

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
October 12, 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; Chief Deputy Brian Valerino; Captain Keith Roberge; County Treasurer Fred King; County Attorney John McCormick; Representative Robert Th  berge; Rick Alpers and Sandy Burroughs, Primex³ 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 amend the agenda to include a non-public session under RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.* All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as amended. All approved 3-0.

3. Approval of the Minutes of the September 14, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the September 14, 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 September and to authorize the Treasurer, during the month of October, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

5. Correspondence: Ms. Fish reported there was no correspondence.

6. Hearing of the Public:

- a. Mascoma Savings Bank: Beth Vessichio of Mascoma Savings Bank presented the loan documents for the roof project at the Berlin Nursing Home for Board signatures. The first payment will be due October 1, 2017. The Board members signed the loan documents.
- b. Casey Gordon, NH 911 - Mr. Gordon reported that the NH Division of Emergency Services and Communications along with the combined efforts of the Gorham Police Dispatch, Grafton County Sheriff Dispatch, NH Fish & Game and emergency service providers from Carroll and Gorham have been working to create new emergency service numbers and zones for certain Unincorporated Places around the Mt. Washington area.

Both, Carroll and Gorham are contracted to cover Low & Burbank's Grant, Sargent's Purchase and Thompson & Meserve's Purchase. Mr. Gordon provided the Board with maps indicating the current breakdown and the new proposed breakdown. The proposed changes eliminate several zones and combine them into two separate zones. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the recommended changes. All approved 3-0. The Board signed the zone change request.

- c. Coös County Attorney John McCormick reported that he had made a conditional offer of employment to fill the assistant county attorney position.

The Felonies First program will place a squeeze on the department. He is currently working on his budget and has requested a new position in the 2017 budget.

The County Attorney has planned a group discussion regarding Drug Court's feasibility in Coös County. Coös County has limitations and transportation is also a big issue. The open discussion will take place October 19 at 9:00 a.m. at the Berlin Correctional Facility.

Commissioner Brady stated that Judge Nadeau will be attending the November 9 Commissioners Meeting in Lancaster in order to discuss drug court. Commissioner Brady suggested a joint meeting with the Delegation. Representative Thérberge agreed but suggested that the meeting should be held after the election so the new members of the Delegation are able to attend.

- d. Representative Robert Thérberge noted that at the 2016 budget meeting, members of the Delegation supported that the Human Resource position should be a full time position. After some inquiries, he reported that the matter would not be pursued further as everyone seems pleased with the current situation. Representative Thérberge left the meeting at 9:35 a.m.
- e. Rick Alpers/Sandy Burroughs, Primex³ - Workers' Compensation Program Update: Ms. Rosenberg reported that the claim year 2010 will be dropped and 2015 will be added to the calculation of the County's rates. Overall, the Board was satisfied with the information provided. Commissioner Grenier added that education must continue in order to maintain employee health.

7. 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. Julie Brunault, HR Coordinator, successfully completed the International Public Management Association for Human Resources' Public Sector HR Essentials Program. The program was a 4-month on-line course facilitated by an expert instructor. The course consisted of eight inter-related modules that focused on functional disciplines, fundamentals essential to public sector HR Administration, theory, and best practices. Ms. Brunault is now eligible to sit for the IPMA-HR Certified Professional Exam.
- b. Ms. Fish will be attending the Drug Court Feasibility Meeting that is being coordinated by Coös County Attorney John McCormick. The meeting will be in Berlin on October 19, 2016 at 9:00 am.

- c. LandVest has flagged the boundaries on four of the county lots and has started to brush/blaze/paint two of the lots. LandVest anticipates that the four lots will be completed within the next month.

Unincorporated Places:

- a. Ms. Fish reported that Carrie Klebe and Linda Harris have been working with the Department of Revenue Administration on setting the tax rates for the Unincorporated Places. The Unincorporated Places of Dixville, Green's Grant, Millsfield, Odell, Pinkham's Grant, Success, Thompson and Meserve's Purchase and Wentworth Location will have property taxes.

At the meeting, Ms. Fish provided a report from the Human Resource Department which will be provided on a monthly basis. The report consists of the number of hires, separations and medical leaves for the Nursing Hospital, Nursing Home and County Departments.

8. 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	34
HOUSE OF CORRECTIONS	24
PRETRIAL	10
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	2
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	14
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 HOC MALE, 6 HOC FEMALE, 3 PT FEMALE SULLIVAN DOC: 1 PT MALE NHSP: 2 HOC MALE
AVERAGE DAILY POPULATION SEPTEMBER	35
MALE DAYS SERVED IN FACILITY SEPTEMBER	1050
FEMALE DAYS SERVED SEPTEMBER	267 (12 females)
TOTAL INMATES BOOKED SEPTEMBER	29
TOTAL INMATES RELEASED SEPTEMBER	27

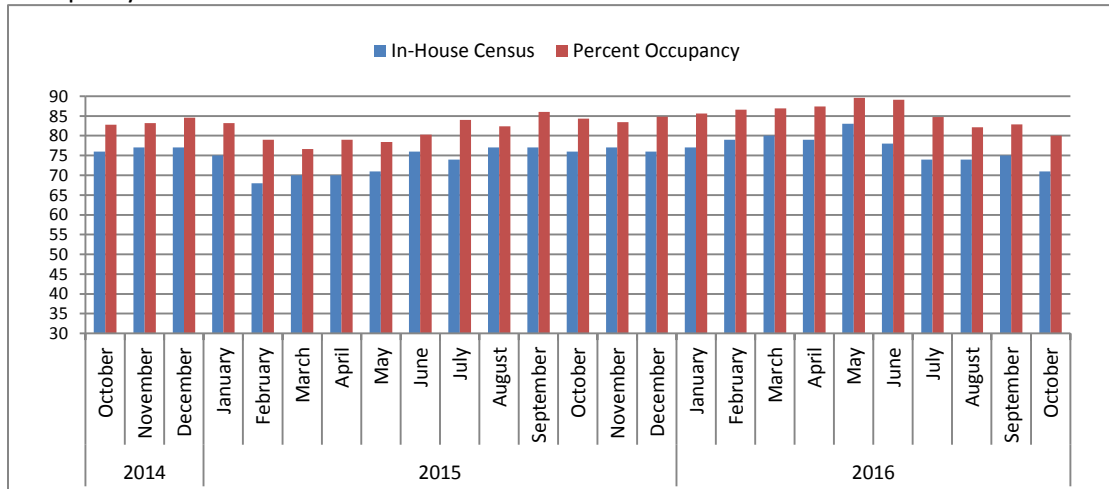
- a. Officer James Dagesse successfully completed the 8-week Field Training Program on September 23. He has been assigned to work on 2nd Shift.
- b. Trainee Kyle Audit submitted his resignation on October 9, prior to completing the Field Training Program. There are currently two vacancies in the Department. Thorough advertising and recruitment efforts continue as we search for qualified candidates to participate in aptitude and physical fitness testing.
- c. The annual meeting to present the Coös County Recycling Center budget to member towns will be held on October 20 at 10:00 a.m., at the Coös County Nursing Hospital.
- d. Superintendent Hamelin will be attending a Drug Court Feasibility Meeting, coordinated by County Attorney John McCormick, on October 19. It is being held at the Northern Correctional Facility at 9:00 a.m.

- e. On October 1, a protective custody inmate caused damage to a holding cell, destroying a camera and mirror, and then became assaultive toward corrections and medical staff. On October 2, the New Hampshire State Police charged him with Criminal Mischief, Criminal Contempt, and Simple Assault for spitting in a nurse's face.
 - f. Superintendent Hamelin attended the NHAC Annual Conference and Awards Banquet on September 22 and 23, which was hosted by Rockingham County. Various sessions offered education on corrections issues, such as reentry planning and programs, as well as general sessions on communication, leadership, labor and employment law.
9. 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 71. Occupancy for the month of September was 80%. In September, there was one (1) admission, no (0) discharges and four (4) deaths. There have been several inquiries for respite admissions. Of the 71 residents, thirteen (13) are Private Pay and ten (10) residents are Vermont Medicaid. *Totals for 2016: Nineteen (19) admissions, four (4) discharges, and twenty-one (21) deaths.*
 - b. Nursing Staff: The Nursing Department continues to have 96 hours open for RN/LPN. A 40 hour nurse is currently out on maternity leave. Three (3) contract nurses have been covering the open hours at this time. Two (2) MNAs are on medical leave. There are currently 120 open LNA hours, 104 hours of LNA medical leave and a day shift LNA is attending nursing school on the Nursing Hospital Tuition Loan Program. One (1) contract LNA has been covering some of these hours.
 - c. LNA Class: Another LNA class has been advertised. Currently, there are five (5) applicants. Laura continues to work on a school affiliated LNA Class for 2017. As previously requested, Laura reached out to Mike Ricker, attorney at Primex³. The reply stated that the primary concern is that the host site and sending school should comply with NHDOL rules and obtain necessary approvals for a NH school to work program. Typically, the school will have a proposed agreement for the arrangement. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve that the Nursing Hospital Administrator move forward with the LNA/School to Work program. All approved 3-0.
 - d. Meeting on Future Healthcare Needs in the North Country: On September 2, Louise and Laura attended a meeting at White Mountain Community College to discuss the healthcare needs of the North Country. The next meeting is scheduled for October 7.
 - e. Local Discussions on the Shortage of Healthcare Workers in the North Country: Next week Laura will also be meeting with local healthcare agencies (UCVH, ISHC, and 45th Parallel EMS) to discuss the issues and to plan a Healthcare Occupations Job Fair for the local area.
 - f. 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

g. Occupancy:



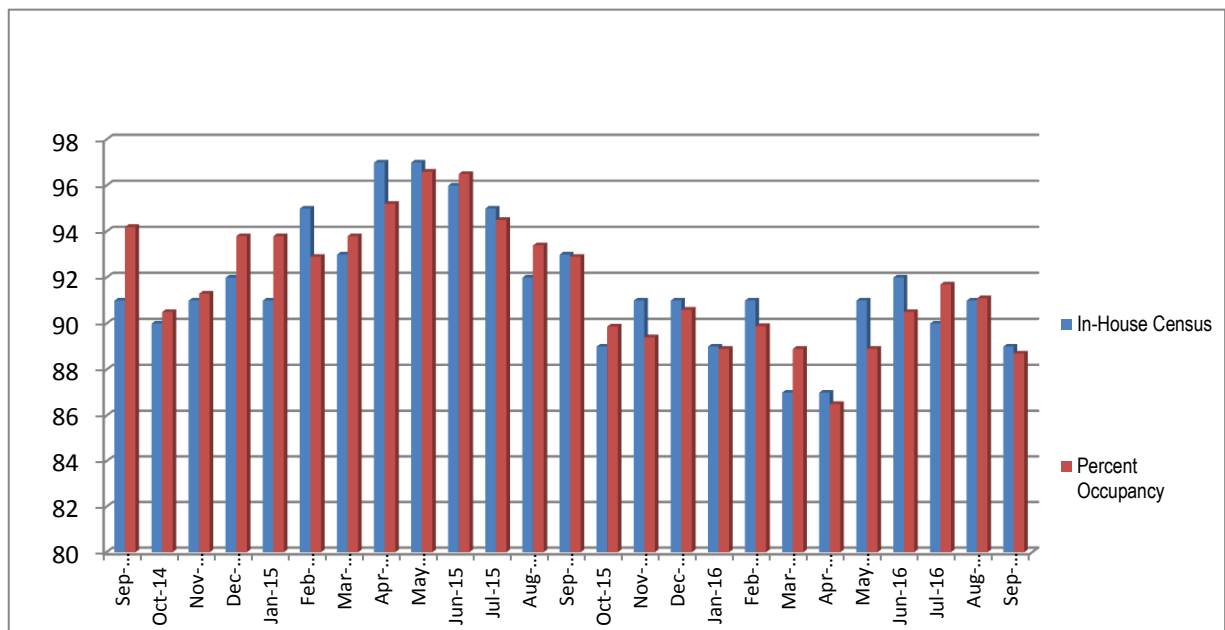
10. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 89. Ten (10) residents were private pay, four (4) residents were Medicaid pending. The average daily census for September was 88.7; there were 4 four (4) admissions and seven (7) deaths in September. The year to date average daily census was 89.4. Year to date totals: admissions 33, transfers 3 and deaths 32.
- b. Nursing Department Update: The open nursing (RN/LPN) positions were down to 96 hours from 152 hours. The two agency LPNs will no longer be needed at the end of the current contract. There are 304 hours of LNA open positions and one agency LNA has helped cover open positions. An additional agency LNA will be added when the agency LPNs contract ends.

The Nursing Home is currently hosting the White Mountains Community College Medication Nursing Assistant (MNA) Program. The program began on September 8 and will conclude on October 27. Two of the students are LNAs from the nursing home. The Nursing Home is also hosting an LNA program from White Mountain Community College.

- c. Budget Transfer: A transfer was presented for Commissioners to review and sign.
- d. Bids for snow removal: One bid was received for consideration from Landscaping with Styles, LLC at a rate of \$45 per hour for plowing and \$90 per service for ice control. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bid to Landscaping with Styles, LLC. All approved 3-0.

- e. Staff recognition: On September 14, the nursing home employees on all 3 shifts were treated to a pizza meal. The meal was provided by the family of one of the residents. It was their way of thanking the staff for the great care provided for their Mom during her stay at the nursing home.
- f. Roof replacement and HVAC upgrades: The work is underway and slightly ahead of schedule. The noise level can be challenging at times. Off unit activities have been planned.
- g. New Hampshire Association of Counties: Two Nursing Home employees were presented awards at the annual conference. Helen Couture received the Edna McKenna Public Service award, for her outstanding dedication to her community, going above and beyond to help others. Karen Berube RN was awarded the Coös County Nursing Home Employee of the year, a well-deserved award for her years of services and continued dedication to our home.
- h. Occupancy:



- i. At the meeting, Louise reported that she had received a letter from the Centers for Medicare and Medicaid Services informing her that the Nursing Home had been approved as a Skilled Nursing Facility. Louise and Helen Couture have been training with staff members of the Hillsborough and Carroll County Nursing Homes in regards to budget preparation. Louise is anticipating a start date of July 1, 2017.
- j. Louise requested a nonpublic with the Board to discuss a personnel issue.

Commissioner Samson stated that he had been informed that one of the local health facilities was offering a sign on bonus to newly hired licensed staff. His opinion was that the current shift differential offered at the Coös County facilities was low. He inquired if it would be possible to increase the differential. Commissioner Grenier replied it would be possible for the non-union employees; however, the union employees would have to wait until contract negotiations in 2018.

Louise stated that shift differentials were not an issue with the union. One of the main concerns was that staff wanted their voices heard. Administration has been listening and making changes when possible.

Laura stated that shift differentials are low compared to other facilities.

Superintendent Hamelin stated that shift differentials were not an issue.

Both Nursing Home Administrators did not agree with sign on bonuses but suggested a referral bonus after six month probation. The Board agreed to discuss the option further.

11. 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. Beth Vessichio from Mascoma Savings Bank will be at the Commissioners Meeting with the loan documents to be signed by the Commissioners and Treasurer for the Berlin Nursing Home Roof and Ventilation project.
- b. Carrie provided a bid analysis and recommendation for the Commissioners to review for the electricity for the Nursing Homes, DOC and other facilities located on County Farm Road in West Stewartstown. The Board reviewed the bid analysis and based on Skip Sansoucy's recommendation selected the ENH Power bid. A motion was made by Commissioner Grenier, seconded by Commissioner Samson approve the ENH Power bid of .0782/kwh for a period of 36 months. All approved 3-0.
- c. As of 10/7/2016, a total of \$3,900,000 will have been transferred from the Tax Anticipation Note to the General Fund. In comparison as of 10/9/2014, \$4,500,000 had been transferred and as of 10/7/2015, \$4,500,000 had been transferred.

12. Commissioners' Committee Reports:

Commissioner Samson reported that potatoes from Grafton County would be delivered to the local food pantries. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to make a \$500 donation to Grafton County for the potato donations to the food pantries. All approved 3-0.

Commissioner Samson reported that the funds were awarded by the Tillotson Foundation for the ash spreader. There was no date of delivery for the piece of equipment.

13. Other Business:

- a. Budget Transfers: The following budget transfers were presented:

Coös County Nursing Home:

To:	02-05650-2900 Outside Services	\$1,500.00	
From:	02-05650-8400 Snow Removal		\$1,500.00
To:	02-05630-8200 Dietary: Equipment Repair	\$2,100.00	
From:	02-05660-8200 Laundry: Equipment Repair		\$2,100.00

To:	02-05670-1200 Housekeeping: Health Insurance	\$6,000.00	
From:	02-05670-3900 Housekeeping: Supplies & Expense		\$6,000.00

Coös County Nursing Hospital:

To:	01-05130-8200 Dietary: Equipment Repair	\$1,060.00	
From:	01-05130-1200 Dietary: Health Insurance		\$1,060.00

Victim/Witness:

To:	03-04111-1200 Health Insurance	\$1,850.00	
From:	03-04111-1700 Education & Conferences		\$1,000.00
From:	03-04111-7000 Travel		\$850.00

14. Unincorporated Places:

- a. Approval of Property Tax Warrants: Dixville, Green's Grant, Odell, Pinkham's Grant, Success, Thompson & Meserve's Purchase and Wentworth Location.

Linda Harris, Tax Collector, presented the property tax warrants for the above Unincorporated Places. She noted that the final tax rate for Millsfield had not been received prior to the meeting. The warrant totals were as follows:

Dixville	\$65,800.00
Green's Grant	23,137.00
Odell	20,246.00
Pinkham's Grant	18,758.00
Success	63,520.00
Thompson & Meserve's Purchase	20,703.00
Wentworth Location	44,628.00

The Board approved and signed the property tax warrants and the tax rate acceptance documents.

15. Non-public session:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) at 11:20 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 12:40 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes of Coös County Nursing Home personnel issue. All approved 3-0.

The Board recessed at 12:45 pm for lunch and reconvened at 1:05 pm.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson, that it was with deep regret that the Board accepted Superintendent Craig Hamelin's retirement letter effective December 31, 2016. Superintendent Hamelin agreed to stay on a part time basis, 32 hours per week up to March 31, 2017 at an estimated salary of \$1,207 per week. All approved 3-0.

16. Special Appropriations Budget Requests:

Representatives from various agencies offered further information on their requests for funding for the 2016 budget. Applications and backup information were submitted to the Commissioners a week prior to the meeting.

- *Coös County Retired Service Volunteer Program (RSVP)*: Andrea Brochu presented a request of \$17,000 level funded.
- *North Country Senior Meals*: Andrea Brochu presented a request of \$18,200 level funded.
- *Coös Economic Development Corporation (CEDC)*: Mike Scala presented a request of \$50,000 level funded.
- *Child Advocacy Center of Coös County (CAC)*: Jessica Riendeau, President of the CAC presented a request of \$20,000. Ms. Riendeau announced that a full time executive director had been hired with a start date of November 1, 2016. Ms. Riendeau explained that the \$12,000 increase was due to the fact that the CAC Board had decided to request funding only from the County instead of warrant articles from individual towns in the county.
- *Tri-County CAP's Division of Alcohol and other Drug Services (AoD)*: Robert Boschen presented a request of \$15,000.
- *Homeless Outreach Intervention & Prevention Program*: Dawn Ferringo presented a request of \$10,000.
- *Tri-County CAP's North Country Transit and Long Distance Medical Transportation*: Beverly Raymond presented a request of \$40,000 (\$27,000 for North Country Transportation and \$6,000 for Long Distance Medical.) The \$7,000 increase was for matching funds for a replacement 8 passenger wheelchair accessible vehicle.
- *RESPONSE to Sexual and Domestic Violence*: Deborah Haynes-Kenney presented a request of \$6,000.
- Larry Barker, UNH Cooperative Extension stated that UNH Cooperative Extension was seeking \$12,725 additional dollars to fund a local Extension Field Specialist to implement programs to improve critical health issues in Coös County.

The Budget Work Session will be held Wednesday, November 2, 2016 at the Coös County Nursing Hospital in W. Stewartstown beginning at 9:15 a.m.

The November meeting has been scheduled for Wednesday, November 9, 2016 at the North Country Resource Center in Lancaster, NH beginning at 9:00 a.m.

The December meeting has been scheduled for Wednesday, December 7, 2016 at the Coös County Nursing Home in Berlin, NH beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 2:07 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk