

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
January 10, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Craig Hamelin; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Finance Director Carrie Klebe; Sheriff Brian Valerino; Captain Keith Roberge; Donna Lane, CDBG Consultant; Brian Bresnahan and a member of the press.

Commissioner Brady welcomed everyone and opened the public hearing for a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facility funds at 9:25 a.m. Donna Lane read the CDBG guidelines. Informational packets were provided. The following was read into the record.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects must directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facility funds. The Coös County Farm Water System was notified by the NHDES that persistent water quality issues associated with their storage reservoir was a significant deficiency and had to be corrected. A study of alternatives indicated that the most cost effective option to correct the deficiency was to connect the Coös County Water System to the West Stewartstown Water Precinct (WSWP) system. The project will involve installation of about 1,700 linear feet of 8-inch water main installed along an existing railroad grade now used as a recreational trail and a below ground vault to house a master water meter and backflow prevention devices. The existing County storage tank and supply wells will be abandoned and disconnected from the system once the connection to the WSWP has been made. The County will retain up to \$25,000 for administrative costs, the remainder for water improvements. The majority of the beneficiaries are low and moderate income.

This project conforms to Coös County's Housing and Community Development Plan's Goal of: Encourage safe, sanitary, decent, attractive and affordable housing to include municipal and private water and wastewater systems that are safe and sanitary and meet NH Department of Environmental Services (DES) regulations. (Short-term goal)

Commissioner Brady asked for public comment and there was none. Commissioner Brady closed the public hearing.

Commissioner Brady opened the public hearing to review the Housing and Community Development Plan. Donna explained that there were no changes to the Housing and Community Development Plan which was updated in 2013. The plan needs to be re-adopted every three years. Commissioner Brady asked for public comment. There were no comments. Commissioner Brady closed the public hearing.

Commissioner Brady opened the public hearing to review the Residential Anti-displacement and Relocation Assistance Plan. Donna explained that although this project does not involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. Commissioner Brady asked for public comment and there was none. Commissioner Brady closed the public hearing.

1. Commissioner Brady opened the Commissioners' meeting at 9:35 a.m. and welcomed everyone to the meeting. Sheriff Brian Valerino led the Pledge of Allegiance.
2. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adopt the Housing and Community Development Plan. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adopt the Anti-displacement and Relocation Assistance Plan. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the submittal of the application **and** to authorize the Chairman, Board of Commissioners to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman, Board of Commissioners to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. All approved 3-0.

3. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as presented. All approved 3-0.
4. Approval of the Minutes of the January 3, 2017, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the January 3, 2017, special meeting, as presented. All approved 3-0.
5. 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 December 2016 and to authorize the Treasurer, during the month of January 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
6. Correspondence: There was no correspondence.
7. Hearing of the Public:
Brian Bresnahan offered support to Coös County from Congresswoman Ann Kuster's office.
8. Report of the County Administrator Jennifer Fish. Ms. Fish did not have a report to submit. Ms. Fish presented two items for discussion at the meeting.
 - a. A conference call was held December 20, 2016, between Chris Gamache, Chief-NH Bureau of Trails; Mike Metcalf, Underwood Engineers; and Jennifer Fish, County Administrator to discuss the next steps in the process of Coös County obtaining a utility easement from the State of NH, Department of Resources and Economic Development (DRED), Bureau of Trails for the installation of a water main on a 1,700 linear foot section of the Upper Coös Recreational Trail

parking (railroad tracks). Mr. Gamache stated that the process of getting the utility easement which is legally considered a “surplus of State rights”, requires a formal process. Once the DRED Commissioner has approved the request it will make its way through three committees: Council on Resource Development (CORD), Legislative Long Range Planning and Utilization Committee and Governor & Council. He added that the State will be looking to get something in return for granting the easement. The process could take 6-9 months.

- b. Ms. Fish reported that she and Laura Mills held a conference call with Mike Ricker of Primex³ to ask about insurance liability issues for using the County house for contract nurses’ housing. Property liability wise the County is covered but the County would become a landlord and tenancy rights could come into play. It was suggested that the County contact its attorneys for legal advice. Ms. Fish will contact Waystack Frizzell for a legal opinion.

- 9. Report of the Superintendent of Corrections Craig Hamelin. The written report that was submitted to the Board in advance of the meeting was as follows:

TOTAL IN FACILITY	29
HOUSE OF CORRECTIONS	11
PRETRIAL	18
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	9
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 3 HOC FEMALE, 1 PT FEMALE NHSP: 3 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION DECEMBER	27
MALE DAYS SERVED IN FACILITY DECEMBER	821
FEMALE DAYS SERVED DECEMBER	141 (6 females)
TOTAL INMATES BOOKED DECEMBER	21
TOTAL INMATES RELEASED DECEMBER	22

- a. Officer Michael Rodevitz successfully completed the 8-week Field Training Program on December 26. He has been assigned to work on Third Shift.
- b. Brandon Marsh, of Colebrook, has been tentatively hired. He will begin the 8-week Field Training Program on January 22. This hiring still leaves one vacant position which the department has been actively seeking qualified candidates for.
- c. Medical Services Coordinator Evelyn Earley will be taking an exam in February to attain certification as a Correctional Health Professional under the National Commission on Correctional Health Care. Merrimack County Department of Corrections is providing the exam site for NCCHC and multiple counties are participating. This program’s certification recognizes the mastery of national standards and the knowledge expected of leaders in this complex, specialized field.

- 10. 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 75. Occupancy for the month of December was 81.3%. In December there were five (5) admissions and two (2) deaths. Two (2) admissions are being worked on once the flu is cleared.

Of the 75 residents, fourteen (14) are Private Pay. Eight (8) residents are Vermont Medicaid. Two (2) residents are Medicaid Pending for NH and two (2) for VT.

Totals for 2016: Twenty-nine (29) admissions, five (5) discharges and twenty-six (26) deaths.

- b. Medicaid Rate: On December 29, a new “final” Medicaid Rate was received for January 1, 2017 of \$157.32, although it is still a \$3.27 increase from the July 1, 2016 rate, it is a \$5.63 decrease from the original proposed rate. The explanation was that CMS did not approve the change from RUG III to RUG IV in rate calculations. RUGs are Resource Utilization Groups used to determine reimbursement. The plan was to update them for the 2017 rates but after the preliminary rates came out, the state was notified that CMS had not approved the change.
- c. Nursing Staff: The Nursing Department continues to have 88 hours open for RN/LPN. Two (2) contract nurses are covering the open hours at this time. There are no open LNA hours.
- d. Influenza Outbreak: The Nursing Hospital has had positive swabs for Influenza A on both 1st and 2nd floors and a positive B on 3rd Floor. According to Public Health, the Nursing Hospital has an “outbreak.” Increased precautions have been instituted which include a hold on admissions, mask wear for all direct care staff, stopping all group activities and group dining. Visitors are being encouraged to wear a mask when visiting.
- e. County House: Laura has spoken with the recruiter for the Travel Nurse Agency. She was very interested in working out the housing this way. If the facility were to provide housing, the hourly rate paid for the contract nurse would be reduced by \$6/hour. The cable and phone are available at the house, but are not hooked up at this time. Dennis Bouvier has pulled some water samples to test in-house; he then will send samples out to be tested at the lab. Garry Parkhurst, Plant Manager has been down to the house and feels there are some repairs he would like to complete before anyone actually moved into the house.

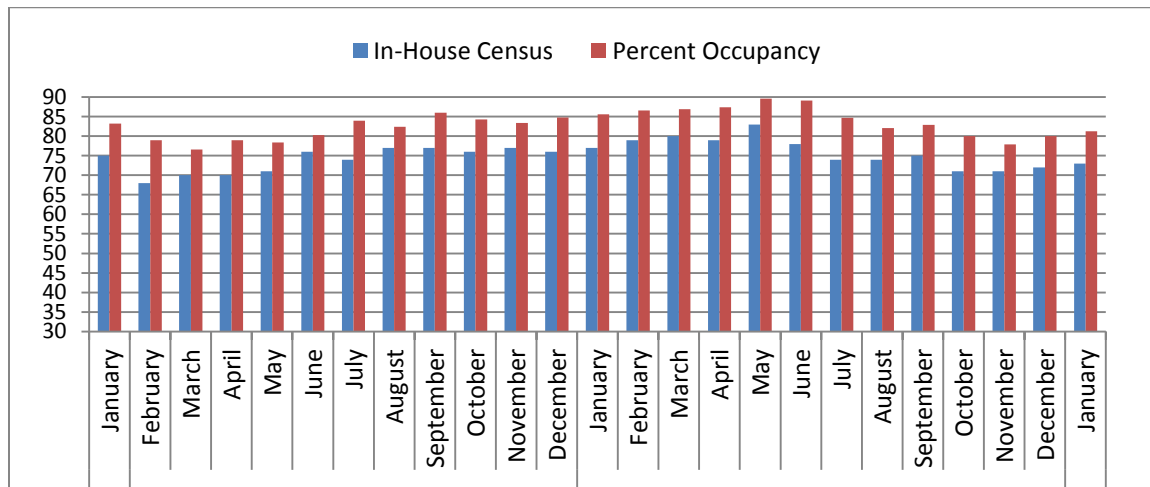
Commissioner Grenier questioned if the individual would need to be 1099 at the end of the year as it would be a form of compensation.

Superintendent Hamelin stated that he would respect whatever decision the Commissioners made on the future of the house but Corrections would be saddened to lose the training space if the house is rented.

- f. Meeting on Future Healthcare Needs in the North Country: A meeting was January 6 at AVH. It was decided as a group that a job fair would be held in the Manchester area in April to see if healthcare providers could be attracted to the North Country area.
- g. Nursing Hours at the Department of Corrections:

	2015		2016	
	Minutes	Hours	Minutes	Hours
January	30	0.5	93	1.5
February	0	0	37	0.5
March	0	0		
April	183	3		1.5
May	0			0
June				0
July				0
August				0
September				0
October				

h. Occupancy:



11. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:

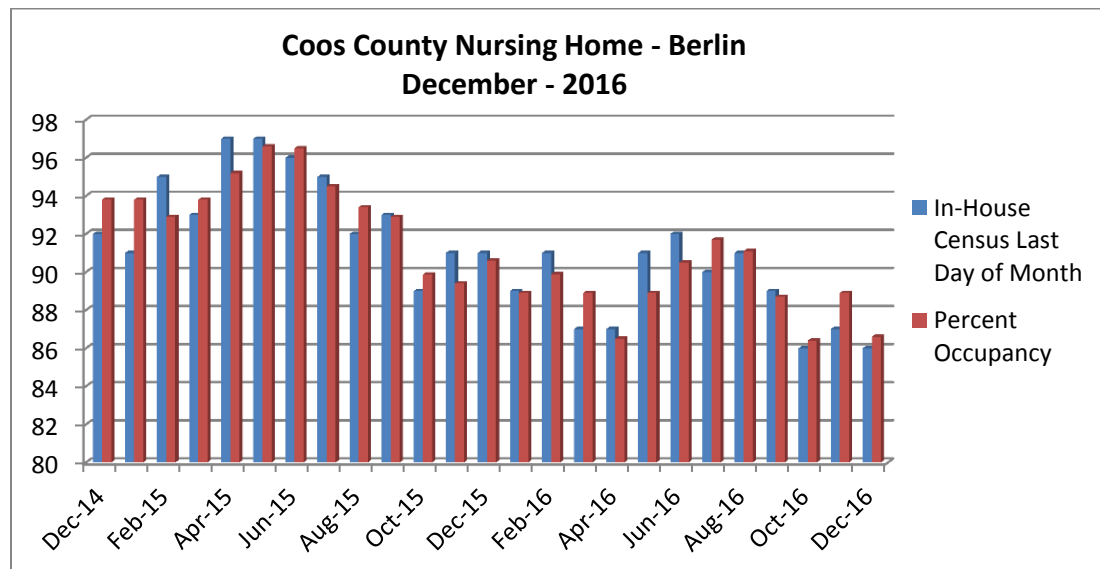
- Census: The current census was 84. Nine (9) residents were private pay; three (3) residents were Medicaid pending. The average daily census for December was 86.64; there were seven admissions, one discharge home, and seven deaths in December. An admission was planned for January 6 and staff was also working on other possible admissions. The facility has been receiving referrals weekly for skilled services; once admissions for skilled services begin the census will improve considerably.

Year to Date (2016) average daily census was 88.7, admissions 44, transfers 5 and deaths 45.

- Nursing Department Update: Currently, the department has 196 hours of open nursing (RN/LPN) positions. Two (2) agency LPNs are covering 80 hours of the open positions. There are 192 hours of LNA open positions and 1 agency LNA is helping to cover open positions. The Nursing Home hosted an LNA program from White Mountain Community College which ended in December. All four (4) students had jobs elsewhere prior to taking the course.
- Medicaid Rate: A new "final rate" was received on December 29. The new rate that started January 1 will be \$148.46; this is a decrease of \$0.74. Laura had previously explained the RUGs

issue that affected the room rate for January 1. Louise has heard that the State is hoping that the RUGs IV rates will be approved for the July 1 rate.

- d. During the Month of December staff donated to the local Toys for Tots and the food pantry. Both collection boxes were overfilled with generous donations and much appreciated by the local organizations.
- e. Roof replacement and HVAC upgrades: A few items will be completed in the spring as HEB is unable to finish at this time. HVAC systems continue to be adjusted; temperatures in the facility remain elevated frequently.
- f. Occupancy:



- g. Louise presented the facility license for the Board's signature.
 - h. Commissioner Grenier asked if the July 1 startup date could be bumped up since there is available bed space. Louise replied that she would need access to the funds appropriated in the 2017 budget for the new position. She needs the Medicaid biller position. Approval will be needed from Life Safety to build an office for the Medicaid biller. Commissioner Grenier suggested that Louise advertise the position. The Board agreed.
12. 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. Carrie requested Board approval to request bids from Coös County banks which will be available to open at the February Commissioner's Meeting. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the Director of Finance to begin the process of requesting bids for the Tax Anticipation Notes. All approved 3-0.
 - b. The Tax Anticipation Note with Passumpsic Bank was paid in full on December 22. The total amount borrowed was \$5,400,000 and the total interest incurred was \$21,243.97.

- c. All the County Taxes were received by the year end.
- d. All departments have been asked to submit their year-end invoices, statements, receivables, inventories, etc. as soon as possible. With everyone's cooperation, the goal is to be closed by January 20.
- e. Carrie presented two revised Resolutions/Government Certificates to be signed by the Commissioners for Mascoma Savings Bank for the change of Treasurer.

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

14. Other Business:

- a. Budget Transfers: The following budget transfers were approved by the Board:

Coös County Nursing Hospital:

To:	01-05120-3700 Provider Assessments	\$22,720.00	
From:	01-05100-2000 Legal Services		\$ 5,000.00
From:	01-05100-1200 Admin Health Insurance		4,340.00
From:	01-05100-3700 Dues/Licenses/Subscriptions		880.00
From:	01-05130-0200 Cooks Salaries		12,500.00
To:	01-05140-0300 LPN Salaries	4,130.00	
From:	01-05140-0200 RN Salaries		4,130.00
To:	01-05150-2900 Outside Services	1,590.00	
From:	01-05150-6200 Propane		1,590.00
To:	01-05150-3900 Plant Supplies	1,500.00	
From:	01-05150-6200 Propane		1,500.00
To:	01-05150-8100 Building Repairs	6,720.00	
From:	01-05150-6500 Fuel		6,720.00
To:	01-09256-9760 Freezer	1,390.00	
From:	01-09256-9759 Fire Suppression		1,300.00
From:	01-09256-9761 Nu Step		90.00
To:	01-05140-0600 Scheduling Coordinator	2,020.00	
From:	01-05140-0500 MNA Salaries		2,020.00
To:	01-05140-1300 Nursing Retirement	10,540.00	
From:	01-05140-1000 Social Security		10,540.00
To:	01-05140-2300 Contract Nurses	13,050.00	
From:	01-05140-1000 Social Security		11,050.00
From:	01-05140-1200 Health Insurance		2,000.00

To:	01-05140-9700 Nursing/New Equipment	3,000.00	
From:	01-05140-3100 MedSurg Supplies		3,000.00

Coös County Nursing Home:

To:	02-05693-0200 Restorative Nurse Salary	1,600.00	
From:	02-05693-0100 Restorative Aide Salaries		1,600.00

To:	02-05660-0200 Laundry Aide Salaries	1,200.00	
From:	02-05670-0200 Health Insurance		1,200.00

To:	02-05620-3700 Provider Assessment	27,100.00	
From:	02-05600-1200 Health Insurance		10,000.00
From:	02-05650-6500 Fuel		17,100.00

Department of Corrections:

To:	03-06100-2600 Psych/Rehab/Anger Program	1,920.00	
From:	03-06100-5600 Prisoners: Other Institutions		1,920.00

- b. IRS Standard Mileage Rate 2017: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to institute the 2017 IRS Standard Mileage Rate of 53.5 cents per mile effective January 10, 2017. All approved 3-0.

- c. Review and Discussion of Commissioner's Code of Ethics, RSA 28:1-b and RSA 28:12: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to readopt the Code of Ethics as presented. All approved 3-0.

Commissioner Grenier noted that at the last meeting he had distributed copies of RSA 28:1-b and RSA 28:12 which he read for the record:

RSA 28:1-b Majority Vote Required: All rights, authority and powers of the county commissioners shall be exercised only by vote of a majority of the county commissioners.

RSA 28:12 Rules and Regulations: The county commissioners may adopt rules and regulations for the governing and administration of county departments of corrections, including county farms, county nursing homes, county welfare offices and any other county departments under the jurisdiction of the county commissioners.

15. Unincorporated Places:

- a. 2017 Public Safety Agreements/ Town of Carroll and Errol Rescue: The agreements were presented by the County Administrator. The Board signed both agreements.
- b. Land Use Change Tax Warrant Millsfield - Michael & Christine Vigneault: The Board was presented a Land Use Change Tax Warrant for a parcel in Millsfield which was removed from current use. The Board signed the warrant.

The February meeting has been scheduled for Wednesday, February 8, 2017 at the Coös County Nursing Hospital in West Stewartstown, NH beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:41 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk