

Coös County Commissioners
Regular Meeting
Meeting held remotely in accordance with the
Governor's Emergency Order #12 pursuant to Executive Order 2020-04,
September 9, 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 . The meeting ID is # 842 5804 2962 password 913542.

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 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; Sheriff Brian Valerino; Captain Keith Roberge; HR Coordinator Julie Brunault; County Treasurer Sue Collins; Representative Wayne Moynihan; Michelle Moren-Gray, North Country Council; and Administrative Assistant Linda Harris.

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 September 2, 2020, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the September 2, 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 August and to authorize the Treasurer, during the month September, 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. Michelle Moren-Gray, North Country Council updated the Board on the broadband group's meeting that was held on August 19. The group's overlying question was "what is the expectation from the Coös County Commissioners moving forward for the committee".

Commissioner Grenier stated that there were several areas in Coös County that do not have access to broadband and some areas still have dial-up. A process needs to be developed to clearly identify areas of need. There are young families that may want to move in these areas but do not because they are not able to work from home.

Commissioner Brady suggested reaching out to the Selectboards of each town for directives of their town's needs.

County Treasurer Sue Collins suggested reaching out to school principals. These individuals are aware of needs because of remote learning. Commissioner Brady agreed and noted that Rep. Tucker and County Administrator Jennifer Fish have contacted the school superintendents.

Commissioner Samson agreed with Commissioners Brady and Grenier.

Ms. Moren-Gray stated that county and local support will make this program successful. The following recommendations were noted:

- reach out to each municipality to seek participation;
- identify areas with no connectivity, identify areas where there is and is not service;
- push Coös County survey for data;
- request information on providers in the area;
- need fiber everywhere.

Representative Moynihan thanked North Country Council for facilitating this project. He inquired if North Country Council would need County Administrative support. Ms. Moren-Gray replied that NCC is okay at the moment to move forward; however, funding may be needed in the future to compile data for the models. She asked if the Board would review a drafted letter and also suggested that the letter to municipalities seeking participation come on behalf of the Board of Commissioners. A motion was made by Commissioner Samson, seconded by Commissioner Grenier,

that a letter be drafted by North Country Council on behalf of the Coös County Commissioners to support initiative and solicit input from all selectboards and school districts in Coös County. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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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. The bids were resent for capping the wells to the companies Tasker, Carr and Capital Well. All three companies declined to bid. Underwood Engineers will be reaching out to an additional company from the Concord area.
- b. Michelle Moren-Grey informed the County Administrator that the Coös Childcare Network has decided not to submit an application for a CDBG-CV grant at this time.
- c. NH DHHS department has requested that all counties sign Intergovernmental Transfer Agreements. The Dupont Group has been assisting with finalizing the agreement.

Commissioner Grenier stated that if the Coös County audits are clean there is no need to sign the agreement. He opposes signing any agreement at this time. County Treasurer Sue Collins stated that the NHAC has advised the counties not to sign any agreements until the Medicaid issue is resolved. Commissioners Brady and Samson agreed with Commissioner Grenier.

- d. The Families First Coronavirus Response Act (FFCRA) provided a temporary 6.2% increase in the federal share of Medicaid spending with requirements to maintain eligibility and provide continuous coverage for Medicaid enrollees. The NH DHHS department has taken the position that the increase does not apply to the non-federal share. Therefore, instead of reducing the County's portion DHHS is still billing the counties the 100% of the non-federal share per RSA 167-18a. The NHAC agreed to engage an attorney to assist the counties with this matter.
- e. Committees/Boards:
 - NH Association of Counties Executive Meeting September 11
 - North Country Council Board Meeting September 17
 - NH Interlocal Trust Board Meeting September 24
 - 45th Parallel EMS Board Meeting October 28
- f. At the meeting, the County Administrator reported that she had been notified that the contractor was beginning preliminary work at the county house Wednesday.

Commissioner Samson asked if there was any additional funding for the house other than the \$99,000 COVID grant funds. Ms. Fish replied that there was still time, until October to apply. She will be requesting a partial bill from the contractor to submit for reimbursement.

Commissioner Samson suggested that the Board respond to Town of Stewartstown Selectboard acknowledging receipt of the letter and thank them for their input.

Commissioner Samson asked if anything had been done in regards to the expiration of the land lease. Some items will need to be addressed at some point. For example, the fields on Back Pond Road. Ms. Fish will review the lease documents and report back to the Board.

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	21
HOUSE OF CORRECTIONS	9
PRETRIAL	12
NH STATE PRISON INMATES	1
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: 1 PT FEMALE, 2 HOC FEMALE HILLSBOROUGH DOC: 1 PT MALE MERRIMACK DOC: 1 PT MALE
AVERAGE DAILY POPULATION AUGUST	20
MALE DAYS SERVED IN FACILITY AUGUST	613
FEMALE DAYS SERVED AUGUST	113 (9 females)
FEDERAL INMATE DAYS SERVED AUGUST	0
TOTAL INMATES BOOKED AUGUST	16
TOTAL INMATES RELEASED AUGUST	15

- a. The Department of Corrections continues to see an increase in high needs/dangerous inmates being admitted into the facility. The entire Restrictive Housing Unit is being used for offenders with severe mental health and/or behavioral issues. During the month of July one offender was involved in an altercation resulting in the Taser X26P being deployed in order to safely, quell the situation. Another offender shoved past an officer in an attempt to escape his cell. This resulted in two staff members having to work extremely hard to physically restrain this offender. Staff were able to return the offender to his cell without injury to themselves or the offender. Dealing with high needs/dangerous inmates has seemingly become the new normal. Corrections staff are experiencing more and more physical altercations despite conflict resolution efforts.
- b. The Coös County Recycling Center was awarded the New Hampshire the Beautiful grant in the amount of \$5,000 towards the purchase of the new Freightliner Truck.
- c. Corrections Officer Garrett Purrington graduated the 113th New Hampshire Association of Counties Corrections Academy on August 28, 2020.
- d. Superintendent Champagne requested permission to start a department Facebook page. The spirit of his request was to broaden the department's reach to potential applicants in the digital age. He noted that he would contact the HR Coordinator for social media policies as well as Primex³ for guidance. The Board agreed to the request.
- e. Superintendent Champagne will be representing the superintendents' affiliate on the Corrections Advisory Committee.

- e. A Non-Public Session was requested under RSA 91-A:3, II (a)

At the meeting, Commissioner Samson inquired how he would be able to obtain a copy of the May incident report. The Superintendent replied that a 91-A request through email and the request would be granted.

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 70. The occupancy for the month of August was 87.6% based on a bed count of 85. In August, one (1) admission, three (3) discharge, and four (4) deaths. There has been one (1) death so far in September. There are three (3) pending admissions.

Of the 70 residents, eleven (11) are Private Pay and seven (7) residents are Vermont Medicaid. Three (3) residents are Medicaid Pending for NH.

Totals for 2020: Fifteen (15) admissions, twenty (20) deaths, and five (5) discharges.

- b. STAFFING:

The Nursing Department has 132 hours open for RN/LPN (3.3 FTE). A 40 hour RN is out on FMLA and a 32 hour LPN is attending classes on the Tuition Loan program. Four (4) contract LPNs are covering some of the hours.

The Nursing Department has 560 open LNA hours (14 FTE). Many students who have kept our staffing levels constant through the summer will be returning to high school or leaving for college. One 32 hour LNA is out on Workers Comp. Six (6) 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.

The Nursing Hospital is seeing staff call-outs with sore throats and respiratory symptoms. Although testing is done routinely, any reported COVID-type symptoms mean the employee is out for 10 days.

- c. LNA CLASSES: A new LNA Class started on August 3, 2020. One of the two students chose to leave the class and took a position in Dietary instead so the class is running for one student. He will graduate on September 14.
- d. IT: 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 but some work has been done outside the facility.
 - The Nursing Hospital continues to have an isolation unit in its Family Room for an initial COVID, but plans are to switch the unit to the County Office wing as soon as the go ahead is given.
 - Work is almost complete on closing in the old employee entrance area. The phone and computer lines are left to install.

- f. QAPI: Staff continues to make progress on the nursing hospital QAPI Plan. Staff continues to work on the PIPs for SBAR and Communication and for making the admissions process smoother. COVID preparations have also been included into the process.
- g. Family/Resident/Staff Concerns: Staff continues 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. Two residents have been discharged home.
- h. COVID-19: The nursing hospital will be moving to Phase 3 of reopening as of September 10. The facility continues to be closed to inside visitors except under very specific circumstances such as Compassionate Care visits and very limited Indoor Visits that allow each resident one Essential Support Visitor. In Phase 3, a second Essential Support Visitor will be added. Staff will also be looking at allowing clergy back in, as well as the Podiatrist and the Optometrist, but under controlled situations.
- i. Letters continue going out weekly to families to keep them informed of the status. The Nursing Hospital continues to hold open meetings with staff to share new information and answer any questions and concerns they may have. EAP information is provided as well. The Facebook page is working well to keep resident families, friends, and staff connected and informed.
- j. The facility is receiving new guidance almost weekly. The new guidance requires adjustments to policies and procedures and is taking up a great deal of time.
- h. The facility is holding steady with PPE. Glove availability continues to fluctuate.
- i. Surveillance testing was held on August 11, 18 and 28. Surveillance testing of 10% of the residents and all staff was changed to every 10 days but now new guidance is expected to match the new CMS regulations for testing. The Nursing Hospital will know more after the Zoom Meeting next Wednesday.
- j. The Nursing Hospital received a rapid test machine on Friday, September 4. The facility has received a BD Veritor.
- 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 July 14. The next meeting will be a Zoom Meeting on August 11.
 - UCVH Board of Directors: attended an in-person meeting on August 27.
- 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 documented
July	26	19+ time not documented
August	68	103+ time not documented

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 84, with two on unpaid hospital leave; Private Pay 16; Medicaid Pending 3; SNF: 4 and Hospice 1. The average daily census for August was 83; Admissions 7; Deaths 3; Discharges 3; Transfer out 1; Transfer in 1. Year to date average daily census 91.
 - Residents: The Activities Department has been very busy facilitating resident/family communication. Now able to offer small group activities, following all recommended COVID-19 safety precautions, to include painting and Bingo. On September 1, Resident Council met as a small group on third floor with a small group on second floor “Zooming” with them, this was very well received by the residents.
 - Nursing Shortage: The nursing home has nine (9) nursing assistants who were sponsored by Coös County; all have graduated from their program, with their licenses being processed by the NHBON.
 - 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; Pending: 3 from 8/28/2020 testing – NH DHHS and DHMC unable to track specimens/results. There are three scheduled test dates in September (7, 17 and 27). All staff be tested and 10% of residents during these next rounds.
 - COVID-19: the facility is experiencing ongoing PPE shortages of gloves. The State continues to be unable to fill requested amounts of PPE. Continue to not be able to meet goal for having a three month emergency supply of PPE on hand, however, there are some gains with masks and gowns. Pending to receive an antigen testing machine. Staff anticipates using for symptomatic resident testing only, as they have not been validated for asymptomatic testing. Initial machine and test strips are at no cost, but the facility will be responsible for purchasing additional supplies. Cost reported by other facilities is \$1,300/box of 30. Many are using CARES Act funding to purchase a stock supply. A noted expiration date on the test kits reported by one facility was 1/2021. 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. Time clock contract is pending for two additional clocks – Carrie is working on this.
 - Reopening of Nursing Home: Guidance for Resident Visitors has been published and shared with residents and families. 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. The facility has requested DPH

& Licensing guidance on how staff are to determine case prevalence in our area (Coös County population having 31K – small sample). The state database matrix does not provide us with the case prevalence per 100K. They provide % based on total number of cases in the state. Anticipate further clarification will be provided at a later date.

- g. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports – one; Medications; Exit Interviews; Music and Memory Program (Tele); Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
- h. Budget/Financials/Payroll: a 2-year lookback of weighted OT and BMSI software updates are ongoing; Danielle Rioux has been working diligently on this project for the nursing home.
- i. Medicaid Rate: Anticipating that the nursing home's Case Mix will be lower for this picture window at 0.99. This is likely due to safety measures in place for COVID-19. The 1/1/2020 rate was \$179.47; the 7/1/2020 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. Anticipating an additional 3.1 % increase effective January 1, 2021.
- j. Request for Non-Public: Two concerns to discuss; per Title VI, Chapter 91-A:3 II (a) and (c).
- k. Building Repairs/Maintenance: The running of cable for IT upgrade is complete. SNS is working in the background to change the external email over from MDOOffice to Office 365. Staff is hoping that SNS will be able to keep the internal email system intact. Fence repairs are almost complete. The four 1,000 gallon propane tanks located at the rear of the facility may need to be moved with concrete pad installed; estimates are pending from S. B. and Mike has a new lead (W. H.) from Irving Oil Corp he will be reaching out to. The transit is set up to measure for tank movement within 1/16 of an inch; first measurement has been logged. Tanks will be measured every seven days, if movement is observed Mike will then increase frequency for closer monitoring.

Generator Repairs: there are approximately \$6,000 in generator repairs needed – rotting hose, etc. that are not budgeted; estimate is being prepared (not leaking at this time). Commissioner Grenier stated that the repairs were needed and that building funds could be used for the repairs. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the generator repairs. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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At the meeting, Ms. Beede reported that the Wi-Fi hotspot for visitors and residents ceased to work over the past few days. A ticket has been created with SNS.

- l. Human Resource Manager: Ads were posted in the Berlin Daily Sun for a third LNA class on 8/4, 8/6, 8/11 & 8/13. Received many inquiries (both from current employees and outside candidates). As of today, six potential candidates. Placing ads for open positions in the next two weeks in the local paper, highlighting benefits, scholarships, tuition loan, and educational reimbursement. Working on creating a Facebook account with work email to post open positions. Contacted Diana Berthiaume from the NHES and will be regularly updating her with

any open positions so she can post on the statewide list on their main web page and she will also be posting the positions on their local job bank for the Berlin Office. Working on Budget transfers for the COVID related expenses. Will start working on the 2021 budget wages when updated worksheet is received from Carrie.

m. 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
- County Administrator Weekly Update Meeting each Wednesday at 11 am – Lynn & Danielle
- DOL Virtual Summit 9/14/2020 10am to 12:30 - Danielle

Commissioner Samson noted to both nursing home administrators and the superintendent that a number of constituents have approached him in regards to the lack of COVID in the facilities. His reply to them is that it is due to staff's hard work and dedication.

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 following DRA reports were submitted for September 1: The MS-46 Proposed Budget & Estimate of Revenue; MS-42 State of Appropriations & Revenues as Voted; MS-45 Financial Report of the Budget; MS-434 Revised Estimated Revenues for all 23 Unincorporated Places and Livermore along with the Millsfield School Forms; MS-25; DOE-25-Annual Financial report; MS-26 Proposed Budget; and, MS-22 Report of Appropriations Voted. All were signed electronically.
- b. As of September 3, 2020, the county had drawn \$2,500,000 from the Tax Anticipation Note line of credit. As of September 3, 2019, the county had drawn \$4,300,000. Most likely there will be no need to make any draws from the TAN in September.
- c. The finance department began working with Steven McKinney, the Community Outreach & Resource Planning Specialist for the US Department of Labor back in the spring. He is helping staff navigate thru the DOL rules and to keep us in compliance with all the regulations. The project was delayed due to the extra work payroll required this spring and summer due to Covid19. Staff is back on track to implement a change in how to calculate overtime for Coös County employees within the next month. The process includes an update to the BMSI payroll software which should be ready within 3 to 4 weeks.

The Director of Finance will be drafting a letter to employees explaining the change in overtime calculations.

- d. Vachon Clukay & Company PC has completed the 2019 Financial Review. The Director of Finance hopes to have the complete report to Board for the meeting. *The final report was received electronically during the meeting.*

- e. 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, Coös 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 is hopeful that the Delegation will try to bring this bill forward and therefore will leave this item in my report until resolved.
- f. Since the last meeting, the Director of Finance has attended two Virtual Primex³ Trainings: Emerging Leaders and Creating and Maintaining Positive Workplace Culture along with several virtual NHAC meetings. There has been much discussions in regards to a change in the FMAP and the state looking for a signed agreement regarding Intergovernmental Transfers.

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: 8/01/2020 – 8/31/2020

a. New Hires: 9

Department:	#	Positions
Nursing Home	6 (5 PT, 1Temp)	2 RN's, 1 LNA, 2 DA's, 1 Unit Aide
Nursing Hospital	3 (1 FT, 2 Temps)	2 LNA's, 1 Dietary Aide

b. Separations: 5

Department:	#	
Nursing Home	1 (FT)	Activity Aide
Nursing Hospital	4 (1 FT, 2 PT, 1 Temp)	2 RN's, 1 UA, 1 Activity Director

c. Change in Status: 4

Department:	#	
Nursing Home	3 (PT)	LNA's
Nursing Hospital	1 (PT)	DA

d. Reasons for separation/ Change of status:

2 new employment
 4 personal reasons
 1 college
 1 relocated
 1 retirement

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

Nursing Home	18
Nursing Hospital	7

f. The HR Coordinator is working with Leon Rideout at the Register of Deeds to replace Colleen Truland who retired after 25 years with Coös County. Six applications have been received to date. Interviews will be scheduled the week of September 14.

- g. Jessica Cain, Assistant County Attorney, has submitted her resignation effective September 16, 2020. The HR Coordinator is working with John McCormick, County Attorney on filling the position. The job is posted on the county website and the NH Bar News.

At the meeting, the HR Coordinator reported that several employees have been requesting information in regards to retirement.

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:	01-05143-3800 Employee Health	2,000.00	
From:	01-05195-2000 COVID 19 expenses		2,000.00
To:	01-05140-2300 Contract Nurses	250,000.00	
From:	01-05140-0200 RN Salaries		100,000.00
From:	01-05140-0400 LNA Salaries		150,000.00
To:	01-05191-0100 Activity Director Salary	17,810.00	
From:	01-05191-0200 Activity Aides Salaries		17,810.00

Coös County Nursing Home

To:	02-05640-0500 MNA Salaries	13,040.00	
From:	02-06000-2000 COVID 19 expenses		13,040.00
To:	02-05640-2300 Contract Nurses	5,700.00	
From:	02-06000-2000 COVID 19 expenses		5,700.00
To:	02-05650-9700 New Equipment	2,780.00	
From:	02-06000-2000 COVID 19 expenses		2,780.00
To:	02-05600-6800 Communications	2,640.00	
From:	02-06000-2000 COVID 19 expenses		2,640.00
To:	02-05600-9700 New Equipment	3,330.00	
From:	02-06000-2000 COVID 19 expense		3,330.00
To:	02-05640-0300 LPN Salaries	13,980.00	
From:	02-06000-2000 COVID 19 expenses		13,980.00
To:	02-05640-0300 LPN Salaries	13,000.00	
From:	02-05640-0200 RN Salaries		13,000.00
To:	02-05640-0500 MNA Salaries	140,000.00	
From:	02-05640-0200 RN Salaries		140,000.00

Department of Corrections

To:	03-06197-0000 1st Responder C19 Stipend	2,470.00	
From:	03-06100-5000 Food/Meals		2,470.00

b. Discussion & setting of budget work session dates:

Commissioner Brady set the date of October 7, 2020 to meeting with social service agencies that requesting yearly funding from Coös County. This will be a zoom meeting.

Commissioner Brady proposed that Commissioner Grenier along with the County Administrator and Director of Finance meet with each department individually to discuss their budget requests. This would eliminate several meetings for all to attend. The process is similar to when the former County Administrator Sue Collins would meet with all departments and compile the budget prior to the Commissioners receiving the proposed budget for review. He asked that

Commissioner Grenier had no issue with the proposal but noted that all three Commissioners will need to receive the initial proposed budget prior to the departmental meetings. He reiterated that both the County Administrator and Director of Finance attend all departmental meetings.

Commissioner Samson agreed with the proposal. He informed everyone that after October 14 he would be unavailable for two/ three weeks.

Commissioner Brady set Wednesday, November 4 as the Budget Work Session and the November regular meeting was moved to Thursday, November 12.

14. Unincorporated Places:

- a. Final Timber tax report: Linda Harris asked if there were any questions on the report that was previously emailed the Board. Commissioner Brady and Commissioner Samson questioned the estimated revenues as compared to the actual for some. Ms. Harris replied that she would review the files once the Commissioners provided her with the specific Unincorporated Place.

15. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session RSA 91-A:3, II (a) and (c) at 10:19 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 10:52 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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A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the donation of sick time to a Department of Corrections employee. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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The October 14, 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 10:52 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