



COMMISSIONERS MEETING

Minutes

Wednesday, September 4, 2024

This meeting will be conducted in person and electronically (via Zoom) at

Maplewood
Nursing Home

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 603123

Start Time 08:30 AM

Present: Commissioners Jack Wozmak, Terry Clark, and Robert Englund.

Absent:

Staff: County Administrator Coates, Finance Director Trombly, HR Director May, Maplewood Administrator Kindopp, Maplewood Facilities Director Newman, and Director of Executive Services/Communications Bernstein

Guest(s): County Treasurer Weed

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

I. Elected Officials & Department Head Updates

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

II. Scheduled Items

Master Agenda Item #1196: Signing of the MS-45 Form – S. Trombly

Action Expected: To have the Commissioners review and sign the MS-45 form.

1. Finance Director Trombly stated this form needs to be signed annually to accompany the yearly DRA reports in order to have the County tax rate set.

The Clerk of the Commissioners signed the MS-45 form.

Master Agenda Item #1197: TAN Bid Award – S. Trombly & C. Weed

Action Expected: To update the Commissioners on the Tax Anticipation Note (TAN) bid results.

1. Finance Director Trombly presented the two bid options for the County TAN.

Mascoma Bank: \$9,750,000 total at a 6.7% interest rate, fixed.

M&T: Up to \$10,000,000 total at a daily secured overnight finance rate with 154 basis points, OR 6.74% fixed.

-County Treasurer Weed asked if the TAN bid could have a contingency to lower the lower the interest rate if the Federal Reserve lowers interest rates in the next few months.

Trombly said there is a system in place for M&T that could lower the interest rates.

Commissioner Wozmak asked how much of the loan would need to be utilized.

Trombly said the County may use the entire amount.

-Commissioner Clark asked how much interest on this will be paid in total.

Trombly said it would not be likely to be over \$100,000. She said she will be utilizing \$3,000,000 of the loan in October to make bond payments for the DOC and Maplewood.

Commissioner Wozmak made a motion to approve the bid by M&T Bank, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1198: Maplewood Administration Semi-Annual Report - K. Kindopp

Action Expected: To receive an as informational as possible report on the last six months of operations by Maplewood Administrator Kindopp.

1. Maplewood Administrator Kindopp began her report.

Regulatory Requirements:

Some pandemic era rules continue to impact LTC including masking under certain conditions, COVID testing, reporting and lengthy out of work rules. New rules on minimum staffing begin in August 2024 regarding the updating of the Facility Assessment which must include planning for recruiting and retaining staff.

QAPI and PIP's:

QAPI means Quality Assurance/Process Improvement (formerly known as CQI or Continuous Quality Improvement). PIP = Performance Improvement Practice. It's intended that all staff at all levels of the organization be part of performance improvement and participate in PIP teams. Anyone is welcome to be on a PIP team. We have focus groups working on weight loss, keeping family contacts up to date and another on resident trust accounts. We are initiating one for special handled cups.

Corporate Compliance:

Review of compliance activities; Commissioner Englund participates in quarterly CC/CQI/QAPI meetings and participated in the relaunching of the Facility Assessment.

Facility Assessment:

As part of the new minimum staffing rules, this Facility Assessment has required a revisit and revamping to meet the new rules that came out this spring.

Accomplishments:

- COVID; We had a large outbreak starting in June of this year – the vector was a visitor and our first indication was when a resident showed signs/symptoms – by which time transmission to many other residents and staff had already occurred.
- Enhanced Barrier Protection program launched in March ahead of April required time frame
- Mandatory weekly reports to the Feds through NHSN. No missed reports or fines. (CMS will require these through Dec 2024; CMS suggesting they will make this requirement permanent)
- Testified in Concord against SB 319 which would have caused Counties to refrain from purchasing, promoting or distributing certain vaccinations
- Worked on a state-wide committee to introduce a bill allowing non-licensed ALF staff to be more involved in Medication Pass to support residents to appropriately remain in ALF
- Worked with rule making and DHHS on rewriting the 803 nursing home rules
- Attended cybersecurity training; info used to plan a disaster drill at MNH (cybersecurity attack)
- Maintenance Director, Bruce Harrison retired, and Aaron Newman was hired and began training
- Door access/card system no longer supported for updates; Upgraded system and fully functioning
- Initiating meetings with Owners Rep for ALF upgrades planned in the fall
- Had several opportunities to meet with Federal Delegation members regarding the minimum staffing rules being proposed – unfunded mandate right when recruiting/retention is already very difficult. Consider the impact on community elders when more beds are closed due to staffing.
- Annual bed entrapment and mattress audit completed; mattresses are nearing end of lifespan.
- ALF life safety survey completed – one fire door needed to be replaced. Completed.
- Cheshire EMS has permanently moved down to ground floor in the office space beside the garage and has up to 2 ambulances in our new garage
- Sold play structure that would have needed major repairs and other safety improvements
- Worked with HR to update job descriptions per grade level changes recently made
- Volunteer appreciation meal once again held indoors; ongoing return to pre-pandemic world
- Held our National Nursing Home week special meal in our large conference rooms again
- MNH hosted the annual health fair
- Wore masks at the beginning of this reporting period as cold/flu season ended. No masks most of the time unless someone is ill and/or had an exposure
- Reviewed County Handbook and gave HR recommended changes
- Loan forgiveness program; revamped it to ensure staff could utilize it within their first year of work and the annual applications were sent out in May
- We held one LNA class this reporting period and graduated 5 new LNA's.

Staff Turnover

- 32 staff hired for MNH first half of 2024
- 34 staff left from MNH first half of 2024

- Involuntary terminations are primarily due to time and attendance, work behavior or inability to perform required job.
- Voluntary departures included: job closer to home, job with higher pay, going back to school, going to work for Home Health, lack of transportation and/or commute length, job at DHMC, and moving to another state. There was a retirement during this time period. Much of our turnover is per diem staff who have a primary job elsewhere.

Grievances/concerns

- There were no suggestions to review and post during this time period.
- It has been over 2 years since the state determined we needed to become licensed as an ambulance service for our w/c van for NEMS. We have complied and sent twice all requested documents and remain in limbo waiting upon our vehicle inspection and ultimate licensing/certification. There are no impacts on our operations or billing to date
- Passenger Elevator was out of service for repair; 3 weeks later it was taken out of service again

Admissions/discharges

- Admission/discharges during these 6 months:
 - 40 admissions
 - 11 Discharges (home or lesser care level facility)
 - 24 deaths
- We re-opened 8-10 beds on our 3rd floor. We have been able to maintain the staffing as required to continue this offering.

Medicaid

- Rate during Q1+2 FY2024= \$241.22

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

- 2024 set a budget goal of 120 census. Census for this time frame = 102 average
- 2024 overall part A goal set at 6 residents; actual period ending = 4
 - part A gross revenue goal set for 329K for 6 month reporting; actual = 450K
- Medicaid revenues set 4.2M for 6 month reporting; actual = 3.0M
- Private pay goal set at 1.1M for 6 month reporting; actual = 1.3M
- Atypical pay goal set 679K for 6 month reporting; actual = 552K

Meetings Review

- CQI/QAPI meetings; mandatory quarterly CQI/QAPI completed including Corporate Compliance as well as antibiotic stewardship, additional monthly meetings continue for Infection Control
- Ongoing meetings: Monthly DH meetings, KK attends monthly Falls Comm meetings, Safety Comm meetings as well as CQI meetings. Other ongoing meetings that KK may or may not attend; Weekly Medicare and Resident care plan meetings, Weight Comm meetings.
- Medical Staff meetings happen every 2 – 3 months
- Continuing as Governor appointee to the Opioid Abatement Commission (meets monthly)
- Attended NHHCA conference in June
- Auditors toured MNH to assure correct use funding to complete construction elements impacted by the pandemic – no concerns identified with our use of these Gopher funds

- Representing the NHAC on the MFP (money follows the person) state-wide DHHS initiative
- Monthly audits (MDS coding, care plans and billing practices) done by external company
- On behalf of NHHCA met with Medicaid Director re: ongoing issues with Medicaid Pending
- Met with rule making DHHS staff regarding proposed changes to 803 rules for nursing homes
- Met with Richard Towne re: CCC and MNH partnerships discussions
- Attended the Keene Chamber evening (they changed their name now)
- Met with KSC and River Valley nursing students this spring; held clinicals for each program
- Met with Pharmacy reps preparing for putting our Pharmacy contract out to bid
- Completed the 1 year work with HPH to support therapy services; alerted them we will not be going out to bid as we currently don't need this support service
- KK's meetings continued primarily via Zoom platforms; more shifting to in-person:
 - Monthly NHAC NHA meetings (still zoom)
 - Monthly in-person NHHCA board and executive staff meetings; currently serving as Vice Chair
 - Monthly Monadnock Regional Healthcare Workforce Group about ongoing worker shortage which is now called SPI (Sector Partnership Initiative)

Master Agenda Item #1199: Maplewood Facilities Semi-Annual Report - A. Newman
Action Expected: To receive an as informational as possible report on the last six months of operations by Maplewood Facilities Director Newman

1. Facilities Director Newman began his report.

Project Updates

- Hamblet Electric is working to add the entire building onto the generator. Site work will begin this fall and a tie in this spring.
- The ALF renovation will run in tandem with the red barn project. Vendors are developing costs for the scope of work.
- HVAC mechanical Pm's have been completed on all roof top units
- Former retired staff returned per diem this summer to maintain the grounds. The work that has done for the garden and recently discovered cemetery was exceptional.
- Over grown tree limbs making contact with the power lines at the waste water treatment plant as well as overhanging limbs at the water treatment plant have been removed.
- Updating the Spill Prevention, Containment and Countermeasure plan (SPCC plan) is underway.
- Door control software (Win Pac) has been successfully upgraded
- Smoke Damper testing on remodeled side completed
- Copier contract signed and equipment replaced
- The WinPac Platform has been upgraded

Win Pac

- Win Pac is software for keyless entry. In late April, Facilities lost the ability to issue or cancel old cards. The platform was upgraded restoring the system to full operations.

Water Treatment Plant Q1

Source	Period	Gallons
Connecticut River	Jan- 2024	153,300
Connecticut River	Feb- 2024	339,000
Connecticut River	Mar-2024	59,000
Total Gallons Used		551,000

Water Treatment Plant Q2

Source	Period	Gallons
Connecticut River	Apr- 2024	95,900
Connecticut River	May- 2024	226,800
Connecticut River	Jun- 2024	119,500
Total Gallons Used		442,200

Source	Period	Gallons
Well	Jan- 2024	192,600
Well	Feb- 2024	49,600
Well	Mar-2024	241,200
Total Gallons to Distribution		483,400

Source	Period	Gallons
Well	Apr-2024	141,000
Well	May-2024	113,000
Well	Jun-2024	122,500
Total Gallons to Distribution		376,500

Source	Period	Gallons
Finished Water	Jan- 2024	131,700
Finished Water	Feb- 2024	309,300
Finished Water	Mar-2024	51,800
Finished Water to Distribution		492,800

Source	Period	Gallons
Finished Water	Apr-2024	84,000
Finished Water	May-2024	202,000
Finished Water	Jun-2024	104,500
Finished Water to Distribution		390,500

Discharge	Period	Gallons
Connecticut River	Jan- 2024	265,000
Connecticut River	Feb- 2024	180,000
Connecticut River	Mar-2024	256,000
Total Discharge		701,000

Discharge	Period	Gallons
Connecticut River	Apr-2024	236,000
Connecticut River	May-2024	236,000
Connecticut River	Jun-2024	223,000
Total Discharge		695,000

Budget

Account-Q2 2024	2024 Budget	June Actual	YTD Actual	Budget Balance	Percent Remain
Auto Repair MNH	6,500.00	1,087.89	7,561.15	-1061.15	-16.33%
Building Repair MNH	40,000.00	6,693.05	24,460.29	15,539.71	38.85%
Total MNH Facilities	1,486,290.00	103,144.33	651,212.26	835,077.74	56.19%

- MNH 2006 Ford bus needed significant repairs (4,993.73) There is about another 1000 dollars in repairs that will occur next year.
- Costs associated with the WinPac upgrade was applied to the Building Repair budget line. Without this expenditure, percent remaining would have been at 49.37%

Elevator 1

- On 9/10/2020, elevator 1 had a catastrophic break down which required the jack to be replaced. Total for Jack replacement- 97,424.99

Overview of the Jack Assembly Replacement project

- The new jack assembly consists of a steel double bulkhead cylinder covered with a protective wrap and enclosed in a PVC casing. A new piston was manufactured and replaced during the installation.
- Total for Jack replacement- 97,424.99

Current Issue

Stanley Elevator was initially called on 5/9/2024 to inspect and repair elevator 1. The car was oscillating between the 3rd and the 4th floor. Every attempt was made to repair the issue.

- In total, 200-man hours have been spent
- A detailed inspection revealed the cylinder has bowed 30ft below grade by a half inch.
- Up to this point, MNH service contract has absorbed all of the costs.

Upcoming Projects

- Cleaning out the Red Barn
- Cleaning out storage to accommodate ALF belongings
- Painting of ALF
- Sitework for the generator upgrade
- Completing the Spill Prevention, Control and Countermeasure Plan
- Repairing Elevator 1

Master Agenda Item #1200: Transfer of Funds- C. Coates

Action Expected: To discuss and vote on the transfer of funds leftover from the County generator project to pay for signs in County Hall.

1. County Administrator Coates spoke to the transfer. He showed the Commissioners mock-ups of signs for the County Attorney, Sheriff, Delegation Hall, and the elevator directory. The total cost would be \$11,095.

Commissioner Clark made a motion to approve the transfer from the generator fund to pay for the County signs, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

III. County Administrator

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

1. County Administrator Coates began his report by stating the NH Association of Counties meeting is on Friday September 6. Afterwards the signing of the UNH Cooperative Extension MOU with Counties will be signed.

2. Coates said County officials met with Director Buxton of the NH Department of Homeland Security and Emergency Management to talk about the County emergency management planning. The main takeaway from the meeting is a potential cooperation between the County and NH HSEM where a full-time position would be paid for by both entities to support emergency management planning within the County.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of August 21, 2024.

Commissioner Clark made a motion to approve the manifest and minutes of August 21 and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

VII. Calendar

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

VIII. General Discussion for Commissioners

IX. Nonpublic Sessions:

A non-public session pursuant to RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

A non-public session pursuant to RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

A non-public session pursuant to RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

A non-public session pursuant to RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

X. Adjournment

At 11:06AM Commissioner Clark made a motion to adjourn and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

Minutes recorded by:
D. Bernstein
Director, Executive Services and Communications

Reviewed and approved by:
T. Clark, Clerk