

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
February 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; Captain Keith Roberge; Sheriff Brian Valerino; Human Resources Coordinator Julie Brunault; County Treasurer Sue Collins, Coös County Attorney John McCormick; Ed Brisson, Dixville Capital, LLC; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:00 a.m. and welcomed everyone to the meeting. County Treasurer Sue Collins 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 January 10, 2018, regular meeting and the February 7, 2018, budget work session, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the January 10, 2018, regular meeting and the February 7, 2018, 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 January and to authorize the Treasurer, during the month of February 2018, 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 a thank you card had been received from the Colebrook Food Pantry.

An email was received from Ed Brisson of Dixville Capital, LLC regarding the discontinuance of Cold Spring Road, Spur Road and Valley Road in Dixville. Ms. Fish stated that the subject would be discussed during her report.

6. Hearing of the Public: There was no public comment.
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. Ms. Fish reported that she had attended a meeting with representatives from the Errol Fire Department, Errol Ambulance, Milan Fire Department, Colebrook Fire Department and Colebrook Dispatch. The group discussed establishing formal agreements with these agencies for public safety services for several of the unincorporated places including Atkinson & Gilmanton Academy Grant, Cambridge, Dix Grant, Wentworth Location, Millsfield, Second College Grant and Success.

- b. Ms. Fish presented the Public Safety Agreement and the EMS Agreement from the Town of Gorham for the Board's review. The Public Safety Agreement was in the amount of \$12,600 for seven unincorporated places and an additional \$1,200 for maintenance of and upgrades to the Repeater and building on Pine Mountain. The EMS agreement for 2018 was \$25,880, which was an increase of \$2,730 from 2017. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agreements. All approved 3-0.
- c. A meeting was held on January 30, 2018 with FEMA representatives to start the process for applying for funding to repair the riprap that was damaged along Chapel Hill Road in Wentworth Location.
- d. Todd Rich of Wireless Partners, LLC provided a draft agreement for the possibility of placing a cell tower on county land in West Stewartstown. The agreement was forwarded to Attorney Frizzell for his review.

At the meeting, Commissioner Grenier suggested allowing Attorney Frizzell represent the County on this matter. He also asked if the Town of Colebrook would be aggregate in this matter. Ms. Collins stated that she would bring it up at the next Selectboard meeting. Commissioner Grenier also asked that Superintendent Champagne be involved in the process because of the Recycling Center. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to engage the services of Attorney Jonathan Frizzell to finalize the lease agreement at the expense of the developer, involve the Town of Colebrook and involve the Superintendent of Corrections in the process. All approved 3-0.

- e. County Forester, Brendan Prusik, informed the County Administrator that the American Tree Farm System has requested to perform an audit of county owned land that is certified by the Tree Farm System. He inquired if the Commissioners want to participate in the audit.

Commissioner Grenier noted that Mr. Prusik had spoken to each Board member individually. Mr. Prusik recommended that the County drop out of the program. It is an unnecessary cost to the County. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to contact County Forester Brendan Prusik and inform him that the County was dropping out of the American Tree Farm System. All approved 3-0.

- f. At the meeting, Ms. Fish reported that she had received the loan documents from the Drinking Water and Groundwater Bureau on February 13. DES would like the document signed and returned by February 28 in order for it to be on the Governor & Council's meeting on March 2.

Commission Samson asked that the item be placed on the February 23 agenda.

Ms. Fish noted that DES is conducting a workshop on April 18 in regards to the Groundwater Trust Fund. Ms. Collins suggested that the County's engineers attend as well. Ms. Collins noted that the MTBe funds are from Exxon Mobil. Coös County should be on the top of the list as there has always been MTBes in the water results.

- g. The NHAC will be meeting on March 9, 2018. There is a proposal to change the makeup of the Association to eliminate the Commissioners' Council and have one representative from each county on the Board.

- h. The next Planning Board meeting will be February 28, 2018 at the North Country Resource Center in Lancaster, NH.
- i. Clarification of County process for the discontinuance of Cold Spring Road, Spur Road and Valley Road. As mentioned earlier in the meeting, Ms. Fish had received an email from Ed Brisson, Dixville Capital.

Mr. Brisson reported that Dixville Capital had met with NHDOT and discussed their proposed discontinuance of Cold Springs, Spur and Valley Roads. All three roads are located in Dixville and are within the boundaries of The Balsams. NHDOT's Director of Operations, Dave Rodrigue, provided the applicable regulations which since Dixville is unincorporated, clarification is needed from the county commission on the two regulations which were read by Ms. Fish.

230:55 Notice of Finding. *Whenever the commissioner of transportation shall alter or relocate any portion of any class I or class II highway, and finds that there is no further occasion to use such portion for class I or class II highway purposes for property acquired by the state in 1945 or earlier, the commissioner shall post notice of such finding in 2 public places in the town in which land is situate and give notice in writing to the selectmen of such town. Notwithstanding any provision of law to the contrary, the commissioner may discontinue and declare property acquired after 1945 as surplus and dispose of it in accordance with RSA 4:39.*

230:56 Determination by Selectmen. *The selectmen of such town within 60 days after receiving such notice regarding property acquired by the state in 1945 or earlier, shall determine, after notice to the owners of land or abutting owners given in the same manner as provided for in the laying out of highways by selectmen, and hearing, whether there is occasion for the use of such portion for town highway purposes and shall notify the commissioner of transportation, in writing, of their determination.*

- a. *Upon receiving notice of discontinuance from NHDOT, the commission will send notice to the abutters and landowners of NHDOT's decision.*
- b. *The notice would be sent a minimum 21 days in advance of when the commission intends to meet and deliberate whether the roadways are needed for town highway purposes, thereby allowing those noticed to respond at or prior to the commission's meeting.*
- c. *After receiving comments from those noticed, the commission decides whether there is reason to keep it a public road and notifies the DOT of its decision. This must be done within 60 days of NHDOT's notice.*
 - i. *If the commission decides it is to remain public and notifies the DOT of its decision or if the commission does not notify the DOT within the 60 days, the county would assume ownership of the roadways after the 60 days.*
 - ii. *If the commission decides there is no need for the roads to remain public and informs the DOT of that decision, the roadways revert back to the underlying landowners and abutters after the 60 days.*

Commissioner Samson asked how the roads were classified. Mr. Brisson replied that DOT provided the classifications. The roads are owned and maintained by the State.

Commissioner Brady noted that today's question was where to post the notices. Commissioner Grenier stated that there will be 60 days to determine the timeline once the posting is put up by DOT. Commissioner Brady suggested that if another meeting is required that it should be held in Dixville. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow DOT to post notices for the discontinuance of Cold Springs Road, Spur Road and Valley Road in Dixville in the following locations: at the entrance of each road, the County offices, Berlin Nursing Home, County Courthouse and the Towns of Colebrook and Errol. All approved 3-0.

Mr. Brisson noted that once the notices are posted by DOT the 60-day clock begins.

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	30
HOUSE OF CORRECTIONS	22
PRETRIAL	8
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	GRAFTON DOC: 1, HOC MALE, 2 PT MALE, 1 PT FEMALE, 2 HOC FEMALE NHSP: 4 HOC MALE, 1 HOC FEMALE
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	
AVERAGE DAILY POPULATION JANUARY	27
MALE DAYS SERVED IN FACILITY JANUARY	832
FEMALE DAYS SERVED JANUARY	127 (10 females)
FEDERAL INMATE DAYS SERVED JANUARY	2 (1 federal detainee)
TOTAL INMATES BOOKED JANUARY	24
TOTAL INMATES RELEASED JANUARY	17

- a. The Columbia-Stewartstown Transfer Station had to make some unexpected repairs to their Municipal Solid Waste Compactor. The compactor was temporarily repaired by Atlantic Recycling out of Rollinsford, NH, however a rebuilt compactor was agreed upon by the town for installation over the next few weeks. This was the original compactor and had considerably exceeded its life expectancy. The rebuilt compactor was priced at a "not to exceed" amount of \$15,000.
- b. The Superintendents' Affiliate continues to review the proposed 2018 NHAC Budget. There are a few areas of concern for some of us in regards to the proposed corrections officer certification rate increasing from \$500 to \$750. This coupled with an increase in the Corrections assessment causes a substantial budget increase for the Coös County DOC and comes at a difficult time during budget season.

Ms. Collins noted that the budget was passed but cut by \$68,000. Revisions are due at the next meeting.

- c. The staff member injured in a physical altercation with an inmate in December is back to work on light duty. We are all pleased to see him back and making great strides towards a full recovery.
- d. Travel request for out of state travel as follows: Securus Technologies has invited Coös County DOC to send up to three staff members on an all-expenses paid training opportunity to their headquarters in Dallas, Texas on March 5 through March 7. This would include airfare, hotels and meals. Securus Technologies provides the Inmate telephone system and video visitation. This training has been attended by all other New Hampshire counties that contract with Securus Technologies and is offered typically twice per year, every year. Superintendent Champagne requested travel for two staff members to attend. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the out of state travel for two staff members. All approved 3-0.
- e. Superintendent Champagne also presented an amendment to the current Securus contract. Securus has proposed a term extension through November 2021 in exchange for a loan forgiveness in the amount of \$5,227.86. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to engage in the amended contract and have the County Administrator review and sign. All approved 3-0.

Commissioner Brady deviated from the agenda. County Treasurer Sue Collins requested to open the Tax Anticipation Notes in order to have the Director of Finance review the proposals. The bids read as follows:

Mascoma Bank	2.40%
Northway Bank	1.90%
Passumpsic Bank	2.90%
Union Bank	1.95% or
	1.75% with a \$2 million deposit

Ms. Fish distributed a summary of rooms & meals taxes collected by county. The amount distributed back to the town is based on population. One example that she used, the new hotel in Green's Grant will have rooms and meals tax; however, no funds will be received as there are no residents in Green's Grant. In 2016, The rooms and meals tax collected in Coös County totals \$9.4 million and \$1.7 million was returned to the towns in the county. Commissioner Brady has asked to have a discussion with the Delegation in regards to rural counties in New Hampshire. Rural counties are not being treated fairly at all. He asked that the rooms and meals tax discussion be included on the February 23 agenda. Ms. Collins asked Commissioner Brady how much the provider is allowed to keep. He responded a three percent administrative fee. He has spoken with Delegation members on how to rectify some of the deficit.

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 64. Occupancy for the month of January was 76.6% based on bed count of 85. In January, there were three (3) admissions, one (1) death and two (2) discharges (one to CCHN-Berlin to be closer to family and one to a facility in MA to be closer to family.) There has been one (1) death in February.

Four (4) admissions were being worked on and another for some time in the near future. Two (2) other admissions were also worked on but one (1) went to another facility and one (1) was able to go home.

Of the 64 residents, nine (9) were Private Pay; eight (8) residents were Vermont Medicaid. Two (2) residents were Medicaid Pending for NH and one (1) was Medicaid Pending for VT.

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

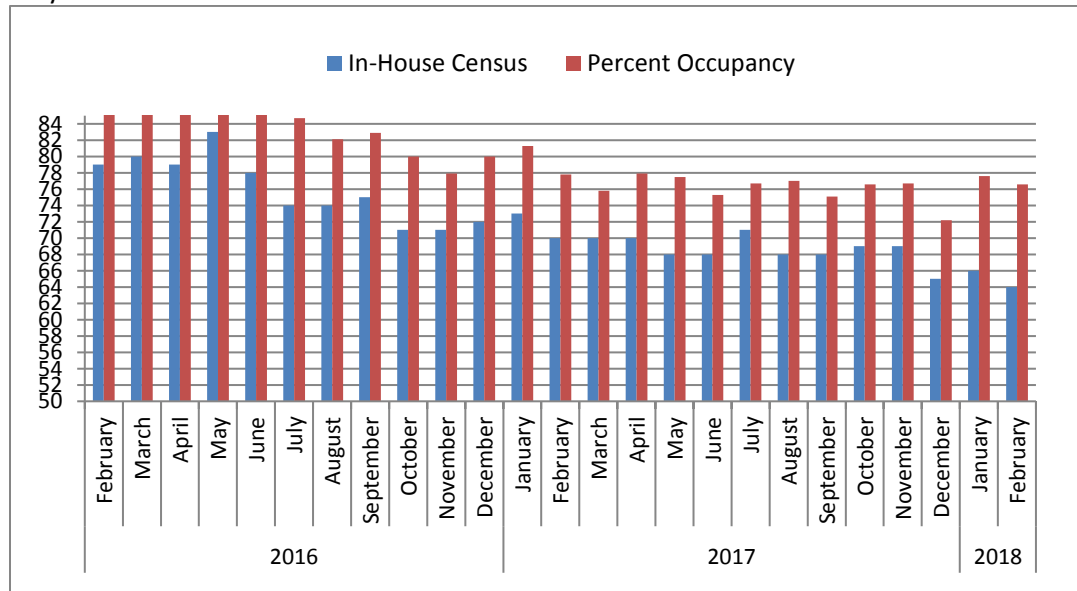
Total residents who have received services or assistance from CCHH in 2018: Seventy (70)

- b. Staffing: The nursing department continues to have 88 hours open for RN/LPN. A 40-hour RN will be going out on FMLA. Two (2) contract nurses and a few “temps” have been covering the open hours. Currently there are 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.
- c. LNA Class: The second LNA Class for the local high school students started on January 22. There are eight (8) students this year. Seven (7) students are transported by the bus from Colebrook every morning and one (1) student is from Canaan, VT.
- d. Committee Reports:
 NHAC Executive Committee - February Meeting cancelled.
 NHAC Nursing Home Affiliate - Meeting January 11, 2018- Christmas Lunch, Conference Call on January 26, and the next meeting was postponed to February 15.
 Future of Health Care in the North Country- Last meeting was August 29.
- e. Cook to Order Breakfast: In December, the Dietary Department began a trial of cooking breakfast to order for the residents in the Special Care Unit. It was such a success that the entire third floor was included. Next week the department hopes to be cooking breakfast to order on all three floors.
- f. QAPI: Continued progress is being made on the QAPI Plan for the new regulations. The first Performance Improvement Project will be on Communication with Providers.
- g. Primex³ Risk Management Benchmarks: Sandy Burroughs from Primex³ was at the Nursing Hospital on January 23 for the quarterly review. Benchmarks for 2018 were also set. The facility’s Slips, Trips and Falls were well under 2017 Benchmarks but injuries from resident transfers and injuries from combative residents were higher. Additional training will be planned for staff to help improve on these areas for next year.
- 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:



j. Ms. Mills reported she had an issue for non-public, Section 91-A:3 II (c).

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 99. Sixteen (16) residents were Private Pay; seven (7) residents were Medicaid pending. The average daily census for January was 93.1; there were 10 admissions, 5 deaths and 2 discharged.

SNF Part A: 8 residents. Part B: 16 residents.

Year to Date: the average daily census was 93.1; admissions 10, deaths 5 and discharged home 2.

Total residents who have received services at CCNH in 2018: 105

- b. Nursing Department: Currently there are 228 hours of open nursing (RN/LPN) positions (5.70 FTE's). Five agency LPNs are helping with open positions/hours. There are 556 hours of LNA open positions (13.90 FTE's). No agency LNAs are helping with open positions/hours. These figures did not reflect employees out on FMLA. The open hours have improved slightly from January.
- c. LNA Course: The Nursing Home is hosting an LNA course from White Mountains Community College. The course will be completed by March 21.

- d. Primex³ Risk Management Benchmarks: The Nursing Home staff did an excellent job progressing towards and sustaining realistic improvement goals for 2017. Benchmarking provides staff the ability to compare and sets a target for improvement. The 2018 benchmarks have been set. Actions to achieve the benchmarks with target dates and department accountability have been developed.
- e. The survey window is open.

At the meeting, Mrs. Belanger noted that the new guidelines were tough. Commissioner Grenier added that there are stricter rules to adhere to with less staff and less money. Mrs. Belanger noted that staffing is the greatest issue at the Berlin Nursing Home.

- f. The NHAC Executive Committee meeting for February 2 was cancelled.

The Nursing Home Affiliate had a conference call on January 26, to discuss the February 1 Medicaid managed care hearing. The hearing discussed legislation brought forth by House Finance Chair Neal Kirk to eliminate "Step 2" of Medicaid managed Care. Representative Kirk is now convinced that managed care would only operate to the disadvantage of the long-term care system.

Ms. Mills noted that she asked Representative Fothergill to uphold Representative Kirk's stand.

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 bids for the Tax Anticipation Note were ready to be opened.
- b. The Auditors, Melanson Heath were in West Stewartstown on January 29 and 30 for preliminary audit work. The auditors will return on February 26 to the 28 for fieldwork.
- c. The DHHS Medicaid auditor was scheduled to be at WSNH on February 7 for a field audit on the Nursing Facility for the year end 12/31/16. Due to a snowstorm, the visit was postponed until March 14 and 15. A desk review is undergoing for the Berlin Nursing Facility for the year-end 12/31/16.
- d. Work is still in process with Business Management Systems Inc (BMSI) to implement the Time and Attendance software and scheduling software. There have been necessary upgrades to the servers that needed to be completed before implementing the test software. It is hopeful to be up and running by March.
- e. At the meeting, Ms. Klebe reported that she had an employee who has requested completing the AIT (Nursing Home Administrator's Program) with the Berlin Nursing Home Administrator. The individual has requested one day off during the week and will work on Saturday.

Commissioner Grenier noted that it is hard to have an administrator's license without a nursing license. Ms. Collins noted that she did not have a nursing license. Commissioner Brady asked if there were several nursing home administrators without nursing licenses. Mrs. Belanger replied that there were several. Mrs. Belanger stated that the individual will need to take the LNA class in West Stewartstown the next time it is offered which is part of the criteria. She will stop the

AIT while the LNA class is ongoing. Commissioner Brady and Commissioner Samson had no issue with the request. Commissioner Samson questioned whether mileage should be paid to the individual. Commissioner Grenier opposed paying mileage. The County should not pay for training someone who may leave the County. Commissioner Brady suggested that the individual start the program and that Mrs. Belanger report back to the Board. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the County employee to complete the AIT Training with the Berlin Nursing Home Administrator Louise Belanger. All approved 3-0.

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: 1/1/18 – 1/31/18

- a. New Hires: 4

<u>Department:</u>	<u>#</u>	<u>Positions</u>
Nursing Home	4 (2 PT, 2 Temps)	1 LNA 2 Unit Aide 1 Hskp Aide

- b. Separations: 6

<u>Department:</u>	<u>#</u>	
Nursing Hospital	1 (1 PT)	1 LNA
Nursing Home	4 (3 PT, 1 Temp) 1 LPN 2 LNA'S	1 RN
County	1 (1 FT)	1 Asst County Attorney

- c. Change in Status: 5

<u>Department:</u>	<u>#</u>	
Nursing Hospital	1 (1 PT)	1 LPN FROM "PT" TO "TEMP"
Nursing Home	4 (4 PT)	1 LPN FROM "PT" TO "TEMP" 3 LNA'S "PT" TO "TEMP"

Reasons for separation/ Change of status:

- 3 - Voluntary resignation
- 2 - voluntary unable to meet job specifications
- 3 – other job opportunity
- 2 – relocating

FMLA/Leave of absences/ADA: 9

Nursing Hospital	1 (1 FT)	
Nursing Home		8 (2 FT, 6 PT)

- d. Upcoming events: February 16, 2018, HR Affiliate meeting, Concord, NH
Working on setting up dates for annual harassment training

Commissioner Brady asked if exit interviews were completed on the employees that have left. Mrs. Brunault replied not all employees because of the time frame or not enough time has been provided prior to the employee leaving. She offered to complete exit interviews on all. Commissioner Grenier noted that an effort should be made to complete exit interviews with all employees. Mrs. Belanger reported that exit interviews are completed with all individuals in Berlin except for those that change status. The interview has 13 questions that are asked. It helps in correcting issues. Mrs. Belanger noted that there are times that she has met with the department head to correct an item reported. Commissioner Brady questioned why Berlin completed its exit interviews since there is a HR Coordinator. Mrs. Brunault replied that she does not for Berlin. Commissioner Brady stated that he was under the impression that the HR Coordinator worked for the entire county. Mrs. Brunault replied that she had not been notified by Berlin of people leaving so she has not been doing Berlin's exit interviews. Commissioner Samson asked if she had made the effort to ask if her assistance was needed and Mrs. Brunault replied that she had not. Commissioner Samson asked if there was a job classification for the HR position and asked for a copy. Ms. Fish stated that it would be difficult for Mrs. Brunault to do so as she would have to travel back and forth all the time if she is to do all interviews. Commissioner Brady asked if she has been to the Berlin Nursing Home. Mrs. Brunault replied only when there are issues. She does not go to Berlin on a weekly basis. Commissioner Brady was a little confused as he understood that the purpose of having an HR Coordinator was so the entire county would have HR assistance, not facilities left on their own. He asked if Berlin did not need HR assistance. Mrs. Belanger stated that the Assistant to the Administrator has HR certification; however, she is new in the position and there is a lot to learn. She has handed over some issues in regards to termination to HR.

Commissioner Brady asked how many employees were employed at the Berlin Nursing Home and Mrs. Belanger replied 240 employees. The Commissioners were under the impression that HR was assisting Berlin once per week. Mrs. Brunault stated that Ms. Rioux communicates electronically on a daily basis. Mrs. Brunault asked if the Board wanted her in Berlin and was there an area for her. Mrs. Belanger stated that the conference room was available. Commissioner Brady suggested that a discussion be held between the Nursing Home Administrator and the HR Coordinator in regards to what services are needed. Mrs. Belanger replied that one day per week would help. It would prevent scanning all information electronically, and Mrs. Brunault could become familiar with the employee files/issues. Commissioner Grenier asked if one day per day would be sufficient. Mrs. Belanger stated that once a system is in place every other week could work. Mrs. Brunault asked the Commissioners what it is they wanted her to do. Commissioner Brady replied whatever it is that the Nursing Home will need. Commissioner Brady asked how this change will affect Mrs. Brunault's schedule. She replied that her schedule is busy but she will make it work. She added that she also works with the Sheriff's Department, the County Attorney and the Cooperative Extension. Her time does not just consist of working at the West Stewartstown facility. Berlin needs to communicate. If Berlin needs her assistance she will come to Berlin. Mrs. Belanger noted that she too did not have a copy of the job description, but she has been handing issues to HR. Ms. Fish stated that she would make sure that the job description is provided to everyone. Commissioner Brady noted that he appreciated the distribution to everyone. He continued that the perception from the outside looking in is that the HR Coordinator works for all employees except for the Berlin Nursing Home. Mrs. Brunault replied that she has worked on personnel issues pertaining to Berlin but they are confidential.

Commissioner Samson asked for a nonpublic session with the HR Coordinator to discuss HIPAA and personnel files. It is his opinion that if there is a personnel issue the Board should have access to the

employee files. Commissioner Brady stated that the matter should be discussed at the March meeting and asked if it was agreeable. The Board agreed. Ms. Fish replied that she did not agree and it should be discussed during the current meeting during nonpublic. Commissioner Brady noted that tempers were escalating and suggested March; however, he was agreeable to having the discussion. He agreed with Commissioner Samson that ultimately the decision rests with the Commissioners. Commissioner Grenier added that some items discussed during the public meeting must now remain in public session. The nonpublic portion was narrowed and very little could now be discussed. Commissioner Brady asked that the Board reconsider and discuss the matter at the March 14 meeting. The Board agreed.

13. Commissioners' Committee Reports: Nothing to report.

14. Other Business:

a. Budget Transfers: The following budget transfers were approved by the Board:

Coös County Nursing Hospital:

To: 01-05140-2300 Contract Nurses	4,000.00	
From: 01-05140-1700 Nursing Education		4,000.00

Coös County Nursing Home:

To: 02-05640-2300 Contract Nurses	11,450.00	
From: 02-05640-0400 Nursing Assistants Salaries		11,450.00

To: 02-05650-3900 Plant Supplies & Expense	1,120.00	
From: 02-05650-2900 Outside Services		1,120.00

Finance Department:

To: 03-04193-5200 HCBC	4,000.00	
From: 03-04193-5600 Intermediate Nursing Care		4,000.00

b. Tax Anticipation Notes: County Treasurer Sue Collins stated that the Director of Finance had reviewed all bids. The Northway Bank had no conditions with a rate of 1.9%. Ms. Collins recommended Northway Bank; however suggested beginning discussions with the bank about eliminating fees in the future since the County is a municipality. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the Tax Anticipation Note bid of 1.9% on a not to exceed amount of \$10 million to Northway Bank. All approved 3-0.

Commissioner Samson asked that Union Bank be notified and informed that they were considered in the process.

c. Commissioner Grenier reported that HB324 was sent to a study committee with a due date of September 15. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to letter be sent to Representative Norman Major, Chairman of the House and Means Committee supporting HB324 as amended to study and opposing HB1381. The letter should be sent as soon as possible and signed by the County Administrator on behalf of the Board of Commissioners. All approved 3-0.

- d. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to reappoint Commissioner Samson to the Connecticut Headwaters Advisory Commission. All approved 3-0.

Commissioner Grenier suggested that the reappointment follow his term.

- e. Discussion and Approval of the proposed 2018 Coös County and Unincorporated Places Budgets:

County Attorney John McCormick reported that he had recently hired a new assistant county attorney to replace Jason Moore. The anticipated start date was February 26.

He was not at the previous meeting to discuss his budget; however, he did suggest that \$2,000-\$3,000 could be trimmed from the salary line item.

Sheriff Brian Valerino presented the proposed changes to the Sheriff Department's budget:

Part time clerk salary	-3,000.00
Drug Task Force	-5,000.00
Gasoline	-3,000.00
Revenue: OHRV	+5,000.00
SRO (Student Resource Officer)	10,000.00

Commissioner Grenier noted that including the County Attorney and County Sheriff proposed changes the tax increase was \$454,579.

Ms. Mills stated that at the last meeting there was a brief discussion on the facility's generator. Two electricians were contacted and neither were able to repair the generator. The Plant Manager contacted Southworth Milton. A quote was received which includes a mandatory load test at a cost of \$12,467.12.

The breakdown was as follows:

Parts & labor for repair	4,203.81
Load test	3,247.49
Cooling, travel	2,453.32
Rental of generator for one week	2,562.50

Commissioner Grenier suggested withdrawing funds from the facility fund. Commissioner Brady and Commissioner Samson agreed. Commissioner Grenier asked that the item be placed as a special and that a request from the facility fund be presented to the Delegation.

Both Nursing Home Administrators and the Superintendent of Corrections agreed that the weekend differential was the most important to address at this point and time. Currently, all shifts receive an extra \$1.25 per hour. It was proposed to increase this rate to \$2.50 per hour for all shifts, all departments. The total proposed wages for the County for nine months was \$159,202. (Berlin Nursing Home \$62,622; West Stewartstown Nursing Home \$73,158 and County \$23,422).

Commissioner Grenier stated that he could not support the request due to the proposed tax increase. He also reminded everyone that union negotiations will be in process during the upcoming months as contracts expire December 31, 2018.

Commissioner Samson noted that he has made his opinion known about shift differentials.

Commissioner Brady noted that he understood both Commissioners' views. However, he did agree that opening negotiations at this point while a contract is in place is not a good idea. He suggested that the proposal be included in the contract negotiations.

Mrs. Belanger stated that when the current contract was negotiated three years ago there was no nursing shortage. Weekends are the most difficult to fill. The Berlin Nursing Home and AFSCME have already done a sidebar during this contract.

Commissioner Samson stated that he supported the proposal but also understood the union contracts. He also noted that he does not agree with percentage raises. Raises should be spread evenly across the board. Ms. Collins noted that in the past, administration has had no percentage increase but only a flat fee. Commissioner Brady asked that Commissioner Samson vote in favor of the proposed budget and stated that increases will be addressed during the upcoming year.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the budget presented with changes. All approved 3-0.

Ms. Fish noted that EMS contracts and allocations were adjusted in the Unincorporated Places budgets.

The FEMA \$50,000 grant was added to the Wentworth Location budget.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Unincorporated Places Proposed Budget as presented. All approved 3-0.

15. Unincorporated Places:

- a. Report of Outstanding Property Taxes: Linda Harris, Tax Collector, presented a report of Outstanding Property Taxes for the Unincorporated Places as of December 31, 2017 and January 31, 2018.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (c) at 12:06 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public at 12:16 p.m. All approved 3-0.

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

Commissioner Brady mentioned that the Commissioners will be holding a Joint Meeting with the Delegation on Friday, February 23, 2018, at 4:00 p.m. at the Berlin Nursing Home. Items on the agenda will be the Keno Public Hearing, the cell tower contract, the water agreement and budget discussion.

The March 14, 2018 meeting will be held at the Coös County Nursing Hospital in West Stewartstown, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 12:23 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk