

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
September 14, 2016

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson (*arrived at 9:05*); 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 Gerry Marcou; Chief Deputy Brian Valerino; Captain Keith Roberge; County Treasurer Fred King; Larry Barker, UNH Cooperative Extension; and members of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:03 a.m. and welcomed everyone to the meeting. Chief Deputy Valerino led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda. All approved 2-0.
3. Approval of the Minutes of the August 10, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the August 10, 2016, regular meeting, as presented. All approved 2-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of August and to authorize the Treasurer, during the month of September, to meet all payroll obligations and pay all other obligations due during the month. All approved 2-0.
5. Correspondence: Ms. Fish reported there was no correspondence.
6. Hearing of the Public:
Larry Barker, UNH Cooperative Extension, announced that Coös County employee Carolyn McQuiston was the recipient of the 2016 UNH Cooperative Extension Outstanding Contribution & Support Award.

Mr. Barker also reported that funds for a new position will be included in the 2017 budget. Commissioner Grenier suggested that Mr. Barker attend the October meeting and contact the County Administrator for further information.

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. Nash Stream Citizens Committee appointment: Mike Waddell has been serving on the Committee as appointed by the Commissioners. His term on the Committee is up but he is willing to serve another 3-year term. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to reappoint Michael Waddell to the Nash Stream Citizens Committee for a three year term. All approved 3-0.

- b. The NH Association of Counties has asked all the counties to participate in donating a gift basket that includes items that are unique to each county. At the meeting, Ms. Fish noted that she and the Berlin Nursing Home Administrator Louise Belanger were working on the gift basket.
- c. The Coös County Delegation has requested that county administration provide them with an update on the establishment of a county drug court or an alternate drug offender program. Coös County has access to up to \$200,000 in state grant funds if it meets several requirements. However, one of the requirements is to pursue and be awarded a federal implementation grant prior to state funding. Ms. Fish asked the Commissioners for direction on how to proceed.

Superintendent Hamelin stated that RSA 592-b:9 I(a) indicates that if a Felonies First program is implemented, a drug court or alternative program may be implemented at no cost to the county by the State. Coös County will have a Felonies First program next April.

The County Attorney will have staffing issues with the Felonies First implementation. Commissioner Brady suggested that the Board discuss staffing of the program with the County Attorney at the Budget Work Session.

Commissioner Grenier stated that he did not believe that the drug court program is the right approach for Coös County. He suggested a meeting with the Delegation after the November elections. The County is geographically too spread out.

Commissioner Samson stated that both nursing homes and the Department of Corrections are having staffing issues. Starting a new program is not possible at this time.

Sheriff Marcou suggested waiting as the program is not working.

Commissioner Brady added that the Board has investigated and the County does not have the infrastructure that will work.

- d. Scott Deblois informed the County Administrator that he would be spreading ash on the county fields. The ash that remains after this week will be spread on the fields in the spring.
 - e. Ms. Fish requested a non-public in accordance with RSA 91-A:3, II (a).
 - f. At the meeting, Ms. Fish noted that the HEB surveyors were on site in West Stewartstown September 13 & 14 in regards to the water connection with the Town of Stewartstown.
 - g. The Coös County Apportionment was received from the Department of Revenue Administration.
 - i. Ms. Fish stated she would be on vacation beginning 9/14 and returning 9/26.
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	38
HOUSE OF CORRECTIONS	24
PRETRIAL	14

NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	9
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 5 HOC FEMALE, 2 PT FEMALE NHSP: 2 HOC MALE
AVERAGE DAILY POPULATION AUGUST	35
MALE DAYS SERVED IN FACILITY AUGUST	1062
FEMALE DAYS SERVED AUGUST	141 (6 females)
TOTAL INMATES BOOKED AUGUST	23
TOTAL INMATES RELEASED AUGUST	22

- a. Officer Tyler Joyce successfully completed the 8-week Field Training Program on August 25. He has been assigned to work on 2nd Shift.
 - b. Officer Jacob Sweatt submitted his resignation, effective August 28, to pursue a career in nursing. He was thanked for his service and wished the best of luck.
 - c. The trial 8-week substance abuse educational program provided at no cost by the Behavioral Health Staff of Indian Stream Health Center finished up and was well attended. Positive feedback about the program was received from the inmates. ISHC staff are interested in providing further programming and discussions will take place regarding what future sessions would cost and if it feasible to continue.
 - d. Tri-County CAP has been providing a LADAC for three hours per week, however, the counselor left the agency for other employment and stopped coming in at the end of July. Superintendent Hamelin met with Northern Human Services and was pleased to learn that the agency could quickly provide a substance abuse counselor, who was new to their office, and continue the care the inmates were receiving. Fortunately, Stephen Gray began coming in on September 6, which alleviated a prolonged lapse in services to inmates.
 - e. It has been a very hectic summer for correctional staff due to vacancies, hiring and training of new staff, in addition to their regular duties. The DOC still has 2 officers in the Field Training Program, plus a vacancy. Staff have really been going the extra mile to cover shifts and summer vacations. Field Training Officers have had little relief as up to 3 new officers have been training simultaneously. Superintendent Hamelin commended all of the corrections staff and thanked them for all the extra work and for stepping up when the going gets tough.
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 73. Occupancy for the month of August was 82.9%. In August, there was one (1) admission, no (0) discharges and one (1) death. There has been one (1) death in September. Of the 73 residents, thirteen (13) are Private Pay. Ten (10) residents are Vermont Medicaid. *Totals for 2016: Eighteen (18) admissions, three (3) discharges, and eighteen (18) deaths.*

- b. Nursing Staff: The nursing department continues to have 64 hours open for RN/LPN. A 40-hour nurse is currently out on maternity leave. Two contract nurses are covering the open hours at this time. There are 88 open LNA hours, 104 hours of LNA medical leave, and a day shift LNA is attending nursing school on our Tuition Loan Program.
- c. LNA Class: Another LNA class is being advertised to be held at the Nursing Hospital. We are not having much luck filling our classes. We have absorbed every student we put through or have lost them as they headed off to college. We are running low on the pool of eligible applicants!

Staff is in the process of putting together a program that could work with the local high schools. Hopefully this would encourage a younger group to go into healthcare professions by providing the LNA class as an accredited part of their school curriculum. Several schools in the southern part of the state have successful LNA programs actually in the schools. Ms. Mills hopes to bring the proposal to the schools in the next month.

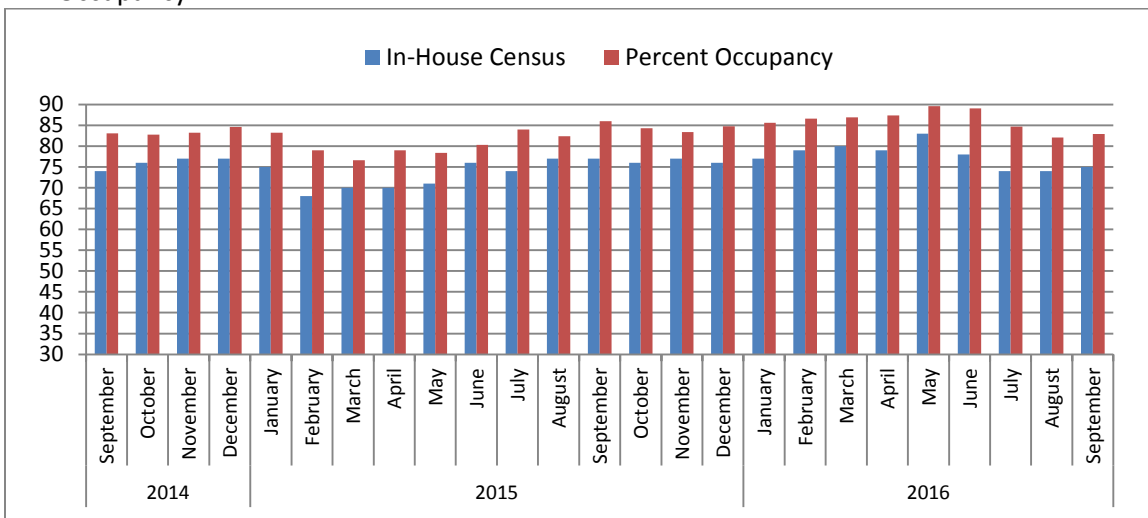
Currently, the policy indicates that an individual must be 18 years old with a high school diploma or GED. Ms. Mills asked if the Board would relax on the policy allowing 16 year olds who have completed the tenth grade. The Board of Nursing requirements are 16 years old. Commissioner Samson asked if the policy was part of the employee handbook. Ms. Mills replied she could not find it in the handbook. Ms. Fish added it was part of the policy. Commissioner Grenier agreed to the change only if the individuals involved in the program had their parents sign off and a written statement was obtained from Primex³ indicating they did not object to the change.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the standard to be relaxed subject to correspondence from Primex³ not objecting to the program change. All approved 3-0. Commissioner Grenier also added that individuals must be enrolled in the program.

- d. Deck off the Family Room: A crew from Paul G White arrived on Tuesday, September 6 to work on the deck tiles. Hopefully this will finally fix the problem of the lifting, loosening tiles.
- e. SCU Dining Project: Chantal Rioux, Dietary Director, has been working on a culture change project for her Leadership program at Primex³. The project involves cooking and serving breakfast right in SCU. The main goal of this project is to have all residents eat a hot breakfast of their choice. They will visually see what is being cooked and will have their appetites stimulated by being able to smell what is cooking.
- f. Meeting on Future Healthcare Needs in the North Country: On Friday, September 2, Laura & Louise attended a meeting at White Mountain Community College. The purpose of the meeting was to discuss the healthcare needs of the North Country. Both County homes, St. Vincent de Paul, Catholic Charities, AVH, UCVH, Coös County Family Health Services, White Mountains Community College, and AHEAD were all represented at the meeting. Councilor Kenney also arrived during the meeting. Many challenges were identified but all agreed to work collaboratively towards some solutions. Another meeting is planned next month.
- 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				

h. Occupancy:



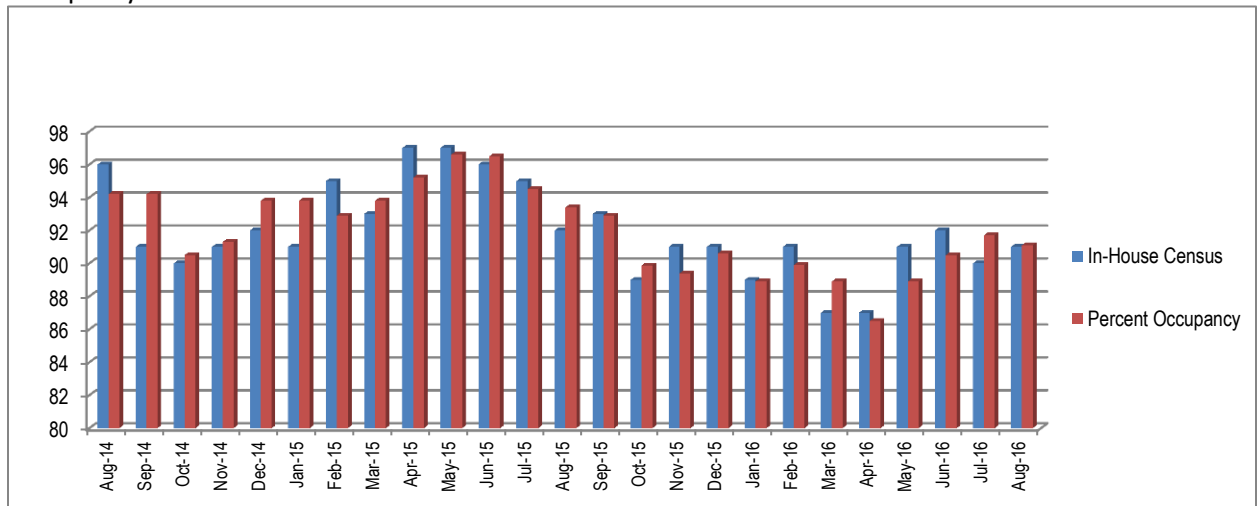
10. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 91. 11 residents were Private Pay, four (4) residents were Medicaid pending. The average daily census for August was 91.1; there were three (3) admissions and one (1) death in August. The Year to Date average daily census is 89.5, admissions 29, 2 transfers and 25 deaths.
- b. Nursing Department Update: There are currently 152 hours of open nursing (RN/LPN) positions (2 agency nurses are covering 80 hours), there are 300 hours of LNA open positions, and one (1) agency LNA is helping to cover open positions.

The Nursing Home is hosting the White Mountain Community College's Medication Nursing Assistant (MNA) Program. The program began on September 8 and will conclude on October 27. Two of the students are LNAs at the nursing home.

- c. Budget Transfer: A budget transfer was presented for the Commissioners to review and sign.
- d. Revenue: The Nursing Home received a surplus retro rate adjustment and backup payment in August. The amount was \$23,827.16. The surplus is from the last two Medicaid rate setting cycles.

- e. Deer Oaks, A Behavioral Health Organization, will be supplying psychological services to residents. This service will augment the current psychiatrist services from Northern Human Services. Deer Oaks will also be billing Medicare and/or secondary insurances for their services. Currently, the nursing home has to pay for psychological services at an average monthly cost of \$500.
- f. Employee appreciation: The employees do a great job every day; summer vacations and a Medicaid survey made it even more challenging. To help celebrate a job well done a “week of treats” was provided from August 29 to September 2. The treats were enjoyed by all.
- g. Roof replacement and HVAC upgrades: work is scheduled to start on September 14.
- h. Occupancy:



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. Bids were solicited for the CCNH roof repairs and HVAC upgrades. Five sealed bids were opened by the Board:

Granite Bank	\$560,000	10 years	2.36% fixed
Mascoma Savings Bank	\$560,000	10 years	1.90% fixed
Northway Bank	\$560,000	10 years	2.25% fixed
Passumpsic Savings Bank	\$560,000	10 years	2.15% fixed 1.35% fixed/variable
Woodsville Guaranty Savings Bank	\$560,000	10 years	2.375%

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bid to the Mascoma Savings Bank at a rate of 1.90% fixed for 10 years with no penalties. All approved 3-0.

- b. Ms. Klebe is in the process of soliciting for bids for the electric supply to operate all of Coös County Complex facilities located on County Farm Road in West Stewartstown and Cates Hill Road in Berlin. Proposals will be opened publicly by County staff at 3PM on September 27,

2016. Bids will be reviewed with the assistance of George E. Sansoucy, P.E., LLC and a recommendation will be made to the Commissioners at the next regular scheduled meeting of the Board of Coös County Commissioners scheduled at the Coös County Nursing Hospital in West Stewartstown, NH on Wednesday, October 12, 2016 for a final vote.

- c. As of 9/7/2016, a total of \$1,849,820.47 has been transferred from the Tax Anticipation Note to the General Fund. As of 9/3/2014, \$3,000,000 had been transferred and 9/8/2015, \$3,000,000 had been transferred.
- d. Ms. Klebe attended the 69th Annual New England States' Finance Officers Association at the Mount Washington Hotel in Bretton Woods on September 12 & 13. Some of the topics discussed related to General Obligation Debt; Accounting Standards; GASB Update; Data Security, Fraud Prevention & PCI Compliance, Financial Forecasting and Ethical Administration of Financial Resources.
- e. Referring to the surplus retro rate adjustment mentioned by the Berlin Nursing Home Administrator, Ms. Klebe reported that the West Stewartstown Nursing Home had received \$15,762.99.

12. Commissioners' Committee Reports:

Commissioner Samson reported that he had attended a DOT meeting where the Colebrook and Shelburne rest areas were discussed. Also, in attendance were Commissioner Brady and members of the Delegation. At this time, the plan is to make a parking area of the Shelburne Rest Area and the Colebrook Rest Area will be opened part time. Commissioner Brady suggested that if the DOT can engage in Golf Links Road why not consider the rest areas and turn them over to Coös County.

Representative Moynihan has been appointed as the CEDC Delegation Representative replacing Representative Rappaport.

13. Other Business:

a. Budget Transfers:

Coös County Nursing Home:

To:	02-05640-2300 Nursing: Contract Nurses	\$180,000.00	
From:	02-05640-0200 Nursing: Registered Nurses Salaries		\$90,000.00
	02-05640-1200 Nursing: Health Insurance		90,000.00

To:	02-05640-0500 Nursing: MNA Salaries	\$65,000.00	
From:	02-05640-0400 Nursing: LNA Salaries		\$65,000.00

Coös County Nursing Hospital:

To:	01-05140-2300 Nursing: Contract Nurses	\$78,720.00	
From:	01-05140-1200 Nursing: Health Insurance		\$78,720.00

b. Criminal Background Check Fees:

Ms. Fish reported that in 2013 the Board had voted that any county employee hired would be reimbursed the criminal background fee after a successful probationary period. She has been informed by the Department of Labor that potential hires cannot be required to pay for

criminal background checks. A motion was made by Commissioner Grenier, seconded by Commissioner Samson that the policy should reflect state law in hiring employees. All approved 3-0.

c. Victim Witness Grant:

Ms. Fish reported that at the last meeting of the Delegation there had been discussion of holding a supplemental budget meeting due to the receipt of the Victim Witness Grant.

Ms. Klebe contacted the auditors and was informed that a supplemental budget was not necessary in this case. The County Attorney will need to do budget transfers to the various line items.

14. Unincorporated Places:

The Board signed the MS-1s for all of the Unincorporated Places.

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) & (c) at 10:30 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 11:45 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes until both issues have been resolved. All approved 3-0.

The October meeting will be held on Wednesday, October 12, 2016 at 9:00 a.m. at the Coös County Nursing Hospital in W. Stewartstown.

The Budget Work Session has been scheduled for Wednesday, November 2, 2016 at the Coös County Nursing Hospital in W. Stewartstown.

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

The December meeting has been scheduled for Wednesday, December 7, 2016 at the Coös County Nursing Home in Berlin, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:46 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk