

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday June 22, 2016 10:30AM**  
**Maplewood Nursing Home**  
**Assisted Living Conference Room**  
**201 River Road**  
**Westmoreland, NH**

**PRESENT:** Commissioners, Charles Weed, and Peter Graves (Commissioner Rogers absent w/ notice)

**STAFF:** County Administrator Coates, Finance Director Trombly, County Sheriff Rivera, Nursing Home Administrator Kindopp, Superintendent VanWickler, DOC Mental Health Clinician, Peterson

At 10:36AM Vice-Chair Weed opened the meeting and recognized County Administrator Coates for the purpose of receiving the weekly operational report.

Coates informed the Commissioners about a meeting he had regarding a grant that the County will be pursuing by working with Southwest Community Services as well as Monadnock Economic Development Corp. An application has been submitted for funding that in general will create a report that would provide a blueprint of an approach to promote and implement a comprehensive development plan for the County.

Coates also updated the Commissioners on the Winchester Public Hearing regarding Maplewood. There were approximately 35 in attendance with approximately 5 people from Winchester and a few individuals from Swanzey. The remainder were members of the County Delegation as well as many of the individuals that have been attending at the different locations.

Coates then informed the Commissioners about the potential funding that may be available to the Drug Court. Based on SB 464 that was just recently signed into law, it appears that our drug court would be eligible for 100% funding up to \$300,000. As Cheshire County implemented the Felonies First Program, SB 464 includes language that would provide 100% funding to those counties existing or newly created drug courts.

Coates mentioned the Horatio Colony will be utilizing County Hall on Thursday evening. This is the first agency to use our facility.

Coates gave a brief update on a meeting he had with members of Southwest Community Services (SCS) to discuss a partnership for SCS to look into funding that may be able to support the building of a new Assisted Living Facility.

Commissioner Weed then recognized Superintendent VanWickler who informed the Commissioners that the recent hold of Belknap County Inmates during bike week was again successful.

VanWickler reminded the Commissioners that the Union vote for the Correctional Officers was taking place today at the DOC.

VanWickler then apprised the Commissioners about a visit from the Vermont US Marshall's office that occurred recently. They are still very pleased with the arrangement they have with

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Cheshire County and pleased with the staff. They noted that they would like to use our transport services more often. If this does occur, there would be an increase in revenues as this is a service that is billed separately from the daily room and board rate.

Sheriff Rivera was recognized to bring forward Master Agenda Item #393: Bids for Dispatch furniture. Sheriff Rivera detailed five (5) bids that were received as follows:

RFP DISPATCH CONSOLE FURNITURE 6/17/16 - SPECIFIC TO THE NEW DISPATCH ROOM					
LETTERS OF INTENT RECEIVED	SITE VISIT/INSPECTION COMPLETED	BID SUBMITTED	PROPOSAL MET SPECS/EXPECTATIONS AND REQUIREMENTS SOMEWHAT/MOSTLY/COMPLETELY	TOTAL PROPOSED COST	COMMENT(S)
FROM					
EVANS CONSOLE (Global Company HQ in Canada with a USA Sales Ofc in Vienna, VA)	YES	YES	MOSTLY	\$114,932.80	Overall Layout is really good.
RUSS BASSETT (US Company HQ in Whittier, CA)	YES	YES	MOSTLY	\$95,041.00	Layout of the work stations is good.
XYBIX (US Company HQ in Littleton, CO)	YES	YES	MOSTLY	\$71,004.04	Layout seems to work with the entire room and has really good other work surface/binder storage space.
WATSON (US Company HQ in Poulsbo, WA)	YES	YES	SOMEWHAT	\$71,046.44	Overall wrong fit: While these workstations individually provide adequate working space, the furniture seems too big for the room. Stations not fully duplicated, for instance, one file drawer is not on the same side as the others. The partitions between the workstations give a feel 'in the way' of the next work station.
W.B. MASON (US Company HQ in Brockton, MA)	YES	NO	N/A	N/A	

Rivera recommended that we accept the lowest bid from Cybex and that the bid met all specifications. Rivera did mention that there is the possibility the overall cost could be a bit lower as items such as cabling may end up being done in house by IT. **Commissioner Graves moved to award the bid to Xybix in the amount of \$71,004.00. The motion was seconded by Commissioner Weed and upon vote passed unanimously.**

Rivera then discussed Master Agenda Item #394 Bailiff Pay rates for Prisoner Custody and Control. Rivera gave a brief overview of the increased Bailiff rates that will be going into effect as of July 1, 2016. The reimbursement from the State of New Hampshire will be increasing for the Bailiff's that provide Court Security, however the increase did not address the Bailiff's that perform Prisoner Custody and Control. This is the second time in many years that the State has increased the Court Security Bailiff's but did not address increases for the Bailiff's providing Prisoner Custody and Control. At the time of the first increase, the previous Sheriff received authorization from the Commissioners to pay both types of Bailiff's the higher rates. As this is the second time the rates have increased for only one class of Bailiff, Sheriff Rivera is asking

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that the Commissioners approve the higher rate once again. Rivera indicated that that it is the intent of the County Sheriff's Association to address the Prisoner Custody and Control rates the next time around. As a result of the discussion, **Commissioner Graves moved to accept the increases for the Court Security Bailiffs and extend the higher rates to the Bailiffs that do Prisoner Custody and Control effective July 1, 2016. The motion was seconded by Commissioner Weed and upon vote passed unanimously.**

**At 11:23AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss the hiring of any person as a public employee and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**As a result of the deliberations in nonpublic session Commissioner Weed moved to hire D.M. in the position of MLADC for the Department of Corrections at a rate of \$21.97 based on their experience, training, and education. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**At 11:39AM the Commissioners voted unanimously to return to public session.**

Master Agenda Item #395: Quarterly Report of the Maplewood Nursing Home –Kindopp then presented the following quarterly report of the operation of the Nursing Home to the Commissioners:

**Maplewood Report to Commissioner's - Covering Q1 FY2016**

**Accomplishments:**

- Hosted an LNA training on site (trainer from LNA Health Careers); 4 of the students were MNH staff who went on to write the exam the end of March. Full licensing is taking 3-4 weeks to arrive from the date they pass their exam
- Created opportunity to use payroll deduction for students to pay for their LNA exams
- Worked with DH's and DJ regarding the Pay and Classification study
- Maintenance had the sewer lines inspected
- Worked with Finance and EGA on the operational study of MNH
- Completed the bargaining for our next 3 year contract with unionized employees
- Worked with DH's and completed the Executive Budget hearings for our 2016 budget
- Remainder of "dual eligible's" were transitioned into Medicaid Managed care
- Made 2 additional administrative changes/paperwork adjustments as required for billing for non-emergent resident transport
- Worked with transportation aides relating to a system for non-emergent stretcher ambulance transport needs as there is no contract for ambulance services for our Medicaid residents. The only local ambulance company has not contracted with either of the MCO's
- MNH therapists continued work on assessing a rehab software program

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- Met with Finance, Activities, and Social Work Departments relating to the system for use of resident trust funds on activity outings
- Gave MNH tour for new TCMC CEO Dr. Caruso
- Began prep work with IT department for MNH Wi-Fi access for residents/visitors
- Met with ALF administrator to support a system for supplies for ALF residents
- Began preparations for a new Federal requirement in reporting of staff hours
- Offered tours of MNH to various groups
- Met with applicable DH's relating to the pool operations and systems changes
- Nurse management team represented and attended a program at the River Valley College
- Began attendance at a team effort to update the County Handbook
- Reviewed DEA rules vs. EPA rules as they apply to drug destruction in LTC facilities
- Worked with one of the MCO's who would not provide to "facilities" the resident's insurance number (many residents are unable to reach out to MCO's and we become their advocates — MCO's are not used to this sort of a working relationship and their policies create barriers to smooth operations)
- Completed the MNH annual report
- Completed and presented the <sup>1</sup>/<sub>4</sub> Commissioners report

**Staff Turnover**

- 22 staff hired this quarter
- 8 staff left this quarter, (6 of which were within their first year)
  - Reasons included finding a week day job without weekend requirements, one did not care for the required tasks the job involved, and some were terminated due to time and attendance as well as poor performance despite multiple attempts to coach/train.
- 2 Dance Movement Therapy students continued internships this quarter
- 1 OTA student x 8 weeks interned this quarter
- 2<sup>nd</sup> OTA student began internship at the end of this quarter

**Grievances/concerns**

- There were no internal grievances for Administrator's level review
- 1 suggestion box paper received and was appropriate for response, completed and posted
- staff incident/injury reports; 5 injuries, 11 lost days, no light duty days

**Admissions/discharges**

- 2016 first quarter totals as follows:
  - 21 admissions
  - 11 discharges (home or lesser care level facility)
  - 10 deaths
- In the first quarter, we initially had ongoing difficulties with staffing levels in our LNA and nurse FTE's, though we began to see improvements and began to increase admissions.

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**Medicaid**

- Rate during **Q1 FY2016**= \$164.21
- Ongoing work and focus with contracting company to train, support and audit our MDS process and staff who oversee this during this quarter.

**Medicare**

- Ongoing work (1/27, 2/17, 3/16) and focus with contracting company to train, support and audit our team system for Medicare part A management
  - Jan average daily rate \$429.16; total net billing \$112,752 (7 res)
  - Feb average daily rate \$444.94; total net billing \$110,001 (9 res)
  - Mar average daily rate \$373.10; total net billing \$67,067 (5 res)

**Revenue/Census goals** (revenues are rounded off — see finance statements for actual figures)

- 2016 overall census goal set at 134 residents; actual for quarter = 125
- 2016 overall part A goal set at 9 residents; actual = 7
- part A gross revenue goal set for just over 306K per quarter = 290K this quarter
- Medicaid revenues set 1.28M per quarter; actual this quarter = just over 1.18M
- Private pay goal set at 513K per quarter; actual this quarter = 594K
- Atypical pay goal set 402K per quarter; actual this quarter = 322K

**Meetings Review**

- Quarterly CQI (continuous quality improvement) meeting completed per regulation with all mandatory staff in attendance
- Monthly Infection Control/CQI meetings completed
- 2 of 3 Monthly DH meetings completed
- KK provided training twice monthly to staff at annual orientation
- Meetings I don't attend routinely but assure compliance with occurring:
  - Hospice meetings (every 2 weeks with alternating hospice entities) completed
  - Weekly Medicare meetings completed
  - Resident Care Planning meetings completed (each floor does them on a specific day of the week each week)
- KK attended/traveled to the following meetings in January:
  - Attended the Keene Chamber of Commerce Dinner
  - Attended the 1/4 County DH meeting
  - Attended the LTC steering committee meeting with the Social Services Director for the next MCO steps
  - Attended OLTCO meeting representing county nursing homes
  - Attended Senate Hearings for SB 127 to support this bill; believe it is important for LTC

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- Attended the NHAC monthly NHA meeting in Merrimack
- KK attended/traveled to the following meetings in February:
  - Attended the NHAC NHA Affiliate meeting in Sullivan
  - Attended several meetings in Concord relating to CMS 2019 changes in ALF requirements and our campus being deemed non-compliant simply due to its location
  - Attended county joint loss meeting
  - Attended part 1 of the EGA presentation
- KK attended/traveled to the following meetings in March:
  - Met with Senator Kelly about the ongoing and significant worker shortage this region is experiencing
  - Attended part 2 of the EGA presentation
  - Attended the NHAC NHA Affiliate meeting in Merrimack
  - Attended the TCMC legislative update breakfast meeting
  - Ongoing meetings in Concord relating to the CMS 2019 changes in ALF
  - Attended NHAC Executive meeting in Concord
  - Attended OLTCO meeting representing county nursing homes
  - Attended an update to MCO's and highlighted issues to them relating to their policies surrounding our Medical Directors and how it will negatively impact our operations
  - Attended the "Right to Know" law update offered by the County
  - Attended MNH resident council to update them on the MNH study

Kindopp then updated the Commissioners on a committee appointed by the Governor to study the nursing shortage. The committee only includes one person to represent the Long Term Care Support Services for all of New Hampshire. The one individual appointed is our own Brenda Howard, LNA/MNA who has worked at Maplewood for over 32 years.

Kindopp informed the Commissioners that the nurse tuition loan repayment program has come to fruition. There were ten nurses that applied. Of the ten, two did not meet the standards of being with the county for one year. She intends to request money in the 2017 budget in hopes of continuing this program next year and beyond.

Commissioner Weed talked about a non-acute nursing degree to be offered in this area which models the Rutgers Program. Kindopp mentioned that she believes this will be similar to the LPN degree which would be highly supported for needs in the nursing home setting.

Kindopp discussed the research she has done on setting up endowment funds. It appears that a 501c-3 would need to be set up to create a foundation.

Further discussion ensued about the Baronoski Education Fund that has been established based on a donation Cheshire County received in memory of Madelyn Baronoski. At the time the funds were received, the County was in great need of Therapists. The delegation supported

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setting these funds aside to pay for further education of an existing staff that was interested in going to school to become an OT, PT or Speech Therapist. As the need has now shifted to a shortage in Nursing, the use for these funds should be revisited with the Delegation.

As discussions ensued, Kindopp asked if there was further research needing to be pursued on Master Agenda #257 – Establishment of Nursing Home Education Fund and #257A Establish of Nursing Education Endowment Fund. Commissioner Weed felt satisfied with the research that was done.

Old Business – Commissioner Weed then gave an update on the Commissioners Council meeting he attended in Strafford County. He mentioned that Lori Shibennette has offered to come to Cheshire County to help with the discussion of creating a handy man program for this area. Weed also mentioned that Strafford County is looking for input from each County for trade show vendors to attend the annual conference. In addition, NHAC will be conducting a study of the dues structure. They are looking a commissioner representative from each county. It was decided that Commissioner Weed would be on this committee.

Other Business – Finance Director Trombly updated the Commissioners on the Krono's upgrade and mentioned that the conversion to the new system was scheduled to take place next week.

The Commissioners then reviewed the Census and Calendar making no changes. Commissioner Weed questioned the decrease in the total number of employees from the high count of 493 down to the current level of 471. Finance Director Trombly will reach out to Human Resource Manager Hurley to provide an update at a subsequent meeting.

**Commissioner Graves moved to accept the Minutes of June 13, 2016 and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The Weekly Manifest was then reviewed and Commissioner Weed moved to accept the Manifest as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**At 1:25PM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Weed and upon vote the motion passed with unanimously.**

Respectfully Submitted,

P. Graves, Clerk