

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 14, 2015 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH

PRESENT: Commissioners Rogers, Weed, and Graves

STAFF: Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, DOC Superintendent Van Wickler, Maplewood Administrator Kindopp, and Assistant County Administrator (ACA) Bouchard

GUESTS: Westmoreland Selectman Hammond.

Commissioner Rogers opened the meeting at 09:30AM and recognized ACA Bouchard for the purpose of providing the Weekly Operations Report.

Bouchard reported that the Finance department will be moved into their new space Thursday and Friday this week and that the building infrastructure has been made ready for the move.

Bouchard then reminded the Commissioners that the Maplewood Delegation sub-committee will be meeting on Friday the 16th in the Commissioners Conference Room at 12 Court Street.

Bouchard then said that the move of the Behavioral Health and Cooperative Extension staff to the 33 West Street building may be delayed due to FairPoint's inability to move the phone lines from their present service locations to 33 West.

Bouchard then reported that Monday the 19th was a County Holiday and that no 2015 budget review meetings with the Delegation Executive Committee were scheduled for Monday.

A meeting with MacMillin is scheduled for the end of next week and a cost recap and status should be provided by MacMillin at the meeting. Bouchard will tentatively report the results at the January 28th meeting.

Bouchard requested that Commissioners Weed and Graves provide photos and direct contact information for the Corporate Compliance posters that need to be completed and distributed throughout County buildings.

Administrator Wozmak was then recognized and said that with his departure coming up soon he has distributed some of his tasks to various County personnel and provided a recap of those changes. He also said that he has made provisions to be able to stay involved with the closeout of the Old Courthouse project until the final accounting is completed.

The Chairman then took discussion of Master Agenda item #162 – Review of standardized contractual agreements for subcontractors - Grants / Finance

Finance Director Trombly and Grants Manager Bansley reviewed the standard form that has been created for sub-contractors and discussed its' use. The Commissioners asked a number of questions concerning coverage of workers compensation issues and other employer / employee

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relationships that are covered under the Memorandum of Understanding (MOU) agreement.

It was decided to have S. Bansley add further elaboration of the workers compensation and mandatory insurance requirements to section 11 of the agreement to make sure that the subcontractors fully understand the County requirements in these areas.

Following discussion, Commissioner Weed moved to authorize the Finance Director to sign subcontractor agreements when needed or necessary to conduct the business of the County. Commissioner Graves seconded the motion. Upon vote the motion passed unanimously.

Master Agenda Item #163: Review and sign an award amendment to increase the budget of the EMPG Grant by \$1,673; from \$23,264 to \$24,937; and consider and approving \$1,673 in matching funds to come from the sheriff's dispatch equipment budget was then taken-up for discussion. Bansley provided an overview of the grant for the Commissioners and said that the original funding for this item mistakenly did not include warranty coverage for the hardware involved in the project. The funder was contacted and they agreed to fund 50% of the additional cost as was done with the rest of the project.

Following a short discussion, Commissioner Weed moved to authorize the award amendment for the Sheriff's dispatch equipment project with \$1,673.00 in matching funds to be taken from the Sheriff's budget lines. Commissioners Graves seconded the motion and upon vote the motion passed unanimously.

Master Agenda Item #165: Review and sign three (3) award grant contracts for Highway Safety Project Grants and approve the 1:1 match for each to come from the sheriff's equipment budget was then discussed.

Bansley presented a Highway Safety Grants for the Sheriff's department for the purchase of equipment to include a tire deflation device, a hand held radar unit, and two (2) in-car cameras. She said that the original funding for these units was granted in the 2012 budget and has been rolled forward for the last two (2) years.

The Sheriff responded to questions from the Commissioners concerning the use of the equipment and Commissioner Weed moved to accept and sign the grant documentation and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

Bansley then discussed a training grant in the amount of \$3,500.00 for the Greater Monadnock Medical Reserve Corps (GMMRC). She also said that the funds to be used were from the National Association of Cities and Counties (NACO). This is an annual grant to ensure that the area Medical Reserve Corps staff are properly trained if they are needed in the event of a County-wide emergency. **Commissioner Weed moved to accept the grant and was seconded**

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by Commissioner Graves. Upon vote the motion passed unanimously.

Master Agenda Item #164: Maplewood Delegation Sub-committee - Purchase of digital recording device was then discussed. ACA Bouchard spoke of a request by the Maplewood Delegation Sub-committee for the purchase of a digital recording device for the purpose of recording the proceedings of the committee as they hold their public meetings into the future of the nursing home. The Commissioners discussed the request and Bouchard will also look into the possibility of video recording the sessions as was done for the Maplewood Task Force public input sessions. Bouchard will discuss the options with the Delegation sub-committee and report Back to the Commissioners next week.

Master Agenda Item #166: Search Committee for County Administrator. Commissioner Rogers spoke to the issue saying that the Commissioners wished to form a search committee for the hiring of the new County Administrator and said that the three (3) Commissioners and three (3) members of the Delegation, Representatives, Eaton, Tatro, and Hunt had agreed to be on the committee. Commissioner Rogers said that four (4) to five (5) staff members should also be on the committee and following discussion HR Manager Hurley, Department of Corrections Superintendent Van Wickler, MNH Administrator Kindopp, Behavioral Health Director Potter and Sheriff Rivera were selected to be on the committee.

HR Director Hurley said that the position has been posted on-line and sent to a number of newspapers in the state.

Commissioner Weed moved to establish the Search Committee for the new County Administrator consisting of the agreed upon individuals. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

New Business was then discussed and Director Trombly offered to provide a training session for the new Commissioners (Graves and Weed) covering County Finance issues that Commissioners deal with throughout their tenure on the Board of Commissioners. It was agreed that the training will be held immediately following next week's Commissioners meeting.

Commissioner Rogers then asked if Commissioner Graves was interested in taking over the role of Commissioner Representative on the Cooperative Extension board and to act as an advisor to the County 4H program. He also inquired if Commissioner Graves was interested in being the Commissioners representative on the Delegation farm committee. After discussing the duties and requirements of both positions Commissioner Graves agreed to assume both positions.

The weekly Census was then reviewed.

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

The minutes of December 30, 2014 were then reviewed and Commissioner Weed moved to accept the minutes as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

The minutes of January 7, 2015 were then reviewed and Commissioner Weed moved to accept the minutes as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

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

Superintendent Van Wickler then presented the Commissioners with binders that chronicle the events of the past years concerning the certification of Correctional Officers (C.O.'s) at the County. The purpose of the material is to give the Commissioners a full understanding of the issues involved in the current dispute with the New Hampshire Association of Counties (NHAC) Corrections Affiliate who has certification authority for all C. O.'s who seek to be enrolled in the State Group II retirement plan. The Affiliate has denied certification for two (2) Cheshire County C. O.'s despite having certified dozens of previous C.O.'s with the identical training in previous years. The Commissioners will review the materials and will follow-up with the NHAC through the Commissioners Affiliate to discuss the matter. It was also discussed that for long term employees the benefits of Group I retirements actually outweigh the benefits of belonging in Group II.

At 12:02PM being no further business to discuss, **Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,

P. Graves, Clerk