

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown
February 19, 2014 (*amended 3/12/14*)

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; Chief Deputy Keith Roberge; County Treasurer Fred King; Hasen Burns, Alan Coats and James Gilbert, Town of Stewartstown Selectmen; Al Jones, Kirstin VanBuskirk and Meredith Roy, NH Interlocal Trust; members of the press and public.

Commissioner Brady opened the meeting at 9:33 a.m. and welcomed everyone to the meeting. He thanked everyone for their patience while the Board completed a semi-annual tour of the Department of Corrections.

1. Approval of the Agenda:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to include RSA 91-A:3, II(d) under item 14 Nonpublic session. 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 January 15, 2014 meeting:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the ~~agenda as amended~~ the minutes of the January 15, 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 January 2014 and to authorize the Treasurer, during the month of February, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

4. Correspondence:

County Administrator Jennifer Fish highlighted correspondence that was received:

- A copy of the application for licensing of the Brookland Dam Hydroelectric Project in Groveton;
- A thank you letter for the Groveton Food Pantry for the County's donation to the food pantry;
- A letter from the Coös County Chiefs of Police supporting Coös County Attorney John McCormick's request of additional funding for the hiring of a part-time Assistant County Attorney;
- An informational newsletter from the Colebrook Food Pantry and a thank you card for the donation;
- A letter from the Stewartstown Selectboard pertaining to a sewer issue (to be discussed later in the meeting);
- An informational fax pertaining to possible redevelopment of The Balsams Resort/Les Otton;
- A notice from the City of Berlin's Planning Department about a Site Plan Review Application for the Jericho Power Company to erect three 500' wind turbines.

5. Hearing of the Public:

- a. Town of Stewartstown Sewer Issue: Hasen Burns, Chairman of the Selectboard, reported that the Town received a letter from the Department of Environmental Services indicating a line was plugged at the pump station. It was discovered that either a faulty grease trap or the non-existence of a grease trap in the Nursing Hospital's sewer system may have been the cause. One of the Selectmen contacted Commissioner Samson regarding the issue. The Selectmen have learned that the Nursing Hospital has installed a small grease trap which may or may not be adequate. The Town's consulting engineer believes that it is probably not adequate for an institution of this size. It is also believed that a manhole which is underneath the employee parking lot has not been cleaned for 9-10 years. The Board of Selectmen appreciated the Nursing Hospital's quick response.

Commissioner Grenier asked if the County were to pay for someone to clean the grease trap a few times a year if that would solve the issue. Mr. Burns was not sure; he believed that it could be cleaned out in house. Commissioner Samson asked if the Nursing Hospital had consulted with the engineering firm prior to installing the grease trap. Laura Mills, NHA, replied that the plant manager consulted with the company that builds the grease trap prior and purchased the grease trap the company recommended based on the facility's usage. Commissioner Samson stated that when his wife worked at a local school the grease trap was cleaned on a weekly basis. He believed that the engineering firm should have been contacted prior to the purchase. Mr. Burns stated that the current grease trap is an interim fix. Commissioner Samson suggested that the plant manager meet with the town's engineer to ascertain that the correct grease trap is installed. The Board agreed and stated that funds should be set aside during the finalization of the budget to correct the issue. Mr. King suggested that the County meet with the Town's engineers to obtain the correct grease trap.

- b. Edith Tucker, *The Coös County Democrat*, inquired about two policies at the Department of Corrections. First, was there a policy that indicates at what time of day inmates are released and what arrangements are made to return to the community. Second, is there an arrangement whereas people serve time for nonpayment of fines or "working off their fine" and asked if that were true. Superintendent Hamelin replied that he would be able to meet with Ms. Tucker after the meeting to explain the various particulars of release. The DOC does house inmates for nonpayment of fines based on court order. The State provides the amount of days served to the Department of Corrections. Ms. Tucker stated that the County incurs the cost to house a person in order to pay the State \$50 per day. Superintendent Hamelin stated that the State handles the monetary part which equals \$50 per day. Chief Deputy Roberge suggested that Ms. Tucker contact Terri at the Circuit Court in Lancaster for further information.
- c. Christine Gadwah of the Child Advocacy Center, introduced herself as the new liaison at the center. She asked if the Board had any questions pertaining to the request for funding in December. Commissioner Grenier urged Ms. Gadwah to provide information at the annual meeting to the Delegation. He also asked that if the Delegation funded the program that she report to the Commissioners on a quarterly basis.
- d. County Treasurer Fred King reported that he continues to be in contact with Pam Yonkin of HDR, who is conducting the economic study. The study is almost wrapped up. He is hoping that the report will be available in a few weeks.

Mr. King also reported that at a previous Delegation meeting he had spoken about HB1574. This bill would reverse action taken in 2008-2009 whereby it stopped the County from supporting programs such as APTD, OAA, HCBC and other child service programs. He recommended that the Delegation look into this bill further. Commissioner Brady stated that there was a big discussion concerning the bill at the last NHAC meeting.

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:

- a. Budget revisions based on input from the Public Hearing in December, items recommended by the Board to be brought back to the February meeting, the unaudited fund balance and other requests/ submitted were prepared and sent to the Board for consideration.
- b. The unaudited surplus at December 31, 2013 is \$4,737,963.09. This number was inclusive of the \$69,467.20 reserved from the 2012 fund balance.

At the meeting, Jennifer provided an updated list of encumbrances which read as follows:

Interest on Sick Trusts 2013	\$ 815.99
Interest on Facility Fund 2013	92.85
Interest on Decommission Fund 2013	15.00
WSNH - Steamer/Kettle Combination	19,500.00
WSNH - Building Repairs/3 rd floor tub room	10,000.00
Utility Valuation Defense Fund	40,000.00
Registry of Deeds - Book Repair and Restoration	7,080.00
Delegation Contingency Fund to finish Wi-Fi	103.18
Primex ³	<u>36,000.00</u>
Total encumbrances	\$204,524.27

The surplus figure provided at the meeting was \$4,687,652.91. The projected surplus provided at the December Public Hearing was \$3,024,222 a difference of \$1,663,430.91.

- c. The House and Senate negotiators took a major step toward helping counties and their residents by finalizing an agreement on a five-year farm bill on January 27. Included in the farm bill were the Federal Payments in Lieu of Taxes (PILT) for counties. The Payment In Lieu of Taxes (PILT) program was extended as a fully funded, mandatory entitlement program at \$425 million. This was very good news for the Unincorporated Places.
- d. The Quarterly Delegation Meeting was held on Monday, February 10, 2014 at the Granite State Room in Lancaster. Also, Chairman Th  berge has announced that the Annual Budget Meeting will be held at 10 AM on Monday, March 17, 2014 at the Co  s County Nursing Hospital in West Stewartstown.
- e. Jennifer reported that oral arguments relating to the DRA lawsuit will be held Thursday, February 20 at 10 a.m. at the NH Supreme Court. The arguments may be watched live by going to the NH Supreme Court website.

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	35
HOUSE OF CORRECTIONS	23
PRETRIAL	12
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	2 (FEMALES - GRAFTON PROGRAM)
WORK RELEASE PROGRAM	0
HELD AT OTHER FACILITIES	9 GRAFTON DOC: 3 HOC FEMALE, 1 PT FEMALE ROCKINGHAM DOC: 1 PT MALE NHSP: 3 PT MALE, 1 HOC MALE
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	
AVERAGE DAILY POPULATION JANUARY	39
MALE DAYS SERVED IN FACILITY JANUARY	1,209
FEMALE DAYS SERVED JANUARY	137 (12 females)
TOTAL INMATES ADMITTED JANUARY	27
TOTAL INMATES RELEASED JANUARY	34

- a. Applicants were screened to fill a vacant Correctional Officer position. Physical fitness testing was conducted on two of the selected candidates on January 25. Further testing and interviews occurred on January 29 and 30.

At the meeting, Superintendent Hamelin announced that Brendon Lynch was hired to fill the Correctional Officer position and began training February 17. Correctional Officer Anthony Havalotti completed the FTO program and has been assigned to 3rd shift. All positions are currently filled.

- b. Belknap County Department of Corrections provided Instructor Level Progressive Defense System certification training to two staff members this month at our facility. Once certified over a series of sessions, Sergeant Ben Champagne and Officer Zach Covill will be the department's very first Defensive Tactics Instructors. Trained, certified and mentored by Assistant Superintendent Dave Berry of Belknap County DOC, instructors teaching the Progressive Defense System promote safety by improving defensive skills, developing a teamwork approach to physical transports and restraints, identifying pre-emptive assault postures and stances, and determining appropriate force follow-up. This defense system is included in the NHAC Corrections Academy curriculum and is taught by certified instructors at most, if not all, of the other county correctional facilities.
- c. Superintendent Hamelin thanked the Commissioners for the extensive facility tour. Commissioner Brady stated that the Department of Corrections looks great and staff is doing a great job.

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 77. Occupancy for the month of January was 83%. In January, there were six (6) admissions and two (2) deaths. There was an admission on February 12.

Of the 77 residents, twelve (12) are Private Pay and nine (9) residents are Vermont Medicaid. Two residents have been denied Medicaid and the family is appealing, but at this time the bill is not being paid.

Totals for 2014: Seven (7) admissions, no (0) discharges, and four (4) deaths.

- b. Resident Wi-Fi: The resident Wi-Fi is up and running. One resident has started using it and several staff members have noticed it is available.
- c. Coös County Farm Water System: A quote was received from Horizons Engineering on February 3 in order to apply for a CDBG and Granite State Rural Water Association loans/grants. A copy of the quote was provided at the meeting.

At the meeting, Commissioner Samson stated that according to information provided by Laura that Horizons Engineering has been to the Nursing Hospital twice and will provide a quote for the water system. He was under the impression that the Nursing Hospital was applying for funds for a study of the water system. Laura stated that Donna Lane set up the consultations with Horizon as a quote is required to apply for the emergency CDBG. Jennifer replied that it was at no cost to the County.

Commissioner Samson asked if Horizons will be doing the work as he has serious concerns with Horizons. He continued that there are other firms capable of doing the work. Commissioner Samson has a problem with the current water system; pumping 20,000 gallons of water per day is quite expensive. There had to be others ways to pump the water which would be more cost effective. Laura added that the engineer from Horizons also does not agree with the current water system. The new plan proposes having the storage tanks below the parking lot.

Commissioner Samson continued that he has asked to be notified of any meetings concerning the water system. Two meetings have occurred without his knowledge and he found that unacceptable. He once again asked to be notified of any meetings concerning the water system. Laura explained that the meetings were held prior to her being informed that Commissioner Samson would be included in all meetings.

Commissioner Grenier feared that if the Nursing Hospital applies for the funds for a study and puts out an RFP, the Nursing Hospital could lose the capability for emergency funds. The water system issue needs to be dealt with. Commissioner Brady clarified that the discussion previously held on the issue was to secure funding for emergency funds. Jennifer added that an expense amount is needed to apply for the emergency funds. Once funding is obtained, it would be put out to bid. Commissioner Grenier added that a vendor has provided information to assist the County in securing \$170,000 and if that door is slammed in his face; that vendor may never assist the County again.

Commissioner Samson added that he would keep that in mind and had a problem with “the good old boys” going back to the people they’ve always worked with. There are other people out there who are as qualified who may do a better job. Commissioner Samson stated that part of the issue is that when the old gravity fed water system failed, no common sense was given in setting up the current system. He once again voiced his concerns with the County leaning towards Horizon.

Commissioner Grenier stated that the Delegation will need to be placed on notice that funds will need to be appropriated in the amount of \$170,000 for the water system based on the Horizons quote. Commissioner Samson agreed but asked that other firms be considered for the project.

- d. Kitchen Grease Trap: The installation of the grease trap began January 29 and was in place by the end of the week. At the meeting, Laura announced that the trap was in place and running.
- e. Handicapped Parking: Ron Crawford and Laura have researched possible scenarios. At the meeting, Laura reported that she had obtained a quote for an outside handicap lift which would be installed by the existing canopy and would drop down by the ambulance entrance. Commissioner Grenier suggested that Laura contact Primex³, the facility's insurance carrier, to see if the lift would be acceptable.
- f. Survey: Two surveyors returned to the building on January 14 because of an issue the Nursing Hospital had reported to them as required by law. The Nursing Hospital received the report from the state on January 31. The Nursing Hospital received two deficiencies. The Plan of Correction was accepted on February 18. The Nursing Hospital expects to be back in compliance on February 28.
- g. Nursing Hours at the Department of Corrections:

2013	MINUTES	Hours	2014	Minutes	Hours
January	267	4	January	22	<0.5
February	534	9	February		
March	632	11	March		
April	846	14	April		
May	670	11	May		
June	361	6	June		
July	383	6	July		
August	388	6	August		
September	359	6	September		
October	263	4	October		
November		2	November		
December	0	0	December		

- h. The following budget transfer was signed by the Board:

To:	Provider Assessment	\$10,100	
From:	Health Insurance		\$10,100

- 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 census was 90. Eleven (11) residents are Private Pay; three (3) residents are Medicaid pending; and two (2) of the longstanding Medicaid pending residents received financial approval. The average daily census for January was 89.8; there were **3** admissions in January and **4** deaths. Another admission was planned for February 20.

At the meeting, Louise reported that several admissions are coming from the southern end of the State.

- b. Survey: The surveyors arrived at the nursing home on January 21 at approximately 10:00 am and exited on Friday January 24 at 12:30 pm. The Nursing Home was deficiency free in Health Care for the 3rd year in a row. Louise received the formal announcement by mail. There was one minor tag in Life Safety relating to work that was performed on the facility earlier in the year. The issue was corrected prior to the survey team leaving.

At the meeting, Louise presented the letter which is given to the Nursing Home employees for a deficiency-free survey, for the third year in a row, with a \$25 bonus. The Board signed the letter.

- c. Staffing: The two agency nurses ended their assignment on February 1. At this time, the facility will need to keep one agency nurse for an additional 12 week assignment and only 6 additional weeks for the second agency nurse. Several nurses have been hired.
- d. Door Alarms: The second floor south stairway door alarm was not functioning properly and needed to be replaced. The faulty alarm system was in place for approximately 26 years. The alarm system was replaced at a cost of \$1,500.
- e. Power Outage: A break occurred in the underground wires connecting the facility with the PSNH power grid on 1/27/14 just after midnight. The location of the break in the wires was identified by PSNH at 11:10 am on 1/28/14. The area was excavated and the repairs completed at 3:15 pm. The nursing home's generator was on for 40.1 hours supplying electricity to the home. A small transformer on the generator was burnt and a replacement part was ordered. The PSNH crew did an excellent job handling the situation and insuring that the facility had a backup generator available should the nursing home's generator fail.

Commissioner Grenier reported that the temporary suspension of the nursing program at the White Mountains Community College was discussed at the Berlin City Council meeting. Members of the Council expressed their dissatisfaction. The nursing program is vital to the County. To suspend the nursing program for one year was a disservice to the area. Louise explained that when the new program opens in 2015 it will be a very different program. Currently, after one year the students would become LPNs and could work in a facility right away. The new program will be a four year bachelor's degree and will not graduate LPNs. The students will be LNAs until their fourth year and will graduate as a registered nurse. All facilities will be missing out on nurses during the first three years. Commissioner Samson expressed his support of Commissioner Grenier's stand on the program.

Louise took a moment to thank everyone for the support and help provided during the recent loss of a business office employee. She thanked Laura for sending one of her employees to answer the phone during the funeral. It was greatly appreciated

- 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. Carrie provided the documents from Passumpsic Bank for the 2014 Tax Anticipation Note. The Board signed the documents.
- b. Carrie provided the sealed bids for the bank erosion project in Wentworth Location. The amount requested was \$90,000. The following bids were received:

• Connecticut River Bank	10 year note	3.10%
• Northway Bank	10 year note	2.41% (a \$250 bank fee)
• Passumpsic Savings Bank	10 year note	2.74%
• First Colebrook Bank	10 year note	3.50%
• Woodsville Guaranty Savings Bank	10 year note	3.50%

Commission Grenier asked if the difference between Northway Bank and Passumpsic Savings equaled Northway's bank fee. After calculating, Carrie replied that Northway Bank still had the lowest bid with the fee included. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept Northway Bank's bid of 2.41% for the funding of the Chapel Hill Road Bank Erosion Project. All approved 3-0.

- c. The auditors from Melanson Heath & Company were in West Stewartstown February 6 & 7.
- d. The 2012 Audited Financial Statements from Ron L. Beaulieu and Company were distributed to the Commissioners.
- e. The following budget transfers were signed by the Board:

To: Finance: Audit Services	\$2,403	
From: Finance: Health Insurance		\$2,403
To: County: Office Supplies	\$1,342	
From: County: Health Insurance		\$1,342
To: Sheriff: Deputy Full Time:	\$1,002	
To: Sheriff: Retirement	\$1,272	
From: Sheriff: Gasoline		\$2,274
To: Wentworth Location: Legal Services	\$4,300	
From: Wentworth Location: Contingency Fund		\$4,300

11. Other Business:

- a. *North Country Council Representative:* Jennifer reported that she had spoken with John Scarinza, Planning Board Chairman and he has agreed to be the representative if the Commissioners appointed him. Historically, the County representative has been a member of the Planning Board.

Mr. King stated that historically it is a Planning Board appointee, confirmed by the Commissioners. Commissioner Grenier asked when the term expired. Mr. King stated that the term expired because he was not attending the meetings. There was no expiration date. Commissioner Grenier suggested a two-year appointment. Mr. King suggested setting the term

per Mr. Scarinza's term on the Planning Board. Commissioner Brady asked where it was written that the Planning Board recommended the appointment. He stated that the Commissioners should make the appointment. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to nominate John Scarinza to represent the Board of Commissioners on the North Country Council, term to expire December 31, 2016. All approved 3-0.

- b. *Mileage Reimbursement:* Jennifer stated that the County currently pays the 55 cents per mile for mileage reimbursement. The new IRS rate is 56 cents per mile. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to keep the mileage reimbursement at 55 cents per mile. All approved 3-0.
- c. *NH Interlocal Trust - Kristin VanBuskirk, Al Jones and Meredith Roy:* Mr. Jones explained that the not to exceed rate that was presented in November, with four months data, was 20.6%. The revised rate has now dropped to 16%. The data will be revisited in April, and the final rates will be provided by April 30. The County had the highest group renewal percentage with the Trust this year. Commissioner Samson asked if Mr. Jones could foresee the rates decreasing. Mr. Jones replied that costs keep going up. He cannot predict future rates. He added that wellness efforts change people's lives.

Commissioner Grenier stated that 16% is quite an increase to pass on to the taxpayers of the County. He asked if new plans would be put together for the County's consideration. Mr. Jones suggested that the County review options in order to reduce claims and to review other options in health plans.

Kristin VanBuskirk explained that the County's current plan has a \$15 co-pay, \$500 deductible per person/\$1,500 per family maximum and \$0/25/40 for prescriptions. The County reimburses a portion of the deductible (up to \$500) through an HRA. She presented several options which included changes in the plans as well as in prescription services.

- Option 1 - similar to the current plan: \$15 office visit co-pay but the deductible would increase to \$1,000 per person/\$3,000 per family maximum and would retain the same pharmacy benefit \$0/25/40.
- Option 2 - changes only the pharmacy benefit to \$0/10/30/50. This would provide the County with a 2.35% savings overall. Ms. VanBuskirk advised that the County should look at making changes to the pharmacy benefit.
- Options 3 & 4 would change the office visit co-pay to \$20 per visit and the deductible to \$2,000 per person/\$6,000 per family. This is the highest deductible plan in the Trust's portfolio at this time.

Commissioner Grenier asked if a hybrid plan with option 2 would be possible. In his opinion, too much of a radical change is not good. He asked that option 2 be looked at further.

Mr. Jones added the zero pharmacy co-pay may seem to be a loser but it is not. The average generic prescriptions in New Hampshire are \$20-\$24 and brand prescriptions are \$130. Ms. VanBuskirk stated that it will take 60-90 days to get true and accurate medical claims on a monthly basis. Pharmacy claims are different and there is no run in data. Based on the data for the first six months, the County members, as a whole, are averaging 18 prescriptions per member per year. The pharmacy utilization is heavily utilized by the members covered by the

County. The goal of the 4-tier is an incentive for people to look at low cost medications for the long term. The County's average cost for prescription claims for the first six months is \$40,000 per month. The report identified high usage of cardiac medications. The final rates will be released by April 30, 2014. Plan changes may be made after that date. Commissioner Grenier suggested that the County be pre-emptive and look at Option #2. It is a fair and alternate plan.

Ms. VanBuskirk provided information on the "save on" program which is completely voluntary. This plan would give employees the option to shop around and make choices for services. Meredith Roy briefly explained the Wellness Brochure and services provided.

- d. *Primex³ Health Insurance Refund*: Jennifer reported that she was notified at the end of December by Primex³ that a refund of \$178,831.61 was forthcoming to the County. The refund stems from when Primex offered health insurance to the County during the years of 2006-2008. Of that estimated amount, \$36,000 will be returned to employees who had health insurance during that period. Commissioner Grenier believed that at one time one of the union contracts was 100% funded by the County at the time which means they would not enjoy the refund. Jennifer stated that the records were being reviewed to ensure the correct refund.

12. Unincorporated Places:

- a. *Chapel Hill Road, Wentworth Location*: Commissioner Samson reported the DES engineer who has been assigned the project has questions and is having difficulty with the terms "temporary" and "emergency". A meeting has been scheduled for February 20 at the LOB so that Representative Th  berge and Representative Rappaport may attend the meeting. Mr. Thompson cannot blast without the permits. Commissioner Samson stated that he plans on attending the meeting. Once the warm weather arrives the US Fish and Wildlife Services will be closing the road.
- b. *Success: Fire at Androscoggin Valley Refuge Regional Disposal District (AVRRDD)*: Jennifer reported that the County had received an invoice in the amount of \$11,325 from the City of Berlin for fire at AVRRDD. The invoice was inclusive of all fire departments involved. Based on Jennifer's conversation with Sharon Gauthier at AVRRDD, they will pay the invoice and seek reimbursement from their insurance company.

13. Any other public input:

- a. Chief Deputy Keith Roberge asked the Board to sign the forest patrol contract in the amount of \$7,500. The Board signed the contract.

2014 Co  s County Budget Revisions: Prior to the review of the proposed budget, Commissioner Grenier stated that he would be meeting with Russ Keene to discuss the AVH PT contract for the West Stewartstown Nursing Hospital. He asked for the Board's authority to discuss the issue on their behalf. The Board agreed. Louise noted that the Berlin Nursing Home does not pay for the services. Laura stated that she budgeted \$24,000 in the 2014 budget. A renegotiated price will need to be presented to the Delegation.

It was also noted that workers' compensation and unemployment insurance line items were adjusted based on 2014 budgeted wages. The Board discussed the revisions to the proposed 2014 budget. The major changes made were:

CCNH-West Stewartstown:

- The Health Information Management Department increased \$15,600 based on a potential resignation;
- The Nursing Hospital Specials increased by \$175,000 to include the water system upgrade \$170,000 and the repairs to the facility's grease trap \$5,000.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to add a \$5,000 line item to address the grease trap issue; and, to increase the Nursing Hospital appropriations by \$189,650. All approved 3-0.

CCNH-Berlin:

- The Office Staff Salaries and related salary line items were increased by \$27,300 for the payment of personal and sick leave of a former employee;
- The Nursing Department Health Insurance line item was reduced by \$1,250 to reflect a change of plan (family/2-person);
- The Plant Operations Manager's Salary line item was reduced by \$6,000 to reflect an employee's change in position;
- The Plant Operations Maintenance Salaries line item was reduced \$50,800 to reflect an employee's change in position;
- The Housekeeping Aides Salaries and related line items were increased \$9,575 to reflect the payment of personal and sick leave upon the retirement of a long-term employee;
- The Housekeeping Health Insurance line item increased \$7,650 to reflect a change of plan (single /2-person);
- The Environmental Services Manager line item was added \$56,800. The employee now oversees the Plant Operations, Housekeeping and Laundry Departments;
- The Physical Therapy Health Insurance line item decreased \$3,700 to reflect a change of plan (family / 2-person plan).

The revenue was also increased by \$160,036 to reflect the change in the Medicaid room rate. Based on the current decline in census, the private pay line item was reduced by \$80,300.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the proposed changes in appropriations \$65,315 and revenues to the Berlin Nursing Home Budget. All approved 3-0.

Department of Corrections:

Superintendent Hamelin reported that prior to the February 5 meeting he had requested an increase to 35 hours per week for the nurse who works evenings and weekends, effective 4/1/2014. Since then, the nurse who works the shift has put in her notice. Superintendent Hamelin has revised the line items to reflect a registered nurse salary instead of a licensed practical nurse salary as well as a change in health insurance plans. The total increase was \$5,500.

Federal Funds:

Commissioner Grenier stated that the CDBG for the water system should be listed under Federal Funds. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to place \$170,000 in appropriations and \$170,000 in revenue. All approved 3-0.

Revenues:

The revenue for the Nursing Hospital increased \$79,736.

Commissioner Grenier stated that he would like to present the Delegation a 0% tax increase. The budget showed an increase of 2.45% over the 2013 budget. The projected surplus was \$4,687,652.91.

The Commissioners proposed the following:

- Funds to offset a zero percent tax increase \$545,000;
- Increase the amount budgeted for the Berlin Nursing Home front entrance \$110,000;
- Based on information provided earlier in the meeting, the Commissioners' increased the amount budgeted for health insurance by \$50,000;
- Pay off the bond for the Nursing Hospital's 2007 addition \$390,000;
- Include funds for a handicap lift at the Nursing Hospital \$20,000;
- Add \$25,000 to the Corrections Sick Leave Trust;
- Add \$650,000 to the Tax Stabilization Fund.

This would leave an undesignated surplus of \$53,430.91.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to incorporate all changes and recommend all changes to the Coös County Delegation. All approved 3-0.

Unincorporated Places:

The Board reviewed the Unincorporated Places budget changes. Commissioner Grenier asked to reduce the Wentworth Location contracted services line item by \$1,500.

A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the Unincorporated Places budgets to include the change to the Wentworth Location Contracted Services line item by \$1,500. All approved 3-0.

14. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (d) at 1:53 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 2:10 p.m. All approved 3-0.

The next regular monthly meeting will be held Wednesday, March 12, 2014, at 9:00 a.m. at the Coös County Nursing Home in Berlin, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 2:10 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk