

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 1, 2015 09:30AM
Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

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

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

GUESTS: Westmoreland Selectman J. Hammond, and members of the public.

Chairman Rogers opened the meeting at 09:32AM and recognized ACA Bouchard for the purpose of providing the Weekly Administrators operational update.

Bouchard discussed the repairs that are on-going for the Old Courthouse generator and transfer switch. He said that periodic maintenance was being performed on the unit and it was discovered that a micro switch in the transfer switch is bad and the solenoid on the generators starter is also not working. Both items are expected to be repaired by Friday of this week.

Bouchard then presented a letter from a legal firm informing the County that it is potentially a recipient of a share of a legal settlement from a \$50M settlement from the Dairy Farms of America. The settlement covers the years from 2002 to 2014 a period of which the County was actively run the farm and selling the milk production. Commissioner Graves was familiar with suit and said that he has been contacted on a regular basis concerning this settlement and that there is a way to deal directly with the settlement administrators avoiding the twenty-five (25%) percent fee charged by the law firm. Commissioner Graves will forward the information to ACA Bouchard for review.

Bouchard then discussed the status of the completion of the new roof on 1979 portion of the old courthouse and discussed the possible reconfiguration of the Court Street / Center Street parking lot to gain additional parking for staff. Bouchard will report back on the options, if any, when further information has been developed.

Bouchard next said that the membership in the NH Municipal Association was completed and some of the literature has already been received.

Bouchard went on to say that he hoped to be able to begin interviewing for the vacant facilities position within the next week.

The Chair then took-up Master Agenda Item #203: Limited English Proficiency (LEP) Policy and Procedure. Bouchard spoke saying that in discussion with Grants Manager Bansley the previous day he learned that the State has not responded to any of the three requests that Bansley has made and asked for the discussion to be deferred to next week's meeting. **Commissioner Graves moved to table the discussion for the meeting and take-up discussion at next week's meeting and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

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Master Agenda Item #206: Sheriff's Police Town Coverage Report was brought up for discussion. Sheriff Rivera presented a sample document to the Commissioners that is used for the two (2) towns currently under contract with the Sheriff's department for limited police services. During discussion the Sheriff said that he cannot add further towns without adding additional staff. He said that he has had recent conversations with two (2) other towns who inquired about limited patrol coverage. He explained how the pricing for the services to the towns is calculated and discussed the fact that the Sheriff's departments in the State of NH are not required by RSA to provide services to the towns, and as such if policing services are provided it is on a County by County and town by town agreement to so. Also discussed was the possibility of expanding the Sheriff's dispatch department based on inquiries from surrounding towns and the potential move of the dispatch center from their current location in the basement area of the 1979 wing of the old courthouse.

Master Agenda Item #208: Assisted Living Facility (ALF) Quarterly Report was then taken-up for review and Elise Kraus, Administrator of the Assisted Living Facility presented the following overview of the last quarter's trends:

Maplewood Assisted Living Quarterly Report
4-1-15

Census	18/20 apartments are filled. We have an active waitlist and two new admissions expected within the next two weeks.
Staffing	Staffing trends are going well but it should be noted that we are slightly over budget due to a staffing vacancy of 16 hours a week and a staff member that took a medical leave in the beginning of 2015. To help improve the staffing budget we have recently increased our per diem staff in hopes to decrease use of agency nurses.
Goals	<ol style="list-style-type: none"> 1. Increase activities outside of the facility for residents via volunteers to bring them to summer concerts in Walpole, fairs, possibly a trip to a body of water for a BBQ, etc. 2. Increase staff training related to medication assist and emergency situation management. 3. Analyze the need for more nursing help related to the changing ALF resident and being at full capacity for the first time in a long time.

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The Commissioners asked a number of questions and concerning staffing and Kraus said that she is currently trying to fill a part-time position but is having difficulty in finding the right person. She discussed that two (2) apartments are currently available but both will be filled in the next two (2) weeks. In response to a question by the Commissioners Kraus said that residents in ALF are “dual-qualified” in that they are able to receive both Medicare and Medicaid payments as their situation and conditions may dictate.

The discussion turned to the average length of stay for ALF residents and Kraus said that on average most residents stay 1-2 years but there are a few current residents that have been at the facility for 9-10 years. She went on to say that most of the current residents are from the Keene area with a few from the Walpole and Alstead area and one from Swanzey.

The Commissioners thanked Administrator Kraus for her report and moved to discuss Old Business.

Bouchard presented a CDGB form to receive funds from a previously approved grant. Following examination of the documentation the Chair signed the form.

The Commissioners then discussed the upcoming NH Association of County’s (NHAC) meeting now scheduled for next Wednesday at 8:00AM. Following discussion it was determined that Commissioners Rogers and Weed would attend the meeting in the morning and that the Commissioners meeting would be rescheduled to start at 2:00PM next week. ACA Bouchard will post the new time and notify staff members.

Finance Director Trombly then discussed a 2004 Salary Survey that the Commissioners asked to be reviewed in preparation to having the study updated. A discussion of the best and most cost effective way to update the survey was covered and it was suggested that Trombly check with surrounding Counties to see if they had new studies and who completed the survey’s for them.

Also discussed was that April is National County Government Month and it that it might be a good time to hold a public open house for the newly renovation Old Courthouse building. Following discussion, it was decided that ACA Bouchard and Director Trombly would sketch out suggestions and times and present some options to the Commissioners next week.

As part of the Old Courthouse discussion it was realized that the building does not have a formal name that it is referred by. Following suggestions and discussion, **Commissioner Weed moved to officially name the building Cheshire County “County Hall”. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Maplewood Facilities Manager Harrison was then recognized and discussed the recent failure of one of the commercial refrigerators on the third floor of the nursing home. He said that the

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repair could run as much as \$1,400 based on estimates he received and that a new unit would be approximately \$2,600. He questioned the viability of repairing such an old unit saying it has been completely depreciated and is at the end of its economic life. He also said that the department had not anticipated the failure of the unit and subsequently had not put aside replacement funds. Following a lengthy discussion it was suggested to purchase a new unit from the furniture replacement line item and to seek replacement funds from the delegation when they meet in August for the mid-year budget review.

Commissioner Weed moved to use currently approved funds from the Resident Furniture Replacement line item to replace the failed refrigeration unit on the third floor of the nursing home at a price not to exceed \$2,600. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

At 10:54AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to go into non-public session to discuss the hiring of any person as a public employee Commissioner Weed seconded the motion. Upon vote the motion to enter non-public session was approved unanimously.

As a result of the deliberations in nonpublic session it was decided to amend the County of Cheshire Commissioners Administrative Manual Wage Scale Policy – Step Compliance – New Employees in Existing Positions Policy adopted on December 3, 2003 by adding clarifying language as it pertains to offers of conditional employment by the HR Department and Department heads.

At 11:38AM The Commissioners unanimously voted to return to public session.

At 11:39AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves 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 Weed seconded the motion. Upon vote the motion to enter non-public session was approved unanimously.

As a result of the deliberations in nonpublic session a vote to increase the hourly rate for non-Maplewood nursing personnel by \$1.00 per hour was approved unanimously. The request was approved to bring other County nursing personnel into line with a previously approved market wage adjustment that was recently approved for Maplewood nursing staff.

At 11:51AM The Commissioners unanimously voted to return to public session.

The Weekly census was then reviewed.

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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 25, 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.

Administrator Kindopp was then recognized and discussed locating the American Disability Act paperwork from the 2007 that was discussed at a previous meeting. Copies have been given to ACA Bouchard.

Kindopp then reviewed the current census numbers of the nursing home and discussed that the slightly lower census is in part due to the lack of qualified nursing staff. She said that currently the facility is short six nursing positions which constitutes twenty-five (25%) of the total authorized nursing staff. She went on to say that the facility now has a waiting list that will be managed but she is unable to accept any more residents until some of the nursing slots have been filled with qualified staff.

Kindopp then reminded the Commissioners of the upcoming Volunteer Appreciation dinner scheduled for April 15th. She discussed how the Commissioners have participated in previous years and the Commissioners agreed to participate this year by serving meals to the staff and volunteers as has been done in the past.

At 12:09PM 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 unanimously.**

Respectfully Submitted,
P. Graves, Clerk