

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 26, 2014 9:30AM
Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

PRESENT: Commissioners Pratt, Rogers, and Zerba

STAFF: Administrator Wozmak, Sheriff Rivera, HR Manager Hurley, MNH Administrator Kindopp, Director of Nursing Woolbert, and Assistant County Administrator (ACA) Bouchard

GUESTS: Commissioner Elect Peter Graves.

Chairman Pratt opened the meeting at 9:30AM and recognized County Administrator Wozmak who provided the following weekly operations report:

Wozmak said that the Monadnock Economic Development Corporation (MEDC) is asking the County to be the fiscal agent for the Keene Energy Agriculture Project (KEAP) and is seeking a \$500,000.00 Community Development Block Grant (CDGB) to fund the program. More information will be forthcoming shortly.

Wozmak then discussed the possible County involvement with the towns involving Kinder Morgan who is seeking to build a natural gas pipeline in the state through the southern tier of towns in the County. Following discussion it was determined that the County may consider a coordination role if the towns request County involvement such as was done with the Cable company coordination in the past.

The report on the status of the Old Courthouse rehab was then discussed and Wozmak said that the Temporary Occupancy Permit was being sought today and if obtained the permit it will allow the County Attorney's to move from the first floor of the old building into their new offices on the second floor of the newer building on Monday December 1st.

Wozmak spoke of the ongoing discussion with the City of Keene concerning vehicle maintenance for County vehicles and said that detailed maintenance information needs to be gathered and sent to the City before any decisions can be made.

Wozmak then introduced a letter of appreciation to be signed by the Commissioners thanking the DOC Superintendent Rick Van Wickler and his staff for the extra efforts put forth in supplying security details at the Nursing Home due to a resident who was physically combative and injuring other residents and staff. **Commissioner Rogers moved to authorize and sign the letter and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

A letter to the County Treasurer requesting his presence at the December 8th Delegation meeting was taken up and **Commissioner Rogers moved to authorize and sign the letter that will allow the County to seek Tax Anticipation Note (TAN) funding. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Action Item #143 was then discussed (Commissioners Budget Letter) and following discussion **Commissioner Rogers moved to accept the final draft of the budget letter and to recommend**

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and send the letter and budget forward to the Delegations Executive Committee for consideration. Commissioner Zerba seconded the motion and upon vote the passed unanimously.

The Sheriff was then recognized and discussed a grant that would like to apply for to obtain equipment that he feels would be useful to the County and to the municipalities. An extended discussion began and the Commissioners strongly suggested that the Sheriff seek letters of support from the towns and agencies before the Commissioners can recommend proceeding with the grant. The Sheriff said that he would get the support statements in writing and would re-present his request in the next few weeks.

At 10:03AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

As a result of deliberations during non-public session the decision to allow B. H. an extended vacation leave based on longevity and precedence was re-affirmed.

At 10:15AM the Commissioners unanimously voted to return to public session.

At 10:16AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

As a result of deliberations during non-public session no decisions were made and no vote taken.

At 11:18AM the Commissioners unanimously voted to return to public session.

MNH Administrator Kindopp was then recognized for the purpose of providing the Maplewood Quarterly Report.

Kindopp spoke to the following report:

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Maplewood Report to Commissioner's Covering Q3 FY2014

Accomplishments:

- One of the biggest highlights of this quarter was Summer Carnival. This was in part funded by the Maplewood Auxiliary Association. Over 82 Maplewood Residents attended as well as many from Assisted Living including staff and their families. Truly an intergenerational and community event.

- Maplewood staff and residents participated in the Ice Bucket challenge; short video put on

Facebook page

- Activities continues to facilitate resident participation in state-wide initiative of Seniors Aid NH – a state wide resident council – only state in our union that does this
- Therapists completed more ACP training, completed Lite Gait apparatus training
- Dir. Nursing completed a series of continuing education training classes for DONs
- This quarter marks our opening window for state survey, and we increased audits to focus on usual pre-survey preparations
- QAIC nurse attended a 1 week training to become a master user in our clinical software and facilitate the roll-out of the in-house staff training and prepare for electronic medication administration
- HR, nursing director and administrator worked to incorporate new areas as needed into our drug policy as per new law in effect 9/23/14
- Work on updating HIPAA policies ongoing, completed the SRA tool with Assistant County Administrator
- MNH staff participated in a County-wide health initiative
- Toured the Chelsea Mass Green House with Dept Heads
- Falls Committee began reorganization and refocus this quarter
- Completed second disaster drill of the year – live “POD” site opening at MNH
- Team from Maplewood began working with Rick, HOC, relating to improving our staff training in management of difficult (physically aggressive) resident behaviors
- Medical records now successfully scanned through 2012
- Continued to work with DH's and EAP relating to areas for leadership training
- DH's and Administrator completed their 2015 budget requests per required time lines
- Prepared RFP to go out October 1st for a new Food Service Vendor bidding process
- Current Food Service company completed a mock survey of the kitchen and dietician notes; good results
- NHAC NHA and NHHCA worked together relating to major concerns with Medicaid Managed care; Comm. Toumpas announced another delay

Staff Turnover

- 12 staff hired this quarter
- 16 staff left this quarter, (4 of which were within their first year)

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- 1 was hired for summer relief only, of the remaining 3 within the first year, all were involuntary due to issues such as time and attendance. Some nurses retired this past quarter, and we are beginning to see nurses offered much higher wages elsewhere.
- 1 COTA student completed their internship this quarter
- A new Dance Movement Therapy student began her internship this month

Grievances/concerns

- There were no grievances for Administrator's level review
- 4 suggestion box papers received; appropriate for responses, completed and posted
- Malfunction in the fire alarm system required us to put our Fire Watch policy into practice to meet state and federal guidelines, all appropriate parties alerted at beginning and end
- 8 staff incident/injury reports; 5 lost days, 25 light duty days

Admissions/discharges

- 2014 third quarter totals as follows:
- 19 total admissions (5 from CMC, 5 from home)
- 5 discharges (home or lesser care level facility)
- 11 deaths
- 95 referrals (referrals continue to increase as it appears hospitals are placing most on e-discharge and many end up going home)

Medicaid

- Rate during Q3 FY2014= \$168.42
- Ongoing work and focus with contracting company to train, support and audit our MDS process and staff who oversee this during this quarter. Work done this quarter is captured to set our January 2015 rates for Medicaid.

Medicare

- Ongoing work (7/31, 8/28, 9/25) and focus with contracting company to train, support and audit our team system for Medicare part A management
- July average daily rate \$414.96; total net billing \$44,815.41 (3 res)
- Aug average daily rate \$415.49; total net billing \$48,612.19 (4 res)
- Sept average daily rate \$421.54; total net billing \$103,276.97 (9 res)
- 2 ongoing PT part B denials; proceeding to Administrative Judge level appeal PT has 2 denials for services provided in 2012 that have been denied again at the second level of appeal. We have chosen to pursue the third level of appeal, the ALJ level. We are pursuing the third level as we feel, and Harmony Healthcare supports, that we have the clinical documentation necessary to meet Medicare's guidelines and ALJ hearing are most frequently decided in favor of the provider. It might be 1-2 years before we get a date for the hearing, due to the backlog of denials and hearing. Medicare is now paying interest on claims where payment was improperly withheld.

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- 1 part A denial (still pending – some federal reports take months to years to process)

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

- 2014 overall census goal set at 135 residents; actual for quarter = 137 res
- 2014 overall part A goal set at 9 residents; actual = 5 res
- Part A gross revenue goal set for just under 350K per quarter = about 216K this Quarter
- Medicaid revenues set just under 1.3M per quarter; actual this quarter = just over 1.3M
- Private pay goal set at 552K per quarter; actual this quarter = 555K
- Atypical pay goal set just over 341K per quarter; actual this quarter = 487K

Meetings Review

- Quarterly CQI (continuous quality improvement) meeting completed per regulation with all mandatory staff in attendance
- Monthly Infection Control/CQI meetings completed
- Monthly DH meetings (2 completed; took off one month due to summer/vacations)
- 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 July:
- Met with County team to prepare for change over in electronic charting necessary to prepare for medication administration via electronic charting
- Met with different DH's to study staffing patterns for Green House FFS
- Ongoing meetings with Finance Director and G-H to work on FFS
- Met at legislative office building regarding MCO's
- Began to get requests for extensive tours of our building due to publicity surrounding the task force
- KK attended/traveled to the following meetings in Aug:
- Participated in the Commissioners cook-out in Keene
- Met with new area Hospice Director for HCS/Hospice of Keene
- Met with reporter from Keene Sentinel relating to "Future of Maplewood"
- Met with representatives of each MCO in association with NHHCA and NHAC
- Attended the quarterly delegation meeting where the task force presented its final recommendation
- Met with Resident Council to give report of task force and details of delegation meeting
- Continued with participation in the G-H FFS meetings/conference calls

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- KK attended/traveled to the following meetings in Sept:
- Attended the Governor's council in Concord on Medicaid Managed care; offered our experiences that are ongoing relating to issues with transportation – spoke with Commissioner Toumpas after the meeting directly to convey concerns re: counties
- Attended a Life Safety webinar with safety officer and maintenance supervisor
- Training began to staff regarding electronic medical records vendor for E-MARS plan
- Participated in Survey Committee meeting facilitated by NHHCA
- Attended OLTCO meeting representing county nursing homes and was the speaker to update on Medicaid Managed care and effects on long term care facilities
- Attended the NHAC NHA Affiliate meeting in Merrimack
- Attended and brought most DH's to Chelsea Mass to tour Green house
- Hosted volunteer Westmoreland Fire Department building tour
- Met with Finance and Social work teams with a Medicaid planner
- Ongoing requests for extensive tours of our building due to publicity surrounding the task force; some are candidates for the upcoming election
- Attended and presented quarterly MNH report for Commissioners meeting
- Participated in county-wide initiative meeting for vision 20-20

The Commissioners discussed the report with Kindopp and asked a number of questions concerning the Summer Carnival and the wireless network to be used for the implementation of new automated medicine tracking system. The trip to Chelsea MA to see a Green House facility was also discussed.

At the conclusion of the report review, Kindopp presented bids that had been received for the purchase of two (2) new resident lifts and nine (9) batteries for the lifts. Following discussion of the options and because only two bids were received and one of the bids did not meet the standards set forth in the Request for Purchase document, **Commissioner Rogers moved to wave the normal competitive bid process for the lifts and batteries. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Commissioner Zerba then moved to purchase the two (2) lift units and nine (9) batteries from ARJO Corporation for a total of \$15,122.07. The previously approved budgeted amount for the lifts was \$17,000.00. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

The Weekly Census and Master Agenda Item list were then reviewed.

ACA Bouchard then provided a report on the status of the deed research project for the County property in Westmoreland and said that all but one boundary line with an abutter had been resolved and that the Surveyor would be making inquiries and scheduling time to meet with the abutter to

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review documents or draft a boundary line agreement. The completion of this work will preclude the need to do a full metes and bounds survey of the property.

Commissioner Rogers moved to accept the Weekly Manifest and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.

The minutes of November 19, 2014 were then reviewed and Commissioner Rogers moved to accept the minutes as amended. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

The Weekly Calendar was then reviewed and no changes were made.

At 11:54AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R. Zerba, Clerk