

A Checklist To Ensure Meetings Are Compliant
With The Right-to-Know Law During The State Of Emergency
Coös County Commissioners
Regular Meeting
February 10, 2021

Chairman Brady began by reading the following:

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 # 891 3757 1345 passcode 449492.

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 anyone 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 Raymond Gorman; 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; County Treasurer Sue Collins; HR Coordinator Julie Brunault; Michelle Moren-Grey; 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 Gorman to approve the agenda, as presented. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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2. Approval of the Minutes from the January 13, 2021, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the minutes of the January 13, 2021, regular meeting. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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3. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the Payrolls and Disbursements for the month of January and to authorize the Treasurer, during the month February, 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 Gorman	Yes	Commissioner Brady	Yes
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4. Correspondence: There was no correspondence.

5. Hearing of the public:

- a. Coös County Broadband Committee Update - Michelle Moren-Grey: Ms. Moren-Grey provided to the Board an update from the last broadband meeting. She reported that 16 communities with official selectboard appointments have been received. She will be reaching out to the few remaining communities that have not responded.

One of the committee's next step will be to invite guests and to share visions. She has applied for a USDA Rural Business Development Block Grant to support a feasibility study which will be coupled with a Community Development Block Grant (CDBG) for a planning grant. She noted that she will need a resolution from the Board of Commissioners authorizing the County Administrator to sign on behalf of the Board.

The Board of County Commissioners HEREBY AUTHORIZES the authorized representative, County Administrator Jennifer Fish to act on behalf of the COÖS COUNTY OF NEW HAMPSHIRE to submit and sign an application to the USDA RURAL DEVELOPMENT for financial aid for broadband purposes , sign related documents, and

HEREBY AUTHORIZES the authorized representative, County Administrator Jennifer Fish to act on behalf of the COÖS COUNTY OF NEW HAMPSHIRE sign the grant agreement if the grant funds are awarded.

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the resolution. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	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:

COUNTY

- a. Water System Update: The project is very close to being complete. The completion of the sprinkler system was scheduled for February 11.

- b. SNS IT Update: SNS continues to work on the IT upgrade.
- c. County House Renovation Update: The flooring contract is scheduled to begin installing the carpet and laminate flooring this month. The renovation is tentatively scheduled to be complete by February 19. The boiler failed and flooded the basement. Tallmage Plumbing & Heating replaced the broken boiler. The cost of the boiler was previously included in the 2021 proposed budget.
- d. The maximum not to exceed health insurance rate for employees with Harvard Pilgrim is zero percent (0%) for the July 2021-June 2022 plan year. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to renew the NHIT Harvard Pilgrim health insurance plan. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- c. NH Interlocal Trust will be returning funds in the amount of \$311,240.82 for the 2019-2020 plan year. The County must choose between 2 options for the return.
- Receive funds in one lump sum in March
 - Receive funds as a “premium holiday”

The County Administrator recommended that the County receive the funds in a lump sum. The employee portion of the returned funds will be processed by Payroll.

Commissioner Grenier asked that the unanticipated funds be included in the revised budget. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to receive the funds from the NH Interlocal Trust in one lump sum and to distribute to the employees by the formula. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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UNINCORPORATED PLACES

- a. A planning board meeting has been scheduled for February 24, 2021
- b. 45th Parallel EMS Contract for 2021: The 45th Parallel EMS Contract for Dixville was presented for approval. The contract was in the amount of \$3,449.99. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the 45th Parallel EMS Contract for 2021 and to authorize the Chair to sign the contract. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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COMMITTEES / BOARDS

- NH Association of Counties Executive Meeting - February 5
- North Country Council Board Meeting - February 18
- NH Interlocal Trust Board Meeting - March 2021
- 45th Parallel EMS Board Meeting - February 24
- Coös County Broadband Committee - February 24

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	15
HOUSE OF CORRECTIONS	8
PRETRIAL	7
NH STATE PRISON INMATES	0
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 PT FEMALE, 1 HOC FEMALE NHSP: 2 PT MALE
AVERAGE DAILY POPULATION JANUARY	18
MALE DAYS SERVED IN FACILITY JANUARY	568
FEMALE DAYS SERVED JANUARY	87 (5 females)
FEDERAL INMATE DAYS SERVED JANUARY	0
TOTAL INMATES BOOKED JANUARY	9
TOTAL INMATES RELEASED JANUARY	16

- a. COVID-19 updates: January 24, 2021 a corrections staff member tested positive for COVID-19, this individual tested on their own time as they started feeling unwell.

All other staff were tested for COVID-19 on January 26, 2021- all were negative. All staff were tested for COVID-19 on February 2, 2021 and one (1) corrections staff member tested positive, this person has remained asymptomatic. All other staff were negative. We made the decision to test the entire inmate population on February 4, 2021, all were negative. We have followed all DHHS guidance through this process. I want to extend my sincerest gratitude and appreciation to Coös County Nursing Hospital RN, Judy Grimes. She has been unbelievably helpful through this entire pandemic, a wealth of knowledge and always a resource to our department. Thank you Judy.

- b. COVID-19 vaccine: To date nine (9) corrections personnel have taken the first dose of the COVID-19 vaccine. Scheduling for the second dose has been started.
- c. Superintendent Champagne requested authorization to purchase a new Landice Elliptical machine for the inmate fitness room. The current elliptical is broken and not worth fixing as it has exceeded end of life. He proposed the purchase of a Landice E9 Cardio elliptical from the Inmate Trust Fund at a cost of \$3,190. The current balance of the Inmate Trust Fund is \$59,558.38. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to authorize the purchase of a Landice E9 Cardio elliptical from the Inmate Trust Fund at a cost of \$3,190. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- d. Superintendent Champagne stated that a decision on how to deal with the unspent funds received from the Region #7 IDN will need to be made. The corrections department received \$17,500 in December of 2019. To date, the department has only spent \$3,109.34, leaving a balance of \$14,390.66. The options were to either return the unspent funds to the Region #7 IDN or make a request to the Region #7 IDN Steering Committee to allow the department to

keep the remaining funds and work to spend them down over 2021. The Superintendent recommended to make the request to the steering committee to allow the department to keep the funds received and work to spend the funds down over 2021. These funds were received as part of a project to offer Case Management services and Medication Assisted Treatment to our inmate population. The Board supported the Superintendent's recommendation.

- e. The Superintendent requested authorization to enter into a MOU with Carroll County Department of Corrections for a no cost grant opportunity to receive transitional planning services for its inmates. This opportunity will focus on post release coordinated case management with the current case manager, clinical services, drug abuse prevention and community outreach. This is an excellent opportunity for the Department of Corrections to provide much needed services to Coös County offenders at no cost to the county. This MOU would be in effect until September 30, 2023. Two other counties will also be participating, Strafford County and Rockingham County. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to authorize the participation in the MOU at no cost to the county. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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Commissioner Grenier reported that he is following the bail reform bill that has been presented and asked that the Board take a position at the March meeting when it crosses over. Bail reform did not work and communities need to be protected. He asked that the item be placed on the March agenda.

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 48. In January, there were no admissions and three (3) deaths. The Nursing Hospital has begun taking admissions again. There was one admission last Wednesday, one last Friday and another planned for this Wednesday.

Of the 48 residents, two (2) were Private Pay and four (4) residents were Vermont Medicaid. Four (4) residents were Medicaid Pending for NH.

Totals for 2020: Nineteen (19) admissions, forty-five (45) deaths, and five (5) discharges.
Totals for 2021: Two (2) admissions and three (3) deaths.

- b. STAFFING:
The nursing department has 208 hours open for RN/LPN (5.2 FTE). Due to the low census, most of these positions will not be filled at this time. A day nurse graciously offered to cover the night shift temporarily. There are no contract nurses at this time.

The nursing department also had 704 open LNA hours (17.6 FTE). As in licensed staff, the low census has temporarily decreased the need. There are no contract LNAs at this time.

- c. LNA CLASS: Seven (7) students started class the first week of February. The first few weeks of classes have been held over Zoom due to a school exposure for some of the students and a positive employee in the building.

- d. COVID-19: The Nursing Hospital's Outbreak was closed on December 30. The facility was in Phase 1 for several weeks due to the high County Positivity Rate. As of February 1, the county Positivity Rate dropped below 10% so the nursing hospital was going to be able to move to Phase 2 by February 15. Phase 2 would allow for indoor visits for residents and a limited number of non-essential personnel. Unfortunately, there was a positive employee from the February 2 testing which put the nursing hospital back to Phase 0 and Response Testing for at least two weeks. If there are no positives during these two weeks, the nursing hospital will be able to move back to Phase 1 on February 16. The County Positivity rate dropped below 5% on Monday to 4.5%, so once the nursing hospital is in Phase 1 for two weeks, the nursing hospital should be able to move to Phase 2 by March 2.

The facility received the first dose of the Pfizer BioNTech vaccine on December 30, 2020. Forty (40) residents (82%) and sixty-three (63) employees (37%) received the first dose. The second dose was given on January 20, 2021. Those who did not receive the first dose during the first clinic were able to receive it on the January 20. Eighteen (18) more employees (50%) and one additional resident chose to get their first dose that day. A third date was set for February 10. There will be at least eight (8) more residents and staff signed up for that one. The nursing hospital will be at 90% of residents then, but still only at about 54% for staff.

Staff is working on how to offer the COVID-19 vaccine to new admissions and new staff going forward.

The nursing hospital is currently in Response Testing and are required to PCR test once per week all currently negative residents and staff as well as those who have been positive but are now 90 days past their positive test. Also, rapid testing all currently negative nursing hospital staff (as well as those who have been positive but are 90 days past their positive test), once per week. This will change back to weekly PCR testing for staff only after February 16. The frequency will change again after March 2 due to the decrease in the County Positivity Rate, as long as there are no new positives in the building and as long as the County Positivity Rate does not go back up. At that time, staff would be PCR testing 100% of negative staff once per month and 10% of negative staff weekly. It gets very confusing, but we are doing our best to follow all the changing guidance as we go along.

Employees have received all seven (7) stipend checks for this round. There has not been any indication that these will be offered again, but we can always hope!

- e. Certificate of Authority: In order to submit requests for reimbursement from the State of NH for COVID testing, a vote is needed from the Board of Commissioners to allow the Nursing Hospital Administrator to sign those requests. The document, once signed, is only valid for 30 days. The last vote was when Commissioner Samson was the clerk and could sign the Certificate of Authority. The Nursing Hospital Administrator requested a new vote so that Commissioner Gorman can sign the certificate going forward. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to authorize the Clerk, Commissioner Gorman to sign the certificate of authority. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- f. BUDGET: The Nursing Hospital Administrator reported that she has been working on adjustments to the 2021 Budget to reflect the low census numbers.
- g. FACILITY ISSUES:
 - The work to complete switching the sprinkler system over to W. Stewartstown water is scheduled for this week.
 - Hoping to have SNS and the cabling company in to upgrade IT and phones in the next few weeks.
 - Also hoping begin work on the COVID Isolation Unit in the County Office wing as soon as we have the go ahead.
 - Maintenance staff (Dennis Bouvier, Alan Leigh, and Rick Rodrigue) have completed the “Visitation Pod” in the Den. A safe space was created for families to be inside while visiting with their loved ones.
- h. QAPI: Staff continue to make progress on the QAPI Plan. COVID responses have also been included into the process.
- i. Trash Disposal: One of the JK Lynch dumpsters has been swapped for a county one and will swap out the other once Corrections is able to resume full trash duties.
- j. Committee Reports:
 - NHAC Executive Committee: attending the regular Zoom Meetings.
 - NHAC Nursing Home Affiliate: meeting weekly via Zoom.
 - Workforce Development: attended the Zoom Meeting on January 15.
 - UCVH Board of Directors: attended the Zoom Meeting on January 28.
- k. Nursing Hours at the Department of Corrections:

	2020	2021
	Minutes	Minutes
January	2	
February	69	
March	155	
April	41	

- l. Ms. Mills presented a loan repayment agreement for a registered nurse. She will forward the agreement for the Board’s signatures.

Commissioner Grenier stated that the vaccine cannot be required as a condition of employment because of the emergency use. However, he suggested a future discussion on the matter. There would be a direct cost to the county if an employee were to come down with it. Ms. Beede stated that people are fearful and do not support immunizations. She did not agree with making a condition of employment. Commissioner Grenier stated that if an employee refused the vaccine they should sign a waiver. Commissioner Gorman added that the vaccine is the only sensible thing to do when working in a county nursing home.

9. Report of the Berlin Nursing Home Administrator Lynn Beede. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 78; Private Pay 15; Medicaid Pending 3; SNF: 6 and Hospice 3. The average daily census for December was 80; Admissions 4, Readmissions 2; Deaths 2; Discharges 2; Transfer out 2. Year to date average daily census 80. Pending two admissions this week.
 - b. Nursing Shortage: the nursing home continues to offer full scholarships for approved LNA programs, tuition loan and tuition reimbursement programs. All MNAs successfully passed their program, graduating 8 students.
 - c. COVID-19: The 3rd vaccine clinic was held on February 8; further guidance is pending on follow up vaccines. Multiple employees continue to be out of work due to exposure and quarantine requirements. The new grant contract for COVID-19 testing reimbursement with DHHS has been signed. The LTC Stipend no longer available.
 - d. Human Resource Manager/Asst. to the Administrator: Applications are being received.
 - e. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports – 1; Medications; Exit Interviews; Music and Memory Program (Tele); Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
 - f. Request for Non-Public: Three concerns to discuss; per Title VI, Chapter 91-A:3 II (a) and (c).
 - g. Building Repairs/Maintenance: SNS continues working in the background to upgrade IT. Estimates are pending for the four 1,000-gallon propane tanks located at the rear of the facility; engineering plans are needed. No tank movement reported at this time; measured weekly. New Dining System was replaced by the company, electrical issue.
 - h. Meetings/Committee Reports:
 - NHAC Nursing Home Affiliate: meet weekly via Zoom.
 - Executive Committee: Monthly Zoom, meeting minutes reviewed
 - NHAC HR Affiliate: Danielle Rioux via Zoom
 - NHAC Billing Affiliate: Vicky Nason and Jane Ryan last attended September 2019; cancelled in January 2020 as well as April 2020. Next meeting TBD.
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 2021 Tax Anticipate Note bids were reviewed. Bids were received from the following banks:

• Passumpsic Bank	.65%
• Northway Bank	1.10%
• Bank of New Hampshire	1.09%

County Treasurer Sue Collins recommended the Passumpsic Bank bid of .65% with no prepayment penalties. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to award the Tax Anticipation Note to Passumpsic Bank at a rate of .65% for the year 2021. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. The financial year 2020 was closed on February 5. This was in part possible by every department head submitting their invoices promptly. The year will have to be re-opened to make adjustments per the Delegation votes at the March meeting and audit adjustments. This will probably occur in March or April and is an annual procedure.
- c. With the close of the 2020 financial year, reports have been sent to Vachon Clukay to begin the 2020 audit. This year there is a lot of extra work to complete grant requirements and a Single Audit will need to be completed, also known as the OMB A-133 audit. This is a rigorous, organization-wide audit or examination of an entity that expends \$750,000 or more of Federal assistance received for its operations.
- d. A full valuation must be completed of the County's OPEB and related GASB 75 disclosures as of December 31, 2020, in order to complete the county's 2020 financial audit. KMS Actuaries completes the evaluation, but it requires a large amount of information compiled regarding employees, retirees, insurance and other benefits.
- e. The Director of Finance has been working with the State of NH, Department of Administrative Services in regards to renewing the lease agreement for the County Courthouse Complex, which will expire in May 2021. The proposed lease agreement offers a 3 year lease with 0% increase the first year and 1% increase in year 2 & year 3. The proposed lease agreement forwarded to the Board for review prior to the meeting. A copy was also forwarded to the County Administrator, County Attorney, Registrar and Sheriff for review also. Once the agreement is signed, it will go to DOJ for review and then the Long Range Utilization Committee and finally Governor and Council. *Update: The lease agreement was signed by the Coös County Commissioners and forwarded to State of NH for approval by the Long Range Utilization committee and Governor and Executive Council.*
- f. Grant reporting was completed for the Governor's Office for Emergency Relief & Recovery (GOFERR) Healthcare System Relief Fund on January 29 for both Coös County Nursing Facilities.
- g. The finance department successfully completed the Department of Labor PAID program for overtime payments for both the Coös County Nursing Home and Coös County/Coös County Nursing Hospital. This was an immense project and the Finance Director was very thankful it is completed and just in time. On 1/30/2021, the PAID program was cancelled by the Department of Labor. The Director of Finance gave a large thank you to the Payroll and HR teams for getting this project complete.
- h. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute, the county was waiting for legislation to resolve the issue. In the meantime, the county continues to use both of these banks for County deposits. As of the 2019/2020 Legislative session, the bill passed the House of Representatives and the Senate laid the bill on the Table. In the Fall Legislative session, County Delegates, Larry Laflamme and Troy Merner refiled the bill as the bill sponsors. The bill name is HB 545 and has the support of the NHAC and NHMA.

There are also two other bills of interest for County finance, which are HB-101, which is relative to close of a county's books of records and HB-459 relative to transfer of funds within an adopted budget to a general ledger line item in such budget that contains an entry of zero dollars.

- i. Since the last meeting, the Director of Finance has attended weekly meetings with the NHAC Administrators Affiliate and on 2/4/2021 attended the NH Government Finance Officers Executive Committee meeting
- j. The Director of Finance reported that she has postponed her attendance to the NACO High Performance Leadership Academy from the January cohorts to the April cohorts due to the current workload. This is a 12 week online program with content provided by industry leading executives. She felt she would be a better participant in the spring.
- k. The Primex³ Emerging Leaders class has been postponed from 2021 to 2022 due to the inability for the classes to meet in person.

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. The HR Coordinator did not attend the meeting.

HR Activity Report: 1/01/2021 – 1/31/2021

- a. New Hires: 5

Department:	#	Positions
Nursing Home	4 (Temps)	LNA's, Unit Aide, Laundry Aide
Corrections	1 (FT)	Officer

- b. Separations: 22

Department:	#	
Nursing Home	3 (PT)	RN, LNA, DA
Nursing Hospital	19 (1 FT, 5 PT, 13 Temps)	1 RN, 1 LPN, 12 LNA's, 3 Dietary, 1 Hskp , 1 Act

- c. Change in Status: 2

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

- d. Reasons for separation/ Change of status:

4 new employment
 4 personal reasons
 2 relocated
 4 retirement
 10 Unavailable due to school or other employment commitments

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

Nursing Home 8
 Nursing Hospital 4

f. As previously reported January was dedicated to end of the year process.

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

13. Other Business:

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

Coös County Nursing Hospital:

To:	01-05140-3900 Nursing Supplies	1,290.00	
From:	01-05195-2000 COVID19 expenses		1,290.00
To:	01-05140-3100 Med-Surg Supplies	3,680.00	
From:	01-05195-2000 COVID19 expenses		3,680.00
To:	01-05170-3900 Housekeeping Supplies	1,120.00	
From:	01-05195-2000 COVID19 expenses		1,120.00
To:	01-05195-1000 LTCS Program Payroll Tax	2,300.00	
From:	01-05140-0400 LNA Salaries		2,300.00
To:	01-05195-2350 LTCS Program Payments	28,050.00	
From:	01-05140-0400 LNA Salaries		28,050.00
To:	01-05195-2360 LTCS Program - Contract Staff	6,750.00	
From:	01-05140-0400 LNA Salaries		6,750.00

Coös County Nursing Home:

To:	02-05600-2410 IT Hardware/Equipment	9,960.00	
From:	02-05600-1200 Health Insurance		9,960.00
To:	02-05600-7500 Bad Debts/Allowance & Recovery	1,620.00	
From:	02-05600-1200 Health Insurance		1,620.00
To:	02-05640-3100 Medical & Surgical Supplies	2,020.00	
From:	02-05640-1200 Health Insurance		2,020.00
To:	02-05610-9000 Principal: Long Term Notes	20,470.00	
From:	02-05640-1000 Social Security (FICA)		20,470.00
To:	02-06000-0000 LTCS Program Payment	90,230.00	
From:	02-05640-2300 Contract Nurses		90,230.00
To:	02-06000-1000 LTCS Program Payroll Tax	5,700.00	
From:	02-05640-2300 Contract Nurses		5,700.00
To:	02-06000-1000 LTCS Payment Contract Staff	7,000.00	
From:	02-05640-2300 Contract Nurses		7,000.00

County Administration:

To: 03-04100-1200 Health Insurance	1,040.00	
From: 03-04100-1000 Social Security		1,040.00
To: 03-04100-2410 IT Hardware	6,350.00	
From: 03-04102-2300 IT Contracted Services		2,730.00
From: 03-04102-2310 IT Hardware		3,620.00

County Attorney's Office:

To: 03-04110-2410 IT Hardware/Equipment	2,570.00	
To: 03-04110-9800 Law Library	1,010.00	
From: 03-04110-2300 Contracted Services		3,580.00

Department of Corrections:

To: 03-06100-1600 Employee Meals	2,200.00	
From: 03-06100-0400 Corrections Officers Salaries		2,200.00
To: 03-06100-2210 IT Hardware/Equipment	19,500.00	
From: 03-06100-0400 Corrections Officers Salaries		19,500.00
To: 03-06100-3000 Laundry Services	1,100.00	
From: 03-06100-0400 Corrections Officers Salaries		1,100.00
To: 03-06100-3100 Maintenance	1,640.00	
From: 03-06100-8100 Building Repairs/Maintenance		1,640.00

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the budget transfers provided to the Board prior to the meeting. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. Review and approval of the 2021 Proposed Coös County Budget and the 2021 Unincorporated Places Budgets. The changes to the proposed budgets were not complete. The Chair noted that another meeting would be held at a later date to discuss the budget.

14. Unincorporated Places:

- a. Approval of Cartographic Associates Inc. Tax Map Maintenance Proposal: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the Cartographic Associates, Inc. yearly contract. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. Approval of Commerford Nieder Perkins Assessing Contract: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the 2021 General Assessing Services with Commerford Nieder Perkins in the amount of \$4,400. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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Linda Harris also reported to the Board that the assessors had proposed to split the next revaluation over a period of three years. This will ease the cost to the taxpayers. Year one will be included in the 2021 proposed budget.

- c. 45th Parallel EMS Ambulance agreement: The agreement was approved under the County Administrator's Report.
- d. Delegation of signature on pistol permit s: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to authorize the County Administrator to sign the pistol license on behalf of the Chair. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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15. Any Other Public Input: There was none.

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

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier-Gorman, seconded by Commissioner Gorman-Brady to come out of nonpublic session at 10:30 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to allow the Berlin Nursing Home Administrator to combine eight hours to 32 hours to create a retirement position. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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The next regular meeting is scheduled for March 10, 2021 through zoom.

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to adjourn the meeting at 10:36 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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Respectfully submitted,

Commissioner Raymond Gorman, Clerk