

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 16, 2015 9:30am**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

**PRESENT:** Commissioners Stillman Rogers, Charles Weed, and Peter Graves

**STAFF:** Finance Director Trombly, Grants Manager Bansley, Incoming County Administrator C. Coates and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Members of the Public

Chairman Rogers opened the meeting at 9:32AM and recognized Assistant County Administrator Bouchard for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

Bouchard covered the materials he had received from Primex and the Municipal Association on Right to Know Laws, and Freedom of Information laws. He handed out the documentation to the Commissioners and asked them to review the handouts and a discussion session will be scheduled if the Commissioners wish to explore the topics in more details.

Bouchard then discussed the Quarterly report schedule and said that the report from the Maplewood Administrator will be postponed to December due to Administrator Kindopp's recently added duties as temporary administrator for the Assisted Living Facility in addition to the Nursing home.

Bouchard then reviewed a phone call from a town Administrator who was seeking information on the proposed pipeline meeting that is being held by the Commissioners. Bouchard presented a suggested agenda that is based on the outline of meeting topics suggested by Commissioner Rogers. Following discussion it was decided to lock-in the September 25<sup>th</sup> date and Bouchard will prepare a public notice and send informational letters with the agenda to the effected towns.

Bouchard then reviewed the work being completed on the County Hall building's Portico and the basement repairs underway. He then reviewed the Court Street / Middle Street parking lot expansion about to get underway. He said that it is expected to have the parking lot project completed before the end of October.

Michael Potter of Behavioral Health was then recognized for the purpose of presenting his semi-annual report to the Commissioners. Potter presented the following written report:

**2015 Bi-Annual Report - BEHAVIORAL HEALTH COURT PROGRAMS**

Since the last report on March 18th, 2015 the totals to the programs as of September 7th, 2015 are:

March 18 – September 7

Admissions = 42

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Successful completions = 18  
Non-successful = 17

Totals for 2015 are:  
Admissions = 50  
Successful completions = 34  
Non-successful = 21

Comparing the yearly totals for the same period last year (2014) there were:  
Admissions = 38  
Successful completions = 19  
Unsuccessful = 8.

Percentage calculations show that we are off by approximately 9% on successful completions from 2014.

Successful Completions:		
2014	2015	Trend Rate
70%	61%	-9%

Non-Compliance:		
2014	2015	Trend Rate
29%	38%	+9%

In reviewing the demographics of 2014 - 2015, there is a higher number of younger opioid/opiate aged clients (18 to 25) who are abusing opioids/opiates in 2015 than in 2014.

The age bracket of 18 to 25 who are abusing/dependent on opiates/opioids are judged to be the most difficult to treat and the State of New Hampshire lacks the long term treatment programs and infrastructure that is required to successfully treat this age group. These two facts appear to be contributing to both the downturn in the successful completion and the upturn in the non-completion rates.

Alternative Sentencing Program (ASP)/ Mental Health Court (MHC) Data:

The data that is collected for these two programs are not as detailed as the data for Cheshire County Drug Court (CCDC) due to the qualifications for the specific Federal Grant that by which they are covered.

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The following is from a report for New Hampshire Association of Counties (NHAC) that was completed earlier from this year.

It covers data gather from January 1, 2015 to July 27, 2015.

- Total number of ASP participant since 2001 till July 27, 2015 = 651
- Total number of MHC participants since 2003 till July 27, 2015 = 575

The following data has been collected from January 1, 2015 to July 27, 2015:

Current total of ASP participants = 12

- Total seen in 2015 = 27
- Total admits = 12
- 20 males
- 7 females
- Total successful completions = 9 (33%)
- Total non-compliant discharge = 6 (22%)
- Co-occurring mental health disorder = 10 (37%)
- 11 report opiates as drug of choice (40%)
- 9 report alcohol as drug of choice (33%)
- 4 report cannabis as drug of choice (14%)
- 3 reports cocaine & crystal meth (11%)
- 3 major mental health disorders are Major Depressive Disorder, Anxiety Disorder and Post Traumatic Stress Disorder (PTSD)
- Age distribution: 18 to 26 = 15  
26 to 35 = 09  
36 to 45 = 02  
46 & up = 01

Current total of Mental Health Program (MHC) participates = 18

- Total seen in 2015 = 54

(3 people were discharged for non-compliance but court ordered back into program. These were not count twice.)

- Total admits = 21
- 25 males
- 29 females
- Total successful completions = 21 (38%)
- Total non-compliant discharge = 13 (24%)

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- Co-occurring substance use disorder = 40 (74%)
- 21 report opiates as drug of choice (38%)
- 14 report alcohol as drug of choice (25%)
- 14 report cannabis as drug of choice (25%)
- 5 report cocaine/crystal meth as drug of choice (9%)
- 3 major mental disorders are Bi-polar, Borderline Personality, and PTSD
- Age distribution: 18 to 25 = 18
  - 26 to 35 = 21
  - 36 to 45 = 09
  - 46 & up = 06

**Long Term Recidivism Study:**

In 2011 and study was conducted on the 2007 client population to determine long term effects of the programs (recidivism). The study looked at the 34 Alternative Sentencing Program (ASP) clients and the 29 Mental Health Court (MHC) clients who had not re-offended and after 3 years and then again at 5 years post program completion.

**Alternative Sentencing Program (ASP)**

- 3 years post completion the rate of recidivism was 26.5%
- 5 years post completion the rate of recidivism was still 26.5%
- 73.5% had remained out of the legal system after 5 years

**Mental Health Court (MHC)**

- 3 years post completion the rate of recidivism was 34.5%
- 5 year post completion the rate of recidivism was 36%
- 64% had remained out of the legal system after 5 years

This study is being repeated on the 2012 and 2013 clients who successfully completed.

**2012 ASP (N = 15)**

- After 2 years the rate of recidivism = 11%

**2013 ASP (N = 26)**

- After 1 year the rate of recidivism = 9%

**2012 MHC (N = 31)**

- After 2 years the rate of recidivism = 36%

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2013 MHC (N = 30)

- After 1 year the rate of recidivism = 9%

New Hampshire Health Protection Program (NHHPP):

(NHHPP is a part of the New Hampshire Department of Health and Human Services (DHHS). NHHPP provides many low-income Granite State residents with options to get health insurance coverage at little or no cost). <http://www.dhhs.nh.gov/ombp/nhhpp/>

The Cheshire County Behavioral Health Court Program (CCBHCP) continues to refer clients that do not have health insurance to Planned Parenthood. This organization is the identified as one of three “Certified Application Counselor” (CAC) programs in the area. However, several concerns have been occurring with the NHHPP.

The process to become a NHHPP member has been slow. Secondly, NHHPP has had difficulties in getting providers signed on to their panels, and those facilities that have become partners with the NHHPP have regulations that are required to be maintained and some of the providers have lost key staff and currently are not meeting the requirements.

As a result the County has again becomes the “payer of last resort”. Although the budget lines for outside services are within budget for 2015, the “savings” to the County has not materialized to the extent that we hoped to achieve.

The Certified Addiction Councilor (CAC) positions have not been grant funded and as of October 2015 will no longer be available. The State is looking for individual providers and agencies to fill the CAC vacancies at no cost to the consumers or the State. CCBHCP has been approached to a CAC agency for those that we serve. We are looking into what the process will be. It would seem that, if NHHPP continues past 2016, it would be advantageous to have the ability to assist our clients in this process.

Financial Stability:

As of the July 31, 2015 information from the Finance Departments “Monthly Budgetary Status” report, shows that CCBHCP is on budget. Unless there is a dramatic increase in the number of clients sentenced to these two (2) programs and lengthy delays in the NHHPP enrollment process, the expectation is that the programs will remain within budget for 2015.

Respectfully submitted,  
Michael Potter, MLADC  
Director of CCBHCP

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A lengthy discussion began following Potter's report presentation and among the topics discussed were the Substance Abuse Provider (SAP) program at Keene High School and other community efforts to provide substance abuse education to the communities' school systems beginning a grade school levels.

It was agreed that further investigation into the County's role for these types of programs would be needed.

The Commissioners thanked Potter for his report and recognized Sheriff Rivera who said that the Sheriff's department has almost completed Narcan (naloxone) training. (Narcan is an opioid antagonist and is used for the complete or partial reversal of opioid overdose, including respiratory depression. It is also used for diagnosis of suspected or known acute opioid overdose).

Rivera then said that the new union unit was formed on a vote of thirteen (13) to zero (0) and the Teamsters will be the units affiliate.

Master Agenda Item #286: 2015 Timber Cut Update was then taken-up for discussion. County Forester Roberge said that multiple bids had been received and analyzed and that Monadnock Timber Exchange of North Conway had submitted the highest bid in response to the RFP. Roberge said that he recommended the award of the timber contract to the company. **Commissioner Weed then moved to award the 2015 timber harvesting contract to Monadnock Timber Exchange of North Conway, NH whose bid was \$36,890.00. The motion was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item #225: County Credit Card Program Review was then discussed. Director Trombly reviewed the program rollout and said that everything had gone smoothly and an analysis of the Cards usage shows that all purchases had been appropriate. Trombly discussed the processes in place for the users to authenticate their purchases each month and the controls to validate that all purchases were authorized by the card holders.

Master Agenda Item #284: System of Care (SOC) Indirect Cost Rate Change to 5% and SOC Grant status. Grants Manager Bansley reviewed the request from last week's meeting to move 5% of the administrative fee authorized for the SOC grant back into the program. She presented her synopsis of the current administrative income from the County grants program and a review of the numbers shows that the 2015 administrative income for the grants department will be in excess of the anticipated amount even with the 5% re-allocation. **Following discussion Commissioner Weed moved to authorize a change in the administrative fee for the System of Care (SOC) grant Indirect Cost Rate from 10% to 5% with the difference being retained in the operational budget of the SOC program. Commissioner Graves seconded the motion and upon vote the motion passed**

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**unanimously.**

Master Agenda Item #288: Indirect Cost Policy and Grants Policy - S. Bansley

Bansley presented an updated policy that needs to be submitted for all federal and state funded grants that the allocation basis and amounts for Administrative fees for grants. It states that *“all grant applications will include an agreed upon administrative fee consistent with Cheshire County’s indirect cost policy. A department applying for or amending a grant which does not include the full indirect cost rate in the grant application must provide reasoning to the grants manager and may be required to present to the Commissioners for approval prior to the grant submission”*.

**After reviewing the updated policy and discussions, Commissioner Weed moved to approve and sign the “Indirect Cost Rate for Grants” policy document. Commissioner Graves then seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item #291: Moody's Rating Announcement – Director Trombly told the Commissioners that Moody’s has issued an updated credit rating on the County and as expected has confirmed the Aa2 investment grade rating. The Department of Corrections bond refunding will now move into the implementation phase and a working session with PFM the County bond consultant, the attorney’s and underwriters can now proceed. The Commissioners will receive another update at next week’s Commissioners meeting on the progress of the refinancing.

Master Agenda Item #289: Meals and Incidentals Policy – Director Trombly and Grants Manager Bansley spoke to a request to update the County Travel and Meal Reimbursement Policy. It was learned that the policy has not been updated since 2004 and did not take into consideration the federal General Service Administration rate structures for the reimbursement of expenses covered by grants. The new rate is based on the 2004 adopted policy with allowance for inflation over the past eleven (11) years. The policy is as follows;

*“The County of Cheshire will reimburse mileage costs for County employees if you are required to use your personal automobile for County business. The mileage rate is based on the rate allowed by the Internal Revenue Service (IRS).*

*Mileage is not reimbursable for travel from home to a County facility under any circumstances, including when on call. Mileage is not reimbursable for participation in employee activities you attend by choice.*

*The maximum total meal reimbursement rate when traveling overnight is \$45 per day.*

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*In addition to overnight travel, an employee who is required to travel away on a one day assignment that does not require an overnight stay and that is not otherwise part of their normal daily duties may seek meal reimbursement up to \$10.*

*Alcoholic beverages are not reimbursable. Receipts for expenditures for travel, lodging, meals, etc. will accompany an accounting for those expenditures and will be submitted to the finance office for reimbursement. In the event of a prepayment, a similar accounting with any refund or balance due to the County will be submitted to the finance office.*

*The U.S. General Services Administration rate shall apply for employees whose travel is reimbursed by grants, provided it is allowable by the funder and funds are available in the budget. Per Diem travel reimbursable by grants funds may require pre approval by the grants manager”.*

**The Commissioners asked a number of questions and following discussion Commissioner Weed moved to accept the updated policy and to authorize the Commissioners to sign the policy document. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item #290: Wage and Classification Study – Director Trombly then asked for the Commissioners to approve the publication of a Pay and Classification Request for Proposals (RFP) which the funding for was approved at the recent County Delegation meeting. A review of the purpose and contents of the RFP was covered and a discussion around the importance of ensuring the current job descriptions were accurate was had. **Following review, Commissioner Weed moved to authorize the publishing of the RFP and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

The Commissioner’s then reviewed the Weekly Census report noting the consistent strength in the federal inmate holds at the department of corrections and the level population numbers at the nursing home.

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

**The minutes of September 9, 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.**



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The Commissioners calendar was then reviewed.

**At 11:12AM 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 and upon vote the motion passed with three (3) Yea's.**

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

**At 11:33AM the Commissioners unanimously voted to return to public session.**

**At 11:34AM 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