

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
October 10, 2012

Present: Commissioners Bing Judd, Paul Grenier and Tom Brady; County Administrator Suzanne L. Collins; Director of Finance Jennifer Fish; Nursing Hospital Administrator Laura Mills; Superintendent Craig Hamelin; Nursing Home Administrator Louise Belanger; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; Deputy Sheriff Keith Roberge; Gerard Pons, President, Coös Economic Development; US Fish & Wildlife Service Refuge Manager Paul Casey; Harry Brown; Rick Samson; Darrell Covell & Larry Barker, UNH/Cooperative Extension; and members of the press.

Commissioner Judd opened the meeting at 9:00 a.m. Commissioner Judd took a moment to respond to a recent letter published in certain local newspapers from Norman Brown of Jefferson. (*A copy of the letter is on file.*)

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the September 12, 2012 meeting. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of September 2012. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of September 2012. All approved 3-0.
3. Hearing of the Public:
  - a. Commissioner Judd reported that County Treasurer Fred King was unable to attend the meeting for personal reasons. Sue reported that she had received the final RFP for the Economic Impact Study from North Country Council on Tuesday evening and had yet to review it. Mr. King will contact the Board at a later date to discuss the RFP.
  - b. Gerard Pons, President, Coös Economic Development: Mr. Pons requested that the County consider reinstating \$60,000 funding to the CEDC. The funds would be used to fund an executive director position. Commissioner Judd replied that the Board of Commissioners will be discussing the 2013 budget November 7 and Mr. Pons was invited to attend. Commissioner Brady asked where the office would be located and Mr. Pons replied that office space was available at the White Mountain Community College in Berlin.

Mr. Pons also reminded the Board that the CEDC By-laws designate one seat each on the Board for the Delegation and the Commissioners which Representative Hatch and Commissioner Brady currently hold.
  - c. US Fish & Wildlife Service Refuge Manager Paul Casey: Mr. Casey updated the Board on last month's discussion on the land exchange with the State of NH. The parties have come to an agreement. The agreement has been forwarded to the solicitor for legal review. Mr. Casey reported that Mr. King and North Country Council have requested that the Service be a partner in the economic impact analysis. The Service in turn has requested input early on for the scope of work and has not heard anything. Mr. Casey stated that there is a little bit of confusion as originally the study was on the Umbagog Refuge area only but at the last meeting the Commissioners voted on a county-wide study of the impacts of federal land ownership. If that is the case, Mr. Casey suggested that the Park Service and the Forest Service also be included. Commissioner Judd did not see any reason as to why Mr. Casey could not be involved and

would inform Mr. King. Mr. Casey thanked the Board for their letter of support in regards to the land exchange.

- d. Harry Brown provided an update on the ATV trails in the area. In his opinion the marketing of these trails should be considered as an economic development program. The ATV clubs have built the trails but do not have the marketing tools. The trails need to be marketed and he has asked the Department of Resources & Economic Development (DRED) to do so. Commissioner Grenier replied that the Trails Bureau will assist in maintaining the trails but DRED is not a marketing tool. In his opinion, the marketing effort should be taken on by NH Grand and the Chambers. He also suggested that all of the county ATV Clubs form a confederation of clubs and work together. The confederation would work with DRED on promoting the trails system. He offered his assistance in this area. Commissioner Brady noted that the southwestern part of the County should be included. DRED will not do the marketing; they will assist with the project but will not do the marketing for one particular group.

Commissioner Brady suggested that Mr. Brown attend the next meeting with a list of who he thinks should be involved in the marketing of the trails. Mr. Brown replied that he could do that.

- e. Darrel Covell & Larry Barker - UNH Cooperative Extension: Mr. Barker presented the 6-year Memorandum of Agreement between Coös County and the University of New Hampshire. He explained that it is a non-binding agreement between both parties as long as both parties agree to support it. Mr. Barker also added that the Delegation Chair John Tholl had already signed the agreement. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the Memorandum of Agreement between Coös County and the University of New Hampshire and to authorize the Chairman to sign the agreement. All approved 3-0.

Mr. Covell presented a copy of the Goal Seven, the Re-extension Final Report which deals with UNH's partnership with the counties throughout the state. He added that even though funding was cut at the university level the costs were not passed on to the county. The budget requests for 2012 were either less or the same and funding requests for 2013 will be less. The risk of overages will be UNH's responsibility. Sue stated that there were still step increases for the administrative assistants which will cause the budget to increase. Mr. Covell stated that Coös County is the only county with a personnel line item and it will be the only line that is subject to change. Sue asked if UNH will now pay for all bills and Mr. Covell replied in the affirmative.

Commissioner Grenier inquired if the past issues with residents of Coös County in the farming industry had been resolved. Mr. Barker and Mr. Covell replied that meetings were held with the group and they are now working together.

Commissioner Judd took a moment to welcome Rick Samson to the meeting.

4. Report of the County Administrator Suzanne L. Collins. The written report that was submitted to the Board in advance of the meeting was as follows:
  - a. The Community Development Advisory Committee will meet on Thursday, October 18, 2012 at 1:30 p.m. at The NH Audubon to review and take action on the County's CDBG application for the Notre Dame Housing Project in Berlin.

- b. The Local Government Center has provided a hint of what the County's Guaranteed Maximum Rate will be for health insurance effective July 1, 2013. The LGC Board has not voted yet to approve the initial 9% estimated increase. This number is a starting point for budgetary purposes only. Other options such as the Interlocal Trust will be contacted for pricing information. The Interlocal Trust, launched on July 1, 2012, is a new entity created to provide Harvard Pilgrim health insurance programs to local governments. It was created after Primex<sup>3</sup> exited the market last year.
- c. Regarding the 10-County notice to the NH Department of Health & Human Services stating that counties would no longer pay for the Rate Setting Bureau salaries, Associate HHS Commissioner Rollins informed Betsy Miller, Executive Director, NH Association of Counties that the "Department is vetting the county decision".
- d. Medicaid Managed Care is totally stalled due to the lawsuit that several hospitals have brought against the State of NH in the disproportionate share payment issue. The fallout from this may be felt by the counties. Medicaid Managed Care was designed to save the State of NH \$16,000,000 in State Fiscal Year 2013 (July 2012-June 3013). These savings are not currently being realized which means the budget neutrality factor could be even higher the next time that nursing home rates are set (January 2013). The Nursing Home Administrators have been meeting with the 3 firms selected by the State of NH to administer the Medicaid Managed Care Program and only one of those firms has any experience at all with long term care (Centene Corporation).
- e. The NHAC Annual Conference is Monday and Tuesday, October 22 and 23. In addition to several workshops targeted at nursing home and corrections operations, there are two panel presentations: Medicaid-Long Term Care (*The Demise of the Long Term Care Industry*) on Monday and the NH Retirement System (*The NH Retirement System in Flux: What Will the Future Be?*).

*Report of the Unincorporated Places:*

- a. The legal filings of Andy Martin continue to cost the Unincorporated Place of Dixville significant sums in legal costs. To date, legal representation of the Planning Board comes to \$6,355. After the hearing in Merrimack Superior Court, Mr. Martin filed a Plaintiff's Motion to Amend. He seeks to amend his original complaint by removing the reference to his dinner at The Balsams. He also filed a Motion for Guidance seeking judicial disqualification as Judge McNamara previously mentored the Attorney General; and Attorney Waystack has a role on the Judicial Selection Committee which interviewed Judge McNamara (along with 8 other members of the Selection Committee) more than two years ago. Objections to these two motions were filed on October 1, 2012. A budget transfer request was presented to the Board to move the remaining \$2,500 in the Dixville contingency account to Planning Board Professional Services. The Board signed the budget transfer.
- b. On October 8, two representatives from the Department of Revenue Administration presented an overview of DRA's new web-based software program for the Property Tax Equalization process to Jennifer, Linda and Sue. The new system incorporates daily data streams from the Registries of Deeds. Linda and Jennifer were credentialed to access the new system whereby the County verified sales data information in the annual equalization process.

Sue reported that County Attorney Robert Mekeel had submitted a letter of resignation effective November 7, 2012. Sue read RSA 7:33 which states that the Superior Court acting as a body shall appoint a County Attorney who shall be a member of the NH Bar. Sue received an email from

David Carlson, Clerk of Superior Court stating that he believed RSA 661:9 (1) applied which states that if the vacancy is less than one year the County Convention shall by majority vote to fill or leave the vacancy. Sue stated that this item will be on the Delegation's agenda for the November 2 meeting. Commissioner Grenier stated that the Delegation will need to act on this issue at the November 2 meeting.

5. 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:

HOUSE OF CORRECTIONS	28
PRETRIAL	14
<b>TOTAL IN FACILITY</b>	<b>42</b>
NH STATE PRISON INMATES	2
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
OTHER COUNTY INMATES	1
HELD AT OTHER FACILITIES	12
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 3 HOC FEMALE, 2 PT FEMALE HILLSBOROUGH DOC: 1 PT MALE ROCKINGHAM DOC: 1 PT MALE STRAFFORD DOC: 1 PT MALE NHSP: 2 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION SEPTEMBER	37
MALE DAYS SERVED IN FACILITY SEPT.	1,097
FEMALE DAYS SERVED SEPTEMBER	218 (15 females)
TOTAL INMATES BOOKED SEPTEMBER	32

- a. Officer Reno Gilbert is attending the NHAC Corrections Academy at the NH Police Standards and Training Facility in Concord. Graduation for the 5-week Academy is scheduled for 12:00 p.m. on November 2.
- b. A request for reciprocal certification for Officer Lee Vogel has been submitted to the NHAC Corrections Certification Board for approval. His corrections certification and experience in Kansas exceed the requirements for NHAC certification. This process will alleviate the cost and scheduling issues caused by sending an officer to the Academy.
- c. Swanson Services Corporation was on site during the week of September 10. Inmates are now receiving their commissary orders through this company, instead of staff stocking product and filling orders internally. The conversion to this commissary and accounting system has gone well due to the software, equipment and support Swanson has provided.
- d. The Intergovernmental Agreement to house federal detainees was delivered by the US Marshals for review and signature. The per diem rate of \$80 was met after rejecting the first offer of \$75. However, the requested hourly rate of \$28.50, which was requested by Sheriff Marcou for transportation, came in at \$25.

Sheriff Marcou noted that he will not do transports for \$25. He has spoken to Agent in Charge Paul Kuhn regarding this issue. Commissioner Grenier stated that when this proposal was first discussed it was agreed that it would be a "take it or leave it" agreement with both departments. The risk of housing federal detainees is too high for \$2,000 a year. Commissioner Brady agreed. Superintendent Hamelin noted that it is a lot of work for a small amount of money. The current extension ends in December.

Superintendent Hamelin reported that the nurse coverage hours at the DOC will need to be increased. One of the nurses is leaving in December and will not return until spring. Commissioner Judd suggested that a meeting should be held with Dr. Soucy and Evelyn to discuss this further. Superintendent Hamelin stated that Dr. Soucy already does a lot but the needs of the inmates have changed and increased. He continued that most of the correctional facilities have seen an increase in their budgets due to these needs. The current hours are difficult to fill because of the set up. He suggested combining both temporary positions into a 28 hour position. Commissioner Judd stated that the current vacancy should be advertised right away and that additional hours be included in the next budget.

Superintendent Hamelin stated that the Grafton County Delegation wants to increase the rate for housing Coös County female inmates. The Superintendent at Grafton County has been fighting to keep the current rate. Superintendent Hamelin wanted the Board to be aware in case of a future issue.

6. 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 80. The average census for September was 79; occupancy for September was 81.9%. In September, there were three (3) admissions, one (1) discharge and one (1) death. There has been one (1) admission and one (1) death in October. Of the 80 residents, twenty-one (21) are private pay and nine (9) residents are Vermont Medicaid. The year to date total is thirty-seven (37) admissions, eleven (11) discharges and fifteen (15) deaths.
  - b. Survey: The Nursing Hospital was surveyed August 28 - August 30. The deficiency statement was received on September 14. The facility received 3 minor deficiencies:
    - one care plan goal had not been updated appropriately;
    - the Nursing Home had not discussed the Hospice option with 2 residents; and
    - the 13 waived rooms do not meet size requirements.

The plan of correction was accepted on October 2 and the Nursing Hospital is back in compliance.

- c. Service Elevator: The service elevator has had numerous issues this month and a large repair bill. A memo was issued to staff to limit elevator use to residents, visitors and for carrying loads to cut down on the heavy use by staff going back and forth to breaks and lunch.
    - d. Electronic Health Records: The Nursing Hospital received news that Accu-Med (the MDS software vendor) has been bought out by a company called PointClickCare. The CareTracker is also undergoing some major changes. Accu-Med and CareTracker will be continued for a while, but they are not sure for just how long. PointClickCare would replace both systems plus it includes the eMAR component which the Nursing Hospital has been looking to add. Right now the company is offering some really good deals to homes that choose to migrate over before they absolutely must.

Laura stated that the software price being offered is \$6,900. The rate of \$8,100 for annual maintenance and upgrades will be in effect until 2014 at which time the rate will double. This is a software upgrade only and replaces the CareTracker, Accu-Med, billing system and will add the medical records feature that both nursing homes encumbered funds from the 2011 budget. Louise explained that the current hardware will work with the new software. Based on

her research, Louise stated that PointClickCare is by far the best system available. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the purchase of the PointClickCare software programs for both nursing homes. All approved 3-0.

e. Nursing Hours at Department of Corrections:

2011	MINUTES	Hours	2012	Minutes	Hours
January	3,907	65	January	2,206	37
February	4,035	67	February	2,168	36
March	3,930	66	March	2,801	47
April	4,427	74	April	2,454	41
May	4,280	71	May	2,180	36
June	4,446	74	June	2,811	47
July	4,529	75	July	988	16
August	4,307	72	August	864	14
September	4,358	73	September	1,126	19
October	4,086	68	October		
November	1,750	29	November		
December	1,711	29	December		

Nursing hours provided to the DOC are up a bit. The CCNH nurses made four special trips over to the DOC to assess individual inmates and a new nurse was oriented to the med pass at the DOC.

f. Laura presented a budget transfer to move \$30,000 from Registered Nurse salaries to Licensed Practical Nurse salaries for Board approval. The Board signed the budget transfer.

7. 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. Twelve (12) residents are private pay at this time and six (6) are Medicaid pending. The average daily census for September was 97.6; the year to date is 97.39. There were 2 admissions in September and 1 death. The year to date deaths: 20 and year to date admissions: 22.

b. Snow removal Bids: The following bids were opened at the meeting:

- Landscaping with Styles: plowing \$45/hour sanding \$45 per visit;
- Jericho Brook Commercial Dev: plowing \$60/hour sanding \$15/yard;
- Speedy Plowing: plowing \$45/hour sanding \$65 per application.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to award the snow plowing contract to Landscaping with Styles. All approved 3-0.

c. Survey: The survey window is open.

d. Family Support Group: A meeting was held on September 18. Future meeting topics were discussed along with guest speakers to provide information regarding various aspects of decline that can occur with the aging process.

- e. AVH Rehab Services: Staff is currently in the facility only 3 days per week. Louise has verified that there will be an increase in hours with future needs and ensured that the assessing admissions will be done timely.
  - f. Accu-Med, the current software provider for the MDS 3.0, has been purchased by PointClickCare, a leading provider of Long Term Care software. This is a positive transition in software, replacing several of the current systems; including Care Tracker which the facility was informed in late September needs to be upgraded and can no longer have additional features added. PointClickCare is offering a special transition cost for current Accu-Med users.
  - g. Louise presented a budget transfer to move \$70,000 from Health Insurance to Licensed Practical Nurse salaries for the Board's approval. The Board signed the budget transfer.
8. Report of the Finance Director Jennifer Fish. There was no written report submitted to the Board.
9. Unincorporated Places:
- a. Dixville - Land Use Change Tax Warrant: Linda Harris, Tax Collector, presented a Land Use Change Tax Warrant for the Board's signature on land purchased by Thomas and Deborah Tillotson from Tillotson Corporation/Balsams View, LLC. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Land Use Change Tax Warrant. All approved 3-0.
  - b. The Board signed the MS-1 for all of the Unincorporated Places.
10. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into nonpublic session per RSA 91-A:3 II (a) at 11:20 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of nonpublic session at 11:23 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adopt the position of Executive Assistant to the Register of Deeds with the job description and revised salary schedule presented. All approved 3-0.

The Budget Work Session will be held Wednesday, November 7 at 9:00 a.m. at the Coös County Nursing Hospital in West Stewartstown. The regular monthly meeting will be held Wednesday, November 14 at 9:00 a.m. at the Coös County Nursing Hospital in West Stewartstown.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 11:25 a.m. All approved 3-0.

Respectfully submitted,

Thomas M. Brady, Clerk