

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 20, 2015 09:30am
Commissioners Conference Room
12 Court Street
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, and Peter Graves. Chuck Weed absent with notice.
STAFF: Finance Director Trombly, Safety Officer Fortner, Behavioral Health Director Potter, Grants Manager Bansley, and Assistant County Administrator (ACA) Bouchard

Chairman Rogers opened the meeting at 9:35AM and recognized ACA Bouchard for the purpose of providing the Weekly Operations report.

Bouchard reported the following:

A leak in the main lobby Courthouse elevator hydraulic lift piston has been discovered and is being scheduled for immediate repair. The projected cost is \$2,133.00. Stanley elevator will complete the work.

Bouchard then said that there have been two main line drain failures at the nursing home this week. On Monday a 4" drain that services 6 resident rooms (3 bathrooms) failed and an 8 foot section of cast iron pipe needed to be replaced. On Wednesday morning a second failure of a 2" drain occurred in an adjunct area and had to be replaced. Both failures are the result of the cast iron pipes rotting from the insides and failing at elbow or Y connections.

Bouchard then said that a call has been placed to a lawn service to address cutting the grass at the Blood farm as required by the contract.

Bouchard then reported that the main fields at the farm have been harrowed and expects planting to begin shortly.

Bouchard then said that the facilities position for the Keene campus had been filled and that the new employee started on Monday of this week. He went on to say that the Regional Prosecutor position has also been filled and they also began on Monday of this week.

Bouchard then reported that the on-site review for the repair / rehabilitation of the portico of the Old Courthouse would take place on Thursday of this week and hopes that work can begin sometime in June.

Safety Officer Fortner was then recognized and provided the following Quarterly report to the Commissioners.

Listed below is a summary of the current and on-going projects for year-end 2014, 1st quarter 2015.

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Underwent 2 life safety surveys, one for Maplewood Nursing Home and one for ALF with no issues.

Worked with Code 12 Personal Injury Protection (PIP) team in development of policy and response to resident emergencies.

Continuing preparedness for the Center for Medicaid Services adoption of the 2012 Life Safety Code at Maplewood Nursing Home, 2015 Life Safety Code for ALF.

Involves meeting new requirements for emergency preparedness including completing the hazard vulnerability assessment tool, ensuring continuity of operations and extensive staff training. Reviewing NFPA 1600, which will be strongly implemented during our next survey.

Disaster and fire drills were held in accordance with state and local regulations. Currently preparing for the required 2015 table top and functional drill at MNH. Completed all emergency equipment inspections and replaced items as needed.

The Safety Officer has had training in the following: Excel, Access, Laundry Ergonomics, and Hazard Vulnerability Assessments. Also trained with the Westmoreland Fire Department on 2 occasions on use of the Med Sled and hosted the Fire Department for their training session on their new high rise hose kit.

Continuing as a member of the Regional Coordinating Committee and working closely with Public Health has led to many educational opportunities that are also available for all employees. Also active with the Healthcare Workforce Group. Both groups work hard at all hazards planning and emergency preparedness.

Serves on the Wellness Committee. Involved in team planning for the Cheshire County Employee Health Fair and assisting with organizing the first employee health fair at 12 Court St. Ensure all the Transportation department and drivers who transport residents driving record and/or defensive driving certificates are current.

Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. The Cheshire County JLMC is also responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments.

Participated in two Primex Roundtable meetings, provided training on the med sled at one of the meetings and discussed evacuation plans with other nursing homes.

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Worked with Superintendent Van Wickler to schedule and provide non-violent physical training techniques for employees on the Keene campus.

Manages workers compensation claims as they occur, assists with developing and providing Temporary Alternative Duty as needed for injured employees. There were a total of 53 claims in 2014, ten claims have occurred so far in 2015, there were no claims in the month of April. Enter liability claims as needed, some departments enter their own. Total of 10 in 2014, 5 in 2015.

Working closely with Primex to develop programs to manage and monitor our progress and continue in our efforts to meet our benchmarks. Developed an ergonomics and material handling program, with the assistance of a Keene State Safety Program Intern.

Completed the 2015 "Schedule of Exposures" for Primex.

Currently developing the evacuation maps for 12 Court St.

Updating the Material Safety Data Sheets for Facilities Keene
Continuing to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and space planning with occasional furniture purchasing.

At this time, I would like to respectfully request the Commissioners review and update the "Safety Committee Inspection Policy" signed Oct 23, 2002 and the "Statement of Safety Policy" signed February 15, 1995.

Respectfully Submitted,
Pamela Fortner, Safety Officer

A lengthy discussion followed and it was noted that in April of this year no workers compensation claims were made for the entire month.

The Commissioners also made note of the fact that the County had been awarded the Primex Insurance Award for 2015 the previous week largely due to the work of the Fortner. They congratulated her and asked her to keep up the good work.

The renewal of the "Safety Committee Inspection Policy" signed Oct 23, 2002 and the "Statement of Safety Policy" signed February 15, 1995 documents was discussed and Fortner and Bouchard will re-draft the documents and present them for review in the next few weeks.

Director Potter was then recognized and discussed his Behavioral Health report for two (2) years

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of recidivism rates for 2012 and 1 year rates for 2013. Potter discussed the effectiveness of the program and provided background information on the program participants that had relapsed. Following review and discussion Potter was asked to assemble a more detailed report so that the Commissioners can more easily understand the many elements of program and there effects on recidivism. Potter will work with Bouchard on laying out the data in a suitable format.

Grants Manager Bansley was then recognized and presented a Fiscal Sponsor Working Agreement with Monadnock Voices for Prevention (MVP - the regional substance misuse prevention network) renewal agreement. The Commissioners reviewed the document and Bansley outlined the procedures in place for working with MVCP and Cheshire Medical Center who are also included in the agreement.

Following review and discussion Commissioner Graves moved to authorize the Chairman to resign the agreement to be the fiscal party for grant monies for Monadnock Voices for Prevention. Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's.

At 10:41AM 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 Rogers seconded the motion and upon vote the motion passed with two (2) Yea's.

As a result of deliberations in non-public session the following votes were taken and passed with two Yea's on each item;

To hire A. B as a per-diem LNA for Maplewood Nursing Home at a rate of \$14.89 per hour based on previous experience, training, and education.

To hire M. H. as a per-diem LPN at the rate of \$21.17 per hour based on previous experience, training, and education.

To hire L. C. as an LPN for Maplewood Nursing Home at a rate of \$22.64 per hour based on previous experience, training, and education.

At 10:55AM The Commissioners unanimously voted to return to public session.

The Weekly Census was reviewed.

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

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The minutes of May 12, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

The Commissioners Calendar was then reviewed with no changes made.

At 11:16AM there being no further business to discuss, **Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

P. Graves, Clerk