

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W Stewartstown, NH
March 14, 2018

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger, Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Sheriff Brian Valerino; Human Resources Coordinator Julie Brunault; Todd Rich, Wireless Partners and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:03 a.m. and welcomed everyone to the meeting. Sheriff Brian Valerino 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 14, 2018, regular meeting and the February 23, 2018, joint meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the February 14, 2018, regular meeting and the February 23, 2018, joint 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 February 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 there was no correspondence.
6. Hearing of the Public:
Sheriff Brian Valerino thanked the Board and County Administrator Jennifer Fish for their assistance during the budget process. He also announced that he had been appointed by the Governor to the Police Standards Council beginning in March 2018.
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. Attorney Frizzell and Superintendent Champagne met with Todd Rich of Wireless Partners on Monday, March 5, 2018 to continue discussions on the cell tower agreement. Attorney Frizzell is drafting changes for review.
 - b. HB 1278, the naming of the Colebrook rest area after Fred King, passed in the Senate Transportation Committee. The bill is now on the Senate's calendar for a vote.
 - c. Ms. Fish received notice of the 2018 National Forest Reserve Funds to be distributed. The total amount received is \$65,428.15. The total amount received in 2017 was \$64,839.08. Two students from Millsfield currently attend the Errol School and one student from Millsfield

attends Colebrook Academy. The National Forest Reserve funds are used to pay student tuition for those children that reside in the Unincorporated Places.

The NFR funds will be distributed for tuition to the Errol School District in the amount of \$56,924 and to the Colebrook School District in the amount of \$6,795.98 for those students. The remaining \$1,708.17 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.

d. The Coös County Planning Board will meet next on April 18, 2018 at 6:00 pm in Lancaster.

8. Report of the Superintendent of Corrections Ben Champagne. 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	2
OTHER COUNTY INMATES	2
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	GRAFTON DOC: 1, HOC MALE, 2 PT MALE, 2 PT FEMALE, 1 HOC FEMALE NHSP: 3 HOC MALE
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	
AVERAGE DAILY POPULATION FEBRUARY	33
MALE DAYS SERVED IN FACILITY FEBRUARY	918
FEMALE DAYS SERVED FEBRUARY	107 (7 females)
FEDERAL INMATE DAYS SERVED FEBRUARY	2 (2 federal detainees)
TOTAL INMATES BOOKED FEBRUARY	25
TOTAL INMATES RELEASED FEBRUARY	22

- a. Sergeant Brendon McKeage and the Third Shift staff have finished painting the needed areas of the facility. This was a long, tedious process due to the constant moving of inmate housing arrangements to allow painting of those areas. The building looks outstanding and a special thank you was extended to staff for doing such a nice job.
- b. Superintendent Champagne continues to work closely with Todd Rich of Wireless Partners LLC on the cell tower project. He met with Mr. Rich and Attorney Jonathan Frizzell to discuss the lease agreement on March 5, 2018. Mr. Frizzell will continue to review the lease agreement and make changes in areas he deems necessary. He has reported all correspondence and progress to County Administrator Jennifer Fish.
- c. Outside crews have begun roadside trash pickup. This is exceptionally welcomed with seemingly worse littering in the North Country over the past winter.
- d. The 108th NHAC Corrections Academy is scheduled to start on April 2, 2018. Corrections Officers Zachary Benoit and Scott Williamson are both scheduled to attend. With these last two officers being certified the corrections department staff will be completely certified.

- e. Superintendent Champagne presented a rough draft of the renewal of the three year agreement between Coös County and the member towns that subscribe to the Coös County Recycling Center. The renewal dates will be July 1, 2018 through June 30, 2021.

Commissioner Brady asked that a copy of the contract be emailed to the Board for review. The documents will be presented for approval at the April meeting.

Commissioner Grenier suggested a review of the electronic monitoring custody pickup. The ultimate goal is to keep staff safe. Superintendent Champagne stated that he would look at feasible plans with costs and present to the Board at a later date. Sheriff Valerino offered to meet with Superintendent Champagne and assist the Department of Corrections until the program is reviewed.

- 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 66. Occupancy for the month of February was 76.8% based on bed count of 85. In February, there were three (3) admissions, one (1) death and one (1) discharge home. Three (3) admissions are being worked on for next week and another for some time in the near future.

Of the 66 residents, twelve (12) are Private Pay. Eight (8) residents are Vermont Medicaid. Three (3) residents are Medicaid Pending for NH and one (1) is Medicaid Pending for VT.

Totals for 2018: Six (6) admissions, two (2) deaths, three (3) discharges, and two (2) applicants that went elsewhere.

Total residents who received services or assistance from CCNH in 2018: Seventy-four (74)

- b. Staffing: The nursing department had 88 hours open for RN/LPN. Two (2) contract nurses and a few “temps” have been covering the open hours, but one of the contract nurses has finished his rotation and will be leaving on March 17.

The nursing department had 148 open LNA hours plus one (1) 40 hour LNA on FMLA and one (1) 32 hour LNA on Workers Comp. Due to the low census, the department has been working with less staff, utilizing “temps”, and will only fill critical need hours until the census increases.

At the meeting, Ms. Mills reported that she had filled one of the nursing positions on March 13.

- c. Committee Reports:

NHAC Executive Committee - March Meeting scheduled for March 9.

NHAC Nursing Home Affiliate - Ms. Mills attended by conference call on February 15. The next meeting was postponed to March 15. (Ms. Mills reported that she would attend by conference call due to the Medicaid Audit in progress.)

Future of Health Care in the North Country - last meeting was August 29.

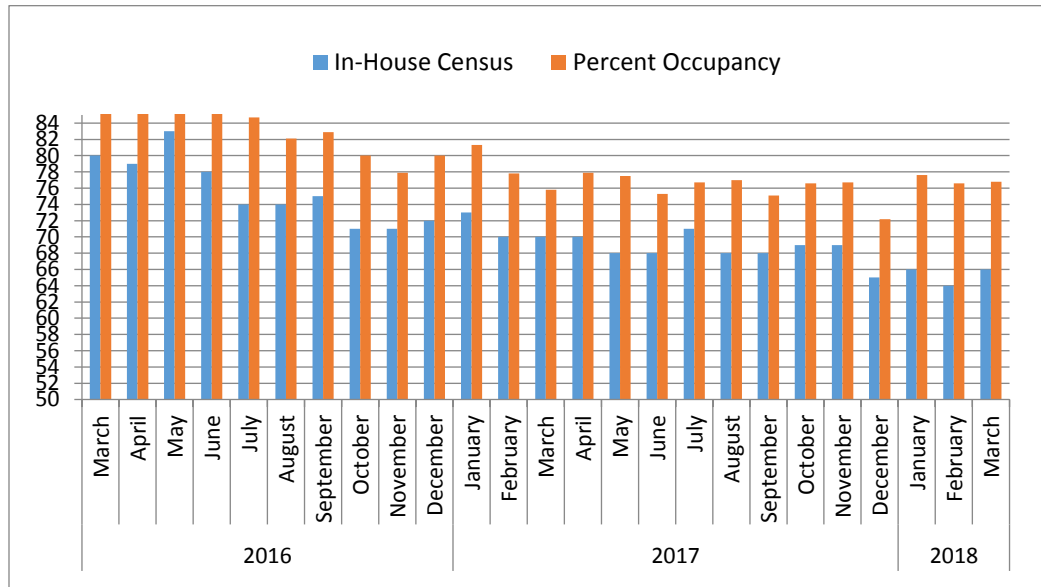
North Country Workforce Group - Tuesday, March 20.

NHHCA SurveyLive - Telephone conference on February 22 with Mike Fleming, Bureau Chief Health Facilities.

- d. HB 1816: From Brendan Williams, NHHCA, "Legislation to stop Step Two (HB 1816) successfully passed the House HHS Committee on Tuesday." The bill now goes to the full House next week. The State has released their "Plan" but with luck, HB 1816 will prevent this step.
- e. Cook to Order Breakfast: The cooking breakfast to order is going well on all three floors.
- f. Generator: The work on the generator has been scheduled for April 10.
- g. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations.
- h. Nursing Hours at the Department of Corrections:

	2016		2017	
	Minutes	Hours	Minutes	Hours
January	93	1.5		.25
February	37	0.5		.50
March		0		.25
April		1.5		
May	0	0		.10
June				1
July				0
August				0
September				0
October				0
November				0
December				0

- i. Occupancy:



Commissioner Samson asked for the reason why staff at the Nursing Hospital cannot administer IVs. Ms. Mills replied that licensed staff is not IV certified and there have been several other reasons through the years. When she became administrator she was told that since this is such a small area by administering IVs at the nursing hospital it would be taking money from the local hospital. At that time, all staff would have had to be trained out of the facility in Goffstown. The current pharmacy providers will train RNs but not LPNs. She did not pursue this issue further as there were

more LPNs than RNs on staff. At this time getting everyone trained would be challenge. It would be a lot of money and the staff would have to continue getting certified. Ms. Mills continued that sending a resident for only IVs happens maybe once or twice per year. If a resident needs an IV, typically the resident needs to be in the hospital. Commissioner Samson asked if there was a physician on staff. Ms. Mills replied that Dr. Fothergill is only the Medical Director and attends meetings as needed. He is not on staff. Commissioner Samson asked if this issue could be corrected. He had a problem with displacing the residents. Commissioner Grenier stated that he would not support paying \$25,000 for training for one or two instances per year. If it is medically needed, he would support it. If it is an item that would roughly break even, he would support it. Commissioner Brady asked for the cost of the training and would the pharmacy offer training at the Nursing Hospital. He asked to have the costs associated with IV training for both RNs and LPNs and how that would compare with other facilities in the county for the next meeting. Ms. Mills replied that the Nursing Hospital was the only facility not skilled. Commissioner Grenier asked if any revenue would be generated. Ms. Mills replied that there would be no revenue. Just a cost for the cost report. Ms. Klebe added that she would ask the Medicaid cost report auditor and obtain the information. Berlin Nursing Home Administrator Louise Belanger noted that the MDS would indicate a significant change on the resident. By keeping the resident in-house, the Nursing Hospital would not lose revenue on the room rate. Mrs. Belanger suggested training only the RNs and doing IVs only on two shifts. She offered to discuss with Ms. Mills further.

Commissioner Samson also asked how many employees have left the Nursing Hospital between 10/1/16 through 3/14/18 either for retirement or other jobs. Ms. Mills replied that she did not have the figures but could obtain them. These figures are part of the HR Coordinator's report.

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 94. Fourteen (14) residents were private pay, seven (7) residents were Medicaid pending. The average daily census for February was 95.3; there were two (2) admissions, five (5) deaths and two (2) discharges.

SNF Part A: 5 residents; Part B: 20 residents.

Year to Date: average daily census 94.1, admissions 12, deaths 10 and discharged home 4.

Total residents who have received services at CCNH in 2018: 107

- b. Nursing Department: There were 260 hours of open nursing (RN/LPN) positions (6.50 FTE's). Four (4) agency LPNs have been helping with open positions/hours. Mrs. Belanger hoped that five (5) agency nurses will be at the facility in the next few weeks. There were 488 hours of LNA open positions (12.20 FTE's). There are no agency LNAs helping with open positions/hours. These figures did not reflect employees out on an FMLA or workers Comp. The nursing department is experiencing mandatory stay overs daily. Julie Brunault, Human Resources Coordinator has been kept up to date on staffing matters. Mrs. Belanger has asked Julie to review different approaches that staff has come up with regarding the mandatory stay overs to help lessen the concerns brought forth by the nursing staff.

- c. LNA Course: The Nursing Home has been hosting an LNA course from White Mountains Community College. The course is scheduled to be completed on March 21. The Nursing Home will be hosting an MNA course starting March 31.

Commissioner Grenier asked how many of the LNA students will be available to work once the course is completed. Mrs. Belanger replied that all have been hired as unit aides with the understanding that they will be available after the licensing exam.

Mrs. Belanger reported that an LPN course may be offered in Littleton. She has two LNAs that she has earmarked for the course. A teleconference has been planned for March 20.

- d. Dietary: Keith Couture, Dietary Manager requested authorization from the Commissioners to attend a food show in Burlington, Vermont. Expenses are paid for all attendees. This is an event that he has attended in the past. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the out of state travel. All approved 3-0.
- e. Medicare Billing and Point Click Care: Vicky Nason, Medicare Billing Coordinator, participated in a Point Click Care update training session at Belknap County Nursing Home. Ms. Nason reported that the Nursing Home was up-to-date with the PCC billing set up and processes and no changes to the current system were needed.
- f. The survey window is open.
- g. The NHAC Executive Committee meeting was March 9.
The Nursing Home Affiliate meeting was rescheduled to March 15.
- h. Mrs. Belanger asked for a non-public session per RSA 91-A:3 II (c) per the suggestion of the HR Coordinator.

Commissioner Samson also asked for the number of employees that left the Nursing Home between 10/1/16 through 3/14/18 and how many have requested to come back.

Commissioner Brady asked the Berlin Nursing Home Administrator to address her proposal in regards to the shortage at her facility. Mrs. Belanger explained that due to the nursing department shortage there have been mandatory stayovers for the day shift every day. Everyone is given a number (1, 2, 3, 4) and the first one picks from what is open. Staff are asked to stay 3-7 or return 7-11. If a staff member is forced over from night to day shift, they lose the shift differential.

As a temporary situation during this crisis situation, she suggested increasing the \$1 per hour to \$5 per hour which can be adsorbed in her budget. Anyone who is in a 40 hour position would get time and a half but not the \$5 per hour. She has very few 40 hour positions. Most of the positions are either 24 hours or 32 hours. This would hopefully help employee morale which is currently low because of the mandatory stayovers. She has discussed different alternatives with the HR Coordinator and they are stuck.

The Board was provided with a schedule which indicated the open positions and available shifts for staff to work.

Commissioner Grenier asked how this would affect an RN in a 40 hour position who's being forced at time and half over an individual in a 24 hour position getting the extra \$5 per hour. Mrs. Belanger stated that other alternatives have also been discussed. HR Coordinator Julie Brunault stated that the \$5 must be included with all wages or there would be issues with the Department of Labor. She suggested that employees in the union who are forced over could use 4 or 8 hours of personal time. This would be all straight time and reduce the accrued personal time. An employee could receive 12 hours of pay at straight time. It would reduce the personal time as well as an incentive to bring in people to work on those shifts. Mrs. Belanger stated it would work for nurses but new LNAs are saving their personal time for summer vacation. Commissioner Grenier stated that time and a half is paid after 40. Does the contract indicate paying time and half after eight hours. Mrs. Brunault stated the contract does not include the language.

Mrs. Brunault suggested an incentive plan where people who take so many shifts would get some type of payment at the end of the quarter.

Superintendent Champagne asked if the language would specify overtime or just force overs. The DOC has no force overs but does have overtime. He has overtime because of call-ins. How would the departments differentiate between overtime and force overs?

Ms. Mills stated that the Nursing Hospital does not and has never paid the extra \$1 per hour. Mrs. Brunault stated the incentive plan would be a better alternative. Superintendent Champagne asked what would be the mechanism that would determine overtime or force overs. Mrs. Belanger stated that the incentive plan is great but she is so short right now that staff are forced over. Staff will not pick up extra shifts because of families, etc. Commissioner Grenier noted that a side bar agreement would be needed with the union. Mrs. Belanger replied that no side bar agreement would be necessary because this would be temporary and the employer is giving something to the employee.

Mrs. Brunault asked if the incentive plan could be used first. Mrs. Belanger replied that it would not work as staff would not benefit. People who stay over are on a rolling list and will not pick up additional shifts because of family situations at home.

Commissioner Grenier asked that both facilities prepare a proposal retro to February 1. The Board requested that the information be emailed to them prior to the April meeting for review. Ms. Mills noted that the Nursing Hospital does not have force overs. Once they see that the Nursing Home gets the additional, they will ask as well. Commissioner Grenier replied that the issue was force overs. Ms. Mills replied that she has a shortage as well but does not have the ability to force employees to stay over. Mrs. Belanger stated that RNs are forced over. Everybody rotates through and has their fair share of force overs. Commissioner Samson noted that there are different standards at each facility and there shouldn't be. The standards should be the same at both facilities. If force overs were implemented at the Nursing Hospital and staff refuse, what would Ms. Mills do? She replied that there are shortages currently happening and the DON, Director of Quality and herself are covering shifts. She does not have the policy or the language. Commissioner Samson was concerned that the extra wages will be offered only to Berlin and not West Stewartstown. Mrs. Belanger suggested that Ms. Mills enforce force overs. Ms. Mills was not sure if staff at her facility would be happy with force overs or if they would prefer to continue as they are now. Superintendent Champagne stated that he does not have force overs but can if he has to. He has reminded his staff of this option from time to time for effective operation.

Mrs. Belanger noted that there are force overs only when other options have been exhausted. Force overs do not come into play until an hour before the shift. Commissioner Grenier added that force overs are not necessary if someone offers to cover the hours.

The Board asked for figures retroactive to February 1 for both facilities. Ms. Mills noted that staff has never been forced before. This will cause some unhappiness. Commissioner Grenier reiterated that they don't have to stay. Commissioner Brady asked that the Nursing Home Administrators work with the HR Coordinator with a plan.

Director of Finance Carrie Klebe questioned how this would affect health insurance and retirement. Mrs. Belanger noted that is one of the reasons for the rotation system.

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. Six Auditors from Melanson Heath were in West Stewartstown from February 26 - 28 for fieldwork. All went well and the auditors were pleased with all the documentation provided to them. All business office employees and department heads were very helpful to provide what was needed for them. The auditors will continue to work on the audit from their office, but a good portion of the audit has been completed.
 - b. In order to complete the audit for 2017, Melanson Heath will need the Actuary's valuation, which will provide disclosures as of December 31, 2017 under GASB 45 (the current standard). The County has a large list of items to provide to the Actuary, which hopefully Ms. Klebe will have done in April, once she completes the budget process, Unincorporated Places and County MS forms for the DRA, Medicaid Cost Reports and retro pay for the Cost of Living Allowance, if approved.
 - c. The DHHS Medicaid Auditors were scheduled to arrive on March 14 and stay for 2 days to complete a field audit on the West Stewartstown Nursing Facility for the year ended 12/31/16. The auditors were also completing a desk review for the Berlin Nursing Facility for the year ended 12/31/16.
 - d. Staff are currently still in process with Business Management Systems Inc (BMSI) to implement the Time and Attendance software and scheduling software. Tim, the BMSI programmer is working diligently in helping us to get this program up and running. There are many details to work into these programs to accommodate all of the departments, shifts, payroll, union rules, etc. It is hoped that by the end of April this will all come together.
 - e. In regards to the Courthouse Lease, there has been approval from the Long Range Capital Planning and Utilization Committee on February 22. The package will be submitted to the Governor and Council for their approval expected at the March 21 meeting.
 - f. Ms. Klebe will be working on the NH Medicaid Cost Reports for both Nursing Homes in the next few weeks. She has also been working with Baker Newman and Noyes in regards to the first Berlin Nursing Home Medicare cost report which is due by May 31.

- g. At the meeting the updated salary schedules were presented to the Board for approval. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the updated salary schedules as presented.

Commissioner Brady inquired if positions were mirrored at both facilities. Ms. Mills replied not completely; they were still different in several areas. Commissioner Brady asked for clarification. Ms. Mills replied that there are different job titles. For example, the Nursing Hospital Business Office is different. The Berlin office staff has titles whereas Stewartstown employees are all paid on the accounting assistant salary scale. The receptionist pay scale is no longer used. In Berlin, the Quality and Staff Development is still one position. In West Stewartstown, these are two separate positions with additional duties. In Health Information, Berlin has ward clerks; West Stewartstown does not. Mrs. Belanger noted that if one looks at the schedules, step one for the Health Information Manager is the same at both but step 10 is completely different in both facilities. Mrs. Belanger noted that both facilities have schedulers. Ms. Mills replied that the ward clerk position no longer exists. The individual does more business office duties. Berlin's positions fall under the ward clerk rate of pay.

Commissioner Brady asked about the Health Information schedule. In West Stewartstown, the individual is a Health Information Manager on the clock. In Berlin, the individual is a Health Information Director and salaried. HR Coordinator Julie Brunault noted that in Stewartstown there is a Health Information Manager and supervises no one. In Berlin, there is a Health Information Director and she supervises two people. Commissioner Samson asked if each facility has a scheduling person. Ms. Mills replied that each facility has a scheduler; however, their other duties are different. Mrs. Belanger noted that her scheduler is part of the union. It's a rough job. Mrs. Brunault stated that there have been issues and they have been addressed. Ms. Mills noted that the scheduling coordinator in West Stewartstown does the scheduling for the nursing department, the purchasing for the nursing department, is the administrative assistant to the director of nursing as far as taking minutes, typing letters and reports. Mrs. Belanger noted that Berlin does not have a scheduling program. Smartlinx was not an option because there were too many small bids. The scheduling coordinator does the scheduling for the nursing department all three shifts; schedules the LNAs to attend resident care meetings; scheduling outside appointments, which has increased since becoming SNF, and makes sure an LNA is available for the appointment. One month there were 60 appointments. Commissioner Samson asked Ms. Mills if the additional duties takes time away from the scheduler. Ms. Mills replied that it works well. She took away all ward clerk duties. The Transportation Aide schedules all outside appointment in West Stewartstown. Commissioner Brady asked if they worked the same amount of hours. The individual in Berlin works 32 and the individual in West Stewartstown 40. Commissioner Brady asked if the positions were comparable in pay to each other. Ms. Mills did not believe so as the West Stewartstown individual is paid off the office staff schedule and Berlin's is paid on the ward clerk schedule. Mrs. Belanger believes that the ward clerks were \$1 less per hour. Ms. Mills added that the duties are not the same so their pay is not the same. Mrs. Brunault noted that there is one extra person in Berlin and West Stewartstown only has one person. There are two ward clerks in Berlin. In West Stewartstown, there are no ward clerks. There is a scheduler who is also the administrative assistant to the DNS. The positions are different. Mrs. Belanger noted that there used to be a Health Information Director who was salaried and removed from being salaried. Mrs. Brunault replied that change was made because the individual was not supervising anyone. It is not an exempt position. Mrs. Belanger noted that the other scheduler sets up all of the outside appointments,

notifying the families of appointments, prepares paperwork for appointments, sets up labs. Commissioner Brady asked when the position changed in West Stewartstown. Ms. Mills replied seven or eight years ago. Over the years, the director of nursing pulled the scheduler to perform more duties under her office. Commissioner Brady asked if the increases in pay that have put it over the Berlin position happened seven years ago, and have the increases in pay been the same percentages as everyone in the facility. Ms. Mills replied that the Health Information Manager has not changed. It has only received the two percent. LNA line items do not match. However, there is no access to the other facility's wage scales. The Nursing LPN/RN rates of pay now match. Commissioner Samson stated that the former DON brought the difference in nursing salaries to light between the two facilities which also included the difference between the administration salaries.

Commissioner Samson stated that the positions need to become coordinated. Comments stating that "we don't want to hear about Berlin" should not be made. Both facilities are one team. Staff in Stewartstown may not be happy about force overs but this needs to be done. Salaries also need to be brought closer in comparison. Employees from one facility should not be unhappy with the other the facility based on salaries. Ms. Mills noted that it would be easier if both facilities were more the same. Commissioner Grenier stated that this will cost money.

Commissioner Brady asked Ms. Mills to clarify why nurses from West Stewartstown are not able to help in Berlin. Ms. Mills replied that she doesn't have the extra staff. She does not think that she can tell someone that they have to work in Berlin. Commissioner Brady stated that the perception is staff should be offered to pick up extra hours in Berlin. Ms. Mills added that the extra hours could make an individual eligible for benefits. Berlin has a union contract. Mrs. Brunault noted that if an employee resigns in West Stewartstown, she always offers the Berlin facility as an alternative.

The salary schedules were approved 3-0.

- h. The MS-232s (Report of Appropriations Actually Voted) and the MS-636s (Budget as Posted) were presented to the Board for signatures.

Commissioner Samson noted as a point of order that the Board had voted in the past that all bids were to be opened by the Board. At the last meeting, the Tax Anticipation Bids were opened by the County Treasurer. Commissioner Brady stated that he would make sure that the County Treasurer is made aware of the change in procedure.

- 12. Report of the HR Coordinator Julie Brunault. The written report that was submitted to the Board in advance of the meeting was as follows:

HR Activity Report: 2/01/18 – 2/28/18

- a. New Hires: 8

Department:	#	Positions
Nursing Hospital	3 (1 FT, 2 PT)	2 Dietary Aides 1 HSKP
Nursing Home	3 (1 PT, 2 Temps)	2 LNA'S 1 Unit Aide

County	2 (1 FT, 1 Appointed)	1 Coop Ext 1 Ass't Cty Atty
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b. Separations: 5

<u>Department:</u>	<u>#</u>	
Nursing Hospital	1 (Temp)	1 RN
Nursing Home	3 (1 PT, 2 Temp)	1 Diet Aide 1 LNA 1 Unit Aide
County	1 (PT)	1 Sheriff's Clerk

c. Change in Status: 3

<u>Department:</u>	<u>#</u>	
Nursing Hospital	1 (PT)	1 LNA FROM "PT" TO "TEMP"
Nursing Home	2 (PT)	1 RN FROM "PT" TO "TEMP" 1 LNA "PT" TO "TEMP"

Reasons for separation/Change of status:

3 - unable to meet job specifications

2 - relocating

FMLA/Leave of absences/ADA: 16

Nursing Hospital 3 (2 FT, 1 PT)

Nursing Home 12 (5 FT, 7 PT)

- d. On February 16, 2018, Gretchen Uhas, from UHAS Computer Training presented the HR Affiliate Group a training on EXCEL TIPS & TRICK. The training included a number of key topics from creating a chart to conditional formatting. Gretchen had quite a task as EXCEL has different versions from Excel 2010, 2013 and the latest version Excel 2016. Thanks to David Leveille, our Computer Systems Administrator, Coös County, along with one other county, are on the 2016 version.
- e. The HR Affiliate group was represented by Alison Kivikoski, February 2, 2018 on HB 1391 which would reduce the time job application and personnel files must be retained by a municipality from 50 to 25 years after retirement or termination. All counties suggested 10 years as this would be in line with other employers. Counties would still have to retain worker's comp files for 50 years.
- f. Mrs. Brunault reported that she met with Louise Belanger, Nursing Home Administrator, Friday, February 23, 2018, to address and set up an on-site weekly schedule in Berlin. She will be located in the conference room and will be available on Thursday of each week.
- g. Mrs. Brunault, Louise Belanger, Danielle Rioux and Rose Hibbard have been registered to attend the 2018 Labor Law Seminar on May 1, 2018.
- h. Upcoming events: March 23, 2018, HR Affiliate meeting, Concord, NH

Commissioner Samson also asked from the HR Coordinator the total number of employees that have left both facilities between 10/1/2016 and 3/14/2018. The report should include how many asked to return; did all employees (either retired or resigned) have exit interviews.

Commissioner Samson inquired if there are issues or questions presented to Primex³, is the service free or is there a charge. Mrs. Brunault replied that the County has an insurance policy with Primex³.

Superintendent Champagne asked for clarity on workers comp wages. When an employee is out on workers' comp no hours are accrued. He asked if this was a State or County policy. County Administrator Jennifer Fish stated that the issue would need to be researched and the HR Coordinator will have an answer at the next meeting. Ms. Brunault noted that the wages are at 60% tax free; however, the individual loses 40%.

13. Commissioners' Committee Reports: Nothing to report.

14. Other Business:

a. Budget Transfers: There were no budget transfers.

b. Victim Witness Grant Resolution: Commissioner Samson read the following resolution:

RESOLUTION

I, Richard Samson, hereby certify that I am duly elected Clerk of the Coös County Board of Commissioners. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Commissioners, duly called and held on March 14, 2018, at which a quorum of the Commissioners were present and voting.

VOTED: 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 affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the County in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the resolution as presented. All approved 3-0. Commissioner Samson signed the document.

15. Unincorporated Places:

a. Request Authorization to Contract for Mortgage Searches for Levy 2017 Tax Liens: Linda Harris requested authorization to contract with Attorney Jay Riff for mortgage searches relating to the Levy 2017 Tax Liens for the Unincorporated Places of Dixville, Millsfield, Odell, Success 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 2017 tax liens. All approved 3-0.

- b. Approval of the Commerford Nieder Perkins 2018 Contract for the Update of Values for the Unincorporated Places (Revaluation) and 2018 General Assessing Services (Pickups) Contract: Linda Harris presented the 2018 Data Verification Contract for data verification and update of values at a cost of \$57,000. The 2018 General Assessing Services Contract at a flat rate of \$3,480 will be for up to 30 parcels in the following Unincorporated Places: Atkinson & Gilmanton, Cambridge, Dix Grant, Dixville, Erving's Grant, Millsfield, Second College Grant and Wentworth Location. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the 2018 Contract for the Update of Values for the Unincorporated Places (Revaluation) and the 2018 General Assessing Services (Pickups) Contract. The motion was approved 3-0. The Board members signed the contracts.
- c. Approval of CAI Technologies 2018-2019 tax map contract: Linda Harris requested approval of the CAI Technologies Tax Map Maintenance contract in the amount of \$1,000. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the CAI Technology tax map maintenance contract. All approved 3-0. The Board members signed the contract
- d. Millsfield Land Use Change Tax Warrants - Frank & Stacy LaCortiglia and Tania Shorey: Linda Harris, Tax Collector, presented two land use change tax warrants for the Board's approval which totaled \$7,000. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the land use change tax warrants for the Unincorporated Place of Millsfield. All approved 3-0.

16. 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 11:23 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public at 11:30 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the donation of up to eight hours of personal time from employees of the Coös County Nursing Home to an employee out on FMLA. All approved 3-0.

A motion was made by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (c). There was no second.

Commissioner Grenier opposed the RSA. Any action taken could be null and void. He continued that from this point forward nonpublic sessions must be adhered to by state law. Commissioner Brady noted that Mrs. Belanger could meet separately with each Board member and no action was required.

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to enter into non-public session per RSA 91-A:3 II (c) at 11:40 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public at 12:00 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes of the non-public session. All approved 3-0.

The April 11, 2018 meeting will be held at the North Country Resource Center, Lancaster, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 12:03 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk