

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 11, 2015 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, Chuck Weed, and Peter Graves.

STAFF: Finance Director Trombly, HR Director Hurley, and Assistant County Administrator (ACA) Bouchard

GUESTS: Westmoreland Selectman J. Hammond,

Chairman Rogers opened the meeting at 09:30AM and recognized ACA Bouchard who provided the following weekly operational updates.

Bouchard said that he has not received any further communications from the towns who received the letter from the Commissioners offering to coordinate communications among the towns for the purpose of addressing the proposed Kinder Morgan pipeline. Commissioner Rogers said that he would draft a follow-up letter to gage interest.

Bouchard then said that the final details for assembling the deeds and determining boundaries for the land in Westmoreland was winding down with only a single boundary line agreement to be completed. He also said that he discussed the project with Attorney Rab of Keene and was told that if the County wished to move the now correctly defined parcels to separate tax cards it has until the end of 2015 to do so. Following discussion it was agreed to follow-up with Attorney Rab to better understand the details, costs, and benefits, when the boundary line project is completed.

Bouchard then said that he has completed negotiations with the building maintenance contractors, Control Technologies Inc (CTI) and Honeywell for the maintenance of the buildings in Keene. Under the new agreements, CTI will assume responsibility for the Old Courthouse buildings and Honeywell will provide services for the 33 West Street facility. It is estimated that the new contracts should save in excess of \$6,000.00 for year.

Bouchard then discussed the option to join the NH Municipal Association for 2015 with the goal of becoming more aware of the issues that all town are facing and to foster a closer working relationship with the towns in the County. Following discussion, it was determined that a meeting with a representative from the NHMA would be helpful for the Commissioners to understand the options and benefits of moving forward with the proposed plan. ACA Bouchard will reach out to the association and determine if a representative can attend an upcoming Commissioners meeting.

Master Agenda Item #194: Human Resources Quarterly Report - W. Hurley was the taken up for discussion.

HR Director Hurley said that from January 1 to date, nineteen (19) new hires have been brought on-board and twelve (12) staff have terminated. A discussion of the on-boarding process began and the employee orientation and other trainings issues were discussed.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 11, 2015 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

Hurley then reviewed the Licensed Nursing Assistant (LNA) positions and discussed the process of hiring and training LNA's. She reviewed the recruiting efforts that HR makes with local training sources and discussed the possibility of moving some LNA in-house at the nursing home.

She then discussed the recruiting of Registered Nurses (RN's) and LPN's and said that due to the very low County salary schedule it was becoming much more difficult to find professional nursing staff. A discussion concerning overall salary structures began and it was recognized that the County has not completed a salary survey in a number of years. Also discussed was the issue of the growing gap of non-competitive salaries for most County professional and management staff such as Nursing and Information Technology positions and the great difficulty it presents in trying to attract and retain qualified personnel.

Hurley then reviewed the on-going sexual harassment training that is being completed by all employees and discussed the publishing of a new employee handbook this year.

The Commissioners thanked Director Hurley for her report and recognized Finance Director Trombly for the purpose of discussing Master Agenda Item #196: County Credit Card Status Update.

Trombly said that the discussions with the issuing bank (People's United Bank) have been completed and only the Commissioners approval to move forward with the agreement and the signing of the documentation. A lengthy discussion of the use and tracking of the cards began and Trombly said that the cards will only be issued to department heads and a few other employees who are tasked with buying supplies for the County online because it is substantially cheaper to acquire some materials directly online. She said that a close watch will be kept on all transactions as the program rolls out.

Following discussion, Commissioner Grave moves to authorize the Finance Director to enter into an agreement with People's United Bank for the acquisition and implementation of a County Credit Card program. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.

Master Agenda Item #195: NACO Prescriptions Program - Follow-up report was then addressed by ACA Bouchard.

Bouchard discussed the phone call that he had with the Director of Membership of the National Association of Counties (NACO) concerning the declining numbers of County residents using the County sponsored discount prescription program. Bouchard said that as the number of competing programs have increased over the past few years, coupled with the expansion of Medicare and the addition of the Affordable Care Act (ACA) coverages, most Counties in the

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 11, 2015 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

program were seeing the same types of declines. Bouchard reviewed the overall program statistics from 2007 to date and discussed the new discount dental and health programs that are being introduced by NACO for County residents for very low cost. Bouchard will review the providers in the County area to see if it makes sense to offer the program locally and report back to the Commissioners at a future meeting.

Bouchard then expressed concern that in the past some Commissioners have used personal email to conduct County business and suggested that with the newer cell phone plan that was negotiated with the County's carrier last year, it might be an appropriate time for the Commissioners to consider using secure smart phones to review County emails, meeting documents, and conduct general County business.

Bouchard said that with the huge uptick in cyber break-ins and viruses over the past year he was concerned for the Commissioners personal data as well as documents that are transmitted to them in preparation for meetings and other matters.

Bouchard will follow-up with data on costs and options to secure the transmissions sent to the Commissioners.

At 10:57AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. Commissioner Graves seconded the motion. Upon vote the motion to enter non-public session was approve unanimously.

As a result of the deliberations in nonpublic session no decisions were made and no vote taken.

At 12:07PM The Commissioners unanimously voted to return to public session.

The weekly Census was then reviewed.

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

The minutes of March 04, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as presented. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.

The Commissioners then reviewed the Commissioners Calendar.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 11, 2015 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

At 1:00PM there 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