

Coös County Commissioners
Regular Meeting
North Country Resource Center – Lancaster, NH
August 10, 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 Craig Hamelin; Sheriff Gerry Marcou; Administrative Assistant Linda Harris; County Treasurer Fred King; Rep. Herb Richardson and a member of the press.

Commissioner Judd opened the meeting at 9:01 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the July 13, 2011 meeting. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of July 2011. A motion was made by Commissioner Brady, seconded by Commissioner Judd to approve the Payrolls and Disbursements for the month of July 2011. All approved 3-0.
3. Hearing of the Public:
 - County Treasurer Fred King asked the Board to go on record in support of The Balsams renovations project. It is the most important financial project for this area in years. Ocean Properties has indicated it will be spending up to \$25 million to renovate the resort. A motion was made by Commissioner Grenier, seconded by Commissioner Brady that the Coös County Commissioners go on record in full support of the Balsams renovation project. All approved 3-0.

Sue added that the Planning Board also requested that the County Commissioners send a letter to Governor Lynch requesting the cooperation of all state agencies involved with regulations relating to this project. Commissioner Grenier suggested calling the Governor instead. Chairman Judd preferred a letter be sent and copies be sent to Executive Councilor Ray Burton and Commissioner Bald. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to send a letter to the Governor asking for the cooperation of all state agencies involved in the Balsams project and that copies be sent to Executive Councilor Ray Burton and Commissioner Bald. All approved 3-0. Chairman Judd will sign the letter on the Board's behalf.

Commissioner Brady suggested sending a letter to Ocean Properties and to Lynn Tilton, CEO of Patriarch Partners welcoming them to Coös County. He suggested that a welcome letter be sent in the future to new businesses. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to send a letter welcoming Ocean Properties and Lynn Tilton to Coös County. All approve 3-0. Sue asked if the letter to Ocean Properties could be sent after the closing and the Board agreed. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to have the Chair sign on behalf of the Board. All approved 3-0.

- Representative Richardson asked if the County would be assisting the Town of Stewartstown with any of the expenses incurred over the last two weeks in the search for a missing child. Sue replied that she had spoken to one of the Selectmen and the cost incurred

by the Town was about \$3,500. The Town has not requested any financial assistance. Various businesses donated food and beverages which helped defray a majority of the costs including food donations from Coös County Nursing Hospital.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to go into nonpublic session per RSA 91A:30-II (c) at 9:08 a.m. All approved 3-0.

A motion was made by Commissioner Brady, seconded by Commissioner Grenier to come out of nonpublic at 9:16 a.m. All approved 3-0. The Board voted to seal the file of a former County employee.

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 July state bill for the County's share of Intermediate Nursing Care (INC) and Home & Community Based Care (HCBC) was received during the last week of July. This state bill included two credits:
 - The RSA 167:18-a credit of \$5,000,000 distributed to the counties based on each county's relative proportions of residents age 65 or older who are Medicaid recipients. Coös County's share of the \$5M credit is \$630,648.31 or 12.6%; and
 - The House Bill 2 credit for MQIP (Medicaid Quality Incentive Payment). The law, as signed by the Governor, allows the Department of Revenue Administration to divert 25% of provider assessments (5.5% bed tax payments) to help pay for certain Health & Human Services provider payments. The 75% remaining in provider assessments is then matched with federal funds and returned to nursing homes as an MQIP payment based on Medicaid occupancy. Half of the \$252,612.09 credit will be recognized as nursing home revenue in Coös County's calendar year 2011 and half will be deferred to calendar year 2012.

After the credits have been applied to the July and August state bills, Coös County will make payments of \$551,462 per month for INC and HCBC.

- b. At the State County Finance Committee meeting held on August 5, Bureau of Provider Audits Administrator Jonathan McCosh reported that the county Proportional Share Payments could be higher in SFY2012 because 14 months of MQIP revenue were included in calculating the ProShare for SFY2011 due to paying the MQIP in June for April and May 2011. Dr. McCosh cautioned against budgeting more than the amount received this year as the Medicare Upper Limit has been lowered.

Dr. McCosh cautioned the counties that paying MQIP for April and May means that the State of NH billed CMS (Centers for Medicare and Medicaid) for 32 months under the American Recovery and Reinvestment Act (ARRA) which allowed for 30 months of claims. He wondered if CMS would contest the claim for an additional two months.

Dr. McCosh stated that the **final** ARRA-FMAP payment will be processed and sent to the counties by mid-August. There will be a significant budget impact in 2012 with the expiration of the stimulus payments and the return of the Federal Medical Assistance Percentage (FMAP) to 50%. This year Coös County has received \$616,395 with a projected \$200,000 due this month.

- c. The Memorandum of Agreement between the counties and Health & Human Services has expired. It is the MOA that spelled out how each county's share of the \$105M Cap is determined (3 year billing average) and how the targeted credit reported above is determined. The State County Finance Commission will be reviewing the MOA. John Wallace, HHS has represented the State of NH on the Commission since its inception. He announced that he is delegating his co-chairmanship to Nancy Rollins of HHS. Nancy presented the Commission with an overview of the care management approach to Medicaid services that will be rolling out by October 1 as a result of SB147 (Managed Care) and SB151 (Consolidation/Regionalization of Services). In order to contain costs, HHS will have to change from a fee for service approach to bundling services in order to eliminate redundancies. There will be a consolidation of providers and one major goal of care management will be to keep hospitalizations appropriate and costs down.
- d. As reported at the last meeting HB594 relative to RSA 28:10-a passed. This bill provides that the procedures for discharge or suspension from employment by county government shall not apply to per diem, on call, seasonal, part-time or infrequent employees. The effective date is August 7, 2011. Sue obtained further clarification about the definition of part-time. This new law applies to all employees who work on a regular basis less than 20 hours per week.
- e. On August 4, the newly appointed NH Retirement System Board voted to lower employer rates effective August 1, 2011. The Group I rate for July 1, 2011 was 11.09% and effective August 1, 2011 it will be 8.80%. The Group II rate for July 1, 2011 was 25.57% and effective August 1, 2011 it will be 19.95%.
- f. At the July 13, Commissioners' meeting, the Board voted to proceed with taking a fresh look at the Probate space at the Coös County Courthouse for use by the County Attorney and Victim Witness Program. A report presented to the Coös County Delegation on August 4, 2011 was distributed to the Commissioners. The Delegation voted to authorize the withdrawal of up to \$7,200 from the Facility Fund for expenses relating to architectural services leading up to a cost estimate for reconfigured space that will expectantly meet the needs of the County Attorney.
- g. On August 8, representatives from Davis & Towle who provide Coös County's life insurance benefit package met with Jennifer Fish and Sue to present pricing quotes for the October 1, 2011 renewal. The new quote from SunLife will result in savings of \$380 per month from the Unum rates due to 2 factors:
 - The rate per thousand of term life is reduced from the current 22-cents to 19-cents (Unum quoted 25-cents for 10/1/11). The AD&D is 3-cents per thousand with SunLife and 2-cents with Unum.
 - SunLife quoted retiree life insurance at the same rate of 19-cents per thousand with Unum quoting \$4.64 per thousand.

The County has not provided life insurance to any employee who has retired since March 31, 1998. Currently one retiree from Coös County Nursing Home Berlin qualifies for this county funded benefit and 15 retirees from Coös County – West Stewartstown qualify. Sue requested the Commissioners' approval of SunLife to provide group term life insurance for Coös County employees and qualified retirees. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve SunLife as the new provider for group term insurance. All approved 3-0.

- h. U>Source energy quotes were received prior to the meeting. The lowest bid came from Constellation with a price of .07368 for a period of 12 months and .07459 for a period of 24 months. This will result in cost savings of \$18,870. This proposal is for the two major accounts: West Stewartstown and the Berlin Nursing Home. The electric bill will still come from PSNH. Commissioner Grenier preferred going with the one year contract. Sue noted that the other counties have also gone with one year contracts. Mr. King added that PSNH has lost 45% of its commercial accounts. They are mandated to provide electric service and will make up the costs perhaps on residential accounts and still make a profit. Chairman Judd agreed that someone will end up paying the difference. Commissioner Brady also agreed. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the bid of .7368 for a period of 12 months from Constellation Energy. All approved 3-0.
- i. Bids were due on August 9 for LP Gas – Coös County Nursing Hospital. Bids for #2 fuel oil for both nursing homes and other county buildings were also due on August 9. Bids were due on LP Gas for Coös County Nursing Home on August 5. All bids were reviewed at the meeting. The #2 fuel oil bulk delivery to the two nursing homes was awarded to P&L Cote at the bid price of \$2.989; the peddle truck deliveries bid for West Stewartstown was awarded to CN Brown at a price of \$3.2259 and the LP gas deliveries in West Stewartstown was awarded to CNH Brown at a price of 2.4890. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the bid price of \$2.989 from P&L Cote for the #2 fuel bulk deliveries, the bid price of \$3.2259 from CN Brown for the pedal truck deliveries in West Stewartstown and the bid price of \$2.489 for LP gas in West Stewartstown. All approved 3-0.
- Louise presented the LP gas bids at the Berlin Nursing Home. The bid was awarded to Pyrofax Energy at a price of \$2.21. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the bid price of \$2.21 from Pyrofax Energy for LP gas deliveries at the Berlin Nursing Home. All approved 3-0.
- j. Both nursing home budgets included appropriations for new phone systems. On August 4 Sue held a preliminary meeting for the W. Stewartstown system that services both the Nursing Hospital and Department of Corrections. The quote for the 2011 budget was provided by Goulet Communications, Inc. of Stark. Goulet is the sole vendor who provides service to telephone systems locally. Based on an analysis of current phone requirements, it appears that the final proposal could be below the October 2010 quotes of \$36,878 for the W. Stewartstown complex and \$27,892 for the Nursing Home in Berlin. Sue requested approval to obtain an up to date quote for the two phone systems from Goulet Communications, Inc. and to purchase the system from Goulet if quotes are received at or under budget. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to waive the bid process on the new telephone system. All approved 3-0. Another motion was made by Commissioner Grenier, seconded by Commissioner Brady to purchase the telephone systems from Goulet Communications if the quote comes in at or below the budgeted price. All approved 3-0.
- k. Sue had been subpoenaed to a deposition on 8/12 at the Law Offices of Rath, Young and Pignatelli in the case of State of NH vs. Hess Corporation. This deposition was in regard to the Coös County Farm water system. By producing all the materials requested, Sue was informed that the deposition was postponed indefinitely.

1. The annual NHAC Conference is being sponsored by Carroll County and is being held at the North Conway Grand Hotel on October 24 and 25. In order to guarantee a \$70 room rate, rooms have to be booked by September 23. Commissioners should let Sue know if they are planning to attend.

Report of the County Farm:

- a. On August 3, Sue met with David Santamaria about plans for the fall corn maze events. According to the land lease agreement, he will need several approvals including the use of fields for vendors during the planned events. Event promotion, parking, portable toilets, trash disposal, recycling and traffic control are issues being worked on. A form to request the various permissions is being developed. Superintendent Hamelin and Sue will be notified of the next meeting of the advisory committee. Mr. Santamaria did deliver bushels of green beans for the residents and the sweet corn should be ready this week.

Commissioner Brady asked if vendors will be providing proof of insurance. Sue will ask Mr. Santamaria. Sue added that once the approval requests start coming in she will email copies to the Commissioners for approval.

- b. On August 4, the Coös County Delegation voted to waive the requirement for line item transfers for the County Farm in 2011. Although the expenditure budget is projected to exceed the \$200,000 appropriation by \$11,856 +/-, projected revenues were exceeded by \$221,742 yielding net proceeds from farm closure of \$209,886. Several line items were over-expended due to the payment of accrued sick and personal time to the employees who were laid off, veterinary services related to shipping the herd were greater than expected and a stand-by generator was purchased for the water system after the sale of the John Deere tractor and PTO driven generator at the auction. The financial report provided to Delegation members was given to the Commissioners at the meeting.

Sue requested authorization to provide a stipend of \$750 to the Animal Rescue League of New Hampshire. An individual was at the farm on Monday and Tuesday and captured 25 cats which were brought back to her facility for spaying, neutering and health checks. After this process the cats will be provided homes predominately at farms. There are still several cats that remain at the farm and after they are captured they will be fostered by Linda Frizzell and relayed to the League. Commissioner Grenier stated that after visiting the farm last month he determined that the cat colony is a health hazard and these cats must be taken care of. Commissioner Brady agreed. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to provide a stipend of up to \$2,500 for the removal and care of the cats at the farm. All approved 3-0.

- c. The Coös County Farm was notified that Coös County may be eligible to receive a payment from a \$30M settlement reached with Dean Foods Company. All producers of raw Grade A milk in the Northeast are included for consideration in the distribution. On July 27, Sue filed a claim on behalf of the farm. The average payment is estimated to be in the range of \$2,500-\$5,700.

Report of the Recycling Center:

- a. Craig Hamelin and Sue met with Colebrook Town Manager Donna Caron on July 25 about the Recycling Center contract renewal. The following ideas were discussed and needed the Board of Commissioners' input:

- Since the closure of the County Farm, the Department of Corrections has more inmates for work details.
- It is good practice to have a certified corrections officer as the Recycling Center operator and the operator should be on-site with inmates 100% of the time in order to get optimum productivity, reduce opportunities for contraband violations and goofing off as well as providing training and a role model for the Recycling Center work details. Currently, the DOC budget includes a corrections corporal position recently vacated by the Farm Manager.
- The Recycling Center towns could then fund a part-time position of experienced part-time truck driver to pick up containers, cardboard at businesses and do preventative maintenance on the truck. This person would be the liaison to the towns at each transfer station.
- The barn is now vacant and might in fact be a better building for the Recycling Center operation than the current buildings. All electrical wiring at the barn was upgraded during the past decade. There is no heat in the building so either the current Recycling Center furnace could be moved there or another means of heat would need to be investigated (pellets, propane or even solar). Should this move prove feasible, then the number and amount of commodities recycled could be expanded. The Town of Colebrook has mentioned items such as pellet bags and Kheops International has contacted Colebrook town officials and Craig Hamelin about recycling milk and juice containers.
- The Colebrook Selectmen met on July 27. First they sought reassurance that Colebrook could keep its glass. Last year Colebrook purchased a glass pulverizer and this year purchased the conveyor for the pulverizer. There should be absolutely no issue with the Town of Colebrook keeping its glass as its reuse is generally limited to road bed reconstruction.
- The Colebrook Selectmen asked how much it would cost to retrofit the barn as a Recycling Center and would like this information before they sign a contract.

Sue asked if the Board of Commissioners would like her and the Superintendent to explore the ideas further. Commissioner Grenier was hesitant in using the barn for a recycling center until the County is notified of Colebrook's decision. The system as it is now is adequate. Commissioner Judd agreed. The barn could be used for recycling storage. Commissioner Brady also added that heating the barn would be quite difficult. Right now, it is premature to explore retrofitting the barn as a recycling center.

There was discussion regarding the position at the recycling center which is currently covered by a correctional officer. Superintendent Hamelin requested to post the position as a corporal internally as some have expressed interest in the position. He would look at applications from the last round to fill another vacant position. Commissioner Judd stated that the position does not need to be corporal. It should be a correctional officer. Superintendent Hamelin added that it already is a corporal position. There are more inmates to supervise. Commissioner Grenier added that he was ok with the corporal position. Commissioner Brady asked if it would be more money. Sue replied that it will be a little less than it has been due to the tenure of the last employee. Commissioner Grenier did ask if the individual could go through the interview process with the Commissioners. Sue added that if Colebrook were to pull out, it might not still be a full-time position. Commissioner Brady asked if Craig could wait a couple of months. Craig added that this was a union position and top level people were not interested. It is not a hugely desired position. Commissioner Judd stated that 70% of the time no one is at the center supervising the

inmates. He did not want a corporal in that position. Mr. King added that he had begun the recycling center years ago. The person in that position needs mechanical knowledge and skills. Even without Colebrook, the other towns need a recycling center. Commissioner Grenier suggested that the position be posted on September 15. Commissioner Brady agreed. He disagreed with Commissioner Judd and stated the position should remain classified as a corporal. This individual will be handling a lot. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to post a corporal position on September 15 subject to final approval by the County Commissioners. The motion was approved 2-1.

Report of the Unincorporated Places:

- a. Effective with the new school year, the unincorporated places will have a special needs student. The County did not know of nor was an appropriation included for special education in the 2011 budget. Every attempt will be made to cover most of the costs with National Forest Reserve Funds. This may mean that one of the unincorporated places will have a deficit at calendar year end. Pursuant to Special Education RSA 186-C:13, II "For the purposes of meeting the financial obligation for expenses incurred under this chapter, a school district may exceed its annual budget to the extent of additional special education aid which the district has actually received from the state after the annual school district budget was approved." The County will also be responsible for the transportation of this student to an approved program.
 - b. Rangeley Lakes Regional School District Superintendent Brian Foster contacted Sue about the possibility of collaborating transportation efforts for those students from Wentworth Location who attend school in Rangeley. Currently there are 2 students and one will be graduating next June. Their mother transports them at the IRS rate which is the amount suggested by Superintendent Foster. Sue stated that she had not yet heard from the mother. The Board agreed that if she wishes to continue providing transportation then no change would be made.
 - c. The Planning Board met on August 2 at The Balsams Grand Resort Hotel. In addition to approving 3 subdivision applications (one is conditional on the sale of The Balsams), representatives of Ocean Properties and its affiliate Balville, LLC presented a preliminary site plan for the new resort.
 - d. Sue reported that she had received an email from Pip Decker. It included a letter of credit which showed financial assurance to the County. Sue has provided the information to Attorney Jonathan Frizzell for review as Brookfield Power has agreed to reimburse all legal expenses for the review.
 - e. Sue has received the request to negotiate from the SEA. The initial meeting has been set for September 21. Sue recommended the following negotiating team: Sue Collins as chief negotiator, Jennifer Fish, Commissioner Judd and Julie Brunault. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve Sue's recommendation. All approved 3-0.
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	23
PRETRIAL	23

STATE PRISON INMATES	4
ELECTRONIC MONITORING	1
WORK RELEASE	0
OTHER COUNTY INMATES	0
HELD AT OTHER FACILITIES	BELKNAP DOC: 1 PT FEMALE CARROLL DOC: 2 HOC FEMALE GRAFTON DOC: 1 PT FEMALE, 1 HOC FEMALE MERRIMACK DOC: 1 PT MALE ROCKINGHAM DOC: 1 PT MALE, 1 HOC MALE NHSP: 1 PT MALE, 4 HOC MALE

- a. Jeremie Marquis has been hired to fill the vacant Second Shift position. He will begin the 8 week Field Training Program on August 8.
 - b. An agreement has been made with Securus Technologies to provide the facility with an advanced inmate calling system, which also includes state-of-the art Jail Management software from Archonix. There are no out-of-pocket costs necessary for the transition to Securus, which is for a term of 7 years. According to Securus' project manager, installation of equipment, conversion of files, and training is estimated to take 4 to 6 months.
 - c. Carroll County Department of Corrections recently requested that female inmates no longer be sent there directly from court or that self-admittals be sent there. They have also tightened up the process and criteria for accepting females, making it necessary for Grafton County DOC to house all Coös County females once again. This comes with a cost, as Carroll County does not charge for housing females, while Grafton charges \$40 per inmate day. For June and July, female inmate days at Grafton County DOC totaled 134.
 - d. Following much back and forth with the Administrative Office of the Courts, it appears that the DOC is finally on the schedule to receive a new video arraignment system this year. The department is currently paying approximately \$450 per month for antiquated ISDN lines required to operate the current system. Through speaking with the company that installs systems for the State, Superintendent Hamelin found an opportunity to have a demo version of the system installed in the facility until the new one is installed. The demo equipment is scheduled to be installed this week and will connect directly though the new T-1 line, enabling the DOC to disconnect the costly ISDN lines.
- Sheriff Marcou added that he has spoken with Supreme Court Judge Dalinai and reminded her that Coös County travels the furthest and therefore should not be scheduled last for the video arraignment upgrade.
- e. Inmate work crews have been working diligently to clean the barn and surrounding area. All metal stanchions, gates and equipment are being removed, and all surfaces are being cleaned and pressure washed to prepare for any future use.
 - f. Following advice from State Veterinarian Stephen Crawford, the Animal Rescue League of New Hampshire was contacted concerning the colony of cats still residing in and around the barn. Maureen Prendergast of the Rescue League has reached out to help us in the capture, spay/neuter, and relocation of the cats to homes, or other farms in search of cats. The first site visit was scheduled for August 8 and 9, in which as many cats were be captured and taken to the Animal Rescue League in Bedford, NH. Subsequent visits will follow until the colony is under control.
 - g. The Superintendent requested a Non-Public session under RSA 91-A:3 II(a).

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 72. The average census for July was 70; occupancy for July was 72.5%. In July there were four (4) admissions (including three (3) respites), no (0) deaths and one (1) discharge (one of the respites.) There is one (1) admission planned in August and one (1) discharge (a second respite went home.) Of the 72 residents, eighteen (18) are Private Pay. Nine (9) residents are Vermont Medicaid.
 - b. Survey: The survey team has not arrived yet.
 - c. Family Picnic: The Annual Family Picnic was held Sunday, July 24. It was a great success. The Dietary Director reports feeding over 340 people.
 - d. New Employee Entrance: Central Paving arrived Monday to apply the hot top. Once that job was finished, the new entrance was complete.
 - e. In the past, the nursing hospital did not have a Hospice provider available. Now there will be the ability to access Hospice through a contract with Northwoods Home Health and Hospice. If residents or family members would like to utilize Hospice services, the Nursing Hospital will be able to direct them to this hospice provider who will then provide hospice services in the nursing home.
 - f. Union: Several employees have reported getting telephone calls and mailings from a union during the past few weeks. The literature says it is from the State Employees Association (SEA).
 - g. Nursing Hours at HOC:

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		
September	3,895	65	September		
October	3,784	63	October		
November	3,699	62	November		
December	3,460	58	December		

The inmate population remains up and med passes continue to average about 2 hours each evening. On the weekends, the HOC is taking several hours of nurse time away from the residents on first floor during the day as well. The nurse goes to the jail 7:55-9:45, then 11:15-11:25, then again 12:30-1:00. This is all time that she is not available to the 12 residents assigned to her.

A discussion ensued on the hours being provided by the nursing home to the jail. Commissioner Grenier asked if the DOC's nurse would be willing to work extra hours and to explore alternatives. He added that the residents should not be suffering due to the increased number of inmates. He asked that Craig and Laura deal with the situation and inform the Board of a plan to address this at the next meeting.

7. 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:
 - a. Census: The current census was 96 with 15 private pay residents. The average daily census for July was 96.8. There were 3 deaths and no admissions in July.
 - b. Maintenance: The ten thousand gallon oil tank was cleaned on August 2 by TMC Services and Dave Landry. They removed a few inches of sludge from the bottom of the tank. TMC Services stated that the amount of sludge present was consistent with the age of the tank. They recommend cleaning every 15 years. Currently, one boiler is not firing well; it could be a faulty pump on the boiler. It is not related to the oil tank cleaning. The problem is being investigated.
 - c. Dietary: The steam boiler was replaced in July. The coil in the walk-in cooler has frozen twice within 3 days. A timer was added to the unit to allow a shutdown period of one hour twice a day to prevent further problems.
 - d. Northeast Record Retention: The mobile shredding unit arrived on August 1. Thirty-one boxes of records were shredded. This is the second visit to the facility this year with approximately 54 boxes of records shredded this past year. Staff continues to develop ways to reduce paper use. Memos are now sent via in-house emails along with the daily resident report which can be lengthy.
 - e. Reporting Reasonable Suspicion of a Crime: Effective July 17, Section 1150B of the Social Security Act requires specific individuals in applicable long-term care facilities to report any *reasonable suspicion* of crimes committed against a resident of that facility. CMS has made specific requirements which include involving local law enforcement in the development of a policy to ensure that "any reasonable suspicion of a crime" is defined by local law enforcement. A meeting was held on July 21 with Lt. Detective Richard Plourde from the Berlin Police Department. A draft policy and procedure has been written and will continue to be developed.
 - f. Survey: The survey window opened July 19. On August 2, four surveyors arrived to review facility generated self-reports. There has been no word received on their findings as they have 10 days to respond. This process is usually done during survey.
 - g. Louise requested for non-public session, Section 91-A: 3 II (a) and (c).

Commissioner Brady requested that both nursing home administrators add year to date admissions to their monthly reports.

8. Other Business:
 - a. 2012 budget process: Sue inquired if the Board had any guidelines for the 2012 budget process as it will be Jennifer's first year compiling the budget. Commissioner Grenier

replied that the process from previous years is fine with him and Commissioners Judd and Brady agreed. The process is transparent and should continue.

9. Unincorporated Places:

- a. MS1 extension: The Board signed the MS1 extension request provided by Linda Harris.
- b. Applications for Reimbursement to Towns and Cities – Federal and State Forest Lands: The Board signed the applications for each Unincorporated Place.

10. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:30 II (a) and (c) at 11:00 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 11:25 a.m.

Sue inquired if the Board members wanted to schedule their next meeting at the wildlife refuge as they had been invited for a refuge tour by Refuge Manager Paul Casey. Commissioner Grenier reported that Congressman Bass was interested in attending a tour of the refuge. The Commissioners stated that they might join the Congressman Bass tour if one is scheduled. Commissioner Judd scheduled the next regular monthly meeting for September 14, 2011 at the Coös County Nursing Home in Berlin at 9:00 a.m. Superintendent Hamelin will be in Colorado for training and will not be at the meeting.

Jennifer Fish announced that she had been accepted in the Leadership North Country program. She will participate in this program for one year. She was congratulated by the Board.

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