

Coös County Commissioners
Special Meeting
Coös County Nursing Home -Berlin, NH
May 23, 2018

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Nursing Home Administrator Louise Belanger; HR Coordinator Julie Brunault; and Administrative Assistant Linda Harris.

1. Commissioner Brady opened the Commissioners' meeting at 9:03 a.m. and welcomed everyone to the meeting.
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 May 8, 2018, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the May 8, 2018, regular meeting, as presented. All approved 3-0.
4. Other Business: There was no other business to discuss.
5. Unincorporated Places:
 - a. Linda Harris, Tax Collector presented Yield Tax Warrants for Atkinson & Gilmanton Academy Grant, Cambridge, Dixville, Millsfield, Success.

Atkinson & Gilmanton Academy Grant	\$30,142
Cambridge	33,460
Dixville	72,111
Millsfield	49,559
Millsfield	1,971
Success	270

The Board signed the warrants and certifications for each.

6. 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 9:06 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 9:56 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes until the affected employee is no longer employed by Coös County. All approved 3-0.

A motion was made by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (c) at 9:58 a.m. Commissioner Grenier stated to the HR Coordinator that she had the right to an open meeting. Mrs. Brunault replied that she had nothing to hide and stated that she wanted an open meeting.

Commissioner Brady reminded everyone that the meeting would remain in public session. County Administrator Jennifer Fish asked if the Board would be reviewing the policies and procedures of the Berlin Nursing Home since the West Stewartstown policies and procedures were discussed at a previous meeting. Commissioner Brady replied that if there was no time during the current meeting a special meeting would be set at a later date.

Commissioner Samson asked Mrs. Belanger how human resources was handled in the past. She replied that previous Assistant to the Administrator Helen Couture did a lot of the human resource duties with the assistance of the department heads. Mrs. Couture handled insurance, FMLA, union contract questions, etc. Now Danielle Rioux has replaced Helen Couture. Commissioner Samson asked if he could request a copy of Ms. Rioux's personnel file in order to review her background in human resources; he asked the same of Mrs. Brunault. Commissioner Grenier noted that the files will need to be reviewed in non-public session, no copies. Commissioner Brady stated that one of the meetings will need to be held in West Stewartstown. Mrs. Belanger asked if he wanted a copy of Ms. Rioux's college degree. Commissioner Samson replied any documentation dealing with human resources that would refer to her degree, courses, etc. Mrs. Belanger replied that if the information is not in her employee file, she would need to ask Ms. Rioux to supply the information as she was originally hired as a payroll clerk.

Commissioner Brady stated that the Board needs to assess the HR situation. He would like to get Mrs. Belanger's perspective on the HR Coordinator's presence at the Berlin Nursing Home and would like to get the HR Coordinator's perspective on going to the Berlin Nursing Home. The Board placed the HR Coordinator in the position of going to Berlin. The Board needs to know if this is working out. Commissioner Grenier stated that the two facilities have two different cultures.

Mrs. Brunault stated that the HR Coordinator position is a great position. She stated that the Board has to decide what the Board wants for the two facilities. She doesn't want to be placed in the middle of situations as has already happened. She stated that she would not comment further as she did not want to place her job at risk. Commissioner Brady stated that it is incumbent that the Board reassess the situation. Something may need to be tweaked. Commissioner Grenier noted that the HR Coordinator did not need to worry about her job.

Mrs. Belanger stated that Mrs. Brunault has been going to Berlin for about two months. It is hard to build relationships with employees when she's at the facility only one day per week. She believed that it's a lot for Mrs. Brunault as it is for IT Administrator to manage the entire county. At a past meeting, the individual from Sullivan County's HR department had suggested a separate individual under the HR Coordinator for HR duties in Berlin. That was past practice in Berlin.

Commissioner Grenier suggested that the County Administrator, the HR Coordinator and both Nursing Home Administrators sit and discuss the situation and report back to the Board. Commissioner Brady agreed and asked for a report at the June meeting.

Commissioner Samson stated to Mrs. Brunault that his comments have nothing to do with her personally. Commissioner Samson stated he had a great deal of respect for Mrs. Brunault's entire family. He stated that he had bought a car from her brother, Commissioner Samson's wife, Linda, had brought food on one or two occasions for her family. Several times she has referred that the Commissioners have to figure out what they want. He stated that it is not what the Commissioners want but what the County needs. He finds it odd that Coös County employs 300+ employees with no HR

Director that has education and any HR experience. He agreed with the other Commissioners and with the Berlin Nursing Home Administrator. Spending only 8 or 9 hours per day in Berlin is not fair to Mrs. Brunault or to the employees. He questioned the position and questioned Mrs. Brunault taking on additional responsibilities that the County Administrator would be giving up. He thought that the salary increase that Mrs. Brunault received should be deducted from the County Administrator's salary because she would be doing less work. However, she is not doing less work. The County is too big and has too many employees. He feels that the County needs a Human Resource Director with experience and education. There are major issues facing us. For example, last week the nurses in West Stewartstown were recognized one week later. The whole position needs to be reevaluated. Mrs. Brunault stated that her current position was not given to her by Ms. Fish but by Suzanne Collins in 2008.

Commissioner Brady asked that County Administrator, HR Coordinator and both Nursing Home Administrators meet over the next week and discuss how to rectify the current situation. He asked for a report at the June meeting. He would like to move forward and stop harping in the past. Mrs. Brunault agreed adding that staying in the past is nonproductive.

Commissioner Samson distributed a copy of a report on plausible deniability for everyone and included copies for the Nursing Hospital Administrator and the Superintendent.

Commissioner Brady stated that there would be no time to discuss and review the Nursing Home Policies and Procedures. He informed Mrs. Belanger that the Board would like to review the admission and resident care procedures and would set a special meeting at a later date. Mrs. Belanger provided a copy of the abuse manual for the Board's review.

Ms. Fish stated that she had heard back from all of counties except Sullivan regarding nursing home policies. Commissioners are not involved in any resident care meetings. Commissioner Samson stated that the Board had requested if the Commissioners were involved in interdisciplinary meetings not resident care. Ms. Fish also noted that there are no specific policies on reporting complaints. The state's policies for reporting are used.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:23 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk