

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
April 13, 2016

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Craig Hamelin; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Captain Keith Roberge; County Treasurer Fred King; Brendan Prusik, Cooperative Extension; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 5:20 p.m. and welcomed everyone to the meeting. Captain 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 March 16, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the March 16, 2016, 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 March and to authorize the Treasurer, during the month of April, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: County Administrator Jennifer Fish reported that one letter was received. The Town of Gorham requested a letter of support for the State of NH opening a portion of the rail trail in Gorham for use by the OHRVs. The piece of rail trail runs from the State-owned parking lot on Route 2 west to the intersection with Jimtown Road. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to submit a letter of support to the State of NH per the Town of Gorham's request. All approved 3-0.
6. Hearing of the Public:
Brendan Prusik, UNH Cooperative Extension, reported that the willows discussed at the March meeting were harvested three weeks ago. He presented a map outlining areas where poplar buds are most abundant. He suggested developing a management plan to cut and harvest the poplar buds. Tamworth Distillery has inquired to cut and harvest the area. Commissioner Grenier stated that an insurance binder will be required. Commissioner Samson suggested that the process be observed in case inmate labor is used in the future.
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. Mike Metcalf, Underwood Engineers, hand delivered the County Water System's Evaluation report to NHDES on March 31, 2016.

- b. NH Interlocal Trust notified the County that the health insurance renewal rate increase for the July 2016 - June 2017 plan year is 7.97%.
- c. The 2016 Primex³ Conference will be held on May 11 and 12 at the Mount Washington Hotel. Ms. Fish requested that the Commissioners consider changing the May meeting to a different day so department heads may attend the meeting.

The May meeting will be held Wednesday, May 4, 2016 in Lancaster at 9:00 a.m.

- d. At the meeting, Ms. Fish stated that the Victim Witness Advocate Jessica Riendeau was in the process of reapplying for the Victim Witness Grant with the State of NH. The State has requested a resolution from the Board authorizing the County Attorney John McCormick to represent the County. The resolution read as follows:

That John McCormick, Coös County Attorney, is duly authorized to enter into contracts or agreements on behalf of Coös County with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his judgment be desirable or necessary to effect the purpose of this vote.

Ms. Fish also requested out of state travel for Jessica Riendeau and Jennifer Chardon to attend Victim Witness training in St. Louis, Missouri with no cost to the County taxpayers.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize County Attorney John McCormick to act on behalf of the County and to allow the out of state travel for Jessica Riendeau and Jennifer Chardon. All approved 3-0.

Unincorporated Places

- a. The Coös County Planning Board will hold a meeting on April 26 at 6 pm in Lancaster.
- b. Ms. Fish noted that the terms for Planning Board members Treasurer Fred King and Scott Rineer expire in June. There is also an open alternate seat as Alternate Don Doolan resigned due to time constraints.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to reappoint Fred King and Scott Rineer to the Coös County Planning Board with terms expiring in 2019 subject to Delegation approval. Commissioner Samson stated that he could not support Mr. Rineer's nomination due to the current conflict of interest with Wagner Forest and Northern Pass. He does recuse himself from discussions; however, Commissioner Samson considered it a direct conflict of interest. The motion was approved 2-1. *(Commissioner Samson)*

- c. Dana Masson of F.W. Cowan & Sons, Inc. has begun working on the perambulation for the Dixville/Colebrook Town Line.

- 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	29
HOUSE OF CORRECTIONS	18
PRETRIAL	11
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	10 CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 HOC MALE, 3 HOC FEMALE, 2 PT FEMALE STRAFFORD DOC: 1 HOC FEMALE NHSP: 2 HOC MALE
AVERAGE DAILY POPULATION MARCH	31
MALE DAYS SERVED IN FACILITY	940
FEMALE DAYS SERVED MARCH	232 (13 females)
TOTAL INMATES BOOKED MARCH	28
TOTAL INMATES RELEASED MARCH	31

- a. Officer Andre Dionne began the 5-week NHAC Corrections Academy on April 4. The 102nd Academy is scheduled to graduate on Friday, May 6.
- b. Jason Ellis of DHHS Division for Children, Youth and Families conducted a site visit on March 31 to ensure the Department of Correction's compliance with the *Core Requirements of the Juvenile Justice and Delinquency Prevention Act of 2002*. It was found that the DOC was once again in full compliance for the previous year by not admitting anyone under 17, and anyone under 18 for violation level offenses prior to July 1, 2015, and anyone under 18 for any offense after July 1, 2015.
- c. Corporal Zachary Covill will be attending Thinking for a Change (T4C) Training on April 13 and 14 at the Primex³ facility in Concord. This training is being offered by NHAC through the Corrections Superintendent's Affiliate. Thinking for a Change is an integrated, cognitive behavioral change program for offenders which include cognitive restructuring, social skills development, and development of problem solving skills. This training is designed to provide attendees the ability to understand and instruct T4C classes or work with offenders who have been through the program.

At the meeting, Superintendent Hamelin stated that Sora Davis, Counselor at the DOC, would also be attending the training.

A meeting has been scheduled for April 26 between Dr. John Fothergill, Jonathan Brown and Superintendent Hamelin to discuss collaboration of services between the DOC and the Indian Stream Health Center.

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 79. Occupancy for the month of March was 87.4%. In March, there were two (2) admissions, no (0) discharges and two (2) deaths. One (1) admission was scheduled for April 7. Two (2) admissions have been scheduled for next week and another is in process. Of the 79 residents, thirteen (13) are Private Pay. Two (2) residents are Medicaid

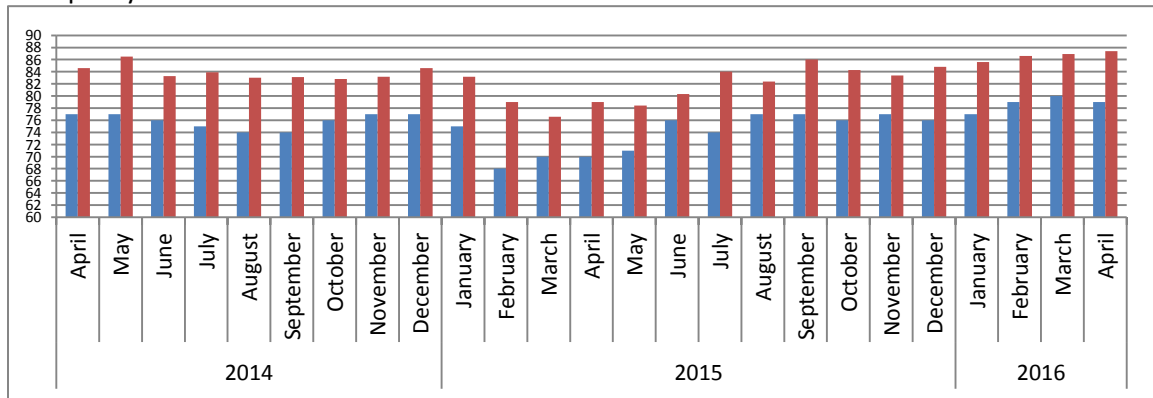
Pending NH. Eight (8) residents are Vermont Medicaid. *Totals for 2016: Five (5) admissions, no (0) discharges and two (2) deaths.*

- b. Nursing Staff: The nursing department has 104 hours open for RN/LPN. Three contract nurses are covering the open hours at this time. An application has been received for the night position but must wait until college graduation in May to fill the position.

There are 64 open LNA hours. Plans for another LNA class in May have begun.

- c. Councilor Kenney and Commissioner Meyers Visit: Councilor Kenney and Commissioner Meyers visited the nursing hospital on March 22. We had a good meeting and discussed the issues with Medicaid expansion and again, the lack of nurses in our area and the entire state. Commissioner Meyers also agreed to look into having a representative from the NH Medicaid office start coming to the nursing home again. This was very helpful for the short time we had it last year.
- d. Dietary Food Show: The Dietary Director requested to send the Assistant Dietary Manager and 2 cooks to the Reinhart Food Show in Burlington, Vermont on April 11. This was prior to the Commissioners Meeting on the 13 so the request was made by email.
- e. Renovations: The hinge has broken on the First Floor tub so renovations have been moved up to the tub room and replacement of the tub to May (this was budgeted but planned for later in the year.)

- f. Occupancy:



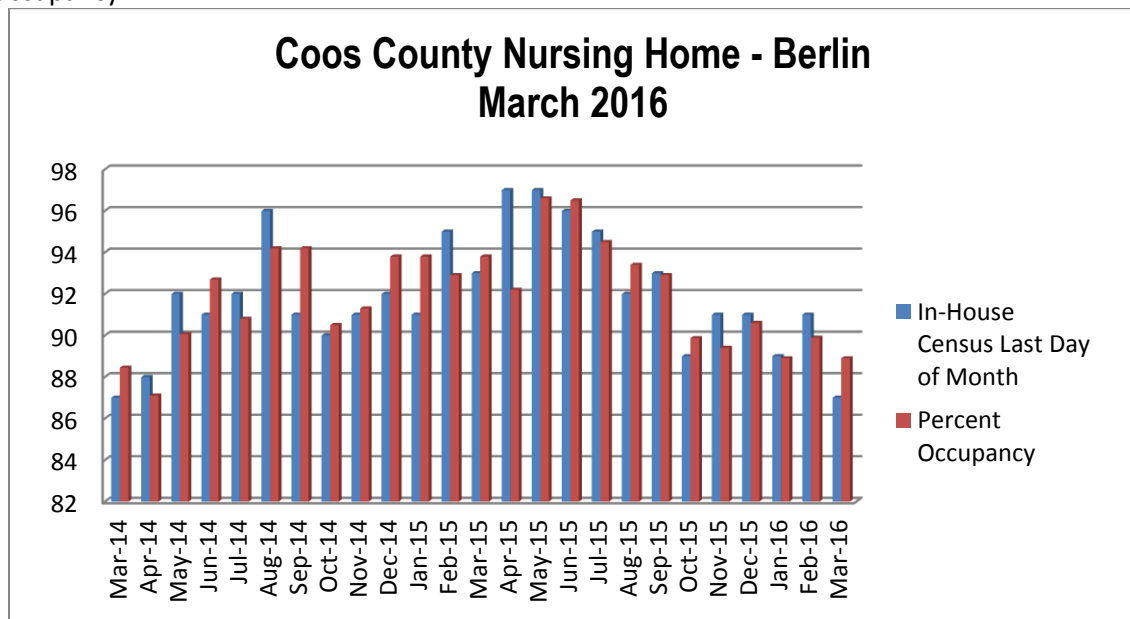
- g. Nursing Hours at the Department of Corrections:

	Minutes	Hours	Minutes	Hours
January	30	0.5	93	1.5
February	0	0	37	0.5

- h. Laura requested a non-public under RSA 91-A 3 II (b).

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 88. Ten (10) residents were Private Pay, four (4) residents were Medicaid pending. The average daily census for March was 88.9; there was one (1) admission and five (5) deaths in March and one (1) discharge out of State. A resident was discharged to a southern New Hampshire home on April 11 to be near family. The Year to Date average daily census is 89.2, admissions 9 and deaths 12.
- b. Nursing Department: Currently there are 200 hours of open nursing (RN/LPN) positions and 1 FMLA (3 agency nurses are covering 120 hours of those open hours, not counting the open hours due to an FMLA). There are also 432 hours of LNA open positions and are looking for two agency LNAs to start soon. The on-call and regular staff has been beneficial in helping cover our open positions.
- c. A pizza party was held at the Nursing Home on April 11 for the LNA students at the local college. The students were given a tour of the Nursing Home, met with various staff members and the benefit package was reviewed. Staff hopes to receive a few applications for current open positions.
- d. The Medicare enrollment application has been mailed and is currently being reviewed. Louise did receive a call regarding several sections of the application that require some changes. The Commissioners will each need to complete a small section of the application. Once the application is approved, the next phase will begin which will be focused on the billing process and budget recommendations for 2017. Louise will be visiting other County Nursing Homes that are skilled in order to accurately understand the process. Louise is looking forward to the nursing home becoming a Medicare provider of skilled services and increasing revenue.
- e. Facility Duct Work: Cleaning of all facility duct work began on April 4. The process took 3 full days to complete. The cleaning company team worked in various areas of the facility which included hallways, day rooms, dining rooms, resident rooms, first floor and basement as well.
- f. 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. Carrie reported that 2016 is the year to begin looking at the process for an RFP for Electricity. The ENH agreement ends in September, but Carrie would like to begin the discussion regarding the bid process.

Carrie noted that the office of Skip Sansoucy had previously suggested that a contract be included with the RFP. Commissioner Grenier agreed and suggested that Carrie contact Mr. Sansoucy's office.

- b. Carrie reported that 2016 is also the year the County will need to prepare an RFP for Audit Services for 2016, 2017 and 2018. She requested the Commissioners' permission to begin the process in the next few months. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the Director of Finance to begin the RFP process for audit services. All approved 3-0.

- c. Carrie presented the following forms for the Commissioners to review & sign:

- MS-636 – Budget for each Unincorporated Place
- MS-232 – Report of Appropriations Actually Voted for each Unincorporated Place
- MS-535 – Financial Report each Unincorporated Place
- MS-26 – School Budget form for Millsfield

12. Commissioners' Committee Reports:

Commissioner Brady reported that he had attended a meeting in Concord on Wednesday, April 13 with the Commissioner of Health and Human Services.

Commissioner Samson attended the Extension Advisory Board meeting on April 10. The next CEDC meeting was scheduled for April 14 at the Mt. View Grand. He added that the CEDC Board was looking for a letter from the Board of Commissioners citing the necessity and urgency of cell phone coverage for emergency services. He will provide further information to the County Administrator following the April 14 meeting.

Commissioner Grenier reported that AVRRDD had purchased new equipment.

13. Other Business: There was no other business to discuss.

14. Unincorporated Places:

- a. Millsfield - Request for 2016 Property Tax Exemption - Millsfield ATV Club: Linda Harris reported that a request for property tax exemption was received from the Millsfield ATV Club as the club is a nonprofit. The forms were forwarded to the assessors, Commerford Nieder Perkins. John Hatfield recommended that the Board approve the request. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the 2016 property tax exemption for the Millsfield ATV Club subject to the payment of the 2015 property taxes. All approved 3-0. *The 2015 property taxes have been paid.*
- b. Approval of the National Forest Reserve Funds: The NH Department of Education informed the County that the National Forest Reserve funds have been received. The total amount received

was \$103,358.40 which was \$693.52 more than last year. The National Forest Reserve funds are used to pay student tuition for those children that reside in the Unincorporated Places.

Currently two students from Millsfield attend Colebrook Schools. Part of the NFR funds, \$39,500, will be used to pay the tuition for those students. The remaining \$63,858.40 will be equally distributed to the school districts throughout Coös County. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the allocation and to recommend it to the Delegation for approval. All approved 3-0.

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 6:35 p.m. All approved 3-0.

A motion was made by Commissioner Samson, seconded by Commissioner Samson to come out of non-public at 6:50 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to hire a former Nursing Hospital employee as a Housekeeping temporary employee. All approved 3-0.

Commissioner Brady asked that Ms. Fish contact Ron White, the NHAC Executive Director and invite him to the May meeting.

Commissioner Brady has received several requests from individuals running for governor to attend a Commissioners' meeting. Commissioner Grenier noted that they could attend and speak under *Hearing of the Public* for 3 minutes. Commissioner Samson agreed.

The next regular monthly meeting will be held Wednesday, May 4, 2016, at 9:00 a.m. at the North Country Resource Center in Lancaster, NH.

The June meeting will be held on Wednesday, June 8, 2016 at 9:00 a.m. at the Coös County Nursing Home in Berlin.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 6:55 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk