

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
January 15, 2020

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Acting Nursing Home Administrator Lynn Beede; County Treasurer Sue Collins; Sheriff Brian Valerino; Captain Keith Roberge; HR Coordinator Julie Brunault; Administrative Assistant Linda Harris; Kevin Low, SNS; Robert Landry and Jason Abdulla, NH DOT; Phil Beaulieu, NH DOT; members of the public and press.

1. Commissioner Brady opened the Commissioners' meeting at 9:00 a.m. and welcomed everyone to the meeting. Sheriff Brian Valerino led the Pledge of Allegiance.
2. Chairman Welcome and Comments: The following statement was read by Chairman Brady:

Good Morning Everyone,

I would like to take a few minutes this morning to make a few comments on how I believe, as Chair of the Commission, we should operate and conduct ourselves. Also, I intend to set the record straight concerning a recent Commissioner's Corner printed in local papers, authored by Commissioner Samson. I would have preferred not to do this. However, I must respond.

What I have to say is not intended to cause division among the Commissioners. I believe everyone deserves to be treated with respect. When one fails to tell the truth about another, it is a failure to treat that person with respect.

When I became Chair after the departure of Commissioner Bing Judd, I wanted to strive to unite the three Commissioners to face the challenges ahead in Coös County. This was because forces outside of Coös County dictate and create policies that we are forced to implement and pay for. Make no mistake about it, I believe the challenges we have faced and continue to face have nothing to do with a poor performance by any of our predecessors whether they be elected officials or county staff. From the beginning of my time of county involvement, I have been privileged to know some of the most outstanding individuals. That is because Coös County has traditionally been represented by some of the State of New Hampshire's finest elected officials both past and present. Former Commissioner Bing Judd, our former County Administrator and now County Treasurer Sue Collins and a man with too many titles and accomplishments to list, Fred King are just a few of the many outstanding individuals who laid the foundation for a well-run county. For years, they did so much of the hard work making our jobs easier today. We owe these folks, and many more, including members of the delegation present and past a huge heartfelt thank you for all their work.

Let me be clear. I believe, throughout our county operations we have individuals who are dedicated and hard working. They have earned respect. Under no circumstance should any county employee be subject to public insinuation.

Please remember, it is the responsibility of the Commissioners to set policy approved during official meetings. We are not to be here trying to conduct daily operation, in effect, micro- managing our supervisors. Our duties are to be carried out during official meetings only.

County government works best when everyone, especially the commissioners, work as a team and show one another respect.

That same effort to work as a team is also needed for job growth in Coös County, especially in Commissioner Samson's district, District 3, where so many jobs have been lost. The future of Coös County and the quality of life of our fellow citizens demands that all three commissioners be dedicated to fostering an environment for job growth.

In the previously mentioned Commissioner's Corner by Commissioner Samson or report, as he calls it, he states, and I quote "I am not using this column to undermine either of the other two commissioners". I couldn't disagree more.

Commissioner Samson makes accusations about me and my performance as Chair. He runs fast and furious, and with total disregard for the facts. This is not how one shows another respect.

If you read Commissioner Samson's report, he states "The public budget hearing was a repeat of the budget work session we commissioners held previously. I thank the outside agencies and our county department heads for repeating their presentations."

Commissioner Samson goes on to say "however, a joint meeting of the delegation and commissioners would have served the same purpose without duplication. Chairman Moynihan has repeatedly asked for combined meetings of the delegation and the commissioners. Board of Commissioners Chairman Tom Brady has refused to schedule such a meeting. "Let me repeat that. Commissioner Samson states and I quote "Chairman Moynihan has repeatedly asked for combined meetings of the delegation and the Commissioners' Board of Commissioners Chairman Tom Brady has refused to schedule such a meeting." Those were Commissioner Samson's statements and some of his accusations. However, the Chair has never refused to schedule such a meeting and Chairman Moynihan of the Delegation has never repeatedly asked.

So, I ask, why does Commissioner Samson make such statements?

DID YOU KNOW that throughout my tenure as chair I am the one who has requested joint meetings with the delegation and CALLED most of those meetings?

DID YOU KNOW that the joint non-public meeting held on Saturday December 7, 2019 was requested by me?

DID YOU KNOW that the meetings held that Commissioner Samson states were a duplication are required to effectively craft a budget? Department heads need to present their request to the Commissioners so a budget can be crafted and then voted on to send to the delegation.

DID YOU KNOW the public meeting held by the Delegation on December 7 is a public meeting required by law? Title II Counties, Chapter 24 County Conventions, Meetings section 24:23 states "Not earlier than 5 nor later than 20 days after the mailing of the commissioners' statement there

shall be held within the county at such time and place as the chairperson of the county convention may specify, a public hearing on the budget estimates as submitted by the commissioners". It goes on further with more on noticing the meeting.

Once again, Commissioner Samson states in his report that "a joint meeting of the delegation and commissioners would have served the same purpose without duplication. Unfortunately, Commissioner Samson, it wouldn't satisfy the requirements and laws we are bound to follow.

Does Commissioner Samson understand the separate and unique duties of the commissioners and the delegation?

Why does Commissioner Samson make such a statement?

It is also important to note this statement by Commissioner Samson is so contrary to his past record as a Commissioner. After being elected, he was constantly requesting more and more official meetings with the staff to craft the budget. Every year, I have tried to satisfy those requests. Check the meeting minutes. You'll also find it interesting to see Commissioner Samson's record when it comes to voting on the budget to send to the public meeting. Check the minutes for the month of November since Commissioner Samson has been in office. Also, in the report Commissioner Samson asked the question "are decisions made by only one commissioner, or two, in the best interest of the county?"

DID YOU KNOW the Commissioners operate under Roberts Rules of Order? The Commission consists of three members. Plain and simply that means two votes win on any motion. Does Commissioner Samson want to rewrite Roberts Rules of Order? Once again, why does Commissioner Samson make such a statements? Is Commissioner Samson trying to imply that I, as Chair, don't follow Roberts Rules of Order? Is he trying to imply that I, as Chair, don't allow him to give his opinion? I have continually asked him during meetings if he has anything to say. For Commissioner Samson to say and I quote "are decisions made by one commissioner, or two in the best interest of the county" I take this as an attempt to label me, the Chair, a dictator. Commissioner Samson, this is not how one shows respect. The Chair is entrusted with certain duties. I responsibly discharge those duties.

Now, further in his report, Commissioner Samson accuses District 3 state representatives absent from the meeting on December 7 of showing a direct lack of respect. He makes those comments right after saying that I was present for the joint non-public but then had to leave. I believe that he was implying that I was showing a lack of respect. Let's be clear about this, I will put my attendance record for my entire tenure of County Commissioner up against Commissioner Samson's short tenure. The Commission is much like the legislature, comprised of citizen representatives. This is the backbone of the New Hampshire system-a citizen legislature. From time to time everyone needs to miss a meeting. I missed one in August of 2018 for a family emergency. I have never questioned Commissioner Samson's reasons for his being absent at meetings, including multiple absences since August of 2019. Just check the meeting minutes. I take him at his word that he has valid reasons. For Commissioner Samson to question the Chair for missing a meeting is the height of hypocrisy.

Commissioner Samson needs to understand the following now, and in the future - I respect the residents of Coös County. I respect the taxpayers of Coös County. I respect my constituents. I support our staff and administration by showing respect. I respect the residents of our county nursing homes and I am committed to providing the best care Coös County can afford.

Commissioner Samson, I demand an apology. You will be given the opportunity during the Hearing of the Public to show respect and do the right thing. Make no mistake about it, if the Chair is unfairly criticized by you again, I will set the record straight again.

My upbringing instilled in me a desire to be fair and honest. Commissioner Samson, I extend an olive branch to join me and put the needs of our constituents first. Let's work constructively with Commissioner Grenier. Our staff deserves it, our taxpayers deserve it, our constituents deserve it and most of all our elderly in our nursing homes deserve it. Now is the time for our constituents to demand it.

3. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as presented. All approved 3-0.
4. Approval of the Minutes from the December 18, 2019, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the December 18, 2019, regular meeting, as presented. All approved 2-0-1. (*Commissioner Samson was not present at the meeting.*)
5. 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 December and to authorize the Treasurer, during the month of January, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
6. Correspondence: County Administrator Jennifer Fish reported that she had received a card from the Colebrook Food Pantry thanking the Board for the donation.
7. Hearing of the Public:
 - a. Representatives from the NH Department of Transportation presented information on a second project that will be taking place on Route 16 in Cambridge. Advertising will begin in 2020 with a startup date of 2022. The following was read:

Public Statement
Dummer-Cambridge-Errol

As part of the National Environmental Policy Act (NEPA) and other state and federal regulations, the NHDOT must investigate the potential impacts that our projects will have on the surrounding natural, cultural, and social environment. Identifying key resources early in the project development process enables the Department to avoid or minimize impacts as design proceeds.

Part of our review involves historic resources. In accordance with Section 106 of the National Historic Preservation Act, the Department is reviewing the project area to determine if there are historic resources within the area that would be impacted by the construction of this project. Historic properties can include buildings and structures fifty years or older as well as archaeological sites. In addition to age, it also must be determined if a structure is eligible for the National Register of Historic Places.

An archaeological survey has been completed; no resources were found, and no further survey is required.

No aboveground resources have been identified in the project area. However, we are asking that if anyone has concerns about historical or archaeological resources in or adjacent to the project area, they bring them to our attention or contact us after this meeting.

Section 106 of the National Historic Preservation Act offers individuals or organizations with a demonstrated interest in the potential impacts to historic resources have an opportunity to become Consulting Parties. Those interested would need to indicate so in writing to the Federal Highway Administration.

Natural resources:

Wetlands and Surface Waters

- Wetlands are located throughout the project area to the west; impacts will be minimized to the extent practicable but cannot be avoided.
- The Androscoggin River is located along the entire length of the project to the east. Minor impacts are anticipated to the bank of the river.
- 2 stream crossings in the project area will need to be replaced.
- Permits will be obtained from NHDES and the Army Corps.
- Mitigation for wetland/stream impacts will be needed; NHDOT will continue to coordinate with the resource agencies to determine the most appropriate mitigation.

The Department is proactively seeking mitigation opportunities, options include a payment into the Aquatic Resource Mitigation Fund (ARM Fund), the Stream Passage Improvement Program (SPIP) or other town or community priorities. We are asking if anyone in attendance has any appropriate mitigation efforts that the Department may evaluate and consider undertaking, please let us know or contact us after the meeting.

Shoreland

- The Androscoggin is subject to protection under the Shoreland Water Quality Protection Act. Impacts within 250' of the river will require a Shoreland Permit.

Water Quality

- Increase in impervious surface area is anticipated.
- Stormwater treatment will be provided; DOT will identify appropriate locations and types of treatment once preferred alternative is selected.

Conservation Lands

- The 13 Mile Woods Community Forest is located along the entire project area. This is a 7,100-acre multi-use forest, protected by LCHIP and Forest Legacy easements, and owned and managed by the Town of Errol. Coordination is underway with all of these stakeholders.

Federally-listed species

- Northern long-eared bat - will be reviewed under the 4(d) rule or Programmatic Consultation.

- Canada lynx - no concerns are anticipated.

State-listed species

- A rare plant survey will be completed in suitable habitat for one state threatened plant species.
- Wild brook trout and slimy sculpin are expected to occur in the streams within the project area; coordination with NHFG will continue.

Floodplains

- The river is a FEMA-mapped regulatory floodway and there is also a 100-year floodplain (Zone AE) associated with the river and tributaries.
- Impacts to the floodplain are anticipated. Appropriate mitigation for these impacts will be considered once the preferred alternative is selected.

Public Involvement

- Letters were sent in January 2019 to town officials in Errol and Dummer to seek input on the project.
- Only one response was received (Errol Heritage Commission)

b. Kevin Low, SNS presented the following IT roadmap and budget proposal as requested by the Board at a previous meeting:

1. Backups - solution put in place by 12 / 31 - Completed
 - New backup appliances in West Stewartstown and Berlin
 - Backup all servers using Veeam; 3 physical and 4 virtual servers to backup
 Cost of \$9,000
2. Anti-Virus - Implement more robust solution
 - Replace Symantec anti-virus software with Bitdefender for all end user machines and servers.
 Total cost of \$3,600/yr.
3. Desktop - replacement of unsupported Windows 7 machines
 - Replace 94 workstations running Windows 7
 Total cost of \$94,000
4. Networking - refresh networking equipment in each site
 - Implement new firewalls and switching at each site
 - Berlin - 8x Cisco switches & WiFi - Cost of \$39,000
 - W. Stewartstown - 11x Cisco switches & WiFi - Cost of \$44,000
 - Lancaster - 1x switch & WiFi - Cost of \$4,500
 - New firewalls at each site, 3x Cisco firewalls - Cost of \$5,800
 - Battery UPS, 3x sites - Cost of \$7,800
 Total Networking cost of \$101,100
5. County server redesign
 - 2008 R2 servers need to be migrated to 2016/2019

- Move all departments onto one domain for Coos County
- Create and enforce password policies for HIPAA compliance clean up GPO policies

Total cost of \$49,650

6. Server changes and Microsoft licensing corrections

- Upgrade drives in Berlin server and add appropriate Microsoft licenses

Total cost of \$15,350

7. E- Mail - Office365 Government G1

- Move email to cloud hosted email and provide accounts for all employees

Project implementation cost of \$35,000

8. Phone system replacement - implement cloud hosted Mitel phone system

Project implementation cost of \$10,600

9. Total Estimated Costs

- Total up-front costs of \$318,300 (financing available with 3 or 5 year terms)
- Total recurring costs:
 - Microsoft 0365 e-mail subscriptions approximately **\$24,000/ year**
 - Mitel Phone System **\$27,684/year**
 - Bitdefender Anti-virus subscriptions **\$3,600/year**
 - SNS support agreement **\$138,000/in year 1, \$144,000 in year 2**

Superintendent Champagne inquired about the scope of time for the entire proposal and would there be any down time. Mr. Low replied about four months and the proposal is designed with the least amount of impact.

Commissioner Grenier stated that the expenditure cannot be authorized until the budget is approved in March. He asked that Mr. Low discuss a five year proposal with the County Administrator. He also asked if 400 emails were necessary. He suggested only certain staff have email. Superintendent Champagne noted that all of his staff have email as that is how they communicate with other shifts. Ms. Mills asked if the internal email was part of the proposal. Mr. Low replied it was not. Internal email would be an additional cost with which would include hosting internally and a separate hard drive. He suggested the proposed email through Microsoft. He did offer to prepare a cost analysis with both options.

Commissioner Grenier inquired if there would be another capital expense in 7 or 8 years with updated computers and server. Mr. Low replied that he could not predict what would be available at that time.

Seth Gaine, Whitefield, asked if the software Lenox had been considered. No license is required and old computers may be used for many additional years. Mr. Low replied that Lenox was for personal use and not for business usage. Certain business applications have requirements that must be used.

Robert Elwell, Lancaster, inquired if the usage of time on computers had been looked at. Mr. Low replied that it was not his job to analyze usage time; however, there are 400 employees between four sites with 140 machines. It did not seem that there was any excess waste.

- c. Robert Elwell, Lancaster, wanted to make the Board aware of legislation that had been submitted in the State of Virginia which would jeopardize the first, second and fourth amendments as well as red flag laws. He noted that there will be an effort to create a second amendment sanctuary in Coös County. He asked for feedback. Chairman Brady replied that first the Board would need to see what will happen in Concord and discussed at a later date.
- d. Commissioner Samson responded to Chairman Brady's statement. He stated that he stands by his column and what he wrote. He respects all of the Coös County employees and elected officials and the jobs that they do. He agreed with Commissioner Brady's statements in regards to Bing Judd, Fred King and Sue Collins and the jobs that they have done. He tries to and will continue to do the right thing for the County, taxpayers, employees and residents. He did not intend to disparage anyone especially elected officials. He does have to answer to his constituents and elected officials and do that with respect. His ultimate answer is to God and will continue to do so.

Chairman Brady thanked Commissioner Samson for his comments and asked if he stood by his comment that Representative Moynihan has repeatedly asked for joint meetings and he, Commissioner Brady, has refused them. Commissioner Samson replied that he would not argue about anything that was in the column; however, the former Delegation Chair had several joint meetings which he thought were beneficial to everybody. He would like to see that again if possible. Chairman Brady stated that he had emailed Representative Moynihan to inquire about the requests. Representative Moynihan rechecked his emails and the only time there was an inquiry of this kind was January 2019. There have been no requests.

8. Report of the County Administrator Jennifer Fish. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. The IRS recently announced the new mileage rate effective January 1, 2020 to be 57.5 cents per mileage. The 2019 rate was 58 cents. The County Administrator recommended that the Commissioners change the county rate to 57.5 cents effective, January 15, 2020. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve to change the county mileage rate to the IRS rate of 57.5 cents effective January 15, 2020. All approved 3-0.
- b. The following Zoning Board of Adjustment members' terms will expire at the end of February: James Brady and alternate Roland Théberge. The new term will be for 3 years.

Commissioner Brady noted that James Brady no longer wanted to be a member of the Zoning Board of Adjustment.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to re-nominate Roland Théberge as an alternate to the Zoning Board of Adjustment. All approved 3-0.

- c. The County Administrator presented the 2020 Public Safety Agreements and Ambulance Agreements for the Town of Carroll and the Town of Errol. There were no changes to the agreements in 2020. The Board signed the agreements.
- d. NHAC Executive committee meeting is scheduled for January 17.

- e. The County Administrator requested a Non-Public: RSA 91 A: 3 II (a).
- f. At the meeting, Ms. Fish reported that the IDN Committee held a conference call. Negotiations are still ongoing as Rockingham County and Merrimack County has not agreed to pay their proposed share.
- g. Ms. Fish received an email from John Hatfield, assessor at Commerford Nieder Perkins. He reported that he had met with Dan Hudnut of Bayroot/Wagner Forest to discuss the BTLA appeal. They have not reached an agreement but he is still working on it. Commissioner Grenier replied that if an agreement is not reached, the appeal will move forward to the BTLA. This is part of the process.

9. 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	20
HOUSE OF CORRECTIONS	9
PRETRIAL	13
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	4
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 3 HOC FEMALE, 1 PT FEMALE MERRIMACK DOC: 1 PT MALE HILLSBOROUGH DOC: 1 PT MALE SPU: 1 PT MALE
AVERAGE DAILY POPULATION DECEMBER	22
MALE DAYS SERVED IN FACILITY DECEMBER	669
FEMALE DAYS SERVED DECEMBER	140 (6 females)
FEDERAL INMATE DAYS SERVED DECEMBER	7
TOTAL INMATES BOOKED DECEMBER	25
TOTAL INMATES RELEASED DECEMBER	21

- a. Superintendent Champagne was pleased to report that the department received the first payment from the North Country Health Consortium in the amount of \$17,500. This payment is 50% of the total consideration for Case Management and Medication Assisted Treatment.
- b. On December 20, 2019, the Superintendents' Affiliate met with Attorney General Gordon McDonald, Assistant Attorney General Jane Young and leadership from the New Hampshire Public Defenders Office. This meeting was in regards to safety and security of public defenders while visiting clients in the county jails. All parties agreed that the jails do an excellent job in providing safety to all visitors. However the consensus is it always helpful to revisit current practices. Each jail will be meeting with their regional public defender office to focus on the specific policies and procedures of the jail within their region.
- c. Sergeant Rella and the staff on Third Shift have been totally repainting the Unit #1 & Unit #2 dorm sleeping areas. This is a welcomed project as it has been a long time since these areas have been done. Superintendent Champagne noted that he sincerely appreciates the work that is being done.

- d. Superintendent Champagne requested authorization to purchase a new ping pong table at a cost of \$780 and two televisions at a cost of \$656 from the Inmate Trust Fund. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Superintendent to spend up to \$1,436 from the Inmate Trust Fund. All approved 3-0.

10. 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 82. Occupancy for the month of December was 94.9% based on a bed count of 85. In December, there were two (2) admissions, no (0) discharges and four (4) deaths. There have been two (2) admissions so far in January.

Of the 82 residents, fourteen (14) are Private Pay, twelve (12) residents are Vermont Medicaid, six (6) residents are Medicaid Pending (five for NH and one for VT.) In many instances, residents are dying while on Medicaid Pending. Once they die, the state closes the case without paying. The Social Services Director and Resident Accounts are attending meetings with NH Medicaid to work through these cases. It continues to be a struggle. The NH Medicaid offices are overworked, understaffed and disorganized. There have been more changes in personnel in the past month. Resident Accounts and Social Services are putting many hours in every week attempting to get the backlog of issues corrected.

Totals for 2019: Twenty-five (25) admissions, twenty-one (21) deaths, and one (1) discharge. Totals for 2020: Two (2) admissions, no (0) deaths, and no (0) discharges. Total residents receiving services or assistance from CCNH in 2019: One hundred-twenty-three (123).

Currently there are six people on a waiting list for admissions (four women and two men.) Some potential residents have passed away while waiting for a bed. Others are concerned there will not be a bed when they need it so they are getting on the list now to be assured a spot when they are ready, but are not yet ready. Some were waiting until after the holidays.

- b. The Nursing Home Administrator presented a Student Loan Repayment Program contract for the Commissioners' signatures. The Board signed the contract.
- c. Staffing:
The Nursing Department has 192 hours open for RN/LPN (4.8 FTE). Two (2) contract LPNs covering the hours. There are 388 open LNA hours (9.7 FTE). One 32 hour LNA is out on Workers Comp and three on FMLA. Four contract LNAs are covering some of the hours.
- d. LNA and MNA Classes: The LNA Class should be graduating four (4) students on January 28, 2020. The LNA Class for the high school students starts January 21, 2020. There are nine (9) students signed up for this class.
- e. IT: The Nursing Hospital has been working through many IT issues with SNS and printer issues with Porter Office. A power surge occurred on December 26 that knocked out all computer systems, including the telephone. Staff was able to get the phones back up and running, but SNS had to come over on two different days to get all of the computers back online. It appears to have been a "switch" issue. On January 7, there was another switch issue and needed to call in a tech from Littleton.

- f. Facility Issues: On January 3, the compressor for the freezer failed. The Dietary Manager drove to Manchester that day to pick up a new one. It was installed that night.

The swipe card lock at the employee entrance is failing. A new card reader has been received but it will take another week to receive the replacement swipe cards.

- g. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations; continue to work on the PIPs for SBAR and Communication; and for making the admissions process smoother.
- h. Final Medicaid Rate: The Nursing Hospital received its final Medicaid rate for January 1, 2020. The rate includes the promised 3.1% and has been set at to be \$165.77, an increase of \$7.08 over the current rate of \$158.69. The Vermont Medicaid rate will be set after the 4th Quarter MQIP rates are received.
- i. Family/Resident/Staff Concerns: No Ombudsman Reports were filed in December.
- j. Dentist: The Nursing Hospital continues to search for replacement dental services for its residents. Currently, residents are being assessed by their PCP and seen by area dentists as needed. The nursing home is paying the dental bills.
- k. Committee Reports:
 - NHAC Executive Committee: The next meeting is scheduled for January 17, 2020.
 - NHAC Nursing Home Affiliate: The next meeting is scheduled for January 7, 2020.
 - Workforce Development: No new meetings have been set.
 - Ms. Mills has been elected to the Board of Directors of Upper Connecticut Valley Hospital. She will begin serving on the Board this month and looking forward to this new challenge and opportunity.

l. Nursing Hours at the Department of Corrections:

	2018	2019
	Minutes	Minutes
January		59
February		5
March		53
April		1
May		1
June		7
July		26
August	54	68
September	30	18
October		18
November	50+	27
December	64	61

- 11. Report of the Acting Berlin Nursing Home Administrator Lynn Beede. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 96 with one unpaid bed hold at the hospital; Private Pay 13; Medicaid Pending 4; and Hospice 2. The average daily census for December was 94.8; Admissions 8; Deaths 3; Discharges 11. Year to date (2019) average daily census was 94.3. SNF: Part A 7; Part B 14; PT 7; OT 4; ST 6. Therapy caseload will be reviewed with HealthPro Heritage.
- b. Restorative Nursing Program (RNP): Gail Yourison, LPN has reorganized the department. She has ensured two programs 6 to 7 days per week for each resident on caseload. This will improve the quality of services provided to our residents and allow for maximum reimbursement in our case mix.
- c. Medicaid Rate: The rate increased to \$174.07 adding the 3.1%. The NH Legislature appropriated increase equals \$179.47. The next picture date will be February 28, 2020, for the Jul 1, 2020 nursing home rate adjustment.
- d. Nursing Shortage: Recruitment and retention efforts are ongoing. Agency staffing continues to be utilized; one long-term LPN has left the agency and has taken a full-time Clinical Coordinator position on the evening shift, and an on-call RN will be returning full time evenings. The HR Manager will be utilizing the CMS retention toolkit. Ms. Beede has met with WMCC to discuss their LNA Apprenticeship Program. She also spoke with Roxie Severance regarding the NH Caregiver Career proposal.
- e. LNA Program: The CCNH-Berlin Training Program is moving forward. The Department of Education has provided our "exempt status" letter. All required documents will be delivered to the Board of Nursing by 1/17/20.
- f. QAPI: Process improvement projects include: Weight Loss; Pain; State Mandated Reports – none for December; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning.
- g. Facility License: The completed application was presented to the Board for signatures.
- h. Seniors Aid New Hampshire: Luncheon for the North Country is pending.
- i. Holiday Events: The Activity Department, with their many youth and adult volunteers, provided the residents with a full calendar of events, to include: a Christmas Tree Lighting, Pub Nights, and Santa visits to each floor.
- j. Budget/Financials/Payroll: A payroll teleconference was held with Carrie Klebe - next meeting pending. BMSI software updates pending for week of 1/12/20.
- k. Waste Management: The new waste management system trials have gone well. Employee safety is monitored closely by Environmental Services, with platform built for handling heavier items.
- l. Medical Director: Dr. Temme will be retiring May 31, 2020. There has been interest from a local provider. Coös County Family Health Services and Dr. Temme have been instrumental in helping the Nursing Home to secure his replacement.

- m. Non-Public Requested: Two concerns per Title VI, Chapter 91-A:3 II (a)
- n. Meetings/Committee Reports:
 - NHAC Nursing Home Affiliate: Next meeting 1/7/20 (BAA education) & 1/24/20 (VBP/QM education)
 - NH Caregiver Career Meeting: 1/7/20 & 1/14/20
 - AVH Extended Care Meeting: 3/17/20
 - NHAC HR Affiliate: Danielle Rioux, AR/Asst. to Admin will attend 1/17/20
 - NHAC Billing Affiliate: Vicky Nason and Jane Ryan will attend 1/24/20

12. 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. All the County Taxes were received by the year end.
- b. The Tax Anticipation Note with Northway Bank was paid in full on December 17th. The total amount borrowed was \$8,400,000 and the total interest incurred was \$73,562.24.
- c. Vachon Clukay & Company PC have begun the 2019 Financial Audit. The audit team are scheduled to visit all county facilities the week of February 3. In between, staff will be providing all the necessary information requested by Vachon Clukay to complete the audit to their satisfaction.
- d. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute **Update:** Representative Moynihan is working with the legislative office to change NH state law. Coös County continues to use Bangor Savings Bank in Colebrook. At the meeting, Ms. Klebe reported that Representative Moynihan had informed her that a hearing is scheduled in Concord next week. He has asked that the Director of Finance, the County Administrator and Country Treasurer be present.
- e. NH Government Finance Officers Association: The next meeting was January 14, 2020.
- f. Funding to the State of NH for IDN 7: The NH Association of Counties has formulated the Memo of Understanding for the DSRIP Waiver or Building Capacity for Transformation Waiver and the Standardized Reporting sheet. The committee is waiting for an update on how much and if the other 9 counties will contribute. The NHAC committees will be meeting on the January 17.
- g. County House Project: Funding/Grant options are being pursued to see if viable for the 2020 Budget. Michele Moren-Grey from North Country Council is helping with grant funding. It appears the maximum grant amount from USDA would be \$30,000. With Michele's advice, we are pre-mature in our process and are not pursuing the December USDA deadline. Michele is currently pursuing other grant options.

At the meeting, Ms. Klebe reported that in order to qualify for a grant there would need to be a greater impact on the nursing home. For example, an increase of five beds instead of two beds with the move of offices.

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

HR Activity Report: 12/01/2019 – 12/31/2019

- a. New Hires: 8

Department:	#	Positions
Nursing Home	5 (4 PT, 1 Temp)	LNA's, Dietary Aides, Hskp
Nursing Hospital	3 (2 PT, 1 Temp)	LNA's, Hskp

- b. Separations: 9

Department:	#	Positions
Nursing Home	4 (3 PT, 1 Temp)	RN, LNA's
Nursing Hospital	4 (1PT, 3 Temp)	RN, LPN, LNA's
County	1 (FT)	Legal Sec/VW

- c. Change in Status: 2

Department:	#	
Nursing Home	2 (FT)	HIM, LNA

- d. Reasons for separation/ Change of status:

2 new employment
 5 did not meet job requirements
 1 personal
 2 retirement
 1 resignation

- e. FMLA/Leave of absences/ADA/WC:

Nursing Home 16
 Nursing Hospital 8

- f. Peter Chapel from "HealthTrust" was on site December 19, 2019, and presented to interested union members a detail overview of their insurance plan. Open enrollment for the union is in progress and continues until January 31, 2020. Effective date of new coverage is February 1, 2020.

- g. In December, Harvard Pilgrim members, as well as retirees, received notification that effective January 1, 2020, new Pharmacy Benefit Manager would be taking place. OptumRX is replacing MedImpact Direct and Aetna Medicare RX offered by SilverScript is replacing the existing Aetna Medicare Plan. New ID cards with the new logos were mailed out to HP members and retirees, along with detailed instructions outlining the step by step process to ensure a smooth transition.

- h. Elizabeth McIlveen has left her position as Legal Secretary/Victim Witness Assistant at the Attorney's Office. Liz will be greatly missed and wished great success in her new endeavors. Gina Vigorito, the newest addition to the Attorney's Office, has taken on the role of Legal Secretary/Victim Witness Assistant.

- i. Friday, January 17, 2020, Danielle Rioux and Mrs. Brunault will be attending the HR Affiliate meeting in Concord, NH.

14. Commissioners' Committee Reports: There were no committee reports.

15. Other Business:

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

Coös County Nursing Hospital:

To:	01-05120-3700 Provider Assessment	\$64,115.00	
From:	01-05100-1600 Additional Health Ins. Benefits		\$19,000.00
From:	01-05100-2400 IT Contracted Services		10,000.00
From:	01-05100-3600 Office Supplies		4,300.00
From:	01-05100-3800 Postage		2,000.00
From:	01-05100-1700 Education		700.00
From:	01-05100-6800 Communications		2,900.00
From:	01-05100-8200 Equipment Repair		3,500.00
From:	01-05130-0200 Cooks' Salaries		8,000.00
From:	01-05130-0300 Dietary Aides Salaries		7,000.00
From:	01-05160-0200 Laundry Aides Salaries		6,715.00
To:	01-05100-7500 Bad Debts	4,505.00	
From:	01-05100-2000 Legal Services		4,505.00
To:	01-05100-0100 Administrator Salary	1,895.00	
From:	01-05100-1200 Health Insurance		1,645.00
From:	01-05100-0900 Longevity		200.00
From:	01-05100-1400 Workers Comp		50.00
To:	01-05130-1200 Dietary Health Insurance	2,275.00	
From:	01-05130-0300 Dietary Aides Salaries		2,275.00
To:	01-05140-0600 Scheduling Coordinator	1,255.00	
From:	01-05140-0900 Longevity		1,225.00
To:	01-05140-2300 Contract Nurses	8,160.00	
From:	01-05140-0200 RN Salaries		8,160.00
To:	01-05140-3100 Med Surg Supplies	10,720.00	
From:	01-05140-0200 RN Salaries		10,720.00
To:	01-05150-6100 Electricity	1,740.00	
From:	01-05150-6200 Propane		1,740.00
To:	01-05160-0300 Laundry Porter Salaries	1,320.00	
From:	01-05160-0200 Laundry Aides Salaries		1,320.00
To:	01-05180-2300 Pharmacist Services	1,380.00	
From:	01-05180-2400 Dentist Services		1,380.00

To: 01-05193-1300 Restorative Retirement	1,830.00	
From: 01-05193-1200 Health Insurance		1,830.00
<i>Coös County Nursing Home:</i>		
To: 02-05600-2300 Consultant Services	10,430.00	
From: 02-05600-0100 Skilled Administrator's Salary		10,430.00
To: 02-05600-1000 Social Security	2,210.00	
From: 02-05600-3600 Office Supplies		2,210.00
To: 02-05600-3900 Admin Supplies & Expense	100.00	
From: 02-05600-9900 Retiree Benefits		100.00
To: 02-05630-1300 Retirement	550.00	
From: 02-05630-6200 Cooking Gas		550.00
To: 02-05630-5000 Food	150.00	
From: 02-05630-9700 New Equipment		150.00
To: 02-05640-0500 MNA Salaries	1,120.00	
From: 02-05640-8800 Equipment Rental		1,120.00
To: 02-05640-1200 Health Insurance	680.00	
From: 02-05640-0300 LPN Salaries		630.00
From: 02-05640-1100 Life Insurance		50.00
To: 02-05640-0900 Longevity Pay	1,290.00	
From: 02-05640-8800 Equipment Rental		520.00
From: 02-05640-1700 Education & Conferences		770.00
To: 02-05640-2300 Contract Nurses	80,860.00	
From: 02-05640-0200 RN Salaries		3,630.00
From: 02-05640-0400 Nursing Assistants' Salaries		6,000.00
From: 02-05640-1000 Social Security		51,600.00
From: 02-05640-1400 Workers Comp		6,340.00
From: 02-05640-1300 Retirement		4,360.00
From: 02-05640-8200 Equipment Repair		8,620.00
From: 02-05640-1700 Education & Conferences		310.00
To: 02-05641-0100 HIM Manager's Salary	700.00	
From: 02-05641-1200 Health Insurance		380.00
From: 02-05641-1800 Employee Physicals		320.00
To: 02-05641-0900 Longevity Pay	1,070.00	
From: 02-05641-1700 Education & Conferences		470.00
From: 02-05641-1800 Employee Physicals		20.00
From: 02-05641-9700 New Equipment		430.00
From: 02-05640-1100 Life Insurance		150.00

To:	02-05650-2900 Outside Services	720.00	
From:	02-05650-6600 Propane		720.00
To:	02-05650-3900 Plant Supplies & Expense	140.00	
From:	02-05650-9300 Property Insurance		140.00
To:	02-05650-8100 Building Repairs	2,100.00	
From:	02-05650-6100 Electricity		1,680.00
From:	02-05650-7000 Travel		420.00
To:	02-05650-8400 Snow Removal	2,440.00	
From:	02-05650-6300 Water		2,440.00
To:	02-05620-3700 Provider Assessment	233,880.00	
From:	02-05600-0300 Office Staff Salaries		770.00
From:	02-05600-1200 Health Insurance		170.00
From:	02-05600-1400 Workers' Comp		180.00
From:	02-05600-1600 Additional Health Ins & Benefits		65,750.00
From:	02-05600-1700 Education & Conferences		140.00
From:	02-05600-2400 IT Contracted Services		9,380.00
From:	02-05600-3700 Subscriptions & Periodicals		570.00
From:	02-05600-3800 Postage		50.00
From:	02-05600-6800 Communications		1,880.00
From:	02-05600-7000 Travel		180.00
From:	02-05600-8200 Equip repair/maint contracts		850.00
From:	02-05630-0200 Cooks' Salaries		1,580.00
From:	02-05630-1000 Social Security		1,300.00
From:	02-05630-1200 Health Insurance		370.00
From:	02-05630-1400 Workers' Comp		900.00
From:	02-05630-3800 Dishes & Glassware		600.00
From:	02-05630-3900 Dietary Supplies & Expenses		310.00
From:	02-05630-6200 Cooking gas		20.00
From:	02-05630-7000 Travel		90.00
From:	02-05630-8200 Equip repair/maint contracts		830.00
From:	02-05630-9700 New Equipment		160.00
From:	02-05640-1100 Life Insurance		60.00
From:	02-05640-1700 Education & Conferences		750.00
From:	02-05640-7000 Travel		60.00
From:	02-05640-9700 New Equipment		2,190.00
From:	02-05640-9900 Retiree Benefits		30.00
From:	02-05642-0100 Staff Development Director		1,520.00
From:	02-05642-0200 RN Staff		1,230.00
From:	02-05642-0900 Longevity Pay		700.00
From:	02-05642-1000 Social Security		940.00
From:	02-05642-1200 Health Insurance		1,000.00
From:	02-05642-1400 Workers Comp		120.00
From:	02-05642-1700 In House Education		200.00
From:	02-05642-2300 Consultant Services		840.00

From: 02-05642-3800 Infection Control Expense	300.00
From: 02-05642-3900 Staff Dev Supplies & Expenses	220.00
From: 02-05642-7000 Travel	250.00
From: 02-05642-8200 Equip Repair/maint contracts	200.00
From: 02-05643-1300 Retirement	370.00
From: 02-05643-1400 Workers comp	60.00
From: 02-05643-2300 Consultant Services	200.00
From: 02-05643-3900 Quality mgmt. supplies & expense	30.00
From: 02-05643-7000 Travel	70.00
From: 02-05650-1400 Workers comp	30.00
From: 02-05650-1700 Education & Conferences	1,430.00
From: 02-05650-1800 Employee physicals	280.00
From: 02-05650-2800 Biohazardous waste	80.00
From: 02-05650-6300 Water	180.00
From: 02-05650-6500 Fuel	9,760.00
From: 02-05650-6600 Propane	60.00
From: 02-05650-7000 Travel	100.00
From: 02-05650-7900 Vehicle Supplies & Expense	3,670.00
From: 02-05650-8200 Equip repair/maint contracts	7,180.00
From: 02-05650-9300 Property Insurance	90.00
From: 02-05650-9700 New equipment	330.00
From: 02-05660-0200 Laundry Aides' Salaries	260.00
From: 02-05660-1300 Retirement	670.00
From: 02-05660-1400 Workers comp	320.00
From: 02-05660-1700 Education & Conferences	200.00
From: 02-05660-1800 Employee Physicals	620.00
From: 02-05660-3700 Linens	2,050.00
From: 02-05660-3900 Laundry supplies & expenses	6,820.00
From: 02-05660-6200 Gas for dryers	1,790.00
From: 02-05660-8200 Equip repair/maint contracts	4,130.00
From: 02-05660-9700 New Equipment	120.00
From: 02-05670-0100 Environmental Svcs Mgr Salary	310.00
From: 02-05670-0200 Porter salaries	3,340.00
From: 02-05670-0300 Housekeeping aides' salaries	3,560.00
From: 02-05670-0800 In lieu of health benefit	100.00
From: 02-05670-0900 Longevity Pay	1,940.00
From: 02-05670-1000 Social Security	2,210.00
From: 02-05670-1200 Health Insurance	900.00
From: 02-05670-1400 Workers comp	820.00
From: 02-05670-1700 Education & Conferences	200.00
From: 02-05670-1800 Employee physicals	670.00
From: 02-05670-3900 Hskpg supplies & expenses	2,480.00
From: 02-05670-9700 New equipment	960.00
From: 02-05680-2200 Physician services	65,210.00
From: 02-05680-2500 Dentist services	880.00
From: 02-05680-2600 Mental Health Svcs/Residents	460.00
From: 02-05691-0100 Activity Director's Salary	290.00
From: 02-05691-1000 Social Security	120.00

From: 02-05691-1200 Health Insurance		160.00
From: 02-05691-1400 Workers Comp		400.00
From: 02-05691-1700 Education & Conferences		90.00
From: 02-05691-1800 Employee Physicals		300.00
From: 02-05691-2300 Consultant Services		60.00
From: 02-05691-3900 Activities Supplies & Expenses		1,100.00
From: 02-05691-7000 Travel		290.00
From: 02-05691-8200 Equip Repair/Maint Contracts		50.00
From: 02-05691-9700 New Equipment		20.00
From: 02-05692-1200 Health Insurance		20.00
From: 02-05692-1400 Workers' Comp		240.00
From: 02-05692-1700 Education & Conferences		670.00
From: 02-05692-1800 Employee Physicals		60.00
From: 02-05692-3900 Social Svcs Supplies & Expense		1,230.00
From: 02-05692-7000 Travel		240.00
From: 02-05692-9700 New Equipment		200.00
From: 02-56993-0200 Restorative Nurse		520.00
From: 02-05693-0900 Longevity Pay		280.00
From: 02-05693-1000 Social Security		80.00
From: 02-05693-1300 Retirement		1,480.00
From: 02-05693-1400 Workers Comp		160.00
From: 02-05693-3900 PT Supplies & Expense		410.00
From: 02-05693-8200 Equip Repair/Maint Contracts		200.00
From: 02-05693-9700 New Equipment		170.00
From: 02-05694-3900 OT Supplies & Expenses		210.00
From: 02-05694-8200 Equip Repair/Maint Contracts		100.00
From: 02-05694-9700 New Equipment		80.00
From: 02-09258-9714 Electric Beds (specials)		740.00
From: 02-09258-9729 Van (specials)		2,280.00
To: 02-05691-0200 Activity Aides Salaries	1,030.00	
From: 02-05691-1700 Education & Conferences		1,030.00
To: 02-05692-0100 Social Services Salaries	400.00	
From: 02-05692-7000 Travel		400.00
To: 02-05620-3700 Provider Assessments	25,000.00	
From: 03-04193-5200 HCBC		25,000.00
<i>County Administration:</i>		
To: 03-04100-0500 HR Coordinator Salary	1,200.00	
From: 03-04100-0400 Computer System Administrator		1,200.00
<i>County Attorney:</i>		
To: 03-04110-1000 Social Security	1,628.04	
From: 03-04110-2300 Contracted Services		1,628.04
<i>Sheriff's Department:</i>		
To: 03-04140-4500 Deputy Court Attendance Exp.	1,750.00	

From: 03-04140-0200 Clerk's Salary		1,750.00
To: 03-04140-0401 Deputy Full Time	6,030.00	
From: 03-04140-0200 Clerk's Salary		6,030.00
To: 03-04140-5200 Uniforms	4,200.00	
From: 03-04140-3700 Gasoline		4,200.00
<i>Department of Corrections:</i>		
To: 03-06100-0500 Corporals Salaries	13,765.00	
From: 03-06100-1200 Health Insurance		13,765.00
To: 03-06100-0700 Medical Services Nurses	2,332.00	
From: 03-06100-1200 Health Insurance		2,332.00
To: 03-06100-1000 Social Security	1,021.00	
From: 03-06100-1200 Health Insurance		1,021.00

16. Unincorporated Places:

- a. Property Taxes Prepayment authorization: The Board signed the property taxes prepayment authorization.
- b. Town of Carroll Public Safety Agreement & Ambulance Agreement: The Board signed the agreements earlier in the meeting.
- c. Town of Errol Public Safety Agreement & Ambulance Agreement: The Board signed the agreements earlier in the meeting.
- d. Coös County Treasurer - Delegation of Deposit Authority: The County Treasurer reported that the letter would be presented at the next meeting.

17. Other public input:

- a. County Treasurer Sue Collins had questions for Commissioner Samson in regards comments made in his previous Commissioner's Corner article. His article called for a forensic audit. These types of audits are meant to uncover illegal activity. A forensic audit is done to present evidence in a court of law under a legal proceeding. Forensic audits are done when you suspect embezzlement, employee fraud or vendor fraud. Coös County has had clean audits since 1984. Being the County Treasurer and fiscally responsible for county funds, she asked if the Commissioner if he suspected embezzlement. Commissioner Samson replied that he did not. What he alluded to was that the County has lost several key people (employees) over the last couple of years in different departments. Some of these departments have not been able to replace these people. He would like to know if everything is being done by the book. These audits would tell the County if they are. Ms. Collins stated that he was referring to a performance audit not forensic. Commissioner Samson replied in the affirmative. Maybe there are things that could be done differently in both nursing homes. A long range plan needs to be created and looked at. The county house is an example; not that the Commissioners have not tried to do something about it. Commissioner Brady noted that the county house is the Delegation's responsibility. They are the only ones what can decided if it can be sold. The Board

has presented plans to the Delegation. Ms. Collins noted that in his article Commissioner Samson stated that the county did not have a qualified HR Director. Ms. Collins presented a report that she had prepared in 2018 after meeting with the HR Affiliated at the NHAC Conference. Only Sullivan County has a HR director with a degree in Human Resources. All others have come up through the ranks. It seems that Commissioner Samson's question is why the County isn't retaining its employees. She did not think that leadership was the reason but the job market in this county and in this state especially in healthcare. It's an economic factor. Commissioner Samson stated that he thought it was a combination of both. He has no personal ill will against any staff member. There is nothing personal about his request. The County has lost qualified staff because they were not promoted and given the chance for advancement. A qualified HR Director would do away with all the politics and friends and would look at stuff in a more professional manner. If there was a director it would ease the load on the two coordinators.

He continued that he has missed meetings due to family health issues.

Mrs. Beede did note that if Commissioner Samson had any concerns regarding the Berlin facility to please contact her.

Commissioner Grenier thanked the employees especially the folks that sat around the table as they do a great job. If he has a problem with an employee, he calls and asks questions. He also noted that the article requested a forensic audit which implies criminal intent which is shameful.

18. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) & (c) at 11:38 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 12:08 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes regarding the two employees. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to hire Lynn Beede as the Coös County Nursing Home Administrator as of Sunday, January 19, 2020. All approved 3-0.

Commissioner Grenier asked the County Administrator to prepare the press release and submit to the local newspapers. Commissioner Brady asked that the Board meet in Berlin Wednesday for a photo and to notify the Delegation.

The County Administrator recommended that the Board appoint Lynn Beede to the NHAC Executive Committee. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Lynn Beede to the NHAC Executive Committee. All approved 3-0.

The February meeting will be held February 12, 2020 at the Coös County Nursing Hospital in West Stewartstown, NH beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 12:10 p.m. All approved 3-0.

Respectfully submitted,

Commissioner Rick Samson, Clerk