursing Assistant Salaries 150,000.00

To: 02-05600-6800 Communications 2,540.00
 From: 02-06000-2000 COVID 19 expenses 2,540.00

County Administration

To: 03-04100-6700 Advertising 1,500.00
 From: 03-08400-1200 Health Insurance 1,500.00

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the budget transfers. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- b. Temporary Travel Policy: County Administrator Jennifer Fish stated that the updated policy included that Coös County is not prohibiting employees from traveling. Current CDC guidelines allow travel within the six New England States (New Hampshire, Maine, Vermont, Massachusetts, Connecticut and Rhode Island). Any employees who choose to travel outside of the six New England States or internationally may need to self-quarantine for 14 days upon their return or work from home (if it can be accommodated). All time during the quarantine will be deducted from the employee’s personal time. If the employee has not personal time or not enough personal time, the employee will be in a “no pay” status.

Superintendent Champagne asked what would constitute “may” have to quarantine. If an employee travels out of the specified areas, the employee must quarantine. Ms. Fish replied that guidance is provided from the CDC, availability of PPE and availability to work from home. Nursing Home Administrator Laura Mills added that the CDC has specific guidelines for healthcare workers.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the updated travel policy. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- c. Credit Card Policy: County Administrator Jennifer Fish reported that the auditors recommended that a credit card policy and procedure should be in place for employees with a county credit card. The policy and procedure will be signed by the individuals which acknowledges that the card is for business purposes only.

Commissioner Grenier suggested that the gas accounts be included as part of the policy and procedure as well. The County Administrator agreed to make the change.

Nursing Hospital Administrator Laura Mills and Superintendent Champagne asked to receive their department’s credit card statements. Ms. Fish replied that she was not aware that they were not receiving them and will begin sending each individually. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the credit card policy with the amendment for the fuel cards. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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14. Unincorporated Places: Linda Harris requested action on the following:

- a. Current Use Application Updates: Cambridge and Wentworth Location/Weyerhaeuser Company and Success / Bayroot LLC. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the updated current use applications. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- b. Approval of DRA Applications for Reimbursement to Towns and Cities in which Federal & State Forest is situated. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the DRA Applications for Reimbursement to Towns and Cities in which Federal & State Forest is situated. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- c. Timber Taxes: Millsfield & Odell/URSA Major LLC. The warrant amounts were as follows:

Millsfield	2,427.00
Odell	10,931.00

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the timber warrants as presented. The motion was approved by roll call 2-0.

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

Commissioner Grenier took the opportunity to thank all of the Coös County employees for working under duress over the past few months. It is amazing how Coös employees stand up to the challenge.

Sheriff Brian Valerino reported that the Sheriff's Department issued 592 OHRV tickets. There is a huge influx of people all over the county. The majority of the people receiving the warnings are not Coös residents.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into nonpublic session under RSA 91-A:3, II (a) (c) and (g) at 10:16 a.m. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of nonpublic session at 10:44 a.m. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes indefinitely. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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The September 9, 2020 meeting will be held remotely beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 10:47 a.m. The motion was approved by roll call 2-0.

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

Linda Harris, Administrative Assistant