

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
March 16, 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; Sheriff Gerry Marcou; Chief Deputy Keith Roberge; County Treasurer Fred King and Donna Lane, CDBG Consultant.

Commissioner Brady opened the Community Development Block Grant Progress Public Hearing at 9:02 a.m. Donna Lane provided the Board with a progress report on the Bartlett School project.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, up to \$350,000 for emergency activities, and up to \$12,000 is available per feasibility study grant. All CDBG projects must directly benefit low and moderate income persons. During a CDBG project, a progress update public hearing is required. This public hearing will update the public on, and take public comment on, the progress of the Bartlett School conversion into affordable housing CDBG project.

Bartlett school, a former elementary school that has been closed down since 2007, has been renovated into affordable housing. Berlin had been looking to repurpose the school and get it on the city tax rolls. In early 2014, discussion began with the city and by late summer 2014 New England Family Housing and TKB properties submitted a proposal to the city and it was unanimously accepted by the Berlin city council. The plan was to create 13 quality one and two bedroom apartments that would be affordable, similar to several past public/private partnerships New England Family Housing and TKB properties have worked in conjunction with the city. Construction began in summer 2015. Now in March 2016, the project is complete and ready for occupancy with both one and two bedroom units available. Anyone interested in renting can call New England Family Housing offices at 603-744-3551.

Commissioner Brady asked for public comment and there was none.

Commissioner Brady closed the public hearing at 9:04 a.m.

Donna Lane left the meeting.

1. Commissioner Brady opened the Commissioners' meeting at 9:04 a.m. and welcomed everyone to the meeting. Chief Deputy 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 February 10, 2016, Regular Meeting, the February 19, 2016, Special Meeting and the March 7, 2016 Joint Meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the February 10, 2016,

Regular Meeting, the February 19, 2016, Special Meeting and the March 7, 2016, Joint Meeting. 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 February and to authorize the Treasurer, during the month of March, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

5. Correspondence: There was no correspondence.

6. Hearing of the Public: There were no members of the public.

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:

- a. As part of the CMS skilled facility application for the Coös County Nursing Home, the County must submit a letter, which attests that the County will be legally and financially responsible in the event there is any outstanding debt owed to CMS. An authorized official of the County who has authority to legally and financially bind the County to the laws, regulations and program instructions of Medicare must sign the letter. Ms. Fish requested authorization to sign the letter on the Board's behalf. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the County Administrator to sign the letter on the Board's behalf. All approved 3-0.
- b. Ms. Fish presented an amended contract from HEB/Underwood Engineers for additional services that were requested of them on the water system. The contract is an hourly agreement and not expected to be more than \$5,000. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the amended contract from HEB/Underwood Engineers. All approved 3-0.

Ms. Fish also noted that another extension was granted from DES for the water system report. The new deadline is March 31, 2016.

- c. Ms. Fish presented an amended contract from HEB Engineers for engineering services for the nursing home roof project. The budgeted amount for the services was \$57,000 but the contract came in at \$48,500. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the amended contract from HEB Engineers. All approved 3-0.
- d. Ms. Fish presented an amended Gorham 2016 EMS Contract for the Unincorporated Places for the Board's approval. The original contract which was \$27,585 was amended to \$25,000. The Board signed both copies of the amended contract.
- e. A Delta Dental insurance representative held informational sessions for employees in Berlin and will hold similar sessions in West Stewartstown for any interested employees. The insurance will be offered as a voluntary benefit to all part-time and full time employees.

- f. Ms. Fish requested non-public in accordance with RSA 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining. In addition, she requested a non-public in accordance with RSA 91-A:3, II(c) Matters which, if discussed in public would likely affect adversely the reputation of any person; and a non-public in accordance with RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee.

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	35
HOUSE OF CORRECTIONS	24
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	11
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 2 HOC FEMALE, 5 PT FEMALE STRAFFORD DOC: 1 HOC FEMALE NHSP: 1 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION FEBRUARY	38
MALE DAYS SERVED IN FACILITY FEBRUARY	1059
FEMALE DAYS SERVED FEBRUARY	157 (10 females)
TOTAL INMATES BOOKED FEBRUARY	23
TOTAL INMATES RELEASED FEBRUARY	24

- a. Congratulations to Officer Kayne Gilcris who was among 18 cadets who graduated from the 5-week 101st NHAC Corrections Academy on March 4. The graduation ceremony was held at Merrimack County Department of Corrections. Officer Gilcris has been assigned to Second Shift.
- b. The Department of Corrections hired Savannah Mundell, LPN for the recently approved 32-hour nursing position. Savannah has worked for the DOC as a temp in the past and was employed at the Indian Stream Health Center. She started on March 6 and there has been much relief for the medical staff as a new, fully staffed schedule went into effect which should also require fewer call-overs from Nursing Hospital staff. Superintendent Hamelin thanked Evelyn Earley and David Olson for all the extra shifts they put in while short staffed, and thanked the temp nurses for covering when they could.
- c. Superintendent Hamelin reported that he had met with Sullivan County Corrections Superintendent Dave Berry on Friday, March 4, and a discussion ensued about an idea where Coös County could possibly partner with them in the utilization of their successful TRAILS (Transitional Reentry and Inmate Life Skills) Program. This is a court mandated program which works with the local judiciary system to target high risk offenders with higher probabilities of recidivism, and provides intensive treatment for 90 days, then advancement to different “Tracks” of supervised treatment, then transition to community with an aftercare and monitoring component. Superintendent Berry offered to come up any time to present any information or assist in meeting with Coös County officials, courts, etc. if there is any interest between the Counties in exploring this idea.

- d. Superintendent Hamelin reported that he was working with Probation & Parole on obtaining statistics as requested by Commissioner Maglaras.
 - e. Superintendent Hamelin requested a nonpublic session in accordance with RSA 91-A:3, II(c) Matters which, if discussed in public would likely affect adversely the reputation of any person.
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 80. The occupancy for the month of February was 86.9%. In February there were two (2) admissions, no (0) discharges and no (0) deaths. There was one (1) admission and one (1) death so far in March. Of the 80 residents, thirteen (13) are Private Pay. One (1) resident is Medicaid Pending NH. Eight (8) residents are Vermont Medicaid.

Totals for 2016: Four (4) admissions, no (0) discharges and no (0) deaths.

- b. Nursing Staff: The nursing department has 104 hours open for RN/LPN (a 32 hour night position, an eight hour weekend position and two 32 hour evening positions as two evening nurses have each taken 24 hour day positions. One nurse is out half days on medical leave. The contract nurse is still being utilized to cover the open hours at this time. Another contract nurse is forthcoming and possibly a third.

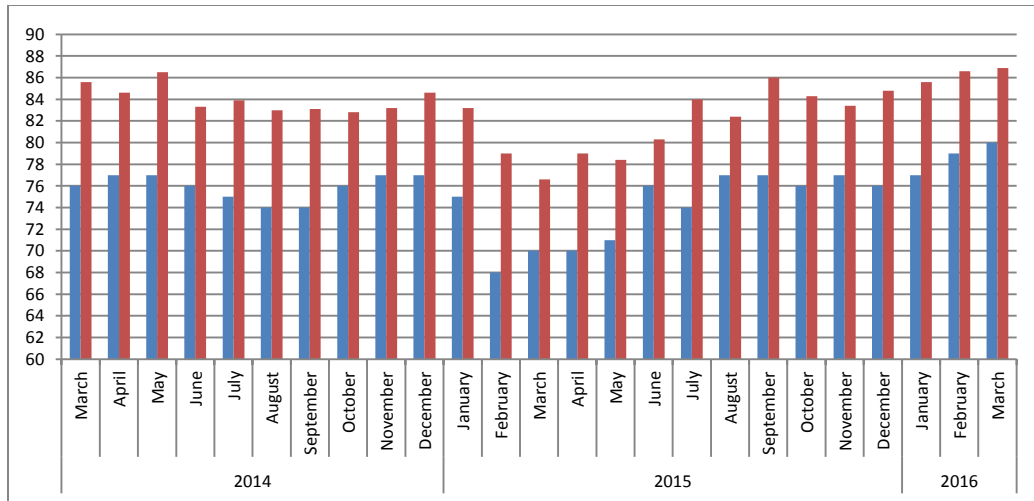
There are 32 open LNA hours plus a 32 hour position on hold for an LNA on medical leave.

Commissioner Samson asked what could be done to attract nurses. Both administrators replied that the shift differential needed to be increased. Ninety cents per hour is not enough of a draw when the local hospital's shift differentials are significantly higher.

Ms. Mills suggested moving hours to create 40 hour positions. This would trigger the retirement system with no funds budgeted. The Board authorized the moving of hours noting that budget transfers will be required in the future.

Commissioner Brady asked the nursing home administrators and Ms. Fish to discuss the financial impacts of an increase to the shift differential.

- c. Elevator Inspection: The elevator inspection this year found several issues that will need to be addressed. New ABC fire extinguishers have been purchased, all door stops have been removed and the "cage door" has been reinforced for the old service elevator. Next the service elevator's door in the attic will need to be replaced to a fire rated window.
- d. Occupancy:



e. Nursing Hours at the Department of Corrections:

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

f. At the meeting, Ms. Mills announced that Councilor Kenney and Commissioner Jeff Meyers would be visiting the nursing hospital Tuesday, March 22 at 7:30 a.m.

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. Nine (9) residents were Private Pay; nine (9) residents were Medicaid pending some as far back as November and December of 2015. The average daily census for February was 89.89; there were 5 admissions and 2 deaths in February and 1 discharge out of State. The Year to Date average daily census was 89.3, admissions 8 and deaths 7.
- b. Nursing Department: Currently there were 216 hours of open nursing (RN/LPN) positions plus two FMLA's. Three agency nurses are covering 120 hours of the open hours, not counting the open hours due to FMLA's. There were also 456 hours of LNA open positions. The on-call and regular staffs have been beneficial in helping cover the open positions. Two agency LNAs should be starting soon on the 11-7 shifts. Individuals from the 11-7 staff that obtained positions on other shifts have had to remain on 11-7. The agency LNAs will allow these individuals to transfer to their new positions.

Commissioner Grenier requested that a report be compiled for the last 24 months indicating the reasons why licensed staff and LNAs have left the nursing homes. He asked that the information be from both nursing homes.

Commissioner Samson stated that the administrators should not hesitate with recommendations to improve the situation. Ms. Belanger replied that in order to remain competitive, raises must be given to staff. She did add that there are no nurses out there. There is a nurse shortage.

- c. Diagnostic Services - Mobilex's first day of service to the nursing home was March 15 and everything went well.
- d. The landscaping that was planned for 2015 to the front of the building but did not occur will begin in the spring. Staff looks forward to the improvements.

11. Report of the Director of Finance Carrie Klebe. There was no written report submitted to the Board.

At the meeting, Ms. Klebe reported that she has been busy with the budget and the auditors. The financials will be 12 pages longer due to GASB68 - Accounting and Financial Reporting for pensions.

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

13. Other Business:

- a. Budget transfers: A budget transfer was presented for the Nursing Hospital.

Coös County Nursing Hospital:

To:	01-05140-2300 Contract Nurses	\$72,000.00	
From:	01-05140-0200 Registered Nurses Salaries		\$72,000.00

- b. Follow up - 2016 Budget Meeting:
Commissioner Brady thanked everyone for doing a great job with the budget. In his opinion, the meeting went well.

Superintendent Hamelin thanked Commissioner Grenier for requesting the increase in his budget.

Commissioner Grenier thanked Ms. Klebe for the monthly reports that she provides to the Board.

- c. Pittsburg Food Pantry: Ms. Fish reported that the Pittsburg Food Pantry request was tabled at the February meeting. The request was for up to \$3,000. No funds were requested by the food pantry in 2015. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to expend \$1,000 to the Pittsburg Food Pantry. All approved 3-0.

14. Unincorporated Places:

- a. Request Authorization to Contract for Mortgage Searches for Levy 2015 Tax Liens: Linda Harris requested authorization to contract with Attorney Jay Riff for mortgage searches relating to the Levy 2015 Tax Liens for the Unincorporated Places of Dixville, Millsfield, Odell and Wentworth Location. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize Linda Harris to contract with Attorney Jay Riff for the mortgage searches on 2015 tax liens. All approved 3-0.
- b. Approval of Commerford Nieder Perkins, LLC 2016 Contract for General Assessing: Linda Harris presented the contract for the 2016 General Assessing from Commerford Nieder Perkins. The contract is for 50 parcels at a flat rate of \$5,800. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Commerford Nieder Perkins, LLC 2016 Contract for General Assessing. All approved 3-0.

15. Any other Business:

Commissioner Samson reported that he had been contacted by Brendan Prusick, County Forester. Mr. Prusick has been contacted from an individual in Grafton County asking to dig up native willows from the ditches on County property. He also received another request for certain balsam poplar buds for medicinal purposes.

The Board was okay with the request of the willows but expressed concern with the buds for medicinal purposes. The Board asked that Mr. Prusick attend the April meeting.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter to nonpublic session per RSA 91-A:3, II (a) (c) and RSA 91-A:2 I (a) at 10:18 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of nonpublic session at 11:48 a.m. All approved 3-0.

Commissioner Grenier stated that the Board had voted to two years ago to freeze their salaries for the health of the County. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to unfreeze the Commissioners salaries and obtain the salaries the Delegation had voted upon. All approved 3-0.

The next regular monthly meeting will be held Wednesday, April 13, 2016, at 9:00 a.m. at the Coös County Nursing Hospital, West Stewartstown, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:49 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk