

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Home - Berlin, NH  
December 7, 2016

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; Administrative Assistant Linda Harris; Sheriff Jerry Marcou; Chief Deputy Brian Valerino; Captain Keith Roberge; Register of Deeds Tanya Batchelder; Deputy Registrar Sally Pelletier; Tara Bamford, North Country Council; Rick Alpers, Primex<sup>3</sup>; and members of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:05 a.m. and welcomed everyone to the meeting. Captain Keith Roberge led the Pledge of Allegiance.
2. 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.
3. Approval of the Minutes of the November 9, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the November 9, 2016, regular meeting, as presented. All approved 3-0.
4. 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 November and to authorize the Treasurer, during the month of December, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: Ms. Fish reported that the only correspondence received was reported in the County Administrator's report.
6. Hearing of the Public:
  - a. Tara Bamford, North Country Council, spoke of a regional plan that would be realistic in this region which would include trail planning, management and marketing of trails. There are concerns of ATVs on public roads. Ms. Bamford proposed monthly meetings after the holidays with a selectboard member from communities to discuss safety improvements. A County Commissioner representative would be appreciated and Commissioner Brady offered to serve on the committee.

Commissioner Grenier suggested that ATV clubs also be included in the meetings as they are the ones responsible for the trail systems and not the municipalities. Ms. Bamford replied that there were two groups and this subset was in relation to the ATV use on public highways not trails. Commissioner Grenier expressed his concern as non-motorized communities are trying to force limited usage of ATV usage. Commissioner Samson agreed with Commissioner Grenier. Hikers do not spend money. He also added that each club handles signage and does not want to give that up. In his opinion there should be one trail map for all of Coös County. Commissioner Brady added that several towns have been vocal about not allowing ATVs on municipal roads; trails should be used.

- b. Tanya Batchelder, Register of Deeds, proposed removing public access to deeds and records on the website in order to increase revenue. Currently, the public has access to the records and several print the records for use without paying the fee. If anyone were to need a copy of a deed or plan, the individual would need to contact or go the office and pay the suggested fee. Commissioner Brady asked if members of the public could still access the records without the option of printing. Several people feel that viewing the records is a service that should be available to the public.

Commissioner Grenier suggested that the watermark, that is located on the document, be darkened to prevent individuals from using the documents in transactions. Mrs. Batchelder was thanked for the proposal; however, the Board recommended that no changes be made to the website.

7. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session per RSA 91-A:3, II(b) at 9:45 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of nonpublic session at 10:15 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes of the nonpublic session until the services of a new superintendent have been engaged. All approved 3-0.

8. 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. NH Interlocal Trust will announce the maximum not to exceed renewal rate for the 2017-2018 health insurance premiums on December 9. An estimate of 10% was used for the FY 2017 Budget.
- b. The Department of Labor's new overtime rule has been halted by a federal judge. The new rule was to take effect on December 1 and would have raised the salary threshold exemption for overtime pay from \$23,660 to \$47,476.
- c. Ms. Fish received a request from the Lancaster Food Pantry requesting \$5,000. A motion was made by Commissioner Samson, seconded by Commissioner Brady to approve a \$3,000 appropriation to the Lancaster Food Pantry. The motion was approved 2-1 (Commissioner Grenier).

Unincorporated Places

- a. The Coös County Planning Board meeting will be on December 8 at 7 p.m. in Lancaster.
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	25
HOUSE OF CORRECTIONS	14

PRETRIAL	11
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	13 CARROLL DOC: 2 PT MALE GRAFTON DOC: 6 HOC FEMALE NHSP: 3 HOC MALE, 2 PT MALE
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	
AVERAGE DAILY POPULATION NOVEMBER	23
MALE DAYS SERVED IN FACILITY NOVEMBER	682
FEMALE DAYS SERVED NOVEMBER	204 (10 females)
TOTAL INMATES BOOKED NOVEMBER	18
TOTAL INMATES RELEASED NOVEMBER	21

- a. Officer Jeremie Marquis submitted his resignation, effective November 23, to begin working for another employer. He was thanked for his 5 years of service in the Department and wished the best of luck with his new job.
  - b. Employment testing was conducted again on November 23, with the candidate completing a portion of the testing successfully, however he became ill during the physical fitness portion. A retest will be scheduled when he returns from college at the end of the month. The Department continues to advertise and seek applications to gather a pool of potential candidates.
  - c. Third Shift staff has been taking advantage of the decrease in population by temporarily combining some housing units to complete some needed painting projects.
  - d. Video Surveillance upgrades continue to be worked on as scheduling permits. The Department is on schedule to add new surveillance of areas and complete camera upgrades to five more locations before the end of the year.
  - e. Superintendent Hamelin noted that Northern Human Services has begun a new substance abuse life skills program and are meeting on a weekly basis.
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 72. Occupancy for the month of November was 80%. In November, there were three (3) admissions, one (1) discharge and no (0) deaths. Two (2) admissions are currently being worked on.  
  
Of the 72 residents, thirteen (13) are Private Pay. Eight (8) residents are Vermont Medicaid. Four (4) residents are Medicaid Pending for NH. *Totals for 2016: Twenty-four (24) admissions, four (4) discharges, and twenty-four (24) deaths.*
  - b. Medicaid Rate: The Nursing Hospital has received its preliminary Medicaid Rate for January 1, 2017. It is projected at \$162.95 per Medicaid resident per day, an increase of \$8.90 per day over the current rate of \$154.05.

- c. Nursing Staff: The nursing department continues to have 88 hours open for RN/LPN. A 32 hour nurse remains on medical leave. Three (3) contract nurses have been covering the open hours but will be down to two (2) after December 10.

The nursing department currently has 104 open LNA hours, 32 hours of LNA medical leave and a day shift LNA is attending nursing school on the Tuition Loan Program. The one (1) contract LNA will be leaving on December 17. All six (6) LNA students passed their boards, so they will be hired as their licenses become active over the next two-three weeks.

- d. Retirements: Two (2) long term LNAs will be retiring on December 16.

Jennifer Owen has been an employee of Coös County Nursing Hospital for most of her life. She began working at the nursing home in 1972 and worked until 1987. She then returned in 1996 to put in another 20 years. She has been our Transportation Aide, getting residents out to all of their appointments whether just to Colebrook or to Concord, Lebanon, Berlin, Littleton, or Lancaster. The Nursing Hospital will miss “Jenny O’s” dedication and her sense of humor.

Betty Day has also spent most of her life at Coös County Nursing Hospital. She first began working in 1969. She also left in 1987 but returned to work in 1989. She has been the backbone of the Restorative Nursing Department. Her professionalism and knowledge of all of the residents and how things “work” will be greatly missed.

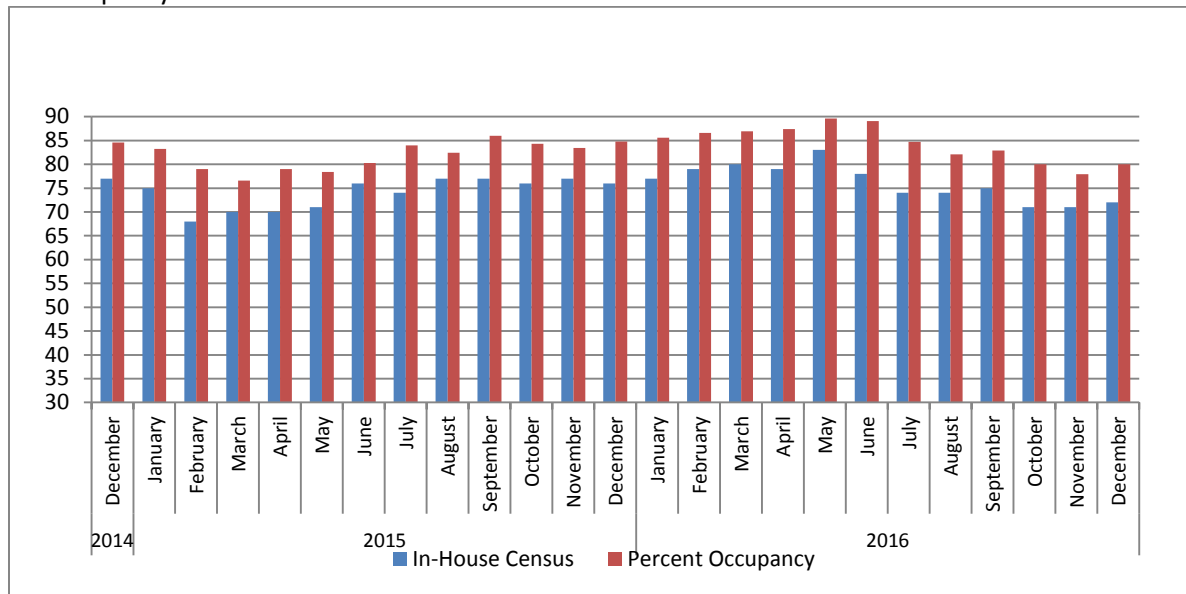
Both ladies will be tough acts to follow.

Also leaving the Nursing Hospital in December is Plant Manager Ron Crawford. He has been in the Maintenance Department for 12 years, the last 3 as Plant Manager. His “Yankee Ingenuity” and dedication to CCNH and its residents will be sorely missed.

- e. A Lighter Note: On a lighter note, Chantal Rioux, the Dietary Director, and her husband Billy welcomed their second child, a son, Antonio William Rioux on November 18.
- f. Meeting on Future Healthcare Needs in the North Country: Louise and Laura have been to three meetings so far. The team has discussed several ideas and options to promote working in health care in the North Country. The next meeting has been scheduled for January 6.
- 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:



i. Laura requested an issue for non-public, Section 91-A:3 II (a).

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:

- a. Census: The current census was 88. Nine (9) residents were private pay; six (6) residents were Medicaid pending. The average daily census for November was 86.8; there was one (1) admission, one (1) discharge home and 0 deaths in November.

Year to Date average daily census is 88.9; admissions 37, transfers 4 and deaths 38.

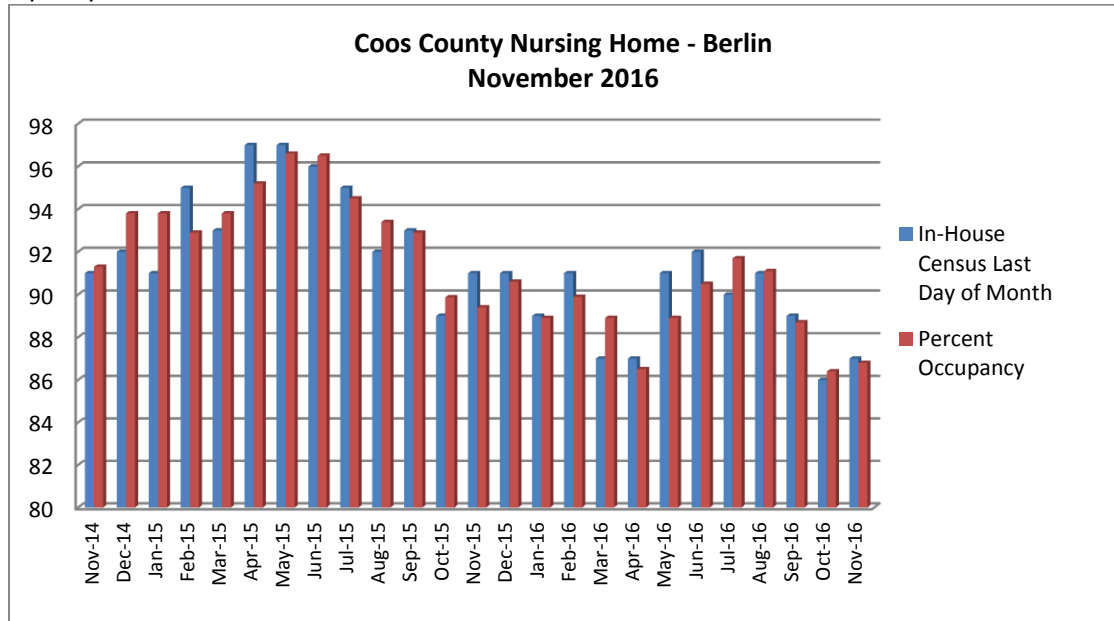
- b. Nursing Department Update: Currently there are 128 hours of open nursing (RN/LPN) positions. Two agency LPNs are covering 80 hours. There are 212 hours of LNA open positions and 1 agency LNA is helping to cover open positions. The White Mountains Community College Medication Nursing Assistant (MNA) Program that was held at Coös County Nursing Home was completed in October; the nursing department is waiting for 2 of our LNAs to receive their MNA license. The Nursing Home will also be hosting an LNA program from White Mountain Community College which will begin later in December.
- c. Celebrating Veterans: On November 10, the Nursing Home Veterans attended an “Honorary Veterans Dinner” at the Gorham Middle/High School cafeteria; the event was well attended and enjoyed by all.
- d. Bids: Louise presented the propane bids to the Commissioners:

Suburban Propane	\$1.19/gallon
CN Brown	1.019/gallon
Lewis Oil	1.499/gallon

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the propane bid to CN Brown at a fixed rate of \$1.019 per gallon for \$42,000. All approved 3-0.

- e. Roof replacement and HVAC upgrades: the work continues and it was hoped that the project would be completed the week of December 5.

- f. Occupancy:



- g. The preliminary Medicaid Rate for January 1, 2017 was projected at \$158.91 per Medicaid resident per day; a reduction of .29 per day.

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. The total amount drawn on the Tax Anticipation Note for 2016 was \$5,400,000. In 2015, the total for the Tax Anticipation Note was \$5,700,000.
- b. As of 11/30/2016, the County Tax Payments have been received from the City of Berlin and Town of Lancaster. This helps with keeping the Tax Anticipation Note as low as possible.
- c. The County received the second draw of \$176,787 on the loan with Mascoma Savings Bank for the Roof/Ventilation Project at CCNH on 11/23/16 for the 2nd installment owed. This totals \$481,787 drawn to date on the loan.
- d. The Auditors Melanson Heath will be in West Stewartstown on December 12 & 12 for preliminary audit work and will return on February 28 and 29 and March 1 for fieldwork.

13. Commissioners' Committee Reports:

Commissioner Samson reported that the Extension Meeting had been cancelled. The CEDC meeting was scheduled for Thursday, December 8 at which time Commissioner Samson noted he would take a leave of absence or resign due to health reasons.

Commissioner Grenier announced that CEDC Executive Director Mike Scala was appointed to the Berlin Industrial Park Committee.

14. Other Business:

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

Coös County Nursing Hospital:

To:	01-05100-0100 Administrator Salary	\$1,730.00	
From:	01-05100-1200 Health Insurance		\$ 1,730.00
To:	01-05130-0300 Dietary Aide Salaries	33,100.00	
From:	01-05130-1200 Dietary Health Insurance		33,100.00
To:	01-05130-0400 Assistant Dietary Manager	13,600.00	
From:	01-05130-1200 Dietary Health Insurance		13,600.00
To:	01-05130-0100 Dietary Director	1,170.00	
From:	01-05130-0200 Cooks Salaries		1,170.00
To:	01-05140-0100 Director of Nursing Salary	1,470.00	
From:	01-05140-1200 Nursing Health Insurance		1,470.00
To:	01-05140-0300 Licensed Practical Nurses Salaries	31,730.00	
From:	01-05140-1200 Nursing Health Insurance		31,730.00
To:	01-05140-0400 Nursing Assistant Salaries	24,280.00	
From:	01-05140-1200 Nursing Health Insurance		24,280.00
To:	01-05140-2300 Contract Nurses	39,000.00	
From:	01-05140-1200 Nursing Health Insurance		39,000.00
To:	01-05140-3100 Med Surg Supplies	14,500.00	
From:	01-05140-0200 RN Salaries		14,500.00
To:	01-05140-8200 Nursing Equipment Repair	2,000.00	
From:	01-05140-0200 RN Salaries		2,000.00
To:	01-05142-0100 Staff Dev Director Salary	1,310.00	
From:	01-05142-3900 Staff Dev Supplies		310.00
From:	01-05142-1200 Staff Dev Insurance		1,000.00
To:	01-05150-2900 Outside Services	10,880.00	
From:	01-05150-6100 Electricity		4,000.00

From: 01-05150-1200 Maint Health Insurance		3,400.00
From: 01-05150-6200 Propane		3,480.00
To: 01-05191-0100 Activity Director Salary	1,230.00	
From: 01-05191-1200 Activities Health Insurance		1,230.00
To: 01-05193-0200 Restorative Nurse	1,330.00	
From: 01-05193-1200 Restorative Health Insurance		1,330.00
To: 01-05160-0100 Laundry Director Salary	1,460.00	
From: 01-05160-0200 Laundry Aide Salaries		1,460.00
To: 01-05160-1200 Laundry Health Insurance	2,860.00	
From: 01-05160-0200 Laundry Aide Salaries		2,860.00
To: 01-05170-0100 Housekeeping Director Salary	1,460.00	
From: 01-05160-0200 Laundry Aide Salaries		1,460.00
To: 01-05170-0300 Housekeeping Aide Salaries	19,420.00	
From: 01-05150-6500 Fuel		19,420.00
<u>Coös County Nursing Home:</u>		
To: 02-05630-0300 Dietary Aide Salaries	2,500.00	
From: 02-05630-0200 Cook Salaries		2,500.00
To: 02-05670-0200 Porter Salaries	17,500.00	
From: 02-05650-6500 Fuel		17,500.00
To: 02-05660-0200 Laundry Aide Salaries	3,000.00	
From: 02-05670-0300 Housekeeping Aide Salaries		3,000.00
To: 02-05670-0100 Env. Ser. Manager	1,500.00	
From: 02-05650-6500 Fuel		1,500.00
To: 02-05640-0100 DON Salary	2,700.00	
From: 02-05640-0400 LNA Salary		2,700.00
To: 02-05650-2900 Outside Services	2,500.00	
From: 02-05650-8100 Building Repairs		2,500.00
To: 02-05670-3900 Housekeeping Supplies	1,600.00	
From: 02-05650-1200 Health Insurance		1,600.00
To: 02-05640-9700 New Equipment	2,500.00	
From: 02-05640-0400 LNA Salary		2,500.00



County:

To: 03-04100-0300 County Administrator	1,140.00	
From: 03-04100-1200 Health Insurance		1,140.00
To: 03-04100-3600 Office Supplies	1,200.00	
From: 03-04100-1200 Health Insurance		1,200.00
To: 03-04100-0400 Computer Systems Administrator	1,200.00	
From: 03-04100-1200 Health Insurance		1,200.00
To: 03-04150-2400 Medical Referees Services	4,000.00	
From: 03-04193-5200 Home & Community Based Care		4,000.00
To: 03-04102-0100 Finance Officer	1,315.00	
From: 03-04102-1200 Health Insurance		1,080.00
From: 03-04102-1700 Education & Conferences		235.00
To: 03-04110-0300 Legal Secretary	5,630.00	
From: 03-04110-1200 Health Insurance		5,630.00
To: 03-04111-0100 Program Coordinator	600.00	
From: 03-04111-3800 Postage		600.00
To: 03-04140-0401 Deputy Full Time	15,100.00	
From: 03-04140-1200 Health Insurance		15,100.00
To: 03-06100-0100 Superintendent Salary	1,800.00	
From: 03-06100-1200 Health Insurance		1,800.00
To: 03-06100-0300 Sergeants' Salaries	28,000.00	
From: 03-06100-1200 Health Insurance		28,000.00
To: 03-06100-0700 Medical Services Nurses	3,600.00	
From: 03-06100-1200 Health Insurance		3,600.00
To: 03-06100-0800 In Lieu of Health Benefit	1,688.00	
From: 03-06100-1200 Health Insurance		1,688.00
To: 03-06100-3900 Corrections Supplies & Expense	4,700.00	
From: 03-06100-1200 Health Insurance		4,700.00
To: 03-08360-0200 Clerical Salaries	1,000.00	
From: 03-08360-1200 Health Insurance		850.00
From: 03-08360-1700 Education & Conferences		150.00

- b. 2016 Coös County Report Bids: Ms. Fish reported that two bids were received. The Board opened and read the bids.

Liebl Printing: \$2,608.50  
Smith & Town: \$2,499.60

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bid to Smith & Town Printers at a price of \$2,499.60. All approved 3-0.

15. Unincorporated Places: There was nothing to report.

The January meeting has been scheduled for Wednesday, January 11, 2017 at the North Country Resource Center in Lancaster, NH beginning at 9:00 a.m.

A short meeting will be held at the Coös County Courthouse following the swear-in ceremony on Tuesday, January 3, 2017, to elect officers.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:15 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk