

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
September 13, 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; Captain Keith Roberge; Human Resources Coordinator Julie Brunault; County Attorney John McCormick and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:10 a.m. and welcomed everyone to the meeting. Sheriff Valerino led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda. All approved 3-0.
3. Approval of the Minutes of the August 14, 2017, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the August 14, 2017, special meeting, 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 August 2017 and to authorize the Treasurer, during the month of September 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence:
Commissioner Samson inquired about correspondence previously received from a consulting service. He asked Ms. Fish if she had reviewed the information and should the individual make a presentation to the Board. Ms. Fish and the Nursing Home Administrators were not ready to make any recommendations at this time and would like further information.
6. Hearing of the Public:
 - a. Sheriff Brian Valerino reported on the following:
 - The department has been working with the Berlin and Gorham Police Departments with regards to Camp RZR which is being held September 22-23. A larger crowd is anticipated.
 - Some of the cars in the fleet are being detailed. Sheriff Valerino is phasing out the yellow detail.
 - Transports have been increasing. Captain Roberge noted that Superintendent Champagne has been accommodating and great to work with.
 - An officer was needed at the Lancaster School during the month of September and the Lancaster Police Department was unable to provide the service. The Sheriff's Department is continuing to provide the detail.
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. Water System Update: Ms. Fish reported that she had received notice on August 22, 2017 that the County was selected to receive funding through the 2017 Drinking Water State Revolving Fund. Ms. Fish is currently working with Underwood Engineers to complete the final application documents. The Delegation will also need to pass a resolution to allow the County to borrow funds.
- b. The NH Association of Counties has asked that all the counties participate in donating a gift basket that includes items that are unique to each county. Ms. Fish requested suggestions and a dollar limit for the basket. The basket will need to be delivered to the conference in Portsmouth. After a brief discussion at the meeting, Commissioner Grenier suggested a \$250 limit. Superintendent Champagne offered to help the County Administrator with the purchase of items.

UNINCORPORATED PLACES

- a. The following Planning Board members' terms have expired: Edwin Mellett, Rick Tillotson and alternate Thomas McCue. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to reappoint Edwin Mellett, Rick Tillotson and alternate Thomas McCue for three-year terms. Commissioner Brady asked when the terms expire. Ms. Fish replied that the terms expired in June. It was an oversight on her part. Commissioner Brady asked how that would affect the votes at the Planning Board meeting. The motion was approved 2-1.
 - b. The next Planning Board meeting will be held September 13, 2017 at 6 p.m. in Colebrook.
 - c. A joint meeting with the Delegation has been scheduled for October 20, 2017 at 12 p.m. in Berlin at the Nursing Home to discuss the proposed zoning ordinances.
8. Report of the Superintendent of Corrections Ben Champagne. The written report that was submitted to the Board in advance of the meeting was as follows:

TOTAL IN FACILITY	21
HOUSE OF CORRECTIONS	12
PRETRIAL	9
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	16
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 3 PT FEMALE, 2 PT MALE NHSP: 5 HOC MALE, 3 PT MALE, 1 HOC FEMALE HILLSBOROUGH- 1 PT MALE CARROLL DOC- 1 HOC MALE
AVERAGE DAILY POPULATION AUGUST	23
MALE DAYS SERVED IN FACILITY AUGUST	696
FEMALE DAYS SERVED AUGUST	132 (9 females)
TOTAL INMATES BOOKED AUGUST	38
TOTAL INMATES RELEASED AUGUST	39

- a. CO. Jason Rella has been working on the departments' camera upgrade. He has done an outstanding job working alone in accomplishing this stage of the upgrade.

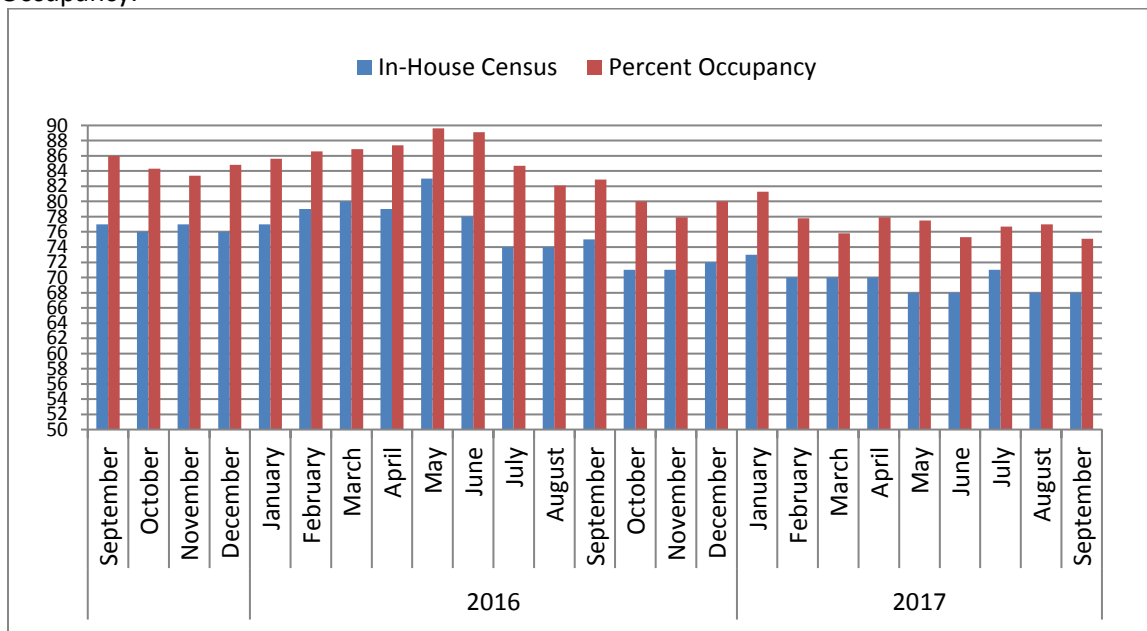
- b. Coös County Department of Corrections housed thirteen federal detainees for the United States Border Patrol. This was in direct relation to the highly publicized Border Patrol checkpoint held on Interstate 93. The Department of Corrections' staff did an outstanding job in handling that many detainees in a safe and effective manner.
 - c. Sergeant Brian Cross and Superintendent Champagne will be attending the New Hampshire Association of Counties Annual Conference.
 - d. Patrol Agent in Charge Paul Kuhn from the Beecher Falls Border Patrol Station has extended an opportunity to Corrections staff to use the Border Patrol Station fitness center during staff's off duty hours. A draft of rules and expectation were created which were distributed to the Board. A motion was made by Commissioner Grenier, seconded Commissioner Samson to allow the Department of Corrections staff to use the Border Patrol Station fitness center subject to the rules and regulations presented. All approved 3-0.
 - e. The annual Recycling Towns Budget meeting has been scheduled for October 27, 2017 at 10:00 a.m. Superintendent Champagne will be making a recommendation to the towns to enter into a lease agreement with the Town of Colebrook on a newer baler that they would like to get rid of.
 - f. Officer Scott Williamson completed the eight week Field Training Program. Superintendent Champagne was pleased to announce that the department was now fully staffed.
 - g. Officer Tyler Joyce and Officer Mike Rodevitz began the 106th NHAC Corrections Academy on September 8, 2017.
 - h. Superintendent Champagne requested a Non Public Session under RSA 91-A:3, II(c).
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 67. The occupancy for the month of August was 75.1%. In August, there was one (1) admission and three (3) deaths. There has been one (1) admission in September and six (6) potential admissions.
- Of the 67 residents, fifteen (15) are Private Pay; eight (8) residents are Vermont Medicaid; and three (3) residents are Medicaid Pending for NH.
- Totals for 2017: Nineteen (19) admissions, one (1) discharge, and twenty-six (26) deaths.
- b. Staffing: The Nursing Department has 88 hours open for RN/LPN. Two (2) contract nurses are covering the open hours at this time. There are 144 open LNA hours plus one (1) 40 hour LNA on FMLA, and two (2) 32 hour LNAs on Workers Comp. Staffing the 3p-11p shift has been especially difficult. Two contract LNAs continue to cover some of these hours.
- The next LNA Class planned for October is being advertised. So far, interest is minimal.
- c. Medical Director: Dr. Peter Moran from Indian Stream Health Center has been approved by the state to be the new Medical Director.

- d. Meeting on Future Healthcare Needs in the North Country: The group is planning to have coverage at local job fairs, colleges and to work with NH Employment Security and NH Works. The group is also hoping to work with NH Job Corps. The group also discussed a possibility of working with White Mountains Community College on a “Fund a Faculty Member” program which would allow the college to add another nursing instructor increasing their enrollment in the nursing program by eight students per year.

- e. 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				

- f. Occupancy:



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 97. Eleven (11) residents were Private Pay and seven (7) residents were Medicaid pending. The average daily census for August was 93.6; there were 6 admissions, 3 deaths and 1 discharge.

SNF Part A: 5 residents, Part B: 13 residents. The rehab provider has increased their staff due to an increase in needs; they still have an opening for a speech pathologist and are actively trying to recruit.

The year to date average daily census was 87.7, admissions 39, deaths 22 and discharged home 9.

Commissioner Grenier asked if the long-term and skilled nursing census could be broken down. Ms. Belanger explained that the SNF Part A number 5, should be subtracted from the total current census of 97. She replied that she had 92 long-term care residents.

- b. Nursing Department: Currently there are 164 hours of open nursing (RN/LPN) positions; this is an increase due to a retirement. Three (3) agency LPNs are helping with open positions/hours. There are 196 hours of LNA open positions.
- c. Dietary Department: On September 3, at approximately 3:30 p.m., the compressor in the walk-in cooler failed. The compressor was unable to be repaired by a local refrigeration company. A replacement compressor was ordered but would not be available for several days. A refrigerator trailer was ordered from the primary food vendor and arrived on September 4 at 8 a.m. There was minimal food loss, the dietary staff and Environmental Services Manager did an excellent job distributing food to available refrigerators. The incident has been reported to the liability carrier and all required information is being obtained for the claim.
- d. Future of Healthcare in the North Country: The work group continues to meet monthly. Both nursing home administrators continue to attend the meetings; working with others on strategies to improve the number of RN/LPN/LNAs in the North Country.
- e. NHAC Annual Conference: Ms. Belanger reported that she would be attending the conference later this month along with a handful of employees. The education sessions for the nursing home affiliate are focused on topics that are affecting nursing homes due to the decreased number of RNs in the work force and increased number of Alzheimer residents in the nursing home population.

Commissioner Brady inquired about the education sessions. Ms. Belanger replied there was education on Alzheimer's and the many stages of dementia on Thursday; and leadership and management on Friday. Commissioner Brady asked Ms. Mills why she was not attending the conference anymore. Ms. Mills replied that since the date has been changed she cannot attend as her family holds a canine seminar at her house with about 150 dogs which is planned each year. Commissioner Brady replied that this may need to be addressed in the future. Ms. Fish was not attending either. The West Stewartstown Nursing Home's future is in question and the nursing home needs advocates. Ms. Fish added that she had reviewed the agenda and there really was not much that pertained to administrators. The cost to the County would be \$1,300 if she attended. Commissioner Brady noted that Sue Collins always attended the conference. Coös County is a small county and needs a big voice. Commissioner Samson added that Ms. Belanger should not be expected to report on the conference to Ms. Mills. She has plenty on her plate. He was appalled that last year there was no representation from West Stewartstown. In his opinion it is unacceptable. It doesn't look good for West Stewartstown to not have representation. The facility needs to find a way to cut costs and improve the situation. He agreed with Chairman Brady.

- f. LP Gas Bids were opened by the Commissioners:

- CN Brown 1.099 fixed
- Amerigas 1.47
- Irving 1.416
- Stiles 1.499
- Suburban Propane 1.38

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the LP bid to CN Brown at 1.099 for 42,000 gallons. All approved 3-0.

g. Ms. Belanger requested a nonpublic session, 91-A: 3 II (a).

11. Report of the Director of Finance Carrie Klebe. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. As of 9/6/2017, a total of \$4,000,000 has been transferred from the Tax Anticipation Note to the General Fund. As of 9/3/2014, \$3,000,000 had been transferred; 9/8/2015, \$3,000,000 had been transferred; and 9/7/2016, \$1,849,820.47 had been transferred.
- b. Rose Hibbard has accepted the payroll position of the West Stewartstown Nursing Home & the County employees. Ms. Klebe was very pleased to have her back.
- c. The NH DRA MS-434 Revised Estimated Revenues forms were submitted for initial review on September 1 with the assistance of Linda Harris. This is the beginning of the tax rate setting process for the 23 Unincorporated Places.
- d. With the approval of the Treasurer, Sue Collins, Ms. Klebe has transferred both the Recycling Center Equipment Account and Sick Leave Trust for the County/Berlin to NHPDIP. The current interest rate is very attractive.

12. Report of the HR Director Julie Brunault. The written report that was submitted to the Board in advance of the meeting was as follows:

HR Activity Report: 8/01/17 - 8/31/17

a. *New Hires: 9*

Department:	#	Positions
Nursing Hospital	3 (1 FT, 2 Temps)	1 UA/LNA/MNA 1 RN 1 LPN
Nursing Home	4 (4 PT)	3 LNA'S 1 HSKP Aide
County	2 (1 FT, 1PT)	1 Atty Sec/Victim Witness 1 Acct. Ass't

b. *Separations: 15*

Department:	#	
Nursing Hospital	7 (2 FT, 4PT, 1 Temp)	1 Acct. Ass't 2 Dietary Aides 2 LNA 1 LNA (Transferred to Brln) 1 Laundry Aide

Nursing Home	8 (6 PT, 2 Temps)	2 RN 5 LNA'S 1 Hskp Aide
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Reasons for separation:

- 2 Temps not available-terminated by employer
- 1 Reduction in hours
- 6 another job
- 1 relocating
- 2 returning to school
- 1 no child care
- 1 Emotional distress (unable to deal with death)
- 1 Did not care for position

c. *FMLA/Leave of absences: 20*

Nursing Hospital	6 (5 FT, 1 PT)	1 Clinical Coor/Ass't DNS 1 Cook 1 Dietary Aide 3 LNA's
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Nursing Home	13 (2 FT, 12 PT)	1 RN/MDS 9 LNA/MNA 1 Laundry Aide 1 Health Information 1 PT/MNA
County	1 (FT)	1 Register of Deeds

d. *Results of last month's work in progress:*

- Worked with the Sheriff's department in search for a Civil Secretary: *Hired 9/11/2017.*
- Worked with the County Attorney in the hiring of a new Legal Secretary/ Victim Witness candidate: *Hired 8/07/2017.*

e. *Goals:*

- Update policy handbook (*work in progress*)
- Developing a system to ensure that all key positions have a back- up to ensure the smooth operations of the County at all times.
- Implementations of new payroll system.

Ms. Brunault provided an update on the implementation of a new payroll system:

- Ms. Klebe has spoken with Smarlinx;
- Ms. Fish has looked at Tyler Technologies;
- A meeting was held with David Leveille, IT Administrator where he made suggestions for a request for proposal. He also suggested visiting places that have a system the County was interested in. Ms. Brunault noted that she would like Berlin to be included in the payroll process. Ms. Belanger suggested the office manager.

Commissioner Brady stated that at the August 14 meeting, it was indicated that there were issues with the current payroll system. Since Ms. Belanger was not at the meeting; he asked if

she was aware of any issues with the payroll system in Berlin. Ms. Belanger replied that she was not aware of any issues with the current system. Commissioner Samson asked how long it took to process the payroll. Ms. Belanger replied that typically the payroll process begins Monday morning and checks are typically printed the same day. Ms. Brunault noted that with the addition of Rose the entire payroll was completed Tuesday afternoon in West Stewartstown. Ms. Brunault noted that there was never a complaint about the payroll system; however, she believed that the County needs to move forward with a program that offers more than what is currently available. Two databases need to be maintained which creates more room for error. If a new program is to be looked at, it should include accounts payable, a tax system, payroll, time and attendance, scheduling and budgeting. It will be a great cost factor; but does not need to be done all together.

Commissioner Samson asked how many hours a week the payroll person worked. Ms. Belanger replied 40 hours. She continued that there will always be manual changes depending on certain individual's shifts. He asked if Rose worked eight hour days as well. Ms. Brunault replied 9 hour days. Ms. Belanger asked if it's working well why move forward with a new system. BMSI is always doing upgrades and willing to work on issues. Smartlinx also has upgrades. Ms. Fish stated that at the special meeting the discussion was to research a new payroll system; however, if the Board does not want administration to do so, it will stop. Ms. Brunault stated that she wanted to move forward with the research. Commissioner Grenier stated that if the current system loses support then what happens. Ms. Brunault stated that the County needs to be proactive. Coös County is the only county with BMSI. Ms. Fish noted that in this day in age (2017), the county should be looking at systems that are technologically advanced. This system is a DOS system which is outdated. There are internal controls and security measures that needs to be looked at and improved. Commissioner Grenier suggested maintaining and continue researching new programs. Commissioner Samson added that the office manager in Berlin should be involved. Ms. Klebe noted that the program should include: accounts payable, fund accounting, payroll and property taxes.

Ms. Brunault offered to attend the NHAC conference. Commissioner Samson added that he may attend for a day as well.

13. Commissioners' Committee Reports:

- a. Commissioner Samson reported that he recently attended the Cooperative Extension Board meeting and the Board is now full.

Superintendent Champagne has been in contact with Grafton County and 50 bags of potatoes should be delivered to the Colebrook and Lancaster Food pantries during the next week.

The soil samples are due to be taken in West Stewartstown. He asked if either Commissioner Brady or Commissioner Grenier would be willing to do so. Commissioner Brady inquired as to why not ask the Brady's to conduct the samples and provide the results to the County. Commissioner Samson replied that he preferred that a County employee take the tests. Commissioner Grenier offered his assistance. A Farm Advisory meeting will be held this Fall.

- b. Commissioner Grenier reported that FEMA had declared Coös County a disaster area from the rains received during the spring season. A meeting will be held which will include NH DES and

the County Administrator. Ms. Fish added that she was attending a training session on September 19.

AVRRDD will be moving to its offices in the 12th Street office complex during the upcoming week.

14. Other Business:

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

Coös County Nursing Home:

To: 02-05640-2300 Contract Nurses	85,000.00	
From: 02-05640-1300 Retirement		5,000.00
From: 02-05640-1200 Health Insurance		80,000.00

Coös County Conservation District:

To: 03-08400-0800 In Lieu of Health Benefit	1,000.00	
From: 03-08400-1200 Health Insurance		1,000.00

15. Unincorporated Places: There was nothing to report.

16. Any Other Public Input:

County Attorney John McCormick reported that drug court was still moving forward and he was looking at switching internet providers.

Commissioner Brady announced that separate budget meetings would be held at the Berlin Nursing Home, the West Stewartstown Nursing Hospital and the Department of Corrections prior to the budget work session. His goal is to discuss each budget prior to the meeting.

17. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) at 10:52 a.m. All approved 3-0.

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to come out of at 11:03 a.m. All approved 3-0.

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 11:03 a.m. All approved 3-0.

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to come out of at 11:34 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Berlin Nursing Home to upgrade a Social Services position from 16 hours to 32 hours at an estimated cost of \$9,000. All approved 3-0.

The October meeting has been scheduled for Wednesday, October 11, 2017, at the North Country Resource Center in Lancaster, NH at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:35 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk