

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
October 8, 2014

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Nursing Home Administrator Louise Belanger; Superintendent Craig Hamelin; Nursing Hospital Administrator Laura Mills; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; County Treasurer Fred King; Senator Jeff Woodburn; representatives from special appropriations agencies; and members of the press and public.

Commissioner Brady opened the Commissioners' meeting at 9:03 a.m. and welcomed everyone to the meeting. He asked everyone to rise for the Pledge of Allegiance.

1. Approval of the Agenda:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to remove item 14b Nonpublic session: RSA 91-A:3 II(j) as it was not needed. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda as amended. All approved 3-0.

2. Approval of the Minutes of the September 10, 2014 meeting:

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the minutes of the September 10, 2014 meeting. All approved 3-0.

3. 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 September 2014 and to authorize the Treasurer, during the month of October, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

4. Correspondence:

Jennifer Fish, County Administrator, received North Country Council's Work Plan for Fiscal Year 2015 which included information on the importance of broadband in the North Country.

Jennifer also noted that Tanya Batchelder, Coös County Registrar, sent a memo to all of the Commissioners to answer questions pertaining to the copy fees that were at the September Commissioners' Meeting.

5. Hearing of the Public:

- a. Representatives from various agencies offered further information on their requests for funding for the 2015 budget. Applications and backup information were submitted to the Commissioners a week prior to the meeting. There were two new programs requesting funding: 45th Parallel EMS/Helping Hands and Tri-County CAP's Division of Alcohol and other Drug Services.

- 45th Parallel EMS/Helping Hands: Bill Watkins, on behalf of Robert Darling, presented a request of \$35,000 to be used for the purchase of a van. The goal of this collaborative effort is to provide affordable transportation for the purpose of doctor/hospital visits to the VA Hospital in White River Jct., VT; DHMC in Lebanon, NH; AVH in Berlin, NH; Weeks Hospital in Lancaster, NH; and Littleton Regional Hospital in Littleton, NH.

Commissioner Grenier stated that at a previous meeting it was mentioned that the VA had a van for use. Mr. Watkins replied that there is a van; however volunteer drivers are needed and it can only be used to take veterans. The 45th will do all of the scheduling and will provide the staff.

Jennifer Fish added that Mr. Darling was called away and Mr. Watkins was asked to replace him. Mr. Darling has offered to meet with the Commissioners at a later date. Commissioner Grenier asked that a budget and any pledges from other organizations be available for the December meeting.

- Tri-County CAP's North Country Transit and Long Distance Medical Transportation: Beverly Raymond presented a request of \$33,000 (\$27,000 for North Country Transportation and \$6,000 for Long Distance Medical.)
- North Country Senior Meals: Patti Stolte presented a request of \$18,200 (matching funds for Title XX).
- RESPONSE to Sexual and Domestic Violence: Deborah Haynes presented a request of \$6,000.
- Child Advocacy Center of Coös County: Christine Gadwah presented a request of \$5,000.
- Coös County Retired Service Volunteer Program (RSVP): Kathy McKenna presented a request of \$16,000.
- Coös Economic Development Corporation (CEDC): Bob DeAngelis presented a request of 50,000. Mr. DeAngelis stated that the goals and objectives of CEDC is to promote economic growth that fosters a strong and diverse workforce, sustainable employment and a thriving business environment.

Commissioner Grenier noted that he likes the openness and collaboration between CEDC and the County. Commissioners Brady and Samson agreed.

- Tri-County CAP's Division of Alcohol and other Drug Services (AoD): Kristy Letendre, Director, presented a request of \$10,000. She stated that the program has historically been funded by the State's Bureau of Drug & Alcoholic Services but has seen a decrease in funding due to budget cuts from Health & Human Services. The funds would be used to offset the clients' portion of the treatment expense.

- b. Commissioner Brady acknowledged Senator Woodburn. Senator Woodburn stated that he had not attended a Coös County Commissioners' meeting in a while and was at the meeting to sit, listen and learn about Coös County.
 - c. County Treasurer Fred King suggested that the County Report should include a short report from each of the agencies who receive funding from Coös County. It would be a way to keep the public informed.
6. 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. Energy Efficient Investment (EEI) will be performing the energy audit walkthroughs on October 15, 2014. They will begin at the Coös County Nursing Home at 9 am and then travel to the West Stewartstown facility for the afternoon.
- b. Jennifer attended the New Hampshire Association of Counties meeting on Friday, October 3. The Commissioner of Health and Human Services, Nick Toumpas announced that the implementation of Phase II of the Managed Care System has been put on hold. He also announced that a meeting will be held in Gorham, NH on November 6. Jennifer had no further information.
- c. The New Hampshire Association of Counties will be holding its annual conference from October 26 to October 28 at the Mountain View Grand Hotel in Whitefield. This year's conference will be hosted by Hillsborough County. The Annual Banquet and Awards presentation will be held Monday, October 27 at 6:45 pm.
- d. Registrar Tanya Batchelder has requested permission to use \$3,000 from the New Equipment line item to purchase a Plan Cabinet instead of the shelves that she budgeted for in the 2014 budget. A detailed memo of her request was sent separately.

Commissioner Grenier stated that the Delegation should be made aware of the change. The Commissioners did not need to take action.

- e. EAP Program Policy & Procedure: Jennifer had previously sent the policy and procedure for the Board's review. Commissioner Grenier asked if the County currently had an EAP Director to oversee the program. Jennifer replied that the program is available through NH InterLocal Trust. The program is available for employees. The policy is a tool for supervisors to urge the employee to get help. It is the employee's responsibility to contact EAP once advised to do so by the supervisor. Commissioner Grenier asked if EAP services could be used as a condition of employment when an employee has an identifiable issue. He asked if a statement suggesting that could be added to the policy. Superintendent Hamelin stated he asked the same question. The program is voluntary. Individuals cannot be forced to enter the program. There is a form to be used with employees that would allow EAP to notify a supervisor that the employee was seen. No other information would be provided.

Jennifer stated that Coös County is the only county without a human resource department. The responsibility falls on the department heads and supervisors. Superintendent Hamelin added that EAP has been in place for years. The policy will provide another avenue for supervisors.

Commissioner Brady stated that the policy should be approved and changes could be made in the future. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the EAP Program Policy and Procedure. All approved 3-0.

UNINCORPORATED PLACES

- a. The property owners in Success will be receiving property tax bills for 2014. The Androscoggin Valley Regional Refuse Disposal District is a tax exempt property. Jennifer contacted Executive Director, Sharon Gauthier to ask if the district would consider a payment in lieu of tax because there is no formal agreement with the district and the County. Sharon responded that the district board agreed to pay a payment in lieu in the amount of \$3,000. *The funds were received 10/6/2014.*

Commissioner Brady asked if funds had been expended from the Food Pantry Line Item. Jennifer replied that no funds have been expended from the \$10,000 budget. Commissioner Brady stated that Representative Richardson has requested funds for the Lancaster Food Pantry. The Board asked that Jennifer send a letter to last year's recipients stating that a letter requesting funds must be sent to the County. No funds will be disbursed until a letter of request is received. The Board asked Jennifer for a breakdown of last year's disbursements.

Commissioner Samson noted that he had been in contact with Grafton County and potatoes will be delivered to the food pantries in Lancaster and Colebrook.

7. Report of the Superintendent of Corrections Craig Hamelin. The written report that was submitted to the Board in advance of the meeting was as follows:

TOTAL IN FACILITY	48
HOUSE OF CORRECTIONS	27
PRETRIAL	21
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
HELD AT OTHER FACILITIES	18
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 PT MALE, 2 HOC FEMALE, 9 PT FEMALE MERRIMACK DOC: 1 PT MALE SULLIVAN DOC: 1 HOC MALE NHSP: 1 HOC MALE, 1 PT MALE, 1 HOC FEMALE
AVERAGE DAILY POPULATION SEPTEMBER	47
MALE DAYS SERVED IN FACILITY SEPT.	1410
FEMALE DAYS SERVED SEPTEMBER	343 (23 females)
TOTAL INMATES BOOKED SEPTEMBER	35
TOTAL INMATES RELEASED SEPTEMBER	38

- a. On September 19, Superintendent Hamelin attended a state-wide conference to address Chief Justice Tina Nadeau's initiative to file felonies first in Superior Court. County Attorney John

McCormick attended as well. Pending successful legislation, planning and implementation, 2016 appears to be the projected roll-out time to start the new rules in some courts. Staffing issues and time constraints placed on the offices of County Attorneys, Public Defenders and Superior Courts appeared to be the main concerns expressed during the conference.

At the meeting, Senator Woodburn stated that he had spoken with County Attorney John McCormick on the above issue. He has asked for the County Attorney's input on the negative impact the initiative will have on the County.

- b. Officer Anthony Havalotti is attending the 97th NHAC Corrections Academy which began on October 6. This 5-week academy will be conducted at Merrimack County Department of Corrections.
 - c. Superintendent Hamelin reported that there may be an impending issue with continuing to house the DOC cadets at the Police Standards and Training Facility in Concord while attending academies. It has been indicated to him that PSTC may no longer grant courtesy bed space at the facility, which the DOC has benefited from for many years. The Superintendent is addressing this issue directly with the Police Standards and Training Council and will keep the Commissioners informed of the situation.
 - d. Inmate work crews have been clearing trees extensively along County Farm Road. This work project has opened up overgrown and previously used areas and is greatly improving the appearance of the grounds and view from the Nursing Hospital.
8. 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 74. Occupancy for the month of September was 83.1%. In September, there were two (2) admissions and four (4) deaths. There has been one (1) admission in October. Of the 74 residents, ten (10) are Private Pay. Eight (8) residents are Vermont Medicaid.
- Totals for 2014: Twenty-two (22) admissions, five (5) discharges, and seventeen (17) deaths.***
- b. NH Medicaid: As reported in the County Administrator's report Phase 2 of Medicaid managed care for the nursing homes has been delayed.
 - c. Contract Nurse: The current contract nurse's rotation ends October 24. The 32 hour night position has not been filled. Laura requested to extend the contract nurse for an additional 12 weeks. The lack of a graduating class from the White Mountain Community College this year is really affecting the nursing pool in the area. The fact that there will not be a graduation class next year either is definitely cause for concern. Laura currently has an LNA/MNA on the tuition loan program that should help but she will not be an LPN until next year.
- A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Nursing Hospital Administrator's request to extend the contract nurse for an additional 12 weeks. All approve 3-0.
- d. Nursing Hours at the DOC:

2013	MINUTES	Hours	2014	Minutes	Hours
January	267	4	January	22	<0.5
February	534	9	February	37	<1
March	632	11	March	31	0.5
April	846	14	April		0
May	670	11	May	175	3
June	361	6	June	70	1.2
July	383	6	July	22	<.5
August	388	6	August	219	3.5
September	359	6	September	Not yet avail.	Not yet avail.

e. Laura had two issues for non-public, Section 91-A:3 II (a).

9. 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 92. Eleven (11) residents were Private Pay and five (5) residents were Medicaid pending. The average daily census for September was 94.2; there were 2 admissions in September and 7 deaths.

Year to Date Totals: Admissions 29, deaths 27 and 1 discharge home. (Total deaths in 2013 was 27 and admissions 22)

- b. New Entrance Canopy/Parking Lot Update: The project is essentially complete. However, one glass wall will be replaced and possibly a few ceiling panels. Wendy Smigelski, Life Safety Code Specialist, has been notified that the project is ready for her review.
- c. NH Medicaid: Louise attended the New Hampshire Association of Counties Executive Committee meeting on Friday, October 3, in Concord. Commissioner Nick Toumpas was present to discuss the Implementation of Managed Care and answer critical questions regarding Long Term Care residents.
- d. Power Outage Update: Primex³ has arranged for Schneider Electric from Massachusetts (only local company able to rebuild the phase failure relay switch) to visit the facility and evaluate what needs to be done to replace the switch.
- e. Agency Nurse: The Nursing Home will have an agency nurse on 11-7 for 12 weeks. She will begin on October 10. The need for an agency nurse is due to an ongoing FMLA and a Military Leave.

10. 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. Coös County needs to implement GASB Statement 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions. Statement 45 requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The actuary's work should calculate the

OPEB liability as of December 31, 2014 and forward. The provisions of GASB 45 need to be completed before the Auditors will issue the 2014 Financial Statements. The estimated price of the service will be at least \$5,000. A request for proposal will be required and included in the 2015 budget.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve preparation of a request for proposal for Statement 45. All approved 3-0.

- b. To date, \$4,000,000 has been transferred from the Tax Anticipation Note.
- c. Carrie requested the Commissioners permission to implement Positive Pay on the Coös County General Fund at Northway Bank. The cost for Positive Pay (ACH and Check) is \$40 per month and \$0.01 per item. The County averages approximately 450 items per month in the General Fund.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the implementation of Positive Pay on the Coös County General Fund at Northway Bank. All approved 3-0.

- d. Carrie presented a form to address the motion made at the September meeting to remove \$6,080 from the Coös County Facility Fund for the New Front Entrance Doors in Berlin. The Board signed the form.
- e. The budget process has begun. All Departments Heads have until October 20 to submit their budgets. Carrie's goal is to mail the total budget to the Commissioners for review by October 27.

11. Other Business:

- a. Budget Transfers: The following budget transfer requests were presented to the Board for approval:

Sheriff's Department:

To:	03-04140-0700 Deputy Civil Process/On-Call	\$20,000.00	
From:	03-04140-0400 Deputy Transportation Salaries		\$20,000.00

Coös County Nursing Hospital:

To:	01-05141-1200 HIM Health Insurance	\$7,700.00	
From:	01-05140-1200 Nursing Health Insurance		\$7,700.00

Coös County Nursing Home:

To:	02-05640-2300 Contract Nurse	\$20,800.00	
From:	02-05640-0200 RN Salaries		\$20,800.00

To:	02-05640-0300 LPN Salaries	\$49,800.00	
From:	02-05640-1200 Nursing Health Insurance		\$49,800.00

To:	02-05660-3900 Housekeeping Supplies	\$2,000.00	
From:	02-05660-3700 Linens		\$2,000.00

The Board approved and signed the budget transfers.

- b. County Farm Land Forest thinning: Jennifer reported that an email had been sent to the Board from the County Forester Brendon Prusik with his recommendation to continue with the forest thinning along County Farm Road. Currently, an inmate has been working alongside the Outside Supervisor on the project. Mr. Prusik also stated that the project could become a commercial project. Superintendent Hamelin reported that the individual will be released shortly. He is doing an excellent job. Commissioner Samson has spoken with Mr. Prusik and he is willing to mark the trees that should be cut. He also stated that if the Board puts the project out to bid, specifications regarding machinery could be placed. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the County Forester's recommendation. Commissioner Grenier added that in the future the job should be placed out to bid. All approved 3-0.

12. Unincorporated Places:

- a. Linda Harris reported that all of the MS-1s have been submitted to the Department of Revenue Administration and no corrections were necessary.

A memo was mailed to all of the property owners in Green's Grant, Millsfield, Odell, Pinkham's Grant, Success, Thompson & Meserve's Purchase and Wentworth Location informing them that a property tax bill will be forthcoming.

- b. County Treasurer King reported that the federal government is once again looking at cutting the federal payment in lieu of tax to balance the federal budget. These funds are important to Coös County. He is in the process of preparing a letter to the Congressional Delegation stating that the payments are important to Coös County. He asked if he could include the County Commissioners. The Board agreed.
- c. Commissioner Samson noted that there was still a vacant alternate seat on the Planning Board. He has spoken to an individual who resides in the Unincorporated Places that is interested. Commissioner Samson stressed that he would like to find a resident from one of the Unincorporated Places. There is a resident from Millsfield who is interested. County Treasurer King reminded the Board that an equal distribution of members is required per the regulations. A motion was made by Commissioner Grenier, seconded Commissioner Samson to advertise for the vacant alternate seat on the Coös County Planning Board in all newspapers with a deadline of November 11, 2014. All approved 3-0.

Commissioner Grenier noted that he has been in contact with a couple of individuals who may be interested on being on the Zoning Board.

13. Any other public input:

- a. Edith Tucker, The Coös County Democrat, asked if the Recycling Center towns pay a PILT to the Town of Stewartstown. Jennifer replied no.
- d. Jennifer reported that she had approved a request to hunt and place a tree stand on County land from an individual. The individual recently requested to use his 4x4 to get to his tree stand. Commissioner Grenier replied that he was not in favor of allowing the use of a 4x4 that is not a designated trail head. Commissioner Samson agreed. Sheriff Marcou noted that the permit has

to indicate permission of the ATV. If it is not noted, it's illegal. Permission was granted for hunting and placing a tree stand only.

Jennifer also reported that repairs are needed at the County house. A window was broken and a zone needs to be replaced on the furnace. Chairman Brady stated that the house is the County's responsibility and repairs should be done.

14. Non Public Session: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session per RSA 91-A:3 II (a) at 11:36 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 12:01 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to terminate an employee per the Coös County Nursing Hospital Administrator. All approved 3-0.

The Budget Work Sessions will be held on Wednesday, November 5, 2014 beginning at 9:30 a.m. at the Coös County Nursing Hospital in West Stewartstown.

The next regular monthly meeting will be held Wednesday November 12, 2014, at 9:00 a.m. at the Coös County Nursing Hospital in West Stewartstown.

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