

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
December 14, 2011

Present: Commissioners Bing Judd, Paul Grenier and Tom Brady; County Administrator Suzanne L. Collins; Director of Finance Jennifer Fish; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Superintendent of Corrections Craig Hamelin; Sheriff Gerry Marcou; Administrative Assistant Linda Harris; County Treasurer Fred King and members of the press.

Commissioner Judd opened the meeting at 9:05 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the November 2 & 9, 2011 meeting. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of November 2011. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of November 2011. All approved 3-0.
3. 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 State of New Hampshire Circuit Court has issued an administrative order relative to "Hearings Conducted by Video Conference". An identical order was issued by Judge Nadeau for the Superior Court. All clerks must bring each transport order for inmates to the attention of the judge or master who will be presiding over a hearing to determine if the hearing can be conducted by video conference. Use of video conference will improve the efficiency of the courts, reduce the amount of transports and also reduce the unnecessary security threat both at the courthouse and during the transport. Sue provided copies of the order at the meeting.
 - b. Two bids were received for the Sheriff's 2006 Crown Victoria cruiser. The bids read as follows: Joseph A. Vigue \$3,300 and Autonorth \$700. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to accept the bid from Joseph A. Vigue of \$3,300. All approved 3-0.
 - c. Ads for the sale of the County Farm's 1994 Ford F600 were placed in the local papers this week.
 - d. Although Primex³ did not agree to implementing the Contribution Assurance Program (CAP) for the 2012 Workers' Compensation insurance, Sue requested and it was agreed that Coös County could sign up for the CAP for the Property Liability Insurance Program. Coös County will be eligible for the CAP for the 2013 Workers' Compensation Insurance. For the Property Liability Program Coös County must agree to notify Primex³ of all employee issues/concerns before taking employment action to help provide advice and possible legal assistance; and Coös County will notify Primex³ prior to the termination of an employee to allow Primex³ to assist in mitigating the impact of termination. Both these provisions are excellent and Sue recommended them. Sue also wants to be sure that all personnel actions continue to be reported to her prior to contacting Primex³ and that only certain county staff members are authorized to

contact Primex³ with personnel issues. The Loss Mitigation Agreement caps the County's rate increase in 2012 to no more than 7%. The "Not to Exceed" Premium without the CAP agreement is \$85,232; with the CAP the premium quoted is \$79,232. A motion was made by Commissioner Grenier, seconded by Commissioner Brady that the Board of Commissioners accepts the Loss Mitigation Agreement of the NH Public Risk Management Exchange (Primex³) in the Property & Liability Program and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the program; and that the Chairman is authorized to sign the Agreement. All approved 3-0.

- b. Goulet Communications has completed, or nearly completed, the installation of new telephone systems at both the Coös County Complex and the Coös County Nursing Home. There are still a few "bugs" that are being worked out. One item that has incurred some problems is the new call accounting system. This is an essential tool that will enable management to track call usage. This system includes not only tracking of outgoing calls but also incoming calls. Once the system is working, reports will be produced monthly for management to review phone usage by extension, ascertain that calls, especially long distance calls that are charged to each facility are business-only calls and also track compliance with the County's telephone usage policy.
- c. The County taxes are due from the towns/City on December 17. As of this date, Lancaster, Berlin, Colebrook, Northumberland and Stark had paid. Commissioner Grenier noted that if the County would like the taxes paid earlier next year he is willing to discuss the matter with the City Manager.
- d. The following adjustments will be made to the 2012 proposed budget after the Public Hearing:
 - A decrease in the Cooperative Extension Educator Salaries of \$4,750;
 - An increase in Land Management Revenue AgriMark from \$7,000 to \$10,000; and
 - A recalculation on Interest Tax Anticipation Notes due to borrowing up to \$10M in 2012.
- e. Sue will be on vacation from December 31 to January 8.

Report of the Unincorporated Places:

- a. Pip Decker, Brookfield Power is wrapping up his duties as Granite Reliable Wind Park's agent stationed in Coös County. He recently met with Sue and introduced the new contact, Paul Brenton whose office is in Marlborough, Massachusetts. During the meeting Pip also requested an invoice for the first Payment of Lieu of Tax. Pip will be sending the Commissioners a letter indicating the total man-hours paid to local contractors employed on the project.

Commissioner Grenier inquired if Brookfield had proposed to renegotiate the PILT agreement and Sue replied no. Mr. King stated that Brookfield has a good deal and would be crazy to renegotiate. The Board noted for the record that they were not in favor of renegotiating the agreement. Sue also added that Millsfield residents expect to keep their tax-free status for years to come but that could change if people start building homes and expenses such as educational tuition increase.

4. 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	26
PRETRIAL	12
STATE PRISON INMATES	3
ELECTRONIC MONITORING	1
WORK RELEASE	0
OTHER COUNTY INMATES	1
HELD AT OTHER FACILITIES	BELKNAP DOC: 1 PT MALE CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 HOC FEMALE HILLSBOROUGH DOC: 1 PT MALE NHSP: 2 HOC M, 2 PT M
HOC= House of Corrections PT= Pre-Trial	
AVERAGE DAILY POP. NOVEMBER	35

- a. The first federal detainee was accepted on December 7. The individual, an illegal alien from Guatemala, was detained without incident and released to Strafford County Sheriff's Department within 10 hours. This process will be monitored and staff will strive to maintain the same level of efficiency as this admission.

Craig and Jennifer will discuss the billing process for federal inmates.

- b. Officer Christopher Gray was selected for a First Shift position, which was vacated when Officer Scott Grassette was selected for the Community Programs Officer position.
- c. Officer Reno Gilbert started employment on November 20. He is currently in the 8 week Field Training Program. Once training is complete he will fill the Second Shift position vacated by Officer Gray.
- d. A candidate has been selected for hire to fill the vacant Third Shift position. This candidate is tentatively scheduled to begin the Field Training Program on December 26.
- e. Securus Technologies will begin installing the new inmate telephone system during the week of December 12. There will be on site training provided, and continual training, as new call features are added and integration with the new Archonix Jail Management Program occurs.

5. 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 71. The average census for November was 72; occupancy for November was 73.9%. In November, there were six (6) admissions, one (1) discharge and four (4) deaths. Of the 71 residents, nineteen (19) are private pay and ten (10) are Vermont Medicaid. There has been one (1) admission and one (1) death in December. Year to date, Coös County Nursing Hospital has had forty-three (43) admissions, ten (10) discharges and twenty-eight (28) deaths.
- b. Medicaid Rate: Laura received a letter stating that the facility's Medicaid Rate will decrease from \$149.03 per day to \$145.61 per day starting January 1.

- c. Car Trouble: On Tuesday, November 29, the part-time Transport Aide transported a resident to an afternoon medical appointment in Berlin using the County car. On the return trip home, it was getting dark and the car lights quit. The Transport Aide took the car to the garage. It would have been another hour and a half for staff to come from West Stewartstown with the van to retrieve them. Laura thanked CCNH- Berlin, and especially their evening porter for coming to the rescue and bringing the resident and staff member back to West Stewartstown.
- d. Nursing Hours at Department of Corrections:

2010	MINUTES	Hours	2011	Minutes	Hours
January	3,821	64	January	3,907	65
February	3,678	61	February	4,035	67
March	3,474	58	March	3,930	66
April	3,350	56	April	4,427	74
May	3,031	51	May	4,280	71
June	3,048	51	June	4,446	74
July	2,509	42	July	4,529	75
August	4,013	67	August	4,307	72
September	3,895	65	September	4,358	73
October	3,784	63	October	4,086	68
November	3,699	62	November	1,750	29

The part time nurse started at the DOC on November 1. November's nursing hours reflect the change with a substantial reduction in nursing hours provided by the nursing home.

- e. Laura had an issue for non-public, Section 91-A:3 II (c).

Commissioner Judd asked that the funds be included in the 2012 budget to sound proof the Family Room.

6. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting is as follows:
- Census: The current census was 97 (an admission occurred December 13). Twenty-four (24) residents are private pay at this time. The average daily census for November was 95.10%. The year to date average daily census is 96.4%. There were 4 deaths and 3 admissions in November. The year to date total admissions is 32.
 - Medicaid Rate Change: The Medicaid room rate set to begin on January 1 is \$139.76 down from \$144.47. Nursing Home Administrators were recently informed of the expected drop in the rates. There were several reasons for the drop, an increase in the number of days and number of beds.
 - Telephone System: On 11/29/11, Dave Goulet of Goulet Communications began the installation of the new telephone system. The installation was completed on December 7 and the new phones were put into service. The phone system has been "somewhat" customized to fit the current facility needs.

- d. Business Office expansion: The project has been completed. The enlargement and renovation to the corner looks great. There have been many positive comments from residents, staff and visitors. All of the renovations were completed by the Maintenance Department; Mike Holt, Plant Engineer, David Leblanc and Kurt Melendy. They did an excellent job. A letter of commendation was prepared for each employee. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to sign the three letters. The Board presented the letter to Mike Holt as David Leblanc and Kurt Melendy were unavailable.
 - e. Dietary: Keith Couture will replace Andrew Gallagher as Dietary Manager on December 23. Andrew will be retiring after 20 years of service. The facility's Registered Dietitian will be out on a maternity leave starting December 20. During her leave coverage has been obtained with a Registered Dietitian from Weeks Medical Center. The Board presented a clock as a token of appreciation to Andrew for his years of service to Coös County Nursing Home.
 - f. Local Government Center: On November 29, Amy Beaulieu, a Life Resources Consultant and Trainer, presented a workshop at the nursing home on "Don't Get Burned: Extinguish Job Burnout Before it Extinguishes You". The workshop was well attended and the presenter felt that the nursing home staff had a positive attitude towards their jobs and the facility.
7. Other Business:
- a. Private Rate Increase: Sue recommended that the private rate should be increased to \$220 per day. Commissioner Judd stated that he disliked the idea of raising the rate but it needed to be done in order to make ends meet. Commissioner Brady suggested that the increase be staggered: February 1 and July 1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to increase the private rate as follows: \$210 per day as of February 1 and \$220 per day as of July 1. All approved 3-0. The Administrators need to give residents a 30-day notice of the rate increase.
 - b. County Treasurer Fred King reported on the meeting held with Pip Decker. The snowmobile trail on Dixville Peak was discussed. A string of the wind turbines are located where the trail has been running for years. Trail access cannot be given due to liability issues with the potential for ice to fall from the blades. Brookfield agreed to blast a new area to create a new trail. However, the company ran out of time and will complete this project next year. Bayroot has agreed to allow usage of an existing trail for this year. Commissioner Judd stated that Harry Brown had contacted him at the beginning of the week regarding this particular issue. Mr. King stated that the Bureau of Trails representative is aware of the change. Commissioner Judd was displeased with the fact that the Commissioners were not made aware of the meeting with Mr. Decker. Commissioner Grenier added that the Commissioners do not have any say over the snowmobile trails.
- Mr. King also informed the Board that now that The Balsams has been sold, the Planning Board will be involved with renovations and a subdivision will be needed for the proposed conservation easement to the Society for the Protection of New Hampshire Forests.

8. Unincorporated Places:

Report on Unincorporated Places Property Taxes: Linda Harris presented to the Board a summary of the property tax commitments for 2011.

Jennifer Fish, Director of Finance, presented a contract for accounting services from John Lyford for the completion of the 2011 financials in the amount of \$10,990. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the contract for accounting services from John Lyford for the completion of the 2011 financials in the amount of \$10,990. All approved 3-0.

Jennifer also presented budget transfers for several line items at the Nursing Hospital. The Board signed the budget transfers.

9. Any other public input:

Edith Tucker, The Coös County Democrat, asked if Sue had received any proposals to purchase empty beds from the Nursing Hospital. Sue replied that she had received an inquiry but no proposals had been received. There are several State laws regarding this issue and she did not know if it would be possible to sell the beds due to the moratorium on beds. She has not done any research on this matter in over two years. If anyone expresses an interest in purchasing the beds, it may be considered. Edith asked how many waived beds there are at the Nursing Hospital and Laura replied 13.

10. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:2 I (c) Consultation with legal counsel at 10:24 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 11:10 a.m. All approved 3-0.

The next regular monthly meeting will be held January 11 at the North Country Resource Center in Lancaster, NH at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 11:10 a.m. All approved 3-0.

Respectfully submitted,

Thomas M. Brady, Clerk