

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Hospital - W. Stewartstown, NH  
November 8, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger, Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Sheriff Brian Valerino; Human Resources Coordinator Julie Brunault; Lt. Wayne Saunders, Fish & Game; Ty Gagne; Jessica Riendeau, Victim/Witness Advocate; Jeremy Oleson, Twin Mountain Fire Chief; Registrar Tanya Batchelder and Chief Deputy Sally Pelletier; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:30 a.m. and welcomed everyone to the meeting. Superintendent Ben Champagne led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda under Hearing of the Public. Remove Chris Gamache from item 6b and add Jeremy Oleson, Twin Mountain Fire Chief in its place. Also add Jessica Riendeau, Victim/Witness Advocate under 6c. . 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.

3. Approval of the Minutes of the November 1, 2017, budget work session, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the November 1, 2017, 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 2017 and to authorize the Treasurer, during the month of November 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: County Administrator distributed the following items:
  - An email from Rob Boschen, Tri-County CAP, answering questions posed by the Commissioners at the October meeting.
  - An email from Michelle Santy, Child Advocacy Center, providing the breakdown requested by the Board.
6. Hearing of the Public:
  - a. AVSAR (Androscoggin Valley Search and Rescue/Lt. Wayne Saunders, Fish & Game and Ty Gagne: Lt. Saunders thanked the Board for the previous allocation of funds for six radios. The radios have proved priceless during rescues. A new request for six additional radios was presented to the Board. Mr. Gagne stated that over a period of time AVSAR anticipates having 24 radios. The radios will allow digital communication with other organizations in emergency situations. Commissioner Grenier suggested the purchase of ten radios which would bring the total radios to 16. Commissioner Samson agreed. Commissioner Brady stated that the changes would be reflected in the proposed budget.

- b. Twin Mountain Fire Chief Jeremy Oleson stated that the Town of Carroll has an ambulance agreement with Coös County for certain Unincorporated Places. He asked if the Board would consider some type of agreement for fire and rescue services as well. Commissioner Grenier suggested creating a formal document with his Selectboard and County Administrator Jennifer Fish. Once completed, the Board will review for approval. The Board agreed.
- c. Jessica Riendeau, Victim/Witness Advocate: Mrs. Riendeau noted that there was confusion at the budget work session in regards to the VOCA grant. She explained that the cost of travel was not included in the line item. She provided a breakdown to the Board.
- d. Sheriff Brian Valerino reported that the officers requiring vests will be measured in November. He applied for a grant for cruiser cameras which would be 100% funded including installation. Commissioner Grenier asked that figures be provided to the Director of Finance prior to the budget submission. The Sheriff and some members of his staff will be participating in Veteran's Day festivities.
- e. Registrar Tanya Batchelder and Chief Deputy Sally Pelletier Register of Deeds reported that the sale of the hydro dams would bring additional revenue to the County. After some discussion, it was decided to leave the revenue as is since the final date of sale has not been determined.

Mrs. Pelletier reported that \$2,200, was not included as part of the microfilm request for ongoing sales. Commissioner Grenier asked to increase the revenue by \$2,500 to remain budget neutral.

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. The County Administrator will be attending the State Revolving Fund Workshop put on by NH DES on November 20, 2017 in Concord. The workshop is for current and future loan recipients, community/financial decision makers, consultants/engineers, operators and others interested in the SRF Loan Programs.
- b. Boards/Committees: The County Administrator provided a list of Boards and/or Committees of which she participates.
  - Coös County Planning Board, Clerk
  - Coös County Zoning Board of Adjustment, Secretary
  - NH Association of Counties, Executive Committee Member & Finance Committee
  - North Country Council, Director
  - 45<sup>th</sup> Parallel Emergency Services, Director
  - NH Interlocal Trust, Director

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:

<b>TOTAL IN FACILITY</b>	<b>24</b>
HOUSE OF CORRECTIONS	19
PRETRIAL	5
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	GRAFTON DOC: 2 PT MALE, 3 PT FEMALE NHSP: 2 HOC MALE, 1 HOC FEMALE CARROLL DOC- 1 HOC MALE CHESHIRE DOC-1 PT FEMALE
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	
AVERAGE DAILY POPULATION OCTOBER	20
MALE DAYS SERVED IN FACILITY OCTOBER	631
FEMALE DAYS SERVED OCTOBER	138 (7 females)
FEDERAL INMATE DAYS SERVED	0
TOTAL INMATES BOOKED OCTOBER	21
TOTAL INMATES RELEASED OCTOBER	15

- a. The specialty repairs made to the International Recycling Truck were not successful. The truck was returned by tow truck to Liberty International in Manchester, NH. Liberty diagnosed the truck as needing a new engine due to a factory 'defect' discovered. The defect is not covered under warranty or by the manufacturer. Member towns of the Coös County Recycling Center voted to replace the engine at the budget meeting with a "complete" running engine, priced at \$19,999.18 to be paid for out of the Equipment Savings fund.
- b. Corporals Rick Dube and Jamie Lesperance collaborated and repaired the body on the 2004 Ford F-150 pickup truck, utilizing inmate labor. Two of the inmates were mechanically inclined and have had experience doing auto-body work. The pickup was becoming very rusty and was not able to pass inspection. The inmates did a great job and was a considerate cost savings to the county.
- c. All staff cycled through Defensive Tactics training. This training session was taught by Corporal Zachary Covill at the County house.
- d. Officers Tyler Joyce and Michael Rodevitz graduated the NHAC 106<sup>th</sup> Corrections Academy. This was the first academy with the new NHAC Training Coordinator position in place and it seems to be working well.

At the meeting, Superintendent Champagne announced that the NHAC has proposed increasing the fee for certifications from \$550 to \$750. Since cadets from Cheshire and Hillsborough County do not attend the academy their fee will remain at \$550. Members of the affiliate have asked for accountability of the increase and have asked how the fees are distributed. Commissioner Brady suggested contacting George Maglaras, current president of the NHAC for answers.

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 69. Occupancy for the month of October was 76.5%. In October, there were no (0) admissions and one (1) death. There has been one (1) admission in November. Two (2) potential admissions are currently being worked on.

Of the 69 residents, fourteen (14) were Private Pay; eight (8) residents were Vermont Medicaid and six (6) residents were Medicaid Pending for NH. Totals for 2017: Twenty-two (22) admissions, one (1) discharge and twenty-seven (27) deaths.

- b. Staffing: The nursing department is down to 44 hours open for RN/LPN. Two (2) contract nurses are covering the open hours, but one (1) will be leaving in December as the new nurses come on board. There are 124 open LNA hours plus two (2) 40 hour LNAs on FMLA, and one (1) 32 hour LNA on Workers Comp.

The department continues to have difficulties staffing the 3:00-11:00 shift. Two contract LNAs continue to cover some of the hours.

Two (2) of the LNA students have accepted positions while completing the class. A third hopes to apply once the class is completed.

- c. Committee Reports:

- NHAC Executive Committee: The October meeting was cancelled. The next meeting was held November 3 at MCNH in Boscawen.
- NHAC Nursing Home Affiliate: The next meeting is scheduled for November 8.
- Future of Health Care in the North Country: The last meeting was August 29. The next meeting TBD.

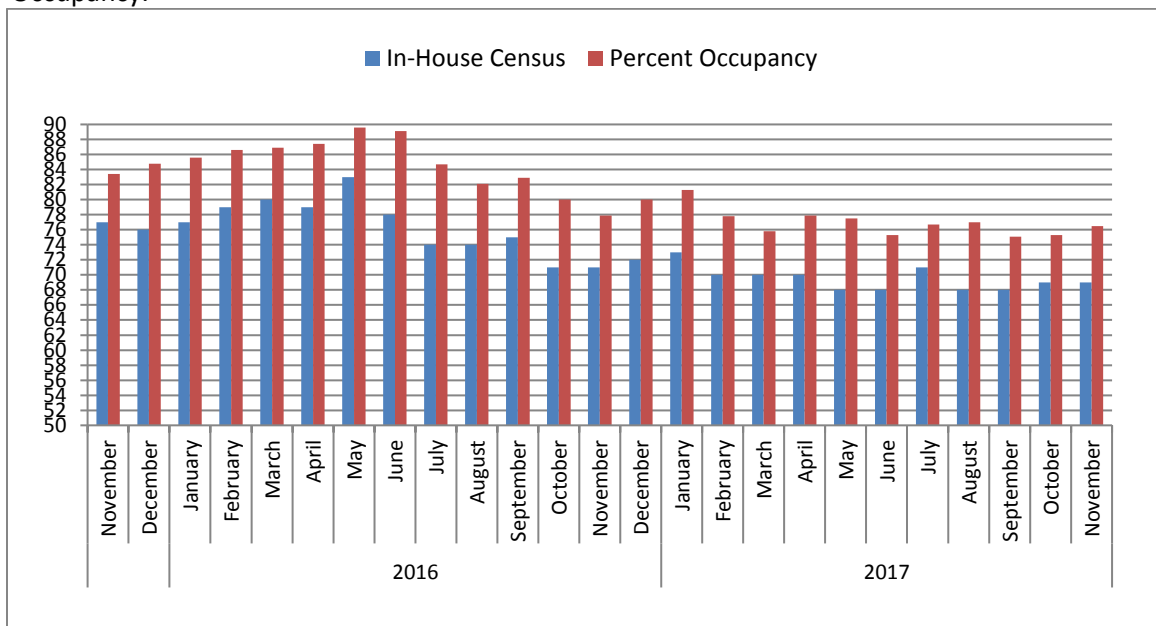
- d. Survey: The facility continues to await survey.

- e. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations. Ms. Mills will report on its activities as it progresses.

- f 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

g. Occupancy:



- h. At the meeting, Ms. Mills reported that she had contacted Mike Fleming, DHHS Bureau Chief and Wendy Smigelski, Life Safety, about the waived rooms and beds. Mr. Fleming could not provide a dollar figure as to the value of the beds. Ms. Smigelski suggested not giving up the licenses as once you give them up you cannot get them back. The beds may be removed from the rooms but must be stored and available at a moment's notice. It was suggested to apply for a permanent waiver. If it is shown that the waived room is not being used there should be no deficiency. Ms. Mills requested authorization to budget for 84 beds. Commissioner Grenier asked where the beds will be stored. Ms. Mills stated that she will need to meet with the plant manager to discuss possibilities. She will report back to the Board with options.

Life Safety has indicated concern regarding a bariatric resident located on 3<sup>rd</sup> floor. The fire chief has been contacted in order to make a determination on whether the department would be able evacuate this resident. If the determination is made that it is not possible to move this resident, doorways will need to be widened on the first floor.

Commissioner Samson asked if there was a particular reason why staffing the 3:00 to 11:00 is difficult. Ms. Mills replied that it is a difficult shift as it affects an individual's whole life. Twelve hour shifts do not work in a nursing home.

The Board signed the facility's license renewal.

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

- a. Census: The current census was 94. Thirteen (13) residents were Private Pay, five (5) residents were Medicaid pending. The average daily census for October was 92.8; there were four (4) admissions, three (3) deaths, and two (2) discharges.

SNF Part A: 4 residents. Part B: 13 residents.

Year to Date: The average daily census was 89.0, admissions 47, deaths 27 and discharged home 13.

- b. Nursing Department: There are currently 228 hours of open nursing (RN/LPN) positions (5.70 FTE's). Four agency LPNs are helping with open positions/hours. There are 344 hours of LNA open positions (8.60 FTE's); these figures do not reflect employees out on an FMLA.
- b. Nursing Tuition Loan Program: Mrs. Belanger asked that the Commissioners consider a one-time waiver of the following statement from the policy; "The individual must be a Coös County employee for at least two years". Currently there are two, possibly three, new hires that are currently enrolled in the WMCC RN program, who are requesting assistance via tuition loan policy. A motion was made Commissioner Grenier, seconded by Commissioner Samson to approve a one-time waiver of the nursing tuition loan program for three nursing students. All approved 3-0.
- c. The Family Support Group, hosted by Candice Santy, Social Services Director, will have an open forum meeting on November 9, beginning at 5:00 p.m. at the nursing home. Andrea Willey Licensed Clinical Social Worker from Deer Oaks Behavioral Health will be the presenter.
- d. Alzheimer's Support Group hosted a "Meet and Greet" here at the nursing home on October 25. The meeting was designed for family members who are caregivers of someone with Alzheimer's.
- e. On Tuesday October 24, Laura Mills and Mrs. Belanger, along with the Director of Nursing from a local nursing home, and Berlin's Director of Nursing, Lynn Beede, met with Charles Lloyd, ED. D. Interim President of the White Mountains Community College. The group stressed the need for the development of an LPN program. The meeting went well, with everyone voicing their concerns on the shortage of nurses in Coös County and suggesting ideas to help reduce the shortages. Charles Lloyd, ED. D. has been in touch since the meeting, updating the group on possibilities to best address community needs.
- f. The nursing home generator ran for fourteen and a half hours on October 30, due to the weather causing an outage of electricity. The rain did find its way into the home via some of the windows, no other issues were noted.
- g. The residents voted by absentee ballots on November 1.
- h. The Commissioners requested a list of committees and/or boards that the Nursing Home Administrator was involved in, they are:
  - White Mountain Community College Advisory Committee for the Nursing Program.
  - QLUE- Quality of Life Until the End.
  - NH Association of Counties- Executive Committee
  - NH Association of Counties Nursing Home Affiliate and Education Committee for the NHA affiliate.
  - AVCP- Androscoggin Valley Community Partners.

- Future of Healthcare in the North Country.

i. A request for nonpublic session, 91-A: 3 II (c).

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:

- As of 11/02/2017, a total of \$6,500,000 had been transferred from the Tax Anticipation Note to the General Fund. As of 11/7/2016, \$5,400,000 had been transferred; 10/10/2015, \$5,700,000 had been transferred; and 11/7/2014, \$5,500,000 had been transferred.
- The County Tax Warrants have been issued to Coös County towns/cities and the county taxes are due on December 18.
- Mrs. Klebe presented the lease renewal for the County Courthouse for 2018 thru 2021 for the Commissioners to review and approval. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to execute the lease agreement with the State of New Hampshire for the Coös County courthouse from July 1, 2018 - May 31, 2021. All approved 3-0. The lease was signed.

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: 10/01/17 - 10/31/17

a. New Hires: 6

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

b. Separations: 12

Department:	#	
Nursing Hospital	6 (2 PT, 4 Temps)	1 LPN 4 LNA'S 1 Dietary Aide
Nursing Home	6 (5 PT, 1 Temps)	1 RN 4 LNA'S 1 Laundry Aide

Reasons for separation:

5 - Not available-terminated by employer

4 - other job opportunity

1 - college

- 1 - relocating
- 1 - retirement

c. FMLA/Leave of absences/ADA: 21

Nursing Hospital	3 (2 FT, 1PT)
Nursing Home	17 (3 FT, 14 PT)
County	1 (FT)

- d. On October 20 the HR Affiliate meeting was held at the PRIMEX building in Concord and was attended by Rockingham, Belknap, Coös, Sullivan and Grafton.
- e. The HR Coordinator attended the Job Fair in Berlin, NH, on October 23 and met with a number of individuals interested in the job opportunities at Coös County. This resulted in a new hire for Coös County Nursing Home and three individuals potentially enrolling in the LNA class. Mrs. Brunault spoke to Executive Councilor Joseph Kenney regarding the implementation of an LPN Program that Louise Belanger and Laura Mills have been working on. He expressed much interest in the program and extended his help.
- f. On October 31, 2017, Danielle Rioux and Mrs. Brunault attended the NHIT annual meeting on updates to the health care program.
- g. Upcoming events: November 15, 2017 NHIT Annual Rate Hearing Meeting, Conway, NH  
November 17, 2017 HR Affiliate meeting, Concord, NH

13. Commissioners' Committee Reports:

Commissioner Samson reported that potatoes had been delivered to the local food pantries.

14. Other Business:

- a. Budget Transfers: The following budget transfer was approved by the Board:

*Coös County Nursing Home:*

To: 02-05600-7500 Bad Debts	4,260.00	
From: 02-05691-0800 In lieu of Health		1,000.00
From: 02-05694-2300 OT Consultant Services		2,500.00
From: 02-05698-2300 Speech Contracted Services		760.00

- b. Final review and approval of the proposed 2018 budget for submission to the Delegation:

Ms. Klebe reported that since the last meeting Smartlinks has requested a minimum one year contract. She has spoken with Bruce Perlo at BMSI about the time and attendance software. If BMSI were to begin immediately, the time and attendance software would be ready at the beginning of the new year. She has spoken to everyone involved. All agreed it will be a lot of work in a short period of time but agree with the change. A 50% deposit on time and attendance software will be required. The cost would be \$2,795 per facility and \$300 from the Department of Corrections. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to make the change to BMSI and to begin the work immediately. All approved 3-0.



Commissioner Samson inquired from the Nursing Hospital Administrator if the plowing and sanding for the Stewartstown facility is advertised. Ms. Mills replied that she does not advertise. Past history has had only one individual provide a bid. Commissioner Samson inquired about the cost. Ms. Mills replied that she would provide him with the information.

Superintendent Champagne reported that a final meeting with the participating towns of the Recycling Center will be held November 10.

The following changes were made to the proposed budget:

- Register of Deeds: optical disk conversion line item +2,200
- Register of Deeds revenue +2,500
- Nursing Hospital, Nursing Home & Department of Corrections: Software upgrade +28,505
- Department of Corrections: Video Surveillance -3,000
- Conservation District: Changes in Salary & Benefits/New District Administrator -3,645
- County tax: +18,954

Ms. Fish also noted that the sheriff's budget will need to be adjusted to reflect the grant for the cruiser cameras. The water system loan payment will also need to be estimated for the budget.

Commissioner Samson asked if the public will still be able to have input after the public hearing. Commissioner Grenier replied that the public may attend any Commissioners' meeting and comment. He asked that "the public is welcomed to comment on the proposed budget" be included in ads placed in the newspapers. He noted that changes will be made to the proposed budget prior to the final submission in February. There are still compensation and shift differentials to discuss and consider.

The Board voiced their dismay on the public hearing being held on Monday instead of Saturday. The meeting provides the public the opportunity to comment on the budget.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the proposed 2018 budget with changes and to submit the budget to the Delegation, towns and city. All approved 3-0.

15. Unincorporated Places:

- a. Pursuant to RSA 75:7: Oath - tax rates. The Board signed the oath for all Unincorporated Places with property taxes.
- b. Approval of the Property Tax Rates for the Unincorporated Places of: Dixville, Millsfield, Odell, Pinkham's Grant, Success, Thompson & Meserve's Purchase and Wentworth Location. The Board signed the documents presented for the approval of the property tax rates.
- c. Approval of the Property Tax Warrants for the Unincorporated Places of: Dixville, Millsfield, Odell, Pinkham's Grant, Success, Thompson & Meserve's Purchase and Wentworth Location.

The property tax warrants for the Unincorporated Places of: Dixville, Millsfield, Odell, Pinkham's Grant, Success, Thompson & Meserve's Purchase and Wentworth Location were presented by the Tax Collector, Linda Harris.

Dixville	\$67,407.00
Green's Grant	23,426.00
Millsfield	55,355.00
Odell	14,344.00
Pinkham's Grant	20,720.00
Success	72,353.00
Thompson/Meserve Purchase	21,100.00
Wentworth Location	50,410.00

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the property tax warrants as presented. All approved 3-0.

16. Any Other Public Input: There was no other public input.

17. 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 11:45 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public at 11:50 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:50 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk