

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
November 9, 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; Sheriff Jerry Marcou; Chief Deputy Brian Valerino; Captain Keith Roberge; County Treasurer Fred King; County Attorney John McCormick; Representative Robert Th  berge; Representative Wayne Moynihan; Representative Leon Rideout; Representative Yvonne Thomas; Representative John Fothergill; Ron White, Executive Director NHAC; Jo Moncher, Bureau Chief DHHS; Alex Casale; Pastor Dave Canter; State Representative Gene Chandler; The Honorable David King; The Honorable Tina Nadeau; 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 approve the agenda, as presented. All approved 3-0.
3. Approval of the Minutes of the November 2, 2016, budget work session, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the November 2, 2016, budget work session, 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 October and to authorize the Treasurer, during the month of November, 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. Ron White, Jo Moncher, and Pastor Dave Canter - NH Justice Involved Veteran Task Force: Information was provided to the Commissioners on Transforming Support Systems for Service Members, Veterans and Military Families.
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. Primex<sup>3</sup> sent amended Contribution Assurance Program (CAP agreements for the County's Property and Liability insurance and Workers' Compensation Insurance). In July, the Commissioners signed the agreement to participate in the program. The CAP maximum rate increase was 9% for property and liability and a maximum increase rate of 10% for workers' compensation. Primex<sup>3</sup> reanalyzed the pool and has reduced the maximum rate increases for Co  s County. The County's annual contribution increase will now be 5% for property and

liability insurance and 6% for workers' compensation insurance. Jennifer presented the amended contracts for Commissioner Brady's signature.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Resolution to Enter Primex<sup>3</sup> Workers' Compensation Contribution Assurance Program (CAP). All approved 3-0. Chairman Brady signed the CAP agreement and resolution.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Resolution to Enter Primex<sup>3</sup> Property & Liability Contribution Assurance Program (CAP). All approved 3-0. Chairman Brady signed the CAP agreement and resolution.

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:

<b>TOTAL IN FACILITY</b>	<b>30</b>
HOUSE OF CORRECTIONS	17
PRETRIAL	13
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	2
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	11
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 1 HOC MALE, 4 HOC FEMALE, 4 PT FEMALE NHSP: 1 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION OCTOBER	33
MALE DAYS SERVED IN FACILITY OCTOBER	1018
FEMALE DAYS SERVED OCTOBER	264 (11 females)
TOTAL INMATES BOOKED OCTOBER	21
TOTAL INMATES RELEASED OCTOBER	27

- a. Superintendent Hamelin attended the Drug Court Feasibility Meeting, coordinated by County Attorney John McCormick, on October 19. There was a great turn out and roundtable discussion about the challenges Coös County faces in combatting substance abuse and how a drug court may take part in that. More meetings will be scheduled and potential sub-committees formed to continue the conversation.
- b. Michael Rodevitz, of Colebrook NH, has been hired for a Third Shift position. He began the 8-week Field Training Program on November 6. The DOC continues to actively screen applicants and is conducting employment testing for one vacant position.
- c. Corrections staff appreciated the Commissioners' coming through the facility for the biannual facility inspection on November 2. Staff are proud of the operation and condition of the facility and Superintendent Hamelin believed that was evident when the Commissioners inspected the operation Wednesday.
- d. On Thursday, November 3, the DOC experienced the walk away of a minimum security inmate from grounds of the Coös County Recycling Center. A multi-agency response was initiated to search for him and the New Hampshire State Police are currently conducting an investigation. At the time of this report, the individual had not been located. Unfortunately, there may be an

increase in walk aways and escapes in New Hampshire due to the charge of escape being lowered from a felony to a class A misdemeanor in 2015 under HB1137.

At the meeting, Superintendent Hamelin announced that the individual had turned himself in the police department in Lyndonville, Vermont on Sunday, November 6. He was returned to the facility by the Sheriff's Department Tuesday, November 8.

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. The occupancy for the month of October was 77.9%. In October there were two (2) admissions, no (0) discharges and three (3) deaths.

There has been one (1) admission in November and a discharge to home planned for November 4. Two (2) admissions were being worked on for next week.

Of the 71 residents, twelve (12) are private pay. Nine (9) residents are Vermont Medicaid. Four (4) residents are Medicaid Pending for NH.

*Totals for 2016: Twenty-two (22) admissions, three (3) discharges, and twenty-four (24) deaths.*

- b. Nursing Staff: The nursing department continues to have 96 hours open for RN/LPN. A 40 hour nurse has been out on maternity leave and another 32 hour nurse on medical leave. There are three (3) contract nurses covering the open hours at this time.

Currently there are 64 open LNA hours, 136 hours of LNA medical leave, and a day shift LNA is attending nursing school on the Tuition Loan Program. Two (2) contract LNAs have been covering some of these hours.

- c. CMS Survey 2016: The Nursing Hospital was surveyed from October 18-20. The surveyors had many compliments for the facility and the staff.
- The building is clean, comfortable and "homey." Great job Lisa Young and the Housekeeping staff.
  - Med Passes went well. No issues.
  - Care plans are excellent. Surveyors raved about how thorough the care plans are. "The best they've seen aside from the 'I' Care Plans from Catholic Charities". Great job.
  - Kitchen was clean and well run. Great job Chantal Rioux and Patrick Kennett and the Dietary staff.
  - Resident Accounts were thorough and complete. Great job, Brenda Ladd.
  - Abuse program, education, and policies were very good. No issues noted.
  - Infection Control, Quality, Antibiotic Stewardship are all excellent. They were impressed with the knowledge and enthusiasm. Great job, Nancy Gooch.
  - The SCU Dining project is fantastic.
  - Resident Council was very complimentary. They are happy. They love it here. The staff is polite and attentive. "It is like living in a hotel." "It is a family."
  - Residents are happy with the Activities, "there is always something to do." Great job Alyssa Scott and the Activity staff.

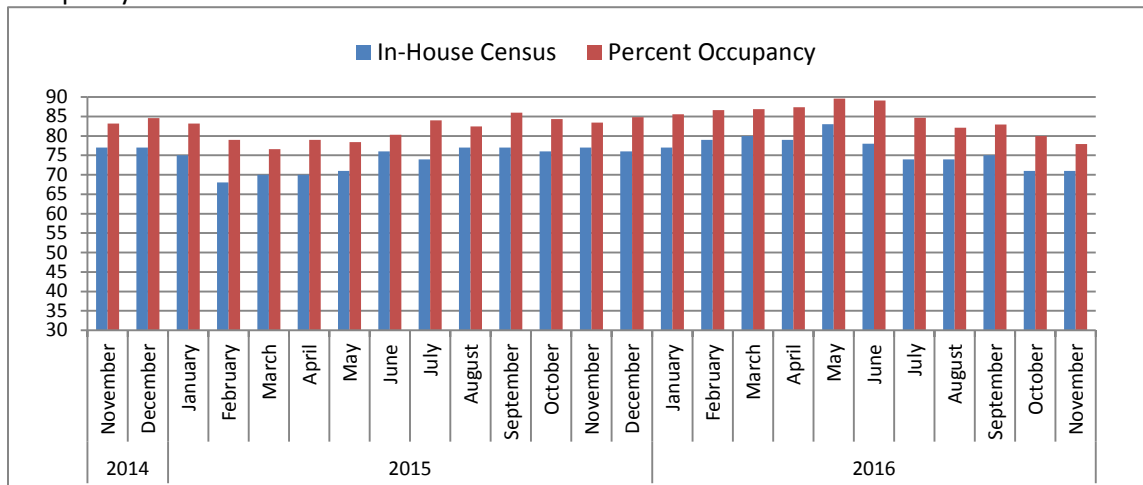
- CCNH has a great team and it shows. Everyone is pleasant, cheerful, polite, and helpful. The surveyors could see the feeling of family here.
- The Nursing Hospital still has six (6) waived rooms but a plan of correction is already in place for those every year. The surveyors hope to see the waived rooms gone someday.

So, at the end of the day the Nursing Hospital was DEFICIENCY-FREE for Life Safety AND Quality of Life/Quality of Care.

- LNA Class: Six (6) students are currently enrolled in the LNA class.
- Meeting on Future Healthcare Needs in the North Country: Louise Belanger and Laura have attended two meetings. The next meeting has been scheduled for November 18.
- 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
October				

- Occupancy:

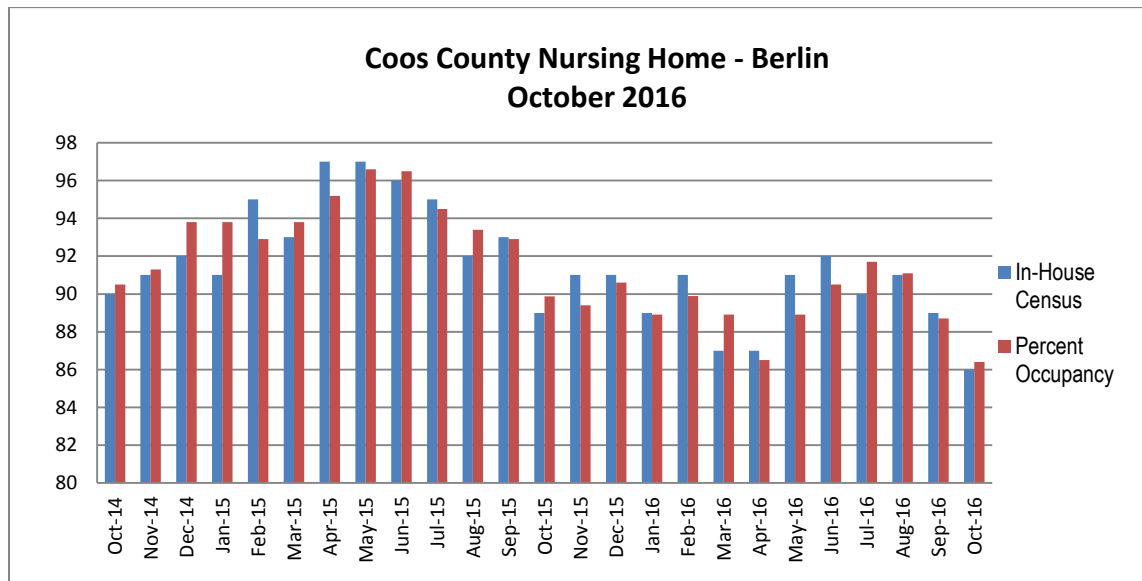


10. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:

- Census: The current census was 87. Eight (8) residents were private pay; seven (7) residents were Medicaid pending. The average daily census for October was 86.4; there were three (3) admissions and six (6) deaths in October. One admission was scheduled for the week of November 14.

The year to date average daily census was 89.1, admissions 36, transfers 3 and deaths 38.

- b. **Nursing Department Update:** The nursing department currently has 128 hours of open nursing (RN/LPN) positions. Two (2) agency LPNs are covering 80 hours. There are 324 hours of LNA open positions and one (1) agency LNA has been helping to cover open positions. The White Mountains Community College Medication Nursing Assistant (MNA) Program that was held at the Nursing Home was completed in October; the nursing department is now waiting for 2 of the LNAs to receive their MNA license. The Nursing Home has also been hosting an LNA program from White Mountain Community College, which will end in December.
- c. **Staff recognition:** On November 3, the nursing home employees on all three shifts were treated to a salad bar and dessert. The meal was provided by the family of one of our residents, it was their way of thanking the staff for the great care they provided for their loved one during his stay at our home.
- d. **Roof replacement and HVAC upgrades:** The work on this project has stopped temporarily. The contractor is waiting on the air exchange units to arrive.
- e. **Elevators:** The smoke detectors have been installed in the elevator pit, as requested during the elevator inspection and verified by the DOL.
- f. **Alzheimer's Support Group:** The second meeting was held on November 2. The group meets at the Nursing Home in the evenings with Amanda Dustin, APRN. Amanda is one of the rounding providers; resident family members are familiar with her enabling them to have more of an open dialog during the meetings.
- g. **Occupancy:**



After the review of the Nursing Home Administrator's report, a motion was made by Commissioner Samson, seconded by Commissioner Grenier that the Board recognize Helen Couture with a letter for receiving the Edna McKenna Public Service Award at the NHAC Conference. All approved 3-0.

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. The County Tax Warrants have been issued to Coös County towns/cities. The county taxes are due on December 19.
- b. As of 11/7/2016, a total of \$5,400,000 will have been transferred from the Tax Anticipation Note to the General Fund. In comparison, as of 11/7/2014, \$5,500,000 had been transferred and as of 11/10/2015, \$5,700,000 had been transferred.
- c. The first draw of \$305,000 was received on the loan with Mascoma Savings Bank for the Roof/Ventilation Project at CCNH Berlin on October 21 for the first installment owed.
- d. The Investment Policy was reviewed. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to readopt the Coös County Investment Policy and to allow the Chair to sign on the Board's behalf. All approved 3-0.

12. Commissioners' Committee Reports:

Commissioner Grenier stated Androscoggin Valley Regional Refuse Disposal District will be exploring the possibility of leasing or purchasing office space to better serve their customers.

13. Other Business:

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

Coös County Administration:

To:	03-04100-2000 Outside Legal Service	\$2,650.00	
From:	03-04100-1200 Health Insurance		\$2,650.00

Sheriff's Department:

To:	03-04140-5200 Uniforms	\$5,000.00	
From:	03-04140-3700 Gasoline		\$5,000.00

To:	03-04140-9700 New Equipment	\$2,500.00	
From:	03-04140-3700 Gasoline		\$2,500.00

- b. Superintendent Vacancy: Commissioner Samson inquired about the procedure on hiring a new Superintendent. Ms. Fish replied that Primex<sup>3</sup> will assist in setting up a process. The Board will be involved in the interview process. Applications are due by November 18. Commissioner Grenier noted that information provided about applicants should be kept confidential.
- c. Approval of the Proposed 2017 Coös County and Unincorporated Places budgets: Commissioner Grenier reiterated that he had requested all department heads and agencies for a reduction in appropriations.

Commissioner Grenier proposed the following reductions to the Other Special Appropriations line items:

- Child Advocacy Center of Coös County -12,000
- Utility Valuation Defense Fund -15,000
- Food Pantry -4,000
- Homeless Outreach Intervention & Prevention -5,000

This was a total reduction of \$36,000.

Commissioner Grenier also recommended the following:

- \$50,000 from the Berlin Sick Leave Trust for the retirements at the Berlin Nursing Home.
- \$80,804 from the County Sick Leave Trust for the retirements at the Department of Corrections and the West Stewartstown Nursing Hospital.
- \$25,000 from the vehicle enterprise fund towards the purchase of a vehicle in the Sheriff's Department.

Commissioner Grenier noted that with the proposed changes the county tax increase was estimated at \$1.3 million. Commissioner Brady added that the budget was only a first draft that would be mailed to the Delegation for the public hearing. The final budget with further reductions will be available in February 2017.

Edith Tucker, The Berlin Daily Sun, asked for a breakdown of departmental reductions. These were reductions prior to Commissioner Grenier's proposed changes.

Coös County Nursing Hospital: Laura Mills stated small cuts were made totaling \$52,000. Revenues were increased by \$50,000. Commissioner Brady questioned the \$4,000 increase in the Laundry Director's Salary and the \$4,000 Executive Housekeeper's Salary as this was the same individual for a total of \$8,000. Laura replied that this individual's salary was below the threshold for salaried employees and was increased to meet the threshold. The scheduling of employees and ordering of supplies for the Maintenance Department will also be added to this individual's duties which will free up the Plant Operator's time to do maintenance functions. Ms. Fish also noted that the 2016 budget did not include the 2% salary increases and step increases were also included.

Coös County Nursing Home: Louise Belanger reported a reduction of \$83,235.

County Attorney budget: a reduction of \$4,230.

Victim/Witness budget: a reduction of \$2,010.

Sheriff's Department budget: a reduction of \$23,810/Revenue increase of \$5,000.

Department of Corrections budget: a reduction of \$2,830.

Cooperative Extension budget: a reduction of \$10,356.

Larry Barker, UNH/Cooperative Extension, asked that the Board reconsider the Extension's full request in February.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to recommend the proposed changes to the Other Special Appropriations. The motion passed 2-1. (Commissioner Samson)

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the proposed budget and submit to the Delegation and towns for the Public Hearing.

Commissioner Samson stated that the county is not mandated to fund outside agencies. He was not prepared to vote on the budget as he had not enough time to study it. He asked if departments have ever presented zero based budgets.

Commissioner Brady replied that the budget work session had no time limit and Commissioner Samson could have discussed the outside agencies. The Board had the same amount of time to review the budget. He asked if Commissioner Samson had any further questions and/or cuts. Commissioner Samson replied not at this time.

The motion passed 2-1. (Commissioner Samson)

14. Unincorporated Places:

- a. Approval of Tax Collector's form - Authorization to Pay Taxes/Redeem Tax Lien: Linda Harris presented the form which a taxpayer would designate a party as their agent to pay taxes to redeem a tax lien on his/her behalf. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Tax Collector's form. All approved 3-0.
- b. Approval of the 2016 Equalization Municipal Assessment Data. The Board signed the 2016 Equalization Municipal Assessment Data Certificate.

Commissioner Brady welcomed The Honorable Tina Nadeau and members of the Delegation.

Judge Nadeau began by giving an overview of the Felonies First program scheduled to be implemented on April 1, 2017 in Coös County.

Judge Nadeau also discussed the state's Drug Court Program. The program is for adult offenders who have pled guilty and involves court appearances, counseling, treatment and random drug testing. The program is fully funded by the state and counties do not have to pay for it. The offender is constantly reoffending, has a felony record, addicted and has gone through the jail/prison system. The entire program lasts 18-24 months and is very intense.

The Commissioners and Delegation members noted that there are a number of challenges to implementing a drug court in Coös County one being that there is only a judge in Coös County every two weeks. Commissioner Grenier stated that he was not convinced that drug court was a right fit for Coös County. The county has the state's highest county tax. Judge Nadeau noted that the state could provide the funds needed to support the drug court or the state could run the program, assuming all costs. The county attorney would be involved in the decision on whether or not to move forward with drug court. Representative Rideout stated the state run program would be the better model for Coös County.

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 12:35 p.m. All approved 3-0.



Respectfully submitted,

Rick Samson, Clerk