

A Checklist To Ensure Meetings Are Compliant  
With The Right-to-Know Law During The State Of Emergency  
Commissioners Meeting  
April 14, 2021

Prior to the start of the meeting, Chairman Brady read 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](http://www.zoom.us/join). The meeting ID is # 882 3077 0145 passcode 564778.

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

If anyone has a problem, please call 603-331-5670 or email at: [jennifer.fish@cooscountynh.us](mailto:jennifer.fish@cooscountynh.us)  
In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

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

The following individuals were 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; Jim Monahan & Kate Horgan, NHAC; and Administrative Assistant Linda Harris.

Commissioner Brady opened the Commissioners' meeting at 1:00 p.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 March 17, 2021, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the minutes of the March 17, 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 March and to authorize the Treasurer, during the month April, 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:

The County Administrator reported that a letter from Northern Community Investment Corporation (NCIC) was received. The letter states that NCIC is seeking parties interested in owning all or some of the fixed assets of a wireless broadband network formally known as Wireless LINC. Interested parties are to send a letter of interest by the end of April. The Board had no interest in owning a broadband network.

Commissioner Gorman stated that the Town of Colebrook may be requesting a letter of support to be submitted to the State of NH, Department of Transportation for an ongoing issue. Commissioner Grenier suggested that the Town contact Councilman Joe Kenney for assistance. He would be the person to help with the matter.

5. Hearing of the public:

- a. Jim Monahan & Kate Horgan, NHAC, attended the meeting to discuss the American Rescue Plan Act proposal presented to the NH Association of Counties from the Dupont Group. *(A copy is on file.)* The Dupont Group proposes to undertake a Phase 1 program that will analyze the Act, identify and analyze relevant federal agency guidance and regulations and map the emerging opportunities. This first phase will be a 90-day program. As the Act is analyzed and more details are known, The Dupont Group will be positioned to make recommendations to the Association.

Ms. Horgan noted that a special assessment will not be required from the counties. County Treasurer Sue Collins (also NHAC Treasurer) reported that the \$15,000 was found in the NHAC existing budget. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to support the American Rescue Plan Act proposal from the Dupont Group. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. Sheriff Brian Valerino reported the following to the Board:

- The Sheriff's Department received a donation of \$500 from the Silver Riders to continue ATV patrols.
- Dispatch services through Lancaster will be ending by July. He is currently working on obtaining dispatch services through the State Police for free. He will have a plan in place prior to July. He will keep the Board informed.
- The Sheriff requested a non-public with the Board to discuss a personnel issue.

- c. County Treasurer Sue Collins stated that she had previously emailed the Board to inform them of the passing of her Deputy Treasurer. Ms. Collins requested that the Board approved Alicia Boire of Colebrook as the new Deputy Treasurer. She is the current treasurer for the Town of Colebrook and is a former business teacher at Colebrook Academy. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the County Treasurer's request to appoint Alicia Boire as the Coös County Deputy Treasurer. 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 work originally scheduled in February was canceled. The completion of the sprinkler system hopefully will be completed by the end of the month.
- b. SNS IT Update: SNS continues to work on the IT upgrade. At the meeting, the County Administrator reported that there is an issue with obtaining a cabling contractor.
- c. County House: The generator has been disconnected. An electrician stated that the generator was installed too close to the building and doesn't meet building codes. There are no smoke detectors installed in the building because NH building code doesn't require it. Commissioner Brady stated that he would like a system hard wired to the fire department. After the recent fire in Jefferson, it is extremely important to have a system in place. Commissioner Grenier and Commissioner Gorman agreed.
- d. Benefit Renewals: NHIT health insurance plans will have a zero percent increase and Health Trust plans will have a 6.2 % increase effective July 1, 2021. Delta Dental plans will decrease 5.05% and Delta Vision plans will decrease 3.0%
- e. Proshare: A preliminary calculation was sent by NH DHHS. The estimated amount for the nursing hospital is \$1,479,511 and for the nursing home is \$1,720,092. These amounts combined are \$750,397 less than budgeted for 2021.

County Treasurer Sue Collins noted that in the budget the line items for HCBC and INC were budgeted with an anticipated increase of 18%; however, the increase from the State was dropped to two percent. The difference should help offset some of the proshare loss.

- f. The American Rescue Plan Act: According to the NACO website, Coös County has been allocated to receive \$6,121,449 over 2 years. The first payment will be made in mid-May. The second payment will be made 12 months after the first payment. *Update: **There is still no information from the US Treasury.***

## UNINCORPORATED PLACES

- a. The National Forest Reserve Fund allocation for this year is \$96,372.89. There are no students enrolled in school at this time. However, the County Administrator was informed of a student from Wentworth Location that has been enrolled in Kindergarten in the fall.

## Committees/Boards

- NH Association of Counties Executive Meeting - April 2
- NH Association of Counties Strategic Plan Committee TBD
- North Country Council Board Meeting - April 15
- NH Interlocal Trust Board Meeting - June 24
- 45<sup>th</sup> Parallel EMS Board Meeting - April 28
- Coös County Broadband Committee - April 28

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	9
PRETRIAL	11
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 PT FEMALE, 1 HOC FEMALE NHSP: 1 PT MALE, 1 HOC MALE
AVERAGE DAILY POPULATION MARCH	19
MALE DAYS SERVED IN FACILITY MARCH	600
FEMALE DAYS SERVED MARCH	128 ( 13 females)
FEDERAL INMATE DAYS SERVED MARCH	0
TOTAL INMATES BOOKED MARCH	25
TOTAL INMATES RELEASED MARCH	25

- a. COVID-19 updates: COVID-19 testing was done on April 6, 2021, all employees tested were negative. The COVID-19 vaccine will be available to the inmate population in the next couple of weeks. Staff has offered and continue to offer the vaccine to the entire population. There is a lot of hesitancy from the offenders at this point. Staff is doing everything possible to educate them on the “myths and facts” regarding the vaccine.
- b. Superintendent Champagne requested that the Board of Commissioners authorize the expenditure of 2021 appropriated funds to increase the Non-Union corrections staff health insurance opt out payment to \$2,500. This is an increase of \$1,700 for the year.

Commissioner Grenier stated that this change in policy should be county wide and the change in the opt-out should be discussed in the fall at the start of budget season. Board members agreed. Chairman Brady asked the County Administrator to bring it up for discussion at the start of budget season.

No action was taken on the request.

- c. Superintendent Champagne requested that the Board of Commissioners authorize the expenditure of 2021 appropriated funds to transition non-union corrections staff shift differentials to \$.90/ hour for 3-11 Shifts, \$.95/ hour for 11-7 shifts and \$2.25/ hour for all weekend shifts. This will mirror the union staff shift differentials. This is an increase of \$332 for the year. The Board agreed with this request as all members of the department should be the same. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to allow the change in shift differentials for the non-union employees to mirror the union employees as of April 18, 2021. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- d. The agreement between Coös County and the member towns that make up the Coös County Recycling Center was presented to the Board of Commissioners for review and approval. This agreement is for a three (3) year period, July 1, 2021 to June 30, 2024.
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 52. In March, there were two (2) admissions and two (2) deaths. Admissions were placed on hold again after a COVID positive result for an employee on February 23, 2021. Word was received on Friday, April 2, that the nursing hospital could resume taking admissions. There is a waiting list for admissions so will be bringing in 1-2 per week. There have been two (2) admissions in April.  
  
Of the 52 residents, four (4) are Private Pay and five (5) residents are Vermont Medicaid. Three (3) residents are Medicaid Pending for NH. Totals for 2021: Eight (8) admissions and five (5) deaths.
  - b. STAFFING:  
The Nursing Department has 220 hours open for RN/LPN (5.5 FTE). Due to the low census, most of these positions will not be filled at this time. A day nurse has graciously been covering the night shift temporarily, but with the promotion of another day nurse to the position of Director of Quality/Infection Preventionist, the nurse will return to the day shift. Currently seeking a contract nurse to help cover the 11 PM- 7 AM shift.  
  
There are 672 open LNA hours (16.8 FTE). The low census has temporarily decreased the need. There are no contract LNAs at this time.
  - c. LNA CLASS: The LNA Class continues partly via Zoom and partly in person with the Staff Development Director teaching the class at Canaan School. It is hoped to have the students in the building starting next week.
  - d. LPN Program at WMCC: White Mountains Community College has informed the nursing hospital that they will be offering River Valley Community College's LPN Program in 2022. The Nursing Hospital Administrator reported that at least nine employees were interested in the program. The nursing hospital administrator discussed what could be done to help as many of them through this program as possible. The WMCC tuition is estimated at \$13,000. The current tuition policy through the nursing hospital is \$5,000 per year for an employee working 32 hours

per week. She asked if the tuition loan program could be revised to “up to \$13,000” for tuition assistance. Commissioner Grenier did not oppose the proposal. However, he asked to see a proposal with cost and language. He asked that both administrators put together a proposal with a cost. Ms. Mills replied that the proposal would be ready for the next meeting. Commissioner Grenier asked that it be submitted to the Board a few days prior to review.

- e. COVID-19: As of this date, 87 employees are fully vaccinated for a 60% vaccination rate. An additional three employees have received one dose of vaccine and 18 more are waiting for appointments. Once all of these employees are considered fully vaccinated, the employee vaccination rate will be 70%. The Nursing Hospital Administrator hopes for that to increase.

In addition, 45 residents have received two doses of vaccine for an 87% vaccination rate. Two more will be getting either their second vaccine or the one dose vaccine version in the next few weeks which will bring the facility to a 92% resident vaccination rate.

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

The Nursing Hospital remained in Response Testing, PCR testing once per week all negative residents and staff as well as those who have been positive but are now 90 days past their positive test for an additional two weeks due to having a positive resident in the March 16 testing.

The Nursing Hospital was allowed to move to Phase 1 as of Friday, April 2. All employee and resident results from the March 23 and March 30 testing were negative. All employees were tested for the first “once per month testing” on April 6. All results from this testing were negative. The next scheduled testing day is May 4, 2021.

- f. FACILITY ISSUES:
  - Work to complete switching the sprinkler system over to W. Stewartstown water occurred this Thursday. This was the final “outside” work that was needed.
  - Hoping to have SNS and the cabling company in to upgrade the IT and phones in the next few weeks. Ed Wargo, the Project Manager, has toured the facility with Dennis Bouvier.
  - Also hoping begin work on the COVID Isolation Unit in the County Office wing soon. Maintenance and Corrections have started moving boxes to the County House.
- g. QAPI: Staff continues to make progress on the QAPI Plan. COVID responses have also been included into the process.
- h. 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 March 9.
  - UCVH Board of Directors: attended Zoom Meeting on March 25.
- i. Nursing Hours at the Department of Corrections:

	2020	2021
	Minutes	Minutes

January	2	Testing time not documented
February	69	Testing time not documented
March	155	
April	41	

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 76. Admissions may now take place. Private Pay 10; Medicaid Pending 3; SNF: 11 and Hospice 2. The average daily census for March 76.5; Admissions 2, Readmissions 0; Deaths 2; Discharged 1; Transfer out 4; Transfer in 5. The year to date average daily census 76.5.
- b. Nursing Shortage: The nursing home continues to offer Temporary Health Partner training, full scholarships for approved LNA programs, and nursing tuition loan and tuition reimbursement programs. Job postings to county website, Employment Security, newspaper, at the local colleges and high schools. Agency contracts are providing 11 LNAs with one leaving next week, there are no LPNs or RNs available. Open nursing positions 10.7 FTEs RN/LPN and 24.7 FTEs LNAs.

The nursing home is in the process of recruiting LNAs to take the River Valley's LPN program at the Lakes Region Community College (LRCC), two days/week for 1 year. WMCC is now also hoping to bring this program to Berlin and/or Littleton. The goal is for 16 students. The nursing home administrator asked to discuss tuition assistance options for interested students. The program is 12 calendar months, January 2022 – December 2022. There are currently have 10 LNAs interested. Those interested would need to meet entrance requirements, skills/ knowledge testing. Estimated tuition is \$13,000, not including fees, TEAS prep and testing, or textbooks. It is 107 miles from facility to LRCC.

- c. COVID-19: PharMerica has not made any progress with providing COVID-19 vaccines to the facility. AVH has been a strong partner in getting staff and residents vaccinated. J & J vaccine was placed on hold by FDA. All residents/POAs and staff who received this vaccine have been made aware and are monitoring for s/sx.

Third floor is in Phase 0, outbreak status and in response testing. Second floor is in Phase 1/2.

Total employees positive for COVID-19 (6/19/2020 – 4/13/2021) are 21; current outbreak (3/22/21 – 4/13/21) there have been 9; and 2 active cases. Most recent positive was on 4/12/21.

Total residents who are positive for COVID-19 (6/19/2020 – 4/13/2021) are 7; current outbreak (3/22/21 – 4/13/21) there have been 7; 1 active case. Most recent positive was on 4/10/21.

Six residents have been treated with infusions of BAM or BAM-ET combination, ordered by Medical Director, Javier Cardenas, MD, and in partnership with AVH. Residents were ordered several oral supplements as well, per current best practice guidance. In April, one resident was lost with COVID-19.

According to current data, the nursing home's greatest risk right now is with unvaccinated employees. Staff are working to reach out to employees that have not received the vaccine. The Nursing Home Administrator is calling them personally to learn what barriers there are for them to have access to the vaccine and to know if there are knowledge gaps that they would like for staff to research for them. Education is key for people to overcome fear of the unknown. Staff are trying hard to provide as much education as possible, so that staff are best able to understand the importance and the need to be vaccinated. AVH has advised that all first doses going forward, at this time, will be Pfizer. The Nursing Home Administrator received the Pfizer vaccine, and would recommend it for its safety, efficacy, and availability.

- d. Payroll Clerk Position: June Desmond has been hired to the position of Payroll Clerk, effective April 13, 2021.
- e. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports 2; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
- f. Table Top Disaster Drill is scheduled for April 14, 2021. Emergency preparedness with fire drills and evacuation plans within the COVID-19 pandemic will be reviewed. Processes will need to be changed in how staff responds when in outbreak. Staff will work internally during this initial review and then invite neighboring nursing home, hospital, and fire department to participate at a later date, if available.
- g. State Arrears Monthly Meetings: Staff was advised that one case has been moved into a different department, Commissioner Shabinette's office. Also one resident who did not make the July CMI Census due to the nursing home not having received a payment within the cutoff time; they were approved this week from 2/12/21. Progress was noted in all other cases.
- h. Request permission to propose a policy for employee incentives that were budgeted for this year. *The Nursing Home Administrator reported that she did not have all of the information and would present to the Board at a later date.*
- i. Request permission to purchase a storage shed that is not currently budgeted, best price is \$3,600. The shed is necessary for onsite PPE storage. Alcohol based hand sanitizer is flammable and should not be stored within the facility in the large quantities that are now required to have on hand (90-day supply), per Life Safety Code Enforcement Officer. Commissioner Grenier inquired about the proposed funding for the shed. The Nursing Home Administrator hoped to use COVID19 expense money; however, there is funding within the existing budget. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to allow the purchase of the exterior shed from existing line items. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- j. Request permission to create an insurance position in the Dietary Department; move hours to change a 24-hour position into a 32-hour position, and a 22-hour position into a 14-hour position. The Dietary Manager is hoping to entice an adult into an insurance position and a high school student into hours that would accommodate their schooling. The estimated cost for 2021 will be \$6,352 +/- . Commissioner Grenier stated that he did not oppose the position



change; however, he asked that all positions in the Dietary Department be looked at. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the two proposed positions in the Dietary Department. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- k. Request for Non-Public: Two concerns to discuss; per Title VI, Chapter 91-A:3 II (c).
- l. Building Repairs/Maintenance: Many IT projects continue unfinished. There was an error when SNS ordered battery back-ups, wrong voltage. SNS has been advised this needs to be corrected, ongoing. At the meeting, the Nursing Home Administrator inquired as to how many hours SNS should be at the Berlin Nursing Home as they would like to keep track. There is a lot of incomplete work. The County Administrator replied that she had not been made aware of the situation and would contact SNS.
- m. Meetings/Committee Reports:
  - NHAC Nursing Home Affiliate: have not been able to attend weekly via Zoom
  - Executive Committee: Monthly Zoom, meeting minutes reviewed, have not been able to attend
  - NHAC HR Affiliate: Christine Labelle via Zoom
  - NHAC Billing Affiliate: Vicky Nason and Jane Ryan. 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. 2021 Salary Schedules: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the 2021 Salary Schedules. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. The 23 Unincorporated Places MS-535s, MS-232s and MS-636s have all been completed, electronically signed by the Commissioners and uploaded to the DRA portal.
- c. Both the WSNH & CCNH Cost Reports were submitted to DHHS by March 31. Currently, the CCNH Medicare Cost Report is in progress. The auditors are in the final portion of the audit. The finance department is awaiting the Actuary Report from KMS Actuaries and the Single Audit for 2020 will need to be completed.
- d. While reviewing her report for April 8, 2020, the Director of Finance noted that last year, staff was working on the possibility of working remotely due to the pandemic. It is has now been a year, that some staff has been working remotely and noted it is has been a success. Many procedures have changed, but the overall work has not, with the exception of the additional work due to new funding, stipends, etc. It has been an interesting year. One the best changes is the ability to have the Commissioners sign forms electronically. She hoped that the Board agreed and continue this process.

- e. The county offices received a donation of some office furniture from CDDA – Colebrook Downtown Development Association. The Corrections staff moved these items to the county offices on April 6 along with boxes of files from the finance office. The Director of Finance really appreciates the quick, efficient help with the moving process. This will be an extended process getting everything moved and everyone settled in, but it will be worth it. It is good, professional working area and will give the WSNH much needed room to re-organize for their isolation unit and staff offices.
- f. Courthouse Lease Update: The lease was approved on Friday, April 2 by the Long Range Committee and will now go before the Governor & Council for final approval which should happen in late May.
- f. 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. *Update:* On March 1, there was a hearing on the bill. Kate Horgan of the Dupont Group, Becky Benvenuti of NHMA and myself testified on behalf of the bill and there was also a large amount of support sent in favor of the bill. The bill passed Committee 18-0. The bill is now on the House Consent Calendar.
- g. The Director has attended weekly NHAC Administrators Affiliate and Legislative updates. Monthly NHAC Executive Committee and 2 BMSI Webinars along with the March 24 North Country Council Commissioners Meeting

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: 3/01/2021 – 3/31/2021

- a. New Hires: 3

Department:	#	Positions
Nursing Home	3 (2 PT, 1 TEMP)	RN, LNA, HSKP AIDE

- b. Separations : 8

Department:	#	
Nursing Home	3 (1 FT, 1 PT, 1 TEMP)	RN, LNA, PORTER
Nursing Hospital	4 (2 PT, 2 TEMPS)	RN, LPN, QA DIR, DIET AIDE
Corrections	1(TEMP)	OFFICER

- c. Change in Status: 4

Department:	#	
Nursing Home	3 (1 FT, 2 PT)	HR MGR, SOCIAL SERVICES LNA
Nursing Hospital	1 (PT)	ADM. ASST.

- d. Reasons for separation/ Change of status:
  - 4 new employment
  - 3 personal reasons
  - 3 Unavailable
  - 1 Relocated
  - 1 Retirement
- e. FMLA/Leave of absences/ADA/WC:
  - Nursing Home 9
  - Nursing Hospital 9
- f. The open enrollment period for health insurance, dental and vision, AFLAC, New York Life, and the Flexible Savings begins April 19, 2021 and will end May 28, 2021. All employees who wish to communicate directly with a representative will do so remotely or by email. Christine Labelle and Julie Brunault will also be available to answer questions for the employees.

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

13. Other Business:

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

Coös County Nursing Hospital:

To: 01-05140-2300 Contract Nurses	1,600.00	
From: 01-05140-0200 RN Salaries		1,600.00

Coös County Nursing Home:

To: 02-05600-6700 Advertising	1,500.00	
From: 02-05600-0300 Office Staff Salaries		1,500.00

To: 02-05642-0200 RN Staff	8,702.70	
From: 02-05642-0100 Staff Development Director		8,702.70

- b. Opening of roof bids for county administrative building: The County Administrator reported that no bids had been received. The Board asked that request for proposal be re-advertised in all of the local newspapers.
- c. Approval of the 2021 Wage Schedules: This item was approved under the Director of Finance's Report.

14. Unincorporated Places:

- a. Odell Yield Tax Certification: Linda Harris, Tax Collector, asked the Board to sign the certification which needed to be submitted to the DRA.
- b. Authorization to contract for upcoming tax liens: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to authorize the Tax Collector to contract for the upcoming tax liens. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- c. Report of the outstanding 2020 property taxes: Linda Harris, Tax Collector, had previously emailed the report to the Board prior to the meeting. She noted that the balances were as of March 31, 2021. Several additional payments have been received since.
- d. Approval of the National Forest Reserve Funds Distribution: The County Administrator reported that the allocation for the Unincorporated Places was \$96,372.89. Currently, there are no students attending school. An invoice has been received for a student from Cambridge that attended the Errol School; however, the parents began home schooling in February. She expressed concern on whether the student would be returning to school to complete the year now that some of the COVID restrictions are lifting. The Board stated that they would address the situation if it happened. The County Treasurer stated that Cambridge had plenty of fund balance to address the expense. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the distribution of the National Forest Reserve Funds (NFR). The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- e. Approval of the 2021-2023 Revaluation contract - Commerford Nieder Perkins: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the 2021-2023 Cyclical Revaluation Contract with Commerford Nieder Perkins, LLC. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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15. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to enter into nonpublic session per RSA 91-A:3, II (a) at 2:36 p.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 come out of nonpublic session at 2:47 p.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 enter into nonpublic session per RSA 91-A:3, II (c) at 2:48 p.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 come out of nonpublic session at 2:50 p.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 seal the minutes indefinitely. 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 authorize the High Sheriff to engage Luc Perrault as a Corporal, Step 7. 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 May 12, 2021 at 9:00 a.m. through zoom.

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to adjourn the meeting at 2:56 p.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